

Wednesday, February 23, 2022

Time: 6:00 p.m.

"If you're walking down the right path and you're willing to keep walking, eventually you'll make progress." Barack Obama

A G E N D A

A. OPENING PROCEDURES

ITEM 1

1. Call to Order
2. Electronic Board Meeting Procedures
3. Correspondence
 - Honourable J. Whiteside, Minister of Education and Honourable K. Chen, Minister of State for Child Care
 - S. Higginson, President, BC School Trustees Association
 - N. Taylor, Secretary Treasurer, School District No. 5 (Southeast Kootenay)
 - K. Toye, Chairperson, School District No. 52 (Prince Rupert)
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 February 23, 2022. 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. January 19, 2022

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.*

D. DELEGATIONS - *Registered delegations can make presentations to the Board. Time limits for individual delegations will be established to allow all registered delegations to present within the time limit for this item. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.*

1. BC Chapter of the Coalition for Healthy School Food

ITEM 3

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
2. Superintendent of Schools

- a) Non-Resident Fees

ITEM 4

3. Secretary Treasurer
4. Board Committees and Advisory Committee Reports

- a) Budget

- i. 2021/22 Amended Annual Budget and Second Quarter Financial Update

ITEM 5

- b) Finance
- c) Facilities Planning
- d) Board Policy Development

i. Terms of Reference: Racial Inclusivity and Equity Working Group ITEM 6

- e) Education
- f) Aboriginal Education

G. INFORMATION ITEMS

1. Chairperson

a) Operational Plans Update ITEM 7

2. Superintendent of Schools

a) Superintendent's Update ITEM 8

3. Secretary Treasurer

a) Enrolment Projections ITEM 9

4. Board Committees & Advisory Committee Reports

- a) Budget
- b) Finance
- c) Facilities Planning
- d) Board Policy Development
- e) Education

i. Minutes of Meeting ITEM 10

f) Aboriginal Education

i. Minutes of Meeting ITEM 11

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

1. BC School Trustees Association

a) Provincial Council ITEM 12

b) Indigenous Education Committee ITEM 13

2. District Parent Advisory Council ITEM 14

3. Municipal Advisory Committee on Accessibility and Inclusiveness ITEM 15

4. Maple Ridge-Pitt Meadows Arts Council ITEM 16

5. Ridge Meadows Education Foundation ITEM 17

6. Youth Planning Table ITEM 18

7. Culture Collective Network ITEM 19

8. Ridge Meadows Overdose Community Action Team ITEM 20

9. City of Pitt Meadows Community Support Select Committee

ITEM 21

10. Good News Items

J. 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.*

K. OTHER BUSINESS

1. Public Disclosure of Closed Meeting Business

ITEM 22

L. ADJOURNMENT

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **OPENING PROCEDURES**

Date: February 23, 2022
(Public Board Meeting)

Decision

1. CALL TO ORDER

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

2. ELECTRONIC BOARD MEETING PROCEDURES

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

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

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

3. CORRESPONDENCE

- Honourable J. Whiteside, Minister of Education and Honourable K. Chen, Minister of State for Child Care
- S. Higginson, President, BC School Trustees Association
- N. Taylor, Secretary Treasurer, School District No. 5 (Southeast Kootenay)
- K. Toye, Chairperson, School District No. 52 (Prince Rupert)

RECOMMENDATION:

THAT the Board receive all correspondence, for information.

Attachments

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 p.m. on February 23, 2022. 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.



February 8, 2022

Ref: 253745

Dear Education Partners, Child Care Stakeholders, Providers and Operators:

It is our pleasure to address you jointly today with the news that our Government has announced that the accountability for child care will transition to the Ministry of Education at the beginning of April 2022.

This transition reflects and responds to advice we have been hearing from the child care sector since the launch of ChildCareBC in 2018, and it aligns with approaches taken in other provinces and territories. Bringing child care under the umbrella of the Ministry of Education acknowledges that it is part of a child's learning journey, delivering important early learning opportunities and supporting future educational success. This transition brings us closer to achieving our ChildCareBC vision of offering families quality, inclusive child care that is available when parents need it, at a price they can afford.

This transition means that the Minister of State for Child Care, public service staff, the budget and the legislative authority for child care will move to the Ministry of Education. The operational impact for the child care and education sectors will be minimal. Over time, this change will lead to a better understanding of regional child care needs, and an increased provision of child care, including on school grounds – responding to the shortage of spaces faced by families while easing transitions for children entering school.

There will be no immediate change for child care operators as a result of moving child care delivery into the Ministry of Education. Child care operators will not be governed by school boards or be responsible for delivering provincial curriculum. Child care is important for parents, and all types of child care providers – from public and private, to Indigenous-led, non-profit and family-run – will continue to have access to government supports and be invited to participate in the future of child care in BC.

We remain committed to ongoing dialogue with First Nations rights holders, Métis and Inuit peoples about what a distinctions-based approach to Indigenous child care means. Neither the Ministry of Education nor school districts has any jurisdiction over early learning and child care delivered on reserve.

.../2

Many school districts across the province have embraced opportunities to provide much-needed before- and after school care. Existing programs will continue to operate as they do today, and we encourage districts to continue looking for opportunities to provide this important service for families in their communities.

To better respond to regional and local child care needs, such as partner engagement, planning and building capacity, six new regional offices are being established. Over time, these offices will grow into the main point of contact for the child care sector.

We acknowledge that there have been many changes for community service organizations, child care providers and educators in the last two years as we collectively deal with the new and ever-changing environment brought on by the COVID-19 pandemic. We thank you for your hard work and perseverance during these challenging times.

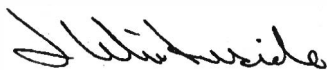
This transition represents an exciting development, and we want to assure you that all existing child care programs and funding will remain in place as we continue the work to implement our ChildCare BC plan.

We remain committed to ongoing engagement with the education and child care communities on how this change can improve access to care for families, and make transitions into school easier for children.

As many of you know, we have already launched an extended period of engagement to begin these conversations. Please visit the [Early Care and Learning Engagement](#) page on our ChildCare BC website to find out more about how to participate. Together let us continue our work to build a brighter future for families where child care is a core service that is affordable, reliable and available when and where families need it.

Thank you again for everything you do to uplift, educate, and care for British Columbia's youngest citizens.

Sincerely,



Jennifer Whiteside
Minister of Education



Katrina Chen
Minister of State for Child Care



British Columbia
School Trustees
Association

February 9, 2022

The Honourable Jennifer Whiteside

Minister of Education

PO Box 9045, Stn Prov Govt

Victoria B.C. V8W 9E2

educ.minister@gov.bc.ca

Dear Minister Whiteside,

Subject: Response to FNLC Letter on FSAs

The British Columbia School Trustees Association (BCSTA) is writing to express support for the letter sent to you on November 18 from the First Nations Leadership Council (FNLC) regarding the importance of the Foundation Skills Assessment (FSA) data as a tool for equity in education in British Columbia.

Boards of education share with the FNLC a deep commitment to closing the achievement gap for First Nations students in B.C. We are equally dedicated to fulfilling the responsibilities of boards of education and the provincial government as outlined in the British Columbia Tripartite Education Agreement (BCTEA).

As leaders in this sector, we are acutely aware of the importance of robust student data collected from a variety of assessments that is used to best understand how the sector is performing. Such data is also a critical part of enabling schools and districts to focus on improvement while meeting individual student needs.

Comprehensive system-wide data is central to illuminating and evaluating how the system is meeting the needs of students traditionally underserved by our sector. It is only through full student participation that we can properly comprehend gaps in performance and identify strategies to eliminate such gaps. We also believe that a regular review of all provincial assessments should be incorporated into a comprehensive provincial assessment program.

Your government, through the introduction of the anti-racism data legislation, has shown that it understands the importance of leveraging disaggregated data to support meaningful system changes. This legislation clearly outlines the role that strong, relevant data plays in identifying and eliminating persistent patterns of inequity. Student life chances have the potential of being improved through a similar application of data collection and use within the education sector.

Over the years, the efforts to remove the FSA from schools have distracted all of us from a critical conversation regarding the performance of subsets of students. In an effort to improve outcomes for Indigenous children across the province, and in support of the FNLC, boards of education support the continued use of system wide standardised assessment as a critical tool for equity in educational outcomes within the B.C. education system.



We concur with the FNLC that there is much work to be done to improve educational outcomes for First Nations students in B.C. Rigorous system-wide student data is one of our most important resources in addressing this critical issue, and we believe that working together we have a collective responsibility to improve the efficacy of this data.

In our co-governance relationship, boards of education support the call to uphold the legal commitments of the BCTEA and ask that you support boards of education in their efforts to have the most comprehensive set of student data available. Working together on this priority will broadly improve educational outcomes, and most importantly eliminate systemic inequities for Indigenous students.

Sincerely,

Stephanie Higginson

President

British Columbia School Trustees Association

CC: Terry Teegee, Regional Chief, BC Assembly of First Nations
Leah George-Wilson, Co-Chair, First Nations Summit
Ray Harris, Co-Chair, First Nations Summit
Stewart Phillip, President, Union of BC Indian Chiefs
Tyrone McNeil, President, First Nations Education Steering Committee
Christina Zacharuk, Deputy Minister, Ministry of Education
Flavia Coughlan, President, BC Association of School Business Officials
Andrea Sinclair, President, BC Confederation of Parent Advisory Councils
Kasari Govender, Human Rights Commissioner, BC Office of the Human Rights Commissioner
Darren Danyluk, President, BC Principals' & Vice-Principals' Association
Teresa Downs, President, BC School Superintendents Association
Teri Mooring, President, BC Teachers' Federation
BCSTA member boards of education
Suzanne Hoffman, CEO, BCSTA



SCHOOL DISTRICT 5

SOUTHEAST KOOTENAY

January 4, 2022

Hon. Jennifer Whiteside
Minister of Education
PO Box 9045 Stn Prov Govt
Victoria, BC V8W 9E2

Dear Hon. Whiteside,

Re: Update on Recommendations Proposed to the Legislative Assembly from the Report on the Budget 2022 Consultation

I am writing this letter on behalf of the Board of Education of School District 5 (Southeast Kootenay) which at its regular public meeting on December 16, 2021 passed the following motion:

M/S that the Secretary Treasurer write a letter on behalf of the Board to the Ministry of Education asking them to provide an update on recommendations #107 to 114 provided to the Legislative Assembly on page 75 of the Report on the Budget 2022 Consultation.

The recommendations regarding capital funding, operational funding, distributed learning and independent schools, recruitment and retention, students with special needs, and vulnerable students will all play an integral role in the future operational success of School District 5. Without real change coming from these recommendations, we are concerned about the sustainability of our District.

We acknowledge the unique challenges that the COVID-19 pandemic and significant weather events pose to the province of British Columbia, however we would sincerely appreciate your status update on the above noted recommendations and specifically how they fit into the 2021/2022 budget priorities.

Sincerely,

Nick Taylor, CPA
Secretary Treasurer, SD5 (Southeast Kootenay)

Cc*: John Horgan, Premier, BC New Democratic Party
Shirley Bond, Interim Leader, BC Liberal Party
Sonia Furstenu, Leader, BC Green Party
Tom Shypitka, MLA Kootenay East BC
Jackie Tegart, Education Critic BC Liberal Party
Stephanie Higginson, President, BCSTA
BCSTA for distribution to member Boards of Education
Teri Mooring, President BC Teachers' Federation
Andrea Sinclair, President, BCCPAC
Shelley Balfour & Chris Kielpinski, CFTA Co-Chairs
Tara McKee, DPAC Chair
Aaron Thorn, President, SD5 Administrators' Association
107.5 Today FM Radio
Drive 102.9/B104 Radio
Cranbrook Daily Townsman
Elk Valley Herald
e-know Online News
Fernie Free Press

*This correspondence is public and transparent. Please feel free to share and/or respond with comment.

January 6, 2022

The Honourable Jennifer Whiteside,
Minister of Education
Fisheries
P.O. Box 9045 STN PROV GOVT
Victoria, BC V8W 9E2

The Honourable Lana Popham
Minister of Agriculture, Food and
P.O. Box 9409 STN PROV GOVT
Victoria, BC V8W 9V1

The Honourable Karina Gould
Minister of Families, Children and
Social Development
by email karina.gould@parl.gc.ca

The Honourable Marie-Claude Bibeau
Minister of Agriculture and Agri-Food
1341 Baseline Road
Ottawa, ON K1A 0C5

Dear Ministers Whiteside, Popham, Gould and Bibeau,

Re: Universal School Food Program

Our Board is writing in support of a universal, cost-shared healthy school food program in Canada. As a first step in this support, we have endorsed the Coalition for Healthy School Food.

School District No. 52 (Prince Rupert) acknowledges the support we currently receive for school meals. Community Link funding through the Ministry of Education in BC is used for lunches. Funding for breakfast programs is spearheaded by the Breakfast Club of Canada and includes donations from a number of local companies. With the funds available, the district does its best to provide about 20% of students with meals that are compliant with the Canada Food Guide.

There is, however, so much more that could be done with additional funding. Many more students would benefit from school meals if the funding was provided. Hot meals could be provided for lunches (students currently receive sandwiches most days). A choice of meals would reduce waste, as students could pick the meal they want to eat.

One of our real challenges is the program costs beyond the food itself. Infrastructure improvements and increased staffing costs need to be funded if the meal program is to expand.

The availability of fresh food is also a challenge. Prince Rupert is not an agricultural community, and we are a remote community a considerable distance from larger urban centres. This means that food costs in our community are higher per student than costs in those larger centres.

I understand that each of you, in your mandate letters, is tasked with implementing a universal school meals program. This is very encouraging news for our Board, and we look forward to participating in this program as it is developed.

Yours sincerely,
School District No. 52 (Prince Rupert)



Ms. Kate Toye
Chair

cc: MLA Jennifer Rice
BCSTA
Ecotrust Canada



ITEM 2

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **APPROVAL OF MINUTES**

Date: February 23, 2022
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the January 19, 2022 Public Board Meeting be approved as circulated.

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, January 19, 2022 (6:00 PM)
Via Videoconference**

IN ATTENDANCE:

BOARD MEMBERS:

Chairperson – Korleen Carreras
Vice-Chairperson – Elaine Yamamoto
Trustee – Kim Dumore
Trustee – Mike Murray
Trustee – Pascale Shaw
Trustee – Colette Trudeau
Trustee – Kathleen Sullivan

STAFF:

Superintendent – Harry Dhillon
Secretary Treasurer – Flavia Coughlan
Deputy Superintendent – Shannon Derinzy
Executive Coordinator – Karen Yoxall

A. OPENING PROCEDURES

1. Call to Order

The meeting was called to order at 6:00 p.m.

The Chairperson welcomed and thanked everyone for attending. The Chairperson advised that this meeting is being broadcasted live through the SD42 YouTube channel and on the school district website.

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

2. Electronic Board Meeting Procedures

3. Correspondence

Moved/Seconded

- Honourable J. Whiteside, Minister of Education
- Honourable A. Kang, Minister of Advanced Education and Skills Training
- S. Higginson, President, BC School Trustees Association
- D. Danyluk, President, BC Principals' & Vice Principals' Association
- K. Toye, Chairperson, School District No. 52 (Prince Rupert)

THAT the Board receive all correspondence, for information.

CARRIED

4. Approval of Agenda

Moved/Seconded

THAT the Agenda be approved as circulated.

CARRIED

5. Invitation for Public Input to matters on the Agenda

The Chairperson advised that members of the public were able to provide input on decision items on the Agenda by emailing board@sd42.ca by no later than 5:30 pm on January 19, 2022.

No public input was received.

B. APPROVAL OF MINUTES

Moved/Seconded

THAT the Minutes of the December 8, 2021 Public Board Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS

1. Draft Strategic Facilities Plan

Moved/Seconded

The Secretary Treasurer and the Superintendent presented the Draft Strategic Facilities Plan providing an overview of the public consultation process and the recommendations contained in the Draft Strategic Plan.

The Secretary Treasurer reported that there will be further public consultation to collect feedback on the draft recommendations before the final Strategic Facilities Plan is presented to the Board for approval at the March 9, 2022, public board meeting.

THAT the Board receive the Draft Strategic Facilities Plan, for information.

CARRIED

D. DELEGATIONS

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
2. Superintendent

a) School Plans

Moved/Seconded

The Superintendent reported that the School Act stipulates that the Board of Education must approve school plans and that school plans must be made available to the parents of students attending that school.

The Superintendent reported that principals of all schools and the Riverside Program have prepared a summary of the goal(s) contained in the school growth plan for approval by the Board of Education. School growth goals relate to four themes: social emotional learning, literacy, secondary innovation and improved learning and assessment. These summary documents will be posted on school websites, included in school newsletters along with links to the complete school growth plan and made available to parents of students attending that school.

THAT the Board approve the school plans and direct the Superintendent to make the school plans available to parents of students attending each school in the school district.

CARRIED

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

G. INFORMATION ITEMS

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

Moved/Seconded

The Superintendent provided an update on graduation rates, school events and activities.

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

CARRIED

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

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

Ridge Meadows Community Overdose Action Team

Trustee Sullivan reported that the Integrated Child and Youth Teams (ICY) and the Foundry Ridge Meadows presented at the recent meeting.

City of Maple Ridge Parks, Recreation and Culture Advisory Committee

Trustee Murray reported that an update on the Albion Community Centre was provided by City of Maple Ridge staff.

Good News Items

Trustee Shaw expressed that she is pleased that students are back in school; Trustee Murray acknowledged the work of the Salvation Army; Trustee Trudeau expressed her gratitude to all staff; Trustee Dumore spoke to the Bell's "Let's Talk Day" and the work of the UPlan committee on raising awareness of youth mental health; Trustee Sullivan spoke of her attendance at the Elders Dinner; Trustee Yamamoto and Chairperson Carreras both expressed their gratitude to all staff for their hard work.

J. QUESTION PERIOD

K. OTHER BUSINESS

L. ADJOURNMENT

Moved/Seconded

THAT the Board adjourn the meeting.

CARRIED

The Public Board meeting adjourned at 8:09 p.m.

Korleen Carreras, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **BC CHAPTER OF THE COALITION FOR
HEALTHY SCHOOL FOOD**

Date: February 23, 2022
(Public Board Meeting)

Information

RECOMMENDATION:

**THAT the Board receive for information the presentation by Samantha Gambling,
Project Coordinator for the BC Chapter of the Coalition for Healthy School Food.**

To: **Board of Education**

From: Superintendent
Harry Dhillon

Re: **NON-RESIDENT FEES**

Date: February 23, 2022
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

To begin developing marketing materials to attract international students for future academic years, the Board must first approve an appropriate fee schedule. To inform this work, a survey of BC school district tuition fees for non-resident students was completed.

The following table shows fees for a 10-month academic program compared with fees of neighboring school districts for the 2022/23 fiscal year.

School District	Application Fee	Annual Tuition Fee	Homestay Placement Fee	Homestay Fee	Custodian Fee	Airport Fee	Medical Insurance	Other Fees
Coquitlam	\$300	\$16,500	N/A	N/A	N/A	N/A	Included	\$500 deferral option
Delta	\$200	\$15,900	\$500	\$9,500	\$200	Included	Included	
Langley	\$200	\$15,500	\$350	\$9,500	\$100	\$175	Included	\$500 deferral option \$200 report card legalization
Maple Ridge	\$200	\$14,500	\$300	\$9,500	\$100	included	\$1,200	
Mission	\$300	\$14,000	\$350	\$9,500	\$100	\$150	\$1,100	\$320 Activity and Bank
New Westminster	\$200	\$15,000	\$500	\$9,500	\$500	\$75	\$1,000	
Surrey	Included	\$15,700	N/A	N/A	N/A	N/A	Included	
Burnaby	\$250	\$15,250	N/A	N/A	N/A	N/A	\$1,100	\$250 renewal fee
North Vancouver	\$200	\$15,000	N/A	N/A	N/A	N/A	\$1000	

The table below summarizes the proposed fees for 2023/24. It is proposed that the 10-month academic tuition fee as well as the application fee remain unchanged for the 2023/24 fiscal year. It is further proposed that the Homestay Fee be increased to \$10,500 (\$9,500 in 2022/23), that the Homestay Placement Fee be increased to \$350 (\$300 in 2022/23) and that the Custodian Fee be decreased to \$50 (\$100 in 2022/23).

Application Fee	Annual Tuition Fee	Homestay Placement Fee	Homestay Fee	Custodian Fee	Airport Fee	Medical Insurance
\$200	\$14,500	\$350	\$10,500	\$50	Included	\$1,200

The following table shows fees for continuing education, distributed learning, and summer school courses for the 2022/23 fiscal year. It is proposed to change the course fees for 2023/24 to \$985 (\$900 in 2022/23) to match the per course funding provided by the Ministry of Education for resident students.

2022/23	Course Fee
Coquitlam	\$1600
Delta	\$600
Langley	\$900
Maple Ridge	\$900
Mission	\$900
New Westminster	\$1175
Surrey	\$900

RECOMMENDATION

THAT the Board approve the following 10-month academic program fees for non-resident students for 2023/24:

	Application Fee	Annual Tuition Fee	Homestay Placement Fee	Homestay Fee	Custodian Fee	Airport Fee	Medical Insurance
10 Month Academic	\$200	\$14,500	\$350	\$10,500	\$50	Included	\$1,200

And Further;

THAT the Board approve the following continuing education, distributed learning and summer school course fees for non-resident students:

	Course Fee
Continuing Education	\$985
Distributed Learning	\$985
Summer School	\$985



ITEM 5

To: **Board of Education**

From: Budget Committee of the Whole

Re: **2021/22 AMENDED ANNUAL BUDGET AND
SECOND QUARTER FINANCIAL UPDATE**

Date: February 23, 2022
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The 2021/22 Amended Annual Budget is being presented to the Board for approval at the recommendation of the Budget Committee of the Whole.

In June 2021, the Board approved the 2021/22 Preliminary Annual Budget. The Preliminary Budget was based on preliminary estimates of enrolment, funding and other revenue and expenditure factors.

The 2021/22 Amended Annual Budget (Attachment A) has been prepared in accordance with Public Sector Accounting Standards and includes budgets for the operating fund, special purpose funds and the capital fund. The Second Quarter financial statements showing actual revenue and expenditures to December 31, 2021 are also provided. (Attachment B)

This report provides an analysis of changes to revenue and expenditure estimates included in the 2021/22 Amended Annual Budget. The updated revenue and expenditure estimates include Board approved budget changes to date, revenue and expenditure changes resulting from changes to enrolment, revenue changes announced by the Ministry of Education in December 2021, one-time budget reallocations and other revenue and expenditure known changes.

Major Operating Budget Changes

The following table summarizes the changes between the proposed 2021/22 Amended Annual Operating Budget and the 2021/22 Preliminary Annual Operating Budget (see Schedule 2).

2021/22 Operating Budget			
(\$ millions)			
	Preliminary Budget	Amended Budget	Change
Revenue	163.93	167.78	3.85
Expense	(165.47)	(171.43)	(5.96)
Capital Assets Purchased	(0.47)	(1.67)	(1.20)
Transfer to Local Capital	(0.03)	(0.86)	(0.83)
Budgeted Prior Year Surplus	2.04	6.37	4.33
	\$ 0.00	\$ 0.19	\$ 0.19

Revenue Changes (\$3.84 million increase)

Ministry of Education Operating Grants (\$1.59 million increase)

Based on the interim operating grants announcement, it is estimated that our school district will receive \$154.68 million of operating grant funding for 2021/22. The recalculated funding allocation for our school district is \$1.59 million more than the funding estimates included in the 2021/22 Preliminary Budget. The differences between the two estimates are provided in the following table:

	2021/22 Preliminary Operating Grant		2021/22 Interim Operating Grant		Variance	
Student enrolment type	Enrolment	Funding	Enrolment	Funding	Enrolment	Funding
Standard schools	15,062.000	118,763,870	15,202.750	119,873,684	140.750	1,109,814
Continuing education	1.125	8,871	3.250	25,626	2.125	16,755
Alternate schools	240.000	1,892,400	255.000	2,010,675	15.000	118,275
Online learning	32.775	208,449	22.875	145,485	(9.900)	(62,964)
Home schooling	15.000	3,750	9.000	2,250	(6.000)	(1,500)
Course challenges	44.000	10,824	30.000	7,380	(14.000)	(3,444)
Total school aged enrolment	15,394.900	120,888,164	15,522.875	122,065,100	127.975	1,176,936
ELL	858.000	1,359,930	876.000	1,388,460	18.000	28,530
Indigenous education	1,328.000	2,078,320	1,329.000	2,079,885	1.000	1,565
Special Needs						
Level 1	14.000	627,900	14.000	627,900	0.000	0
Level 2	836.000	17,790,080	872.000	18,556,160	36.000	766,080
Level 3	316.000	3,397,000	310.000	3,332,500	(6.000)	(64,500)
Adult education	18.025	90,666	11.625	58,474	(6.400)	(32,192)
Summer learning grade 1-7	531.000	118,944	394.000	88,256	(137.000)	(30,688)
Summer learning grade 8-9	152.000	34,048	128.000	28,672	(24.000)	(5,376)
Summer learning grade 10-12	488.000	218,624	393.000	176,064	(95.000)	(42,560)
Supplemental funding		66,850		78,484	0.000	11,634
Equity of opportunity supplement						(2,568)
Salary differential supplement						(220,361)
TOTAL ENROLMENT CHANGES						1,586,500

The salary differential funding for the Maple Ridge-Pitt Meadows School District has decreased by \$0.22 million due to a lower than anticipated average educator salary variance from the provincial average educator salary (from \$40 higher than the provincial average to \$246 lower than the provincial average per educator). At September 30, 2022, the average educator salary in our school district was \$83,931 and the provincial average educator salary was \$84,177.

Other Revenue Changes (\$2.26 million increase)

Other provincial grants have increased \$0.42 million to reflect increased enrolment with Industry Training Authority BC (\$0.04 million) and a new grant from the Ministry of Education to support Integrated Child and Youth Teams in the district (\$0.38 million).

Tuition revenue is estimated to be \$1.89 million higher than in the preliminary budget. Enrolment in the academic program is 92 FTE non-resident students higher than estimated in the preliminary budget (\$1.49 million tuition revenue). The International Education cultural program was cancelled in 2021/22 resulting in a tuition revenue decrease of \$0.13 million. Homestay application fees received are \$0.04 higher than the preliminary budget. An additional two out of province students has further generated \$0.09 in tuition revenue. Ridge Meadows College anticipates additional tuition revenue of \$0.40 due to additional enrolment.

Other revenue is estimated to decrease by \$0.14 million due to decreased before and after school programming revenue (\$0.05 million), decreased vending machine revenue (\$0.04 million) and decreased transportation fees (\$0.05 million).

Rentals and leases revenue is projected to increase \$0.09 million due to a new contract to lease district parking space (\$0.04 million) as well as additional cleaning fees for rental groups (\$0.03 million) and additional lease revenue at Riverside Centre (\$0.02 million).

Expense Changes (\$5.96 million increase)

Salaries and Benefits Changes (\$4.05 million increase)

The changes in salaries and benefits are primarily due to increased enrolment of both resident and international students as well as students with special needs. The following table details the changes in salary and benefit costs.

Salaries and Benefits Changes (\$millions)	
Staffing changes:	
Additional 14.081 FTE teachers	1.55
Decrease 0.146 FTE principals/vice principals	(0.03)
Additional 33.440 FTE education assistants	1.59
Additional 0.743 FTE support staff	0.12
Additional 2.000 FTE other professionals	0.19
Other ongoing salary and benefit changes:	
Teacher average salary	0.37
Associated professionals salaries	(0.06)
Support staff salaries	0.02
Exempt and principals/vice principals	0.02
Benefits (Employee future benefits, TPP, WorkSafe and other)	0.15
Ridge Meadows College staffing	0.15
School based TTOC banks	0.02
Other one-time salary and benefit changes:	
Exempt and principals/vice principals vacancies and salary savings	(0.19)
Teacher long service leave savings	(0.05)
Succession planning	0.11
Ridge Meadows College program instructors	(0.03)
International Education program instructors	(0.02)
Community rentals custodial costs	0.03
Benefit savings	(0.05)
Miscellaneous	0.16
Total Salary and Benefit Changes	\$ 4.05

Staffing full time equivalent changes are summarized in the following table:

	Preliminary Budget	Ongoing Changes	One-Time Changes	Amended Budget
Teachers	838.238	5.851	8.230	852.319
Principals/VPs	62.592	0.054	(0.200)	62.446
Other Professionals	42.300	2.000		44.300
Education Assistants	463.639	14.798	18.642	497.079
Support Staff	335.724	1.031	(0.288)	336.467
Trustees	7.000			7.000
	1,749.493	23.734	26.384	1,799.611

Teachers – Budgeted increase of \$1.57 million due to an increase in teacher staffing to support higher than projected student enrolment (14.081 FTE) and an increase of \$350/FTE in average teacher salary.

