

## SPECIAL PUBLIC MEETING OF THE BOARD OF EDUCATION Via Videoconference

Wednesday, April 15, 2020

Time: 6:00 p.m.

"It always seems impossible until it's done." Nelson Mandela

#### AGENDA

#### A. OPENING PROCEDURES

ITEM 1

- Call to Order
- 2. Electronic Board Meeting Procedures
- 3. Correspondence
- 4. Approval of Agenda
- 5. Invitation for Public Input to matters on the Agenda Members of the public can provide input on decision items on the Agenda by emailing board@sd42.ca by no later than 5:30 pm on April 15, 2020. 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. March 11, 2020

ITEM 2

- **C. PRESENTATIONS** Individuals and groups invited by the Board to make presentations. Time limits for individual presentations will be established to allow all speakers to present within the time limit for this item. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.
  - 1. Proposed Preliminary Budget 2020/21

ITEM 3

#### D. DECISION ITEMS

- 1. Chairperson
- 2. Superintendent of Schools
  - a) 2020/21, 2021/22 and 2022/23 District School Calendars

ITEM 4

- 3. Secretary Treasurer
  - a) 2020/21 Annual Facility Grant Spending Plan

ITEM 5

**E. 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 prior to the start of question period. 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.

#### F. OTHER BUSINESS

1. Public Disclosure of Closed Meeting Business

ITEM 6

#### G. ADJOURNMENT



ITEM 1

To: **Board of Education** From: Chairperson

Korleen Carreras

Re: **OPENING PROCEDURES** Date: April 15, 2020

(Public Board Meeting)

#### **Decision**

1. CALL TO ORDER

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 him/herself and indicating their vote either for or against the resolution.

- CORRESPONDENCE
- 4. APPROVAL OF AGENDA

#### **RECOMMENDATION:**

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

5. INVITATION FOR PUBLIC INPUT TO MATTERS ON THE AGENDA - Members of the public can provide input on decision items on the Agenda by emailing board@sd42.ca by no later than 5:30 pm on April 15, 2020. 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.



ITEM 2

To: **Board of Education** From: Chairperson

Korleen Carreras

Re: **APPROVAL OF MINUTES** Date: April 15, 2020

(Public Board Meeting)

**Decision** 

#### **RECOMMENDATION:**

THAT the Minutes of the March 11, 2020 Public Board Meeting be approved as circulated.

Attachment



#### PUBLIC MINUTES OF THE BOARD OF EDUCATION MEETING Wednesday, March 11, 2020, (6:00 PM) DEO Board Room

#### IN ATTENDANCE:

**BOARD MEMBERS:** 

Chairperson – Korleen Carreras Vice-Chairperson – Elaine Yamamoto

Trustee - Kim Dumore

Trustee – Mike Murray

Trustee – Pascale Shaw

Trustee – Kathleen Sullivan

Trustee - Colette Trudeau

STAFF:

Superintendent - Sylvia Russell

Secretary Treasurer – Flavia Coughlan

Deputy Superintendent – Harry Dhillon

Senior Manager, Communications – Irena Pochop

Executive Coordinator - Karen Yoxall

#### A. OPENING PROCEDURES

1. Call to Order

The meeting was called to order at 6:01 p.m.

The Chairperson welcomed and thanked everyone for attending.

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 of our 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. Correspondence

#### Moved/Seconded

- J. Van Loon, Director General, Controlled Substances & Cannabis Branch, Health Canada
- R. Fleming, Minister of Education

THAT the Board receive the correspondence, for information.

#### **CARRIED**

#### 3. Approval of Agenda

#### Moved/Seconded

The Chairperson reported that the presentation by the Ridge Meadows Child Development Centre has been deferred.

THAT the Agenda be approved as amended.

#### **CARRIED**

#### 4. Invitation for Public Input to matters on the Agenda

The Chairperson invited the public to provide input into Decision Items under section F of the agenda and requested the public to sign up on the sheet provided if they wished to ask questions.

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

#### Moved/Seconded

THAT the Minutes of the February 26, 2020 Public Board Meeting be approved as circulated.

#### **CARRIED**

- C. PRESENTATIONS
- **D. DELEGATIONS**
- **E. DEFERRED ITEMS**
- F. DECISION ITEMS
  - 1. Chairperson
  - 2. Superintendent of Schools
  - 3. Secretary Treasurer
  - 4. Board Committees
    - a) Budget
      - i. <u>Community and Commercial Use of School Facilities</u>

#### Moved/Seconded

In accordance with board Policy 10400 Community and Commercial Use of School Facilities and Grounds, board facilities will be made available to outside users for a fee that at a minimum ensures full cost recovery of direct and indirect costs incurred and to be incurred by the board as a result of making that use available.

The Secretary Treasurer reported that rental rates are calculated based on either the full cost recovery per square meter per hour or on market rates which are determined by conducting an annual market analysis.

THAT the Board approve the proposed rental rates for 2020/2021 **CARRIED** 

- b) Finance
  - i. Appointment of Auditors

#### Moved/Seconded

The Secretary Treasurer reported that the school district financial statements will continue to be audited by an auditor appointed by the Board for the fiscal years ending June 30, 2020 to June 30, 2022.

THAT the Board: appoint BDO Canada LLP as auditors for the Board for 2019/2020 and direct the Secretary Treasurer to promptly notify the auditor and the Minister of Education of the appointment.

#### **CARRIED**

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

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

- 1. Chairperson
- 2. Superintendent of Schools
  - a) Superintendent's Update

#### Moved/Seconded

The Superintendent provided an update on school and district events.

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

#### CARRIED

- 3. Secretary Treasurer
- 4. Board Committees & Advisory Committee Reports
  - a) Budget
  - b) Finance
  - c) Facilities Planning
  - d) Board Policy Development
    - i. <u>Policy Updates</u>

#### Moved/Seconded

The Secretary Treasurer reported that the Board Policy Development Committee has reviewed Policy 6810: Disposal of Land or Improvements and is not recommending any changes.

The Secretary Treasurer reported that Draft Policy 5700: Personal Information Protection and Access to Information and related procedures have been prepared with assistance from legal counsel.

The Secretary Treasurer further reported that Draft Policy 9415: Inclusive Education was prepared with input from the Education Committee and has been reviewed by legal counsel.

THAT the Board receive for information:

- Policy 6810: Disposal of Land or Improvements
- Procedure 5700.1: Management of Access Requests
- Procedure 5700.2: Routine Requests and Access to Public Information of the Board
- Procedure 5700.3: Personal Information Protection

#### And Further:

THAT the Board receive for information and continuation with the consultation process:

- Policy 5700: Personal Information Protection
- Policy 9415: Inclusive Schools

#### **CARRIED**

- e) Education
- f) Aboriginal Education

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

#### I. TRUSTEE REPORTS

- 1. BC School Trustees Association
  - a) BCSTA Draft 2020/2021 Budget

Trustee Murray reported that Boards of Education are invited to provide feedback on BCSTA's 2020/2021 draft budget.

#### Maple Ridge-Pitt Meadows Arts Council.

Trustee Sullivan reported that the Arts Council is reviewing their emergency procedures and that tours of the art gallery have increased.

#### **Good News Items**

Trustee Shaw attended the production of "Little Shop of Horrors" at Thomas Haney Secondary; Trustee Dumore attended a gifted conference at Bonson Community Centre and judged the Youth and Philanthropy Initiative event at Garibaldi Secondary School; Trustee Yamamoto participated in "Putting on the Glitz" at Thomas Haney Secondary School and thanked the Social Justice Committee for their presentation for International Women's Day; Trustee Sullivan remarked at the excellent Aboriginal Education Student Forum; Trustee Murray spoke to a recent meeting with Minister Simpson, Minister of Social Development and Poverty Reduction; Trustee Trudeau spoke to the Aboriginal Education Student Forum and Trustee Carreras attended a hospital gala fundraiser.

#### L. QUESTION PERIOD

Questions were posed on the following:

- Draft Policy 5700: Personal Information Protection and Access to Information
- Homestay Coordinators and COVID-19

#### M. OTHER BUSINESS

#### N. ADJOURNMENT

#### Moved/Seconded

THAT the Board adjourn the meeting.

#### **CARRIED**

The Public Board meeting adjourned at 7:02	p.m.
Korleen Carreras, Chairperson	Flavia Coughlan, Secretary Treasurer



ITEM 3

To: **Board of Education** From: Budget Committee of the

Whole

Re: **PROPOSED PRELIMINARY BUDGET** Date: April 15, 2020

<u>2020/21</u>

(Public Board Meeting)

**Information** 

#### **BACKGROUND/RATIONALE:**

The Proposed Preliminary Budget 2020/21 is presented to the Board for information.

Groups or individuals who wish to present their views on the Proposed Preliminary Budget at the April 22, 2020 Budget Committee of the Whole meeting at 6:00 p.m. via videoconference must register with Karen Yoxall (Executive Coordinator) at <a href="mailto:budget@sd42.ca">budget@sd42.ca</a> no later than April 20, 2020.

Written submissions may be forwarded no later than two working days before the meeting by email to <a href="mailto:budget@sd42.ca">budget@sd42.ca</a>.

All submissions to the Board are considered to be public documents. The Board, therefore, reserves the right to make any submissions available to the public and placed on the website.

Individuals who wish to share their views on the Proposed Preliminary Budget are also invited to participate in the online budget survey open from April 16, 2020 to April 24, 2020 at <a href="https://letstalksd42.ca/202021-budget-process">https://letstalksd42.ca/202021-budget-process</a>.

The Board of Education will make their final deliberations and adopt the 2020/21 Preliminary Budget at the Public Board meeting scheduled for April 29, 2020.

#### **RECOMMENDATION:**

THAT the Board receive the Proposed Preliminary Budget 2020/21 for information.

Attachment





## PROPOSED PRELIMINARY BUDGET 2020/21

APRIL 15, 2020

#### **PROPOSED PRELIMINARY BUDGET 2020/21**

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42

Maple Ridge, BC, Canada V2X 8N6 www.sd42.ca













#### **PROPOSED PRELIMINARY BUDGET 2020/21**

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42

Maple Ridge, BC, Canada

V2X 8N6

www.sd42.ca



This Meritorious Budget Award is presented to

# MAPLE RIDGE – PITT MEADOWS SCHOOL DISTRICT

for excellence in the preparation and issuance of its budget for the Fiscal Year 2019–2020.

The budget adheres to the principles and standards of ASBO International's Meritorious Budget Award criteria.



Thomas E. Wohlleber, CSRM President

& Wolle

David J. Lewis Executive Director

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# **EXECUTIVE SUMMARY**



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## MESSAGE FROM THE BOARD OF EDUCATION AND SENIOR STAFF

During this year's budget process, we find ourselves in an unusual and challenging time. A time of uncertainty, unpredictability and change. To navigate this new landscape, we must think ahead and strategically build systems that both meet the needs of our school communities and mitigate the impact of external challenges.

While some of the challenges before us are quite familiar, others are unprecedented. As a part of the 2020/21 budget process, we must respond to the continued increase in enrolment at the elementary level, a reduction of provincial funding, a reduction of international education revenue precipitated by a global health crisis, as well as the sudden and dramatic reorientation of school district services in response to COVID-19.

In preparing the 2020/21 budget balancing proposals, we have worked to protect the structures and supports that best serve our students even as we implement the reductions demanded by our current context.

We know that we must continue to build skillful supports across each of our schools to address the high needs of many of our learners. We also know that we must invest in proactive, early intervention measures to address challenging student behaviours in the formative years when these investments will have the greatest impact. These and many other considerations have shaped the thoughtful development of our proposals, which attempt to balance the needs of the system against the demands of our context.

Thank you for taking the time to review our 2020/21 Proposed Preliminary Budget. We welcome and look forward to your feedback on the Proposed Preliminary Budget for 2020/21.





## **BUDGET OVERVIEW**

School District No. 42 meets the learning needs of approximately 15,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. The district provides K-12 educational services in 22 elementary schools, 6 secondary schools and 2 alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education.

All decisions made by Maple Ridge – Pitt Meadows School District are guided by its vision and core values, and are based on research and consultation. Similarly, the district's initiatives and resources are all aligned to support its firm commitment to fostering a culture of care and belonging where the well-being and success of all learners is supported; providing intentional support for a growth mindset, collaboration, interdependence, and staff development; and being a forward-thinking, research-based, ethical, effective, efficient, sustainable and connected organization.

School District No. 42 (Maple Ridge – Pitt Meadows) is estimating that a funding shortfall of \$1.90 million will have to be addressed in 2020/21. This is estimated to be followed by budget funding shortfalls of approximately \$1.76 million for 2021/22, \$1.00 million for 2022/23, and \$1.30 million for 2023/24.

The school district operates under authority of the School Act of British Columbia as a corporation and receives over 90% of revenue from the BC provincial government through the Ministry of Education. Any changes to provincial grants will consequently have a significant impact on the school district's budget. The School District is exempt from federal and provincial corporate income taxes.

In accordance with the School Act, school districts in the province must approve a balanced budget and submit it to the Ministry of Education by June 30, 2020. The Maple Ridge – Pitt Meadows School District aims to develop a preliminary budget that supports its vision, and that considers not only its shared priorities but also the needs of its community of learners.

This budget has been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

As required by the Ministry of Education and Public Sector Accounting Standards (PSAB), the Maple Ridge - Pitt Meadows School District tracks and reports revenue and expenditures under three separate funds: the operating fund, the special purpose fund and the capital fund.

**OPERATING FUND:** The operating fund includes operating grants and other revenues used to fund instructional programs, school and district administration, facilities operations, maintenance and transportation.

**SPECIAL PURPOSE FUND:** The special purpose fund is comprised of separate funds established to track revenue and expenditures received from the Ministry of Education and other sources that have restrictions on how they may be spent (e.g. Classroom Enhancement Fund, Annual Facilities Grant, Community LINK, Ready Set Learn and School Generated Funds).

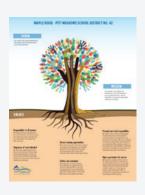
**CAPITAL FUND:** The capital fund includes capital expenditures related to facilities (purchases and enhancements) and equipment (purchases) that are funded by Ministry of Education capital grants, operating funds, and special purpose funds. An annual deficit in the capital fund that is a result of amortization expense and budgeted capital assets purchased from operating and special purpose funds exceeding the amortization of deferred capital revenue plus budgeted local capital revenue is permitted under the Accounting Practices Order of the Ministry of Education.

For detailed information, please refer to the Organizational section of the budget document.

Proposed Preliminary Budget 2020/21 | Maple Ridge - Pitt Meadov Bublin Algentia (Plagel 163

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## STRATEGIC DIRECTION



#### **VISION**

The district vision is for every individual to feel valued and for all learners to reach their potential.

#### **MISSION**

Our mission is to support all individuals in their development as successful learners, and as respectful, caring and responsible members of society.

#### **STRATEGIC DIRECTIONS**

- Inclusive culture of care and belonging where the well-being and success of all learners is supported and celebrated.
- 2. Intentional support for a growth mindset, collaboration, interdependence, and staff development.
- 3. Forward-thinking, research-informed, effective, efficient, sustainable, valuebased and connected school district.

#### STRATEGIC GOALS

The strategic goals for the Maple Ridge - Pitt Meadows school district are established on a rolling four-year planning cycle and are summarized in departmental operational plans and school growth plans.

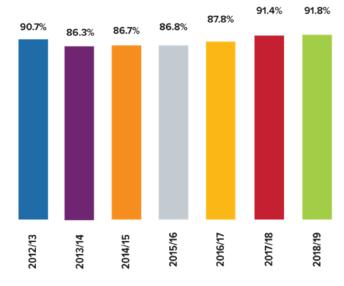
The board-approved budget supports the specific strategic goals identified in operational plans and school growth plans. Specifically, the board has made allocations that support collaborative teaching, safe and caring schools, social emotional learning, curriculum implementation, early learning, literacy, educational leadership, and technology infrastructure. For additional information on these allocations, please refer to the budget changes table on page 7.

#### STUDENT ACHIEVEMENT

The six-year completion rate for All Students for the 2018/2019 school year was 91.8% - exceeding the provincial average and within the range of the highest performing school districts in the province with regard to school completion. In fact, the school district results now place us in the top three districts in the province with a graduating class in excess of 1000 students.

Six years ago, in 2013/2014, the school district overall six year completion rate was 86.3%. Considerable focus and effort has been dedicated to improving both the numbers of students completing high school and the quality of the programming that students have encountered during their high school experience. There continues to be about a 1.5% gap between the overall performance of female to male students, with the females completing high school more often. This gap, however, has also improved from six years ago, at which time the performance gap between females and males was approximately 8%, and even from last year, when the gap was 4%.

## **2018/19 6-YEAR GRADUATION RATES** ALL STUDENTS



\* 2018/19 provincial average **85**%



## **BUDGET PROCESS**

Wednesday, December 11, 2019 DEO 6:00 pm	BOARD MEETING     Presentation and approval of the Proposed Budget Process/Timeline.
Wednesday, February 12, 2020	BUDGET COMMITTEE OF THE WHOLE  Partner groups presentation of impact on budget-driven changes implemented as part of the 2019/20 Preliminary Budget.
Wednesday, February 12, 2020 DEO 6:00 pm	<ul> <li>BOARD MEETING</li> <li>Presentation of projected enrolment for 2020/21, 2021/22, 2022/23, 2023/24.</li> </ul>
Wednesday, February 26, 2020 DEO 6:00 pm	Presentation and board approval of the 2019/20 Amended Annual Budget.
Wednesday, April 1, 2020	BUDGET COMMITTEE OF THE WHOLE     Presentation of the 2020/21 preliminary budget estimates to partner groups
Wednesday, April 6, 2020	BUDGET COMMITTEE OF THE WHOLE  Partner groups individual presentations to the board of the 2020/21 budget considerations.
Wednesday, April 15, 2020	BOARD MEETING  • Presentation of the Proposed 2020/21 Preliminary Budget.
Wednesday, April 22, 2020 6:00 pm	BUDGET COMMITTEE OF THE WHOLE  Public and partner group input on the Proposed 2020/21 Preliminary Budget.
Wednesday, April 29, 2020 6:00 pm	BOARD MEETING     Approval of 2020/21 Budget Balancing Proposals and Adoption of 2020/21     Preliminary Budget.

Individuals who wish to present their views on the Proposed Preliminary Budget at the April 22, 2020 Budget Committee-of-the-Whole meeting will need to register at budget@sd42.ca no later than April 20, 2020.

Please send written submissions no later than two (2) working days before the meeting. You may send your submissions through the email below:



EMAIL: budget@sd42.ca

Individuals who wish to share their views on the Proposed Preliminary Budget are invited to participate in the online budget survey opened from April 16, 2020 to April 24, 2020.



Take the survey at https://letstalksd42.ca/202021-budget-process

Please note: All submissions to the board are considered public documents. The board, therefore, reserves the right to make any submissions available to public and to place them on the district website.



**Download** the budget document at:

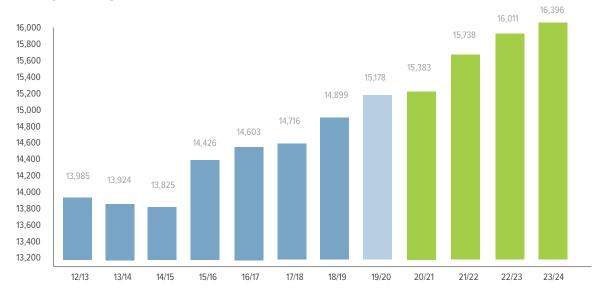
https://www.sd42.ca/board-of-education/budget-process/2020-budget-process/



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## STUDENT ENROLMENT TRENDS AND FORECAST

The enrolment information presented below is based on actual full-year enrolment (regular, alternate, distributed learning, continuing education, summer school, and adult learners) for 2012/13 to 2018/19, actual enrolment for September and estimated February and May for 2019/20 and forecasted enrolment for 2020/21, 2021/22, 2022/23 and 2023/24.



## **STAFFING**

From 2012/13, total operating staffing in the Maple Ridge - Pitt Meadows School District has increased by approximately 165 FTE. Also, there are an additional 108.58 FTE positions funded from the Classroom Enhancement Fund (CEF).

While teaching staff, principals/vice-principals and support staff have been reduced due to funding shortfalls and enrolment decline in some years, education assistants have increased, principally due to higher enrolment of students with special needs. Other professionals have increased to support the operations of the district.

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2019/20	2019/20
	FTE	with CEF	Student to Staff Ratio							
Teachers	813.40	771.95	763.35	785.46	804.24	807.15	811.60	825.85	930.17	16.68
Principals/VPs - Admin	42.79	42.10	39.48	40.31	43.97	42.00	45.44	49.24	50.94	304.64
Principals/VPs - Teaching	13.31	11.90	10.70	10.82	10.00	11.10	11.40	13.60	11.90	1,303.99
Other Professionals	30.00	30.00	30.50	31.71	35.71	32.30	36.30	39.30	40.30	385.05
Education Assistants	285.32	293.34	300.81	317.91	337.60	343.08	368.43	419.18	419.18	37.02
Support Staff	323.17	316.22	297.14	302.62	308.66	310.23	313.18	325.46	328.72	47.21
Trustees	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	2,216.79
Total	1,514.99	1,472.51	1,448.98	1,495.83	1,547.18	1,552.86	1,593.35	1,679.63	1,788.21	8.68
Student to Staff Ratio	9.48	9.71	9.90	9.95	9.72	9.76	9.60	9.24	8.68	

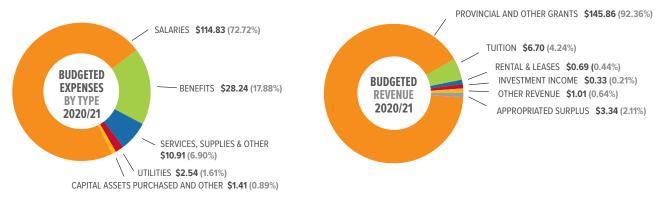
Source: 1530 report submissions for each year as restated to reflect calculation of budgeted hours per week divided by full-time hours per week per position, child care worker FTE removed for all prior years as paid from Special Purpose Funds. 2013/14 has been restated to remove FTE attached to custodial and labourer banks as well as contract instructors at International Education and Ridge Meadows College. Above teacher and educational assistant FTEs include Learning Support Communities bank of \$525,000/yr that is allocated between teachers and education assistants as required annually. Principal/VP FTEs have been split to show the admin and teaching components of the positions. 2016/17, 2017/18, 2018/19 and 2019/20 FTEs have been restated to reflect ongoing allocations only.





## **SUMMARY: PROPOSED PRELIMINARY OPERATING BUDGET 2020/21**

School District No. 42 (Maple Ridge - Pitt Meadows) is estimating to receive 92.36% of its operating revenue from provincial and other grants, 4.24% from tuition, 2.11% from prior year appropriated surplus, and 1.29% from other sources. The proposed operating budget for 2020/21 is allocated to be spent on salaries and benefits (90.6%); services, supplies and other (6.90%); utilities (1.61%); and capital assets purchased and other (0.89%).



The table below summarizes the changes to operating budget four-year projections. Additional information about these estimates can be found in the financial section of the budget document.

OPERATING BUDGET FOUR-YEAR PROJECTIONS (\$ millions)	2020/21	2021/22	2022/23	2023/24
Incremental Cost Increases				
Changes in Salaries and Benefits				
Salary and benefit changes (excluding labour settlement)	(0.49)	(0.45)	(0.45)	(0.45)
Labour settlement cost	(0.86)	(0.67)		
Other benefit cost changes	(0.82)	(0.56)	(0.56)	(0.56)
Services, Supplies & Utilities	(0.05)	(0.27)	(0.27)	(0.27)
New School Operating Costs				(0.58)
	(2.22)	(1.95)	(1.28)	(1.86)
Enrolment Driven Changes	0.14	0.72	0.52	0.74
Ministry of Education Funding Changes	(0.48)	0.67		
Revenue and Expense Changes				
Impact of 2019/20 budget	0.70			
International tuition and expenses	0.37	(0.12)	(0.13)	(0.18)
Other ongoing revenue and expenses	(0.21)			
	0.86	(0.12)	(0.13)	(0.18)
Total Projected Surplus / (Shortfall) Before One-time Items	(1.70)	(0.68)	(0.89)	(1.30)
One-Time Revenue and Expenditures				
International Education	(1.25)	1.25		
One-time revenue and expenses	0.21	(0.10)	(0.11)	
Total Projected Surplus / (Shortfall)	(2.74)	0.47	(1.00)	(1.30)
2019/20 Available Surplus	0.84	(0.84)		
Total Projected Surplus / (Shortfall)	(1.90)	(0.37)	(1.00)	(1.30)
Proposed Ongoing Budget Changes	0.51			
Proposed One-time Budget Changes	1.39	(1.39)		
Total Projected Surplus / (Shortfall)	-	(1.76)	(1.00)	(1.30)

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The operating context for our school district has changed significantly in the past four years. After almost a decade of enrolment decline and budget reductions, in 2015/16 enrolment in the Maple Ridge – Pitt Meadows School District started to increase and this trend is projected to continue for the foreseeable future.

To effectively support the projected continued enrolment increase and the changed operational context, the school district has to review existing systems and structures and, where necessary, implement the changes required.

The Proposed Preliminary Budget changes summarized below were developed through a review of all current school district budget allocations, and restored MRTA collective agreement language and associated funding. The review included meetings with all partner groups, managers, principals and the board. The budget review process also aimed to ensure the alignment of budget allocations with the strategic directions set in the board's strategic plan, divisional operational plans and school growth plans.

In March 2020, the World Health Organization declared coronavirus COVID-19 a pandemic. The impact of COVID-19 on the global economy and on school district finances and operations is very difficult to estimate. This proposed budget reflects the need for flexibility in addressing emergent issues over the next year.

#### **PROPOSED BUDGET CHANGES 2020/21**

ONGOING PRELIMINARY BUDGET CHANGES 2020/21	
Support for School Growth Plans	
Emergent Expenditure Fund	50,000
Secondary Equipment Grant	22,400
School Teams	66,000
Reporting	18,000
	156,400
Support for Operational Plans	
Facilities Supplies	34,862
Utilities	15,200
	50,062
Learning Services	
Learning Services Staff	
Director, Learning Services	(188,598)
Principal	161,554
Vice Principal	40,490
Reallocation of Existing Budgets	(13,446)
International Education	
Classroom Teachers - alignment of formula	196,677
Transportation	
Transportation Fees	113,200
Total Ongoing Proposals	516,339

ONE-TIME PRELIMINARY BUDGET CHANGES 2020/	21
Support for School Growth Plans	
Literacy	(230,151)
Supporting All Learners - Improving Student Engagement	
Educational Programs	(41,074)
Riverside Program and Community Connection	(202,446)
School Based Staffing	(444,654)
Early Learning	(63,046)
Educational Leadership - Elementary Staffing	(151,830)
School Clerical Allocations	(25,011)
Support for Operational Plans	
Information Technology Staffing	(127,991)
Human Resources Staffing	(70,987)
Facilities Staffing	(66,747)
Learning Services	
Collaborative Teaching	(892,884)
International Education	
International Education Leadership	(161,554)
Teachers - Secondary Liaison	113,879
International Education Clerical Staffing	51,017
Homestay Coordinator	68,477
Reallocation of Existing Budgets	1,401,923
Use of Contingency Reserve to Fund Proposals	1,076,452
One-time Use of Contingency Reserve	1,153,921
Total One-time Proposals	1,387,294
Total Proposals	1,903,633





## **SUMMARY: SPECIAL PURPOSE FUNDS BUDGET 2020/21**

The special purpose fund is comprised of separate funds established to track revenue and expenditures received from the Ministry of Education and other sources that have restrictions on how they may be spent. The following special purpose funds have been included in the 2020/21 proposed preliminary budget:

- Classroom Enhancement Fund (CEF)
- Learning Improvement Fund (LIF)
- Annual Facility Grants (AFG) (excluding amounts paid via bylaw certificates of approval)
- Official Languages in Education French Programs Grants (OLEP)
- Community LINK Grants
- StrongStart Centre Grants
- Ready Set Learn Grants
- Youth Education Support Fund
- Scholarships and Bursaries
- School Generated Funds

The following table summarizes budgeted deferred contributions, revenue and expenditure by object for all special purpose funds.

Budget changes are not contemplated for funds other than the Classroom Enhancement Fund and the Annual Facilities Grant Fund.

(\$ millions)	2020/21 BUDGET	2021/22 BUDGET	2022/23 BUDGET	2023/24 BUDGET
Deferred Revenue, beginning of year	(1.33)	(1.70)	(1.58)	(1.46)
Received Contributions				
Provincial Grants - Ministry of Education	(12.01)	(12.01)	(12.01)	(12.01)
Other	(4.58)	(4.58)	(4.58)	(4.58)
Total Contributions Received	(16.59)	(16.59)	(16.59)	(16.59)
Less: Allocated to Revenue or Recovered by MOE	16.22	16.71	16.71	16.71
Deferred Revenue, end of year	(1.70)	(1.58)	(1.46)	(1.34)
Allocated to Revenue				
Provincial Grants	12.01	12.01	12.01	12.01
Other Revenue	4.58	4.58	4.58	4.58
Total Allocated to Revenue	16.59	16.59	16.59	16.59
Expenses				
Salaries and Benefits	11.49	11.49	11.49	11.49
Service and Supplies	4.78	4.78	4.78	4.78
Total Expenses	16.27	16.27	16.27	16.27
Capital Purchases and Other	0.32	0.32	0.32	0.32
Total Expenses and Capital Purchases	16.59	16.59	16.59	16.59
Net Revenue (Expense)	-	-	-	-





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#### **Classroom Enhancement Fund**

For 2020/21, the Maple Ridge - Pitt Meadows School District has been provided with a preliminary CEF allocation of \$9.86 million, sufficient to fund an estimated 93.71 FTE teachers and overhead costs of \$0.73 million. It is estimated that an additional \$1.34 million will be required in order to fund the 107.42 FTE teachers needed to fulfill the collective agreement obligations funded under CEF.