Principals / Vice Principals – Budgeted decrease of \$0.5 million due to one-time savings related to a secondment (0.20 FTE) partially offset by an increase of 0.054 FTE for summer school administration.

Educations Assistants – Budgeted increase of \$0.97 million is due to increased education assistant staffing required to support the increased enrolment of students with special needs (ongoing 14.143 FTE and 15 FTE one-time), one-time grant funded 1.0 FTE trades and work experience coordinator, one-time funded additional Aboriginal Support Workers (1 FTE), ongoing summer school staffing increases of 0.655 FTE, and one-time 1.642 FTE CCW previously budgeted as a staffing bank to support students to return to in class instruction.

Support Staff – Budgeted decrease of \$0.18 million is due to lower than budgeted average salary and vacancies for associated professionals (\$0.14 million), reduced one-time pandemic health and safety cleaning requirements (2.675 FTE - \$0.10 million) partially offset by higher than budgeted custodial costs for rentals (\$0.03 million) and other support staff staffing changes (\$0.03 million – ongoing 1 FTE lunch hour supervisor, 0.031 FTE summer school clerical, one-time 0.143 FTE clerical and other).

A budgeted one-time increase of \$0.27 million relates to the addition of 3.0 FTE ICY staff provisionally budgeted in this category until the Integrated Child and Youth Teams staffing model is finalized.

Other Professionals – Budgeted increase of \$0.28 million due to a change to the operational model for Ridge Meadows College from all contracted temporary staff to a combination of full-time staff (2.0 FTE Program Chairs) and contracted staff based on programs offered each term (\$0.24 million) and salary grid changes (\$0.04 million).

Services, Supplies and Other Expenditure Changes (\$1.9 million increase)

The increases in services and supply budgets are principally owed to Board approved one-time funding from restricted operating surplus for 2020/21 for specific expenditures in 2021/22 (\$6.39 million).

The emergent expenditure fund allocation of \$0.15 million in the preliminary budget has been spent on additional staffing for DEO reception coverage, trades and work experience coordination, TTOC days for athletic directors, FSNS TTOC time and school clerical time. The balance remaining in the amended budget for use to June 30, 2022 is \$0.11 million.

A summary of changes to services and supplies budgets is provided in the following table.

Services and Supplies Changes 2021/22	
(\$ millions)	
Ongoing Changes	
Enrolment driven expenditures	
School budget allocations	\$ 0.02
Ridge Meadows College professional services and supplies	0.10
Program fees paid to post secondary institutions	0.14
Utilities	0.01
One-Time Appropriated Funds from 2021/22	
Targeted funding - Indigenous Education	0.09
School budget balances	0.65
Personal professional development	0.33
Financial provisions	0.10
Funds required to complete projects in progress	0.08
Purchase order commitments	0.16
Support for school growth plans	0.17
Support for operational plans	0.33
Other One-Time Services and Supplies Changes	
Expense reductions due to decreased revenue	
International Education (commissions, cultural activities, travel)	0.27
Ridge Meadows College professional services	0.01
Before and After School program costs	(0.05)
Revenue Generation (photos, vending)	(0.05)
Lower demand for student transportation services	(0.10)
Transfer to capital assets purchased	(0.15)
Expenses related to new funding	
Integrated Child & Youth Teams	0.04
Industry Training Authority (ITA)	0.01
Snow removal	0.16
Transfer to salary budgets for TTOC, clerical, succession planning	(0.17)
Contracted services for students with special needs	0.10
COVID-19 related savings due to cancellation of in person events	(0.28)
One-time savings	(0.07)
	\$ 1.90

Capital Assets Purchased Changes (\$1.20 million increase)

Budgets for purchases of capital assets have increased by \$1.20 million to reflect reallocations from other expense categories as spending plans are finalized for schools and departments. The table below summarizes the changes in capital assets purchased:

Capital Assets Purchased Changes 2021/22	
(\$ millions)	
Funds for specific expenditures carried forward from 2020/21	
School budget balances	0.07
Purchase order commitments	0.58
Support for operational plans	0.19
New classroom set-up	0.20
One time reallocation of supply budgets	0.16
	\$1.20

Use of Operating Surplus

Based on projected enrolment it is currently estimated that an additional 9 classrooms will have to be set-up district wide and that two new portable classrooms will have to be purchased. It is proposed that a transfer of \$650,000 from the operating to the local capital fund be approved for the procurement of new portable classrooms for the 2022/23 school year and that a transfer of \$180,000 from the operating to the local capital fund be approved for new classroom set-up for the 2022/23 school year.

Estimated Appropriated Operating Surplus

School District No. 42 has historically ended the fiscal year with an appropriated surplus. For June 30, 2022, based on historical expenditure patterns and current Board policy for school rollovers and Ministry of Education policies for targeted funding and historical contractual obligations at year end, it is estimated that the appropriated surplus will be approximately \$1.05 million.

Operating Contingency Reserve/Unrestricted Surplus

\$0.49 million of the Operating Fund contingency reserve needs to be utilized to cover increased one-time costs for education assistant staffing (\$0.33 million) and snow removal (\$0.16 million). The remaining available operating funds of \$0.19 million can be utilized to address increased costs or lower revenues that have not been captured in this amended budget.

Operating Contingency 2021/22 (\$ millions)	
Contingency Reserve 2020/21	0.61
Board Approved - Additional education assistant staffing	(0.33)
Snow removal - December/January	(0.16)
One-time savings	0.07
	\$ 0.19

Special Purpose Funds Amended Annual Budget

Special Purpose Funds include funds received from the Ministry of Education or other sources that have been designated for specific purposes. Major Special Purpose Funds include the Classroom Enhancement Fund, School Generated Funds, Annual Facilities Grant, Youth Education Support Fund and Community Link.

The following table summarizes the changes between the proposed 2021/22 Amended Annual Special Purpose Funds Budget and the 2021/22 Preliminary Annual Special Purpose Funds Budget. Additional information regarding Special Purpose Funds can be found in **Schedule 3 and 3A** in the attached budget document.

2021/22 Special Purpose Funds Budget (\$ Millions)			
	Preliminary Budget	Amended Budget	Change
Revenue	17.86	24.52	6.66
Expenses	(17.55)	(24.06)	(6.51)
Capital Assets Purchased	(0.31)	(0.46)	(0.15)
	\$ 0.00	0.00	\$ 0.00

The amended budget reflects the Classroom Enhancement Fund (CEF) allocation received from the Ministry of Education based on fall 2021 submissions from school districts. School District No. 42 received an allocation of \$18.23 million to fund 155.8 FTE teachers (\$16.36 million), overhead costs (\$0.73 million) and remedy costs (\$1.14 million). The school district is required to record and report the actual cost of CEF teachers, and the amount allocated may be reduced to reflect the actual cost of CEF teachers for 2021/22.

The Amended Annual Budget considers the year end rollovers which account for the majority of the variances in the Special Purpose Funds. The Amended Annual Budget is forecasting a Deferred Revenue balance of \$1.25 million at the end of 2020/21.

Annual Facilities Grant

On January 19, 2022, the Board approved the revised spending plan for the AFG Grant. The approved plans are summarized in the following table.

FACILITY	PROJECT DESCRIPTION	COST
Blue Mountain Elementary	Exterior painting	29,780
Davie Jones Elementary	Fire panel replacement	16,000
	Upgrade supply water line	16,800
Highland Park Elementary	Furnace replacement for portable	2,100
Laity View Elementary	Roofing	396,000
Maple Ridge Elementary	Mold abatement	3,573
Pitt Meadows Elementary	Fire panel replacement	14,000
	Furnace replacement for portable	2,100
Whonnock Elementary	Effluent system repairs	6,500
Yennadon Elementary Annex	Fire panel replacement	12,117
Maple Ridge Secondary	HVAC duct cleaning - air quality	23,090
Pitt Meadows Secondary	HVAC duct cleaning - air quality	22,950
Garibaldi Secondary	Boiler upgrade	59,850
	Exterior painting	20,000
	Shops asbestos and lead paint abatement	43,324
	Unit heater replacement	409,216
Samuel Robertson	Portable exterior pressure washing	3,700
	Portable pathway paving	5,200
	Portables exterior upgrade	53,700
	Portables interior upgrade	50,050
	Underground conduits for portables	9,062
	Portables - flooring	58,980
Thomas Haney Secondary	Roofing	506,000
Riverside Center	Interior upgrades	100,000
	HVAC duct cleaning - air quality	5,075
Various schools	Asbestos abatement	46,427
	Exterior painting	36,532
	Facilities upgrades	90,561
	Flooring	16,379
	Gym floor refinishing	35,000
	Interior painting	65,243
	Paving	151,820
	Wall carpet removal	50,000
	HVAC duct cleaning - air quality	8,885
District	Capital asset management system	44,051
	Maintenance yard paving	7,800
	Replacement of 4 heat pumps at DEO	36,695
	Site and access upgrades at DEO	195,500
Grand Total		2,654,060

Provincial Restart Funding: Health and Safety Allocation

On September 22, 2021, the Board approved the spending plan for the Provincial Safe Return to School Grant. The following table reflects the revised spending plan based on projected needs.

2021/22 AMENDED BUDGET	Current Budget	Proposed Change	Amended Budget
Restart Grant : Health & Safety Allocation			
Ministry of Education Grant	370,460		370,460
Hand Hygiene	(214,310)	11,562	(202,748)
Health and Safety			
Communicable Disease Plan Implementation	(37,950)	(5,000)	(42,950)
Enhanced Ventilation - Utilities	(118,200)	(6,562)	(124,762)
Total Budget Changes	-	-	-

Tangible Capital Assets, Capital Revenue and Expense

The acquisition of tangible capital assets is summarized in **Statement 4**.

The tangible capital assets purchased amount of \$2.14 million reflects the projected total tangible capital assets purchased from operating (\$1.67 million) and special purpose funds (\$0.47 million).

The acquisition of tangible capital assets from local capital of \$2.12 million represents estimated spending for board approved uses of local capital. The major projects expected to be undertaken in 2021/22 are the energy management plan, new classroom space, facilities capital spending, and IT evergreen capital plan.

The acquisition of tangible capital assets from deferred capital revenue of \$5.43 million represents estimated spending for provincially funded capital projects. The major projects in this category are detailed in the following table:

Facility Name	Project Description	Provincial Funding	Previous Years Spending	2021/22 Spending	Total Spending
Davie Jones Elementary	MCFD Childcare new building	2.13	0.76	1.37	2.13
čəsqənelə Elementary	New school building	25.73	25.57	0.16	25.73
Garibaldi Secondary	Domestic hot water tank system & boiler upgrade	0.63		0.63	0.63
Glenwood Elementary	Gender neutral washroom upgrade	0.52		0.52	0.52
Harry Hooge Elementary	Window replacement	0.31		0.31	0.31
Webster's Corner Elementary	Universally accessible playground equipment	0.17		0.17	0.17
Davie Jones Elementary	Universally accessible playground equipment	0.17		0.17	0.17
DEO	AFG HVAC Replacement of 4 heat pumps	0.04		0.04	0.04
DEO	AFG Site upgrades and access upgrades	0.20		0.20	0.20
Davie Jones Elementary	AFG Plumbing upgrade supply water line	0.02		0.02	0.02
Davie Jones Elementary	AFG Electrical fire panel replacement	0.02		0.02	0.02
Garibaldi Secondary	AFG Asbestos and lead paint abatement	0.04		0.04	0.04
Garibaldi Secondary	AFG HVAC unit heater replacement	0.41	0.05	0.36	0.41
Garibaldi Secondary	AFG HVAC boiler upgrade	0.06		0.06	0.06
Lait View Elementary	AFG Roofing	0.40		0.40	0.40
Pitt Meadows Elementary	AFG Electrical Fire panel replacement	0.01		0.01	0.01
Riverside Center	AFG Interior construction interior upgrades	0.10		0.10	0.10
Samuel Robertson	AFG Interior construction portables exterior upgrade	0.05		0.05	0.05
Samuel Robertson	AFG Interior construction Portables interior upgrade	0.05		0.05	0.05
Thomas Haney Secondary	AFG Roofing	0.50		0.50	0.50
Various schools	AFG Site upgrades paving	0.15		0.15	0.15
Various schools	AFG Exterior walls systems exterior painting	0.04		0.04	0.04
Samuel Robertson	AFG Electrical under ground conduits for portables	0.01		0.01	0.01
Various schools	AFG Asbestos abatement	0.04		0.04	0.04
Whonnock Elementary	AFG Plumbing effluent system bio-disc repairs	0.01		0.01	0.01
Total		31.81	26.38	5.43	31.81

The Capital Revenue and Expense amended budget (Schedule 4) includes changes to amortization of deferred capital revenue and amortization of tangible assets that reflect current increased projections for tangible capital assets purchased in 2021/22. The changes to local capital revenue and expenditure are also included in Schedule 4. Only the 2021/22 estimated spending is included in Schedule 4 of the amended budget.

The approved and proposed uses of local capital are detailed in the following table.

Local Capital and Contingency Reserve		
(\$ millions)		
	2021/22 Preliminary Budget	2021/22 Amended Budget
Uses of Local Capital		
Parent portal upgrades		0.02
Emergency preparedness		0.02
Energy management plan		0.67
New elementary school		0.39
New classrooms setup		0.64
MRSS Annex reconfiguration		0.29
Capital planning		0.15
Virtual boardroom		0.01
Facilities equipment and vehicles	0.18	0.18
IT capital plan	1.50	1.50
Student information system for RMC		0.10
2022/23 New portable classrooms		0.65
2022/23 New classroom setup		0.18
	1.68	4.80
Childcare capital	0.10	0.10
Contingency reserve for local capital	1.52	2.14
Total local capital fund	\$ 3.30	\$ 7.04

Contingency Reserve – Budgeted Accumulated Surplus

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 (\$1.74 million to \$5.22 million). The current balance of \$2.33 million (\$2.14 million local capital and \$0.19 million operating) equates to 1.34% of operating expenditures.

Risks to Projections

Revenue

The provincial operating grant included in these estimates may not be the same as the operating grant distributed by the Ministry of Education for 2021/22. The main factors that create variances of provincial funding are actual funded enrolment as at February and May 2022, Classroom Enhancement Fund allocation, and other provincial funding announcements made during the remainder of 2021/22.

Expense

The salaries and benefits estimates are based on estimated average salaries for teachers, specific salaries for other employee groups, and known benefit rate changes. Variances in average teacher salaries will impact these estimates. 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 the contingency reserve.

These estimates assume 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.

It is important to note that we are still awaiting approval from the Ministry of Education regarding the use of surplus Indigenous Education funds from 2020/21. We are anticipating that the spending plan will be approved as submitted and included the carryforward and spending plan in the amended budget.

Capital Projects

Due to their magnitude, capital projects have the potential to significantly impact the financial position of the school district. There is no process to assess the risk of the entire capital program; individual project risk assessments must be done on a continuous basis. Project agreements with the Ministry of Education 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 \$2.14 million is available to mitigate risk for capital projects.

COVID-19

On March 17, 2020, in response to the COVID-19 pandemic and under the direction of the Provincial Health Officer, the provincial government directed all K-12 public and independent schools to immediately suspend in-class instruction. Effective September 2020, all students were encouraged to return to in-class learning.

The BC Centre for Disease Control released public health guidance for schools and school districts to prevent the transmission of COVID-19 and maintain a safe and healthy environment for students, families, and staff. Also, WorkSafeBC provided protocols to support safe workplace operations during the COVID-19 pandemic.

The school district implemented the health and safety measures required to ensure safe and healthy environment for students, families, and staff. New safety plans were developed and rolled out and staff have been trained on the new health and safety protocols. Costs related to COVID-19 will continue to be closely monitored and if the financial impact is greater than amounts already provided for to date, the contingency reserve will need to be used to address any funding shortfalls.

Recommendation

- (1) THAT the Board approve the transfer of \$830,000 from the Operating Fund to Local Capital to fund the purchase of portable classrooms and the set-up of new classrooms.**
- (2) THAT the Amended Budget Bylaw of the Board for the fiscal year 2021/22 be given three (3) readings at this meeting (vote must be unanimous).**
- (3) THAT The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) 2021/22 Amended Annual Budget be:**

Read a first time on the 23rd day of February 2022;

Read a second time on the 23rd day of February 2022;

Read a third time, passed, and adopted on the 23rd day of February 2022

Attachments

Amended Annual Budget

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

June 30, 2022

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

June 30, 2022

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*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE-PITT MEADOWS) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2021/2022 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 42 (Maple Ridge-Pitt Meadows) Amended Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$209,058,494 for the 2021/2022 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE 23rd DAY OF FEBRUARY, 2022;

READ A SECOND TIME THE 23rd DAY OF FEBRUARY, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF FEBRUARY, 2022;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 42 (Maple Ridge-Pitt Meadows) Amended Annual Budget Bylaw 2021/2022, adopted by the Board the 23rd DAY OF FEBRUARY, 2022.

Secretary Treasurer

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

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	15,538,951	15,390,976
Adult	46,988	53,388
Other	114,375	146,375
Total Ministry Operating Grant Funded FTE's	15,700,314	15,590,739
Revenues	\$	\$
Provincial Grants		
Ministry of Education	178,392,936	168,628,043
Other	307,060	233,800
Federal Grants	171,006	43,600
Tuition	8,331,741	6,557,945
Other Revenue	3,003,169	5,545,806
Rentals and Leases	616,541	527,340
Investment Income	291,603	300,043
Amortization of Deferred Capital Revenue	6,554,895	6,564,805
Total Revenue	197,668,951	188,401,382
Expenses		
Instruction	169,249,579	158,749,204
District Administration	6,404,922	6,089,799
Operations and Maintenance	28,523,612	28,115,369
Transportation and Housing	622,586	678,108
Total Expense	204,800,699	193,632,480
Net Revenue (Expense)	(7,131,748)	(5,231,098)
Budgeted Allocation (Retirement) of Surplus (Deficit)	6,369,229	2,040,397
Budgeted Surplus (Deficit), for the year	(762,519)	(3,190,701)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)	190,487	
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(953,006)	(3,190,701)
Budgeted Surplus (Deficit), for the year	(762,519)	(3,190,701)

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

Statement 2

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	171,431,445	165,474,015
Operating - Tangible Capital Assets Purchased	1,670,947	469,486
Special Purpose Funds - Total Expense	22,808,974	17,543,416
Special Purpose Funds - Tangible Capital Assets Purchased	465,705	314,557
Capital Fund - Total Expense	10,560,280	10,615,049
Capital Fund - Tangible Capital Assets Purchased from Local Capital	2,121,143	
Total Budget Bylaw Amount	209,058,494	194,416,523

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
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Signature of the Superintendent	Date Signed
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Signature of the Secretary Treasurer	Date Signed
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School District No. 42 (Maple Ridge-Pitt Meadows)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(7,131,748)	(5,231,098)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(2,136,652)	(784,043)
From Local Capital	(2,121,143)	
From Deferred Capital Revenue	(5,427,447)	(7,232,646)
Total Acquisition of Tangible Capital Assets	(9,685,242)	(8,016,689)
Amortization of Tangible Capital Assets	10,560,280	10,615,049
Total Effect of change in Tangible Capital Assets	875,038	2,598,360
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(6,256,710)	(2,632,738)

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

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2022

	Operating Fund	Special Purpose Fund	Capital Fund	2022 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	6,369,229		89,250,957	95,620,186
Changes for the year				
Net Revenue (Expense) for the year	(3,645,295)	465,705	(3,952,158)	(7,131,748)
Interfund Transfers				
Tangible Capital Assets Purchased	(1,670,947)	(465,705)	2,136,652	-
Local Capital	(862,500)		862,500	-
Net Changes for the year	(6,178,742)	-	(953,006)	(7,131,748)
Budgeted Accumulated Surplus (Deficit), end of year	190,487	-	88,297,951	88,488,438

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

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	157,261,155	155,355,070
Other	307,060	233,800
Federal Grants	171,006	43,600
Tuition	8,331,741	6,557,945
Other Revenue	860,271	960,806
Rentals and Leases	616,541	527,340
Investment Income	238,376	257,043
Total Revenue	167,786,150	163,935,604
Expenses		
Instruction	147,045,554	141,529,180
District Administration	6,404,922	6,089,799
Operations and Maintenance	17,398,586	17,176,928
Transportation and Housing	582,383	678,108
Total Expense	171,431,445	165,474,015
Net Revenue (Expense)	(3,645,295)	(1,538,411)
Budgeted Prior Year Surplus Appropriation	6,369,229	2,040,397
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,670,947)	(469,486)
Local Capital	(862,500)	(32,500)
Total Net Transfers	(2,533,447)	(501,986)
Budgeted Surplus (Deficit), for the year	190,487	-

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

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	154,682,805	153,096,305
ISC/LEA Recovery	(382,256)	(382,256)
Other Ministry of Education Grants		
Pay Equity	1,874,965	1,874,965
Funding for Graduated Adults	188,268	252,443
Student Transportation Fund	185,990	185,990
Support Staff Benefits Grant	311,930	311,930
FSA Scorer Grant	15,693	15,693
Early Learning Framework	3,907	
Integrated Child and Youth Team	379,853	
Total Provincial Grants - Ministry of Education	157,261,155	155,355,070
Provincial Grants - Other	307,060	233,800
Federal Grants	171,006	43,600
Tuition		
Summer School Fees	45,000	28,500
Continuing Education	949,887	678,620
International and Out of Province Students	7,336,854	5,850,825
Total Tuition	8,331,741	6,557,945
Other Revenues		
Funding from First Nations	382,256	382,256
Miscellaneous		
Revenue Generation	56,000	93,000
Partnership Program	155,765	124,050
Miscellaneous	140,100	141,300
Transportation	72,435	119,700
Before and After School Programming	53,715	100,500
Total Other Revenue	860,271	960,806
Rentals and Leases	616,541	527,340
Investment Income	238,376	257,043
Total Operating Revenue	167,786,150	163,935,604

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

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Salaries		
Teachers	74,671,534	73,105,886
Principals and Vice Principals	8,235,577	8,284,507
Educational Assistants	18,252,575	17,278,700
Support Staff	13,011,535	12,919,670
Other Professionals	5,256,230	4,977,312
Substitutes	5,515,050	5,155,777
Total Salaries	124,942,501	121,721,852
Employee Benefits	30,997,173	30,165,181
Total Salaries and Benefits	155,939,674	151,887,033
Services and Supplies		
Services	6,550,314	5,346,620
Student Transportation	637,530	742,118
Professional Development and Travel	1,049,582	797,880
Rentals and Leases	2,000	2,000
Dues and Fees	146,954	143,806
Insurance	700,481	490,364
Supplies	3,874,509	3,515,293
Utilities	2,530,401	2,548,901
Total Services and Supplies	15,491,771	13,586,982
Total Operating Expense	171,431,445	165,474,015

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

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2022

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	57,903,233	618,661	59,720	441,930		2,925,995	61,949,539
1.03 Career Programs	349,044		477,173			26,401	852,618
1.07 Library Services	1,248,915			5,445		53,855	1,308,215
1.08 Counselling	1,860,428					83,761	1,944,189
1.10 Special Education	9,026,156	1,097,858	16,850,751	1,561,966	183,108	1,498,270	30,218,109
1.30 English Language Learning	1,152,984					46,704	1,199,688
1.31 Indigenous Education	578,153	137,759	793,233	53,597		18,900	1,581,642
1.41 School Administration		5,951,887		2,669,240	11,817	294,179	8,927,123
1.60 Summer School	304,188	18,696	68,948	22,499			414,331
1.61 Continuing Education		14,146		102,186	460,493	4,099	580,924
1.62 International and Out of Province Students	2,219,780	251,112		439,455	267,960	115,201	3,293,508
1.64 Other				323,231	82,744		405,975
Total Function 1	74,642,881	8,090,119	18,249,825	5,619,549	1,006,122	5,067,365	112,675,861
4 District Administration							
4.11 Educational Administration				49,172	1,115,583	8,747	1,173,502
4.40 School District Governance					358,053	3,000	361,053
4.41 Business Administration		145,458	2,750	568,039	1,399,294	50,707	2,166,248
Total Function 4	-	145,458	2,750	617,211	2,872,930	62,454	3,700,803
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	28,653			197,041	1,048,444	51,276	1,325,414
5.50 Maintenance Operations				6,160,890	328,734	333,955	6,823,579
5.52 Maintenance of Grounds				416,844			416,844
5.56 Utilities							-
Total Function 5	28,653	-	-	6,774,775	1,377,178	385,231	8,565,837
7 Transportation and Housing							
7.70 Student Transportation							-
Total Function 7	-	-	-	-	-	-	-
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	74,671,534	8,235,577	18,252,575	13,011,535	5,256,230	5,515,050	124,942,501

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

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	61,949,539	14,479,811	76,429,350	2,722,402	79,151,752	77,236,254
1.03 Career Programs	852,618	215,602	1,068,220	645,435	1,713,655	1,486,821
1.07 Library Services	1,308,215	307,565	1,615,780	182,343	1,798,123	1,774,633
1.08 Counselling	1,944,189	456,666	2,400,855	107,973	2,508,828	2,485,974
1.10 Special Education	30,218,109	7,845,768	38,063,877	407,632	38,471,509	37,175,248
1.30 English Language Learning	1,199,688	281,975	1,481,663	14,581	1,496,244	1,455,206
1.31 Indigenous Education	1,581,642	397,362	1,979,004	318,839	2,297,843	2,078,220
1.41 School Administration	8,927,123	2,458,807	11,385,930	397,716	11,783,646	11,631,754
1.60 Summer School	414,331	69,614	483,945	7,630	491,575	449,788
1.61 Continuing Education	580,924	105,983	686,907	258,802	945,709	553,559
1.62 International and Out of Province Students	3,293,508	788,673	4,082,181	1,728,842	5,811,023	4,990,952
1.64 Other	405,975	98,846	504,821	70,826	575,647	210,771
Total Function 1	112,675,861	27,506,672	140,182,533	6,863,021	147,045,554	141,529,180
4 District Administration						
4.11 Educational Administration	1,173,502	363,764	1,537,266	385,452	1,922,718	1,834,706
4.40 School District Governance	361,053	57,655	418,708	144,139	562,847	533,417
4.41 Business Administration	2,166,248	615,051	2,781,299	1,138,058	3,919,357	3,721,676
Total Function 4	3,700,803	1,036,470	4,737,273	1,667,649	6,404,922	6,089,799
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,325,414	315,862	1,641,276	1,181,962	2,823,238	2,645,166
5.50 Maintenance Operations	6,823,579	2,025,788	8,849,367	1,866,234	10,715,601	10,829,847
5.52 Maintenance of Grounds	416,844	112,381	529,225	357,389	886,614	714,573
5.56 Utilities	-	-	-	2,973,133	2,973,133	2,987,342
Total Function 5	8,565,837	2,454,031	11,019,868	6,378,718	17,398,586	17,176,928
7 Transportation and Housing						
7.70 Student Transportation	-	-	-	582,383	582,383	678,108
Total Function 7	-	-	-	582,383	582,383	678,108
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	124,942,501	30,997,173	155,939,674	15,491,771	171,431,445	165,474,015

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

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	21,131,781	13,272,973
Other Revenue	2,142,898	4,585,000
Total Revenue	23,274,679	17,857,973
Expenses		
Instruction	22,204,025	17,220,024
Operations and Maintenance	564,746	323,392
Transportation and Housing	40,203	
Total Expense	22,808,974	17,543,416
Net Revenue (Expense)	465,705	314,557
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(465,705)	(314,557)
Total Net Transfers	(465,705)	(314,557)
Budgeted Surplus (Deficit), for the year	-	-