USE OF CLASSROOM ENHANCEMENT FUND 202	20/21
Classroom Enhancement Fund Grant	9,858,651
Estimated Additional Funding Required	1,336,109
Preliminary Staffing Plan	(10,467,951)
Additional Teacher Supports	(396,900)
Human Resources Supports	(126,726)
Facilities and Other Implementation Costs	(203,183)
Facilities and Other Implementation Costs	(192,488)

#### **Annual Facilities Grant**

For 2020/21, the Maple Ridge - Pitt Meadows School District has been provided with a special purpose annual facilities grant allocation of \$517,500 and a capital annual facilities grant allocation of \$2,026,336. The proposed annual facilities grant spending plan for 2020/21 is presented in the following table.

USE OF ANNUAL FACILITIES GRANT 2020/21	PROJECT DESCRIPTION	BUDGET
District	Capital asset management system	38,544
Various schools	Duct cleaning	65,000
Various schools	Interior painting	60,000
Various schools	Flooring	100,000
Various schools	Wall carpet removal	60,000
Various schools	Facilities upgrades	167,956
Golden Ears Elementary	Exterior painting	26,000
Total Special Purpose Fund AFG		\$517,500
Maple Ridge Secondary	Exterior Painting	19,000
Alouette, Glenwood and Pitt Meadows Elementary	HVAC - Boiler renewal & domestic hot water	172,800
Davie Jones Elementary	Split DX unit renewal	46,150
Alexander Robinson, Fairview, Harry Hooge, Laity View, Maple Ridge Elementary	HVAC - DDC system renewal	294,558
Whonnock Elementary	Install new generator	120,000
Westview Secondary	Multi-Purpose room renovations	182,336
Fairview, Highland Park, Maple Ridge, Pitt Meadows Elementary	Roofing	1,191,492
Total Capital AFG		\$2,026,336

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## **SUMMARY: CAPITAL FUND BUDGET 2020/21**

The capital fund includes capital expenditures related to facilities (purchases and enhancements) and equipment (purchases) that are funded by Ministry of Education capital grants, operating funds, and special purpose funds. An annual deficit in the capital fund that is a result of amortization expense and budgeted capital assets purchased from operating and special purpose funds exceeding the amortization of deferred capital revenue plus budgeted local capital revenue is permitted under the Accounting Practices Order of the Ministry of Education.

CAPITAL (\$ millions)	2019/20 BUDGET	2020/21 BUDGET	2021/22 BUDGET	2022/23 BUDGET
Capital Surplus (Deficit), beginning of year	88.09	83.87	82.00	80.35
Revenues				
Provincial Grants - Ministry of Education	-			
School Site Acquisition Fees	-			
Investment Income	0.13	0.12	0.11	0.10
Amortization of Deferred Capital Revenue	6.40	6.48	7.06	7.65
Total Revenue	6.53	6.60	7.17	7.75
Expenses				
Amortization of Tangible Capital Assets	(10.47)	(10.17)	(10.52)	(10.96)
Capital Lease Interest				
Total Expenses	(10.47)	(10.17)	(10.52)	(10.96)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1.73	1.70	1.70	1.70
Local Capital	(2.01)	-	-	-
Total Net Transfers	(0.28)	1.70	1.70	1.70
Total Capital Surplus (Deficit) for the year	(4.22)	(1.87)	(1.65)	(1.51)
Capital Surplus (Deficit), end of year	83.87	82.00	80.35	78.84

The following table presents capital projects supported by the provincial government and the estimated capital spending associated with these projects over the next five years. The funding for Eric Langton Elementary seismic upgrade and addition, and Pitt Meadows Secondary seismic upgrade and major renovation has not yet been confirmed by the Ministry of Education. The budgeted amounts for these two projects are based on the estimated costs included in the 2020-2021 Capital Plan submission.

Facility Name	Project Description	Estimated Project Value	Amount Funded by Others	Local Funding	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget	
			(\$ millions)						
Multiple Schools	Energy Management Plan	6.84	4.44	2.40	0.52	-			
Eric Langton Elementary	Seismic upgrade and addition	22.00	22.00	-	1.50	8.50	11.86		
Pitt Meadows Secondary	Seismic upgrade	23.00	23.00	-	1.00	7.70	14.14		
Alouette Elementary	Boiler upgrades	0.38	0.33	0.05	0.38	-			
Davie Jones Elementary	entary Boiler upgrades		0.33	0.05	0.38	-			
Glenwood Elementary	Boiler upgrades	0.37	0.33	0.04	0.37	-			
Maple Ridge Elementary	Playground equipment	0.13	0.13	-	0.13	-			
Pitt Meadows Elementary	Boiler upgrades	0.41	0.34	0.07	0.41	-			
School District	School bus	0.14	0.14	-	0.14	-			
Total		\$53.65	\$51.04	\$2.61	\$4.83	\$16.20	\$26.00	\$0.00	

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### **Local Capital**

The balance is comprised of previous years' operating surpluses, which are transferred to the Local Capital Reserve (LCR). With board approval, the funds in the LCR can be used to assist in funding capital or operating expenses. The LCR can also be used to fund major initiatives that are not funded by the province.

In 2019/20, the board approved the use of local capital to fund various projects as identified below. It is proposed that an allocation of \$2.04 million be made from the local capital reserve to assist in funding the estimated operating shortfall for 2020/21.

### Local Capital Budget Summary

(\$ millions)	2019/20 Budget	2019/20 Estimated Spending	Total Local Capital Allocations
Uses of Local Capital			
Emergency preparedness	0.09	(0.09)	
Energy management plan	1.37	(0.85)	0.52
New elementary school	1.11	(0.61)	0.50
Facilities succession planning	0.03	(0.03)	0.00
New classrooms setup	0.85	(0.64)	0.21
MRSS Annex reconfiguration	0.35	(0.15)	0.20
Parent Portal upgrade	0.07	0.00	0.07
Transfer to operating	0.00		2.23
Total Uses of Local Capital	3.87	(2.37)	3.73
Childcare capital	0.00		0.03
Contingency reserve for local capital	3.76	(2.23)	1.53
Total Local Capital	7.63	(4.60)	5.29

## **Contingency Reserve for Local Capital**

The Board of Education 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 School District No. 42.

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 Ministry of Education funded capital projects and this is the only fund available to cover such costs.

By board policy, a contingency reserve of at least 1% of operating expenditures and not exceeding 3% of operating expenditures shall be maintained (\$1.57 million to \$4.71 million). The current balance of \$4.12 million (\$3.76 local capital and \$0.36 operating) equates to 2.62% of operating expenditures. After the proposed transfer of \$2.23 million to the operating fund, the estimated balance of the contingency reserve for local capital will be \$1.53 million. In addition, the entire contingency reserve for operating is proposed to be utilized to assist in balancing the operating budget. The estimated balance of \$1.53 million represents approximately 0.97% of operating expenditures.



## ORGANIZATIONAL SECTION



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## **DISTRICT OVERVIEW**

School District No. 42 meets the learning needs of approximately 15,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. The district provides K-12 educational services in 22 elementary schools, 6 secondary schools and 2 alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education.



All decisions made by Maple Ridge – Pitt Meadows School District No. 42 are guided by its vision and core values, and are based on research and consultation. Similarly, the district's initiatives and resources are all aligned to support its firm commitment to fostering a culture of care and belonging where the well-being and success of all learners is supported; providing intentional support for a growth mindset, collaboration, interdependence, and staff development; and being a forward-thinking, research-based, ethical, effective, efficient, sustainable and connected organization.

School District No. 42 (Maple Ridge – Pitt Meadows) is estimating that a funding shortfall of \$1.90 million will have to be addressed in 2020/21. This is estimated to be followed by budget funding shortfalls of approximately \$1.76 million for 2021/22, \$1.00 million for 2022/23, and \$1.30 million for 2023/24.

The school district operates under authority of the School Act of British Columbia as a corporation and receives over 90% of revenue from the BC provincial government through the Ministry of Education. Any changes to provincial grants will consequently have a significant impact on the school district's budget. The School District is exempt from federal and provincial corporate income taxes.

In accordance with the School Act, school districts in the province must approve a balanced budget and submit it to the Ministry of Education by June 30, 2020. The Maple Ridge – Pitt Meadows School District developed a preliminary budget that supports its vision, and that considers not only its shared priorities but also the needs of its community of learners.





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#### **Board of Education**

A board of education ("Board") elected for a four- year term governs the School District. The Maple Ridge — Pitt Meadows Board of Education is comprised of five trustees representing the community of Maple Ridge and two trustees representing the community of Pitt Meadows. Trustees are elected every four years at the same time as the mayor and city council for the two municipalities.



KORLEEN CARRERAS CHAIRPERSON



ELAINE YAMAMOTO VICE-CHAIRPERSON



KIM DUMORE TRUSTEE



MIKE MURRAY TRUSTEE



PASCALE SHAW TRUSTEE



KATHLEEN SULLIVAN TRUSTEE



COLETTE TRUDEAU TRUSTEE

## **District Leadership**

**EXECUTIVE OFFICERS** 



Sylvia Russell **Superintendent/CEO** 



Flavia Coughlan Secretary Treasurer/CFO





Harry Dhillon

Deputy

Superintendent



Jovo Bikic

Assistant

Superintendent



Ken Cober Assistant Superintendent



Shannon Derinzy

Assistant

Superintendent



Irena Pochop **Senior Manager Communications** 



Monica Schulte

Assistant Secretary

Treasurer



Dana Sirsiris *Director Human Resources* 



David Vandergugten

Assistant

Superintendent



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## MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42

## VISION

Our vision is for every individual to feel valued and for all learners to reach their potential.



## MISSION

Our mission is to support all individuals in their development as successful learners, and as respectful, caring and responsible members of society.

## **VALUES**

#### Responsibility to all learners

We believe that all individuals in our school district community have the capacity to learn and that we are responsible for supporting their learning.

#### Uniqueness of each individual

We value the uniqueness of each learner and embrace diverse ways of learning. We foster a variety of instructional methods and provide support to all learners so that they can realize their potential.



#### Diverse learning opportunities

We value choices for all learners, equity of access to all programs, and a holistic approach to learning. We encourage learning opportunities beyond the classroom. We support life-long learning.

#### Culture and community

We celebrate our many cultures and seek ways to appreciate and embrace diversity. We encourage interdependence and collaboration within the school district community. We value community partnerships.

#### Personal and social responsibility

We believe that a sense of belonging is at the heart of our school district community and is fundamental to the success of all learners. We are committed to acting as responsible stewards within our community. We cultivate a culture of care within our school district community, and seek to develop the leadership and citizenship capacity of all learners.

#### High expectations for success

We value the ability of all learners to set high expectations for themselves and to describe personal success. We believe success is measured through credible evidence of learning and rigorous self-assessment. We are committed to supporting all learners in achieving personal success.





#### **Strategic Directions**

- 1 INCLUSIVE CULTURE OF CARE AND BELONGING WHERE THE WELL-BEING AND SUCCESS OF ALL LEARNERS IS SUPPORTED AND CELEBRATED.
- 2 INTENTIONAL SUPPORT FOR A GROWTH MINDSET, COLLABORATION, INTERDEPENDENCE, AND STAFF DEVELOPMENT.
- FORWARD-THINKING, RESEARCH-INFORMED, EFFECTIVE, EFFICIENT, SUSTAINABLE, VALUE-BASED AND CONNECTED SCHOOL DISTRICT.

## **Strategic Goals**

Strategic goals for the Maple Ridge - Pitt Meadows school district are established on a rolling four-year planning cycle and are summarized in departmental operational plans and school growth plans.

#### **COVID-19 Response**

In March 2020, after the adoption of the departmental operational plans below, regular school district operations were suspended and operational focus shifted to managing the COVID-19 pandemic district emergency response. For the duration of this response, the school district's operational focus will be directed by the four following guiding principles, as identified by the Ministry of Education:

- ☐ Maintaining a healthy and safe environment for all students and families and all employees;
- Providing services to support children of essential workers;
- ☐ Supporting vulnerable students who may need special assistance; and
- ☐ Providing continuity of educational opportunities for all students.

#### **Board of Education**

- Continue to adopt, support and strengthen innovative programs and learning options that enhance teaching and learning
- Improve relationships and communication with partner groups, representatives of indigenous peoples, all levels of government and the communities we serve
- Collaborate with other boards through BCSTA and advocate for the wellness of all learners, adequate funding for education, and for the creation, implementation, and evaluation of a meaningful co-governance model with the provincial government
- Assess Board performance on an annual basis and support trustee professional development by providing ongoing educational opportunities for trustees and encouraging trustees to take advantage of these learning opportunities
- Review, create and update Board policies, and ensure that board policies reflect legislative requirements
- Continue to improve the Board's communication plan to ensure increased awareness of Board work
- ☐ Support student and community engagement in school district governance
- Continue to celebrate success, and recognize accomplishments and service of staff, students and volunteers
- Monitor performance against the strategic plan, facilitate annual review of operational plans, and ensure that budget decisions reflect school district strategic priorities



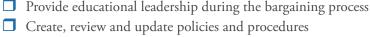


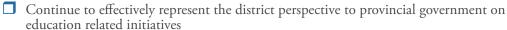




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Education				
	Promote and enhance student learning by aligning our practices, resources, staffing, supports and initiatives			
	Implement and extend the district-wide literacy plan			
	Continue to adapt the innovative and effective district-wide assessment and reporting model			
	Identify and increase opportunities for students to engage in innovative, purposeful and personalized educational programs/activities that align with their passion			
	Facilitate the success of all Aboriginal learners as outlined in our Aboriginal Enhancement Agreement - Jul 1, 2015 to Jun 30, 2020			
	Support the implementation of the redesigned provincial curriculum - K - 9 and Graduation Program and other initiatives			
	Create opportunities that support mentoring and succession planning across the organization			
	Support professional growth planning and performance management			
	Promote cultures of care and belonging in our schools and district by developing a district-wide approach to Social Emotional Learning aligned with both the Core Competencies and with the Mission, Vision and Values of the School District			
	Continue to expand the use of the student information system to support teaching and learning			
	Continue to support the professional development of all staff			
	Improve communication with all internal and external stakeholders			
	Clearly identify risks to plans and operations and develop contingency plans			





☐ Implement revised Strategic Facilities Plan recommendations balancing enrolment management and educational programming

☐ Support and maximize the innovative design and development of new schools

Engage and support staff and students in sustainability projects

## **Business Operations**

☐ Ensure school district facilities are sufficient to accommodate the growing number of students in the school district and that existing facilities are adequately maintained and strategically managed



Ensure school district assets are safeguarded and that the school district's financial position is stable through the design and implementation of adequate internal controls and financial processes

☐ Effectively support the governance function of the Board of Education

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

Continuously review and improve business processes and business systems to drive value

Support our community of learners through effective communication that enables good decision making

Ensure business continuity through effective risk management, succession planning, strategic recruitment, retention and professional development

Continue to effectively represent the district perspective to provincial government on business related initiatives

















Hun	nan Resources	
	Develop and implement leading practices in recruitment and engagement strategies to meet the needs of our Develop and implement leading practices in recruitment and engagement strategies to meet the needs of our growth	
	Develop and implement succession planning model to support key positions within the organization	1
	Prepare for and facilitate the school district's bargaining initiatives with MRTA and CUPE and influence provincial tables with District perspective	250
	Develop or revise HR related Board policy	a
	Promote joint initiatives, agreements and collaborative problem-solving with local and provincial partner groups	100
	Provide new Board of Education orientation into HR	-
	Apply a continuous improvement culture within the HR Department and maximize the utilization of technology to deliver HR services	
	Review HR metrics to measure operational efficiency and effectiveness, in order to plan for and support our District's operational needs	1
	Continue to grow our HR expertise within our Human Resources department and within our school district staff	
	Continue to promote the safety and well-being of our employees by:	
	preventing and/or reducing staff injuries	U.
	reducing the frequency and impacts of illness	+4
	<ul> <li>enhancing overall well-being of staff</li> </ul>	-
	developing or revising district-wide emergency preparedness and response plans	
	Foster leadership development, training and mentorship throughout the school district	
Info	rmation Technology	
	Educate district staff on existing IT initiatives and processes by offering learning sessions and	W. C.

promoting the IT website and knowledge base
Increase system stability, enhance staff experience with mobile devices, and effectively integratelephony with our infrastructure
Upgrade IT infrastructure in order to maintain a stable wired and wireless network, VOIP telephony, server infrastructure
Deploy projects that enhance the efficiency of district support services
Assist school district IT service users in adopting new systems to increase system efficiency
Facilitate and help deploy cloud-based applications and the latest technologies in the classroom to support teaching and learning
Further develop and maintain the Parent Portal to better serve our schools and parents/student population
Continue the development and support of MyPortfolio as a tool to enhance teaching and collaboration between staff/students and parents
Support professional growth planning and performance management
Build capacity through targeted professional development and cross-training
Develop and implement succession plans for all critical positions
Work with all education stakeholders to continue to support innovative instructional practices
Maintain data integrity within the school district
Clearly identify risks to plans and operations and develop contingency plans
Create, implement and maintain a district wide disaster recovery plan for IT
Continue to effectively represent the district perspective to provincial government on IT related initiatives
Ensure that IT policies and investments are aligned with educational and business priorities across the school district









## **School Growth Plans**

School Growth Plans are prepared annually for each school. Principals work with school staff to develop the plans. The goals identified in the school growth plans fall into the following four broad categories: improved learning and assessment, social emotional learning (school culture and climate), literacy, and secondary innovation. The table below documents the "big ideas" of the school goals selected by each school community.

	Improving Learning & Assessment	Secondary Innovation	SEL (School Culture)	Literacy	Other	Big Ideas
SECONDARY SCHOOLS					•	
Arthur Peake Centre						Community
Safe and Caring Schools						Alignment with First Peoples' Principles
Garibaldi Secondary					IB Middle Years	Careers and First Peoples' Principles
Maple Ridge Secondary						Collaborative, congenial culture
Pitt Meadows Secondary						Inclusion and connections
Samuel Robertson Technical						Engagement
Thomas Haney Secondary						Naming and nurturing
Westview Secondary						Engagement, place and purpose
ELEMENTARY SCHOOLS						
Albion						Sense of community
Alouette						Self-regulation
Alexander Robinson						Culture and climate
Blue Mountain						Create community
Davie Jones					Numeracy	Self-regulation
Edith McDermott						Create community
Environmental School						Healthy, positive community
Eric Langton						Reaching all learners
Fairview						Joy of literature
Glenwood						Self-regulation
Golden Ears						Self-regulation
Hammond						Fine arts
Harry Hooge						Teach, model and celebrate core values, CARES
Highland Park						Pro-social behaviour
Kanaka Creek						Resiliency and connections
Laity View						Self-regulation
Maple Ridge Elementary						Sense of belonging
Pitt Meadows Elementary						Passion for reading
Webster's Corners						School wide literacy plan
Whonnock						Place-based learning
Yennadon						Student and staff voice
CONTINUING EDUCATION						Alignment with redesigned curriculum

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## **BUDGET BACKGROUND**

This budget has been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

As required by the Ministry of Education and Public Sector Accounting Standards (PSAB), the Maple Ridge - Pitt Meadows School District tracks and reports revenue and expenditures under three separate funds: the operating fund, the special purpose fund and the capital fund.

**OPERATING FUND:** The operating fund includes operating grants and other revenues used to fund instructional programs, school and district administration, facilities operations, maintenance and transportation.

**SPECIAL PURPOSE FUND:** The special purpose fund is comprised of separate funds established to track revenue and expenditures received from the Ministry of Education and other sources that have restrictions on how they may be spent (e.g. Classroom Enhancement Fund, Annual Facilities Grant, Community LINK, Ready Set Learn and School Generated Funds).

**CAPITAL FUND:** The capital fund includes capital expenditures related to facilities (purchases and enhancements) and equipment (purchases) that are funded by Ministry of Education capital grants, operating funds, and special purpose funds. An annual deficit in the capital fund that is a result of amortization expense and budgeted capital assets purchased from operating and special purpose funds exceeding the amortization of deferred capital revenue plus budgeted local capital revenue is permitted under the Accounting Practices Order of the Ministry of Education.

All budget decisions made by the Maple Ridge – Pitt Meadows School District are guided by its vision and core values, are based on research and consultation, and reflect the prioritization principles outlined below:

- **Fiscally responsible** the proposed changes represent prudent spending of taxpayer dollars and do not create a deficit or a structural deficit for the school district
- **Strategic alignment** the proposed changes show alignment with school district strategic directions and divisional operational plans
- No negative impact on Classroom Enhancement Fund (CEF) allocations the proposed changes will not result in a reduction of CEF allocations for the school district
- Future proof the proposed changes create systems and structures that support enrolment growth

#### **REVENUE AND EXPENDITURES**

School districts in the province of British Columbia must report revenues and expenditures within a provincially defined structure. The main revenue and expenditure categories include:

Grants	Includes provincial grants received from the provincial or federal government.
Tuition	Includes tuition fees for non-resident students and eligible continuing education courses.
Rentals and Leases	Includes all revenue from rentals and leases of school district facilities.
Investment Income	Includes revenue from funds deposited by the school district in term deposits or other investments, and all other investment income.
Other Revenue	Includes donations, fundraising, and other locally generated revenue.
Salaries and Benefits	All salaries paid to employees and all benefits paid on behalf of employees including contributions to pension plans; employment insurance, WorkSafe and Canada Pension Plan premiums; as well as the cost for extended health and dental benefit plans.
Services and Supplies	Includes the cost of supplies, materials, services rendered, and utilities.
Capital Asset Purchases	Includes the cost of capital assets purchased.



#### **Budget Process and Timeline**

In accordance with the School Act, school districts in the province must approve a balanced budget and submit it to the Ministry of Education by June 30, 2020. The Maple Ridge – Pitt Meadows School District has developed a preliminary budget that supports its vision, mission and values, and that considers not only its shared priorities but also the needs of its community of learners. This budget was prepared in accordance with board *Policy 4203: Budget Planning and Reporting*.

Once the budget is adopted, the superintendent and secretary treasurer are delegated responsibility for the overall management of the educational and operational programs that are supported by the annual budgets. The secretary treasurer is specifically responsible for the financial management of the budget, and all financial reports.

#### **Budget Implementation, Monitoring and Reporting**

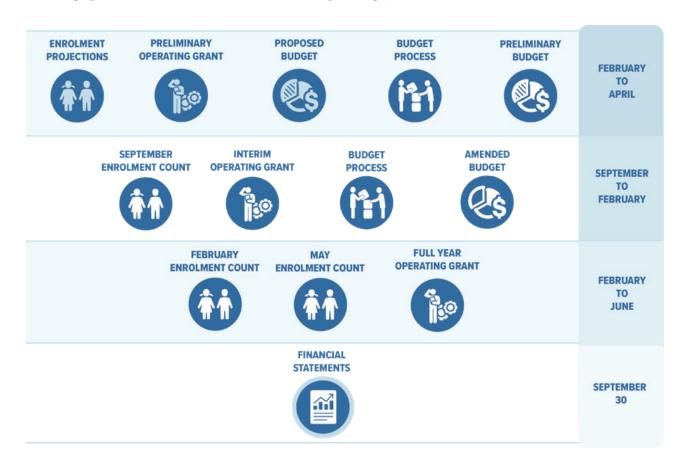
The budget is a "living" document. To this end, the board, through policy, intends to provide appropriate flexibility in budget management to enable management to maximize the use of fiscal resources while exercising effective budget control.

The secretary treasurer or designate is authorized to approve budget transfers within the board approved budget in order to facilitate meeting contractual obligations, statutory requirements, approved staffing complement, or approved educational/operational objectives. Permanent budget transfers that are not formula driven and result in increased or decreased staffing levels must be approved by the board. In addition, budget transfer requests that would materially alter the board approved fiscal plan must be approved by the board.

Under the approval of the secretary treasurer, expenditure estimates may be exceeded where directly related revenue sources fully provide for the increased expenditure.

Unless otherwise instructed by the board, quarterly financial reports shall be presented to the board providing a "macro" (summative) status of the performance against budget. These reports will also include an analysis of budget variances and identification of same with an explanation of any variances in excess of 10% of the budget amount.

The infographic below illustrates the annual financial planning cycle for our school district.





### **Preliminary Budget Process and Consultation Timeline**

Wednesday, December 11, 2019 DEO 6:00 pm	BOARD MEETING Presentation and approval of the Proposed Budget Process/Timeline.
Wednesday, February 12, 2020	BUDGET COMMITTEE OF THE WHOLE  Partner groups presentation of impact on budget-driven changes implemented as part of the 2019/20 Preliminary Budget.
Wednesday, February 12, 2020 DEO 6:00 pm	<ul> <li>BOARD MEETING</li> <li>Presentation of projected enrolment for 2020/21, 2021/22, 2022/23, 2023/24.</li> </ul>
Wednesday, February 26, 2020 DEO 6:00 pm	Presentation and board approval of the 2019/20 Amended Annual Budget.
Wednesday, April 1, 2020	BUDGET COMMITTEE OF THE WHOLE  • Presentation of the 2020/21 preliminary budget estimates to partner groups
Monday, April 6, 2020	BUDGET COMMITTEE OF THE WHOLE  Partner groups individual presentations to the board of the 2020/21 budget considerations.
Wednesday, April 15, 2020	BOARD MEETING     Presentation of the Proposed 2020/21 Preliminary Budget.
Wednesday, April 22, 2020 6:00 pm	BUDGET COMMITTEE OF THE WHOLE  Public and partner group input on the Proposed 2020/21 Preliminary Budget.
Wednesday, April 29, 2020 6:00 pm	BOARD MEETING  Approval of 2020/21 Budget Balancing Proposals and Adoption of 2020/21 Preliminary Budget.

Individuals who wish to present their views on the Proposed Preliminary Budget at the April 22, 2020 Budget Committee-of-the-Whole meeting will need to register at budget@sd42.ca no later than April 20, 2020.

Please send written submissions no later than two (2) working days before the meeting. You may send your submissions through email **budget@sd42.ca**.

Individuals who wish to share their views on the Proposed Preliminary Budget are invited to participate in the online budget survey opened from April 16, 2020 to April 24, 2020.



Take the survey at https://letstalksd42.ca/202021-budget-process

Please note: All submissions to the board are considered public documents. The board, therefore, reserves the right to make any submissions available to public and to place them on the district website.

# **Contingency Reserve**

The Board of Education 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.

By board policy a contingency reserve of at least 1% of operating expenditures and not exceeding 3% of operating expenditures shall be maintained (\$1.57 million to \$4.71 million). The current balance of \$4.12 million (\$3.76 million local capital and \$0.36 million operating) equates to 2.62% of operating expenditures.



# **FINANCIAL SECTION**



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#### PROPOSED PRELIMINARY BUDGET 2020/21

This section includes the preliminary (annual) budget for 2020/21, detailed information by fund for years 2016/17 to 2023/24, and the proposed preliminary budget changes for 2020/21.

The projections in this section have been prepared in accordance with Public Sector Accounting Standards (PSAB) without not-for-profit provisions.

#### **Revenue and Expense (All Funds Combined)**

The following table summarizes revenue and expense by object for all funds - actuals for years 2016/17 - 2018/19 and budgeted for 2019/20 - 2023/24.

(\$millions)	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 BUDGET	2020/21 BUDGET	2021/22 BUDGET	2022/23 BUDGET	2023/24 BUDGET
Revenues								
Provincial Grants - Ministry of Education	133.37	143.74	151.01	163.87	157.56	161.50	164.13	167.67
Provincial Grants - Other	0.41	0.44	0.40	0.33	0.26	0.26	0.26	0.26
School Site Acquisition Fees	-	0.03	1.70	5.75	-	-	-	-
Federal Grants	0.18	0.25	0.28	0.24	0.04	0.04	0.04	0.04
Tuition	8.91	9.17	9.60	9.33	6.70	9.51	9.38	9.20
Other Revenue	5.99	5.85	5.82	5.90	5.59	5.56	5.56	5.56
Rentals and Leases	0.51	0.58	0.54	0.76	0.69	0.82	0.82	0.82
Investment Income	0.51	0.61	0.86	0.81	0.46	0.45	0.44	0.43
Amortization of Deferred Capital Contributions	5.33	5.38	5.48	6.03	6.40	6.48	7.06	7.65
Gain on Disposal of Tangible Capital Assets		-	(0.84)	-	-	-	-	-
Total Revenue	155.21	166.05	174.85	193.02	177.70	184.62	187.69	191.63
Expenses								
Salaries and Benefits	127.19	136.25	144.34	155.08	154.55	158.97	160.44	163.83
Services and Supplies	17.47	18.07	19.15	21.53	18.23	19.12	19.39	19.66
Amortization of Capital Assets	8.73	9.17	9.52	10.17	10.47	10.17	10.52	10.96
Total Expenses	153.39	163.49	173.01	186.78	183.25	188.26	190.35	194.45
Surplus (Deficit) for the year	1.82	2.56	1.84	6.24	(5.55)	(3.64)	(2.66)	(2.82)
Budgeted Use of Prior Year Surplus					1.13			
Accumulated Surplus (Deficit), beginning of year	75.88	77.70	80.26	82.11	88.35	83.93	80.29	77.63
Surplus (Deficit) for the year	77.70	80.26	82.10	88.35	83.93	80.29	77.63	74.81

Source: 2016/17-2018/19 Annual Audited Financial Statements and 2019/20 Amended Annual Budget.

The surplus(deficit) for the year is comprised of operating surplus(deficit) and capital surplus(deficit) for the year. All operating fund deficits have been funded or are expected to be funded from available accumulated surplus carried forward from a prior year. The capital funds surplus(deficit) is comprised of amortization of deferred capital revenue, amortization of tangible capital assets and targeted revenue for specific capital projects that show as expenses in the year they are recognized under generally accepted accounting principles. An annual deficit is permitted in the capital fund.

In 2016/17 and 2017/18, a consolidated surplus was reported but a deficit was incurred for the year in the operating fund as the Board used prior year accumulated surplus to fund expenses in the current year.