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

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2022

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year	(10,916)		162,409	930,846	30,938	2,684	51,931	67,658	
Add: Restricted Grants									
Provincial Grants - Ministry of Education	517,500	533,036			256,000	51,450	231,726	577,430	726,809
Other				2,069,154					
	517,500	533,036	-	2,069,154	256,000	51,450	231,726	577,430	726,809
Less: Allocated to Revenue	506,584	533,036	62,409	2,000,000	286,938	54,134	283,657	645,088	726,809
Deferred Revenue, end of year	-	-	100,000	1,000,000	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	506,584	533,036			286,938	54,134	283,657	645,088	726,809
Other Revenue			62,409	2,000,000					
	506,584	533,036	62,409	2,000,000	286,938	54,134	283,657	645,088	726,809
Expenses									
Salaries									
Teachers						18,176	88,880	24,467	
Principals and Vice Principals								31,021	179,800
Educational Assistants		444,197		40,000	199,216	180		389,467	
Support Staff	52,615			20,000					111,724
Substitutes				15,000				21,437	298,509
	52,615	444,197	-	75,000	199,216	18,356	88,880	466,392	590,033
Employee Benefits	12,628	88,839		15,000	69,726	4,216	21,082	125,735	127,781
Services and Supplies	44,051		62,409	1,870,000	17,996	31,562	147,816	52,961	8,995
	109,294	533,036	62,409	1,960,000	286,938	54,134	257,778	645,088	726,809
Net Revenue (Expense) before Interfund Transfers	397,290	-	-	40,000	-	-	25,879	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(397,290)			(40,000)			(25,879)		
	(397,290)	-	-	(40,000)	-	-	(25,879)	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

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

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2022

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School / Restart: Health & Safety Grant	Youth Education Support Fund	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			12,381	74,868	737		230,489	1,554,025
Add: Restricted Grants								
Provincial Grants - Ministry of Education	16,364,917	1,138,768	6,922	120,482	6,000	370,460		20,901,500
Other								2,069,154
	16,364,917	1,138,768	6,922	120,482	6,000	370,460	-	22,970,654
Less: Allocated to Revenue	16,364,917	1,138,768	19,303	195,350	6,737	370,460	80,489	23,274,679
Deferred Revenue, end of year	-	-	-	-	-	-	150,000	1,250,000
Revenues								
Provincial Grants - Ministry of Education	16,364,917	1,138,768	19,303	195,350	6,737	370,460		21,131,781
Other Revenue							80,489	2,142,898
	16,364,917	1,138,768	19,303	195,350	6,737	370,460	80,489	23,274,679
Expenses								
Salaries								
Teachers	13,325,354	189,795		1,750		10,700		13,659,122
Principals and Vice Principals								210,821
Educational Assistants					375	5,000		1,078,435
Support Staff								184,339
Substitutes		759,179		10,500	4,225	5,900		1,114,750
	13,325,354	948,974	-	12,250	4,600	21,600	-	16,247,467
Employee Benefits	3,039,563	189,794		2,900	900	3,400		3,701,564
Services and Supplies			19,303	180,200	1,237	345,460	77,953	2,859,943
	16,364,917	1,138,768	19,303	195,350	6,737	370,460	77,953	22,808,974
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	2,536	465,705
Interfund Transfers								
Tangible Capital Assets Purchased							(2,536)	(465,705)
	-	-	-	-	-	-	(2,536)	(465,705)
Net Revenue (Expense)	-	-	-	-	-	-	-	-

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

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget			2022 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		53,227	53,227	43,000
Amortization of Deferred Capital Revenue	6,554,895		6,554,895	6,564,805
Total Revenue	6,554,895	53,227	6,608,122	6,607,805
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	10,560,280		10,560,280	10,615,049
Total Expense	10,560,280	-	10,560,280	10,615,049
Net Revenue (Expense)	(4,005,385)	53,227	(3,952,158)	(4,007,244)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	2,136,652		2,136,652	784,043
Local Capital		862,500	862,500	32,500
Total Net Transfers	2,136,652	862,500	2,999,152	816,543
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	2,065,025	(2,065,025)	-	
Tangible Capital Assets WIP Purchased from Local Capital	56,118	(56,118)	-	
Total Other Adjustments to Fund Balances	2,121,143	(2,121,143)	-	
Budgeted Surplus (Deficit), for the year	252,410	(1,205,416)	(953,006)	(3,190,701)

School District No. 42 (Maple Ridge-Pitt Meadows)
Schedule of Operating Operations
Projections to June 30, 2022

	2021/22 Preliminary Budget	Actual Spending to Dec 31, 2021	2021/22 Amended Budget	Change to Budget
Operating Revenue by Source				
Grants				
Operating Provincial Grants - Ministry of Education	153,096,305	62,248,957	154,682,805	1,586,500
Local Education Agreement Recovery	(382,256)	(177,181)	(382,256)	0
Operating Other Ministry of Education Grants	2,641,021	385,645	2,960,606	319,585
Provincial Grants - Other	233,800	207,800	307,060	73,260
Federal Grants	43,600	37,556	171,006	127,406
Total Grants	155,632,470	62,702,777	157,739,221	2,106,751
Tuition	6,557,945	3,877,740	8,331,741	1,773,796
Other Revenue	578,550	245,015	478,015	(100,535)
LEA - Direct Funding from First Nations	382,256	204,092	382,256	0
Rentals & Leases	527,340	324,561	616,541	89,201
Investment Income	257,043	164,841	238,376	(18,667)
Total Other Revenue	8,303,134	4,816,249	10,046,929	1,743,795
Total Operating Revenue	163,935,604	67,519,026	167,786,150	3,850,546
Operating Expense by Type				
Salaries				
Teachers	73,105,886	29,908,324	74,671,534	1,565,648
Principals and Vice Principals	8,284,507	4,119,673	8,235,577	(48,930)
Education Assistants	17,278,700	7,445,141	18,252,575	973,875
Support Staff	12,919,670	5,834,945	13,011,535	91,865
Other Professionals	4,977,312	2,462,001	5,256,230	278,918
Substitutes	5,155,777	1,991,097	5,515,050	359,273
Total Salaries	121,721,852	51,761,181	124,942,501	3,220,649
Employee Benefits	30,165,181	11,789,759	30,997,173	831,992
Total Salaries and Benefits	151,887,033	63,550,940	155,939,674	4,052,641
Services and Supplies				
Services	5,346,620	3,091,181	6,550,314	1,203,694
Student Transportation	742,118	223,293	637,530	(104,588)
Professional Development	797,880	182,075	1,049,582	251,702
Rentals and Leases	2,000	656	2,000	0
Dues and Fees	143,806	113,171	146,954	3,148
Insurance	490,364	420,157	700,481	210,117
Supplies	3,515,293	1,429,093	3,874,509	359,216
Utilities	2,548,901	1,041,550	2,530,401	(18,500)
Total Services and Supplies	13,586,982	6,501,175	15,491,771	1,904,789
Total Operating Expenses	165,474,015	70,052,115	171,431,445	5,957,430
Interfund & Local Capital				
Capital Assets Purchased	469,486	810,851	1,670,947	1,201,461
Transfer to / (from) Local Capital	32,500	32,500	862,500	830,000
Total Interfund and Local Capital	501,986	843,351	2,533,447	2,031,461
Total Expenses	165,976,001	70,895,466	173,964,892	7,988,891
Appropriated Surplus				
Use of Prior Year Surplus or Reserves	2,040,397		6,369,229	4,328,832
Projected Operating Surplus/(Deficit)	0	(3,376,441)	190,487	190,487

School District No. 42 (Maple Ridge-Pitt Meadows)
Special Purpose Funds
As At December 31, 2021

	ANNUAL FACILITIES GRANT	LEARNING IMPROVEMENT FUND	SCHOLARSHIPS AND BURSARIES	SCHOOL GENERATED FUNDS	STRONG START	READY, SET, LEARN	OLEP	COMMUNITY LINK	CLASSROOM ENHANCEMENT FUND-OVERHEAD	CLASSROOM ENHANCEMENT FUND-STAFFING	FIRST NATION TRANSPORTATION	MENTAL HEALTH IN SCHOOLS	CHANGING RESULTS FOR YOUNG CHILDREN	PROV SAFE SAFE RETURN TO SCHOOL	YOUTH EDUCATION SUPPORT FUND	TOTAL
Deferred Revenue, beginning of year			162,409	930,846	30,938	2,684	51,931	67,658			12,381	74,868	737		230,489	1,564,941
Add: Restricted Grants																
Provincial Grants - Ministry of Education	506,584	213,214			179,200	36,015	163,726	230,972	290,724	4,151,609	6,922	120,482	4,200	370,460		6,274,108
Other			15,201	1,406,944											171,814	1,593,960
	506,584	213,214	15,201	1,406,944	179,200	36,015	163,726	230,972	290,724	4,151,609	6,922	120,482	4,200	370,460	171,814	7,868,068
Less: Allocated to Revenue	299,286	207,164		1,031,617	106,859	21,288	105,653	210,358	255,913	6,271,885		32,264	1,354	77,449	104,070	8,725,160
Deferred Revenue, end of year	207,298	6,050	177,610	1,306,173	103,279	17,411	110,004	88,272	34,811	(2,120,276)	19,303	163,086	3,583	293,011	298,233	707,849
Revenues																
Provincial Grants - Ministry of Education	299,286	207,164			106,859	21,288	105,653	210,358	255,913	6,271,885		32,264	1,354	77,449		7,589,473
Other				1,031,617											104,070	1,135,687
	299,286	207,164	0	1,031,617	106,859	21,288	105,653	210,358	255,913	6,271,885	0	32,264	1,354	77,449	104,070	8,725,160
Expenses																
Salaries																
Teachers						7,092	33,043	9,842		5,175,445		1,751		10,652		5,237,825
Principals and Vice Principals								15,630								88,987
Educational Assistants				7,893	77,104	179		133,029					375	5,218		384,132
Support Staff	63,586	160,334		5,566					34,730							103,882
Other Professionals																
Substitutes				4,157			423		99,079	1,325			814	381		106,179
	63,586	160,334		17,616	77,104	7,271	33,466	158,501	207,166	5,176,770	0	1,751	1,189	16,251		5,921,005
Employee Benefits	13,490	46,830		912	26,791	1,468	7,347	42,796	39,752	1,095,115		400	165	2,695		1,277,761
Services and Supplies	117,096			978,638	2,964	12,549	17,666	9,061	8,995			30,113		58,503	69,650	1,305,235
	194,172	207,164		997,166	106,859	21,288	58,479	210,358	255,913	6,271,885	0	32,264	1,354	77,449	69,650	8,504,001
Net Revenue (Expense) before Interfund Transfers	105,114	0	0	34,451	0	0	47,174	0	0	0	0	0	0	0	34,420	221,159
Interfund Transfers																
Tangible Capital Assets Purchased	(105,114)			(34,451)			(47,174)								(34,420)	(221,159)
Net Revenue (Expense)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

School District No. 42 (Maple Ridge-Pitt Meadows)
Schedule of Capital Operations
As At December 31, 2021

	2021/22 Amended Budget	2021/22 Actual		
		Invested in Tangible Capital Assets	Local Capital	Fund Balance
Revenues				
Other Revenue			1,500	1,500
Amortization of Deferred Capital Revenue	6,564,805	3,232,366		3,232,366
Total Revenue	6,607,805	3,232,366	1,500	3,233,866
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	10,615,049	5,188,334		5,188,334
Total Expense	10,615,049	5,188,334	0	5,188,334
Capital Surplus (Deficit) for the year	(4,007,244)	(1,955,968)	1,500	(1,954,468)
Net Transfers (to) from other funds				
Tangible Capital Assets purchased	784,043	1,032,010		1,032,010
Local Capital	32,500		32,500	32,500
Total Net Transfers	816,543	1,032,010	32,500	1,064,510
Other Adjustments to Fund Balances				
Tangible Capital Assets purchased from Local Capital		388,602	(388,602)	0
Tangible Capital Assets WIP purchased from Local Capital		949,305	(949,305)	0
Total Other Adjustments to Fund Balances		1,337,907	(1,337,907)	0
Total Capital Surplus (Deficit) for the period	<u>(3,190,701)</u>	413,949	(1,303,907)	(889,958)
Capital Surplus (Deficit), beginning of year		83,069,991	6,180,966	89,250,957
Capital Surplus (Deficit), end of period		<u>83,483,940</u>	<u>4,877,059</u>	<u>88,360,999</u>



ITEM 6

To: **Board of Education**

From: Board Policy Development Committee

Re: **TERMS OF REFERENCE: RACIAL INCLUSIVITY AND EQUITY WORKING GROUP**

Date: February 23, 2022
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Racial Inclusivity and Equity Working Group is an ad-hoc staff advisory sub-committee to the Board Policy Development Committee. The purpose of the Racial Inclusivity and Equity Policy Working Group is to provide a venue for committee members to dialogue about policy development, coordinate consultation/input and make recommendations on policy development in the areas of Racial Inclusivity and Equity.

The Board Policy Development Committee has reviewed and is recommending the approval of the attached Terms of Reference for the Working Group.

RECOMMENDATION:

THAT the Board approve the Terms of Reference for the Racial Inclusivity and Equity Working Group.

Attachment

Racial Inclusivity and Equity Policy Working Group

Terms of Reference

The Racial Inclusivity and Equity Working Group is an ad-hoc staff advisory sub-committee to the Board Policy Development Committee. The purpose of the Racial Inclusivity and Equity Policy Working Group is to provide a venue for committee members to dialogue about policy development, coordinate consultation/input and make recommendations on policy development in the areas of Racial Inclusivity and Equity.

Racial Inclusivity and Equity Policy Working Group

The working group will discuss and make recommendations to the Board Policy Development Committee regarding policies relating to Racial Inclusivity and Equity.

The role of the working group is to serve as an advisory and not as a decision-making body.

Racial Inclusivity and Equity Working Group Composition

Chairperson:	Superintendent
Staff:	Deputy Superintendent, Secretary Treasurer, Principal Aboriginal Education, Vice-Principal of Racial Inclusivity and Equity
Trustee Representatives:	Members of Board Policy Development Committee
Partner Group Leadership Representatives:	MRTA, CUPE, MRPVPA, DPAC

Working Group Support

The working group will seek support/input from the School District Anti-Racism Committee and subject matter experts will be invited for specific topics where their expertise is required.

Frequency of Meetings:

The Committee shall meet at the call of the Chairperson.

Minutes

Minutes of recommendations made by the Committee shall be kept by the Chairperson and submitted to the Secretary Treasurer after each meeting. Such minutes are to record recommendations made by the Committee.

Verbal reports made by Committee members, shall not be recorded in the minutes of the Committee meetings unless the Committee makes a recommendation as a result of such reports.

A copy of the Committee meeting minutes shall be provided to the Board of Education. All Committee meeting minutes shall be made available to the Board appointed auditors for review.



ITEM 7

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **OPERATIONAL PLANS UPDATE**

Date: February 23, 2022
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

The Operational Plans attached for the Board of Education, Education, Business Operations, Human Resources and Information Technology Departments are being presented to the Board for information.

As outlined in the Strategic Plan the Operational Plans are developed to align with the districts mission, vision and values, and guided by the following three 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.*
3. *Forward-thinking, research-informed, effective, efficient, sustainable, value-based and connected school district.*

For each Operational Plan the planned actions and current status are outlined.

RECOMMENDATION:

THAT the Board receive for information the Operational Plans for the Board of Education, Education, Business Operations, Human Resources and Information Technology Departments.

Attachment



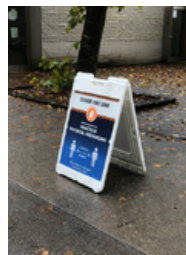
Background

In March 2020, after the adoption of the departmental operational plans, regular school district operations were suspended, and operational focus shifted to managing the COVID-19 pandemic district emergency response.

Operational Plan

For the duration of the pandemic 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



Action Plan

- ☐ Ensure continuity of board operations during the pandemic
- ☐ Advocate for sufficient resources to support the implementation of the school district's COVID-19 health and safety plan
- ☐ Support the provincial COVID-19 response
- ☐ Ensure continuity of instruction during the pandemic
- ☐ Ensure school district facilities meet the health and safety standards in place during the pandemic
- ☐ Ensure continuity of business and board operations during the pandemic
- ☐ Support the school district's COVID-19 response by developing and implementing COVID-19 pandemic response plans and Health and Safety Plans

COVID-19 Leadership Team

Harry Dhillon
Superintendent

Flavia Coughlan
Secretary Treasurer

Shannon Derinzy
Deputy Superintendent

Jovo Bikic
Assistant Superintendent

Ken Cober
Assistant Superintendent

Michael Scarella
Director, Learning Services

David Vandergugten
Assistant Superintendent

Dana Sirsiris
Director of Human Resources

Irena Pochop
Senior Manager, Communications

Monica Schulte
Assistant Secretary Treasurer

Rick Delorme
(2018-2022)
Director of Facilities

Ihor Politylo
Director of Facilities
604 466 6154

Russ Reid
Manager, Information Technology

Amanda Reber
Manager, Health and Safety

Angela Chung
Senior Manager, Human Resources

Gwyneth Dixon-Warren
District Principal, Human Resources

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

COVID-19 RESPONSE PLAN

Student Learning is Our Central Purpose

Operational Plan

DIVISION	ACTION PLAN	CURRENT STATUS 2020-2021
Board of Education	<ul style="list-style-type: none"> • Ensure continuity of board operations during the pandemic • Advocate for sufficient resources to support the implementation of the school district's COVID-19 health and safety plan • Support the provincial COVID-19 response 	<ul style="list-style-type: none"> • Board meetings have been conducted virtually since the beginning of the pandemic • Public participation in board meetings has been facilitated by broadcasting board meetings live on the school district website and on the SD42 YouTube channel • Online 2020/21 and 2021/22 Budget consultation process enabled continued stakeholder participation during the pandemic • Health and safety protocols for in-person meetings were developed and implemented to minimize risk of COVID-19 transmission • Trustees received regular updates on COVID-19 planning from staff • Trustee attendance at Townhall with Provincial Health Authority and BCSTA • Board chairperson attended bi-weekly meetings organized by BCSTA • Board reviewed and approved federal and provincial funding spending plans • Board submitted letter to provincial government requesting continuation of COVID 19 financial supports for 2021/22 • Trustee Sullivan's participation on the City of Pitt Meadows Community Check-in Committee • Monitored implementation of Restart Plan through regular staff reports at Board meetings • Trustee Murray participated in the COVID-19 Provincial Health and Safety Committee (2020-2021) • Trustee Carreras appointed to BCSTA COVID-19 Working Group (2020-2021) • COVID-19 updates posted on school district website

Continued on next page...

Operational Plan

DIVISION	ACTION PLAN	CURRENT STATUS 2020-2021
Education	<ul style="list-style-type: none"> Ensure continuity of instruction during the pandemic to the greatest extent possible 	<ul style="list-style-type: none"> Safety Plan implemented and updated per Ministry of Education and BCCDC guidelines Food services to students and families organized Odyssey K-9 program expanded to accommodate increased demand Helping teachers developed online resources for parents, students and staff for possibility of shifting to remote learning Safe and Caring team meetings scheduled regularly with partner groups Input sought through staff and student focus groups about COVID-related learning structures Prepared for distribution of technology for those in need Narrowed online digital platforms used at schools to make it easier on students/families in preparation for changed requirements Implemented semester system in secondary schools Continued to provide staff learning opportunities by adapting to changing COVID safety guidelines (virtual, in-person, asynchronous, recorded, online, MS Teams, etc) District helping teachers provided workshops and resources for educators to prepare for the possible shift to remote learning

Continued on next page...

Operational Plan

DIVISION	ACTION PLAN	CURRENT STATUS 2020-2021
Business Operations	<ul style="list-style-type: none"> • Ensure school district facilities meet the health and safety standards in place during the pandemic • Ensure continuity of business and board operations during the pandemic • Support the provincial COVID-19 response 	<ul style="list-style-type: none"> • Supported the implementation of the Covid-19 Health and Safety Plan by fabricating and installing plexiglas barriers throughout the school district, and installing distancing and COVID-19 signage throughout the school district • Implemented enhanced cleaning and disinfecting in all facilities. The measure included the hiring of twelve additional custodians who perform daytime high touch surface cleaning of all facilities; purchase and deployment of six Clorox 360 units used for disinfecting all facilities; purchase and deployment of Victory spray units and Vital Oxide cleaning solution used in all schools for the disinfecting of high touch surfaces • Supported enhanced hand hygiene by purchasing and installing paper towel dispensers in all bathrooms, purchasing and installing hand sanitizer stations at main building entrances, purchasing and installing 270 touchless faucets, installing portable sinks in 13 portable classrooms • Improved ventilation and air quality in all facilities by increasing the volume of outside air, installing Merv-13 air filters, increasing the number of hours that our systems are running, purchasing and installing air purifiers in Samuel Robertson Technical classroom portables. • Created and implemented site-based COVID-19 health and safety plans aligned with the school district COVID-19 Health and Safety Plan • From March to September 2020, enabled remote work for business division employees through replacement of paper processes with electronic workflows, virtual team meetings and employee training on new software (e.g. MS Teams, Zoom, Bang the Table) • Implemented a technology supported budget engagement process that enabled stakeholder participation while respecting the public health restrictions on gatherings • Implemented virtual board meetings and live streaming of public board meetings that support public participation while respecting the public health restrictions on gatherings • Implemented monthly COVID-19 related spending reviews and periodic reporting to the Ministry of Education on COVID-19 related budgeting and spending • Secretary Treasurer participated in the COVID-19 Provincial Steering Committee (2020-2021) • Created and published ventilation system documentation for all schools • Improved ventilation by upgrading DDC controls at 4 elementary schools, upgrading ventilation systems for 10 portable classrooms at SRT, and upgrading the HVAC system in the shops building at Garibaldi Secondary

Continued on next page...

Operational Plan

DIVISION	ACTION PLAN	CURRENT STATUS 2020-2021
Human Resources	<ul style="list-style-type: none"> Support the health and safety of staff and students and continuity of education for students by developing and implementing COVID-19 pandemic response plans 	<ul style="list-style-type: none"> Developed and implemented COVID-19 pandemic plan policies and procedures; revise procedures to align with changes to WorkSafeBC regulations, Ministry of Education direction/protocols, and/or Ministry of Health orders Developed and implemented Communicable Diseases Prevention Plan based on guidance provided by the provincial health officer, BC Communicable Disease Control, Fraser Health, Vancouver Coastal Health, the BC Ministry of Education, and WorkSafeBC Facilitated the return to on-site work for staff who were working remotely Accommodated staff who had bona fide requirements to work remotely or provided a temporary leave of absence Provided training to staff on COVID-19 related safety plans, policies and procedures Aligned staffing and health and safety with education plans for students and the district provided services to support children of essential service workers Assisted with the procurement and distribution of health and safety related personal protection equipment for staff Supported custodial services with safety equipment, fit testing for custodians, and co-develop cleaning procedures Developed and implemented work from home policies and procedures Provided to all staff an overview of federal and provincial financial assistance programs Collaborated with partner groups on the development of health & safety protocols, staff accommodations, and work from home agreements Utilized PowerSchool to manage COVID-19 health check requirements at the onset of the pandemic

Operational Plan

DIVISION	ACTION PLAN	CURRENT STATUS 2020-2021
Information Technology	<ul style="list-style-type: none"> Support continuity of education and continuity of business during the pandemic Support the provincial COVID-19 response 	<ul style="list-style-type: none"> Provided support to all staff working remotely during the pandemic Deployed over 570 iPads and laptops out to students to support remote learning Worked with school administrators to identify students with no access to internet at home and coordinated with Telus to provide them with Internet for Good vouchers Rolled out provincial Zoom accounts to all SD42 staff Created documentation on how to safely use Zoom and MS Teams online Created support documents on how to use MS Teams, Zoom, Moodle and other approved online platforms in the classroom Worked with the education division to identify the select and implement the Seesaw platform for K-3 teachers Provided work from home devices for school-based clerical staff and business operations staff during the work from home periods Supported the Board of Education during the implementation of virtual board meetings and their live streaming Implemented new COVID-19 compliant procedures for staff needing hands on technology support Using federal and provincial restart funding, purchased iPads for students to replace aging equipment in schools, and purchased and deployed laptops for support rooms for educational assistants (EAs) to use in supporting remote learning for identified students Provided technology and support for the 2020/21 remote teacher group that supported students that chose remote learning Built a new secure document upload site for kindergarten registrations supporting documents to ensure COVID-19 safe procedures were available Implemented remedy changes into MyCalculator with the switch from full year to the quarter system at high schools Provided staff with a robust suite of Freedom of Information and Privacy Protection Act compliant online resources and tools that meet the requirements of any learning environment Worked with schools to streamline the number of online digital tools that schools were using to support remote instruction and ensured that parents and EAs did not have to learn multiple platforms to support children with their remote learning Created MyEd accounts for district teachers to take attendance when supporting schools Implemented Remedy changes into MyCalculator with the switch from quarter system to semester system Deployed laptops for support rooms for educational assistants (EAs) to use in supporting online learning for students with special needs Provided learning opportunities to staff on using Teams to host virtual meetings and online learning Continued to ensure that all students have access to technology so they can participate in remote learning

Background

The Maple Ridge - Pitt Meadows Board of Education is comprised of seven trustees representing the communities of Maple Ridge and Pitt Meadows. Trustees are elected every four years at the same time as the mayor and city council for the two municipalities.

The Board is committed to working together to ensure that every individual feels valued and all learners reach their potential in the Maple Ridge - Pitt Meadows School District. We will accomplish this by building open, trusting relationships as Board and senior management; defining roles and responsibilities; solidifying trustee knowledge base through board management information sharing; using data/evidence to make decisions; and establishing strategic directions.

Operational Plan

Our vision is to use our collaborative voices for honest and respectful dialogue that supports trusted decision making on behalf of all learners in the Maple Ridge - Pitt Meadows School District.

Key Strategies

- Enhance learning for all by providing quality programming and initiatives that improve engagement and success
- Improve results by working together effectively with partner groups, staff, and the public
- Align planning, processes, policies, and procedures to improve efficiency and effectiveness to enhance success for all learners

Operational Plan

- ☐ 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 the BC School Trustees Association (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



Board of Education 2018 - 2022

Korleen Carreras
Board Chairperson

Elaine Yamamoto
Vice Chairperson

Kim Dumore
Trustee

Mike Murray
Trustee

Pascale Shaw
Trustee

Kathleen Sullivan
Trustee

Colette Trudeau
Trustee

MISSION

To support all individuals in their personal development as successful learners, and as respectful, caring and responsible members of society.

VISION

Every individual feels valued and all learners reach their potential.