For 2020/21, \$0.84 million of prior year surplus and a \$2.04 transfer from contingency reserve is expected to be used to achieve a balanced operating budget; a deficit of \$1.87 million is projected for the capital fund. A detailed analysis for 2020/21 to 2023/24 is included in the following sections of this document.



### **Operating Budget**

The operating fund includes operating grants and other revenues used to fund instructional programs, school and district administration, facilities operations, maintenance and transportation.

This section provides background information for the budget process, together with preliminary budget changes that form the basis of the 2020/21 Proposed Preliminary Operating Budget. In this section you will find:

- Summary of the 2020/21 operating base budget information;
- Major assumptions made when building the 2020/21 base budget and the four-year projections;
- Summary of the 2020/21 revenue and expenditures by type and the projected 2020/21 operating budget balance;
- Four-year operating budget projections for 2020/21 to 2023/24;
- Proposed ongoing and one-time budget changes for 2020/21.

The following table summarizes revenue and expense by object for the Operating Fund - actuals for years 2016/17 - 2018/19 and budgeted for 2019/20 - 2023/24.

(\$millions)	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 ACTUAL	2019/20 BUDGET	2020/21 BUDGET	2021/22 BUDGET	2022/23 BUDGET	2023/24 BUDGET
Revenues								
Provincial Grants - Ministry of Education	128.35	131.13	136.26	143.08	145.56	149.50	152.13	155.67
Provincial Grants - Other	0.41	0.44	0.40	0.33	0.26	0.26	0.26	0.26
Federal Grants	0.18	0.25	0.28	0.24	0.04	0.04	0.04	0.04
Tuition	8.91	9.17	9.60	9.33	6.70	9.51	9.38	9.20
Other Revenue	1.00	0.85	0.84	0.92	1.01	0.98	0.98	0.98
Rentals and Leases	0.51	0.58	0.54	0.76	0.69	0.82	0.82	0.82
Investment Income	0.39	0.51	0.64	0.66	0.33	0.33	0.33	0.33
Total Revenue	139.75	142.93	148.56	155.32	154.59	161.44	163.94	167.30
Expenses								
Salaries and Benefits	122.89	124.80	131.52	140.73	143.06	147.48	148.95	152.34
Services and Supplies	12.39	12.87	13.29	16.23	13.45	14.34	14.61	14.88
Total Expenses	135.28	137.67	144.81	156.96	156.51	161.82	163.56	167.22
Capital Purchases and Other	4.60	6.09	3.45	2.74	1.41	1.38	1.38	1.38
Surplus (Deficit) for the year	(0.13)	(0.83)	0.30	(4.38)	(3.33)	(1.76)	(1.00)	(1.30)
Accumulated Surplus (Deficit), beginning of year	5.31	5.18	4.35	4.65	0.27			
Use of Prior Year Appropriated Surplus					3.06			
Accumulated Surplus (Deficit), end of year	5.18	4.35	4.65	0.27	(0.00)	(1.76)	(1.00)	(1.30)

Source: 2016/17 - 2018/19 Annual Audited Financial Statements and 2019/20 Amended Annual Budget.

### **Operating Budget Estimates**

The Base Operating Budget reflects the estimated revenue and expenses for 2020/21 if the school district were to maintain the same level of service it provided for the 2019/20 school year. The Base Operating Budget is based on the board approved 2019/20 Amended Annual Budget. It has been adjusted for:

- projected enrolment changes;
- projected changes to revenue and staffing due to changes in enrolment;
- projected changes to revenue due to funding formula changes;
- estimated changes to employee salaries and benefits;
- estimated changes to services, supplies and utilities due to contractual rate changes;
- adjustments for one-time revenue or expenditures included in the prior year budget.

### **Operating Budget Assumptions**

The operating budget estimates for 2020/21 to 2023/24 are based on the forecasts and assumptions that follow.

#### **Enrolment**

In February 2020, the school district submitted its ministry funded enrolment estimates to the Ministry of Education. The enrolment forecast is used by the Ministry of Education to determine funding for the school district.

For 2020/21, the school district is forecasting changes in ministry funded student enrolment as follows:

- K-12 enrolment is forecasted to increase by 210.56 FTE (14,745 FTE)
- Continuing Education is forecasted to remain unchanged (31 FTE)
- Alternate school enrolment is forecasted to decrease by 5 FTE (240 FTE)
- Distributed Learning enrolment is forecasted to decrease by 1.88 FTE (73 FTE)
- Students with Special Needs enrolment is estimated to remain unchanged for Level 1 students with special needs (15 FTE), increase by 61 FTE Level 2 students with special needs (800 FTE), and increase by 9 FTE for Level 3 students with special needs (290 FTE)
- English Language Learners enrolment is projected to increase by 66 FTE students (805 FTE)
- Indigenous Education student enrolment is estimated remain unchanged (1,302 FTE)
- Non-Graduated Adult enrolment is estimated estimated to decrease by 2 FTE (27.75 FTE)
- Graduated Adults enrolment is estimated to increase by 1 FTE (26 FTE)

International enrolment for 2020/21 is estimated to decrease by 26.2 FTE at elementary and to decrease 131 FTE at secondary (365 FTE).

For 2021/22, the school district is forecasting changes in ministry funded student enrolment as follows:

- K-12 enrolment is forecasted to increase by 355 FTE (15,100 FTE)
- Students with Special Needs enrolment is estimated to remain unchanged for Level 1 students with special needs (15 FTE), increase by 20 FTE for Level 2 students with special needs (820 FTE), and increase by 10 FTE for Level 3 students with special needs (300 FTE).
- English Language Learners enrolment is projected to increase by 28 FTE students (833 FTE)
- Indigenous Education student enrolment is estimated to increase 26 FTE (1,328 FTE)
- All other enrolment is projected to remain unchanged

International enrolment for 2021/22 is expected to increase 11 FTE at elementary and 133 FTE at secondary (509 FTE).

For 2022/23, the school district is forecasting changes in ministry funded student enrolment as follows:

- K-12 enrolment is forecasted to increase by 273 FTE (15,373 FTE)
- Students with Special Needs enrolment is estimated to remain unchanged for Level 1 students (15 FTE), increase by 15 FTE for Level 2 students (840 FTE), and to increase by 10 FTE for Level 3 students (310 FTE)
- English Language Learners enrolment is projected to increase by 27 FTE students (860 FTE)
- Indigenous Education student enrolment is estimated to increase 13 FTE (1,341FTE)
- All other enrolment is projected to remain unchanged

International enrolment for 2022/23 is expected to decrease 9 FTE at elementary (500 FTE).

For 2023/24, the school district is forecasting changes in ministry funded student enrolment as follows:

- K-12 enrolment is forecasted to increase by 385 FTE (15,758 FTE)
- Students with Special Needs enrolment is estimated to increase by 1 FTE for Level 1 students (16 FTE), increase by 20 FTE for Level 2 students (860 FTE), and increase by 10 FTE for Level 3 students (320 FTE)
- English Language Learners enrolment is projected to increase by 40 FTE students (900 FTE)
- Indigenous Education student enrolment is estimated to increase by 13 FTE (1,354 FTE)
- All other enrolment is projected to remain unchanged

International enrolment for 2023/24 is expected to decrease 13 FTE at elementary (487 FTE).



### **Operating Revenue**

#### Operating Grant

Operating Grant calculations are based on the preliminary operating grants announced by the Ministry of Education on March 12, 2020.

In 2020/21, the Ministry of Education will be providing a total of \$5.54 billion in operating grants to boards of education. The table on the following page shows funding changes for 2020/21 for all enrolment counts and supplemental operating funding.

For 2020/21, the Ministry of Education has transferred the following special grants into the operating block:

- Employer Health Tax (2019/20 grant was \$1,173,043)
- Labour settlement (2019/20 grant was \$543,400)
- Carbon tax reimbursement (2019/20 grant was \$102,590)

Beginning in 2020/21, the Ministry of Education has introduced an Equity of Opportunity Supplement, which provides funding to districts to support additional services to students by recognizing children and youth in care, children and youth receiving non-clinical mental health supports, and low income families in the school district. This supplement replaces the supplement for vulnerable students and a portion of the Curriculum and Learning Support Fund. This funding change has resulted in a funding loss of \$424,723 for our school district.

The impact of the 2020/21 Operating Grant formula changes is summarized in the following table:

OPERATING GRANT	
2019/20 Operating Grant	\$139,248,925
Enrolment Changes	2,956,023
2020/21 Carbon Tax Reimbursement	115,414
2020/21 Employer Health Tax	2,226,967
2019 MSP Cost	(723,856)
2019/20 Labour Settlement	543,400
2020/21 Labour Settlement	857,031
Estimated 2020/21 Operating Grant	\$145,223,904
Announced 2020/21 Operating Grant	\$143,555,178
Net Funding Shortfall	\$(1,668,726)

For 2021/22 to 2023/24, Operating Grant projections and other provincial revenue projections are high-level estimates based on the following assumptions:

- There will be no further changes in the per student operating grants from the province or in provincial funding;
- All future cost increases related to the CUPE and MRTA collective agreements will be fully funded by the province;
- There will be no change in other provincial funding (AFG, Community LINK, Pay Equity, Classroom Enhancement Fund).

Based on the projected enrolment changes, the Operating Grant from the Ministry of Education is estimated to increase by \$3.27 million in 2021/22, \$2.63 million in 2022/23 and \$3.54 million in 2023/24.

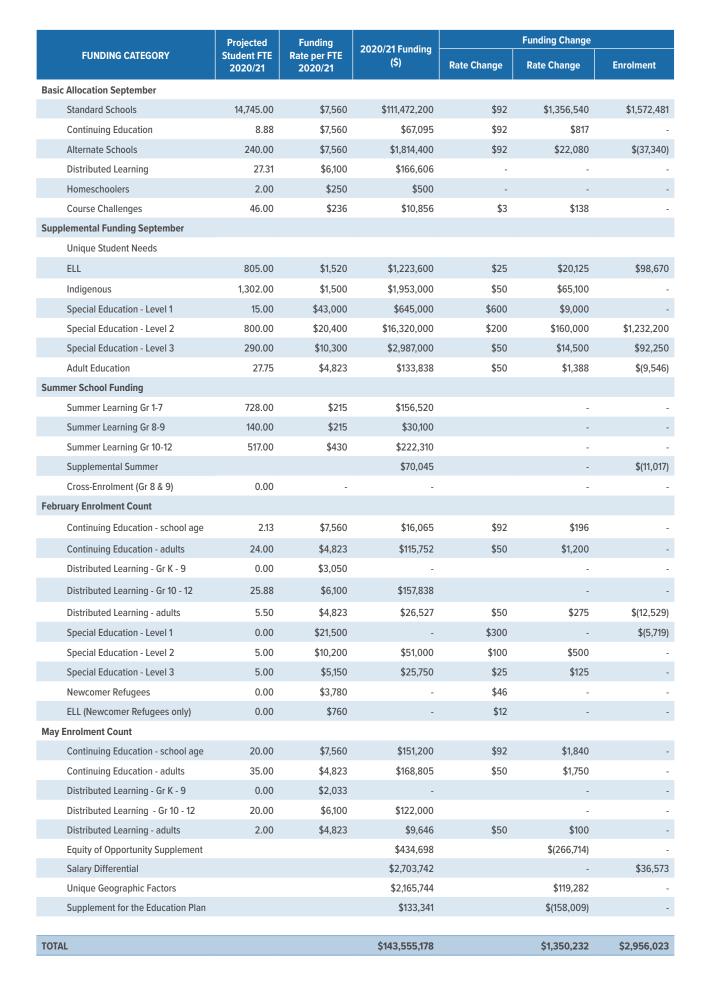
#### Curriculum and Learning Support Fund

The Curriculum and Learning Support Fund (which updates and replaces the Education Plan Supplement) is provided to assist boards of education with implementing initiatives as part of the new curriculum. This \$4.98 million supplement is in place for 2020/21 and supports the ministry's Policy for Student Success. The Maple Ridge - Pitt Meadows School District will receive \$0.13 million for 2020/21 (\$0.29 million in 2019/20).

For 2021/22, 2021/22, and 2023/24, our assumption is that the supplement for the *Curriculum and Learning Support Fund* funding of \$0.13 million will continue to be provided for purposes specified by the province.

#### Other Ministry of Education Grants

In 2020/21, a \$0.19 million student transportation fund will be provided to support student transportation services in our school district and no changes are estimated for future years.





#### Other Revenue Changes

For 2020/21, tuition fees for non-resident secondary students will increase by \$500 to \$14,000 and medical insurance fees increased by \$200 from \$900 to \$1,100. Due to the COVID-19 pandemic, enrolment is expected to be reduced by 157 FTE, resulting in a tuition revenue reduction of \$1.98 million. For 2021/22, 2022/23 and 2023/24, international tuition fees are not projected to change and enrolment in the program is expected to increase, resulting in increased tuition revenue.

#### **Staffing**

For 2020/21, it is estimated that the forecasted enrolment changes will result in increases of 2.27 FTE teachers and 25.89 FTE education assistants, 1.06 FTE clerical, 2.0 FTE lunch hour supervisors, 1.0 FTE vice-principal and 1.45 FTE custodial staff.

It is expected that the restored collective agreement language for the Maple Ridge Teachers' Association (MRTA) will continue to result in increased staffing allocations that are estimated to continue to be fully funded by the province under the Classroom Enhancement Fund for the next four years. Forecasted revenue and staffing are not included in these estimates.

#### Salary and Benefit Costs Changes

In 2020/21, salaries and benefits budgets are estimated to increase by \$2.17 million due to salary increments and related benefits for teaching and non-unionized staff, and for negotiated contractual increases.

The collective agreement with Canadian Union of Public Employees (CUPE) was ratified in 2019. The collective agreement provides for general wage increases of 2% effective July 1, 2020 and 2% effective July 1, 2021. The estimated salary and benefits cost associated with these increases is \$0.67 million. In addition, the service improvement allocations commencing in the 2020/21 school year will cost an additional \$0.19 million.

The collective agreement with the Maple Ridge Teachers' Association (MRTA) is still pending ratification and estimated costs are not included in these projections. Grid increment costs offset by retirement savings are anticipated to result in salary and benefit cost increases of \$0.20 million.

Non-unionized staff wages had been frozen from 2009 to 2016. In 2016/17 BCPSEA established new compensation models for principals, vice-principals and other non-unionized staff. All salary increments for non-unionized staff are managed by the Public Sector Employers' Council (PSEC). It is estimated that increases of up to 2% will be approved for 2020/21. The preliminary estimated cost for these increases is \$0.29 million.

Benefit costs are estimated to increase by \$0.82 million. The estimated increase is related to the following:

- **CPP:** Up \$100K due to a forecasted increase in the maximum pensionable earnings from \$57,400 to \$58,700 (YMPE) and a rate increase from 5.25% to 5.45%.
- EI: Up \$50K due to a forecasted increase in maximum insurable earnings from \$53,100 to \$54,000 (YMIE).
- Extended Health: Up \$440K due to a 11.72% premium increase for teachers and a 28.66% premium increase for CUPE.
- Dental: Up \$141K due to 7.4% premium increase for teachers and a 9.48% premium increase for CUPE.
- Life Insurance: Up \$32K due to increase in CUPE premium rates of 100%.
- **WorksafeBC:** Increase of \$61K due to an increase in premiums from \$0.85/100 to \$0.91/100 and an increase of maximum insurable earnings from \$84,800 to \$87,100.

Employee future benefits include vested sick leave, accumulating non-vested sick leave, early retirement, retirement/ severance, vacation, overtime and death benefits. Funding is provided when the benefits are paid and accordingly, there are no plan assets. Although no plan assets are uniquely identified, the school district has provided for the payment of these benefits as they become due. No estimated change in cost is included in this budget.

For years 2021/22 to 2023/24, the salaries and benefits budgets are estimated based on the following assumptions:

- Teacher increment costs will remain consistent with increment costs experienced in previous years and that these costs may be partially offset by a corresponding change to the Ministry of Education salary differential grant;
- Cost increases for employee benefits will not be provincially funded;
- The BCPSEA approved grids for non-unionized staff will remain unchanged or that any provincially approved changes will be funded by the province and therefore not included as increased costs or increased revenue;



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- That all costs related to the implementation of the restored MRTA collective agreement language will be fully funded by the Ministry of Education through the Classroom Enhancement Fund;
- That any negotiated labour settlements for MRTA and CUPE will be fully funded by the province and therefore not included as increased costs or increased revenue.

#### **Non-Salary Cost Changes**

#### Services and Supplies

In 2020/21, services and supplies budgets have been increased by \$38K to reflect actual contractual cost increases for departments. The software licenses budget has been decreased by \$23K to reflect the current cost of software used by the school district. Services and supplies estimates for 2020/21 have not been adjusted to reflect estimated CPI inflation increases for 2020/21 (2%).

Our estimates assume that there will be a CPI inflation for supplies and services amounting to approximately \$0.22 million for 2021/22, 2022/23, and 2023/24 (2%). No changes to service levels and existing budget allocations are contemplated in these projections.

#### **Utilities**

For 2020/21, estimated cost increases in utilities include:

- Electricity: Will remain unchanged as completed lighting projects offset anticipated rate changes;
- Natural Gas: The school district will continue its efforts to conserve natural gas and reduce its carbon footprint. This is estimated to result in no additional budget allocations being required, despite the aligning of the BC carbon tax rates with the Federal government's carbon pricing backstop methodology starting April 1, 2020 (\$2.2347/GJ to \$2.483/GJ);
- Carbon Tax: Carbon neutral offsets will decrease by \$5K due to boiler upgrades;
- Water and Sewer: 7.6% increase in rates (\$33K).

Total utility costs are anticipated to increase by 2% (\$50K) per year from 2021/22 to 2023/24.

#### **New Elementary School Operating Costs**

By 2023/24, a new elementary school is anticipated to open resulting in estimated additional operating costs of \$0.58 million per year.

#### One-Time Items Removed from Base Budget

One-time budget changes approved by the board as part of the 2019/20 Preliminary Budget (\$0.26 million) have been removed from the base budget (see Schedule 4 - 2020/21 Projected Other Changes to the Budget) along with one time amended budget changes (\$0.28 million).

#### 2019/20 Available Surplus

The actual spending and revenue compared to the amended operating budgets for 2019/20 is estimated to yield a \$0.84 million operating surplus that will be available to fund one-time expenditures in future years. This available surplus is due to a one time premium holiday for unionized staff dental plans (\$175K), unused contingency fund for operating (\$360K) as well as unspent departmental budgets (\$300K).



# Operating Budget Four-Year Projections

Based on the assumptions detailed above, the following table summarizes the operating budget projections for the next four years.

OPERATING BUDGET FOUR-YEAR PROJECTIONS (\$ millions)	2020/21	2021/22	2022/23	2023/24
Incremental Cost Increases				
Changes in Salaries and Benefits				
Salary and benefit changes (excluding labour settlement)	(0.49)	(0.45)	(0.45)	(0.45)
Labour settlement cost	(0.86)	(0.67)		
Other benefit cost changes	(0.82)	(0.56)	(0.56)	(0.56)
Services, Supplies & Utilities	(0.05)	(0.27)	(0.27)	(0.27)
New School Operating Costs				(0.58)
	(2.22)	(1.95)	(1.28)	(1.86)
Enrolment Driven Changes	0.14	0.72	0.52	0.74
Ministry of Education Funding Changes	(0.48)	0.67		
Revenue and Expense Changes				
Impact of 2019/20 budget	0.70			
International tuition and expenses	0.37	(0.12)	(0.13)	(0.18)
Other ongoing revenue and expenses	(0.21)			
	0.86	(0.12)	(0.13)	(0.18)
Total Projected Surplus / (Shortfall) Before One-time Items	(1.70)	(0.68)	(0.89)	(1.30)
One-Time Revenue and Expenditures				
International Education	(1.25)	1.25		
One-time revenue and expenses	0.21	(0.10)	(0.11)	
Total Projected Surplus / (Shortfall)	(2.74)	0.47	(1.00)	(1.30)
2019/20 Available Surplus	0.84	(0.84)		
Total Projected Surplus / (Shortfall)	(1.90)	(0.37)	(1.00)	(1.30)
Proposed Ongoing Budget Changes	0.51			
Proposed One-time Budget Changes	1.39	(1.39)		
Total Projected Surplus / (Shortfall)	-	(1.76)	(1.00)	(1.30)



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#### 2020/21 Projected Operating Base Budget

Based on projected cost increases and enrolment changes for 2020/21, the base operating budget shortfall is estimated to be \$2.74 million (\$1.70 million ongoing budget shortfall and \$1.04 million one-time budget shortfall). This is partially offset by available 2019/20 surplus of \$0.84 million, bringing the projected shortfall for 2020/21 to \$1.90 million.

2020/21 PROJECTED OPERATING BUDGET	BALANCE	
		(\$millions)
Salary and benefit changes	Schedule 1	(2.17)
Inflation and other costs	Schedule 2	(0.05)
Enrolment driven changes	Schedule 3	0.14
Other factors	Schedule 4	0.70
International Education	Schedule 5	(0.88)
MOE Funding Changes		(0.48)
Projected Base Operating Budget Surplus/(Shortfall)		\$(2.74)
2019/20 Available Surplus		0.84
Total Projected Surplus/(Shortfall)		\$(1.90)
Proposed Ongoing Budget Changes		0.51
Proposed One-time Budget Changes		1.39
Total Projected Operating Budget Balance		-

#### **Schedule 1**

#### 2020/21 PROJECTED CHANGE IN SALARIES AND BENEFITS

	(\$millions)
Estimated increase in average teacher salaries <sup>1</sup>	(0.20)
Negotiated CUPE contractual increases <sup>2</sup>	(0.86)
Additional compensation of non-unionized staff <sup>3</sup>	(0.29)
	\$(1.35)
Benefit changes:	
Increase in CPP <sup>4</sup>	(0.10)
Increase in El <sup>4</sup>	(0.05)
Increase in non-statutory benefits <sup>6</sup>	(0.61)
Increase in WorkSafe BC <sup>7</sup>	(0.06)
	\$(0.82)
Total Projected Change in Salaries and Benefits	\$(2.17)

- Estimated based on teacher salary increments and 20 retirements. Estimated average annual teacher salary for 2020/21 is \$79,100. 2.0% general wage increase and a service improvement allocation of \$190K.

- Increase to maximum grid rates of 2%.
  YMPE increase from \$57,400 to \$58,700 and a rate increase from 5.25% to 5.45%.
  YMIE increase from \$53,100 to \$54,000.
  EHB increase of \$0.73M, CUPE life 100% increase, EHB 28.66% increase, dental 9.48% increase. Teachers EHB 11.72% increase, dental 7.47% increase. Increase in maximum insurable earnings from \$84,800 to \$87,100 and the annualization of a 0.91% rate increase effective January 1, 2020.

#### Schedule 2

#### 2020/21 PROJECTED CHANGE IN SERVICES, SUPPLIES AND UTILITIES

	(\$ millions)
Contractual obligations <sup>1</sup>	(0.04)
Utilities <sup>2</sup>	(0.03)
Software licenses	0.02
Total change in services, supplies and utilities	\$(0.05)

- Contractual obligations only.
   Utilities Carbon Neutral Offsets will decrease by \$5K due to boiler upgrades. Water & Sewer costs are anticipated to increase by 7.6% (\$33K).

**Total Enrolment Driven Changes** 

	2019/20 Rate	2020/21 Rate	2019/20 FTE	2020/21 FTE	Change FTE	Budget Change \$ millions
Projected Revenue Changes						
Regular and Continuing Education School Aged	\$7,468	\$7,560	14,788.31	14,993.88	205.56	1.55
Distributed Learning	\$6,100	\$6,100	27.31	27.32	0.00	-
Adults	\$4,773	\$4,823	29.75	27.75	(2.00)	(0.01)
Special Education - Level 1	\$42,400	\$43,000	15.00	15.00	0.00	-
Special Education - Level 2	\$20,200	\$20,400	739.00	800.00	61.00	1.24
Special Education - Level 3	\$10,250	\$10,300	281.00	290.00	9.00	0.09
English Language Learners	\$1,495	\$1,520	739.00	805.00	66.00	0.10
Indigeneous Education	\$1,450	\$1,500	1,302.00	1,302.00	0.00	-
February Enrolment						
Continuing Education - School Aged FTE	\$7,468	\$7,560	2.13	2.13	0.00	-
Continuing Education - Adult FTE	\$4,773	\$4,823	26.63	24.00	(2.63)	(0.01)
Distributed Learning K-9	\$3,050	\$3,050	1.88	-	(1.88)	(0.01)
Distributed Learning 10-12	\$6,100	\$6,100	25.88	25.88	0.00	-
Distributed Learning Adult	\$4,773	\$4,823	5.50	5.50	0.00	-
Special Education - Level 1	\$21,200	\$21,500	-	-	0.00	-
Special Education - Level 2	\$10,100	\$10,200	5.00	5.00	0.00	-
Special Education - Level 3	\$5,125	\$5,150	5.00	5.00	0.00	-
May Enrolment						
Continuing Education - School Aged FTE	\$7,468	\$7,560	20.00	20.00	0.00	-
Continuing Education - Adult FTE	\$4,773	\$4,823	35.00	35.00	0.00	-
Distributed Learning K-9	\$2,033	\$2,033			0.00	-
Distributed Learning 10-12	\$6,100	\$6,100	20.00	20.00	0.00	-
Distributed Learning Adult FTE	\$4,773	\$4,823	2.00	2.00	0.00	-
Summer Learning						-
Total Changes in Operating Grant Funding						\$2.95
Graduated Adults	\$4,773	\$4,823	25.00	26.00	1.00	-
Total Projected Revenue Changes						\$2.95
Projected Expense Changes						
<b>Enrolment Driven Staffing Changes</b>						
Education Assistants					25.89	(1.23)
Teachers					11.71	(1.24)
Vice-Principals					1.00	(0.14)
Clerical					1.06	(0.05)
Custodial					1.45	(0.10)
Lunch Hour Supervisors					2.00	(0.01)
Enrolment Driven Supply Changes						(0.04)
Total Projected Expense Changes						\$(2.81)

**2020/21 PROJECTED ENROLMENT DRIVEN CHANGES** 







\$0.14

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# Schedule 4

#### 2020/21 PROJECTED OTHER CHANGES TO THE BUDGET

	(\$ millions)
Learning Services	
Summer Assessments	0.02
Inclusion Support Consultations	0.18
Collaborative teaching - Support Early Intervention	0.26
Support for School Growth Plans	
Education Leadership	(0.04)
Literacy	0.21
Secondary Innovation	0.03
Curriculum Implementation Support	0.05
Supporting All Learners - Improving Student Engagement	0.04
Safe & Caring Schools	0.52
Early Learning	0.06
Support for Operational Plans	
Compliance Support	0.04
Facilities	0.06
One-time savings and use of reserves	(1.17)
Ongoing Impact of One-Time Items from 2019/20 Preliminary Budget	0.26
2019/20 One-Time Expenses Funded from Ongoing Savings and Revenue <sup>1</sup>	0.44
2020/21 Other Ongoing Revenue and Expense	
Community Rentals	0.03
Ridge Meadows College	0.07
Interest Revenue	(0.33)
United Way - Before and After School Programming Grant	0.05
Miscellaneous Expense	(0.03)
	(0.21)
2020/21 One-Time Revenue and Expenses	
Non-unionized staff wages savings	0.27
District school calendar	0.11
Impact of COVID-19 on Community Rentals	(0.10)
Impact of COVID-19 on Ridge Meadows College	(0.06)
Miscellaneous Expense	(0.01)
	0.21
Total Other Changes	\$0.70
Total Other Changes	\$0.70

<sup>1.</sup> Includes one-time expenses for new classroom space and top-up the emergent expenditure fund.



	2019/20			2020/21		Change FTE		Budget Change \$ millions	
	Rate	Rate	FTE	FTE	Ongoing	One-Time	Ongoing	One-Time	
Academic Program									
Revenue Changes									
Elementary	\$14,000	\$14,000	79.20	53.00	(3.20)	(23.00)	(0.05)	(0.32)	
Secondary	\$13,500	\$14,000	443.00	312.00	2.00	(133.00)	0.25	(1.86)	
Admission Fees							(0.09)	(0.04)	
Homestay Placement Fee							0.05	(0.05)	
Medical Fees							0.10	(0.17)	
Other Revenue							0.01	0.01	
Expense Changes									
Teachers					0.064	(9.50)	(0.01)	0.96	
Medical Fees								0.10	
Commission Fees							0.12	0.24	
Other Expenses							(0.01)	0.03	
							0.37	(1.10)	
Cultural Program									
Revenue Changes									
Tuition							0.04	(0.35)	
Medical Fees								(0.01)	
Expense Changes									
Staffing							-	0.06	
Medical Fees							-		
Commission Fees							(0.03)	0.02	
Other Expenses							(0.01)	0.13	
							-	\$(0.15)	
Total International Education Changes							\$ 0.37	\$(1.25)	

### Proposed Preliminary Budget Changes

The operating context for our school district has changed significantly in the past five years. After almost a decade of enrolment decline and budget reductions, in 2015/16 enrolment in the Maple Ridge – Pitt Meadows School District started to increase and this trend is projected to continue for the foreseeable future.

In addition, in March 2017, the Ministry of Education, the BC Public Schools Employers' Association and the BC Teachers' Federation ratified a Memorandum of Agreement that fully and finally resolved all matters related to the implementation of the Supreme Court of Canada decision from the fall of 2016. This resulted in increased funding for the implementation of the restored MRTA collective agreement language that has reduced class sizes at all grade levels and increased overall non-enrolling teacher staffing. This agreement has changed significantly the context for public education.

Finally, in March 2020, the World Health Organization declared coronavirus COVID-19 a pandemic. The impact of COVID-19 on the global economy and on school district finances and operations is very difficult to estimate. This proposed budget reflects the need for flexibility in addressing emergent issues over the next year.

To effectively support the projected continued enrolment increase and the changed operational context, the school district has to review existing systems and structures and, where necessary, implement the changes required.

The Proposed Preliminary Budget changes presented in this section were developed through a review of all current school district budget allocations, and restored MRTA collective agreement language and associated funding. The review included meetings with all partner groups, managers, principals and the board. The budget review process also aimed to ensure the alignment of budget allocations with the strategic directions set in the board's strategic plan, divisional operational plans and school growth plans.