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2021
Continue to adopt, support, and strengthen innovative programs and learning options that enhance teaching and learning	<ul style="list-style-type: none"> Participate in quarterly Education Committee Meetings Participate in quarterly Aboriginal Education Committee meetings Monitor annually the outcomes of new initiatives and courses Ensure student engagement in the creation of new programs Monitor annually the implementation of the Strategic Facilities Plan recommendations regarding educational programming 	<ul style="list-style-type: none"> Participated in quarterly Education Committee Meetings Participated in quarterly Aboriginal Education Committee meetings Board Authorized Approved Courses: <ul style="list-style-type: none"> Digital Game Design 11 Digital Game Design 12 Intramurals 11 Intramurals 12 Library Science 11 Link Crew 11 Link Crew 12 Tabletop Game Design 11 Advanced Basketball 11 Softball Skills 10 Softball Skills 11 Softball Skills 12 H.O.P.E. for Boys Leadership Advanced Soccer 11 Advanced Basketball 12 Transitions 12 Strength Training 10 Revised Board Authorized Approved Courses: <ul style="list-style-type: none"> Applications for Learning 10 Applications for Learning 11 Applications for Learning 12 Athletic Leadership 11 Athletic Leadership 12 Community Service Learning 12 Criminology 12 ELL Canadian Studies 10 ELL Academic Writing 11 English Language Development 11 Equestrian Studies 11 (Academy) Equestrian Studies 12 (Academy) Food Studies: Baking 11 Guided Inquiry 11 Guided Inquiry 12 Ice Hockey Skills 11 Ice Hockey Skills 12 International Language, Culture and Travel 11 Keyboarding 11 Languages for Travel 12 Leadership 11 Leadership 12 Peer Social Support 12 Principles of Social Interactions 10 Principles of Social Interactions 11 Principles of Social Interactions 12

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2021
		<ul style="list-style-type: none"> » Psychology 11 » Psychology 12 » Sociology 12 » Strength Training 11 » Strength Training 12 » Student Aide 11 » Student Aide 12 » Student Aide 12 Advanced » Textile Arts and Crafts 11 » Yoga 11 » Yoga 12 • Retired Board Authorized Approved Courses: <ul style="list-style-type: none"> » Advanced Soccer 11/12 » Aviation 11 » Bicycle Maintenance and Repair 11 and 12 » Business Administration Assistant 12 » Chess 11 » Costume Design and Construction 11 » Digital Video and Animation 11 and 12 » Inquiry into Sustainability 12 » Introduction to the Food Industry 12 » Music History 11 » Music Technician 11 and 12 » Outdoor Education Advanced Fishing 11 » Peer Counselling 11 » Peer Leadership 11 and 12 » Peer Tutoring 11 and 12 » Masonry 11 and 12 • Received 17 presentations and six delegations, including: <ul style="list-style-type: none"> » Implementation of the new graduation program » District Literacy Framework » Aboriginal Education » District Mentoring Program » Continuing Education » Continuing Education – Prison Education » French Immersion » Intergenerational Garden » Secondary Collaborative Network » Outreach Program » Connex Program » School Teams - Research-Informed Learning and Growth » Career Development » ADST, Coding and Robotics • Reviewed the Annual Learning Report for 2018/19 and 2019/20 • Reviewed the Framework for Enhancing Student Learning Report 2020/21 • Supported the application and received funding for additional child-care facility at Davie Jones Elementary • Supported the application and received funding for new playgrounds at Maple Ridge Elementary, Davie Jones Elementary and Webster's Corners Elementary

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2021
Improve relationships and communication with partner groups, representatives of Indigenous Peoples, all levels of government and the communities we serve	<ul style="list-style-type: none"> Establish opportunities for the board to share information with partner groups and gather their feedback on governance matters Ensure the school district has a positive reputation in the community and the school district perspective is valued by the community through continued trustee affiliation with various community partnerships and committees and expanded relationships as needed Establish opportunities for the board to share information with government representatives and representatives of Indigenous Peoples Review trustee representation on community committees to ensure appropriate and effective representation Participate in the Equity in Action process and support the implementation of the Equity in Action recommendations 	<ul style="list-style-type: none"> Meetings with partner groups on the impact of the budget in person 2018/19 and virtually 2019/20 and 2020/21 Public input meetings on budget considerations in person 2018/19, 2019/20 and virtually 2020/21 and 2021/22 Meeting with the City of Pitt Meadows Mayor and Council Meeting with the City of Maple Ridge Mayor and Council Board Chairperson meetings with the Mayor of Pitt Meadows and the Mayor of Maple Ridge Meetings with Members of Legislative Assembly (MLAs), Kwantlen, Katzie, City of Pitt Meadows and City of Maple Ridge representatives regarding Joint Initiative for Post Secondary Education Leadership table meeting on Post Secondary Education and Youth Safe Houses with MLAs, Kwantlen First Nation, Katzie First Nation, Mayor of Pitt Meadows and Mayor of Maple Ridge Meetings with MLAs and the Minister of Education regarding budget and resources Outreach to candidates running in the provincial election Trustee support for and participation in the Equity Scan process Trustees represented the Board on the following committees: <ul style="list-style-type: none"> » Municipal Advisory Committee on Accessibility and Inclusiveness » Maple Ridge-Pitt Meadows Arts Council » Ridge Meadows Education Foundation » Social Policy Advisory » City of Maple Ridge Transportation Advisory » City of Maple Ridge Parks, Recreation and Culture Advisory Committee » Youth Planning Table » 2020 BC Summer Games Nomination » Culture Collective Network » Ridge Meadows Overdose Community Action Team » English Language Learners Consortium » District Parent Advisory Council » Pitt Meadows Check-In Committee » City of Pitt Meadows Community Support Committee » 2020 Maple Ridge BC Summer Games planning and celebration events » BC Summer Games Legacy Committee Trustee attendance at the following community events: <ul style="list-style-type: none"> » Maple Ridge-Pitt Meadows Chamber of Commerce Gala » South Asian Gala » Ridge Meadows Hospital Gala » Pitt Meadows Day Car Parade » Opening of the Telosky Stadium » Maple Ridge Community Foundation Citizen of the Year » Maple Ridge Community Foundation Awards Night » Maple Ridge Chamber of Commerce Virtual Business Awards » Hospice Foundation Fundraiser » Salvation Army Dignity Breakfast

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2021
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	<ul style="list-style-type: none"> • Advocacy for improved capital funding through motions to the BCSTA Annual General Meeting (AGM), participation on BCSTA capital working group, meetings with MLAs and local government officials • Advocacy for the development of a Mental Health & Addiction Framework for school districts through motions to the BCSTA AGM, meetings with MLAs • Advocacy for the implementation of a funding formula that reflects the needs of our school district through letters to government, meetings with MLAs, participation on implementation committees, and full participation in consultation process • Advocacy for improved funding and supports for students with special needs through input provided as part of funding formula design, BCSTA motions, meetings with MLAs • Advocacy for improved education funding allocation in the provincial budget through annual submissions during the provincial budget process, letters and meetings with cabinet ministers, meetings with local government to collaborate and have a community voice with government • Advocacy for the development of an Inclusive Education Framework that ensures integrated supports for children and youth with exceptional needs are provided by the school district, Ministry of Health, Ministry of Children and Family Development, Ministry of Mental Health and Addictions, and the Ministry of Education 	<ul style="list-style-type: none"> • Motion to 2018 BCSTA AGM re: AGM/Fall Academy Minister Meetings • Motion to 2019 BCSTA Provincial Council re: Delay of Enrolment of International Students in Provincial Medical Services Plan • Motions to 2020 BCSTA AGM re: Trades Funding and Education in Correctional Facilities • Motions to 2021 BCSTA AGM re: Enhancing Student Learning Reporting Order and Framework for Enhanced Learning Policy Review Process, Food Security, Funding for Student Transportation • Letters to Select Standing Committee on Finance and Government Services (Re: Budget Consultations 2019, 2020, 2021, 2022) • Letter to Minister Dix (Re: Vaping) • Letters to Minister Fleming (Re: Funding Model Review) • Letter to Minister Fleming and Bibeau (Re: Universal Food Program in Schools) • Letter to Minister Whiteside (Re: Continued Additional Pandemic Funding) • Letter to Minister Whiteside and Minister Farnworth (Re: Year Round Education Services in Provincial Correctional Centres) • Board Chair Liaison Meetings • Trustee Murray appointed as Chairperson, BCSTA Capital Working Group • Trustee Murray elected and served as Director, BCSTA (2018-2020) • Trustee Carreras appointed to BCSTA's Professional Learning Committee (2018-2020), the BCSTA COVID Response Working Group, BCSTA Elections Committee, Chairperson of the BCSTA 2021 Annual General Meeting • Trustee Shaw appointed to BCSTA's Professional Learning Committee (2020-2021) • Trustee Trudeau appointed to BCSTA's Indigenous Education Committee (2019-2021) • Trustee Murray, Chairperson of the BCSTA Capital Working Group (2018-2020), Chairperson of the BCSTA Finance Committee (2018-2020) and participated in the Financial Management Funding Model Review Working Group (2019-2020) • Trustee representation at BCSTA Provincial Council and BCPSEA meetings • Trustee attendance at BCSTA branch meetings • School district selected as pilot district for Integrated Child and Youth Teams • Advocated for and received provincial funding for the purchase of a new school site in the Albion area of Maple Ridge

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2021
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	<ul style="list-style-type: none"> Board self-evaluation is completed on an annual basis using the most relevant evaluation tools with results used to guide the board growth plan for future years Trustees attend and participate in appropriate professional development (conferences, seminars, workshops) that contribute to professional growth as a school trustee 	<ul style="list-style-type: none"> Reviewed and completed annual Board Self-Evaluation Trustee attendance at professional learning events including: <ul style="list-style-type: none"> » BCSTA's Trustee Academy (2019/20), Trustee Orientation, Annual General Meeting, BCPSEA Trustee Orientation » School District Professional Development sessions » Women Deliver Conference 2019 » School and Community Mental Health Conference 2019 » BCSTA Leadership Series on Strategic Planning » SOGI 123 Summit and Food Security in BC Schools Course » Workshop on Board Advocacy and Motion Writing Workshop facilitated by Mike Roberts, BCSTA and Stephanie Higginson, BCSTA » Early Years Development Instrument (EDI) » Middle Years Development Instrument (MDI) » Framework in Action Virtual Learning Series » Let's Talk About Vaping » What is Trauma? » School district professional development events » School and Community Mental Health Conference 2019 » FESL Learning Series » Indigenous Leadership Conference » 4 R's Movement Conference » Community Building Youth Futures Conference » SOGI Educator Summit In-district trustee orientation workshops including: <ul style="list-style-type: none"> » "Working Smarter Together" facilitated by Peter Norman » Freedom of Information and Protection of Privacy » Introduction to Governance » Introduction to Board Meetings and Agenda Prep » Communications: Social Media Guide, Board Chair as Spokesperson, Media Relations » "Meetings, Rules and Effective Decision Making" facilitated by Eli Mina » "Roles of the Board and Trustees" facilitated by Mike Hancock » "Board Operations and Governance" facilitated by Mike McKay Getting to Know the School District workshops: <ul style="list-style-type: none"> » School District Strategic Plan » Overview of School District Policies and Procedures » Conflict of Interest » Remuneration and Expenses » Information Technology » Human Resources » Facilities Planning » Business Operations » Budget and Financial Results » Provincial Funding » Overview of Funding Formula Review Process and Recommendations Participation in Us & Them and Strengthening Resilience events hosted by the Ridge Meadows Overdose Community Action Table (CAT)

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2021
Review, create, and update Board policies and ensure that board policies reflect legislative requirements	<ul style="list-style-type: none"> • Policies are reviewed and updated on a four-year cycle based on a work plan developed by the Board Policy Development Committee • New policies are created as needed at the recommendation of the Board Policy Development Committee and with input from subject matter experts 	<ul style="list-style-type: none"> • Policy 2320: Board Committees and Trustee Representation • Policy 2500: Board Policy Development • Policy 2900: Trustee Professional Development and Attendance at Conferences • Policy 2918: Vice Chairperson – Elections/Roles/Responsibilities • Policy 2919: Trustees' Code of Conduct • Policy 2925: Trustees – Provision of Resources • Policy 4435: Scholarships, Bursaries and Student Awards • Policy 5401: Use of Board Owned Buses • Policy 5700: Personal Information Protection and Access to Information • Policy 5701: Records and Information Management – General • Policy 5905: Alcohol – Consumption, Possession and Storage • Policy 6600: Naming of School Facilities • Policy 6810: Disposal of Land or Improvements • Policy 7110: Whistle Blower Protection • Policy 7201: Recruitment and Selection of Personnel • Policy 7213: Conflict of Interest – District Staff • Policy 9415: Inclusive Schools • Policy 9510: Flags: Canada and British Columbia • Policy 9605: Provision of Menstrual Products to Schools • Policy 10400: Community and Commercial Use of School Facilities and Grounds • Policy 10510: Board Correspondence • Policy 10540: Financial or In-Kind Donations • Policy 2301: Role of the Board • Policy 2302: Board Delegation of Authority • Policy 2915: Board Chairperson - Election, Role and Responsibility • Policy 2920: Trustees' Remuneration • Policy 3201: Role of the Superintendent • Policy 3202: Role of the Secretary Treasurer • Policy 3901: Maintenance of Order in Schools • Policy 4101: General Banking • Policy 4105: Investment • Policy 4110: Revenue Generation • Policy 4203: Budget Planning and Reporting • Policy 4204: Appropriated Surplus (Contingency Reserve) • Policy 4910: Financial Reporting and Administration • Policy 5310: Disposal of Surplus Assets • Policy 5780: Information Technology and Communication Systems - Appropriate Use • Policy 6530: Environmental Sustainability • Policy 6801: School Closure • Policy 7710: Professional Development • Policy 8220: School Day • Policy 8330: Board Authority Authorized Courses • Policy 8810: Course Challenge • Policy 8912: Independent Directed Studies • Policy 9200: School Catchment Areas and Student Placement • Policy 9430: Physical Restraint and Seclusion in School Settings • Policy 10200: Communications • Policy 10820: Political Activities • Board Procedural Bylaw No. 1-2008 – Trustee Access to Information • Board of Education Appeal Policy and Procedures Bylaw • Created and implemented Board Policy Development annual work plans for 2018/2019, 2019/2020, 2020/21 and 2021/22 • Initial stages of developing a district policy on racial inclusivity

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2021
Continue to celebrate success, recognize accomplishments and service of staff, students, and volunteers	<ul style="list-style-type: none"> School visits are scheduled to ensure that trustees have the opportunity to visit each school two times from 2018 to 2022 Ensure that each board meeting includes presentations from students and/or staff Ensure that at least one trustee is present at every staff recognition event Ensure that the board acknowledges the contribution and accomplishments of students, staff, and volunteers Recognize staff, students, and volunteers for their contribution to the school district and education in general 	<ul style="list-style-type: none"> Trustee participation at the 35-year, 25-year and 20-year employee recognition events and district retirement tea Trustee participation at nine graduation ceremonies and Aboriginal awards, 2020 virtual graduation ceremonies and June 20, 2020 Grad Cheer Trustee participation at 20 Christmas concerts Trustee attendance at theatre productions, Youth Philanthropy initiative final presentations, and concerts Trustee visits to 12 elementary schools and four secondary schools At board meetings the Board recognized: <ul style="list-style-type: none"> » Flavia Coughlan and the finance department on being awarded the Meritorious Budget Award from the International Association of School Business Officials for 2018/19, 2019/20 and 2020/21 » Chef Brian Smith for Teacher of the Year Award » Kelvin Dueck on the Prime Minister's Award for Teaching Excellence in STEM » Rick Delorme on becoming President of the Education Facilities Managers Association of BC » Flavia Coughlan on becoming President of the BC Association of School Business Officials » Gratitude to staff, students, and parents for their resiliency, creativity, and resolve during the COVID-19 pandemic » Sylvia Russell and Shannon Derinzy on successful completion of Masters in Compassionate Systems » Acknowledgment to the district for its work on anti-racism » Kristi Blakeway and her continued work with homelessness and Project Hello Published annual District Highlights celebrating accomplishments of staff and students (https://www.sd42.ca/district-reports/) Trustee attendance at the opening of the Pitt Meadows Art Gallery showing for Pitt Meadows Secondary and Edith McDermott Elementary students Trustee attendance at the culinary students Valentines Day fundraiser Trustee attendance at National Indigenous Day 2021 graduation ceremonies

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018 - 2021
Monitor performance against the strategic plan, facilitate annual review of operational plans, and ensure that budget decisions reflect school district strategic priorities	<ul style="list-style-type: none"> • Complete annual review and update of board and department operational plans • Complete annual Superintendent Evaluation and Growth Plan • Review and approve the annual Five-Year Capital Plan for submission to the Ministry of Education • Review and approve the annual budget for submission to the Ministry of Education • Ensure that the annual budget reflects priorities set in the Strategic Plan, follows Ministry of Education guidelines and that there is meaningful public and partner group engagement in the budget process • Review and approve quarterly and annual financial statements • Review the annual student learning report prepared by the superintendent • Review, approve or receive for information reports regarding specific educational initiatives • Ensure that the Human Resources Operational Plan includes strategies for improved recruitment, retention, capacity building and succession planning • Monitor the implementation of new financial management directives from the Ministry of Education • Review and approve changes to the School District Strategic Plan and Operational Plans to ensure compliance with the Ministry of Education Framework for Enhancing Student Learning Policy • Review Equity in Action recommendations and support the update of board and department operational plans as needed 	<ul style="list-style-type: none"> • Reviewed and approved the Board of Education Operational Plan and departmental operational plans • Reviewed progress against operational plans • Approved the budget process 2019/20, 2020/21, 2021/22, 2022/23 • Reviewed and approved 2019/20, 2020/21 and 2021/22 Preliminary Budget • Reviewed and approved the 2020/21 and 2021/22 Five-Year Capital Plan • Reviewed quarterly Financial Statements • Reviewed and approved 2018/19 and 2019/20 Audited Financial Statements • Reviewed the Supporting All Learners - Annual Learning Report for 2018/19, 2019/20 and 2020/21 • Reviewed the Carbon Neutral Report 2018, 2019 and 2020 • Reviewed the Energy Management Plan • Reviewed the Environmental Sustainability Plan • Reviewed and approved the use of funds from the Federal and Provincial Safe Return to School Grants • Reviewed and completed the Annual Board Self-Evaluation for 2019, 2020 and 2021

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Background

The District Education Leadership Team is committed to effectively and strategically supporting success for all learners by providing strong instructional leadership that aligns district vision, mission and values, and Ministry of Education policies and procedures.

As a team, our purpose is to improve learning by engaging in staff development that helps foster student achievement, embraces diversity, facilitates innovative practices, and supports required changes within the system.

Operational Plan

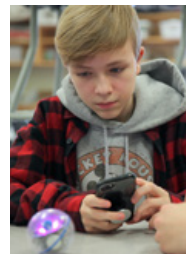
Our vision is to collaborate with educators to strategically plan and promote safe, caring, engaging, and responsive learning environments to enable our students to become contributing citizens, competent learners, and creative thinkers.

Key Strategies

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

Operational Plan

- ☐ Promote and enhance learning by aligning our practices, resources, staffing, supports, and initiatives
- ☐ Continue to adopt innovative and effective district-wide assessment and reporting practices
- ☐ Identify and increase opportunities for students to engage in inclusive, innovative, purposeful, and personalized educational programs as outlined in the curriculum
- ☐ Implement and extend the district-wide literacy plan
- ☐ Facilitate and support the success of all Indigenous learners by embracing the Truth and Reconciliation Commission Calls to Action
- ☐ Ensure that all learners, regardless of ethnicity, sexual orientation, gender identity, ability, culture, religion, and family status have a voice and see themselves in our schools and our curriculum
- ☐ Promote cultures of caring and belonging through our district-wide approach to Social Emotional Learning (SEL) aligned with the Core Competencies through a universal, targeted, and intensive approach
- ☐ Create opportunities that support mentoring, staff development, and succession planning across the organization
- ☐ Identify opportunities, implement practices, and design strategic communications that build value and efficacy for individuals and groups
- ☐ Ensure that the use of school district facilities is optimized and that the educational programs of choice offered meet the needs of our learners
- ☐ Ensure that the strategic and operational planning process of the school district is aligned with the Ministry of Education Framework for Enhancing Student Learning Policy



Education Leadership Team

Harry Dhillon

Superintendent of Schools

Lena Frend

Office Manager, Office of the Superintendent
604 466 4228

Shannon Derinzy

Deputy Superintendent
604 466 6218

Jovo Bikic

Assistant Superintendent
604 466 6283

Kenneth Cober

Assistant Superintendent
604 466 6283

David Vandergugten

Assistant Superintendent
604 466 6218

Michael Scarcella

Director, Learning Services
604 467 1101

Irena Pochop

Senior Manager, Communications
604 466 4285

Supporting all learners by:

- Promoting risk-taking by staying current with best and next practices and emerging trends to inform decision-making
- Facilitating leadership development and capacity building
- Fostering collaboration and communication

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

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Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Promote and enhance learning by aligning our practices, resources, staffing, supports, and initiatives	<ul style="list-style-type: none"> Bring together partner groups, leadership groups, and educators to align research-informed and effective practices that support all learners Consult with educational researchers to guide dialogue and planning Provide professional development opportunities aligned with the main district focus areas as informed by school growth plans (SGP) and the district's mission, vision, and values Deepen and expand the district social emotional learning (SEL) framework with involvement and leadership from all employee groups, incorporating Compassionate Systems Expand ways to collect student voice/input to help inform decision making regarding learning and assessment Use surveys and other means to collect educators' perspectives to inform decision making in supporting all learners Support the Secondary Teacher Inquiry Initiative and encourage cross-school passion projects Explore models of classroom-based English Language Learners (ELL) support and continue to have a part-time ELL helping teacher to support the work of ELL teachers Support literacy, assessment, and improved pedagogy in secondary schools Engage staff to review and provide input regarding online resources to support teaching and student learning Implement virtual kindergarten parent learning series to support early learning at home Have a cohesive approach between school-based collaboration teachers and district helping teachers (utilizing shared research based effective practices) Create an integrated approach to embedding SEL across district initiatives and roles 	<ul style="list-style-type: none"> Provided facilitated school team in-service opportunities in support of diverse learners, and provide school/zone based opportunities for team members to collaborate and work with facilitators/researchers Continued to provide school teams in-service to schools to support opportunities for collaboration on teaching and student learning with a focus on students struggling with their learning Continued to include all instructional staff in School Teams [Aboriginal Support Workers (ASWs), Educational Assistants (EAs), Child-Care Workers (CCWs), teachers and school administrators] Completed the annual review of SGP to identify shared areas of focus or themes, and support through budget allocations and other district decisions Continued to profile district vision, mission, and values with our staff and community Continued to support the growth and development of district teacher leaders who are skilled at facilitation, collaboration, and implementation Continued enhanced support for gifted learners Implemented specialized speech language pathologist (SLP) augmentative/assistive communication programming and SLP involvement with literacy programming Continued to collect student voice input to help inform decision making regarding learning and assessment Continued early learning and intervention supports by providing education assistant (EA) support in kindergarten classes for school startup Continued to support transition to the Learning Services zonal structure to provide greater opportunities for cross-professional communication and collaboration Continued with SPARK, a moderated district digital teaching and learning hub/forum for discussion, collaboration, and sharing of resources for all instructional staff Continued to partner with the Maple Ridge Teachers' Association (MRTA) on Joint Educational Change Implementation Committee (JECIC) grants to support teacher professional practice Continued monthly helping teacher meetings to support alignment of practices and initiatives, identify emergent issues, and brainstorm solutions through collaboration Continued with a common district ELL assessment tool and protocol Continued to provide a district technology program that re-purposes devices to support diverse learners Continued a Zoom-based kindergarten parent learning series to support early learning at home Supported the annual budget process and ensured alignment of budget allocations with SGP and operational plan priorities Established a district working group inclusive of representation from all employee groups, focusing jointly on supporting the success of students with complex learning and behavioural needs and employee safety Support the Board's <i>Strategic Facilities Plan</i> engagement process with educators, students, and partner groups in relation to future education considerations Continued to partner with the MRTA in supporting teacher professional growth with JECIC grants Continued to review online resources to support classroom and remote instruction

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INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Continue to adopt innovative and effective district-wide assessment and reporting practices	<ul style="list-style-type: none"> Work with the Elementary and Secondary Reporting Committees to further align the reporting system with the Ministry of Education curriculum and K-12 reporting order Support the adoption of the Ministry Proficiency Scale in K-9 reporting Work with district helping teachers and reporting committees to create learning opportunities for teachers Review digital portfolios currently available to teachers and ensure that they meet current and future needs for sharing and saving of student work samples and illustrations of learning Focus formative assessment practices on performance standards Align secondary assessment practices with the secondary curriculum and draft K-12 reporting order Provide opportunities for the Elementary Reporting Committee and Secondary Assessment Committee to work together to create a unified assessment and reporting model Leverage PowerBi data analytics to further enhance district elementary and secondary performance standards data Explore the Single Term MyEdBC Report for elementary reporting Support schools in reviewing and developing interventions based on the secondary literacy and numeracy assessments 	<ul style="list-style-type: none"> Continued to enhance the district developed reporting method in all schools K-7 (no letter grades or subject areas) Continued to use our district-wide Student Achievement Dashboard, focused on student literacy and numeracy achievement data to improve educational decision making Continued to offer a district K-7 online report card, delivered through the parent portal, currently used by over 90% of our teachers Continued to support teachers in utilizing the district K-7 online report card Continued to support the secondary online report card in all six secondary schools Continued to work with the Ministry of Education on the draft Provincial K-12 reporting order Continued the work of the Elementary Reporting Committee co-chaired by a teacher and a principal and Secondary Assessment Committee Continued to work with the Elementary and Secondary Reporting Committees to create numerous learning opportunities for teachers regarding portfolios, formative assessment, core competencies, and reporting best practices
Identify and increase opportunities for students to engage in inclusive, innovative, purposeful, and personalized educational programs as outlined in the curriculum	<ul style="list-style-type: none"> Facilitate opportunities for dialogue between our secondary school students and the Board of Education Support incorporation of First Peoples' Principles and Indigenous Ways of Knowing into classroom practice and provide learning opportunities through collaboration between the Aboriginal Education department and educational researchers Support and promote inclusive schools through Sexual Orientation and Gender Identity (SOGI) and anti-racism education Support the development of cross curricular literacy and numeracy skills K to 12 Support a focus on the mental health component of the physical education curriculum Support the ongoing implementation library learning commons, develop resources for the curriculum K-12, and action the teacher librarian philosophy and practice document (literacy, technology, learning commons pedagogies, inquiry, and SEL) Provide after-school learning opportunities for teachers on ways to facilitate student engagement with coding activities Provide inclusive summer learning opportunities for all students Host a student forum in the 2022/2023 school year Implement structural, organizational and educational changes recommended in the recently completed business plan for Ridge Meadows College Work with the District Elementary Fine Arts Committee to provide quality fine arts learning opportunities across all elementary schools, and develop fine-arts kits with a focus on music, dance, drama, and visual arts Provide in-service on the BC Performance Standards for all grade 1 to 7 teachers in the area of writing by creating training modules that can be used in staff meetings and grade group meetings Provide learning opportunities to support teachers with implementation of new curriculum and draft K-12 reporting order 	<ul style="list-style-type: none"> Continued to implement innovative initiatives to support student engagement, including maker space activities, coding, electronics, Microsoft IT academies, and the district inquiry project Continued to promote trades program opportunities for students Used the information shared and collected at the student forum to inform educational innovation and change Updated libraries and classrooms to support more flexible learning environments at elementary and secondary Secondary schools are evolving flex time to create a more personalized learning environment for students Continued to provide Board/Authority Authorized and academy opportunities for students Continued to expand learning opportunities and options for students in secondary schools, including the International Baccalaureate (IB) Middle Years program at Garibaldi Secondary and the therapeutic program in partnership with Ministry of Children and Family Development at Riverside Centre Secondary helping teacher continued to focus on change and innovation at secondary schools Continued to work with secondary schools to utilize the newly created BC Performance Standards student at-risk data dashboard Continued to refine the Grade 7 to 8 transition process and supports Continued to use student data to monitor and implement interventions that support success for our vulnerable students Introduced curriculum initiatives to teachers and administrators: <ul style="list-style-type: none"> School teams Dedicated helping teachers to support curriculum Developed classroom design resource for teachers aligned with the core competencies Worked with principals at the monthly meetings on curricular and assessment changes Provided resources to support the implementation of the curriculum, including the SPARK website

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	<ul style="list-style-type: none"> • Work with principals and vice-principals at monthly meetings to examine curriculum and assessment changes • Work with the Reporting and Assessment Committees to support effective reporting and assessment strategies in the classroom • Support development of strength based teacher and student self assessment practices to support individualized learning • Support continued implementation of the ADST, Careers and Health curricula • Support strength based teacher, peer and self-assessment practices to support individualized learning • Coordinate a Competency-Based IEP (CBIEP) inquiry group that includes elementary and secondary support and helping teachers. The intent is to explore the role of Individual Education Programs (IEP) in supporting our students with disabilities and diverse abilities, and to analyze if the CBIEP format aligns with the curriculum and allows students to better focus on their own strengths 	<ul style="list-style-type: none"> • Continued to provide suitable furniture options to enhance student learning • Continued to provide opportunities for teachers to enhance knowledge in the area of class design/learning environments • Continued to offer secondary programming to student and adult non-graduates and upgrade opportunities through Continuing Education and on-line learning programs offered through Riverside Centre • Continued to offer a variety of train in trades program opportunities to grade 12 students. Programs involving partnership agreements with British Columbia Institute of Technology (BCIT), Vancouver Community College (VCC), or Kwantlen Polytechnic University (KPU)
Implement and extend the district-wide literacy plan	<ul style="list-style-type: none"> • Support the School Literacy Network at all schools within an integrated zonal model • Revisit the need for the district literacy committee meetings to support implementation of the literacy framework • Provide side-by-side support to classroom teachers and support teachers • Collect literacy data to support development of the literacy framework based on the BC Performance Standards • Expand data sets available for analysis of BC performance standards referenced learning assessment in the areas of literacy and numeracy • Deepen and expand the district literacy framework practices, specifically around formative assessment (Early Primary Reading Assessment and Intermediate Reading Assessment) • Continue to work closely with elementary and secondary helping teachers to support effective literacy practices in schools • Work with literacy helping teachers to support the development of literacy interventions foundations and planning tools • Provide literacy support for summer learning at Katzie • Enhance literacy support in all of our libraries • Support schools preparation for literacy assessments in grades 10 and 12 • Focus on effective instruction for writing practices through literacy helping teachers, school teams and workshops 	<ul style="list-style-type: none"> • Continued to communicate common elements of a rich literacy environment and quality literacy instruction across all elementary schools • Developed a literacy implementation plan to include all elementary schools • Continued to identify and order appropriate resources to support literacy development • Provided opportunities to all elementary school teachers to collaborate, co-teach, and co-plan using effective literacy and assessment practices, including the Early Primary Reading Assessment (EPRA) and the Intermediate Reading Assessment (IRA) • Continued to collect literacy data on the performance standards from the final report cards for students in our online parent portal • Expanded the focus of literacy practices and assessment to include intermediate classes through the support of literacy helping teachers • Continued to provide a wide array of literacy learning opportunities for staff across all elementary schools including literacy inquiries, book clubs, lunches, and collaborative teaching • Continued to support literacy in secondary schools to align with the new assessment practices and shifts in the secondary curriculum