The Proposed Preliminary Budget for 2020/21 is presented to the board for information and the initiation of the public consultation process.







#### 1.0 Support for School Growth Plans

Our school staffs annually review the progress of students and put together school growth plans to further improve supports for student learning. Actualizing the school growth plan goals requires resources, including dedicated staffing, collaborative planning time and learning resources.

Since 2015/16, our budgets have included allocations for the four themes identified in the school growth plans: social emotional learning, literacy, improved learning and assessment, and secondary innovation. The consistent support for these goals is now translating into significant student achievement improvements as evidenced by the six-year graduation rates.

The implementation of the redesigned provincial curriculum has been supported in previous budgets. Our staff have participated in district wide curriculum implementation days. There is alignment and coherence between school growth plan themes, board-approved staffing, collaborative planning structures and learning resources dedicated to improving student learning, and the provincial goals as set out by the Ministry of Education.

#### Literacy

Literacy is a key school growth plans goal at many schools and an important overarching element of the redesigned provincial curriculum. We are currently in year three of providing literacy helping teacher support for instruction and assessment practices in our primary classrooms. We are in year six of creating a literacy framework and for three years we have been providing literacy supports in all schools for the primary grades. The work of our primary literacy helping teachers has resulted in improvement in literacy results and assessment practices in our K to 3 classrooms. One of the literacy helping teachers has also taken a lead in supporting teachers in their Professional Growth Plans. The goal is for this to continue next year in collaboration with other Helping Teachers as they support teachers in their chosen learning interests. There is also an increase in the number of teachers who are open to co-teaching because of the supports provided for improving literacy instruction and assessment. Research shows that collaborative approaches to teaching, teachers working side-by-side rather than in isolation, have the most beneficial impact on student learning and staff development, and that improved literacy leads to higher student success rates both while students are in school and after graduation.

In order to maintain this support model, 2.0 FTE literacy helping teacher staffing for a cost of \$210K and a \$20K allocation for supplies are proposed to be funded on a one-time basis in 2020/21.

It is recommended that 2.0 FTE literacy helping teacher staffing for a cost of \$210K and \$20K for supplies be funded on a one-time basis in 2020/21 from contingency reserve (\$97K) and reallocation of existing budget (\$133K).

#### Supporting All Learners - Improving Student Engagement

#### **Educational Programs**

In 2019/20 the Environmental school was expanded into secondary years with support from Thomas Haney Secondary. It is proposed that 0.14 FTE teacher staffing (\$14K) be allocated on a one-time basis from the secondary instructional bank to Thomas Haney Secondary to support the secondary program of the Environmental school.

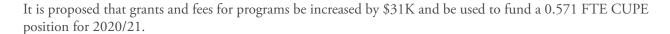
In addition, it is proposed that \$26K be allocated from the contingency reserve to support the third year of the grade 4/5 math series. There is a demonstrated desire by teachers to strengthen their math instruction using manipulatives and this program also supports numeracy skills for our students.

#### **Before and After School Programming**

A new position of school learning coordinator was funded on a one-time basis in 2019/20. The school learning coordinator connects students and families to meaningful, engaging activities that promote healthy living (physical activity, healthy choices, safe social settings), helps foster a sense of belonging, and liaises with staff to create meaningful programming.

It is proposed that this position be maintained for one more year to continue to work collaboratively with district staff, parents and community partners and assist with the implementation and monitoring of developmentally appropriate programs and supports at elementary schools requiring additional services.





It is proposed that \$40K be allocated on a one-time basis to support 0.14 FTE teacher staffing (\$14K) at Thomas Haney Secondary, and the grade 4/5 math series (\$26K) district wide. It is further proposed that a 0.571 FTE CUPE school learning coordinator position (\$31K) be funded from increased fees and grants.

#### Safe and Caring Schools

#### Riverside Program and Community Connection

The Riverside Program, partnered with Child and Youth Mental Health, supports some of our most vulnerable youth who are at risk for not attending or who are not attending due to their struggles with anxiety and depression. These youth are ready and wanting to return to school but are not able to do so successfully without first developing skills and strategies to manage their mental health challenges in an educational setting.

The first phase of the Riverside Program is focused on educating the students while building a connection with them and helping them develop skills and strategies to manage their mental health. In the second phase, the students transition to a more classroom-like educational program, during which students have an opportunity to experience a learning environment similar to a secondary school setting while practicing their strategies in a safe environment with adults they trust. In the third phase, students transition to an educational program within the school district. Staff stay engaged in the students' educational programming and maintain connections with the students until they are able to develop new connections with adults and experience a level of success in their new educational program.

New to our community is the Foundry and the implementation of the Integrated Child and Youth (ICY) Teams. The ICY teams will be located in 4 of our schools across the district. Safe and Caring staff will play an integral role for students in partnership with these added community supports to ensure we are providing a collaborative system of care.

To continue the development of the Riverside Program and the support of the youth and families it serves, 2.0 FTE teachers (\$202K) are proposed to be funded on a one-time basis from contingency reserve.

#### School Based Staffing

Our secondary schools continue to require additional staff to support our vulnerable and complex students. This continued support will be used to monitor attendance, track at-risk students, support the implementation of a mental health literacy program, and enable a preventative response. It is proposed that 2.57 FTE (\$260K) staffing be allocated on a one-time basis to provide three blocks of staffing at each secondary school. This additional staffing will be funded from the secondary instructional bank (\$202K) and contingency reserve (\$58K).

It is further proposed that \$183K be allocated from the instructional bank and the safe and caring bank to fund 4.0 FTE child and youth care workers for 2020/21. This will ensure that all elementary schools will have a minimum of 8 hours per week of child and youth care worker time to monitor attendance, and provide interventions regarding attendance. This model will be re-evaluated during the implementation of the Integrated Community Youth (ICY) Teams.

It is proposed that \$202K be allocated from contingency reserve to fund 2.0 FTE teachers for the Riverside program and that \$202K be allocated from the secondary instructional bank on a one-time basis along with \$58K from contingency reserve to provide three additional blocks of safe and caring staffing at each secondary school (\$260K). It is further proposed that \$183K be allocated from the instructional bank and the safe and caring bank to fund 4.0 FTE child and youth care workers for 2020/21.



#### **Early Learning**

The Maple Ridge – Pitt Meadows School District places a high value on early learning programs that welcome children into schools before they enter kindergarten. It is also proposed that \$63K be allocated from contingency reserve to maintain the early learning helping teacher position (0.60 FTE) that supports early learning programs and literacy for 2020/21.

It is proposed that \$63K be allocated from contingency reserve to support 0.60 FTE early learning helping teacher on a one-time basis.

#### **Educational Leadership**

Principals and vice-principals serve in uniquely rewarding and demanding positions that include both a managerial role and an educational leadership role. The School Act sets out the broad and lengthy list of duties of principals and vice-principals. Within our current context of enrolment growth, curricular change, and increasing complexity to the role, it is important that educational leadership positions are appropriately staffed and supported.

#### **Elementary Administration Staffing**

The implementation of the restored collective agreement language provisions has required significant time and attention on the part of school-based administrative staff. Our experience since the 2017/18 school years has shown that the added responsibilities associated with the restored provisions have been very challenging in our schools. Added workload and responsibilities include school organization (class size and composition) provisions, management of non-compliance/remedy provisions, non-enrolling staffing, and the restored provisions relating to staff committee and school-based teams. In previous years enhanced administrative staffing allocations for elementary schools were funded from Classroom Enhancement Fund Overhead. The Classroom Enhancement Fund Overhead has significantly decreased and these enhanced allocations can not be supported from this funding in 2020/21.

It is proposed that the enhanced elementary administrative allocations shown in the following table be funded for 2020/21 from the contingency reserve.

ELEMENTARY ONGOING						
Enrolment	Admin Allocation					
<189	0.60 FTE					
190-304	0.80 FTE					
305-410	1.00 FTE					
411-516	1.20 FTE					
517-622	1.30 FTE					
Over 623	1.40 FTE					

ELEMENTARY ONE-TIME TOP UP					
Enrolment	Admin Allocation				
<189	0.60 FTE				
190-304	0.80 FTE				
305-410	1.00 FTE				
411-516	1.30 FTE				
517-622	1.40 FTE				
Over 623	1.50 FTE				

It is proposed that \$152K be allocated from the contingency reserve to support improved administrative allocation formulas for elementary schools (1.50FTE).

#### **School Clerical Allocations**

In 2019/20 additional lunch hour supervisor time was allocated to schools with only one clerical person to ensure coverage during staff lunch breaks. It is proposed that \$25K be allocated from the contingency reserve to support the 5.84 FTE Lunch Hour Supervisors providing supervision in the office of elementary schools with only one clerical person.

It is proposed that \$25K be allocated on a one-time basis from the contingency reserve to support maintaining the allocation of 5.84 FTE Lunch Hour Supervisors for elementary schools with only one clerical person.





### **Operational Savings**

Services, supplies and utilities budgets were reviewed and ongoing savings were identified as follows:

- Emergent expenditure fund (\$50K)
- Secondary equipment grant (\$22K)
- School teams (\$66K)
- Reporting (\$18K)

It is recommended that operational savings of \$156K be achieved by reducing the budget allocations for emergent expenditures, secondary equipment, school teams and reporting.

#### 2.0 Support for Operational Plans

#### **Technology Support**

#### IT Staffing

A well-supported Information Technology (IT) department positively impacts the entire school district. The IT department provides students, teachers and staff with technology resources that support the district's vision. The school district has developed the Parent Portal and the Remedy Calculator with the assistance of contracted programmers. These platforms are now part of the fabric of the school district and critical to our communication infrastructure and require ongoing maintenance and periodic upgrades. To ensure that upgrades and maintenance are completed in a timely fashion in-house staffing must be maintained for one more year. The board has previously allocated \$65K from local capital contingency reserve to fund 0.50 FTE Database Developer to support the redesign of the parent portal.

It is proposed that \$128K from contingency reserve be used to fund 1.0 FTE Junior Developer and an additional 0.50 FTE Database Developer.

It is proposed that \$128K from contingency reserve be used to fund 1.0 FTE Junior Developer and 0.50 FTE Database Developer.

#### **Human Resources**

#### Health and Safety Staff

In 2019/20 a Health and Safety Senior Secretary was funded on a one-time basis from emergent expenditure funds. This position assists the Health and Safety Manager with the management of WorkSafe claims, health and safety training coordination, and return to work processes for workers.

It is proposed that \$71K be allocated from the contingency reserve to fund the Health and Safety Senior Secretary position for 2020/21.

It is proposed that \$71K be allocated from the contingency reserve to fund the Health and Safety Senior Secretary position for 2020/21.

#### **Facilities**

#### Custodial Staff and Reduced Supplies and Utilities

We are anticipating that some level of increased sanitation will be required in 2020/21 due to COVID-19. In order to support enhanced sanitation services it is proposed that two custodial positions be funded for six months. This staffing level will allow us to continue the enhanced sanitation service that we had in place in early 2020. Additional staffing and supplies may be required to meet mandated enhanced cleaning related to COVID-19.

Facilities supplies budgets have been reviewed and it was determined that an ongoing reduction of \$50K can be implemented in budget 2020/21.

It is proposed that \$67K be allocated from contingency reserve to support 2 custodial positions for 6 months in 2020/21. It is further proposed that supplies and utilities budgets allocated to Facilities be reduced by \$50K.





#### 3.0 Learning Services

The budgets allocated to Learning Services include accounts to support student and school needs, funding for department wages and benefits, TTOC release time, training and professional development, as well as services and supplies. The Ministry of Education provides supplemental funding for students with special needs to school districts; the board then approves how the additional funding to support students with special needs is allocated. Currently, this funding is used to provide the following: support teachers, educational assistants, child care workers, district itinerant learning services staffing, specialized supplies, transportation and teacher release time to support collaborative planning.

#### Collaborative Teaching — Supporting Early Intervention and Inclusionary Programming

An instructional bank of staffing was implemented in the 2017/18 budget to support teaching and student learning as needs emerged during the implementation of the restored teacher collective agreement language. However, due to uncertainty and timing of Classroom Enhancement Funding from the Ministry of Education, the funds could not be accessed confidently until after the start of the school year for new positions. While this bank of staffing was found to be extremely beneficial as unexpected needs arose during the school year, our experience over the 2017/18 school year led to our decision in future years to allocate co-teaching staffing from the instructional bank at the beginning of the school year to further support early intervention and inclusionary programming at the elementary level. Based on our highly positive experience over the last two school years, it is proposed that 8.57 FTE co-teaching staffing costing \$868K be funded on a one-time basis from the ongoing instructional bank to further support early intervention and inclusionary programming at the elementary level.

The instructional bank will have to be topped up from 2019/20 appropriated surplus in order to support the allocation of education assistant and/or teacher staffing during the 2020/21 school year as needs emerge at both elementary and secondary schools.

The Ministry of Education has discontinued a grant for specialized equipment but the need continues to exist. It is proposed that \$25K be allocated from contingency reserve for the purchase of specialized equipment for students with special needs.

It is recommended that 8.57 FTE co-teaching staffing to further support early intervention and inclusionary programming at the elementary level be funded on a one-time basis from the instructional bank (\$868K). It is further recommended that \$25K be allocated from contingency reserve to support the purchase of specialized equipment for students with special needs in 2020/21.

# **Learning Services Staff**

The professional staff at our Learning Services department is a highly skilled team that works collaboratively to support student programming and teaching at the school level. In response to enrolment increases and increasing student needs, staffing in our Learning Services department in the areas of school psychology, speech and language pathology, occupational therapy and supports for gifted/talented learners have appropriately been enhanced over recent years. For the 2019/20 budget year, a one-time budget to access specialized professional consultation services was established to provide guidance and training to school-based staff with highly complex and unique situations in the area of socially appropriate and safe behaviour.

Based on our experience with growth in enrolment, student needs over the 2019/20 school year, and projections of continued growth in the coming years, we believe it is timely to shift the current one-time provision of access to special professional consultation to dedicated on-going leadership in our Learning Services department, targeting early intervention and behaviour in a new position of District Principal Early Learning and Intervention. This new position will focus on building pro-active and sustained programming for elementary school aged students with disabilities who present with complex behavior – particularly those who are just entering kindergarten.

Our partner groups identify concerns about our level of support for our growing elementary school enrolment and particularly those students who have complex behavioral needs. During the last budget cycle, we devoted \$180,000 in one-time funding for the skillful supports provided by recently retired and highly skilled special education experts. Moving forward, we need to build structures and re-shape systems to support the needs of our early learners and their families in a more strategic fashion.

To fund the position of District Principal Early Learning and Intervention, we are reallocating existing budgets for special assignment administrative time and school teams.

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Additionally, as we experience the suspension of in-class instruction due to COVID-19, we need to plan ahead to the new school year and consider the experience of our youngest students. For a small group of these new students, the loss of continuity of schooling will be impactful. These children and their families will need our careful, skillful and attentive support as school re-starts. Our systems and structures must be adjusted to accommodate the needs of these young learners. We must plan ahead to mitigate against lost school time.

The current District Principal of Learning Services carries a complex portfolio. Considering the breadth of his responsibilities, a reclassification of this position to Director Learning Services is warranted and aligns the responsibilities of the portfolio with those of colleagues in neighbouring school districts

It is proposed that the leadership model of Learning Services be changed from 1.0 FTE District Principal and 1.0 FTE District Vice-Principal to 1.0 FTE Director Learning Services, 1.0 FTE District Principal Early Learning and Intervention and 1.0 FTE District Vice-Principal. This reorganization is fully funded from reallocation of existing budgets for special assignment administrative time and school teams (0.20 FTE StrongStart and 0.20 FTE Vulnerable Schools).

It is proposed that the leadership of Learning Services be reorganized with 1.0 FTE Director Learning Services, 1.0 FTE District Principal Early Learning and Intervention and 1.0 FTE District Vice-Principal fully funded from reallocation of existing budgets for special assignment administrative time and school teams.

#### 4.0 International Education

The international education department has a long history of positive financial contributions. The global economic downturn created by the COVID-19 pandemic is expected to negatively impact the enrolment in our international education program and threaten the short term financial viability of the program. It is estimated that in 2020/21 enrolment in the international education program will decrease by at least 30% and that it will take multiple years to return to the enrolment levels achieved in 2018/19.

#### **International Education Staffing**

In order to reduce the impact of international student enrolment decline on school district operations it is proposed that staffing for international education be reduced to reflect the reduced enrolment levels. For 2020/21 it is proposed that the Principal International Education position be funded on a one-time basis from contingency reserve. It is further proposed that for 2020/21, the complement of homestay coordinators be reduced to 3 FTE for savings of \$68K and that clerical staff for the international program be reduced by one general clerk for savings of \$51K. Staffing allocations for the international education department will be adjusted if enrolment in the international education program increases by more than 20% from current estimates.

At the school level, it is proposed that on a one-time basis international education liaison blocks be eliminated for savings of \$114K and that on an ongoing basis the classroom teacher allocations be aligned with allocations provided for Ministry of Education funded students (1:27.1 student FTE) for secondary schools for savings of \$196K.

It is proposed that \$161K be allocated from the continency reserve to fund 1.0 FTE Principal for 2020/21. It is further proposed that staffing for international education be reduced by 1 FTE Homestay Coordinator, 1 FTE General Clerk, 1.125 FTE secondary liaison blocks and 1.943 FTE teachers for total savings of \$233K one-time and \$196K ongoing.

#### 5.0 Transportation

Within the School Act, there is no requirement for the board to provide student school bus transportation service to and from school. The Ministry of Education provides \$186K specific funding for student transportation. In previous years, the board decided to use operating funds to provide subsidized student transportation for eligible students to their catchment area school. In 2019/20 the school district provided regular student transportation services to 379 students.

In the 2019/20 school year, there were 340 students registered for regular transportation services and 39 students registered for special needs transportation for an estimated cost of \$0.64 million. Students registered for regular student transportation services do not use the service on a consistent basis resulting in the underutilization of contracted bus services.

#### **Transportation Fees**

In order to reduce the subsidy provided by the board for transportation services and to encourage only consistent riders to register for the service it is proposed that for 2020/21 the transportation administrative fees outlined below be reintroduced.

Transportation	Fees	
First Child	\$315	
Second Child	\$315	
Third Child +	\$100	

Families who experience financial hardship are eligible for a fee waiver under the Board's hardship policy.

It is proposed that transportation administrative fees be re-introduced effective 2020/21 for estimated cost recovery of \$113K.

#### 6.0 One-Time Use of Contingency Reserve Funds

#### One-Time Use of Contingency Reserve Funds

The Board of Education 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.

By board policy a contingency reserve of at least 1% of operating expenditures and not exceeding 3% of operating expenditures shall be maintained (\$1.57 million to \$4.71 million). The current balance of \$4.12 million (\$3.76 million local capital and \$0.36 million operating) equates to 2.62% of operating expenditures.

The COVID-19 pandemic has created a highly unpredictable environment in which the full impact is difficult to assess. During these times, it is preferred to maintain stability as much as possible and defer any necessary structural changes to future years when we will have a better understanding of the district's financial position and needs.

After the proposed allocation of \$1.08 million for the one-time budget proposals outlined above, the estimated balance of the contingency reserve for local capital will be \$2.68 million.

In order to allow for thoughtful assessment of COVID-19 impacts, it is proposed that \$1.15 million be transferred from the local capital fund to the operating fund to assist with balancing the estimated operating shortfall for 2020/21. Any available surplus that will be realized in 2019/20 will be utilized first to top-up the instructional bank (up to \$200K) and then to replenish the contingency reserve for local capital.

The use of one-time funds to achieve a balanced budget creates a structural deficit. This means that if all proposed budget changes are implemented and a balanced budget is adopted, a structural deficit of \$1.19 million will be created through the 2020/21 budget.

It it is proposed that \$2.23 million be transferred from the local capital fund to the operating fund to assist with balancing the estimated operating shortfall for 2020/21. Any available surplus that will be realized in 2019/20 will be utilized first to top-up instructional bank (up to \$200K) and then to replenish the contingency reserve for local capital.





	2020/21 BUDGET IMPACT				
PROPOSED BUDGET CHANGES	FTE	Salaries & Benefits	Supplies, Services & Other	Revenue	Total
ONGOING BUDGET CHANGES	•	•			•
Support for School Growth Plans					
Emergent Expenditure Fund			50,000		50,000
Secondary Equipment Grant			22,400		22,400
School Teams			66,000		66,000
Reporting			18,000		18,000
	-	-	156,400	-	156,400
Support for Operational Plans					-
Facilities Supplies			34,862		34,862
Utilities			15,200		15,200
	-	-	50,062	-	50,062
Learning Services					
Learning Services Staff					
Director, Learning Services	(1.00)	(188,598)			(188,598)
Principal	1.00	161,554			161,554
Vice Principal	0.40	40,490			40,490
Reallocation of Existing Budgets		(13,446)			(13,446)
	0.40		-	-	-
International Education					
Classroom Teachers - alignment of formula	1.94	196,677			196,677
	1.94	196,677	-	-	196,677
Transportation					
Transportation Fees				113,200	113,200
	-	-	-	113,200	113,200
Total Ongoing Proposals	2.34	196,677	206,462	113,200	516,339





	2020/21 BUDGET IMPACT						
PROPOSED BUDGET CHANGES	FTE	Salaries & Benefits	Supplies, Services & Other	Revenue	Total		
ONE-TIME BUDGET CHANGES							

FIGURE 1: Proposed Preliminary Budget Changes 2020/21 continued

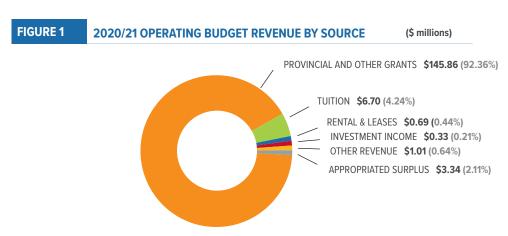
PROPOSED BUDGET CHANGES	FTE	Salaries & Benefits	Supplies, Services & Other	Revenue	Total
DNE-TIME BUDGET CHANGES					
Support for School Growth Plans					
iteracy	(2.00)	(210,151)	(20,000)		(230,151)
Supporting All Learners - Improving Student Engagement					-
Educational Programs	(0.14)	(14,474)	(26,600)		(41,074)
Before & After School Programming	(0.57)	(31,380)		31,380	-
Safe & Caring Schools					-
Riverside Program and Community Connection	(2.00)	(202,446)			(202,446)
School Based Staffing	(6.57)	(444,654)			(444,654)
Early Learning	(0.60)	(63,046)			(63,046)
Educational Leadership - Elementary Staffing	(1.50)	(151,830)			(151,830)
School Clerical Allocations	(5.84)	(25,011)			(25,011)
Reallocation of Existing Budgets		400,698	133,341		534,039
Jse of Contingency Reserve				624,173	624,173
	(19.23)	(742,294)	86,741	655,553	-
Support for Operational Plans					
nformation Technology Staffing	(1.50)	(127,991)			(127,991)
Human Resources Staffing	(1.00)	(70,087)	(900)		(70,987)
Facilities	(1.00)	(66,747)			(66,747)
Jse of Contingency Reserve				265,725	265,725
	(3.50)	(264,825)	(900)	265,725	-
Learning Services					
Collaborative Teaching	(8.57)	(867,884)	(25,000)		(892,884)
Reallocation of Existing Budgets		867,884			867,884
Jse of Contingency Reserve				25,000	25,000
	(8.57)	-	(25,000)	25,000	-
nternational Education					
nternational Education Leadership	(1.00)	(161,554)			(161,554)
Feachers - Secondary Liaison	1.13	113,879			113,879
nternational Education Clerical Staffing	1.00	51,017			51,017
Homestay Coordinator	1.00	68,477			68,477
Jse of Contingency Reserve				161,554	161,554
	2.13	71,819	-	161,554	233,373
One-time Use of Contingency Reserve Funds	2.13	71,819	-	161,554 1,153,921	233,373 1,153,921

#### 2020/21 Proposed Preliminary Operating Budget Summary

#### 2020/21 Operating Budget Revenue

The majority of school district revenues are received from the provincial government in the form of the Ministry of Education Operating Grant and other provincial grants (92.36%). The level of provincial funding consequently has a significant impact on the educational services and programs that can be offered.

Because the primary determinant of provincial funding is enrolment, a forecasted decline or increase in enrolment affects programs and services. Outside of provincial grants, international education and other tuition fees are the primary source of revenue, which accounts for 4.24% of total revenue. The projected operating budget revenue for 2020/21 is \$154.59 million and the projected appropriated surplus to be used in 2020/21 is \$3.34 million for a total revenue available of \$157.93 million. See figure 1.



### 2020/21 Operating Budget Expenditures

The projected expenditures, including proposed budget changes, total \$157.93 million, which results in a balanced operating budget.

84.17% of the operating budget will be spent on instruction-related costs. This includes school-based teachers, education assistants, school administrators and school-based support staff and supplies.

Operations and maintenance accounts for 10.58%, district administration is 3.93% and transportation is 0.43%. The remaining 0.89% is spent on capital asset purchases and other transfers to local capital.

90.60% of the budget is spent on salaries and benefits, while services, supplies, utilities and capital assets purchased represent 9.40%. The graphs below show the allocation of expenses by function and type of expenditure.

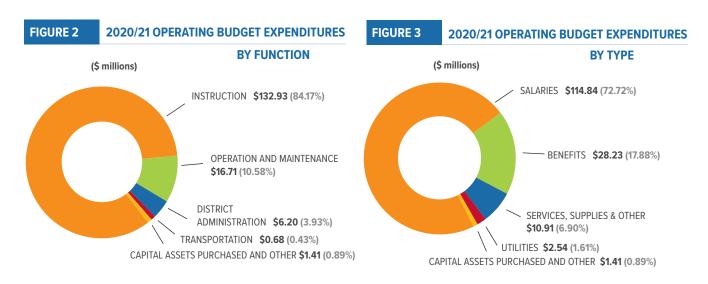




FIGURE 4: Summary of 2020/21 Operating Revenue and Expense

	BASE BUDGET	ONGOING BUDGET CHANGES	ONE-TIME BUDGET CHANGES	PRELIMINARY BUDGET	% CHANGE
Operating Revenue by Source					
Grants					
Provincial Grants - Ministry of Education	145,555,885			145,555,885	0.00%
Provincial Grants - Other	255,400			255,400	0.00%
Federal	43,600			43,600	0.00%
Total Grants	145,854,885	-	-	145,854,885	0.00%
Tuition	6,701,479			6,701,479	0.00%
Other Revenue	871,923	113,200	31,380	1,016,503	16.58%
Rentals and Leases	687,380			687,380	0.00%
Investment Income	330,600			330,600	0.00%
Total Operating Revenue	154,446,267	113,200	31,380	154,590,847	0.09%
Operating Expense by Type					
Salaries					
Teachers	67,769,243	(185,331)	550,558	68,134,470	0.54%
Principals and Vice-Principals	8,038,793	(131,225)	131,225	8,038,793	0.00%
Education Assistants	16,281,686		(64,771)	16,216,915	(0.40)%
Support Staff	12,455,311		50,011	12,505,322	0.40%
Other Professionals/Exempt	4,755,006	151,960	92,859	4,999,825	5.15%
Substitutes	4,940,328	(48,201)	49,514	4,941,641	0.03%
Total Salaries	114,240,367	(212,797)	809,396	114,836,966	0.52%
Employee Benefits	28,147,725	(46,334)	125,904	28,227,295	0.28%
Total Salaries and Benefits	142,388,092	(259,131)	935,300	143,064,261	0.47%
Services and Supplies					
Services	5,306,485	(10,000)	6,600	5,303,085	(0.06)%
Student Transportation	737,019			737,019	0.00%
Professional Development	885,538	(2,597)		882,941	(0.29)%
Rentals and Leases	2,000			2,000	0.00%
Dues and Fees	150,351			150,351	0.00%
Insurance	506,895			506,895	0.00%
Supplies	3,514,624	(93,811)	(92,441)	3,328,372	(5.30)%
Utilities	2,556,499	(15,200)		2,541,299	(0.59)%
Total Services and Supplies	13,659,411	(121,608)	(85,841)	13,451,962	(1.52)%
Interfund and Capital Assets Purchased from Operating					
Transfer to Local Capital Reserve - Childcare Capital	32,500			32,500	0.00%
Capital Assets Purchased from Operating	1,375,922	(22,400)	25,000	1,378,522	0.19%
Total Interfund and Capital Assets Purchased from Operating	1,408,422	(22,400)	25,000	1,411,022	0.18%
Total Expenses	157,455,925	(403,139)	874,459	157,927,245	0.30%
Use of Prior Year Surplus	1,106,025	(403,133)	2,230,373	3,336,398	0.30 /0
Projected Operating Surplus/(Deficit)	(1,903,633)	516,339	1,387,294	3,330,388	

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#### 2020/21 Operating Budget Staffing

The projected full-time equivalent staffing, including proposed budget changes, totals 1,743.38 FTE, an increase of 62.63 FTE from the ongoing 2019/20 operating budget. This increase is principally owed to the following:

- Teachers: An increase of 2.27 FTE due to enrolment increase, 0.36 FTE due inclusion of fee-payers in Continuing Education staffing ratios and 13.93 FTE proposed budget changes.
- Principals/VPs: An increase of 1.0 FTE due to enrolment and a net change of 0 FTE proposed budget changes.
- Other Professionals, Exempt, District P/VPs: A one-time increase of 1.0 FTE assistant superintendent and 2.5 FTE proposed budget changes.
- Education Assistants: An increase 25.89 FTE due to enrolment, 2.67 FTE due to the new CUPE Collective Agreement and 4.57 FTE proposed budget changes.
- Support Staff: An increase of 4.51 FTE due to enrolment, (2.0 FTE lunch hour supervisors, 1.06 FTE clerical, 1.45 FTE custodial), 0.48 FTE due to the new CUPE Collective Agreement and 5.84 FTE proposed budget changes.

#### **FIGURE 5**

#### **OPERATING BUDGET STAFFING**

	2019/20 Ongoing Budget	2020/21 Base Changes	2020/21 Base Budget	Operating Budget Changes	2020/21 Proposed Preliminary Budget
Teachers	825.85	2.31	828.16	13.93	842.09
Principals/Vice-Principals	55.89	1.00	56.89	-	56.89
Other Professionals, Exempt, District P/VPs	46.25	1.00	47.25	2.50	49.75
Education Assistants	419.18	27.81	446.99	4.57	451.56
Support Staff	325.46	4.79	330.25	5.84	336.09
Trustees	7.00	0.00	7.00		7.00
	1,679.63	36.91	1,716.54	26.84	1,743.38



#### **Special Purpose Funds Budget**

The special purpose funds budget includes revenue and expenditures related to grants received from third parties that have restrictions on how they may be spent. Special purpose funds consist of targeted funding allocated to school districts for a specific purpose. The annual funding received varies from year to year and Ministry of Education funding is not always confirmed in a timely manner.

Pursuant to Sections 156(4) and (5) of the School Act, each special purpose fund must be accounted for in accordance with the terms of that special purpose fund. Treasury Board Restricted Contribution Regulation 198/2011, issued in November 2011, defines a restricted contribution as "a contribution that is subject to a legislative or contractual stipulation or restriction as to its use other than a contribution or part of a contribution that is of, or for the purpose of acquiring, land."

The following grants meet the definition of a restricted contribution per Treasury Board Regulation 198/2011:

- Classroom Enhancement Fund (CEF)
- Learning Improvement Fund (LIF)
- Annual Facility Grants (AFG) (excluding amounts paid via bylaw certificates of approval)
- Official Languages in Education French Programs Grants (OLEP)
- Community LINK Grants
- StrongStart Centre Grants
- Ready Set Learn Grants
- Youth Education Support Fund
- Scholarships and Bursaries
- School generated funds (restricted contributions only)
- Earnings and disbursements of endowments (excluding capital)
- Interest earned on any of the above funds

Operating and capital funding cannot be transferred to special purpose funds. The following table summarizes deferred contributions, revenue and expense by object for special purpose funds - actuals for years 2016/17 - 2018/19 and budgeted for 2019/20 - 2023/24.

(\$millions)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Amended Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Deferred Revenue, beginning of year	(1.94)	(2.47)	(2.80)	(2.38)	(1.33)	(1.70)	(1.58)	(1.46
Received Contributions								
Provincial Grants - Ministry of Education	(5.56)	(13.03)	(15.05)	(15.08)	(12.01)	(12.01)	(12.01)	(12.0
Other	(4.74)	(4.67)	(4.95)	(4.62)	(4.58)	(4.58)	(4.58)	(4.58
Investment Income	(0.02)	(0.04)	(0.04)		-	-	-	
Total Contributions Received	(10.32)	(17.74)	(20.04)	(19.70)	(16.59)	(16.59)	(16.59)	(16.59
Less: Allocated to Revenue or Recovered by MOE	9.79	17.41	20.46	20.75	16.22	16.71	16.71	16.7
Deferred Revenue, end of year	(2.47)	(2.80)	(2.38)	(1.33)	(1.70)	(1.58)	(1.46)	(1.34
Allocated to Revenue								
Provincial Grants	5.03	12.54	14.69	15.39	12.01	12.01	12.01	12.0
Other Revenue	4.75	4.83	4.91	4.82	4.58	4.58	4.58	4.5
Investment Income	0.02	0.04	0.05	-	-	-	-	
Total Allocated to Revenue	9.80	17.41	19.65	20.21	16.59	16.59	16.59	16.5
Expenses								
Salaries and Benefits	4.30	11.46	12.84	14.35	11.49	11.49	11.49	11.4
Service and Supplies	5.08	5.20	5.85	5.30	4.78	4.78	4.78	4.7
Total Expenses	9.38	16.66	18.69	19.65	16.27	16.27	16.27	16.2
Capital Purchases and Other	0.42	0.75	0.96	0.56	0.32	0.32	0.32	0.3
Total Expenses and Capital Purchases	9.80	17.41	19.65	20.21	16.59	16.59	16.59	16.5
Net Revenue (Expense)			-	-		-	-	

Source: 2016/17 to 2018/19 Audited Financial Statements, Amended Budget for 2019/20, and annual budgets for 2020/21 to 2023/24.



#### Special Purpose Funds Background Information

This section presents a detailed analysis of the individual special purpose funds that are maintained by the Maple Ridge - Pitt Meadows School District, and their impact on budget.

#### Classroom Enhancement Fund

On March 10, 2017, the Ministry of Education, the BC Public Schools Employers Association and the BC Teachers' Federation ratified a Memorandum of Agreement pursuant to Letter of Understanding (LoU) No. 17, to the 2013-2019 BCPSEA-BCTF Provincial Collective Agreement. The Memorandum of Agreement fully and finally resolves all matters related to the implementation of the Supreme Court of Canada decision from the fall of 2016. This agreement has changed significantly the context for public education.

The ratification of this agreement resulted in the establishment of the Classroom Enhancement Fund (CEF) to address the additional teacher and corresponding overhead costs throughout the province associated with this Memorandum of Agreement. The school district is required to record and report the actual implementation costs and the amount allocated is reduced to reflect the actual costs incurred.

For 2017/18, the Maple Ridge - Pitt Meadows School District received a CEF allocation of \$11.19 million (this included \$0.30 million of unspent Priority Measures Funding) to fund 96.28 FTE teachers (\$9.15 million), overhead costs (\$1.17 million) and potential remedy costs (\$0.87 million).

For 2018/19, the Maple Ridge - Pitt Meadows School District received a CEF allocation of \$12.0 million to fund 101.10 FTE teachers (\$9.85 million), overhead costs (\$0.82 million) and potential remedy costs (\$1.36 million).

For 2019/20, the Maple Ridge – Pitt Meadows School District received a preliminary CEF allocation of \$12.71 million to fund 104.3 FTE teachers (\$10.14 million), overhead costs (\$0.82 million) and potential remedy costs (\$1.75 million)

For 2020/21, the Maple Ridge – Pitt Meadows School District has been provided with a preliminary CEF allocation of \$9.86 million sufficient to fund an estimated 93.71 FTE teachers (\$9.13 million) and overhead costs (\$0.73 million).

Adjustments to district allocations may be made once final Fall 2020 staffing is known and/or after the 2020/21 school year, especially if it is determined that a particular school district received more funding than was required. Final 2020/21 allocations will be confirmed at the same time as the Operating Grant recalculation in December 2020.

#### **Preliminary Staffing Plan**

The restored MRTA collective agreement language includes changes to non-enrolling staffing generating ratios and class size limits as outlined in the tables below.

District Non-Enrolling Ratios for Ministry of Education Funded Students					
Teacher-Librarians	1:702				
Counsellors	1:693				
Learning Assistance Teachers	1:462				
Special Education Resource	1:249				
ELL	1:33.3				

Classroom teacher staffing is allocated using student enrolment driven formulas. The formulas for allocating teacher staffing under the operating fund and under the classroom enhancement fund, by grade level, are detailed in the table below. Prep time for teachers is added over and above these calculations.

Elementary Class Size	2017/18 Restored Class Size
K	20
K-1 split	20
1-3	22
3-4 split	24
4-7	28
4-7 multi age	26



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Secondary Class Size	2017/18 Restored Class Size
"Secondary" English	28
Home Economics	24
Junior Science	28
Senior Science	24
Computer	24
Life Skills	26
Technical Ed. Lab. (I.E. Lab)	22
Special Education: High Incidence	15
Special Education: Low Incidence	10
Any other class	30

The School Act stipulated class size limits and restored class sizes are also in the table below.

Grade	Teacher Allocation Ratio Funded From Operating	School Act Class Size	Teacher Allocation Ratio Including Classroom Enhancement Fund	Collective Agreement Restored Class Size
Kindergarten	1:20.00	1:22.00	1:19.00	1:20
Grade 1-3	1:22.00	1:24.00	1:20.90	1:22
Grade 4-7	1:28.00	1:30.00	1:26.50	1:28
Grade 8-12	1:30.97	1:30.00	1:26.50	Varies

The actual staffing required will not be confirmed until September 2020 when the actual student enrolment for 2020/21 is known. However, school staffing and organization must occur in May-June 2020. This means that the school district will have to employ additional teachers before the additional CEF allocation is confirmed by the Ministry of Education. To manage this risk a sufficient contingency reserve must be maintained for 2020/21.

The changes to non-enrolling ratios result in an additional estimated 23.12 FTE non-enrolling teachers. This is comprised of increased teacher librarian, counselling, ELL and support staffing. It is also estimated that an additional 84.30 FTE teachers will need to be funded from the Classroom Enhancement Fund to support the implementation of the lower class sizes. However, 13.71 FTE will only be funded by the Ministry of Education after changes are confirmed in the fall.

For 2020/21 the teacher salary and benefits portion of the classroom enhancement fund will be used to fund 73.54 FTE classroom teachers and 20.17 FTE non-enrolling teachers (\$9.13 million). An additional allocation of \$1.34 million is necessary (10.76 FTE classroom teachers and 2.95 FTE non-enrolling teachers) in order to meet the provisions of the collective agreement. This additional staffing will be allocated contingent upon receipt of additional funding from the Ministry of Education in December 2020.

#### Support for the Implementation of Restored Collective Agreement Language

In order to support the implementation of the restored MRTA collective agreement language, increases to budget allocations for school administration, facilities maintenance, human resources, learning resources, furniture and substitutes budgets are required.

#### Additional New Teacher Supports

It is estimated that the substitute costs for the additional teachers expected to be funded from the overhead portion of the Classroom Enhancement Fund is \$0.40 million.

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#### **Human Resources Support**

The implementation and administration of the restored collective agreement language and the extensive implementation progress reporting to the Ministry of Education will require significant additional human resources support. In 2020/21 we will continue to allocate \$0.13 million from the overhead portion of the classroom enhancement fund to fund a 1.0 FTE human resources assistant position and 0.74 FTE dispatch coordinator position.

#### Facilities and Other Implementation Costs

The implementation of the restored MRTA collective agreement language required significant changes to school district facilities. The additional facilities space created resulted in additional costs for facilities maintenance. \$0.1 million will continue to be allocated from overhead portion of the Classroom Enhancement Fund to support 1.55 FTE custodial staff.

The MyEducation BC (MyEd BC) student information system and the locally developed Remedy Calculator continue to require considerable resources at the district level to ensure data accuracy and staff training. Staffing is needed to address individual user issues, migrate data, prepare monthly class size and composition extracts required under the restored MRTA collective agreement language, train new staff, and provide professional development sessions. To ensure adequate MyEd BC student information system support and Remedy Calculator support a 1.0 FTE data analyst HelpDesk MyEd BC position (\$62K) will need to continue to be funded for 2020/21 from the overhead portion of CEF.

In 2017/18, a software solution was developed to assist with the calculation and administration of remedies resulting from the implementation of the restored collective agreement language. \$38K of CEF overhead will be allocated to support software upgrade and maintenance costs as well as remedy administrative costs.

#### Summary of 2020/21 Classroom Enhancement Fund Revenue and Expense

	FTE	Salaries & Benefits	Supplies, Services & Other	Revenue	Total
Classroom Enhancement Fund Grant				9,858,651	9,858,651
Estimated Additional Funding Required				1,336,109	1,336,109
Preliminary Staffing Plan	(107.42)	(10,467,951)			(10,467,951)
Additional New Teacher Supports		(396,900)			(396,900)
Human Resources Support	(1.74)	(125,826)	(900)		(126,726)
Facilities & Other Implementation Costs	(2.55)	(194,979)	(8,204)		(203,183)
Total Classroom Enhancement Fund	(111.71)	(11,185,656)	(9,104)	11,194,760	-

#### Classroom Enhancement Fund 2017/18 to 2023/24

For 2020/21, the Maple Ridge - Pitt Meadows School District has been provided with a preliminary CEF allocation of \$9.86 million, sufficient to fund an estimated 93.71 FTE teachers and overhead costs of \$0.73 million. It is estimated that an additional \$1.34 million will be required in order to fund the 107.42 FTE teachers needed to fulfill the collective agreement obligations funded under CEF.

It is important to note that the teachers' collective agreement expired on June 30, 2019 and BCPSEA and BCTF are in the process of ratifying a new agreement which may significantly impact both the funding and the staffing required to meet contractual obligations in the areas currently funded through CEF.



The table below summarizes the actual revenue and expense for 2017/18 to 2018/19 and projected revenue and expense for 2019/20 to 2023/24. No changes are projected at this time.

(\$ millions)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Amended Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Deferred Revenue, beginning of year	-	-	0.82	0.55	-	-	-	-
Contributions Received		10.94	12.97	12.88	9.86	9.86	9.86	9.86
Allocated to Revenue	-	(10.12)	(12.42)	(12.88)	(9.86)	(9.86)	(9.86)	(9.86)
Recovered			(0.82)	(0.55)				
Deferred Revenue, end of year	-	0.82	0.55	-	-	-	-	-
Revenues								
Provincial Grants - Ministry of Education		10.11	12.40	12.88	9.86	9.86	9.86	9.86
Investment Income		0.01	0.02					
Total Revenue	-	10.12	12.42	12.88	9.86	9.86	9.86	9.86
Expenses								
Salaries and Benefits		9.53	11.15	12.77	9.85	9.85	9.85	9.85
Service and Supplies		0.09	1.00	0.07	-	-	-	-
Total Expenses	-	9.62	12.15	12.84	9.85	9.85	9.85	9.85
Capital Purchases and Other		0.50	0.27	0.04	0.01	0.01	0.01	0.01
Net Revenue (Expense)	-	-	-	-	-	-	-	-

#### Learning Improvement Fund

The Learning Improvement Fund (LIF) was established by the province for the purpose of providing additional resources, specifically targeted to support complex classes that present challenging learning conditions. Starting in 2017/18 the teacher portion of the fund was eliminated and the fund continues only with the support staff component. For 2020/21, the LIF support staff component is \$519,539 and no changes are projected for future years. The funding is typically used to increase hours of work for education assistants.

(\$ millions)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Amended Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Deferred Revenue, beginning of year	-	0.17	0.03	0.03	0.03	0.52	0.52	0.52
Contributions Received	2.53	0.51	0.52	0.52	0.52	0.52	0.52	0.52
Allocated to Revenue	(2.36)	(0.65)	(0.52)	(0.52)	(0.03)	(0.52)	(0.52)	(0.52)
Deferred Revenue, end of year	0.17	0.03	0.03	0.03	0.52	0.52	0.52	0.52
Revenues								
Provincial Grants - Ministry of Education	2.36	0.65	0.52	0.52	0.52	0.52	0.52	0.52
Total Revenue	2.36	0.65	0.52	0.52	0.52	0.52	0.52	0.52
Expenses								
Salaries and Benefits	2.36	0.65	0.52	0.52	0.52	0.52	0.52	0.52
Service and Supplies	-	-	-	-	-	-	-	-
Total Expenses	2.36	0.65	0.52	0.52	0.52	0.52	0.52	0.52
Net Revenue (Expense)	-	-	-	-	-	-	-	-

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#### Annual Facilities Grant (AFG)

The Annual Facility Grant was established to account for Ministry of Education grants and expenditures relating to annual facility maintenance projects. The Provincial Budget 2020 includes a province-wide Annual Facility Grant (AFG) allocation of \$115.5 million. The AFG allocation is comprised of both a special purpose fund allocation and a bylaw capital allocation. This funding is first allocated to fund province-wide initiatives (\$1.75 million for Capital Asset Management System) and the balance is distributed to school districts.

The AFG special purpose funding allocation for the Maple Ridge – Pitt Meadows School District for 2020/21 is \$517,500. The district's contribution for the Capital Asset Management System is \$38,544, leaving \$478,956 to be allocated by the board for facility maintenance projects. The AFG bylaw capital allocated to the Maple Ridge – Pitt Meadows School District for 2020/21 is \$2,026,336.

AFG funds may be spent for the purpose of:

- upgrading or replacing existing facility components throughout the expected economic life of an existing capital asset;
- enhancing the service potential of an existing capital asset or a component of an existing capital asset by correcting deficiencies in design or construction and unsafe conditions;
- significantly lowering the associated operating costs of an existing capital asset; or
- extending the life of an existing capital asset or a component of an existing capital asset beyond its original life expectancy.

The Maple Ridge – Pitt Meadows School District is required to prepare an annual AFG spending plan and submit it to the Ministry of Education for approval on or before April 30, 2020. The following plan includes the projects to be funded from the Annual Facilities Grant and completed between April 1, 2020 and March 31, 2021.

#### **Summary of 2020/21 Annual Facilities Grant Spending Plan**

LOCATION	PROJECT DESCRIPTION	BUDGET 2020/21
District	Capital asset management system	38,544
Various schools	Duct cleaning	65,000
Various schools	Interior painting	60,000
Various schools	Flooring	100,000
Various schools	Wall carpet removal	60,000
Various schools	Facilities upgrades	167,956
Golden Ears Elementary	Exterior painting	26,000
Total Special Purpose Fund AFG		\$517,500
Alexander Robinson Elementary	HVAC - DDC system renewal	107,258
Alouette Elementary	HVAC - Boiler renewal & domestic hot water	53,450
Davie Jones Elementary	Split DX unit renewal	46,150
Fairview Elementary	Roofing	75,600
Fairview Elementary	HVAC - DDC system renewal	6,300
Glenwood Elementary	HVAC - Boiler renewal & domestic hot water	41,700
Whonnock Elementary	Install new generator	120,000
Harry Hooge Elementary	HVAC - DDC system renewal	51,000
Highland Park Elementary	Roofing	609,862
Laity View Elementary	HVAC - DDC system renewal	30,000
Maple Ridge Elementary	Roofing	240,380
Maple Ridge Elementary	HVAC - DDC system renewal	100,000
Maple Ridge Secondary	Exterior Painting	19,000
Pitt Meadows Elementary	Roofing	265,650
Pitt Meadows Elementary	HVAC - Boiler renewal & domestic hot water	77,650
Westview Secondary	Multi-Purpose room renovations	182,336
Total Capital AFG		2,026,336

For budgeting purposes its is estimated that the Annual Facilities Grant will remain unchanged for the years 2021/22 to 2023/24.



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(\$ millions)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Amended Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Deferred Revenue, beginning of year	0.15	0.17	0.40	0.26	-	-	-	-
Contributions Received	0.56	0.53	0.53	0.52	0.52	0.52	0.52	0.52
Allocated to Revenue	(0.54)	(0.30)	(0.67)	(0.78)	(0.52)	(0.52)	(0.52)	(0.52)
Deferred Revenue, end of year	0.17	0.40	0.26	-	-	-	-	-
Revenues								
Provincial Grants - Ministry of Education	0.54	0.30	0.66	0.77	0.52	0.52	0.52	0.52
Interest Income			0.01					
Total Revenue	0.54	0.30	0.67	0.77	0.52	0.52	0.52	0.52
Expenses								
Salaries and Benefits	0.05	0.06	0.11	0.12	0.12	0.12	0.12	0.12
Service and Supplies	0.28	0.10	0.11	0.16	0.10	0.10	0.10	0.10
Total Expenses	0.33	0.16	0.22	0.28	0.22	0.22	0.22	0.22
Capital Purchases and Other	0.21	0.14	0.45	0.49	0.30	0.30	0.30	0.30
Net Revenue (Expense)	-	-	-	-	-	-	-	-

#### Official Language Education Program (OLEP)

The Ministry of Education administers federal funding intended to support incremental costs resulting from offering French as a second official-language instruction in BC. Under the last "Canada-British Columbia Agreement on Minority Language Education and Second Official Language Instruction 2013/14 to 2017/18," funding for school districts was based on the 2012/13 enrolment.

French funding is given under seven grants, and the school district is able to transfer funds within those grants.

All French funding is to be spent by June 30 of each year. The district receives 70% of the funding in the spring of each year, and the 30% balance in the summer of the following year after it has submitted a report outlining how the funds were spent and what benefits were derived from this funding.

The agreement for OLEP funding with the federal government ended March 31, 2017, and negotiations for the next agreement are concluded and we are waiting to receive information from the Ministry of Education. At this point, the amount of funding the district will receive for 2019/20 and future years is unknown. These projections are based on the assumption that there will be no changes to OLEP funding until 2023/24.

(\$ millions)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Amended Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Deferred Revenue, beginning of year	-	-	-	-	-	-	-	-
Contributions Received	0.25	0.23	0.21	0.26	0.26	0.23	0.23	0.23
Allocated to Revenue	(0.25)	(0.23)	(0.21)	(0.26)	(0.26)	(0.23)	(0.23)	(0.23)
Deferred Revenue, end of year	-	-	-	-	-	-	-	-
Revenues								
Provincial Grants - Ministry of Education	0.25	0.23	0.21	0.26	0.23	0.23	0.23	0.23
Total Revenue	0.25	0.23	0.21	0.26	0.23	0.23	0.23	0.23
Expenses								
Salaries and Benefits	0.12	0.09	0.11	0.10	0.11	0.11	0.11	0.11
Service and Supplies	0.12	0.13	0.09	0.16	0.11	0.11	0.11	0.11
Total Expenses	0.24	0.22	0.20	0.26	0.22	0.22	0.22	0.22
Capital Purchases and Other	0.01	0.01	0.01	-	0.01	0.01	0.01	0.01
Net Revenue (Expense)	-	-	-	-	-	-	-	-



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# Community LINK

Community LINK (Learning Includes Nutrition and Knowledge) funding from the Ministry of Education is designed to support the academic achievement and social functioning of vulnerable students. Programs and services can include breakfast, lunch and snack programs, academic supports, counselling, youth workers and after-school programs. Total Community LINK funding for 2020/21 will be \$569,146 and is projected to remain unchanged until 2022/23.

This grant funds 9.65 FTE child care workers, 0.4 FTE teacher counsellor, 0.25 FTE vice-principal, supplies for schools and a support for before and after school programming in schools.

(\$ millions)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Amended Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Deferred Revenue, beginning of year	-	0.03	-	0.02	-	-	-	-
Contributions Received	0.54	0.54	0.55	0.55	0.57	0.57	0.57	0.57
Allocated to Revenue	(0.51)	(0.57)	(0.53)	(0.57)	(0.57)	(0.57)	(0.57)	(0.57)
Deferred Revenue, end of year	0.03	-	0.02	-	-	-	-	-
Revenues								
Provincial Grants - Ministry of Education	0.51	0.57	0.53	0.57	0.57	0.57	0.57	0.57
Total Revenue	0.51	0.57	0.53	0.57	0.57	0.57	0.57	0.57
Expenses								
Salaries and Benefits	0.47	0.52	0.48	0.51	0.53	0.53	0.53	0.53
Service and Supplies	0.04	0.05	0.05	0.06	0.04	0.04	0.04	0.04
Total Expenses	0.51	0.57	0.53	0.57	0.57	0.57	0.57	0.57
Net Revenue (Expense)	-	-	-	-	-	-	-	-

## **StrongStart**

The Ministry of Education funded StrongStart program allows parents to participate with their young child (aged birth to five) in play-based early learning activities, including stories, music and art. At no cost to families, this early learning drop-in program helps prepare children for success in kindergarten.

The Maple Ridge - Pitt Meadows School District has 8 StrongStart centres, located at the following schools: Davie Jones, Eric Langton, Fairview, cosqonelo, Hammond, Harry Hooge, Highland Park, and Garibaldi Secondary.

The total StrongStart funding for 2019/20 was \$256,000. The funding for future years has not been announced; however, a change in funding is not expected. The funding provided by the province has not been increased to reflect the increased costs for the program and additional funding is now allocated from the operating fund to supplement the provincial funding received (\$7K/year).

(\$ millions)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Amended Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Deferred Revenue, beginning of year	0.04	0.04	0.02	-	-	-	-	-
Contributions Received	0.26	0.26	0.26	0.26	0.26	0.26	0.26	0.26
Allocated to Revenue	(0.26)	(0.28)	(0.28)	(0.26)	(0.26)	(0.26)	(0.26)	(0.26)
Deferred Revenue, end of year	0.04	0.02	-	-	-	-	-	-
Revenues								
Provincial Grants - Ministry of Education	0.26	0.26	0.28	0.26	0.26	0.26	0.26	0.26
Total Revenue	0.26	0.26	0.28	0.26	0.26	0.26	0.26	0.26
Expenses								
Salaries and Benefits	0.24	0.24	0.26	0.24	0.24	0.24	0.24	0.24
Service and Supplies	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02
Total Expenses	0.26	0.26	0.28	0.26	0.26	0.26	0.26	0.26
Net Revenue (Expense)	-	-	-	-	-	-	-	-



#### Ready Set Learn

The Ready Set Learn special funding provided by the Ministry of Education allows the district to facilitate community events targeted towards 3-year-old children. The events are about providing good information on how to support a young child's early learning and development, and how to help develop positive connections between families, the school system and local community agencies. The total Ready Set Learn funding for 2019/20 was \$49,000. The funding for future years has not been announced; however, a change in funding is not expected.

(\$ millions)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Amended Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Deferred Revenue, beginning of year	0.01	0.01	0.03	0.03	-	-	-	-
Contributions Received	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05
Allocated to Revenue	(0.05)	(0.03)	(0.05)	(0.08)	(0.05)	(0.05)	(0.05)	(0.05)
Deferred Revenue, end of year	0.01	0.03	0.03	-	-	-	-	-
Revenues								
Provincial Grants - Ministry of Education	0.05	0.03	0.05	0.08	0.05	0.05	0.05	0.05
Total Revenue	0.05	0.03	0.05	0.08	0.05	0.05	0.05	0.05
Expenses								
Salaries and Benefits	0.03	0.03	0.03	0.03	0.02	0.02	0.02	0.02
Service and Supplies	0.02		0.02	0.05	0.03	0.03	0.03	0.03
Total Expenses	0.05	0.03	0.05	0.08	0.05	0.05	0.05	0.05
Net Revenue (Expense)	-	-	-	-	-	-	-	-

#### Youth Education Support Fund

The Maple Ridge - Pitt Meadows School District is a registered charity. Donations received from community members are recorded in the Youth Education Support Fund (YES Fund). The funds raised are used to support programs and initiatives throughout the school district, which include: playground equipment, breakfast and hot lunch programs, and other school-specific programs.

As the funding for the Youth Education Support Fund is based on community donations, the funding amount for future years is difficult to estimate and our assumption is that contributions received will not change.

(\$ millions)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Amended Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Deferred Revenue, beginning of year	0.06	0.11	0.14	0.17	0.09	0.09	0.09	0.09
Contributions Received	0.25	0.23	0.38	0.20	0.25	0.25	0.25	0.25
Allocated to Revenue	(0.20)	(0.20)	(0.35)	(0.28)	(0.25)	(0.25)	(0.25)	(0.25)
Deferred Revenue, end of year	0.11	0.14	0.17	0.09	0.09	0.09	0.09	0.09
Revenues								
Provincial Grants - Ministry of Education		0.01						
Other Revenue	0.20	0.19	0.35	0.28	0.25	0.25	0.25	0.25
Total Revenue	0.20	0.20	0.35	0.28	0.25	0.25	0.25	0.25
Expenses								
Salaries and Benefits	-	-	-	-	-	-	-	-
Service and Supplies	0.12	0.13	0.15	0.28	0.25	0.25	0.25	0.25
Total Expenses	0.12	0.13	0.15	0.28	0.25	0.25	0.25	0.25
Capital Purchases and Other	0.08	0.07	0.20	-				
Net Revenue (Expense)	-	-	-	-	-	-	-	-



#### Scholarships and Bursaries

Scholarships and bursaries are established and awarded through the generosity of individuals and corporations in our community. The scholarships and bursaries administered by the school district range from memorials to honour the passing of a loved one, to corporations and individuals wanting to give back to the community.

The Maple Ridge - Pitt Meadows School District administers over 25 different scholarships and bursaries. It is estimated that contributions received will remain the same in future years.

(\$ millions)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Amended Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Deferred Revenue, beginning of year	0.19	0.14	0.14	0.18	0.18	0.18	0.18	0.18
Contributions Received	0.01	0.03	0.07	0.03	0.03	0.03	0.03	0.03
Allocated to Revenue	(0.06)	(0.03)	(0.03)	(0.03)	(0.03)	(0.03)	(0.03)	(0.03)
Deferred Revenue, end of year	0.14	0.14	0.18	0.18	0.18	0.18	0.18	0.18
Revenues								
Other Revenue	0.06	0.03	0.03	0.03	0.03	0.03	0.03	0.03
Total Revenue	0.06	0.03	0.03	0.03	0.03	0.03	0.03	0.03
Expenses								
Salaries and Benefits	-	-	-	-	-	-	-	-
Service and Supplies	0.06	0.03	0.03	0.03	0.03	0.03	0.03	0.03
Total Expenses	0.06	0.03	0.03	0.03	0.03	0.03	0.03	0.03
Net Revenue (Expense)	-	-	-	-	-	-	-	-

#### School Generated Funds

This fund represents the accumulated funds held by individual schools. Each school has its own bank account and records the funds received and disbursed throughout the year. These funds are raised at the school level through fundraising, cafeteria revenue, school store revenue, and various other activities. The school generated funds are intended to be used to fund activities that directly benefit the students in the school. It is estimated that contributions received and spent will increase by approximately 2% every year.