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Facilitate and support the success of all Indigenous learners by embracing the Truth and Reconciliation Commission Calls to Action	<ul style="list-style-type: none"> Support the development of the research report <i>Deepening Indigenous Education and Equity to Support the Wholistic Success of Indigenous Learners, Families and Communities in School District 42</i> lead by Dr. Amy Parent Align targeted support for Indigenous learners in the areas of early intervention, early literacy, and SEL within the broader context of district initiatives Continue meeting with Knowledge Keepers and Elders and endeavor to establish a regular schedule of meetings with Chief and Council from Katzie First Nation and Kwantlen First Nation and leaders from Golden Ears Métis Society and the Fraser River Indigenous Society Consult with local First Nations, the Métis community, urban Indigenous organizations regarding ways to support student learning Aboriginal Education Team to support staff learning of Indigenous Ways of Knowing through collaborative work with other helping teachers and subject matter experts Support a summer learning program at Katzie (elementary and secondary) inclusive of language acquisition Support family community activities to create a greater sense of belonging District professional development days to continue to include learning on incorporating Indigenous perspectives, First Peoples' Principles, and themes relating to reconciliation 	<ul style="list-style-type: none"> Fourth Aboriginal Enhancement Agreement approved by the Board of Education on April 27, 2015 Superintendent and other district staff meet regularly with Katzie First Nation, Kwantlen First Nation, GEMS and FRIS Knowledge Keepers and Elders Continued to provide for presenters/facilitators of ancestry providing cultural education, stories, and experiences in our schools With the support of a library resource teacher, expanded the resources contained in the Aboriginal library for teachers to access materials and be provided support and guidance in using resources with students Continued with district professional development day learning opportunities around incorporating Indigenous perspectives and the First Peoples' Principles and themes relating to reconciliation Research of Dr. Amy Parent on the Deepening Indigenous Education and Equity underway with a report inclusive of recommendations Held school teams sessions on Indigenous Ways of Knowing Engaged the newly appointed superintendent and associate superintendent of Indigenous education at the Ministry of Education to establish a structure and relationship of collaboration and support
Ensure that all learners, regardless of ethnicity, sexual orientation, gender identity, ability, culture, religion, and family status have a voice and see themselves in our schools and our curriculum	<ul style="list-style-type: none"> Meet monthly with Anti-Racism Committee inclusive of partner groups Review and make recommendations for updating of the Safe and Caring Schools policy Utilize information gathered at student forum and through student voice to set direction around learning and sense of belonging Work with educational researchers on developing practical and research-informed inclusive instruction and assessment practices in classrooms Select and purchase books that reflect the diversity in our schools and classrooms Provide professional development opportunities for self-reflection and brave conversations Provide professional development opportunities for racial inclusivity and equity for principals, vice-principals, district managers and district helping teachers Provide books and book studies for staff to explore their biases and add to their growth Explore the inclusive Competency-Based Individual Education Plan (CBIEP) format with a focus on student strengths and aligning IEPs with assessment, curriculum and reporting Focus on creating in each of our schools effective positive behaviour plans that are supportive of proactive strategies, focus on students' unique strengths, and build skills with added attention and resources supporting early learning and intervention Review and expand school-based universal washroom standards and requirements at the district level 	<ul style="list-style-type: none"> SOGI Helping Teacher continued with leading learning and sharing of resources with schools Professional development opportunities continued to be provided for the Health and Careers and Physical Education curriculum Process to review and update Safe and Caring Schools policy initiated, including a review of codes of conduct Monthly meetings of the district Anti-Racism Committee continued with each meeting including presentation of information for learning and opportunity for deep dialogue Supported school-based and district-wide initiatives that support learning and provide opportunities for engagement on the topic of anti-racism are ongoing (e.g.: Black Excellence Day; Black History Month resources; student participation in regional virtual Youth Conference for Black History) Provided all principals, vice-principals and district managers with resources on anti-racism Continued to enhance structures and supports for students with complex behavioural needs with a focus on early intervention Continued to ensure provision of universal washrooms in all schools

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Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Promote cultures of care and belonging through our district-wide approach to Social Emotional Learning (SEL) aligned with the Core Competencies through a universal, targeted, and intensive approach	<ul style="list-style-type: none"> • Further develop our district-wide SEL framework • Develop an SEL newsletter • Provide opportunities for staff to learn about Compassionate Systems • Work with educational researchers on practical and research-informed inclusive instruction and assessment practices in classrooms • Expand the involvement of partner groups in the development of the SEL district framework • Collaboratively work with community agencies to support our vulnerable students • Meet monthly with CCWs/YCWs to establish consistent practice • Implement recommendations from the District Alternate review • Review counselling and CCW/YCW needs in our schools and provide training to build capacity • Update the Guide for Emergency Procedures (Suicide Risk Training, Violent Threat Risk Assessments, Critical Incidence Response, Employee Safety Plans) and provide related training • Support teachers using the Core Competencies, by providing learning opportunities drawn from evidence-based SEL practices • Collect and review Middle Years Development Instrument data in grades 4 and 7 • Implement the Youth Development Instrument (Grade 11) data, and the Ministry's Student Learning Survey data • Monitor attendance and progress of secondary school students who may be at-risk • Kevin Cameron to present on Open Systems to all principals and vice principals • Implementation of the Integrated Child and Youth (ICY) Teams • Work with secondary schools to develop student ambassadors for Compassionate Systems • Offer trauma informed research learning series in conjunction with learning services • Develop and implement a district-wide mental health strategy 	<ul style="list-style-type: none"> • Expanded the District Social Emotional Learning Committee to include MRTA, CUPE, and Maple Ridge Principals' Association and Vice Principals' Association • Monthly Zoom sessions on SEL ongoing, focussed on the monthly themes developed collaboratively with partner groups • Based on research and data collected, five SEL focus areas identified are evidence-based practice, students, parents, adult SEL, climate and culture • Supported school- and district-based programming that encourages students to care, including Student Voice activities, Student Forum, Coins for Kids, etc. • Continued exploring ways to integrate SEL initiatives into classrooms • Continued to support the development of SOGI initiatives • Aligned our practices around threat assessment, crisis intervention, Violence Threat Risk Assessment, risk-assessment, and medical procedures, and provided in-service support • Trained staff at all schools in levels 1 and 2 threat assessment • Completed a "booster" for all counsellors in Applied Suicide Intervention Skills Training (ASIST) • Dedicated staffing (2 blocks) to support SOGI district-wide • Professional development sessions offered on trauma informed practice • Continued to embed SEL components in professional learning • Continued to review Middle Years Development Instrument data with principals, school staff, district staff, and community partners to guide programming and teaching • Continued to provide support for school administration, staff, students, and families regarding critical incidents related to students • Continued to support counsellors in our schools; with a district counselling helping teacher (0.8FTE) and SOGI (0.2FTE) • Continued to review the restraint and seclusion policy/procedure with staff and provide related training • Continued to provide grants for students and staff to pursue SEL and well-being • Provided mental health first aid training to all schools • Provided 3 Safe and Caring blocks to each secondary school • Engaged in a review of the initial set of data from the Youth Development Instrument

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INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Create opportunities that support mentoring, staff development, and succession planning across the organization	<ul style="list-style-type: none"> • Provide and enhance mentoring opportunities including: <ul style="list-style-type: none"> » Clerical peer-to-peer mentoring » Support teacher sessions » Vice principal meetings » Child care worker mentoring » Teacher mentoring opportunities » Principal and vice-principal mentoring and training » Monthly superintendent's meetings » Monthly helping teacher meetings » Monthly counsellor meetings » Monthly child care worker meetings » Monthly Safe and Caring meetings • Hold racial inclusivity monthly sessions with principals, vice-principals and district managers • Offer the BC Council of Administrators of Inclusive Support in Education (BCCAISE) workshop series to support training for prospective support teachers • Support the leadership role of the district principal of early learning and intervention with reviewing needs and building systems and structures that support student and staff growth • Continue to provide current and perspective support teachers training opportunities during the summer • Partner with post-secondary institutions to provide post-graduate programs in the area of inclusionary practices/ supporting diversity, equity and racial inclusivity • Establish a transitional strategy to support succession of senior staff 	<ul style="list-style-type: none"> • Continued to provide a number of mentoring/training/learning opportunities, including: <ul style="list-style-type: none"> » Level B Assessment » Elementary and secondary support teachers sessions » Helping teacher team meetings » Clerical training » Vice principal meetings » School teams » Mentoring opportunities for new teachers, TTOCs and teachers who change assignments » Principal and vice-principal mentoring program » K teacher mentoring Zoom sessions » Grade 6/7 district inquiry teacher support sessions and online Moodle course » After school literacy sessions, collaboration and co-teaching opportunities » Aboriginal resource teachers providing learning in school and after school » Work with principals on their annual growth plans and reflections » Support the development of teacher opportunity to reflect on their practices and set personal goals through a professional growth plan » Provide ongoing district-based and school-based opportunities for staff development » Mentorship opportunities for senior staff
Identify opportunities, implement practices, and design strategic communications that build value and efficacy for individuals and groups	<ul style="list-style-type: none"> • Meet regularly with partner groups • Maintain a process to review and update the Elementary Clerical Handbook • Meet regularly with the Elementary Clerical Committee and Secondary Admin Coordinators Committee • Grow the peer-to-peer clerical initiative through consultation with clerical staff • Explore ways to enhance communication and collaboration with community partners particularly in mental health supports for students • Continue to train principals, vice-principals, staff and students in Compassionate Systems • Expand the use of the recently developed resource supporting the transition of students with special needs from secondary school to adulthood with information to parents about related services and supports • Expand and deepen our ongoing relationship with the RCMP • Support the development of the ICY hubs with our provincial and community partners • Social Emotional Learning Opportunities for Adult Well-Being (SELO) grants and student grants to support mental wellness • Continue student input through student forums 	<ul style="list-style-type: none"> • Regular meetings of school district leadership with partner group leadership to share updates and consult on emergent issues • Continued to support the Elementary Clerical Committee in addressing issues identified and continued to support the peer-to-peer clerical initiative • Secondary Admin Coordinators Clerical Committee formed to support the work at secondary • Continued to work collaboratively with clerical staff on the Elementary Secretary Handbook and a District Elementary Clerical Float Handbook • Continued partnership with the Community Middle Years and Maple Ridge Parks and Leisure Services in the coordination of community and school programming • Supported the Foundry with teacher and youth care worker staffing • Continued to attend community partner meetings

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Ensure that the use of school district facilities is optimized and that the educational programs of choice offered meet the needs of our learners	<ul style="list-style-type: none"> Implement new programs of choice that meet the needs of our learners Work with facilities to conduct annual school space utilization reviews and make recommendations for the addition of classroom space Continue to strategically manage student enrolment to maximize the use of existing facilities while accommodating enrolment growth Work with community partners to coordinate and provide after school programming for students in SD42 Conduct a review of continuing education program offerings, community needs assessment and marketing strategies 	<ul style="list-style-type: none"> Continued to implement the restored teachers' collective agreement and planning for the increased space requirements Continued to manage student registration and transfers centrally Developed K - 12 online registration and transfer portal Continued implementation of the Middle Years IB program at Garibaldi Secondary Continued to review elementary fine-arts programs and facility/space needs Continued Early French Immersion program at Maple Ridge Elementary — lead class now entering Grade 6 Ridge Meadows College business plan and administrative stabilization plan implemented
Ensure that the strategic and operational planning process of the school district is aligned with the Ministry of Education Framework for Enhancing Student Learning Policy	<ul style="list-style-type: none"> Monitor and report on the outcomes and measures outlined in the Framework for Enhancing Student Learning Reporting Order Develop, monitor, and report on meaningful student success measures Create alignment and integration among learning initiatives to maximize impact on student and staff learning Customize district specific questions to be included in the annual Ministry Student Learning Survey completed by grade 10 and 12 students to collect additional data regarding student knowledge and preparedness in the areas of career development and post-secondary transition 	<ul style="list-style-type: none"> Reviewed the strategic and operational planning process of the school district and ensured that it is aligned with the Ministry of Education Framework for Enhancing Student Learning Policy Prepared and published the <i>Supporting All Learners: Annual Learning Report</i> Annual review of school growth plans strategic and operation plans as part of our yearly cycle. Staff attended Ministry of Education organized sessions on the <i>Framework for Enhancing Student Learning</i>



Background

The Business Division of the Maple Ridge - Pitt Meadows School District is focused on providing effective support services related to facilities management, financial and risk management, payroll and benefits administration, procurement, and policy development and implementation.

Operational Plan

Our vision is to effectively support the school district by providing a safe, healthy, financially sustainable learning environment.

Key Strategies

- 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
- 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

Operational Plan

- 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 through budget reviews and the annual budget process the allocation of resources (people, time, and budget) in a fiscally responsible manner and support the achievement of the Board's strategic objectives
- 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
- 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
- Ensure business continuity through effective risk management, succession planning, strategic recruitment, retention, and professional development
- Support our community of learners through effective communication that enables good decision making
- Effectively support the governance function of the Board of Education
- Continue to effectively represent the district perspective to provincial government on business related initiatives



Business Leadership Contacts

Flavia Coughlan

Secretary Treasurer and CFO
604 466 6225

Monica Schulte

Assistant Secretary Treasurer
604 466 6281

Kimberly Hall

Senior Manager, Business Operations
604 466 6212

Rick Delorme

(2018-2022)
Director of Facilities
604 466 6154

Ihor Politylo

Director of Facilities
604 466 6154

Alexandra Tudose

Manager, Energy and Environmental Sustainability
604 466 6157

Karen Yoxall

Executive Coordinator
604 466 6232

Achieving our vision through:

- Communication that is efficient, effective, personalized, and complete
- Effective risk management and optimization of processes and service levels
- Building capacity, fostering collaboration, and supporting the personal and professional development of all staff

Operational Plan

KEY STRATEGIES AND INITIATIVES	ACTION PLAN	CURRENT STATUS 2018-2021
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	<ul style="list-style-type: none"> Update and implement the Strategic Facilities Plan, including an Energy Management and Environmental Sustainability Plan that is aligned with the provincial objectives outlined in CleanBC Develop building standards and specifications for school district facilities and manage the design and construction of new schools and additions to existing schools Conduct annual space utilization reviews and create new classroom spaces where required Consult with stakeholders and the public as appropriate Review and enhance the facility improvements chargeback system with a goal to reduce chargebacks to schools Prepare Capital Plans that align with the Strategic Facilities Plan Establish and implement process for annual building inspections and assessments Update the five-year maintenance plan for all facilities based on Voluntary Framework of Accountability (VFA) data and annual building inspections and assessments Manage construction of a new childcare facility at Davie Jones Elementary 	<ul style="list-style-type: none"> Updated enrolment projections and school capacity information – June 2018 Completed Strategic Facilities Review and the Facilities of the Future engagement process- 2021 Managed the design and construction of c'usquena Elementary Prepared and submitted to the Ministry of Education for consideration Capital Plan 2019, 2020, and 2021 Completed annual space review in all elementary and secondary schools and created new educational space where required Implemented recycling program, including organics, throughout the district Conducted the annual energy challenge competition Completed 6,305 maintenance projects totalling \$9.6M Installed four portables at Maple Ridge Secondary in 2019, two portables at Golden Ears Elementary in 2020, and two portable classrooms at Yennadon Elementary in 2021 Maintained close working relationships with BC Hydro and Fortis BC to maximize incentive programs Completed 49 lighting and Heat, Ventilation, and Air Conditioning (HVAC) optimization upgrades for estimated savings of \$530,000 Completed annual appliance audit aimed at reducing energy consumption Developed a five-year maintenance plan for all facilities based on VFA data and annual building inspections and assessments Completed Draft Technical Environmental Sustainability Plan Created a prequalified general contractor's roster for projects between \$200,000 and \$1,000,000 Completed and submitted to the Ministry of Education the Eric Langton SPDR and the Pitt Meadows Secondary SPDR Completed 1,248 preventative and routine work orders in 2021 Completed the design and installation of an emergency generator for Whonnock Elementary Completed \$902,000 in roof replacement at Laity View Elementary and Thomas Haney Secondary Submitted annual Carbon Neutral Action Report to BC Climate Action Secretariat that summarizes SD42's emissions profile, the total offsets to reach net-zero emissions, the actions we have taken each year to reduce our greenhouse gas emissions, and our plans to continue reducing emissions in the future
Ensure through budget reviews and the annual budget process the allocation of resources (people, time, and budget) in a fiscally responsible manner and support the achievement of the Board's strategic objectives	<ul style="list-style-type: none"> Support a budget process that ensures Ministry of Education guidelines are followed and that there is meaningful public and partner group engagement in the development of the budget Ensure that proposed budget changes show alignment with school district strategic directions and divisional operational plans Prepare budget documents that communicate the school district's goals and objectives clearly, reflect sound financial management and budget policies, and are easy to understand by stakeholders Ensure through monitoring of financial performance that budget sponsors administer the budget as approved by the Board and that no deficits are incurred 	<ul style="list-style-type: none"> Received the Meritorious Budget Award from the International Association of School Business Officials for the 2018/19, 2019/20, 2020/21 and 2021/22 budgets Ensured that the 2018/19, 2019/20, 2020/21 and 2021/22 budgets reflect priorities set in the Strategic Plan, follow Ministry of Education guidelines, and that there was meaningful public and partner group engagement in the budget process Completed annual review of departmental and school budget allocations and realignment of budgets Completed quarterly financial reports with projections to year-end informed by detailed review of spending with budget sponsors

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Operational Plan

KEY STRATEGIES AND INITIATIVES	ACTION PLAN	CURRENT STATUS 2018-2021
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	<ul style="list-style-type: none"> Continue to review business processes and internal controls to ensure efficient operations and that school district assets are adequately safeguarded Continue to audit school finances to ensure compliance with established internal controls Continue to provide finance training to school staff and departmental staff Implement contract management process and systems Review guidelines for management and use of purchasing cards Review, update, and implement records management systems that ensure regulatory compliance and business continuity 	<ul style="list-style-type: none"> Completed annual review of School Accounting Manual Prepared and presented to the Board quarterly and annual financial statements Completed 26 school audits and provided feedback for improvement of financial processes where required (seven in 2018/19, nine in 2019/20, ten in 2020/21, and eight in 2021/22) Reviewed international education business processes and implemented redesigned processes where required Implemented standard timelines for financial data entry, financial reporting, and financial system management Completed purchasing card procedures manual Implemented use of Contract for Services request form across the district Implemented contract management for photography and yearbook services - elementary and secondary schools Completed Contractors & Insurance Training for Managers
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	<ul style="list-style-type: none"> Review, create and update process documentation and administrative guidelines Provide business perspective in bargaining Support professional growth planning and performance management Complete annual performance review for all management staff aimed at identifying professional growth goals and ways to achieve those goals Review the organizational capacity (people and expertise) to manage all current and planned initiatives and projects Create and implement succession plans for key positions 	<ul style="list-style-type: none"> Provided expert financial and facilities advice at bargaining table <ul style="list-style-type: none"> Participated on staff committees for bargaining Analyzed the financial impact of proposed collective agreement changes Worked with bargaining committee to identify impact of contract language on operations Reorganized facilities and maintenance department with all trades reporting to one manager and allowing the director of facilities to focus on planning and coordination of projects Completed annual performance review for all management staff aimed at identifying professional growth goals and ways to achieve those goals Updated custodial safe work procedures and trained all custodial staff Hired new Manager of Facilities Planning, new Custodial Supervisor and new Director of Facilities
Continuously review and improve business processes and business systems to drive value	<ul style="list-style-type: none"> Implement new and upgrade existing business systems Implement electronic requisitions district wide Work with IT to develop and implement a process for effective and secure data sharing and an electronic records management system for business operations Continue to implement new business intelligence software that improves access to relevant data for all decision makers Procure and implement new facilities maintenance software Procure and implement software for streamlining of competitive process 	<ul style="list-style-type: none"> Implemented new community rentals management software Implemented new energy management software (PUMA) Centralized storage of all finance files on shared servers Implemented electronic requisitions district-wide Completed Amazon Business Prime district-wide implementation Implemented the frame of a new business intelligence software that improves access to relevant data Implemented new public engagement platform for budget consultation Implemented new virtual meetings software for departmental and Board meetings

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Operational Plan

KEY STRATEGIES AND INITIATIVES	ACTION PLAN	CURRENT STATUS 2018-2021
Ensure business continuity through effective risk management, succession planning, strategic recruitment, retention, and professional development	<ul style="list-style-type: none"> Build capacity through targeted professional development and cross-training Clearly identify risks to plans and operations and develop contingency plans Complete an annual review and update of the Enterprise Risk Registry Develop departmental succession plans for all critical positions, that include: <ul style="list-style-type: none"> Identification of existing staff members that are qualified/interested Training and mentoring plan for existing staff Recruitment plan if no internal candidates are identified Work with HR on improving the marketability of business division positions Document business processes for procurement, budget preparation, facilities management 	<ul style="list-style-type: none"> Created the Enterprise Risk Registry, performed the annual review and update of the Enterprise Risk Registry, and ensured that operational plans include strategies aimed at mitigating risks identified Supported staff participation at job-specific and sector-specific conferences Attended FESL learning series, project management courses, supply chain management program, and PCOP (Indigenous Cultural Competency in Procurement, Through a Lens of Reconciliation) Documented all accounting and payroll business processes Created processes and forms related to contracts for services and Amazon Business Hired new Director of Facilities and implemented transition plan to ensure business continuity and knowledge transfer Developed procedures manual for student transportation
Support our community of learners through effective communication that enables good decision making	<ul style="list-style-type: none"> Continue to improve communication with all internal and external stakeholders Create opportunities for positive interactions with other groups and within our division Communicate key messages to stakeholders in a timely and effective manner Develop and implement protocols for communicating staffing changes, budget changes, and budget approvals Develop and provide facilities management training for new school administrators Develop specific forms and procedures related to district contracts that require a formal competitive process 	<ul style="list-style-type: none"> Maintained a strong professional network that we can access to solve problems as they arise Maintained a close relationship with Ministry of Education staff to stay current on provincial requirements and adjust our planning to respond to provincial priorities Maintained positive relationships with stakeholders (BC Hydro and Fortis BC) to maximize incentive programs Created opportunities for collaboration/knowledge sharing: <ul style="list-style-type: none"> Department meetings Intranet School start-up communication Projections request templates Participated in district-wide professional development both as attendees and as presenters Presented at provincial professional development conferences on use of systems, governance, budget planning, and financial reporting Rolled out the new SD42 Waste Collection Program, in consultation with CUPE, MRTA and MRPVPA, and with support from Communications Department
Effectively support the governance function of the Board of Education	<ul style="list-style-type: none"> Support trustee elections and organize the new trustee orientation Prepare comprehensive board agendas that support effective decision making Review, create, and update Board policies and procedures on a four-year cycle based on the work plan developed by the Board Policy Development Committee Support the development and implementation of new procedures with input from subject matter experts Ensure through training and process reviews that all staff have a good understanding of Freedom of Information and Protection of Privacy Act (FIPPA) and that school district data collection and management is FIPPA compliant Continue to review and revise school district forms, policies and procedures to ensure they are FIPPA compliant 	<ul style="list-style-type: none"> Supported the 2018 trustee election by coordinating the creation of candidate orientation materials, election information page on the district website, and offering candidate orientation sessions prior to the election Organized the 2018-19 trustee orientation program and presented sessions on strategic planning, governance, financial management, and facilities management Prepared 112 agenda packages which included 307 reports to the Board Assisted the Board in the review and update of two bylaws and 31 policies Completed FIPPA/Privacy awareness training for exempt staff, school administrators, district managers, teachers, and support staff Created FIPPA/Privacy Awareness training video for administrators and district managers to use as a training tool at staff meetings and new staff in their building Revised all 2021/22 Parent Portal Consent forms to ensure they meet the legislative requirements, under FIPPA, and the legal requirements with Schools Protection Program (SPP) Reviewed revised 2021/22 Parent Portal Consent forms with school staff through online meetings and workshops

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Operational Plan

KEY STRATEGIES AND INITIATIVES	ACTION PLAN	CURRENT STATUS 2018-2021
Continue to effectively represent the district perspective to the provincial government on business-related initiatives	<ul style="list-style-type: none"> Continue to support provincial representative organizations, like the BC Association of School Business Officials (BCASBO), the Education Facilities Managers Association (EFMA), and the Education Council (EDCO) through participation on the board of directors, committees, zone meetings, conferences, and AGMs 	<ul style="list-style-type: none"> Supported provincial representative organizations (BCASBO, EFMA, EDCO) through participation on the board of directors, committees, zone meetings, conferences, and AGMs Secretary Treasurer - BCASBO President 2019-present Director of Facilities - EFMA Past President (2020/21), President (2019/20) Procurement Services Manager - EDCO Chairperson Participated on a variety of provincial committees including: ERAC, Sector Advisory Council, Capital Planning Software Replacement, Focused Education, K-12 Steering Committee, BC Hydro Energy Managers roundtable Climate Change Adaptation Community of Practice, Leadership Development, COVID-19 Response, COVID-19 Steering Committee, Funding Equity, Framework for Enhancing Student Learning Steering Committee and pilot project

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Background

The human resources (HR) department of the Maple Ridge - Pitt Meadows School District is focused on attracting, retaining, and supporting outstanding employees through the implementation of leading HR practices. We believe that these practices will foster engaging and rewarding working relationships and work environments. This is our contribution to overall student success.

Operational Plan

Our vision is to support all employees dedicated to enriching the lives of our students and helping them achieve success. Engaged employees are the foundation of our system.

Key Strategies

- Implement human resource strategies, programs, and practices aimed at promoting a spirit of continuous improvement
- Provide quality and innovative human resource services to attract, develop, engage, and retain diverse employees
- Facilitate workplace relations that favour a culture of collaboration and leadership
- Promote a positive, respectful, safe, and healthy work environment

Operational Plan

- ☐ Develop and implement leading practices in recruitment and engagement strategies
- ☐ Develop and implement succession planning models to support continuity of key positions within the organization
- ☐ Prepare for and facilitate the school district's bargaining initiatives with the partner groups and effectively represent the school district perspective at the provincial level
- ☐ Continue to grow our human resource expertise within our HR department and our school district staff
- ☐ Promote joint initiatives, agreements, and collaborative problem-solving with local and provincial partner groups
- ☐ Continue to promote the health, safety, and well-being of our employees
- ☐ Foster leadership development, training, and mentorship throughout the school district
- ☐ Develop or revise and implement human resource related board policy and procedures
- ☐ Apply a continuous improvement culture within the HR department and maximize the utilization of technology to deliver human resource services
- ☐ Utilize human resource metrics to measure operational efficiency and effectiveness in order to plan for and support our school district's operational needs



Human Resources Leadership Contacts

Dana Sirsiris

Director, Human Resources
604 466 6202

Gwyneth Dixon-Warren

District Principal, Human Resources
604 466 6230

Angela Chung

Senior Manager, Human Resources
604 466 6234

Amanda Reber

Manager, Occupational Health & Safety
604 466 6229

Roxane Carwell

Manager, Employment Services
604 466 6215

Achieving our vision through:

- Attracting, developing, engaging, and retaining diverse talent
- Engaging in collaborative problem solving with partner groups
- Growing our HR expertise within HR and within our leaders

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Develop and implement leading practices in recruitment and engagement strategies	<ul style="list-style-type: none"> • Anticipate peak staffing needs and proactively recruit throughout the year to meet operational and educational needs. Achieve this by filling positions made vacant by employee turnover or longer term absences on a continuing or temporary basis • Engage in established recruitment strategies and develop new methods of reaching out to potential candidates • Engage in employee service recognition programs in accordance with regional health guidelines • Research and evaluate various recruitment assessment tools, including leadership, aptitude, and psychological assessments, to help inform hiring decisions for exempt leadership positions • Continue to participate in the provincial Workforce Sustainability Committee coordinated by BC Public School Employers' Association (BCPSEA) to provide input into provincial recruitment strategies for enhancing teacher recruitment and difficult-to-fill CUPE positions within the province • Review the Teachers Teaching On Call (TTOC) Handbook in collaboration with the Maple Ridge Teachers' Association (MRTA) to ensure that it is current and relevant • Review the Education Assistant (EA) Handbook in collaboration with Learning Services and CUPE to ensure its current and relevant • Develop a video to educate new employees about the history of the school district • Continue to enhance the student experience for those participating in practicums within the school district • Survey recently hired staff for feedback on their employment experience over the past year • Conduct exit interviews with staff who have resigned to seek feedback for increased engagement • Seek renewal of the current Human Rights Special Program Approval in 2023 in support of the district's exemption for giving hiring preference to candidates of Indigenous ancestry 	<ul style="list-style-type: none"> • Implemented a recruitment strategy to support teacher recruitment and staffing demands resulting from increased enrollment and compliance with the collective agreement language, including: <ul style="list-style-type: none"> » attending career fairs at universities across Canada » promoting professional development opportunities for new teachers » implementing the "refer a friend" program to engage staff as recruitment ambassadors for the school district » making enhancements to the careers section of the school-district website » engaging in strategies to support teacher migration from within B.C. and across Canada to the district including opportunities of full-time employment • Engaged in established recruitment strategies and developed new methods of reaching out to potential candidates • Leveraged social media (including Facebook, Twitter, Google Ads) to advertise opportunities • Collaborated with Make A Future and Apply to Education with their recruitment support services to develop targeted advertising campaigns for key vacancies within the school district • Participated in career fairs and recruitment initiatives through local colleges and universities, provided opportunities for practicum placements for students • Collaborated with Ridge Meadows College to establish a staggered graduation class for the Special Education Teaching Assistant and Building Service Worker programs to support the district's hiring needs • Engaged in employee recognition programs throughout the year to congratulate staff on their length of service milestones with the district • Participated in the provincial Workforce Sustainability Committee coordinated by BCPSEA to provide input into provincial recruitment strategies for enhancing teacher recruitment and difficult-to-fill CUPE positions within the province • Hosted new employee documentation meetings throughout the year to train new staff on appropriate school district policy and procedures • Hosted new employee orientation events throughout the year to welcome new staff to the school district and to share with new employees our mission, vision, values, and culture. Speakers at this event include superintendent, director of human resources, elementary and secondary principals, district vice principal, learning services, and partner groups • Continued to promote the New to Your School toolkit to apply a consistent site-based new employee orientation program across the school district • Enhanced the student experience for those participating in practicums within the school district which included providing them with: <ul style="list-style-type: none"> » a joint welcome letter from our partner groups and superintendent » in-person information sessions co-hosted by the teacher mentor and HR » opportunity for full-time permanent TTOC employment for student teachers • As a condition of the current Human Rights Special Program approval, coordinated submission of mid-term report for the Human Rights Tribunal in support of the district's exemption for giving hiring preference to candidates of Indigenous ancestry

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INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Develop and implement succession planning models to support continuity of key positions within the organization	<ul style="list-style-type: none"> Develop and implement a succession planning model by: <ul style="list-style-type: none"> » conducting a capacity and needs assessment for critical and difficult to fill positions » identifying staff and any skill gaps; developing and implementing job-specific training, development, and mentoring plans to ensure staff have the skills, knowledge, and ability to step into key roles when vacancies arise 	<ul style="list-style-type: none"> Continued to develop employee demographic data to identify potential retirements Engaged in the succession planning process for administrator positions by identifying potential vacancies and ensuring a robust cohort of candidates are available for possible placement
Prepare for and facilitate the school district's bargaining initiatives with the partner groups and effectively represent the school district perspective at the provincial level	<ul style="list-style-type: none"> Prepare for and facilitate upcoming contract negotiations with our partner groups Establish bargaining committees <ul style="list-style-type: none"> » meet with stakeholders to seek bargaining priority feedback » establish bargaining principles and plans that align with the provincial bargaining mandate for board and provincial approval » develop proposals and notices to support the school district's strategic plan and operational plans » lead the school district's contract negotiations with partner groups » submit contract settlements to the board and BCPSEA for ratification Finalize the new drafts of and implement new collective agreements and related notice changes Continue to participate in the Provincial Technical Committee to influence provincial bargaining with the school district perspective 	<ul style="list-style-type: none"> Developed and delivered presentations to education staff and managers/principals on the new language established in the previous round of bargaining with the partner groups Implemented Service Improvement Allocations initiatives commencing September 2020 as negotiated in the most recent round of CUPE bargaining Participated in the Provincial Technical Committee to influence provincial bargaining with the school district perspective
Continue to grow our human resource expertise within our HR department and our school district staff	<ul style="list-style-type: none"> Organize and host special topics sessions for administrators and managers to support leadership development including mandatory health & safety training for managers Provide new managers and administrators with HR 101 education sessions Create opportunities both within HR and across the organization for skills development in mental health awareness and support Continue to meet with HR staff to plan for professional growth opportunities as a team or individually to increase capacity and competency 	<ul style="list-style-type: none"> Developed exempt job descriptions for newly established positions Developed job descriptions for principal and vice principal positions that have cross district responsibilities Organize and host special topic educational sessions for administrators and managers to support leadership development Met with HR staff to conduct annual performance reviews to identify and recognize their contributions and strengths, and also identify areas of growth and training plans to support their individual professional growth Facilitated training for the Human Resources department to attend Mental Health First Aid training

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INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Promote joint initiatives, agreements, and collaborative problem-solving with local and provincial partner groups	<ul style="list-style-type: none"> • Continue to problem solve workplace issues with partner groups, ensuring issues are addressed first at the department/school level where appropriate • Review outstanding grievances with partner groups to determine the status of each grievance • Continue to collaborate with the MRTA to problem solve unique issues arising out of remedy calculation or utilization • Engage in a review of the job descriptions for positions of special responsibility in collaboration with the MRTA and teachers • Continue to work with the MRTA in demonstrating best efforts have been achieved with teacher staffing • Continue to collaborate with the MRTA on creative attraction, recruitment and retention strategies • Review lunch hour supervisor shortages and determine if another model of lunch hour supervision can be adopted • Continue to partner with CUPE to address job classification and/or evaluation issues • Continue to work with CUPE to finalize the custodian job description as it applies to custodial responsibilities when disposing of various waste streams • Continue the consultation process with CUPE in allocating LiftUp funding to EA staffing and Service Improvement Allocations (SIA) 	<ul style="list-style-type: none"> • Enter into letters of understanding with the unions to reach agreement on a variety of issues including: <ul style="list-style-type: none"> » work with the MRTA to demonstrate best efforts have been achieved with teacher staffing in accordance with Letter of Understanding (LOU)#12 » collaborate with the MRTA to develop criteria for other mechanisms to utilize any outstanding teacher remedy that was not used for staffing for the 2017/18, 2018/19, and 2019/20 school years » continue to refine the processes and systems to ensure the amounts of remedy time/dollars being accrued and utilized are in accordance with provincial/local agreements » continue to educate and support administration and teachers with the review of individual banks and parameters that have been established for utilization » collaborate with the MRTA to problem solve unique issues arising out of remedy calculation or utilization • Completed Phase 1 of the provincial job evaluation plan pilot project with CUPE by benchmarking current positions • Continued the consultation process with CUPE in allocating LiftUp funding to EA staffing • Collaborated with CUPE to address job classification and/or evaluation issues including: <ul style="list-style-type: none"> » Trades and work experience coordinator » Maintenance foreman » Accounts clerk, international education » Administrative/Records support, learning services » Registration and admissions coordinator, RMC » IT Helpdesk support technician » Educational visual language interpreter • Actively engaged in collaborative problem solving with partner groups prior to and during grievance processes • Lead human resources staff participating in district working groups inclusive of representation from all employee groups focusing jointly on supporting the success of students with complex learning and behavioral needs and employee safety • Collaborated with partner groups on remote work opportunities where necessary

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Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Continue to promote the health, safety, and well-being of our employees	<ul style="list-style-type: none"> • Prevent and/or reduce staff injuries through education and training • Implement targeted safety training to proactively support staff where high injury rates occur • Reform the multidisciplinary task force with our partner groups to review current processes that support staff and student safety and implement improvements to these processes • Continue to promote the health, safety, and well-being of staff: <ul style="list-style-type: none"> » develop or revise and implement and train staff on safe work procedures to reduce the frequency and impact of injuries to staff, and track health and safety compliance activities » communicate with employees and provide supports for them when they are absent due to illness or injury » engage in accommodation and return to work processes upon medical clearance to return to work » engage in programs that support the overall well-being of staff (Social Emotional Learning Committee, employee assistant specific programs, BC Teachers' Federation Wellness and Rehab committees, Joint Early Intervention Services program) » develop or revise district-wide emergency preparedness and response plans » review current emergency plan and streamline the process » meet with District Parent Advisory Council along with the superintendent and director, facilities to engage in emergency preparedness initiatives • Work with facilities & maintenance and custodial services to revise safe work procedures where necessary and ensure staff are trained on safe-work procedures • Provide immunization clinics for staff, including hepatitis and seasonal flu vaccines (or as recommended by Fraser Health) • Coordinate testing for hearing protection and respirator fit testing • Conduct school lockdown and fire drills throughout the year • Review and revise school district health and safety program manual • Update health and safety information on staff intranet • Develop safe work procedures for instructional support staff • Develop stay at work program as part of the district's ability management program 	<ul style="list-style-type: none"> • Implemented Health and Safety Committee training as required by BC WorkSafe regulations including: <ul style="list-style-type: none"> » new member training for site-based Health & Safety Committees » communicable disease prevention » safety plan and related process training for principals, vice principals, and managers » training on conducting a site-based risk assessment » trained principals, vice principals, and managers on work refusal process and procedures » employer due diligence in relation to workplace hazards • Facilitated or coordinated specialized training or certifications such as occupational first aid certification, Crisis Prevention Institute (CPI) training, and Workplace Hazardous Materials Information System (WHMIS) training • Coordinated training for principals, vice principals, and managers to attend Mental Health First Aid training and act as ambassadors at their site to support mental health wellness with their colleagues • Worked with partner groups to streamline online incident reporting • Sponsored partner group executive members to participate in Mental Health First Aid training • Provided immunization clinics for staff for hepatitis and seasonal flu vaccines • Coordinated testing for hearing protection and respirator fit testing • Conducted school lock down and fire drills throughout the year • Lead human resources staff are participating in district working groups that include representatives from all employee groups. The joint focus of these working groups is both on employee safety, and on supporting the success of students with complex learning and behavioral needs

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Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Foster leadership development, training, and mentorship throughout the school district	<ul style="list-style-type: none"> Continue to work with CUPE to develop job-specific training for upcoming non-instructional days Apply for and implement training through the SSEC framework for CUPE staff Coordinate and conduct respectful workplace training for regular and casual custodial staff Work in collaboration with child and youth care workers (CYCW) leadership and committee to enhance orientation of CYCWs into district roles, including job shadowing and peer mentorship program Coordinate temporary funding resources to support site-based orientation for new child and youth care workers (CYCWs) working with experienced staff at elementary and secondary locations Working with CYCW leadership and employee sub-committees, facilitate and support the development of a Child & Youth Care Worker Best Practices Handbook Work with the district's clerical committee to improve upon practices, skill development, develop a mentorship process, and build consistency with the work clerical staff perform Provided special topics or specialized training for principals, vice principals, and managers in the areas of: <ul style="list-style-type: none"> Family Custody Matters Human Resources 101 Managing a complex workload Legal framework relating to SOGI dynamics Develop a district leadership program focusing on the critical non-educational aspects of leading and managing a school or department, including training specific to human resources, fiscal management, procurement, communications, etc. 	<ul style="list-style-type: none"> Engaged in yearly planning cycle for support staff learning opportunities during non-instructional days in collaboration with CUPE, identifying job-specific training for all support staff work groups Participated in the elementary clerical committee to support and enhance clerical services within our schools Implemented enhanced clerical transition time for training new clerical employees to support the clerical function within schools Provided special topics training for principals, vice principals and managers in the areas of health and safety, and violence in the workplace <ul style="list-style-type: none"> Conducting Student Investigations Stress Management Strategies Art of Assertion: Achieving Presence While Preserving Relationship The Skill of Reframing: How Cutting-Edge Leaders Think Mandatory Health & Safety related training Worked in collaboration with child and youth care workers (CYCWs) leadership and committee to better orient CYCWs into district roles, including job shadowing and peer mentorship program Worked with CYCW leadership and employee sub-committees, facilitated and supported the development of a Child & Youth Care Worker Best Practices Handbook Provided an HR 101 orientation to Administrators and Managers
Develop or revise and implement Human Resource related Board policy and procedures	<ul style="list-style-type: none"> Develop new or revise existing HR related district policies including: <ul style="list-style-type: none"> Safe Driving Policy & Procedures Substance Abuse Policy/Cannabis in the Workplace Code of Conduct Policy Annual review of and report to the Board of Education on the existing HR related district policies: <ul style="list-style-type: none"> Whistleblower Policy Exempt Performance Management Policy Exempt Compensation Reporting for PSEC Workplace Discrimination or Bullying and Harassment Policy and Procedures 	<ul style="list-style-type: none"> Completed annual review, reported to the Board of Education and provided district-wide refresher training where applicable on the existing HR related district policies: <ul style="list-style-type: none"> Whistleblower Policy Exempt Performance Management Policy Exempt Compensation Reporting for PSEC Workplace Discrimination or Bullying and Harassment Policy and Procedures

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Apply a continuous improvement culture within the Human Resources Department and maximize the utilization of technology to deliver Human Resource services	<ul style="list-style-type: none"> • Transitioned Human Resource Information System (HRIS) to web-based platform (Atrieve Web) • Implement PowerBI and develop effective reporting to utilize • HR information system data strategically • Continue to scan HR records to archive electronically for efficient and effective access to historical information • Provide PowerSchool (HR information system) and PowerBI training to HR staff to enhance technical skills • Implement improved tracking of Employee Emergency Contact information through HRIS • Rollout of new online incident reporting form • Implement Employee Information Extract module from PowerSchool to support the information sharing of new/terminated employees or employee movement to support services departments (IT, maintenance, purchasing, finance) • Develop a new school year start-up checklist and discussion points for managers and principals on specific HR related matters to be addressed and/or discussed with all staff for example: <ul style="list-style-type: none"> » HR policy review with staff » Health & Safety procedures/protocols » New to Your School new employee orientation » Staffing processes » Remedy processes 	<ul style="list-style-type: none"> • Modified PowerSchool's Health and Safety module to further support employee submission of WorkSafeBC electronically • Partnered with Education, IT, Finance, Purchasing and Payroll to monitor the remedy calculator to support teacher remedy selection and access to resources (ongoing) • Transitioned Human Resource Information System (HRIS) to web-based platform (Atrieve Web) • Implemented revisions to procedures for reconciliation of allocated staffing to ensure timely and confident review/adjustment
Utilize human resource metrics to measure operational efficiency and effectiveness in order to plan for and support our school district's operational needs	<ul style="list-style-type: none"> • Review of the current performance review tool and implement any changes to the models • Support the assistant superintendents and managers with conducting annual performance reviews for all excluded staff to comply with Public Sector Employers' Council (PSEC) compensation requirements • Review current performance review framework and modify where necessary • Continue to pilot the professional growth planning process for teachers • Review and revise HR Procedure Manual • Review HR related items on the internet and intranet to ensure relevant and current 	<ul style="list-style-type: none"> • Reviewed survey feedback from new employees to celebrate successes as an employer and implemented initiatives to improve the supports for new employees as common themes emerge from the feedback • Initiated annual performance feedback and goal planning process for exempt staff, principals and vice principals including a tracking system within PowerSchool • Continued to collaborate with the MRTA to engage and support teachers in the professional growth planning process.

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Background

The Information Technology department of the Maple Ridge - Pitt Meadows School District is focused on providing students, teachers, and staff with technology resources that support the district's vision, which is for every individual to feel valued and for all learners to reach their potential.

Operational Plan

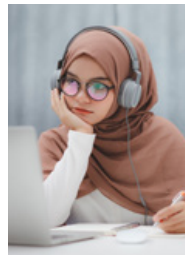
Our vision is to effectively support the school district by maintaining stable technology resources and services; continually exploring and effectively implementing new technologies and online services that will enhance teaching and learning; and safeguarding the security and continuity of the business process.

Key Strategies

- Coordinate the implementation of effective and efficient information management practices within the district
- Identify the needs of district IT service users, and translate those into priority IT initiatives
- Fully leverage current information technology investments
- Continue to secure the district's information and infrastructure systems

Operational Plan

- ☐ Ensure that the IT infrastructure is stable and reliable, supporting both education and business functions
- ☐ Ensure that IT policies and investments are aligned with educational priorities and support innovative educational practices
- ☐ Ensure business continuity and continuity of instruction by developing and implementing IT continuity plans and disaster recovery plans and by implementing best practices for securing IT infrastructure and data
- ☐ Ensure that district IT service users fully adopt and utilize current information technology and systems
- ☐ Build capacity through targeted professional development and cross-training to develop and implement succession plans for critical positions
- ☐ Ensure that current information technology investments are fully utilized by staff
- ☐ Support the implementation of effective and efficient information management practices and systems that better serve our staff, schools, parents, and students
- ☐ Continue to effectively represent the school district perspective to provincial partners on IT-related provincial initiatives



Information Technology Leadership Team Contacts

David Vanderugten
Assistant Superintendent
604 466 6218

Russ Reid
Manager, Information Technology
604 466 6244

Keith Kiraly
Project Manager
604 466 6223

Matthew Froelich
Systems Analyst
604 466 6288

Dharm Cuniah
Systems Analyst
604 466 4235

Allan John
Systems Analyst
604 466 6252

Achieving our vision through:

- Working with our teaching community to effectively leverage technology to support teaching and learning
- Efficiently using our IT resources and expertise
- Improving communication between IT and our school district communities

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

INFORMATION TECHNOLOGY DIVISION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Ensure that the IT infrastructure is stable and reliable supporting both education and business functions	<ul style="list-style-type: none"> • Increase phone system stability and enhance staff experiences with mobile devices to effectively integrate telephony into our infrastructure • Continue to upgrade IT infrastructure to maintain a stable wired and wireless infrastructure • Continue to improve wired and wireless network monitoring and troubleshooting • Ongoing replacement of aging infrastructure hardware and staff computing hardware as part of the evergreen refresh cycle • Continue to improve and refine infrastructure monitoring systems to avoid business impacting outages and slowdowns • Continue roll out of new wireless system to all schools • Create a new IT Strategic Plan for the school district 	<ul style="list-style-type: none"> • Improved system stability, call quality, and availability by moving the existing Skype Enterprise Voice infrastructure from its virtualized deployment to a physical infrastructure, and by upgrading all older Lync mediation servers • Ongoing deployment of new Polycom Skype certified phones replacing the existing phones. District Education Office and school offices have been completed. Classroom phones are being replaced as needed. • Migrated 9 schools from older analog telephony systems to Skype for Business • Decommissioned end-of-life servers and services • Replaced core switches at each site to integrate into unified monitoring system • Integrated switch monitoring into existing Wi-Fi monitoring systems • Replaced aging data center servers as part of the evergreen refresh cycle • Rolled out the new wireless system to all secondary schools and nine elementary schools • Migrated to new Exchange 2019 management server farm • Built out new database clusters to better support the growing data requirements of the district by logically grouping work loads • Deployed new Enterprise monitoring system to be more proactive in responding to site based outages and to be alerted to potentially impacting service outages due to resource bottlenecks • Consolidated school based servers to high availability clusters at DEO data center
Ensure that IT policies and investments are aligned with educational priorities and support innovative educational practices	<ul style="list-style-type: none"> • Work with all education stakeholders to continue to support innovative instructional practices • Continue to support staff on utilizing cloud services to enhance online collaboration between all learners in the district • Continue to support staff on the use of digital portfolios to support the district's innovative reporting model • Continue to explore and support the use of 3D printers to enhance the Applied Design, Skills, and Technologies (ADST) curriculum across the district • Continue to support the Grade 6/7 district wide Inquiry Program that develops critical thinking skills crucial to a student's future success • Continue to update the district's internet security and healthy use of technology website https://success.sd42.ca 	<ul style="list-style-type: none"> • Created ongoing staff training opportunities and resources to support the adoption of cloud services in the classroom • The district has supported over 600 teachers with their transition to utilizing a digital portfolio for their assessment and reporting practices • The IT department continues to work with the Educational Technology Advisory Committee to explore how 3D printers can enhance the Applied Design, Skills, and Technologies (ADST) curriculum • Supported an online training environment created by our district helping teachers to enhance teacher inquiry learning pedagogy skills • Worked with the district helping teacher to provide learning resources on internet security and healthy use of technology • Created temporary WiFi to support 6/7 inquiry startup

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Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Ensure business continuity and continuity of instruction by developing and implementing IT continuity plans and disaster recovery plans; and by implementing best practices for securing IT infrastructure and data	<ul style="list-style-type: none"> Ensuring through enterprise backup and offsite/disaster recovery replication that SD42 services are available in the event of an emergency Clearly identify risks to operations and develop contingency plans Maintain data integrity within the school district Continue to secure the district infrastructure from internal and external threats utilizing industry standard best practices and yearly external IT security audits 	<ul style="list-style-type: none"> Scheduled risk assessments meetings that help proactively identify risks, develop contingency plans, remediate, and re-assess Conducted an IT Security Assessment in the Spring of 2020 and the department will be actioning the recommendations based on priority and available resources Assigned workloads to appropriate disaster recovery sites Deployed an enterprise backup and recovery solution that decreased existing complexities Completed patching of firewall rules and security settings to ensure appropriate access inside and outside the organization Ongoing refinement of SPAM and phishing email filters to protect staff and students from cyber attacks Review of department procedures Leveraged the existing Microsoft agreement to deploy O365 security and compliance features to protect email and cloud file shares Ongoing refining of high-profile accounts access with strong passwords and secured access Followed best practices related to data reliability and trustworthiness throughout its life cycle by keeping data clean, while catching and correcting errors early in the life cycle Continued the practice of input validation, data validation, and duplicate removals Followed industry standard data backup processes to ensure data integrity Followed data security best practices Audited access to file shares and department groups Implemented new backup protection safeguards as made available from vendor Secured network traffic between schools and DEO data centre Assessed off-site hosting solution offered for PowerSchool to ensure continuity of business systems Implemented change management procedure for all IT systems

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Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Ensure that district IT service users fully adopt and utilize current information technology and systems	<ul style="list-style-type: none"> • Work with district helping teachers, Apple, and Microsoft to train staff on the use of assistive technologies and content creation • Work with district helping teachers to implement the Annual Instruction Plan (AIP) module of MyEdBC • Continue to provide FIPPA compliant platforms for staff • Continue to work with HR software vendor to provide Business Intelligence tools and training to our staff • Continue to provide cloud service learning opportunities for all staff • Continue to enhance, support, and update the two district digital portfolio platforms 	<ul style="list-style-type: none"> • Supported staff on utilizing cloud services and software office tools • Continued to support the use of MyPortfolio and MyBluePrint • Ongoing work with our HelpDesk Software provider to enhance the support services that we provide to our staff • Ongoing, appropriate migrations of department and school data shares to Office365 • Deployed MS Teams, Zoom, and other district-supported platforms out to teaching staff to support remote learners • Worked with the privacy team to ensure that district platforms meet provincial privacy requirements • Provided MyEdBC learning sessions for district helping teachers and clerical staff
Build capacity through targeted professional development and cross-training to develop and implement succession plans for critical positions	<ul style="list-style-type: none"> • Support professional growth planning and performance management • Develop and implement succession plans for all critical positions • Ensure staff have the necessary technology and expertise to properly perform their jobs 	<ul style="list-style-type: none"> • Conduct annual performance reviews and engage staff on their professional growth plans • Continue to cross-train critical positions • Maintain the documentation of systems and procedures • Continue to build capacity through targeted professional development
Ensure that current information technology investments are fully utilized by staff	<ul style="list-style-type: none"> • Educate district staff on existing IT initiatives and processes by offering learning sessions and promoting the IT website and knowledge base • Increase district awareness of the IT website and knowledge base • Increase communication about IT initiatives and training opportunities • Explore self-help options within new HelpDesk solution 	<ul style="list-style-type: none"> • Provided optional during and after-school learning sessions for staff on IT tools and services • Continue to improve the IT website and update the self-learning content to reflect the latest software updates and changes made • Direct staff to the IT knowledge base to enable self-help support • Continue to refine end user change-management process to ensure end user awareness of when and what changes are to happen

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

INFORMATION TECHNOLOGY DIVISION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Support the implementation of effective and efficient information management practices and systems that better serve our staff, schools, parents, and students	<ul style="list-style-type: none"> In consultation with other departments, educational partners, and working groups, deploy projects that align with the district's strategic plan and enhance the efficiency of the district Identify the education and business needs of the district and implement new modules and features to the Parent Portal Enhance the MyCalculator application to support the remedy requirements of the district Continue to rewrite the core Parent Portal systems to create a more mobile friendly and responsive framework Work with all departments to ensure that staff have the needed data to make the best decisions possible Work with department stakeholders to continue to support innovative practices Continued engagement with the Educational Advisory and Business Advisory committees will ensure that information technology projects will align with the district and school goals and the IT Strategic Plan Continue to streamline and automate existing processes for efficiency Work with Ministry of Education to incorporate local and ministry data into one comprehensive reporting tool 	<ul style="list-style-type: none"> Completed the redesigned registration module on the Parent Portal to allow flexible registration for all programs and grades without minimizing existing capabilities that are available for kindergarten and Grade 8 registration Built a secure document upload module to collect the supporting documents required for kindergarten registration in a COVID-19 context Made the elementary composition report available to secondary administrators and counsellors Developed a Parent Portal Performance Standards Grade 8 Student Dashboard for secondary schools to better track at risk learners Transportation (bussing) module improvements in the Parent Portal Started the rewrite of the Parent Portal core systems to create a more responsive framework to allow greater flexibility and friendlier mobile experience Enhanced existing Parent Portal Performance Standards student data reports to track at risk learners K-8 Modified the MyCalculator application to support the quarter and semester systems and provide the necessary Ministry of Education reports Implemented a new cloud-based password reset tool Implemented new cloud-based authentication services Worked with the maintenance department to consolidate requirements for one HelpDesk solution that would serve both departments Worked with the procurement department on the setup and integration of Amazon Business services in the district Continue to work with the Education Technology Committee to focus on reviewing and providing advice to senior staff regarding current IT plans and new IT projects and initiatives specific to education/schools and student/staff use of technology to support teaching and learning Start work with the Business Technology Committee with a focus on reviewing and providing advice to senior staff regarding IT plans and new IT projects and initiatives specific to the district business units Worked with finance, HR, and payroll, rolled out new PowerSchool PowerBI project that will provide better data visualization using Microsoft Power Bi data analytics Continue to roll out identified Helpdesk service improvements Deployed new wireless on-boarding to simplify and enhance staff and student experience Ongoing migration of on-premise workloads to Microsoft Cloud (Office365 and Azure)

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Operational Plan

INITIATIVE	ACTION PLAN	CURRENT STATUS 2018-2021
Continue to effectively represent the school district perspective to provincial partners on IT-related provincial initiatives	<ul style="list-style-type: none"> Both the MyEdBC and IT infrastructure team will continue to maintain a strong relationship with the provincial government team, supporting, and providing feedback on the different current and future IT projects Continue to provide provincial leadership at the MyEdBC Student Learning Committee and the BC Service Management Council (SMC) 	<ul style="list-style-type: none"> Ongoing participation in monthly meetings with provincial and ministry security teams to stay ahead of new technology security vulnerabilities MyEdBC team was actively engaged with the provincial team on the modifications to MyEdBC and provided continuous feedback through the available channels Completed work with the Ministry of Education as part of a pilot group on a new project with the goal of improving the safety, effectiveness, and efficiency of the provincial Next Generation Network (NGN) Assistant superintendent in charge of IT and chair of the MyEdBC Provincial Student Learning Committee led the implementation of a provincial wide Annual ELL Instructional Plan (AIP) module in MyEdBC The MyEdBC team and assistant superintendent in charge of IT led the implementation of a new province-wide MyEdBC field set to better track Ministry of Children and Family Development children in care across the province Ongoing participation in monthly meetings with other districts to identify common areas of concern and share best practices



ITEM 8

To: **Board of Education**

From: Superintendent
Harry Dhillon

Re: **SUPERINTENDENT'S UPDATE**

Date: February 23, 2022
(Public Board Meeting)

Information

RECOMMENDATION:

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

**ITEM 9**

To: **Board of Education**

From: Secretary Treasurer
Flavia Coughlan

Re: **ENROLMENT PROJECTIONS**

Date: February 23, 2022
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

Every year, the Ministry of Education requests that school districts provide a three-year enrolment projection for the purposes of projecting operating grant requirements. The Enrolment Projections Committee prepared the attached enrolment projections for the years 2022/23, 2023/24, 2024/25 and 2025/26 (Attachment A).