(\$ millions)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Amended Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Deferred Revenue, beginning of year	1.37	1.36	1.18	1.15	1.03	1.03	1.03	1.03
Contributions Received	4.49	4.44	4.51	4.39	4.39	4.39	4.39	4.39
Allocated to Revenue	(4.50)	(4.62)	(4.54)	(4.51)	(4.39)	(4.39)	(4.39)	(4.39)
Deferred Revenue, end of year	1.36	1.18	1.15	1.03	1.03	1.03	1.03	1.03
Revenues								
Other Revenue	4.50	4.62	4.54	4.51	4.39	4.39	4.39	4.39
Total Revenue	4.50	4.62	4.54	4.51	4.39	4.39	4.39	4.39
Expenses								
Salaries and Benefits	0.04	0.03	0.12	0.05	0.05	0.05	0.05	0.05
Service and Supplies	4.38	4.59	4.39	4.43	4.34	4.34	4.34	4.34
Total Expenses	4.42	4.62	4.51	4.48	4.39	4.39	4.39	4.39
Capital Purchases and Other	0.08	-	0.03	0.03				
Net Revenue (Expense)	-	-	-	-	-	-	-	-



#### **Capital Fund Budget**

The Capital Fund includes capital expenditures related to land, buildings (purchases and enhancements), computer hardware and software, vehicles and equipment that are funded from Ministry of Education capital grants (bylaw capital, Ministry of Education restricted capital), land capital, local capital, the operating fund, and special purpose funds. Pursuant to Ministerial Order 033/09, an annual deficit may be incurred in the capital fund Statement of Operations for the portion of amortization expense that exceeds revenues from deferred capital contributions. This deficit does not require prior approval from the Minister of Education.

The budget includes the capital fund Statement of Operations and the total tangible capital assets estimated to be acquired or constructed during the year.

The capital fund budget includes local capital revenue, amortization of deferred capital revenue, amortization of tangible capital assets, and capital assets funded from local capital, operating funds, and special purpose funds.

The following table summarizes revenue and expense by object for the capital fund - actuals for years 2016/17 - 2018/19 and budgeted for 2019/20 - 2023/24.

CAPITAL (\$ millions)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Amended Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Capital Surplus (Deficit), beginning of year	70.57	72.51	75.89	77.44	88.09	83.68	81.81	80.16
Revenues								
Provincial Grants - Ministry of Education	-	0.05	0.07	5.41	-			
School Site Acquisition Fees	-	0.03	1.70	5.75	-			
Investment Income	0.10	0.09	0.18	0.15	0.13	0.12	0.11	0.10
Other Revenue	0.24	0.16	0.07	0.16	-			
Loss on Disposal of Tangible Capital Assets	-	-	(0.84)	-	-			
Amortization of Deferred Capital Revenue	5.33	5.38	5.48	6.03	6.40	6.48	7.06	7.65
Total Revenue	5.67	5.71	6.66	17.50	6.53	6.60	7.17	7.75
Expenses								
Amortization of Tangible Capital Assets	(8.73)	(9.17)	(9.52)	(10.17)	(10.47)	(10.17)	(10.52)	(10.96)
Capital Lease Interest		-	-					
Total Expenses	(8.73)	(9.17)	(9.52)	(10.17)	(10.47)	(10.17)	(10.52)	(10.96)
Net Transfers (to) from other funds								
Tangible Capital Assets Purchased	3.66	4.39	3.49	3.14	1.73	1.70	1.70	1.70
Tangible Capital Assets - Work in Progress	-	-	-	-	-	-	-	-
Local Capital	1.34	2.45	0.92	0.18	(2.20)	-	-	-
Capital Lease Payment	-	-	-	-	-	-	-	-
Total Net Transfers	5.00	6.84	4.41	3.32	(0.47)	1.70	1.70	1.70
Total Capital Surplus (Deficit) for the year	1.94	3.38	1.55	10.65	(4.41)	(1.87)	(1.65)	(1.51)
Capital Surplus (Deficit), end of year	72.51	75.89	77.44	88.09	83.68	81.81	80.16	78.65

<sup>\*</sup> Source: 2016/17 - 2018/19 Audited Financial Statements, amended budget for 2019/20, and estimates for future years.

The projections are high-level estimates based on assumptions about major budget change factors over the next four years. These assumptions are that:

- There will be no changes in the bylaw portion of annual facilities grants and other provincial funding;
- There will be no cost escalation for projects in progress and the projects will be completed on time;
- The school district will be not enter into any new capital leases;
- School site acquisition charges will be utilized to partially fund the acquisition of new school sites;
- In 2020/21 funding will be received and work will begin on the seismic upgrade and classroom addition at Eric Langton, and the major renovation and seismic upgrade of Pitt Meadows Secondary.

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### Capital Fund Budget Background Information

The following table summarizes changes in the invested in capital assets portion of the capital fund balance. The revenue and expense by object - actuals for years 2016/17 - 2018/19 and budgeted for 2019/20 - 2023/24 - are presented below.

INVESTED IN CAPITAL ASSETS (\$ millions)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Amended Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Capital Surplus (Deficit), beginning of year	65.25	65.99	69.99	69.99	83.36	82.52	80.53	78.77
Revenues								
Provincial Grants - Ministry of Education	-	0.05	0.07	5.41	-	-	-	-
School Site Acquisition Fees	-	0.03	1.70	5.75	-	-	-	-
Gain (Loss) on Disposal of Tangible Capital Assets	-	-	(0.84)	-	-	-	-	-
Amortization of Deferred Capital Revenue	5.33	5.38	5.48	6.03	6.40	6.48	7.06	7.65
Total Revenue	5.33	5.46	6.41	17.19	6.40	6.48	7.06	7.65
Expenses								
Amortization of Tangible Capital Assets	(8.73)	(9.17)	(9.52)	(10.17)	(10.47)	(10.17)	(10.52)	(10.96)
Capital Lease Interest	-	-	-	-	-	-	-	-
Total Expenses	(8.73)	(9.17)	(9.52)	(10.17)	(10.47)	(10.17)	(10.52)	(10.96)
Net Transfers (to) from other funds								
Tangible Capital Assets Purchased	3.66	4.39	3.49	3.14	1.73	1.70	1.70	1.70
Tangible Capital Assets - Work in Progress	-	-	-	-	-	-	-	-
Local Capital								
Capital Lease Payment								
Total Net Transfers	3.66	4.39	3.49	3.14	1.73	1.70	1.70	1.70
Other Adjustments to Fund Balances								
District Portion of Proceeds on Disposal	-	-	(1.36)	2.86	-	-	-	-
Tangible Capital Assets Purchased from Local Capital	0.39	0.51	0.56	0.35	1.10	-	-	-
Tangible Capital Assets WIP Purchased from Local Capital	0.09	2.81	0.42	-	-	-	-	-
Capital Lease Principal Payment	-	-	-	-	-	-	-	-
Total Other Adjustments to Fund Balances	0.48	3.32	(0.38)	3.21	1.10	-	-	-
Total Capital Surplus (Deficit) for the year	0.74	4.00	0.00	13.37	(1.24)	(1.99)	(1.76)	(1.61)
Capital Surplus (Deficit), end of year	65.99	69.99	69.99	83.36	82.12	80.13	78.37	76.76

The following capital categories are reported within the capital fund:

- Local Capital
- Bylaw Capital
- Ministry of Education Restricted Capital
- Land Capital



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#### Local Capital

The balance is comprised of previous years' operating surpluses, which are transferred to the Local Capital Reserve (LCR). With board approval, the funds in the LCR can be used to assist in funding capital or operating expenses. The LCR can also be used to fund major initiatives that are not funded by the province.

In 2019/20, the board approved the use of local capital to fund various projects as identified below. It is proposed that \$2.23 million is transferred from the local capital reserve fund to the operating fund to assist with balancing the 2020/21 Operating Budget.

#### **Local Capital Budget Summary**

(\$ millions)	2019/20 Budget	2019/20 Estimated Spending	Total Local Capital Allocations
Uses of Local Capital			
Emergency preparedness	0.09	(0.09)	
Energy management plan	1.37	(0.85)	0.52
New elementary school	1.11	(0.61)	0.50
Facilities succession planning	0.03	(0.03)	0.00
New classrooms setup	0.85	(0.64)	0.21
MRSS Annex reconfiguration	0.35	(0.15)	0.20
Parent Portal upgrade	0.07	0.00	0.07
Transfer to operating	0.00		2.23
Total Uses of Local Capital	3.87	(2.37)	3.73
Childcare capital	0.00		0.03
Contingency reserve for local capital	3.76	(2.23)	1.53
Total Local Capital	7.63	(4.60)	5.29

The following table summarizes the local capital, revenue and expenditure by object - actuals for years 2016/17 - 2018/19 and budgeted for 2019/20 - 2023/24.

LOCAL CAPITAL (\$ millions)	2016/17 Actual	2017/18 Actual	2018/19 Actual	2019/20 Amended Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget
Capital Surplus (Deficit), beginning of year	5.32	6.52	5.90	7.45	4.73	1.56	1.68	1.79
Revenues								
Investment Income	0.10	0.09	0.18	0.15	0.13	0.12	0.11	0.10
Other Revenue	0.24	0.16	0.07	0.16	-	-	-	
Total Revenue	0.34	0.25	0.25	0.31	0.13	0.12	0.11	0.10
Expenses								
Capital Lease Interest	-	-	-	-	-	-	-	
Total Expenses	-	-	-	-	-	-	-	
Net Transfers (to) from other funds								
Local Capital	1.34	2.45	0.92	0.18	(2.20)	-	-	
Capital Lease Payment	-	-	-	-	-	-	-	
Total Net Transfers	1.34	2.45	0.92	0.18	(2.20)	-	-	
Other Adjustments to Fund Balances								
District Portion of Proceeds on Disposal	-	-	1.36		-	-		
Tangible Capital Assets Purchased from Local Capital	(0.39)	(0.51)	(0.56)	(2.86)	(1.10)	-	-	
Tangible Capital Assets WIP Purchased from Local Capital	(0.09)	(2.81)	(0.42)	(0.35)	-	-	-	
Capital Lease Principal Payment	-	-	-	-	-	-	-	
Total Other Adjustments to Fund Balances	(0.48)	(3.32)	0.38	(3.21)	(1.10)	-	-	
Total Capital Surplus (Deficit) for the year	1.20	(0.62)	1.55	(2.72)	(3.17)	0.12	0.11	0.1
Capital Surplus (Deficit), end of year	6.52	5.90	7.45	4.73	1.56	1.68	1.79	1.8

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#### Contingency Reserve for Local Capital

The Board of Education 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 School District No. 42.

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 Ministry of Education funded capital projects and this is the only fund available to cover such costs.

By board policy, a contingency reserve of at least 1% of operating expenditures and not exceeding 3% of operating expenditures shall be maintained (\$1.57 million to \$4.71 million). The current balance of \$4.12 million (\$3.76 local capital and \$0.36 operating) equates to 2.62% of operating expenditures. After the proposed transfer of \$2.23 million to the operating fund, the estimated balance of the contingency reserve for local capital will be \$1.53 million. In addition, the entire contingency reserve for operating is proposed to be utilized to assist in balancing the operating budget. The estimated balance of \$1.53 million represents approximately 0.97% of operating expenditures.

#### **Bylaw Capital**

Ministry of Education capital grants for specific capital projects funded by the Ministry of Education through Certificates of Approval, capital portion of the Annual Facility Grant, carbon neutral capital project funding, playground equipment funding, and other project funding paid through a Certificates of Approval.

#### Ministry of Education Restricted Capital

The minister's portion (usually 75%) of the proceeds on disposal of land and buildings, and any bylaw project surpluses on completed projects. The minister's permission must be received to spend these funds. The balance in the fund at June 30, 2019 was \$1.50 million.

#### Land Capital

The balance is comprised of School Site Acquisition Charges, which municipalities collect on behalf of school districts to help school boards pay for future school sites. Municipalities collect these charges for each new residential parcel to be created and new multiple family residential units to be constructed on an existing parcel. The funds may be used only to purchase ministry approved sites for new schools. The balance in the fund at June 30, 2019 was \$5.75 million. These funds are planned to be used for the acquisition of new elementary school sites. These sites have been included in the Five Year Capital Plan submitted to the Ministry of Education.

#### Impact of Capital Plan on Budget

#### Strategic Facilities Plan

The Strategic Facilities Plan identifies and rationalizes current and future capital requirements for school sites, new schools, and facility upgrades based on building condition, seismic vulnerability and ongoing maintenance/life cycle costs; as well as new education initiatives. A comprehensive School District Strategic Facilities Plan was prepared in 2015 in consultation with stakeholders, educators, the community and the two municipalities. The plan was refreshed in 2018 to reflect current enrolment trends and their impact on facilities.



The Strategic Facilities Plan, which aligns with the board's strategic direction as outlined in the Strategic Plan, provides the critical context for discussions with the municipalities regarding eligible school sites, the Ministry regarding high priority project requests, and the community regarding the board's vision and priorities surrounding district facilities.

#### Five Year Capital Plan

On an annual basis the Maple Ridge - Pitt Meadows school district prepares a Five-Year Capital Plan and submits it for funding consideration to the Ministry of Education. The plan identifies capital funding needs for existing and new facilities. The following criteria is applied to determine priorities for existing school district facilities:

- high-risk safety deficiencies are addressed;
- the facility has a facility condition index (FCI) greater than the provincial average of 0.43; and
- the facility is used at or over the average capacity utilization for the school district and will continue to be needed for the foreseeable future.

#### Capital Projects

Capital projects funded by the Ministry of Education through bylaw capital for the period 2015/16 to 2019/20 are summarized in the table below.

Facility Name (\$ millions)	Project Description	Bylaw Funding	2015/16 Spending	2016/17 Spending	2017/18 Spending	2018/19 Spending	2019/20 Budgeted	Total Bylaw Spending
Albion Elementary	Building envelope upgrade	1.11			0.03	0.94		0.97
cəsqənelə Elementary	New School - building	25.16				17.49	7.67	25.16
cəsqənelə Elementary	New School - school site acquisition & PDR	1.57	1.44		0.05	0.08		1.57
Eric Langton Elementary	Seismic upgrade and addition	22.00					0.12	0.12
Fairview Elementary	Boiler upgrade	0.22	0.22					0.22
Fairview Elementary	Seismic upgrade	1.97		0.03	0.11	0.95		1.09
Glenwood Elementary	Playground equipment	0.11				0.11		0.11
Highland Park Elementary	Playground equipment	0.11					0.11	0.11
Kanaka Creek Elementary	Mechanical upgrade	0.71		0.03	0.63	0.05		0.71
Maple Ridge Elementary	Building envelope upgrade	0.44	0.01	0.19	0.20			0.40
Maple Ridge Secondary	Building envelope upgrade	0.97	0.96	0.01				0.97
Multiple Schools	Maple Ridge Secondary dust collector upgrade and Pitt Meadows Secondary boiler upgrade	1.13			0.11	0.93		1.04
Multiple Schools	Additional education space	2.83		0.01	2.39	0.12	0.30	2.82
Multiple Schools	Boiler upgrade	0.62				0.05	0.57	0.62
Multiple Schools	Roof Replacements and other minor capital	10.05	2.04	1.24	2.15	2.21	2.41	10.05
Multiple Schools	Energy Management Program	2.16	0.46	1.39	0.31			2.16
Northeast Albion	Site Acquisition	5.41					5.41	5.41
Pitt Meadows Secondary	Seismic upgrade	23.00					0.17	0.17
Thomas Haney Secondary	Building envelope upgrade	1.47	0.02	0.55	0.87			1.44
Westview Secondary	HVAC and roof top units replacement	1.37	0.43	0.36	0.06	0.46	-	1.31
Westview Secondary	Seismic upgrade	1.01		0.03	0.01	0.40		0.44
Total		103.42	5.58	3.84	6.92	23.79	16.76	56.89

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The 2020-2025 Capital Plan was approved by the Board in June 2019 and includes the capital projects summarized in the following table.

		2020-2025 Ca <sub>l</sub>	pital Plan	
Year	Facility Name	Project Type	Project Description	Estimated Project Value
2020/21	Albion East Elementary	Site Acquisition	Site acquisition for a new 80/600 elementary school	\$11,672,500
2020/21	Alouette Elementary	School Enhancement Program	Boiler and DDC upgrade	\$354,000
2020/21	cəsqənelə Elementary	Playground Equipment Program	Universally accessible playground equipment	\$125,000
2020/21	Davie Jones Elementary	School Enhancement Program	Boiler upgrade	\$360,000
2020/21	Eric Langton Elementary	Expansion	Increase capacity to 80/600	\$8,920,000
2020/21	Eric Langton Elementary	Seismic	Seismic upgrade	\$3,275,000
2020/21	Fairview Elementary	Building Envelope Program	Building envelope upgrade	\$1,375,760
2020/21	Garibaldi Secondary	Carbon Neutral Capital Program	Domestic hot water tank upgrade	\$150,000
2020/21	Garibaldi Secondary	Carbon Neutral Capital Program	Boiler upgrade	\$500,000
2020/21	Glenwood Elementary	School Enhancement Program	Washroom upgrade	\$320,000
2020/21	Glenwood Elementary	School Enhancement Program	Boiler upgrade	\$340,000
2020/21	Laity View Elementary	School Enhancement Program	Washroom upgrade	\$210,000
2020/21	Maple Ridge Elementary	Playground Equipment Program	Universally accessible playground equipment	\$125,000
2020/21	Maple Ridge Secondary Annex	Replacement Program	Major renovation-conversion back to elementary school	\$4,760,136
2020/21	Maple Ridge Secondary Annex	Seismic	Seismic upgrade	\$5,102,125
2020/21	Pitt Meadows Elementary	School Enhancement Program	Boiler upgrade	\$360,000
2020/21	Pitt Meadows Elementary	Playground Equipment Program	Universally accessible playground equipment	\$125,000
2020/21	Pitt Meadows Secondary	Seismic Mitigation Program	Seismic upgrade and major renovation	\$30,863,085
2020/21	Silver Valley Central Elementary	Site Acquisition	Site acquisition for a new 80/600 elementary school	\$11,643,500
2021/22	Garibaldi Secondary	Carbon Neutral Capital Program	Boiler upgrade	\$425,000
2021/22	Pitt Meadows Elementary	Seismic	Seismic upgrade	\$2,500,000
2021/22	Pitt Meadows Elementary	Building Envelope Program	Building envelope upgrade	\$493,900
2022/23	Alouette Elementary	Building Envelope Program	Building envelope upgrade	\$778,800
2022/23	Harry Hooge Elementary	Expansion	Increase capacity to 80/600	\$9,812,000
2023/24	Blue Mountain Elementary	Expansion	Increase capacity to 80/600	\$12,518,000
2023/24	Highland Park Elementary	Seismic	Seismic upgrade	\$1,250,000
2023/24	Highland Park Elementary	Expansion	Renovation and addition to increase capacity to 80/600	\$14,989,700
2024/25	Glenwood Elementary	Seismic	Seismic upgrade	\$950,000
2024/25	Harry Hooge Elementary	Seismic	Seismic upgrade	\$550,000
Total 2020-2	2025 Capital Plan			\$124,848,506

On March 6, 2020, the Ministry of Education provided their response to our capital plan submission and direction for advancing supported and approved capital projects.

The following major capital projects have been approved to proceed and are included in our budget estimates for the Capital Fund.

Project #	Project Name Project Type		Next Steps
127932	Eric Langton Elementary	Addition & Seismic	Submit draft project definition report as soon as possible
127806	Pitt Meadows Secondary	Seismic	Submit draft project definition report by March 31, 2020

The following minor capital projects have been approved to proceed to design, tender and construction. These projects must be completed by March 31, 2021.



Facility Name	Program Project Description	Amount Funded by Ministry of Education	Local Funds Allocated
Alouette Elementary	CNCP – Energy Upgrades – Boiler & Hot Water System Upgrades	\$334,000	\$50,000
Davie Jones Elementary	CNCP – Energy Upgrades – Boiler & Hot Water System Upgrades	\$335,000	\$50,000
Glenwood Elementary	CNCP – Energy Upgrades – Boiler & Hot Water System Upgrades	\$330,000	\$40,000
Maple Ridge Elementary	Playground Program – New – Universally Accessible Playground Equipment	\$125,000	-
Pitt Meadows Elementary	CNCP – Energy Upgrades – Boiler & Hot Water System Upgrades	\$335,000	\$70,000
School District	School bus	\$137,232	

The following table presents capital projects supported by the provincial government and the estimated capital spending associated with these projects over the next five years. The funding for Eric Langton Elementary seismic and addition and Pitt Meadows Secondary seismic upgrade has not yet been confirmed by the Ministry of Education. The budgeted amounts for these two projects are based on the estimated costs included in the 2020-2025 Capital Plan submission.

Facility Name	Project Description and Estimated Completion	Estimated Project Value	Amount Funded by Others	Local Funding	2020/21 Budget	2021/22 Budget	2022/23 Budget	2023/24 Budget				
			(\$ millions)									
Multiple Schools	Energy Management Plan	6.84	4.44	2.40	0.52	-						
Eric Langton Elementary	Seismic upgrade and addition	22.00	22.00	-	1.50	8.50	11.86					
Pitt Meadows Secondary	Seismic upgrade	23.00	23.00	-	1.00	7.70	14.14					
Alouette Elementary	Boiler upgrades	0.38	0.33	0.05	0.38	-						
Davie Jones Elementary	Boiler upgrades	0.38	0.33	0.05	0.38	-						
Glenwood Elementary	Boiler upgrades	0.37	0.33	0.04	0.37	-						
Maple Ridge Elementary	Playground equipment	0.13	0.13	-	0.13	-						
Pitt Meadows Elementary	Boiler upgrades	0.41	0.34	0.07	0.41	-						
School District	School bus	0.14	0.14	-	0.14	-						
Total		\$53.65	\$51.04	\$2.61	\$4.83	\$16.20	\$26.00	\$0.00				



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# 2020/21 Risk to the Preliminary Budget Estimates

#### **Events Related to COVID-19**

Potential revenue loss related to the COVID-19

- International academic and cultural program revenue may be less than anticipated due to continued travel prohibitions or extended global caution
- Facility rental revenue may be less than anticipated if limited facilities use continues into next year
- Ridge Meadows College offerings may be reduced if course enrolment is affected further than anticipated or if courses are not able to be offered due to unforeseen circumstances
- Lower interest revenue due to lower interest rates

#### Potential additional costs related to the COVID-19

- Replacement costs may be higher due to increased utilization of sick leaves during a second wave of the pandemic
- Additional custodial staffing may be required to perform enhanced cleaning
- Supply costs may increase if products become more expensive or if competition for limited quantities increases
- Supplies not currently contemplated or budgeted for such as specialized cleaning equipment or protective equipment may be needed
- Additional equipment may be required such as laptops, printers and software to support evolving work and instructional environments
- Cost and availability of contracted student transportation services is unknown

#### Revenue

The provincial Operating Grant included in these estimates may not be the same as the Operating Grant distributed by the Ministry of Education on March 12, 2020. The main factors that create variances of provincial funding are actual funded enrolment as at September 30, 2020, and other provincial funding announcements made during the remainder of 2019/20 and into 2020/21.

The international education tuition revenue of \$5.39 million (net revenue of \$0.89 million) included in these estimates is based on a 30% reduction from originally projected enrolment. The actual tuition revenue and net revenue from international education may vary significantly from estimates due to the highly competitive nature of this market, changes in the global economy and/or political climate and the impacts of COVID-19 on the global economy. Any major negative variance from estimates will have to be funded from the contingency reserve.

The preliminary Classroom Enhancement Fund grant is not sufficient to cover the estimated costs related to the implementation of the restored collective agreement language (estimated shortfall of \$1.34 million). Any negative variance from estimates will have to be funded from the contingency reserve.





#### **Expense**

The staffing levels included in these estimates are based on projected student enrolment. Any material change to student enrolment or the distribution of students by school may impact the staffing levels required in 2020/21.

The salaries and benefits estimates are based on estimated average salaries for teachers, specific salaries for other employee groups, and known benefit rate changes. Variances in average teacher salaries will impact these estimates. These estimates include modest provisions for management and exempt wage increases; any provincially approved changes to management compensation beyond these modest estimated increases would have to be funded from existing budgets. Also, actual substitute costs may vary significantly from the costs estimated based on historical trends.

The utilities budgets have been reduced to reflect the estimated savings associated with the implementation of the Energy Management Plan. 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 would have to be funded from existing budgets.

The existing school district budget allocations are not sufficient to support the procurement, maintenance or timely replacement of school district assets. This means that IT hardware is not refreshed on a regular basis, the deferred maintenance for School District No. 42 facilities continues to grow and the facility condition index for school district facilities continues to deteriorate. Any major equipment failures during 2020/21 must be funded from the contingency reserve.

These estimates are based on the assumption that all costs related to the implementation of the restored MRTA collective agreement language will be fully funded by the Ministry of Education through the Classroom Enhancement Fund and that all costs related to labour settlements with MRTA will be fully funded by the Ministry of Education through the Operating Grant.

#### Capital Projects

Due to their magnitude, capital projects have the potential to significantly impact the financial position of the 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 Ministry of Education such as the cosquelle elementary school project 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 for local capital of \$1.53 million is available to mitigate risk for capital projects.

#### **Enrolment and Staffing Growth**

With the implementation of the restored MRTA collective agreement language resulting in smaller class sizes, a greater number of teacher FTE will need to be added than would previously have been required. And as the district grows, additional classroom space will need to be created. This growth brings with it a financial risk in how to provide for these additional resources under the current Ministry of Education funding envelope.

# **Contingency**

The operating budget estimates do not contain any contingency for unforeseen or unbudgeted costs that may arise, or for costs budgeted on estimates whose final values are impacted by external events or prices. The board's only emergency fund is the contingency reserve fund, which has a remaining estimated balance available of \$1.53 million.



# **INFORMATIONAL SECTION**



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#### STUDENT ACHIEVEMENT

Our school district mission is to support all individuals in their development as successful learners, and as respectful, caring and responsible members of society. Our vision is for every individual to feel valued and for all learners to reach their potential.

#### **Completion Rates**

\* Include Certificate of Graduation and Adult Graduation Diploma

We are pleased that once again our six-year school completion rate data continues to improve with positive trends for All Students. The graphs below show the 6-year graduation rates for all students, Aboriginal students, and students with special needs. For 2018/19, the Maple Ridge - Pitt Meadows School District 6-year graduation rates for all three categories were above the provincial average: all students 91.8% (provincial average 85%), Aboriginal students 81.2% (provincial average 69%), and students with special needs 82.5% (provincial average 72 %).

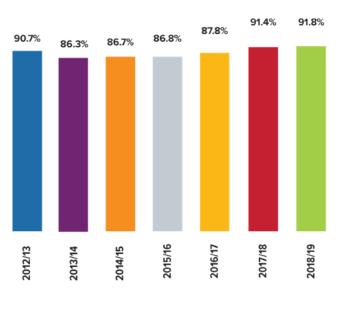
#### **All Students**

The six-year completion rate for All Students for the 2018/2019 school year was 91.8% - exceeding the provincial average and within the range of the highest performing school districts in the province with regard to school completion. In fact, the school district results now place us in the top three districts in the province with a graduating class in excess of 1000 students.

Six years ago, in 2013/2014, the school district overall six year completion rate was 86.3%. Considerable focus and effort has been dedicated to improving both the numbers of students completing high school and the quality of the programming that students have encountered during their high school experience. There continues to be about a 1.5% gap between the overall performance of female to male students, with the females completing high school more often. This gap, however, has also improved from six years ago, at which time the performance gap between females and males was approximately 8%, and even from last year, when the gap was 4%.

#### **2018/19 6-YEAR GRADUATION RATES** ALL STUDENTS







<sup>\* 2018/19</sup> provincial average **85**%



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#### **Students with Aboriginal Ancestry**

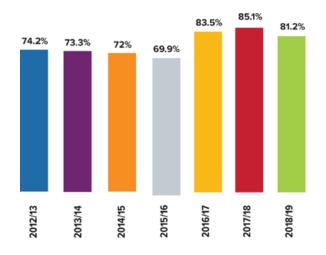
In 2013/14, the six year completion rate for Students with Aboriginal Ancestry was 73.3%. For 2018/19, this completion rate is 81.2%. While this is a modest drop from last year's completion rate of 85.1%, our school district continues to now achieve the highest results in the province for a graduation cohort of students with Aboriginal ancestry exceeding 100 students. It is our goal to continue to improve this good result. Our ultimate goal is to achieve the same rate of graduation for all of our graduating students, and we are close to achieving this goal. We are proud that our students of Aboriginal ancestry complete high school with almost no gap between the performance of female to male students.

#### **Students with Special Needs**

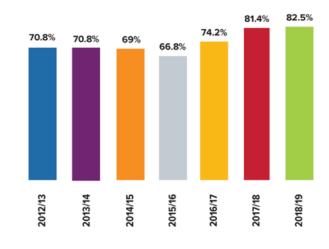
The six year completion rate for Students with Special Needs for 2018/2019 is 82.5%. This is an improvement from 70.8% in 2013/2014. This school district focuses on the inclusion of all students. We celebrate the success of the students with special needs and will continue to work hard to improve the outcomes for these students. There were 172 students with special needs in the graduation cohort this past year. We are one of the two school districts in the province with over 100 students in the graduation cohort achieving this level of result.

#### **ABORIGINAL STUDENTS** 6-YEAR GRADUATION RATES

#### **STUDENTS WITH SPECIAL NEEDS** 6-YEAR GRADUATION RATES







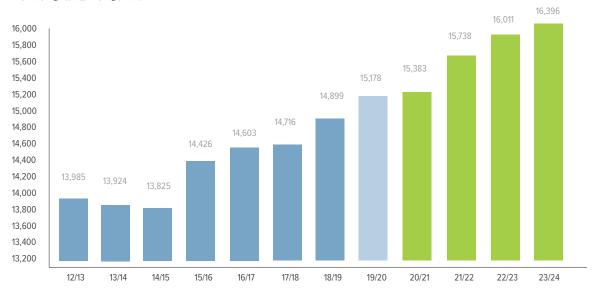
\* 2018/19 Provincial average: 72%



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#### STUDENT ENROLMENT TRENDS AND FORECAST

The enrolment information presented below is based on actual full-year enrolment (regular, alternate, distributed learning, continuing education, summer school, and adult learners) for 2012/13 to 2018/19, actual enrolment for September and estimated February and May for 2019/20 and forecasted enrolment for 2020/21, 2021/22, 2022/23 and 2023/24.



For 2020/21, full-year enrolment is projected to increase by 205 FTE, followed by a projected enrolment decrease of 355 FTE in 2021/22, 273 FTE in 2022/23, and 385 FTE in 2023/24.