Projections for the years 2022/23, 2023/24 and 2024/25 were submitted to the Ministry of Education on February 15, 2022.

ENROLMENT PROJECTION 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.

The 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 2021/22. The funding unit is full time equivalent student enrolment defined as a student enrolled in eight courses.

Births

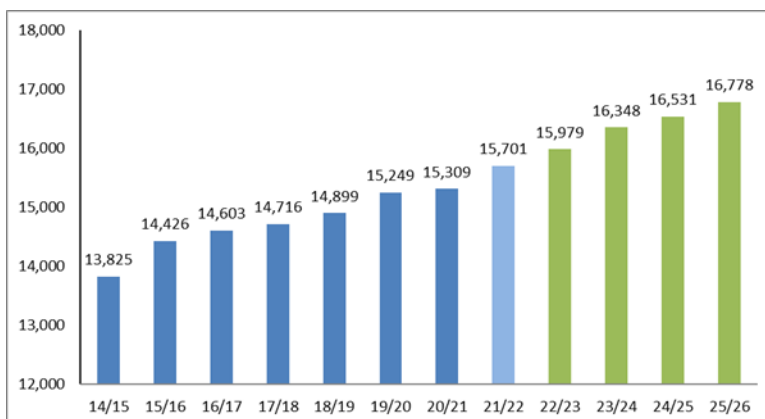
The number of births over the last three years increased significantly. The children currently enrolled in grades K-12 were born between 2004 and 2016, during which time the number of births per year averaged 1,035. Over the last 3 years, the births have averaged 1,100 per year, an increase of 65. The 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 PROJECTIONS

The enrolment information presented in this section is based on actual full-year enrolment for 2014/15 to 2020/21, and actual enrolment for September and estimated February and May for 2021/22. The enrolment history for regular, alternate, distributed learning, continuing education, summer school, and adult learners is presented in the following chart. Since 2014/15, funded enrolment has increased by 1,876 full time equivalent (FTE) and is projected to increase by another 1,077 FTE by 2025/26.



2022/23 ENROLMENT PROJECTIONS

For 2022/23, the school district is forecasting changes in ministry-funded student enrolment at September 30 as follows:

- K-12 enrolment is forecasted to increase by 212 FTE (15,414.75 FTE)
- Continuing Education is forecasted to remain unchanged (3.25 FTE)
- Alternate school enrolment is forecasted to decrease by 15 FTE (240 FTE)
- Distributed Learning enrolment is forecasted to increase by 7 FTE (29.875 FTE)
- Students with Special Needs enrolment is estimated to remain unchanged for Level 1 students (14 FTE), increase by 98 FTE for Level 2 students (970 FTE), and increase by 29 FTE for Level 3 students (339 FTE)
- English Language Learners enrolment is projected to increase by 185 FTE students (1,061 FTE)
- Indigenous Education student enrolment is estimated to increase by 12 FTE (1,341 FTE)
- Non-Graduated Adult enrolment is estimated to remain unchanged FTE (11.625 FTE)
- Graduated Adults enrolment is estimated to be 15 FTE in continuing education and 19 FTE in distributed learning.

International enrolment for 2022/23 is estimated to increase by 22 FTE at elementary (70 FTE) and to increase by 11 FTE at secondary (420 FTE).

2023/24 ENROLMENT PROJECTIONS

For 2023/24, the school district is forecasting changes in ministry-funded student enrolment at September 30 as follows:

- K-12 enrolment is forecasted to increase by 358 FTE (15,772.75 FTE)
- Students with Special Needs enrolment is estimated to increase by 106 FTE for Level 2 students (1,076 FTE), and increase by 26 FTE for Level 3 students (365 FTE)
- English Language Learners enrolment is projected to increase by 30 FTE (1,091 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 increase by 5 FTE at elementary (75 FTE) and by 55 FTE at secondary (475 FTE).

2024/25 ENROLMENT PROJECTIONS

For 2024/25, the school district is forecasting changes in ministry funded student enrolment at September 30 as follows:

- K-12 enrolment is forecasted to increase by 175 FTE (15,947.75 FTE)
- Students with Special Needs enrolment is estimated to increase by 112 FTE for Level 2 students (1,188 FTE), and to increase by 37 FTE for Level 3 students (402 FTE)
- English Language Learners enrolment is projected to increase by 57 FTE students (1,148 FTE)
- Indigenous Education student enrolment is estimated to increase by 14 FTE (1,368 FTE)
- All other enrolment is projected to remain unchanged

International enrolment for 2024/25 is expected remain unchanged at elementary (75 FTE) and increase by 5 FTE at secondary (480 FTE).

2025/26 ENROLMENT PROJECTIONS

For 2025/26, the school district is forecasting changes in ministry funded student enrolment at September 30 as follows:

- K-12 enrolment is forecasted to increase by 247 FTE (16,194.75 FTE)
- Students with Special Needs enrolment is estimated to increase by 116 FTE for Level 2 students (1,304 FTE), and increase by 39 FTE for Level 3 students (441 FTE)
- English Language Learners enrolment is projected to increase by 55 FTE students (1,203 FTE)
- Indigenous Education student enrolment is estimated to increase by 14 FTE (1,382 FTE)
- All other enrolment is projected to remain unchanged

International enrolment for 2025/26 is expected to remain unchanged at elementary (75 FTE) and at secondary (480 FTE).

RECOMMENDATION:

THAT the Board receive the Enrolment Projections for information.

Attachment

Step 2: Enter your district's enrolment estimates in the shaded cells of the District column for each of the three years displayed.

		Estimated Enrolment							
	2021/22 Interim Base	2022/23		2023/24		2024/25		2025/26	
		District	Ministry*	District	Ministry*	District	Ministry*	District	Ministry*
July Enrolment Count									
Summer Learning: Grades 1-7 Headcount Enrolment	394	420	394	500	394	550	394	550	
Summer Learning: Grades 8-9 Course Enrolment	128	130	128	140	128	145	128	145	
Summer Learning: Grades 10-12 Course Enrolment	393	425	393	425	393	430	393	430	
Grade 8 & 9 Cross-Enrolment Courses	5	0	5	0	5	0	5	0	
September Enrolment Count - School-Age Basic Allocation									
K-12 Standard (Regular) Schools FTE (School-Age)	15,202.750	15,414.750	15,408.588	15,772.750	15,634.606	15,947.750	15,836.408	16,194.750	
Continuing Education FTE (School-Age)	3.250	3.250	3.250	3.250	3.250	3.250	3.250	3.250	
Alternate Schools FTE (School-Age)	255.000	240.000	255.000	240.000	255.000	240.000	255.000	240.000	
Distributed Learning FTE (School-Age)	22.875	29.875	22.875	29.875	22.875	29.875	22.875	29.875	
Total Estimated School-Age Enrolment	15,483.875	15,687.875	15,689.713	16,045.875	15,915.731	16,220.875	16,117.533	16,467.875	0.000
September Enrolment Count - Unique Student Needs									
Level 1 Special Needs FTE	14.000	14.000	14.000	14.000	14.000	14.000	14.000	14.000	
Level 2 Special Needs FTE	872.000	970.000	967.000	1,076.000	1,073.000	1,188.000	1,190.000	1,304.000	
Level 3 Special Needs FTE	310.000	339.000	346.000	365.000	386.000	402.000	431.000	441.000	
English Language Learning FTE	876.000	1,061.000	990.000	1,091.000	1,119.000	1,148.000	1,265.000	1,203.000	
Indigenous Education FTE	1,329.000	1,341.000	1,356.000	1,354.000	1,383.000	1,368.000	1,411.000	1,382.000	
Adult Education FTE (Non-Graduates only)	11.625	11.625	11.625	11.625	11.625	11.625	11.625	11.625	
February Enrolment Count - Continuing Education, Distributed Learning, Special Needs Growth and Newcomer Refugees									
Continuing Education FTE - School-Age	1.250	2.250	1.250	2.250	1.250	2.250	1.250	2.250	
Continuing Education FTE - Non-Graduate Adults	10.063	15.063	10.063	15.063	10.063	15.063	10.063	15.063	
Distributed Learning FTE K-Grade 9 (School-Age)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Distributed Learning FTE Grades 10-12 (School-Age)	28.576	34.576	28.576	34.576	28.576	34.576	28.576	34.576	
Distributed Learning FTE - Non-Graduate Adults	5.400	5.400	5.400	5.400	5.400	5.400	5.400	5.400	
Level 1 Special Needs FTE Growth (All Schools)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Level 2 Special Needs FTE Growth (All Schools)	20.000	38.000	20.000	40.000	20.000	43.000	20.000	46.000	
Level 3 Special Needs FTE Growth (All Schools)	5.000	15.000	5.000	17.000	5.000	20.000	5.000	23.000	
Newcomer Refugees FTE (Standard & Alternate only)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
ELL FTE (applies to Newcomer Refugees only)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
May Enrolment Count - Continuing Education and Distributed Learning									
Continuing Education FTE - School-Age	1.250	1.250	1.250	1.250	1.250	1.250	1.250	1.250	
Continuing Education FTE - Non-Graduate Adults	17.500	2.000	17.500	2.000	17.500	2.000	17.500	2.000	
Distributed Learning FTE K-Grade 9 (School-Age)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	
Distributed Learning FTE Grades 10-12 (School-Age)	24.000	20.000	24.000	20.000	24.000	20.000	24.000	20.000	
Distributed Learning FTE - Non-Graduate Adults	2.400	2.400	2.400	2.400	2.400	2.400	2.400	2.400	



ITEM 10

To: **Board of Education**

From: Education Advisory Committee

Re: **RECEIVE MINUTES OF MEETING**

Date: February 23, 2022
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the February 2, 2022 Minutes of the Education Advisory Committee, for information.

Attachment

SD42 Education Advisory Committee

Meeting Minutes

February 2, 2022



In attendance:

Elaine Yamamoto (Trustee), Mike Murray (Trustee), Pascale Shaw (Trustee), Jason Franklin (CUPE), Trevor Takasaki (MRTA), Martin Dmitrieff (MRTA), Shelley Linton (Principal), Sandra Turbide (Helping Teacher - French Immersion), Grant Frend (Principal), Colin Sharpe (Principal), Jennifer Simon (Principal), Shannon Derinzy (Deputy Superintendent), Ken Cober (Assistant Superintendent), Jovo Bikic (Assistant Superintendent), Lena Frend (note taker)

Agenda:

- Overview of French Immersion followed by discussion/questions

Discussion:

- The committee discussed the importance of French Immersion
- The committee reviewed:
 - Current enrolment numbers
 - K preliminary registration numbers
 - Roles and responsibilities of the French Immersion principal and helping teacher
 - Celebrations, program initiatives and challenges – including recruitment and supports for students transitioning out of the program
 - Student retention data and information
 - Budget



ITEM 11

To: **Board of Education**

From: Aboriginal Education Advisory
Committee

Re: **RECEIVE MINUTES OF MEETING**

Date: February 23, 2022
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the January 27, 2022 Minutes of the Education Advisory Committee, for information.

Attachment

SD42 Aboriginal Education Advisory Committee

Meeting Minutes

January 27, 2022



In attendance:

Colette Trudeau (Trustee), Kathleen Sullivan (Trustee), Natasha Cook (KFN Education Coordinator), Leah Meunier (KFN parent), Cheryl Gabriel (Kwantlen Education Coordinator), Lisa Shepherd (GEMS Vice President), Michelle Jays (parent), Alan Millar (principal), Randy Bates (principal), Monica Schulte (Asst Secretary Treasurer), Billie Seneviratne (ASW), Katrina Haintz (ASW), Alison Garneau (ART), Amelia Laidlaw (ART), Michelle Chabot (ART), Kirsten Urdahl-Serr (Principal), Nadine McSpadden (ART), Anita Sandy (ASW), Natalie Robertson (ASW), Sherri Britton (ASW), Sharon Hack (Admin Asst), Trisha Osmack (ASW), Natalie Robertson (ASW), Dr. Amy Parent (Principal Investigator), Amrit Cojocar (Research Asst), Olanbanji Onipede (Research Asst), Calder Cheverie (Research Asst), Dr. Gloria Lin (Research Asst), Carolyn Roberts (Research Asst)

Agenda:

- Introduction of research team
- Presentation of key focus areas of the report "Deepening Indigenous Education and Equity: Supporting the Wholistic Success of Indigenous Learners, Families, and Communities in Maple Ridge-Pitt Meadows School District No.42"
- Feedback offered to the research team

Discussion:

- Research team presented findings and highlighted key areas
- Dr. Parent reviewed methodology
- Feedback offered by attendees

Timeline:

- Families and students with ancestry will next review the draft
- Feedback sessions will continue with teachers, support staff, principals/vice principals, senior team and trustees
- A final draft will be presented to the Board no later than June 2022.

To: **Board of Education**

From: Trustee
Mike Murray

Re: **BC SCHOOL TRUSTEES ASSOCIATION:**
PROVINCIAL COUNCIL

Date: February 23, 2022
(Public Board Meeting)

Information

Date of Meeting: February 12, 2022

Items discussed:

The meeting focused on various reports and updates:

- President Stephanie Higginson talked about several advocacy matters and meetings with government officials. She also talked about the climate change working group being chaired by Alison Watson (Sooke School District) which has now begun meeting and the FESL Peer review process being very open and respectful. She also indicated the BCSTA Board has authorized an expenditure from its restricted reserve to hire a consultant to work on BCSTA's anti racism initiative.
- Suzanne Hoffman, BCSTA CAO, talked about three important aspects of her work encouraging Boards to call her for support if an outside ear is felt to be helpful. She also spoke briefly about reorganization in the office and work on various government led committees and the elections working group which is continuing to do its work in preparation for the upcoming local government election this Fall.
- Vice President Carolyn Broady talked about the Canadian School Boards Association. One highlight is a study that CSBA has commissioned to address the importance of Boards of Education in the face of some provincial reorganizations eliminating elected boards.
- Boards of Education have been asked to submit comments on the attached BCSTA Draft Budget by March 1, 2022.

Date of next meeting: April 21 – 24 at the BCSTA Annual General Meeting

Attachments

February 2022

SYNOPSIS

BCSTA Provincial Council Summary

This is a summary of the February 2022 Provincial Council (PC) meeting, which took place on Zoom. Draft minutes are available [here](#). Contact Suzanne Hoffman at shoffman@bcsta.org for more details.

President's Report

President Stephanie Higginson welcomed attendees and shared updates on BCSTA advocacy, working group updates and the upcoming provincial budget. Read the report [here](#).

CEO's Report

CEO Suzanne Hoffman delivered updates to Provincial Council including news about BCSTA's preparation for the upcoming local elections. Read the report [here](#).

CSBA Report

Vice-President Carolyn Broady delivered a report on the activity of the Canadian School Boards Association (CSBA), including the association's advocacy efforts and upcoming research projects. Read her report [here](#).

Finance & Audit Committee Report

The committee reviewed the 2022/2023 draft budget. Feedback on the budget is requested by **March 1**. Read the committee's full report [here](#).

Legislative Committee Report

The committee examines motions submitted to PC. Ryan Painter delivered a verbal report to the council, which can be read [here](#).

Indigenous Education Committee Report

Dana Moraes delivered the committee's report including an update on the Indigenous Day of Learning planned for AGM, the committee work plan and call out questions to share with trustees at our next BCSTA event. Download the report [here](#).

Professional Learning Committee Report

Gordon Li and Tracy Loffler delivered the committee's report focusing on plans for Trustee Academy. Download the report [here](#).

Disposition of Motions

There were no motions to Provincial Council.

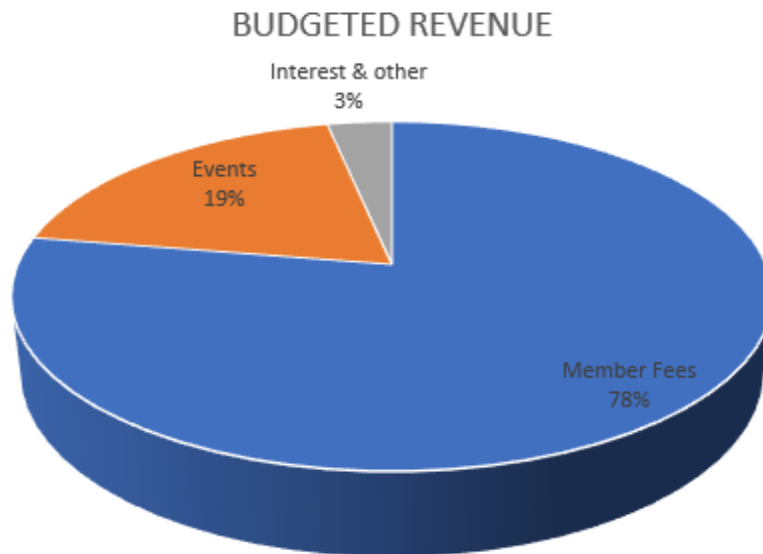
BCSTA 2022/2023 Draft Budget

BCSTA 2022/2023 Budget

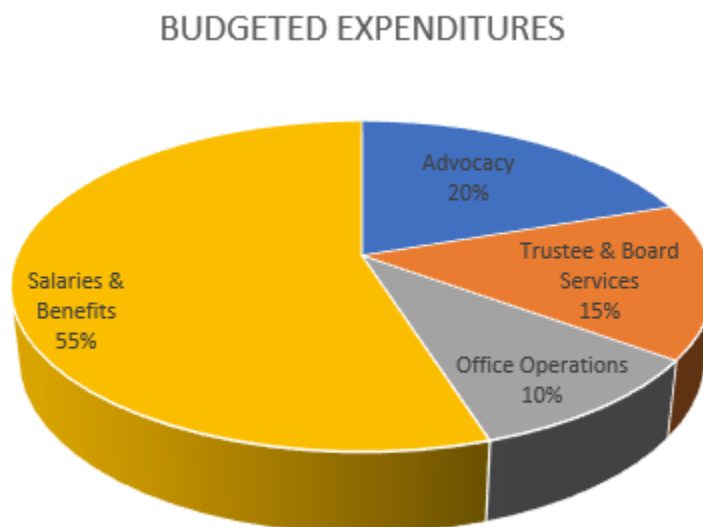
Budget Overview

The Finance & Audit Committee is proposing a balanced operating budget of \$2,853,000 for the fiscal year 2022/2023 that includes an inflationary member fee increase of 2.05%. The inflationary member fee increase of \$44,423 is per the February 2017 Provincial Council directive, which also stipulates that inflationary member fee increase will be fully funded from the 2020/2021 year-end surplus. The additional \$23,809 increase in fees for individual boards of education results from an increase of 9,872 in FTE students.

The Association estimates to receive 78% of its revenue from member fees, 19% from events registration fees, and 3% from interest and other sources.



The operating budget for 2022/2023 is projected to be allocated on salaries and benefits (55%), advocacy (20%), trustee and board services (15%) and office operations (10%).



BCSTA 2022/2023 Budget

Budget Considerations

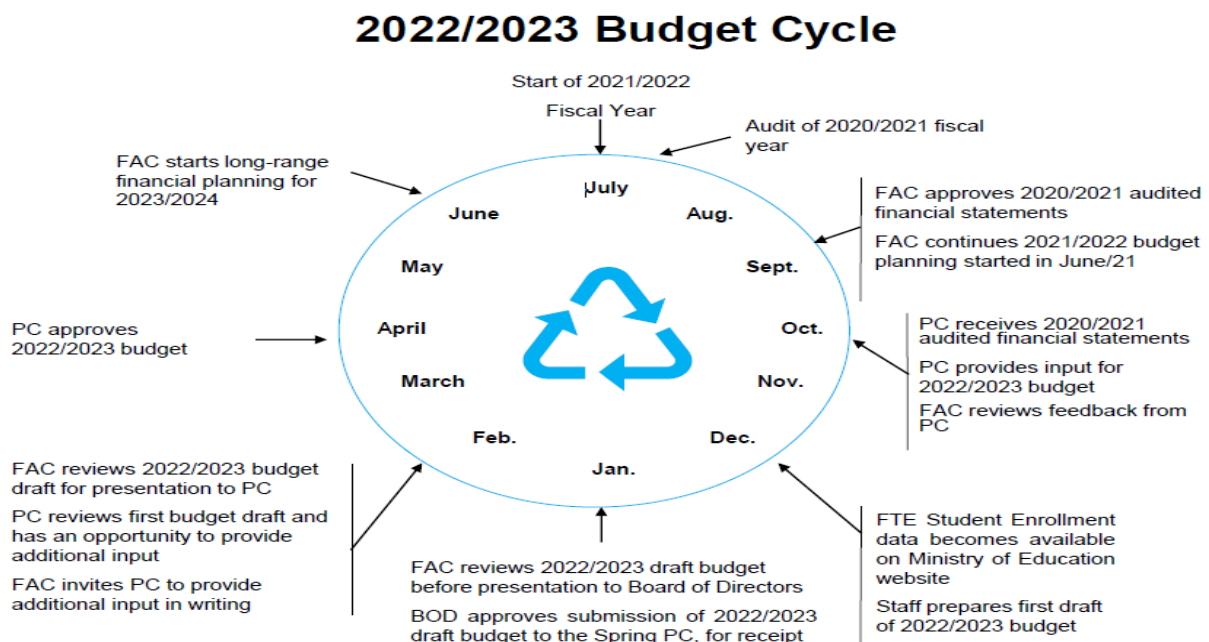
The COVID-19 pandemic has affected sectors in different ways, but one commonality amongst industries is the need for cost control amid ongoing, unprecedented uncertainty. While the pandemic has produced some challenges for BCSTA during the past two years, it has also presented learning opportunities for the Association. It allowed the Association to explore new ways to deliver services to member boards, such as investing in custom-designed software such as the electronic voting system to enable conducting business meetings virtually.

In preparing the draft budget, the Finance & Audit Committee acknowledges the budget challenges of member boards and strives to balance the need to maintain the Association's capacity to deliver quality member services while minimizing fee increases amid rising cost pressures.

The operating budget was drafted based on assumptions made from information available as of December 2021; FTE student enrollment numbers as of September 30, 2021, used to build the draft budget were based on data provided by the Ministry of Education. The Committee will continue to update the budget as relevant information becomes available. While drafting the proposed budget, one primary assumption is that business operations will return to normalcy with in-person attendance at the Academy and AGM. After considering various economic scenarios, resource-allocation decisions are made to build flexibility into budgets to counter uncertainty.

Budget Cycle

Following BCSTA's budget cycle, at the October 2021 Provincial Council meeting, the Finance & Audit Committee reviewed several factors that are expected to impact BCSTA's 2022/2023 operating budget. These factors have been updated, where applicable, based on additional information. The first budget draft will be presented to the February 2022 Provincial Council for review and receipt. The April 2022 Provincial Council will approve and adopt the budget.



BCSTA 2022/2023 Budget

TOTAL REVENUE AND EXPENDITURE SUMMARY

TOTAL REVENUE

(All amounts are in thousands of dollars)

Item	Budget 2020/21	Budget 2021/22	Budget 2022/23	Dollar Change
Member Fees	2,102	2,143	2,211	+ 68
AGM	211	224	234	+ 10
Interest	86	73	79	+ 6
Academy	229	222	315	+ 93
Grant Administration	13	14	14	-
Total	2,641	2,676	2,853	+ 177

TOTAL EXPENDITURES

(All amounts are in thousands of dollars)

Item	Budget 2020/21	Budget 2021/22	Budget 2022/23	Dollar Change
Core Services – Advocacy	584	599	566	- 33
Core Services – Trustee & Board Services	378	376	432	+ 56
Office Operations	298	298	287	- 11
Salaries & Benefits	1,381	1,403	1,568	+ 165
Total	2,641	2,676	2,853	+ 177

BCSTA 2022/2023 Budget

GRANT ADMINISTRATION

(All amounts are in thousands of dollars)

Revenue	Budget 2020/21	Budget 2021/22	Budget 2022/23	Dollar Change
Grants	20	10	30	+ 20
Contracts	13	14	14	--
Total	33	24	34	+ 20
Expenditures				
Grants	20	10	30	+ 20
Contracts	--	--	--	--
Total	20	10	30	+ 20
Net Contribution	13	14	14	--

BCSTA 2022/2023 Budget

I. CORE BUDGET - REVENUE

(All amounts are in thousands of dollars)

Item	Budget 2020/21	Budget 2021/22	Budget 2022/23	Dollar Change
Member Fees	2,102	2,143	2,211	+ 68
AGM	211	224	234	+ 10
Interest	86	73	79	+ 6
Academy	229	222	315	+ 93
Grant Administration	13	14	14	-
Total	2,641	2,676	2,853	+ 177

1. Member Fees

BCSTA *Member Fees* are based on student full-time equivalent (FTE) enrolment data as of September 30 of each year. This data, which the Ministry of Education provides, is used to calculate member fees for the following fiscal year, based on fee formulas set by the Provincial Council in 1995 and updated in 2001. Accordingly, FTE student enrollment numbers as of September 30, 2021, are used to calculate member fees for 2022/2023. As FTE student enrollment numbers increased by approximately 9,872 as of September 30, 2021, member fees have also increased by \$23,809. This information is shown in Appendix II.

Following the February 2017 Provincial Council directive “that BCSTA member fees be increased each year by the amount of the most recent five-year average of the Vancouver Consumer Price Index (CPI) as of January 1 of each year”, member fees are increased by 2.05 percent for 2022/2023. This increase totals approximately \$44,423, as shown in Appendix II.

BCSTA *Member Fees* have therefore increased a total of \$68,232 in 2022/2023:

Member fee increase resulting from increased FTE students	\$	23,809
Inflationary member fee increase		44,423
Total member fee increase	\$	<u>68,232</u>

All 60 boards of education are members of BCSTA in the 2021/2022 fiscal year, and it is anticipated that BCSTA will also have full membership in 2022/2023. Should there be member board withdrawal in 2022/2023, member equity may be used to fund the resultant loss of fee revenue.

BCSTA 2022/2023 Budget

Member Equity

The February 2017 Provincial Council directed that annual inflationary member fee increases be supported by any unbudgeted year-end surplus arising in the fiscal year preceding the adoption of BCSTA's yearly budget. As BCSTA's 2020/2021 fiscal year ended with a surplus of approximately \$288,779, the 2022/2023 inflationary member fee increase of \$44,423 will be fully funded. The only changes in fees for individual boards of education will be solely the result of changes in the number of FTE students. As shown in Appendix II, an increase in the number of FTE students resulted in a calculated fee increase of \$23,809.

The Finance & Audit Committee conducts an annual review of member equity in relation to BCSTA's contractual obligations. Should total member equity exceed the amount required to meet all of BCSTA's contractual obligations, the Board of Directors may elect to:

- a. restrict the surplus for the Board's future use, including implementation of work needed to fulfill the Board's annual strategic plan, based on direction and feedback from the membership
- b. undertake a specific, unbudgeted project or projects
- c. reduce member fees and
- d. reduce registration fees for AGM or Academy

Member equity may also be used to offset emergent, unbudgeted expenses and compensate for the loss of revenue for the first year of member board withdrawal from the Association.

2. AGM

The *AGM* revenue budget line is increased by \$10,000 to reflect a grant allocation that will partially offset speaker costs for this event. Although BCSTA has signed multiple-year contracts with conference hotels to minimize event costs, meals and audio-visual costs have continued to rise; therefore, the use of grant funds in 2022/2023 is recommended to keep AGM registration fees at a minimum level.