#### **Enrolment Projections Assumptions**

The four-year headcount enrolment projections for students enrolled in regular K-12 schools were prepared using the following data: population projections generated by Baragar Systems (enrolment projections software); five year average (grade-to-grade) transition rates; and local knowledge of recent and historical enrolment trends.

For 2020/21, 2021/22, 2022/23 and 2023/24 enrolment estimates include an adjustment for grades 10 to 12 where we estimated that the student full time equivalent (FTE) enrolment will exceed the estimated student headcount enrolment at the same rate as realized in 2019/20. The funding unit is full time equivalent student enrolment defined as a student enrolled in eight courses.

#### **Births**

The number of births over the last three years increased significantly. The children currently enrolled in grades K-12 were born between 2001 and 2013, during which time the number of births per year averaged 930. Over the last 4 years, the births have averaged 1053 per year, an increase of 123.

The estimated number of births is used to forecast the kindergarten cohort for future years.

#### Migration

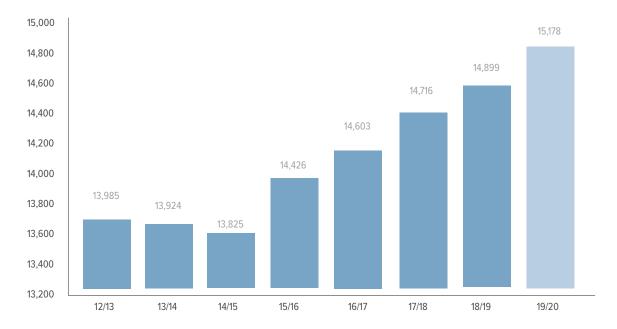
The net impact of youth moving in and out of the school district has been consistently positive over the last 10 years. The assumptions in this projection are for continued positive migration varying by age group and consistent with patterns experienced in prior years.



#### **Enrolment History**

The enrolment information presented in this section is based on actual full-year enrolment for 2012/13 to 2018/19, and actual enrolment for September and estimated February and May for 2019/20.

The enrolment history for regular, distributed learning, summer school, and adult learners is presented in the following chart. Since 2012/13, funded enrolment has increased by 1,193 full time equivalent (FTE).



In the same time period, there have been changes in subcategories of students. While students with special needs, English language learners, Indigenous education, distributed learning, and international education have increased, enrolment numbers for continuing education have declined.

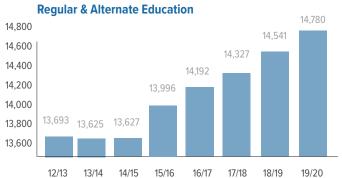
- **Distributed Learning:** +47 FTE students or an 100% increase since 2012/13
- **Continuing Education:** -31 FTE students or a 19% decrease since 2012/13
- **International Education:** +58 students or a 13% increase since 2012/13
- **Indigenous Education:** +197 FTE students or a 18% increase since 2012/13
- English Language Learners: +411 FTE students or a 125% increase since 2012/13
- **Students with Special Needs:** (Levels 1 and 2) +238 FTE students; (Level 3) +71 FTE students. Total increase 309 FTE students (42% increase since 2012/13)

The enrolment history for various categories of students is represented on the following page.



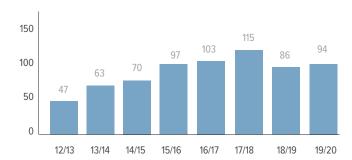
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# **ENROLMENT HISTORY:**



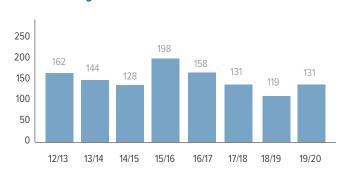
## **ENROLMENT HISTORY:**

#### **Distributed Learning**



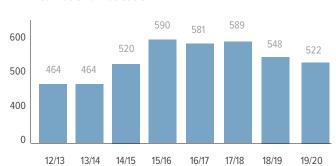
#### **ENROLMENT HISTORY:**

#### **Continuing Education**



#### **ENROLMENT HISTORY:**

#### **International Education**



#### **ENROLMENT HISTORY: Indigenous Education** 1,302 1,300 1,289 1,243 1,250 1,208 1,200 1,173 1,167 1,170 1,150 1,105 1,100 1,050 12/13 16/17 17/18 19/20

15/16

#### **ENROLMENT HISTORY:**

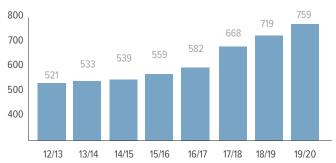


#### **ENROLMENT HISTORY:**

13/14

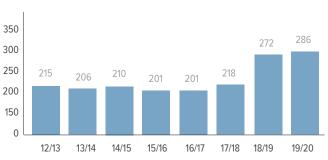
#### Students with Special Needs (Level 1 & 2)

14/15



#### **ENROLMENT HISTORY:**

#### Students with Special Needs (Level 3)



Source: 2012/13-2018/19 Funding Allocation System - Full Year and 2019/20 Interim Operating Grants December 2019. International education enrolment revised to reflect historical September 1701 counts.

18/19

#### **OPERATING BUDGET BACKGROUND INFORMATION**

The information presented in this section is based on comparative final operating budget information for the years 2012/13 to 2019/20.

Since 2012/13, both revenue and expenditures have increased due to labour settlement costs and a corresponding increase in provincial funding. In the same time period, expenditure reductions have been made to compensate for student enrolment decline and increased costs not funded by the province. The following table summarizes the revenues and expenditures submitted as part of the Amended (Final) Annual Budgets.

	2012/13 Final Budget	2013/14 Final Budget	2014/15 Final Budget	2015/16 Final Budget	2016/17 Final Budget	2017/18 Final Budget	2018/19 Final Budget	2019/20 Final Budget
Operating Revenues	126.10	126.29	126.38	134.09	138.47	142.34	147.42	155.32
Use of Prior Year Operating Surplus to Balance Budget	4.14	2.52	2.68	4.17	4.13	5.19	4.35	4.38
Operating Expenses	(128.41)	(127.30)	(125.18)	(134.19)	(139.00)	(142.39)	(148.59)	(156.96)
Transfers to Other Funds	(1.83)	(1.51)	(3.88)	(4.07)	(3.60)	(4.71)	(3.18)	(2.76)
Budgeted Surplus	0.00	0.00	0.00	0.00	0.00	0.43	0.00	0.00

Source: 2012/13 - 2019/20 Amended Annual Budget Submissions

2017/18 surplus reflects board approved use of surplus to fund one-time budget items approved in 2016/17.

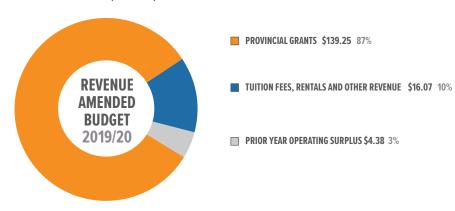
From 2012/13 to 2019/20, budgeted revenues have increased by \$29.22 million. This increase is mainly due to provincial grants received to fund negotiated labour settlement costs for all employee groups. Per pupil funding has increased from \$6,784 per student in 2012/13 to \$7,468 in 2019/20.

During this period, accounting changes to the treatment of international education fees have been made. Prior to 2012/13, monies collected for medical fees and homestay costs were treated as revenue when received and as an expense when paid; beginning in 2012/13, the money was treated as a liability and is now no longer recorded as either revenue or expense. Also, the revenue and expense estimates included in the 2014/15 final budget have been adjusted to reflect expense savings and the funding claw back related to the teachers' job action and are therefore not comparable with prior year revenue and expense budgets.

For 2015/16, revenue increased significantly due to the unanticipated Ministry of Education funded student enrolment increase of 418.5 FTE (\$2.99 million more than projected) and a significant increase in international education student enrolment. For 2016/17, revenue increased (\$2.54 million) due to increased Ministry of Education funded student enrolment of 172.9 FTE. Revenue continued to increase due to an increase in Ministry of Education funded student enrolment of in 2017/18 - 132 FTE (\$0.96 million), in 2018/19 - 178 FTE (\$1.33 million) and in 2019/20 248 FTE (\$1.83 million).

The 2019/20 budgeted revenue by type is shown in the graph below.

#### **BUDGETED OPERATING REVENUE (\$ millions)**





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#### (\$ millions) **BUDGETED OPERATING REVENUE BY TYPE**

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Provincial Grants - Ministry of Education	117.54	117.54	116.54	123.55	127.20	130.93	135.51	143.08
Provincial Grants - Other	0.36	0.44	0.43	0.30	0.39	0.41	0.33	0.33
Federal Grants	0.14	0.10	0.14	0.14	0.16	0.16	0.26	0.24
Tuition	6.84	6.84	7.66	8.36	8.92	8.86	9.32	9.34
Other Revenue	0.60	0.69	0.82	0.89	0.99	0.97	0.91	0.92
Rentals and Leases	0.32	0.33	0.37	0.43	0.43	0.48	0.47	0.75
Investment Income	0.30	0.35	0.42	0.42	0.38	0.53	0.62	0.66
Total Revenue	126.10	126.29	126.38	134.09	138.47	142.34	147.42	155.32

#### **BUDGETED OPERATING EXPENSES BY FUNCTION** (\$ millions)

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Instruction	109.51	108.06	105.93	114.72	119.04	121.78	127.03	133.46
District Administration	4.56	5.06	5.03	4.82	5.17	5.39	5.77	6.29
Operations and Maintenance	13.08	13.00	13.13	13.78	14.25	14.57	15.11	16.57
Transportation	1.26	1.18	1.09	0.86	0.54	0.64	0.68	0.64
Other	1.83	1.51	3.88	4.07	3.60	4.72	3.18	2.76
Total	130.24	128.81	129.06	138.25	142.60	147.10	151.77	159.72

Source: 2012/13 - 2019/20 Amended Annual Budget Submissions

Each year, approximately 84% of the district's expenses are allocated to instruction. Operations and maintenance, district administration, transportation, the reduction of unfunded employee future benefits, capital assets purchased from operating and interfund transfers account for the remainder of the expenses.

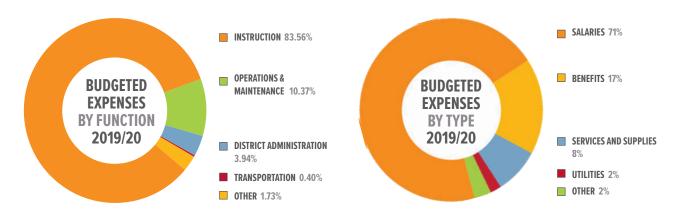
For the time shown, the school district has spent approximately 88% of its budget on salaries and benefits. The balance is used to cover supplies, utilities, services and other costs.

#### BUDGETED OPERATING EXPENSES BY OBJECT (\$ millions)

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Salaries and Benefits	114.13	113.55	111.43	120.76	124.78	126.85	132.51	140.73
Services and Supplies	14.28	13.76	13.75	13.43	14.23	15.54	16.08	16.23
Total Expenses	128.41	127.31	125.18	134.19	139.01	142.39	148.59	156.96
Capital Purchases and Other.	1.83	1.50	3.88	4.06	3.59	4.71	3.18	2.76
Total	130.24	128.81	129.06	138.25	142.60	147.10	151.77	159.72

Source: 2012/13 - 2019/20 Amended Annual Budget Submissions

The budgeted expenses by function and by type for 2019/20 are shown in the graphs below.





#### **Staffing**

From 2012/13, total operating staffing in the Maple Ridge – Pitt Meadows School District has increased by approximately 165 FTE. Also, there are an additional 108.58 FTE positions funded from the Classroom Enhancement Fund (CEF).

While teaching staff, principals/vice-principals and support staff have been reduced due to funding shortfalls and enrolment decline in some years, education assistants have increased, principally due to higher enrolment of students with special needs. Other professionals have increased to support the operations of the district.

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2019/20
	FTE	with CEF							
Teachers	813.40	771.95	763.35	785.46	804.24	807.15	811.60	825.85	930.17
Principals/VPs - Admin	42.79	42.10	39.48	40.31	43.97	42.00	45.44	49.24	50.94
Principals/VPs - Teaching	13.31	11.90	10.70	10.82	10.00	11.10	11.40	13.60	11.90
Other Professionals	30.00	30.00	30.50	31.71	35.71	32.30	36.30	39.30	40.30
Education Assistants	285.32	293.34	300.81	317.91	337.60	343.08	368.43	419.18	419.18
Support Staff	323.17	316.22	297.14	302.62	308.66	310.23	313.18	325.46	328.72
Trustees	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Total	1,514.99	1,472.51	1,448.98	1,495.83	1,547.18	1,552.86	1,593.35	1,679.63	1,788.21

Source: 1530 report submissions for each year as restated to reflect calculation of budgeted hours per week divided by full time hours per week per position, child care worker FTE removed for all prior years as paid from Special Purpose Funds. 2013/14 has been restated to remove FTE attached to custodial and labourer banks as well as contract instructors at international education and Ridge Meadows College. Above teacher and educational assistant FTEs include Learning Support Communities bank of \$525,000/yr that is allocated between teachers and education assistants as required annually. Principal/VP FTEs have been split to show the admin and teaching components of the positions. 2016/17, 2017/18, 2018/19 and 2019/20 FTEs have been restated to reflect ongoing allocations only.

The following table provides a history of staffing changes by employee group from 2012/13 to 2019/20. The principals and vice-principals group is being separated into school-based administrators and district-based administrators. The other professionals, exempt and district-based principals and vice-principals category includes administrators working in human resources, information technology, learning services, Aboriginal education, and confidential and management staff.

Since 2012/13, teacher staffing FTE has increased 14.36%, school based principals and vice principals have increased 11.55%, other professionals have increased 31.25%, education assistant staffing FTE has increased 46.92% and support staff has increased 1.72%.

	2012/13 FTE	2013/14 FT3	2014/15 FTE	2015/16 FTE	2016/17 FTE	2017/18 FTE	2018/19 FTE	2019/20 FTE	% change vs 12/13	2019/20 with CEF FTE	% change vs 12/13
Teachers	813.40	771.95	763.35	785.46	804.24	807.15	811.60	825.85	-0.22%	930.17	14.36%
Principals/VPs - School	50.10	48.00	45.18	48.13	49.97	48.10	49.84	55.89	-0.53%	55.89	11.55%
Other Professionals/ Exempt/District P/VPs	36.00	36.00	35.50	34.71	39.71	37.30	43.30	46.25	20.28%	47.25	31.25%
Education Assistants	285.32	293.34	300.81	317.91	337.60	343.08	368.43	419.18	29.13%	419.18	46.92%
Support Staff	323.17	316.22	297.14	302.62	308.66	310.23	313.18	325.46	-3.09%	328.72	1.72%
Trustees	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	0.00%	7.00	0.00%
Total	1,514.99	1,472.51	1,448.98	1,495.83	1,547.18	1,552.86	1,593.35	1,679.63	5.17%	1,788.21	18.03%

Source: 1530 report submission for each year as restated.



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As shown in the following table, all employee groups have increased since 2012/13. The increase in teacher staffing of 16.27% is due to the restoration of the collective agreement language regarding class size. The ongoing increase in CUPE staffing of 20.35% is principally due to the increased education assistant staffing (up 46.92%) required to support the increased enrolment of students with special needs. Principals have increased to support the needs in schools and other professionals have increased to support district operations in human resources, communications, finance and information technology (19.79%).

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	%	2019/20 withCEF	% change vs 12/13
	FTE	change vs 12/13	FTE	VS 12/13							
MRTA	813.40	771.95	777.75	800.46	819.24	822.75	827.20	843.25	1.70%	945.77	16.27%
CUPE	608.49	609.56	583.55	605.53	631.26	637.71	666.02	727.24	9.45%	732.30	20.35%
Principals/VPs / Other Professionals	86.10	84.00	80.68	82.84	89.68	85.40	93.14	102.14	8.17%	103.14	19.79%
Trustees	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	0.00%	7.00	0.00%
Total	1,514.99	1,472.51	1,448.98	1,495.83	1,547.18	1,552.86	1,593.35	1,679.63	5.17%	1,788.21	18.03%

Source: 1530 report submission for each year as restated.

The following table provides a history of students-to-staff ratios for each staffing category. This is a broad measure of the ability of staff to support the needs of students and the district.

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2019/20 with	% change
	FTE	CEF	vs 12/13							
Teachers	17.66	18.52	18.79	18.95	18.69	18.78	18.84	18.79	16.68	-5.55%
Principals/VPs - Admin	335.74	339.57	363.37	369.20	341.90	360.99	336.62	315.15	304.64	-9.26%
Principals/VPs - Teaching	1,079.48	1,201.34	1,340.37	1,375.52	1,503.33	1,365.89	1,341.62	1,140.99	1,303.99	20.80%
Other Professionals	478.89	476.53	470.32	469.25	420.98	469.39	421.33	394.85	385.05	-19.60%
Education Assistants	50.35	48.74	47.69	46.81	44.53	44.19	41.51	37.02	37.02	-26.47%
Support Staff	44.46	45.21	48.28	49.18	48.71	48.87	48.84	47.68	47.21	6.19%
Trustees	2,052.39	2,042.29	2,049.24	2,125.97	2,147.62	2,165.91	2,184.92	2,216.79	2,216.79	8.01%
Total	9.48	9.71	9.90	9.95	9.72	9.76	9.60	9.24	8.68	

The staff-to-student ratio has improved modestly during the period but the changes have not been equal across employee groups.

Staff-to-student ratios have improved for the following positions:

- **Teachers** (down 5.55%)
- Other Professionals (down 19.60%)
- Education Assistants (down 26.47%) This substantial improvement is mainly due to the increased number of education assistants employed to support students with special needs.
- Principals and Vice-Principals (down 9.26% in admin component and up 20.80% in teaching component)

Staff-to-student ratios have not improved for the following positions:

• **Support Staff** (up 6.99%)

The average class size in the Maple Ridge - Pitt Meadows school district decreased from 21.78 in 2012/13 to 21.62 in 2018/19 principally owing to the addition of the teacher staffing supported by the Classroom Enhancement Fund.

AVERAGE CLASS SIZE	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Province of BC	22.20	22.38	22.45	22.73	21.73	20.63	20.98	20.98
Maple Ridge - Pitt Meadows School District	21.78	22.23	23.08	23.65	23.68	21.58	21.62	21.62

Source: https://catalogue.data.gov.bc.ca/dataset/bc-schools-class-size

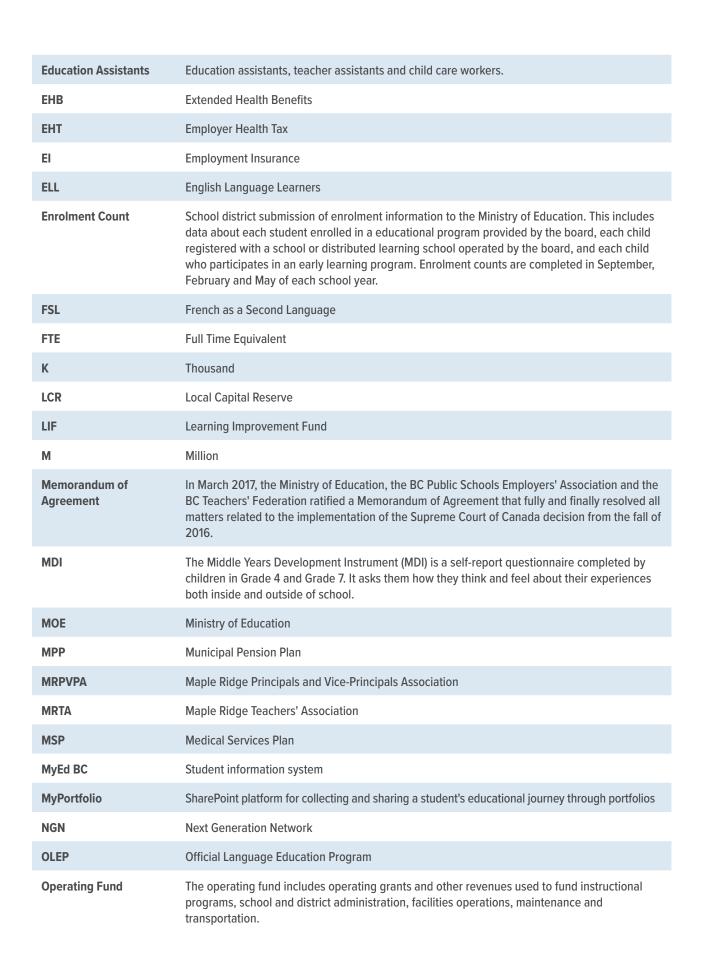


# **GLOSSARY OF TERMS**

Active Kids Clubs	Active Kids Clubs are licensed after school programs operated in SD42 schools by the City of Maple Ridge
AFG	Annual Facilities Grant
Amended Budget	For 2020/21, boards must prepare, have adopted by bylaw and submit to the Ministry of Education an amended (final) budget on or before February 28, 2021.
Annual Budget	For 2020/21, boards must prepare a preliminary budget and have it adopted by bylaw on or before June 30, 2020 as per section 113 of the School Act (Adoption of Budget), and submitted to the ministry by this date.
ASW	Aboriginal Support Worker
BCPSEA	British Columbia Public School Employers' Association
BCSTA	British Columbia School Trustees' Association
BCTF	British Columbia Teachers' Federation
Capital Fund	The capital fund includes capital expenditures related to facilities (purchases and enhancements) and equipment (purchases) that are funded by Ministry of Education capital grants, operating funds, and special purpose funds.
Casual Employee	Individuals who substitute for regular continuing staff other than teachers.
CCW	Child Care Worker
CEF	Classroom Enhancement Fund
CEO	Chief Executive Officer
CFO	Chief Financial Officer
Community LINK	CommunityLINK (Learning Includes Nutrition and Knowledge) funding is designed to support the academic achievement and social functioning of vulnerable students. Programs and services can include breakfast, lunch and snack programs, academic supports, counseling, youth workers and after-school programs.
COVID-19	COVID-19 is a new disease that has not been previously identified in humans. In March 2020, the World Health organization declared COVID-19 a pandemic.
СРІ	Consumer Price Index
СРР	Canada Pension Plan
CUPE	Canadian Union of Public Employees - Local 703
Curriculum and Learning Support Fund	The Curriculum and Learning Support Fund is provided to assist boards of education as they implement the new curriculum.
DPAC	District Parent Advisory Committee
EA	Education Assistant
EDI	The Early Years Development Instrument (EDI) is a short questionnaire completed by kindergarten teachers across Canada and internationally which measures children's ability to meet age appropriate developmental expectations.



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Operating Grant	The Operating Grant represents the amount of operating funding allocated by the Ministry of Education to boards of education on an annual basis.
ОТ	Occupational Therapist
Other Professionals	Superintendents, assistant superintendents, secretary treasurers, assistant secretary treasurers, trustees, and any other board employee who is excluded from a union agreement.
P/VP	Principal/Vice-Principal
Parent Portal	SD42-developed online tool that allows parents/guardians to register their children for kindergarten, fill in school forms, sign off on field trips, receive timely school and school district communications, make secure payments online, and more.
Preliminary Budget	For 2019/20, boards must prepare, adopt by bylaw and submit to the Ministry of Education an annual (preliminary) budget on or before June 30, 2019 as per section 113 of the School Act (Adoption of Budget).
Principal and Vice-Principal	Certified teachers (or teachers with a letter of permission) employed by a school district on a continuous basis, full-time or part-time, under contract (i.e., principals, vice-principals, and directors of instruction).
PSAB	Public Sector Accounting Standards
PSEC	Public Sector Employers' Council
PST	Provincial Sales Tax
School Site Acquisition Charges (SSAC)	School Site Acquisition Charges are charges set under section 575 of the British Columbia Local Government Act.
SD42	The Maple Ridge - Pitt Meadows School District
SLP	Speech and Language Pathologist
SEL	Social Emotional Learning
SOGI	Sexual Orientation and Gender Identity Framework
Special Purpose Fund	The Special Purpose Fund is comprised of separate funds established to track revenue and expenditures received from the Ministry of Education and other sources that have restrictions on how they may be spent (e.g. Classroom Enhancement Fund, Annual Facilities Grant, Community LINK, Ready Set Learn and School Generated Funds).
SPF	Special Purpose Funds
Substitutes	Individuals who substitute for regular continuing staff while the regular staff are ill or absent for other reasons.
Support Staff	Administrative staff (other than principals and vice-principals) and support staff that are employed by a school district on a continuous basis, full-time or part-time.
Teacher	Certified teachers (or teachers with a letter of permission) employed by a school district on a continuous basis, full-time or part-time, excluding superintendents, assistant/deputy superintendents, principals, vice-principals, and directors of instruction.
ТРР	Teachers' Pension Plan



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Transportation	Costs of activities related to the conveyance of students to and from school on a regular basis and direct supervision of busing.
ттос	Teacher Teaching on Call
Utilities	Costs incurred by the school district for the consumption of heat, light, and water, as well as expenditures on garbage, sewer, conservation measures, recycling programs and internet/telephone providers (this would include all costs related to the Next Generation Network).
VOIP	Voice Over IP telephony
YMPE	Yearly Maximum Pensionable Earnings
YMIE	Yearly Maximum Insurable Earnings
YES Fund	Youth Education Support Fund



Informational Section



Maple Ridge - Pitt Meadows School District No. 42

22225 Brown Avenue Maple Ridge, BC V2X 8N6



ITEM 4

To: **Board of Education** From: Superintendent

Sylvia Russell

Re: <u>2020/21, 2021/22 AND 2022/23</u> Date: April 15, 2020

**DISTRICT SCHOOL CALENDARS** (Public Board Meeting)

**Decision** 

#### **BACKGROUND/RATIONALE:**

At the Board of Education meeting held on January 15, 2020, the Board approved that the proposed School Calendars be shared with the public in order to receive feedback. The proposed school calendars were prepared in accordance with Section 87.01 of the School Act and the School Calendar Regulation (B.C. Reg. 314/12).

The proposed calendars meet **the required minutes of instruction** outlined in the School Calendar Regulation. The process that led to the calendar proposals included consultation with representatives of the employee groups of the Board and has included consideration of collective agreement provisions. Staff have also considered calendar feedback from previous years, school district finances, and calendars in adjacent school districts. To provide families and the school district more opportunity to plan ahead, calendars for the 2020/21, 2021/22 and 2022/23 school years were proposed.

Feedback on all proposed calendars was collected on the school district website. The survey was open from January 16 to February 18, 2020. Limited feedback was received during the consultation period for the 2020/21, 2021/22 and 2022/23 proposed school calendars. A total of 699 responses were received with 538 respondents identifying themselves as parents/guardians, 140 as teachers and 49 as CUPE staff. A small number of respondents identified themselves as student, community member, other school district staff or principal/vice principal. Summarized feedback results for all calendars are included below.

#### 2020/21 Proposed District School Calendar:

- 286 (62%) respondents were in favour of the proposed calendar, 148 (32%) were against it, and 27 (5.86%) had no opinion.
- 189 respondents provided additional comments; the most common feedback themes were as follows:
  - A number of respondents commented on the Wednesday not-in-session day, pointing out the timing is disruptive, and the day should be attached to a weekend;
  - The timing of spring break was also a common theme. Some respondents pointed out it doesn't align with SD43. A number of respondents felt the two weeks were too long with some suggesting the extra week off should be moved to the end of the year for earlier dismissal;
  - Some respondents questioned whether the current proposed last day should instead be the last Friday in June.

#### 2021/22 Proposed District School Calendar:

- 297 (64%) respondents were in favour of the proposed calendar, 125 (27%) were against it, and roughly 40 (8.66%) had no opinion.
- 148 respondents provided additional comments; the most common feedback themes were as follows (some copy/pasted their response to 2020/21 calendar):

- Disappearance of February not in session day questioned;
- o Last instructional day should be last Friday in June (earlier than proposed);
- Mid-week professional development days unpopular; parents state hard to find child care;
- o Shorter spring break (possibly move second week to end of year).

#### 2022/23 Proposed District School Calendar:

- 276 (59.87%) respondents were in favour of the proposed calendar, 122 (26.46%) were against it, and roughly 63 (13.67%) had no opinion.
- 143 respondents provided additional comments; the most common feedback themes were as follows (some copy/pasted their response to 2020/21 calendar):
  - Dislike mid-week professional development days
  - Shorter spring break (possibly move second week to end of year)
  - Last instructional day should be earlier
  - Move a pro-d from Family Day weekend to January 2

#### 2020/21 Proposed Kanaka Creek School Calendar

- 43 (91.4%) respondents were in favour of the proposed calendar, 3 (6.3%) expressed reservations and 1 person had no opinion
- 11 respondents provided additional feedback and the following individual issues/questions were raised: Could one of the school-based pro-d days be in July? Could 10 minutes be added to each day to give children time to eat lunch? Could a pro-d day be scheduled for November 1?

#### 2021/22 Proposed Kanaka Creek School Calendar

- 44 (91.6%) respondents were in favour of the proposed calendar, 3 (6.25%) expressed reservations and 1 person had no opinion
- 9 respondents provided additional feedback. The following individual issues/questions were raised: Could a pro-d day be scheduled for November 1? The last day of school should be a Friday.

#### 2022/23 Proposed Kanaka Creek School Calendar

- 41 (85.4%) respondents were in favour of the proposed calendar, 6 (12.5%) expressed reservations and 1 person had no opinion
- No additional feedback was provided.

After careful review and consideration of the feedback from the survey, no changes are recommended to the proposed school calendars.

#### **RECOMMENDATION:**

THAT the Board approve the attached District School Calendar, Kanaka Creek School Calendar, and the District Distributed Learning Calendar for the 2020/21, 2021/22 and 2022/23 school years.

Attachments





# 2020-2021 DISTRICT SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 8, 2020
Non-instructional day (School Growth Planning Day)	Monday, September 28, 2020
Thanksgiving Day	Monday, October 12, 2020
Non-instructional day (province-wide)	Friday, October 23, 2020
Remembrance Day	Wednesday, November 11, 2020
Non-instructional day (school-based)	Thursday, November 12, 2020
Schools close for break	Friday, December 18, 2020
Winter break	Monday, December 21, 2020 to Friday, January 1, 2021
Schools reopen after break	Monday, January 4, 2021
Non-instructional day (district-based)	Monday, January 25, 2021
Family Day	Monday, February 15, 2021
Non-instructional day (school-based)	Tuesday, February 16, 2021
Schools close for break	Friday, March 12, 2021
Spring break	Monday, March 15, 2021 to Friday, March 19, 2021
Schools not in Session	Monday, March 22, 2021 to Friday, March 26, 2021
Schools reopen after break	Monday, March 29, 2021
Good Friday	Friday, April 2, 2021
Easter Monday	Monday, April 5, 2021
Non-instructional day (district-based)	Wednesday, May 12, 2021
Victoria Day	Monday, May 24, 2021
Last day for students	Tuesday, June 29, 2021
Year-end administrative day	Wednesday, June 30, 2021
Schools closed for Summer vacation	Thursday, July 1, 2021

**ELEMENTARY (K-7) DAILY SCHEDULE:** 8:30am to 2:20pm. 295 instructional minutes per day; 179 days of instruction. Kindergarten gradual entry the first 2 weeks of September.

NB: Kanaka Creek Elementary will run its year-round calendar separate from this calendar.

SECONDARY (8-12) DAILY SCHEDULE: 8:30am to 2:40pm. 320 instructional minutes per day; 179 days of instruction

Minimum number of hours of instruction that must be offered as per School Act and Calendar Regulation:

853 hours of instruction for students in kindergarten.

878 hours of instruction for students in grades 1 to 7

952 hours of instruction for students in grades 8 to 12

# SCHOOL DISTRICT 42: School Year 2020 to 2021

Attachment B

	August 2020										
S	М	Т	W	Т	F	S					
						1					
2	3	4	5	6	7	8					
9	10	11	12	13	14	15					
16	17	18	19	20	21	22					
23	24	25	26	27	28	29					
30	31										

	September 2020										
S	М	Т	W	Т	F	S					
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6	7	8	9	10	11	12					
13	14	15	16	17	18	19					
20	21	22	23	24	25	26					
<b>27</b>	28	29	30								

	October 2020										
S	М	Т	W	Т	F	S					
				1	2	3					
4	5	6	7	8	9	10					
11	12	13	14	15	16	17					
18	19	20	21	22	23	24					
25	26	27	28	29	30	31					

	November 2020										
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1	2	3	4	5	6	7					
8	9	10	11	12	13	14					
15	16	17	18	19	20	21					
22	23	24	25	26	27	28					
29	30										

December 2020									
S	М	Т	W	Т	F	S			
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6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
<b>27</b>	28	29	30	31					

January 2021									
S	М	Т	W	Т	F	S			
					1	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			
31									

	February 2021										
S	М	Т	W	Т	F	S					
	1	2	3	4	5	6					
7	8	9	10	11	12	13					
14	15	16	17	18	19	20					
21	22	23	24	25	26	27					
28											

	<b>March 2021</b>										
S	М	Т	W	Т	F	S					
	1	2	3	4	5	6					
7	8	9	10	11	12	13					
14	15	16	17	18	19	20					
21	22	23	24	25	26	27					
28	29	30	31								

	April 2021											
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July 2021											
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Elementary hours 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day Secondary hours 8:30 a.m. to 2:40 p.m. 320 instructional minutes per

Opening Day
Scheduled Vacation
Statutory Holidays
Professional Development Days
Last Day for Students
Administrative Day – no school
Schools Not in Session
School Growth Planning Day



# 2020-2021 KANAKA CREEK SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 8, 2020
Non-instructional day (School Growth Planning Day)	Monday, September 28, 2020
Thanksgiving Day	Monday, October 12, 2020
Non-instructional day (province-wide)	Friday, October 23, 2020
Remembrance Day	Wednesday, November 11, 2020
Non-instructional day (school-based)	Thursday, November 12, 2020
Schools close for break	Friday, December 4, 2020
Winter break	Monday, December 7, 2020 to Friday, January 1, 2021
Schools reopen after break	Monday, January 4, 2021
Non-instructional day (district-based)	Monday, January 25, 2021
Family Day	Monday, February 15, 2021
Non-instructional day (school-based)	Tuesday, February 16, 2021
Schools close for break	Thursday, April 1, 2021
Good Friday	Friday, April 2, 2021
Spring break	Monday, April 5, 2021 to Friday, April 30, 2021
Schools reopen after break	Monday, May 3, 2021
Non-instructional day (district-based)	Wednesday, May 12, 2021
Victoria Day	Monday, May 24, 2021
Canada Day	Thursday, July 1, 2021
Last day for students	Tuesday, July 27, 2021
Year-end administrative day	Wednesday, July 28, 2021
Schools closed for Summer vacation	Thursday, July 29, 2021

**ELEMENTARY (K-7) DAILY SCHEDULE:** 8:30am to 2:20pm. 295 instructional minutes per day: 179 days of instruction. Kindergarten gradual entry the first 2 weeks of September.

Minimum number of hours of instruction that must be offered as per School Act and Calendar Regulation:

853 hours of instruction for students in kindergarten.

878 hours of instruction for students in grades 1 to 7

952 hours of instruction for students in grades 8 to 12

# KANAKA CREEK ELEMENTARY: School Year 2020 to 2021

	August 2020										
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	September 2020										
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	November 2020										
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December 2020										
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January 2021										
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April 2021						
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June 2021						
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July 2021						
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Elementary hours 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day Secondary hours 8:30 a.m. to 2:40 p.m. 320 instructional minutes per day

Opening Day
Scheduled Vacation
Statutory Holidays
Professional Development Days
Last Day for Students
Administrative Day – no school
Schools Not in Session
School Growth Planning Day





# 2020-2021 DISTRIBUTED LEARNING SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 8, 2020
Non-instructional day (School Growth Planning Day)	Monday, September 28, 2020
Thanksgiving Day	Monday, October 12, 2020
Non-instructional day (province-wide)	Friday, October 23, 2020
Remembrance Day	Wednesday, November 11, 2020
Non-instructional day (school-based)	Thursday, November 12, 2020
Schools close for break	Friday, December 18, 2020
Winter break	Monday, December 21, 2020 to Friday, January 1, 2021
Schools reopen after break	Monday, January 4, 2021
Non-instructional day (district-based)	Monday, January 25, 2021
Family Day	Monday, February 15, 2021
Non-instructional day (school-based)	Tuesday, February 16, 2021
Schools close for break	Friday, March 12, 2021
Spring break	Monday, March 15, 2021 to Friday, March 19, 2021
Schools not in Session	Monday, March 13, 2021 Monday, March 22, 2021 to Friday, March 26, 2021
Schools reopen after break	Monday, March 29, 2021
Good Friday	Friday, April 2, 2021
Easter Monday	Monday, April 5, 2021
Non-instructional day (district-based)	Wednesday, May 12, 2021
Victoria Day	Monday, May 24, 2021
Last day for students	Tuesday, June 29, 2021
Year-end administrative day	Wednesday, June 30, 2021
Schools closed for Summer vacation	Thursday, July 1, 2021





# 2021-2022 DISTRICT SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 7, 2021
Non-instructional day (School Growth Planning Day)	Tuesday, September 28, 2021
Thanksgiving Day	Monday, October 11, 2021
Non-instructional day (province-wide)	Friday, October 22, 2021
Remembrance Day	Thursday, November 11, 2021
Non-instructional day (district-based)	Friday, November 12, 2021
Schools close for break	Friday, December 17, 2021
Winter break	Monday, December 20, 2021 to Friday, December 31, 2021
New Year's Day Holiday	Monday, January 3, 2022
Schools reopen after break	Tuesday, January 4, 2022
Non-instructional day (school-based)	Monday, January 24, 2022
Family Day	Monday, February 21, 2022
Non-instructional day (school-based)	Tuesday, February 22, 2022
Schools close for break	Friday, March 11, 2022
Schools not in Session	Monday, March 14, 2022 to Friday, March 18, 2022
Spring break	Monday, March 21, 2022 to Friday, March 25, 2022
Schools reopen after break	Monday, March 28, 2022
Good Friday	Friday, April 15, 2022
Easter Monday	Monday, April 18, 2022
Non-instructional day (district-based)	Wednesday, May 11, 2022
Victoria Day	Monday, May 23, 2022
Last day for students	Wednesday, June 29, 2022
Year-end administrative day	Thursday, June 30, 2022
Schools closed for Summer vacation	Friday, July 1, 2022

**ELEMENTARY (K-7) DAILY SCHEDULE:** 8:30am to 2:20pm. 295 instructional minutes per day; 179 days of instruction. Kindergarten gradual entry the first 2 weeks of September.

NB: Kanaka Creek Elementary will run its year round calendar separate from this calendar.

**SECONDARY (8-12) DAILY SCHEDULE:** 8:30am to 2:40pm. 320 instructional minutes per day; 179 days of instruction. Kindergarten gradual entry the first 2 weeks of September.

Minimum number of hours of instruction that must be offered as per School Act and Calendar Regulation:

853 hours of instruction for students in kindergarten.

878 hours of instruction for students in grades 1 to 7

952 hours of instruction for students in grades 8 to 12

# SCHOOL DISTRICT 42: School Year 2021 to 2022

Attachment G

	August 2021								
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	September 2021								
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October 2021								
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November 2021								
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December 2021								
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	February 2022								
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	March 2022								
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April 2022									
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	May 2022							
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<b>June 2022</b>									
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July 2022									
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Elementary hours 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day Secondary hours 8:30 a.m. to 2:40 p.m. 320 instructional minutes per day

Opening Day
Scheduled Vacation
Statutory Holidays
Professional Development Days
Last Day for Students
Administrative Day – no school
Schools Not in Session
School Growth Planning Day





### 2021-2022 KANAKA CREEK SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 7, 2021
Non-instructional day (School Growth Planning Day)	Tuesday, September 28, 2021
Thanksgiving Day	Monday, October 11, 2021
Non-instructional day (province-wide)	Friday, October 22, 2021
Remembrance Day	Thursday, November 11, 2021
Non-instructional day (district-based)	Friday, November 12, 2021
Schools close for break	Friday, December 3, 2021
Winter break	Monday, December 6, 2021 to Friday, December 31, 2021
New Year's Day Holiday	Monday, January 3, 2022
Schools reopen after break	Tuesday, January 4, 2022
Non-instructional day (school-based)	Monday, January 24, 2022
Family Day	Monday, February 21, 2022
Non-instructional day (school-based)	Tuesday, February 22, 2022
Schools close for break	Friday, April 1, 2022
Spring break	Monday, April 4, 2022 to Friday, April 29, 2022
Schools reopen after break	Monday, May 2, 2022
Non-instructional day (district-based)	Wednesday, May 11, 2022
Victoria Day	Monday, May 23, 2022
Canada Day	Wednesday, July 1, 2022
Last day for students	Tuesday, July 26, 2022
Year-end administrative day	Wednesday, July 27, 2022
Schools closed for Summer vacation	Thursday, July 28, 2022

**ELEMENTARY (K-7) DAILY SCHEDULE:** 8:30am to 2:20pm. 295 instructional minutes per day; 179 days of instruction. Kindergarten gradual entry the first 2 weeks of September.

Minimum number of hours of instruction that must be offered as per School Act and Calendar Regulation:

853 hours of instruction for students in kindergarten.

878 hours of instruction for students in grades 1 to 7

952 hours of instruction for students in grades 8 to 12

### KANAKA CREEK ELEMENTARY: School Year 2021 to 2022

Attachment I

	August 2021										
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	September 2021										
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	October 2021										
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	November 2021										
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December 2021									
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	January 2022										
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	February 2022											
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	March 2022										
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	April 2022											
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	May 2022										
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<b>June 2022</b>									
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July 2022										
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Elementary hours 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day Secondary hours 8:30 a.m. to 2:40 p.m. 320 instructional minutes per

Opening Day
Scheduled Vacation
Statutory Holidays
Professional Development Days
Last Day for Students
Administrative Day – no school
Schools Not in Session
School Growth Planning Day





## 2021-2022 DISTRIBUTED LEARNING SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 7, 2021
Non-instructional day (School Growth Planning Day)	Tuesday, September 28, 2021
Thanksgiving Day	Monday, October 11, 2021
Non-instructional day (province-wide)	Friday, October 22, 2021
Remembrance Day	Thursday, November 11, 2021
Non-instructional day (district-based)	Friday, November 12, 2021
Schools close for break	Friday, December 17, 2021
Winter break	Monday, December 20, 2021 to Friday, December 31, 2021
New Year's Day Holiday	Monday, January 3, 2022
Schools reopen after break	Tuesday, January 4, 2022
Non-instructional day (school-based)	Monday, January 24, 2022
Family Day	Monday, February 21, 2022
Non-instructional day (school-based)	Tuesday, February 22, 2022
Schools close for break	Friday, March 11, 2022
Schools not in Session  Spring break	Monday, March 14, 2022 to Friday, March 18, 2022 Monday, March 21, 2022 to Friday, March 25, 2022
Schools reopen after break	Monday, March 28, 2022
Good Friday	Friday, April 15, 2022
Easter Monday	Monday, April 18, 2022
Non-instructional day (district-based)	Wednesday, May 11, 2022
Victoria Day	Monday, May 23, 2022
Last day for students	Wednesday, June 29, 2022
Year-end administrative day	Thursday, June 30, 2022
Schools closed for Summer vacation	Friday, July 1, 2022





### 2022-2023 DISTRICT SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 6, 2022
Non-instructional day (School Growth Planning Day)	Monday, September 26, 2022
Thanksgiving Day	Monday, October 10, 2022
Non-instructional day (province-wide)	Friday, October 21, 2022
Non-instructional day (school-based)	Thursday, November 10, 2022
Remembrance Day	Friday, November 11, 2022
Schools close for break	Friday, December 16, 2022
Winter break	Monday, December 19, 2022 to Friday, December 30, 2022
New Year's Day Holiday	Monday, January 2, 2023
Schools reopen after break	Tuesday, January 3, 2023
Non-instructional day (district-based)	Monday, January 23, 2023
Schools Not in Session	Friday, February 17, 2023
Family Day	Monday, February 20, 2023
Non-instructional day (school-based)	Tuesday, February 21, 2023
Schools close for break	Friday, March 10, 2023
Schools not in Session	Monday, March 13, 2023 to Friday, March 17, 2023
Spring break	Monday, March 20, 2023 to Friday, March 24, 2023
Schools reopen after break	Monday, March 27, 2023
Good Friday	Friday, April 7, 2023
Easter Monday	Monday, April 10, 2023
Non-instructional day (district-based)	Wednesday, May 10, 2023
Victoria Day	Monday, May 22, 2023
Last day for students	Thursday, June 29, 2023
Year-end administrative day	Friday, June 30, 2023
Schools close for Summer vacation	Friday, June 30, 2023

**ELEMENTARY (K-7) DAILY SCHEDULE:** 8:30am to 2:20pm. 295 instructional minutes per day; 179 days of instruction. Kindergarten gradual entry the first 2 weeks of September.

NB: Kanaka Creek Elementary will run its year-round calendar separate from this calendar.

**SECONDARY (8-12) DAILY SCHEDULE:** 8:30am to 2:40pm. 320 instructional minutes per day; 179 days of instruction.

Minimum number of hours of instruction that must be offered as per School Act and Calendar Regulation:

853 hours of instruction for students in kindergarten.

878 hours of instruction for students in grades 1 to 7

952 hours of instruction for students in grades 8 to 12

# SCHOOL DISTRICT 42: School Year 2022 to 2023

Attachment L

	August 2022								
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	September 2022									
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October 2022									
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	November 2022								
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	December 2022								
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	March 2023									
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April 2023										
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	May 2023										
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Elementary hours 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day Secondary hours 8:30 a.m. to 2:40 p.m. 320 instructional minutes per

Opening Day
Scheduled Vacation
Statutory Holidays
Professional Development Days
Last Day for Students
Administrative Day – no school
Schools Not in Session
School Growth Planning Day





### 2022-2023 KANAKA CREEK SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 6, 2022
Non-instructional day (School Growth Planning Day)	Monday, September 26, 2022
Thanksgiving Day	Monday, October 10, 2022
Non-instructional day (province-wide)	Friday, October 21, 2022
Non-instructional day (school-based)	Thursday, November 10, 2022
Remembrance Day	Friday, November 11, 2022
Schools close for break	Friday, December 2, 2022
Winter break	Monday, December 5, 2022 to Friday, December 30, 2022
New Year's Day Holiday	Monday, January 2, 2023
Schools reopen after break	Tuesday, January 3, 2023
Non-instructional day (district-based)	Monday, January 23, 2023
Schools Not in Session	Friday, February 17, 2023
Family Day	Monday, February 20, 2023
Non-instructional day (school-based)	Tuesday, February 21, 2023
Schools close for break	Friday, March 31, 2023
Spring break	Monday, April 3, 2023 to Friday, April 28, 2023
Schools reopen after break	Monday, May 1, 2023
Non-instructional day (district-based)	Wednesday, May 10, 2023
Victoria Day	Monday, May 22, 2023
Canada Day	Monday, July 3, 2023
Last day for students	Wednesday, July 26, 2023
Year-end administrative day	Thursday, July 27, 2023
Schools closed for Summer vacation	Friday, July 28, 2023

**ELEMENTARY (K-7) DAILY SCHEDULE:** 8:30am to 2:20pm. 295 instructional minutes per day; 179 days of instruction. Kindergarten gradual entry the first 2 weeks of September.

Minimum number of hours of instruction that must be offered as per School Act and Calendar Regulation:

853 hours of instruction for students in kindergarten.

878 hours of instruction for students in grades 1 to 7

952 hours of instruction for students in grades 8 to 12

# KANAKA CREEK ELEMENTARY: School Year 2022 to 2023

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Elementary hours 8:30 a.m. to 2:20 p.m. 295 instructional minutes per day Secondary hours 8:30 a.m. to 2:40 p.m. 320 instructional minutes per day

Opening Day
Scheduled Vacation
Statutory Holidays
Professional Development Days
Last Day for Students
Administrative Day – no school
Schools Not in Session
School Growth Planning Day





## 2022-2023 DISTRIBUTED LEARNING SCHOOL CALENDAR

Schools opening day for students	Tuesday, September 6, 2022
Non-instructional day (School Growth Planning Day)	Monday, September 26, 2022
Thanksgiving Day	Monday, October 10, 2022
Non-instructional day (province-wide)	Friday, October 21, 2022
Non-instructional day (school-based)	Thursday, November 10, 2022
Remembrance Day	Friday, November 11, 2022
Schools close for break	Friday, December 16, 2022
Winter break	Monday, December 19, 2022 to Friday, December 30, 2022
New Year's Day Holiday	Monday, January 2, 2023
Schools reopen after break	Tuesday, January 3, 2023
Non-instructional day (district-based)	Monday, January 23, 2023
Schools Not in Session	Friday, February 17, 2023
Family Day	Monday, February 20, 2023
Non-instructional day (school-based)	Tuesday, February 21, 2023
Schools close for break	Friday, March 10, 2023
Schools not in Session	Monday, March 13, 2023 to Friday, March 17, 2023
Spring break	Monday, March 20, 2023 to Friday, March 24, 2023
Schools reopen after break	Monday, March 27, 2023
Good Friday	Friday, April 7, 2023
Easter Monday	Monday, April 10, 2023
Non-instructional day (district-based)	Wednesday, May 10, 2023
Victoria Day	Monday, May 22, 2023
Last day for students	Thursday, June 29, 2023
Year-end administrative day	Friday, June 30, 2023
Schools close for Summer vacation	Friday, June 30, 2023



ITEM 5

To: **Board of Education** From: Flavia Coughlan

Secretary Treasurer

Re: **2020/21 ANNUAL FACILITY** Date: April 15, 2020

**GRANT SPENDING PLAN** (Public Board Meeting)

Decision

#### **BACKGROUND/RATIONALE**:

For 2020/21 School District No. 42 (Maple Ridge-Pitt Meadows) will receive \$2,505,292 as Annual Facility Grant ("AFG") Funding (Attachment A).

The AFG funding provided by the Ministry of Education is intended for annual facility projects required to maintain facility assets through their anticipated economic life and to prevent premature deterioration of these assets.

There are two components to the AFG funding: a capital component and an operating component. School districts must provide the Ministry of Education with a 2020/21 AFG Spending Plan that includes a list of all AFG projects and expenditures to be undertaken between April 1, 2020 and March 31, 2021. The proposed 2020/21 AFG Spending Plan for School District No. 42 is included in Attachment B. This spending plan will be incorporated in the 2020/21 Preliminary Budget Bylaw that will be approved by the Board.

The operating portion of the 2020/21 AFG funding is \$517,500 and will be distributed to school districts as targeted funding and reported as a Special Purposed Fund. A portion of the operating AFG for 2020/21 will be retained by the Ministry to continue funding of the Capital Asset Management Services (\$38,544).

The capital portion of \$2,026,336 will be paid to school districts in one instalment in July 2020. A standard capital bylaw is no longer required by the ministry to access this funding.

#### **RECOMMENDATION:**

THAT the Board approve the 2020/21 Annual Facility Grant Spending Plan and authorize the Secretary Treasurer to submit the 2020/21 AFG Spending Plan to the Ministry of Education.

Attachments

# TABLE D ANNUAL FACILITY GRANT, 2020/21

Updated March 2020

					Operating Portion		
	Total		Total		Withheld		Total
School District	Operating	Capital	2020/21 Annual	Gross	Capital Asset	Net	Allocation
	Portion	Portion	Facility Grant		Mgmt System		to Districts
5 Southeast Kootenay	286,997	1,123,775	1,410,772	286,997	21,376	265,621	1,389,396
6 Rocky Mountain	195,806	766,705	962,511	195,806	14,584	181,222	947,927
8 Kootenay Lake	279,588	1,094,762	1,374,350	279,588	20,824	258,764	1,353,526
10 Arrow Lakes	62,454	244,547	307,001	62,454	4,652	57,802	302,349
19 Revelstoke	65,368	255,957	321,325	65,368	4,869	60,499	316,456
20 Kootenay-Columbia	193,868	759,114	952,982	193,868	14,440	179,428	938,542
22 Vernon	356,510	1,395,963	1,752,473	356,510	26,554	329,956	1,725,919
23 Central Okanagan	785,351	3,075,143	3,860,494	785,351	58,495	726,856	3,801,999
27 Cariboo-Chilcotin	311,749	1,220,691	1,532,440	311,748	23,220	288,529	1,509,220
28 Quesnel	179,096	701,275	880,371	179,096	13,339	165,757	867,032
33 Chilliwack	456,531	1,787,608	2,244,139	456,531	34,003	422,528	2,210,136
34 Abbotsford	691,973	2,709,511	3,401,484	691,973	51,540	640,433	3,349,944
35 Langley	680,178	2,663,325	3,343,503	680,178	50,661	629,517	3,292,842
36 Surrey	2,362,029	9,248,830	11,610,859	2,362,033	175,929	2,186,100	11,434,930
37 Delta	614,944	2,407,894	3,022,838	614,944	45,802	569,142	2,977,036
38 Richmond	829,133	3,246,577	4,075,710	829,133	61,756	767,377	4,013,954
39 Vancouver	2,237,985	8,763,112	11,001,097	2,237,984	166,690	2,071,295	10,834,407
40 New Westminster	235,872	923,588	1,159,460	235,872	17,568	218,304	1,141,892
41 Burnaby	930,932	3,645,182	4,576,114	930,931	69,338	861,594	4,506,776
42 Maple Ridge-Pitt Meadows	517,500	2,026,336	2,543,836	517,500	38,544	478,956	2,505,292
43 Coquitlam	1,139,623	4,462,341	5,601,964	1,139,623	84,881	1,054,742	5,517,083
44 North Vancouver	626,273	2,452,254	3,078,527	626,273	46,646	579,627	3,031,881
45 West Vancouver	267,383	1,046,972	1,314,355	267,383	19,915	247,468	1,294,440
46 Sunshine Coast	196,588	769,766	966,354	196,588	14,642	181,946	951,712
47 Powell River	122,930	481,348	604,278	122,930	9,156	113,774	595,122
48 Sea to Sky	191,138	748,426	939,564	191,138	14,236	176,902	925,328
49 Central Coast	60,292	236,080	296,372	60,292	4,491	55,801	291,881
50 Haida Gwaii	110,390	432,248	542,638	110,390	8,222	102,168	534,416
51 Boundary	113,349	443,835	557,184	113,350	8,443	104,906	548,741
52 Prince Rupert	135,633	531,090	666,723	135,633	10,102	125,531	656,621
53 Okanagan Similkameen	125,847	492,769	618,616	125,847	9,373	116,474	609,243
54 Bulkley Valley	141,659	554,685	696,344	141,659	10,551	131,108	685,793
57 Prince George	667,217	2,612,576	3,279,793	667,217	49,696	617,521	3,230,097
58 Nicola-Similkameen	125,830	492,703	618,533	125,830	9,372	116,458	609,161
59 Peace River South	285,735	1,118,833	1,404,568	285,735	21,282	264,453	1,383,286
60 Peace River North	298,964	1,170,632	1,469,596	298,964	22,267	276,697	1,447,329
61 Greater Victoria	810,279	3,172,751	3,983,030	810,279	60,351	749,928	3,922,679
62 Sooke	336,814	1,318,839	1,655,653	336,814	25,087	311,727	1,630,566
63 Saanich	305,814	1,197,456	1,503,270	305,814	22,778	283,036	1,480,492
64 Gulf Islands	103,629	405,774	509,403	103,629	7,719	95,910	501,684
67 Okanagan Skaha	268,467	1,051,218	1,319,685	268,467	19,996	248,471	1,299,689
68 Nanaimo-Ladysmith	555,642	2,175,687	2,731,329	555,642	41,385	514,257	2,689,944
69 Qualicum	199,346	780,564	979,910	199,346	14,848	184,498	965,062
70 Alberni	211,772	829,220	1,040,992	211,772	15,773	195,999	1,025,219
71 Comox Valley	350,428	1,372,146	1,722,574	350,428	26,101	324,327	1,696,473
72 Campbell River	263,128	1,030,310	1,293,438	263,128	19,598	243,530	1,273,840
73 Kamloops-Thompson	701,852	2,748,192	3,450,044	701,852	52,275	649,577	3,397,769
74 Gold Trail	139,657	546,845	686,502	139,657	10,402	129,255	676,100
75 Mission	249,513	976,998	1,226,511	249,512	18,584	230,929	1,207,927
78 Fraser-Cascade	107,268	420,020	527,288	107,268	7,990	99,278	519,298
79 Cowichan Valley	384,070	1,503,875	1,887,945	384,070	28,606	355,464	1,859,339
81 Fort Nelson	64,611	252,995	317,606	64,611	4,812	59,799	312,794
82 Coast Mountains	308,265	1,207,050	1,515,315	308,265	22,960	285,305	1,492,355
83 North Okanagan-Shuswap	342,430	1,340,831	1,683,261	342,430	25,505	316,925	1,657,756
84 Vancouver Island West	79,210	310,157	389,367	79,210	5,900	73,310	383,467
85 Vancouver Island North	148,378	580,991	729,369	148,377	11,051	137,327	718,318
87 Stikine	60,751	237,876	298,627	60,751	4,525	56,226	294,102
91 Nechako Lakes	289,429	1,133,296	1,422,725	289,429	21,557	267,872	1,401,168
92 Nisga'a	54,305	212,638	266,943	54,305	4,045	50,260	262,898
93 Conseil scolaire francophone	277,814	1,087,818	1,365,632	277,814	20,692	257,122	1,344,940
Provincial Total	23,495,587	92,000,000	115,495,587	23,495,587	1,750,000	21,745,588	113,745,588
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Summary of 2020/21 Annual Facilities Grant Spending Plan							
LOCATION	PROJECT DESCRIPTION		3UDGET 2020/21				
District	Capital asset management system		38,544				
Various schools	Duct cleaning		65,000				
Various schools	Interior painting		60,000				
Various schools	Flooring		100,000				
Various schools	Wall carpet removal		60,000				
Various schools	Facilities upgrades		167,956				
Golden Ears Elementary	Exterior painting		26,000				
Total Special Purpose Fund AFG		\$	517,500				
Alexander Robinson Elementary	HVAC - DDC system renewal		107,258				
Alouette Elementary	HVAC - Boiler renewal & domestic hot water		53,450				
Davie Jones Elementary	Split DX unit renewal		46,150				
Fairview Elementary	Roofing		75,600				
Fairview Elementary	HVAC - DDC system renewal		6,300				
Glenwood Elementary	HVAC - Boiler renewal & domestic hot water		41,700				
Whonnock Elementary	Install new generator		120,000				
Harry Hooge Elementary	HVAC - DDC system renewal		51,000				
Highland Park Elementary	Roofing		609,862				
Laity View Elementary	HVAC - DDC system renewal		30,000				
Maple Ridge Elementary	Roofing		240,380				
Maple Ridge Elementary	HVAC - DDC system renewal		100,000				
Maple Ridge Secondary	Exterior Painting		19,000				
Pitt Meadows Elementary	Roofing		265,650				
Pitt Meadows Elementary	HVAC - Boiler renewal & domestic hot water		77,650				
Westview Secondary	Multi-Purpose room renovations		182,336				
Total Capital AFG			2,026,336				

School District 42

Maple Ridge & Pitt Meadows

Learning Today, Leading Tomorrow

ITEM 6

#### 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:

#### February 24, 2020 Special Closed

Call to Order Meeting called to order at 8:32 a.m.

Motion of Exclusion Approved
Approval of Agenda Approved as amended
Superintendent Information Item Adjournment Received
Adjournment Meeting adjourned at 8:57 a.m.

#### February 26, 2020 Closed

Call to Order Meeting called to order at 12:41 p.m. Motion of Exclusion Approved Approved as circulated Approval of Agenda Approval of Minutes Approved as circulated Secretary Treasurer Decision Item Approved Secretary Treasurer Information Item Received Presentation Received Superintendent Information Item Received Secretary Treasurer Information Item Received **Board Committees** Received

Meeting adjourned at 3:16 p.m.

Adjournment