3. Interest Revenue

This budget line was decreased by \$13,000 in 2021/2022 due to the decline in interest rates with the onset of the COVID-19 pandemic. As the economy gradually recovers, it is anticipated that interest rates will improve, and as a result, an increase of \$6,000 to the *Interest* budget line in 2022/2023 is recommended.

4. Academy

The *Academy* revenue is projected to increase by \$93,000 due to several factors:

- To minimize the increase in registration fees, grant funds of \$20,000 will be allocated to offset the speaker costs.
- As 2022/2023 is an election year, an increase of \$13,000 in revenue is projected to account for the anticipated increase in attendance levels at *Academy*.
- Furthermore, consistent with previous years, BCSTA will be providing additional support to newly elected trustees by hosting an Academy for new trustees either

BCSTA 2022/2023 Budget

in conjunction with the regular Academy or as a separate event. This extra Academy will be hosted on a nearly cost-recovery basis with projected revenue of \$60,000 and a corresponding estimated cost of \$52,000.

5. **Grant Administration**

BCSTA has received several grants, the details of which are reported out annually to the Fall Provincial Council.

The Finance & Audit Committee and Board of Directors are mindful of the importance of making impactful use of grant funds received by the Association within the parameters restricting the use of those funds. In accordance with restrictions placed on individual grants received, these funds have been used to undertake specific projects, including:

- support for boards to attend rural education regional meetings
- support for BCSTA's Annual General Meeting and Academy
- support for trustee learning opportunities
- support for trustee leadership development
- development of the *Trustee Learning Guide*
- development of an online version of *the Guide to Schools' Legislation*

Although BCSTA has been reducing its reliance on government grants to support its annual operating budgets, it is recommended to allocate \$30,000 of the Ministry of Education Student Achievement grants funds to offset the costs of speakers for AGM and Academy partially; otherwise, registration fees will have to increase to support rising event costs. The grant funds have been included in the following budget lines for 2022/2023 as follows:

- \$10,000 has been included in the *AGM* revenue budget line
- \$20,000 has been included in the *Academy* revenue budget line

BCSTA 2022/2023 Budget

II. CORE BUDGET EXPENDITURES – ADVOCACY

(All amounts are in thousands of dollars)

Item	Budget 2020/21	Budget 2021/22	Budget 2022/23	Dollar Change
Advocacy Services	71	71	71	--
CSBA	46	46	46	--
AGM	200	211	221	+ 10
Provincial Council	98	98	58	- 40
Board of Directors	96	100	102	+ 2
Finance & Audit Committee	10	10	5	- 5
Professional Learning Committee	18	18	18	--
Indigenous Education Committee	26	26	26	--
Legislative Committee	2	2	2	--
Branch Support	17	17	17	--
Total	584	599	566	- 33

6. Advocacy Services

No change to this budget line is recommended for 2022/2023.

7. CSBA

No change to this budget line is recommended for 2022/2023.

8. AGM

The *AGM* expenditures will require an increase of \$10,000 to support projected increases in meal, audio-visual and pre-conference costs.

9. Provincial Council

Due to the timing of the municipal election, which will be held on October 15, 2022, BCSTA will typically reschedule the October 2022 Provincial Council to be held in conjunction with the November 2022 Academy. Therefore, the Provincial Council budget line is decreased by \$40,000

10. Board of Directors

In 2006/2007, the Board of Director Honouraria Review Committee recommended that the Board of Director honouraria be reviewed annually, with increases based on Vancouver's Consumer Price Index (CPI).

BCSTA 2022/2023 Budget

In 2011/2012, the Review Committee recommended that cost-of-living increases, based on the most recent five-year rolling average of Vancouver's CPI, be applied annually to Board honouraria to ensure that:

- budget issues do not arise in future years resulting from a need to implement significant increases required to bring honouraria amounts in line with market levels, and
- those trustees interested in serving on the Board of Directors will not be excluded from doing so for financial reasons.

Recommended Board of Director honouraria increases for 2022/2023 are:

President:	\$ 20,000	to	\$ 20,410/year	= \$410/year
Vice-President:	\$ 8,832	to	\$ 9,013/year	= \$181/year
Director:	\$ 6,310	to	\$ 6,439/year	= \$130/year

As a result, the Board of Director budget line is increased by \$2,000 in 2022/20223

11. Standing Committees and Branch Support

To reduce meeting costs, committees utilize online meeting formats wherever feasible. Cost savings are also achieved by holding mixed-format meetings. A reduction of \$5,000 to the Finance & Audit Committee budget line is projected for 2022/2023.

BCSTA 2022/2023 Budget

III. CORE BUDGET EXPENDITURES – TRUSTEE AND BOARD SERVICES

(All amounts are in thousands of dollars)

Item	Budget 2020/21	Budget 2021/22	Budget 2022/23	Dollar Change
Academy	210	205	261	+ 56
In-District/Pro-D Services	45	45	45	--
Board Chairs' Meeting	28	28	28	--
Communications/Publications	30	25	25	--
Legal Counsel	65	73	73	--
Total	378	376	432	+ 56

12. Academy

The *Academy* budget is increased by \$56,000 to include the projected cost of hosting an academy for new trustees and the increased expenditures related to audio-visual, meals and speakers.

13. In-District/Professional Development Services

Service requests from individual school boards of education have decreased during the pandemic. Therefore, no change is recommended to the *In-District Professional Development Services* budget line. However, as operations gradually return to normal, the Finance & Audit Committee will monitor this budget line to determine if any adjustment is necessary for 2023/2024.

14. Board Chairs' Meeting

No change to this budget line is projected for 2022/2023.

15. Communications/Publications

No change to this budget line is projected for 2022/2023.

16. Legal Counsel

No change to this budget line is projected for 2022/2023.

BCSTA 2022/2023 Budget

IV. OFFICE EXPENDITURES

(All amounts are in thousands of dollars)

Item	Budget 2020/21	Budget 2021/22	Budget 2022/23	Dollar Change
Building	136	136	140	+ 4
Equipment Maintenance	70	67	61	- 6
Office Administration	19	19	17	- 2
Financial	54	54	44	- 10
Depreciation	19	22	25	+ 3
Total	298	298	287	- 11

17. Building

BCSTA's current lease agreement with SD39 (Vancouver), which came into effect on September 1, 2019, for nine years, has several lease rate increases to be applied during the lease term. The next increase takes effect on September 1, 2022. Therefore a \$4,000 addition to this budget line is required in 2022/2023.

18. Equipment Maintenance

The *Equipment Maintenance* budget line is reduced by \$6,000 to reflect cost savings resulting from decreased contractor fees and software costs achieved by updates to BCSTA's information technology infrastructure.

19. Office Administration

The Office Administration budget line is reduced by \$2,000 in 2022/2023 due to changes made to BCSTA's office space.

20. Financial

A reduction of \$10,000 to the *Financial* budget line is recommended because of cost savings achieved by replacing BCSTA's accounting system with a mainstream product that can be easily maintained without engaging external consultants.

BCSTA's annual audit fees are also included in the *Financial* budget line. BCSTA undertakes a five-year contract with its audit firms. The Finance & Audit Committee conducted a review of audit firms in 2018/2019 and contracted with Smythe LLP Chartered Professional Accountants through 2022/2023. An increase to this budget line to reflect inflationary increases through to the end of this period was applied in 2019/2020; no additional adjustments are required for 2022/2023.

21. Depreciation

The *Depreciation* budget line is affected by BCSTA's capital asset purchases. These assets are replaced on an as-needed basis such that equipment is not replaced until it becomes problematic, fails, or becomes obsolete.

BCSTA 2022/2023 Budget

This budget line will be affected in 2022/2023 by the following capital asset transactions:

- 2017/2018 replacement of workstations and monitors:
With an estimated useful life of five years, these assets will be fully depreciated in 2022/2023. BCSTA will need to replace the current workstations in 2022/2023.
- 2017/2018 update of backup infrastructure:
This hardware has an estimated useful life of five years and will be fully depreciated in 2022/2023.
- 2017/2018 leasehold improvements:
These leasehold improvements have an estimated useful life of 10 years and will be fully depreciated in 2027/2028.
- 2019/2020 photocopier replacement:
BCSTA's photocopier has an estimated useful life of five years and will be fully depreciated in 2024/2025.
- 2020/2021 furniture replacement:
BCSTA's office chairs were replaced in 2020/2021 with an estimated useful life of 10 years; these chairs will be fully depreciated in 2030/2031.
- 2020/2021 cell phone refresh:
BCSTA's cell phones have an estimated useful life of three years and will be fully depreciated in 2023/2024.
- 2021/2022 server and server software replacement
BCSTA's new server has an estimated useful life of five years and will be fully depreciated in 2026/2027.
- 2021/2022 leasehold improvements:
These leasehold improvements include new fob access to BCSTA's office and new office space to accommodate an additional BCSTA staff in 2021/2022. The new leasehold improvement will have an estimated useful life of six years and will be fully depreciated in 2027/28, the end of BCSTA's current lease term.

An increase of \$3,000 to the *Depreciation* budget line is required in 2022/2023

BCSTA 2022/2023 Budget

V. SALARIES AND BENEFITS

(All amounts are in thousands of dollars)

Item	Budget 2020/21	Budget 2021/22	Budget 2022/23	Dollar Change
Total Salaries/Benefits	1,381	1,403	1,568	+ 165

22. Salaries and Benefits

The Salaries and Benefits budget line is increased by \$165,000 to accommodate the projected changes as follows:

- BCSTA's staff salary grid increases have been tied historically to teacher salary negotiations. The most recent teachers' current collective agreement, which came into effect on July 1, 2019, for three years, expires on June 30, 2022. As a new collective agreement has not yet been negotiated, a salary grid increase of 2.0%, consistent with 2021/2022, was applied. It is estimated that the salary grid increase for 2022/2023 will be approximately \$26,000.
- Movement on the staff salary grid is estimated to be \$13,000.
- Staffing changes resulting in a net increase of 0.5 FTE have also impacted the budget:
 - The Program Assistant, Education position has been increased from 0.6 FTE to 0.7 FTE to more accurately reflect the workload required for this position (+0.1 FTE)
 - With the retirement of the Director, Finance and Human Resources (-0.1 FTE), the following changes have been made:
 - The creation of a Director, Finance position (+1.0 FTE)
 - The elimination of the part-time position of Program Assistant, Finance (- 0.6 FTE)
 - The creation of a Director, Human Resources and Labour Relations position to address the redistribution of existing staff's workload. In addition to backfilling the role of the human resource, this new position will be focused on bargaining for the upcoming year and serve as BCSTA's liaison on all BCPSEA committees. The new Director will be providing support to member boards on labour management issues and board performance reviews. The creation of this position will allow BCSTA to increase its capacity to provide services to member boards and mitigate the costs of hiring external contractors (+ 1.0 FTE)

BCSTA 2022/2023 Budget

Budget Impact Summary

BCSTA is facing cost pressures in several budget lines in 2022/2023, summarized as follows:

- Due to the rising costs of speakers, audio-visual, and meal costs for events, the expenses budgeted for *AGM* and *Academy* have been increased by a combined total of \$14,000.
- Typically, during an election year, additional support will be provided to newly elected trustees and therefore, an additional \$52,000 has been budgeted for *Academy* costs.
- The *Board of Director* honouraria budget has increased approximately \$2,000 based on the Vancouver CPI.
- *Lease costs* will increase by \$4,000 in accordance with the lease agreement.
- The *Depreciation* budget line has been increased by \$3,000 to reflect additional depreciation on capital assets purchased in 2021/2022 and planned 2022/2023 information technology upgrades.
- The *Salaries/Benefits* budget line has been increased by \$165,000 to address a salary-grid increase of 2.0%, movement on the staff salary grid, and a net increase in FTE from 10.8 to 11.3.

BCSTA is committed to ensuring prudent management of the Association's resources by continuing to search for possible cost efficiencies. The 2022/2023 cost pressures noted above have been offset as follows:

- BCSTA has signed multi-year contracts with conference hotels to mitigate the effects of inflation on the hotel room and meal costs.
- To avoid increasing registration fees for events, an allocation of \$30,000 in government grant funds has been allocated to the *AGM* and *Academy* revenue budget line to offset speaker costs partially.
- Cost savings of \$5,000 were achieved under the expense category of *Core Expenditures, Advocacy* by budgeting for meetings online rather than in-person whenever viable. The *Provincial Council* budget is projected to decrease by \$40,000 by combining the Fall Provincial Council with the November Academy.
- Cost savings were also achieved under the *Office Operations* expense category due to improvements made in 2021/2022 to streamline operational functions. Specifically, for 2022/2023, both the cost for *Equipment Maintenance* and *Financial* budget lines are projected to decrease by \$6,000 and \$10,000, respectively.

APPENDIX I

BCSTA Categories and Fee Formulas

At the February 1995 Provincial Council meeting, a new method for calculating BCSTA member fees was adopted. The purpose of adopting the new schedule was to eliminate distortions under the prior methodology caused by enrollment fluctuations. The new method was based on a set range of FTEs and fees for each of the four categories. At the February 2001 Provincial Council, Category 4 was adjusted to address inequity and a fifth category was added. The categories and corresponding ranges are:

<u>Category</u>	<u>Range of FTEs</u>	<u>Range of Fees</u>
1	0 – 4,000	\$ 4,000 – 28,000
2	4,001 – 10,000	\$28,000 – 38,000
3	10,001 – 30,000	\$38,000 – 65,000
4	30,001 – 75,000	\$65,000 – 80,000
5	75,001 – 125,000	\$80,000 – 95,000

Using these ranges, the following fee formulas were calculated:

Category 1	Fees = $(\$6.10 \times \text{FTEs} + 2,600) \times 0.9955$
Category 2	Fees = $(\$1.45 \times \text{FTEs} + 21,750) \times 0.9955$
Category 3	Fees = $(\$1.33 \times \text{FTEs} + 23,400) \times 0.9955$
Category 4	Fees = $(\$0.3333 \times \text{FTEs} + 55,000)$
Category 5	Fees = $(\$0.30 \times \text{FTEs} + 57,500)$

This method provides for a straight-line relationship between FTEs and fees, with costs per FTE student decreasing as the number of FTE students increase. When fee adjustments are applied, this relationship remains constant for each category and the integrity of the prescribed formulas is maintained.

For instance, in 2004/2005 and 2005/2006, the Provincial Council approved a two-percent increase to member fees, and in 2006/2007 a one-percent member fee increase was approved. These increases were consecutively applied to, and consequently changed, the fee formulas to the following:

Category 1	Fees = $(\$6.10 \times \text{FTEs} + 2,600) \times 1.0462$
Category 2	Fees = $(\$1.45 \times \text{FTEs} + 21,750) \times 1.0462$
Category 3	Fees = $(\$1.33 \times \text{FTEs} + 23,400) \times 1.0462$
Category 4	Fees = $(\$0.3333 \times \text{FTEs} + 55,000) \times 1.0508$
Category 5	Fees = $(\$0.30 \times \text{FTEs} + 57,500) \times 1.0508$

Thus, the fee formulas set by the February 1995 and 2001 Provincial Councils remain constant over time. They are increased or decreased, based on member needs, by adjusting the multiplier to the formula for each category.

APPENDIX II
2022/2023 BCSTA MEMBER FEES
(Annual Inflationary Member Fee Increase of 2.05%)

No.	School District	Total FTE Pupils Sep 30/20	Total FTE Pupils Sep 30/21	FTE Difference - Increase/ (Decrease)	Category	2021/2022 Fees (2.10% Inc.)	2022/2023 Fees (0% Incr.)	Fee increase / (decrease) due to FTE Changes	Annual Inflationary Fee Increase 2.05%	Total 2022/2023 Member Fees
5	Southeast Kootenay	5,548.63	5,787.63	239.00	2	36,363.96	36,786.91	422.95	754.13	37,541.04
6	Rocky Mountain	3,303.44	3,467.06	163.63	1	27,766.44	28,984.59	1,218.15	594.18	29,578.77
8	Kootenay Lake	4,661.56	4,713.13	51.56	2	34,794.17	34,885.41	91.24	715.15	35,600.56
10	Arrow Lakes	514.03	531.75	17.72	1	7,000.02	7,131.94	131.92	146.20	7,278.14
19	Revelstoke	1,022.31	1,045.13	22.81	1	10,784.04	10,953.87	169.83	224.55	11,178.42
20	Kootenay-Columbia	3,880.75	4,083.69	202.94	2	32,064.39	33,771.53	1,707.14	692.32	34,463.85
22	Vernon	8,486.50	8,672.31	185.81	2	41,562.98	41,891.81	328.83	858.78	42,750.59
23	Central Okanagan	23,139.63	23,910.69	771.06	3	66,118.80	67,370.39	1,251.59	1,381.09	68,751.48
27	Cariboo-Chilcotin	4,413.31	4,641.81	228.50	2	34,354.85	34,759.22	404.37	712.56	35,471.78
28	Quesnel	2,926.75	2,943.50	16.75	1	24,962.10	25,086.80	124.70	514.28	25,601.08
33	Chilliwack	13,973.91	14,479.56	505.66	3	51,241.00	52,061.78	820.78	1,067.27	53,129.05
34	Abbotsford	19,428.13	19,483.00	54.88	3	60,094.29	60,183.36	89.07	1,233.76	61,417.12
35	Langley	21,170.88	22,048.06	877.19	3	62,923.12	64,346.97	1,423.85	1,319.11	65,666.08
36	Surrey	71,936.88	72,909.00	972.13	4	96,814.54	97,211.72	397.18	1,992.84	99,204.56
37	Delta	15,759.09	15,636.81	(122.28)	3	54,138.72	53,940.23	(198.49)	1,105.77	55,046.00
38	Richmond	19,697.94	20,227.14	529.20	3	60,532.25	61,391.25	859.00	1,258.52	62,649.77
39	Vancouver	48,451.25	47,948.06	(503.19)	4	87,218.76	87,013.17	(205.59)	1,783.77	88,796.94
40	New Westminster	6,517.25	6,720.75	203.50	2	38,078.09	38,438.22	360.13	787.98	39,226.20
41	Burnaby	23,644.00	24,024.66	380.66	3	66,937.50	67,555.38	617.88	1,384.89	68,942.27
42	Maple Ridge-Pitt Meadows	15,008.69	15,483.88	475.19	3	52,920.66	53,691.98	771.32	1,100.69	54,792.67
43	Coquitlam	31,175.38	31,147.38	(28.00)	4	80,160.18	80,148.74	(11.44)	1,643.05	81,791.79
44	North Vancouver	15,331.56	15,592.19	260.63	3	53,444.75	53,867.80	423.05	1,104.29	54,972.09
45	West Vancouver	6,945.13	6,950.75	5.63	2	38,835.28	38,845.24	9.96	796.33	39,641.57
46	Sunshine Coast	3,199.56	3,333.13	133.56	1	26,993.13	27,987.46	994.33	573.74	28,561.20
47	Powell River	2,928.81	2,910.38	(18.44)	1	24,977.46	24,840.19	(137.27)	509.22	25,349.41
48	Sea to Sky	5,266.25	5,303.88	37.63	2	35,864.25	35,930.84	66.59	736.58	36,667.42
49	Central Coast	230.63	206.69	(23.94)	1	4,890.12	4,711.91	(178.21)	96.59	4,808.50
50	Haida Gwaii	439.75	458.44	18.69	1	6,447.00	6,586.13	139.13	135.02	6,721.15
51	Boundary	1,240.63	1,298.50	57.88	1	12,409.32	12,840.18	430.86	263.22	13,103.40
52	Prince Rupert	1,831.00	1,817.81	(13.19)	1	16,804.52	16,706.34	(98.18)	342.48	17,048.82
53	Okanagan-Similkameen	2,290.81	2,352.63	61.81	1	20,227.70	20,687.88	460.18	424.10	21,111.98
54	Bulkley Valley	1,931.00	1,912.75	(18.25)	1	17,548.99	17,413.12	(135.87)	356.97	17,770.09
57	Prince George	12,848.31	13,023.06	174.75	3	49,413.94	49,697.59	283.65	1,018.80	50,716.39
58	Nicola-Similkameen	1,958.75	2,039.50	80.75	1	17,755.58	18,356.74	601.16	376.31	18,733.05
59	Peace River South	3,558.06	3,624.38	66.31	1	29,662.06	30,155.75	493.69	618.19	30,773.94
60	Peace River North	6,029.63	6,063.25	33.63	2	37,215.16	37,274.67	59.51	764.13	38,038.80
61	Greater Victoria	19,351.94	19,794.66	442.72	3	59,970.63	60,689.25	718.62	1,244.13	61,933.38
62	Sooke	11,254.75	11,956.31	701.56	3	46,827.27	47,966.04	1,138.77	983.30	48,949.34
63	Saanich	7,405.75	7,363.00	(42.75)	2	39,650.43	39,574.78	(75.65)	811.28	40,386.06
64	Gulf Islands	1,430.81	1,461.44	30.63	1	13,825.22	14,053.21	227.99	288.09	14,341.30
67	Okanagan Skaha	5,533.94	5,653.25	119.31	2	36,337.97	36,549.11	211.14	749.26	37,298.37
68	Nanaimo-Ladysmith	14,303.50	14,767.88	464.38	3	51,776.00	52,529.77	753.77	1,076.86	53,606.63
69	Qualicum	4,225.56	4,270.94	45.38	2	34,022.60	34,102.89	80.29	699.11	34,802.00
70	Alberni	3,726.69	3,894.88	168.19	1	30,917.43	32,169.55	1,252.12	659.48	32,829.03
71	Comox Valley	9,487.69	9,579.44	91.75	2	43,334.74	43,497.10	162.36	891.69	44,388.79
72	Campbell River	5,418.88	5,523.63	104.75	2	36,134.34	36,319.72	185.38	744.55	37,064.27
73	Kamloops/Thompson	14,765.63	15,354.00	588.38	3	52,526.12	53,481.17	955.05	1,096.36	54,577.53
74	Gold Trail	1,042.06	1,054.53	12.47	1	10,931.07	11,023.90	92.83	225.99	11,249.89
75	Mission	6,188.94	6,396.88	207.94	2	37,497.09	37,865.07	367.98	776.23	38,641.30
78	Fraser-Cascade	1,638.50	1,719.94	81.44	1	15,371.40	15,977.68	606.28	327.54	16,305.22
79	Cowichan Valley	8,111.23	8,330.36	219.13	2	40,898.88	41,286.66	387.78	846.38	42,133.04
81	Fort Nelson	634.81	671.13	36.31	1	7,899.19	8,169.53	270.34	167.48	8,337.01
82	Coast Mountains	3,831.13	4,053.13	222.00	2	31,694.94	33,717.44	2,022.50	691.21	34,408.65
83	N. Okanagan-Shuswap	6,425.06	6,773.56	348.50	2	37,914.95	38,531.68	616.73	789.90	39,321.58
84	Vancouver Island West	380.88	269.75	(111.13)	1	6,008.70	5,181.39	(827.31)	106.22	5,287.61
85	Van. Island North	1,205.38	1,264.19	58.81	1	12,146.89	12,584.74	437.85	257.99	12,842.73
87	Stikine	168.06	161.75	(6.31)	1	4,424.36	4,377.36	(47.00)	89.74	4,467.10
91	Nechako Lakes	3,580.50	3,594.50	14.00	1	29,829.11	29,933.33	104.22	613.63	30,546.96
92	Nisga'a	370.38	375.50	5.13	1	5,930.52	5,968.68	38.16	122.36	6,091.04
93	Francophone Ed. Auth.	6,461.50	6,428.38	(33.13)	2	37,979.43	37,920.81	(58.62)	777.38	38,698.19
TOTALS		547,633.70	557,505.28	9,871.58		2,143,169.39	2,166,977.97	23,808.58	44,423.05	2,211,401.02

*Note: As the inflationary member fee increase of 2.05 percent will be fully funded from the 2020/2021 year-end surplus, in accordance with Provincial Council resolution, this increase will not be included in 2022/2023 member fee invoices.

Table 2B: Enrollment-Based Funding*
(includes Regular and Continuing Education, Distributed Learning, and Alternate Schools)

Maximum Fee per Provincial Council Resolution PC80/88:
5% of 2022/2023 total fees: **110,570.05**

Minimum Fee per Provincial Council Resolution PC80/88:
0.2% of 2022/2023 total fees **4,422.80**



ITEM 13

To: **Board of Education**

From: Trustee
Colette Trudeau

Re: **BC SCHOOL TRUSTEES ASSOCIATION:**
INDIGENOUS EDUCATION COMMITTEE

Date: February 16, 2022
(Public Board Meeting)

Information

Attached find a synopsis of the BCSTA Indigenous Education Committee meeting that was held virtually on February 10, 2022.

10 February, 2022

IEC Activity Report

The Indigenous Education Committee (IEC) most recently met on February 10, 2022, via Zoom.

The committee reviewed the feedback from the IEC concurrent session at the last Trustee Academy in December. Committee members felt the session went well and noted that each session was different from the last. The IEC discussed how they felt everyone worked well together and were able to share emotional experiences with the membership.

Members of the IEC provided verbal reports from recent BCSTA branch meetings. Trustee Dana Moraes collected answers to the Call Out Questions at a recent Metro branch meeting using an application called Jamboard. Some of the responses to the questions were shared with committee members and further discussions took place. This data will be added to the IEC work plan located on the HUB.

The committee welcomed guest Gordon Li who spoke to the Indigenous Day of Learning at the upcoming AGM. Mr. Li spoke about the agenda and the flow of events that includes Indigenous Elders that will participating. The members are very excited with how this event is unfolding and thanked everyone involved making such an event possible.

The IEC also spent some time on the approved IEC work plan. The members of the IEC have divided themselves into three working groups that will allow them to work on various aspects of the work plan. These groups will work on the Knowledge Series publications, terms of reference and policies, and FESL related objectives.

These sub-committees are planning to meet in the coming weeks that will facilitate the objectives laid out in the work plan.

The committee noted that the four members of the IEC have nearly completed their term with the committee. Gratitude was expressed to Trustee Tony Goulet, Trustee Rebecca Barley, Trustee Colette Trudeau and Trustee Jane Fearing. Members of the IEC noted that a team is always a team and that we must all do our best to keep the teachings alive.

Call Out Questions

1. When did you first hear about the BCTEA?
2. What, if anything, are you aware of that is being implemented in your district because of the BCTEA?
3. Are you familiar with UNDRIP (The United Nations Declaration for Indigenous People), Bill 41? Yes/No
4. If yes to question 3, can you share anything about how the declaration has changed your outlook and/ or the outlook of your district?
5. What is your district doing for Indigenous language?
6. Have you read the Knowledge Series publications from the Indigenous Education Committee?

Committee Members:

- Dana Moraes / Haida Gwaii (co-chair)
- Tony Goulet / Quesnel (co-chair)
- Joe Thorne / Cowichan Valley (Knowledge Keeper)
- Donna Sargent / Richmond
- John Chenoweth / Nicola-Similkameen
- Rebecca Barley / Sea to Sky
- Jane Fearing / Rocky Mountain
- Colette Trudeau / Maple Ridge-Pitt Meadows
- Janet Fraser / Vancouver
- Charlene McKay / Nanaimo-Ladysmith

To: **Board of Education**

From: Trustee
Kim Dumore

Re: **DISTRICT PARENT ADVISORY
COUNCIL**

Date: February 23, 2022
(Public Board Meeting)

Information

Date of meeting: January 20, 2022

Items discussed:

Superintendent Update: Deputy Superintendent Shannon Derinzy reported that staff and students returned to school on January 10, 2022. Big thank you to all families for their support in following health and safety enhanced measures. Extreme gratitude to all staff in all positions as they help to keep the schools open to avoid a functional closure. Student absences have crept up since the return to school from 20% - 27% over the first two weeks, varying from school to school. The school district is also experiencing higher staff absences. There is a team that meets every Monday -Thursday and Sunday to create a plan for the following school day.

Trustee Update - Kim Dumore: School Growth Plans available on school website. Draft Strategic Facilities Plan out for public consultation. Budget process begins February 2022 and input is encouraged.

MRTA Update - Trevor Takasaki: Happy that there has not been a functional closure in the school district. Thanked families for supporting teachers during these difficult times - the adaptability of teachers has been extraordinary. Every available person is being pulled to keep the schools open. Five-day isolation rule is a significant impact. Not a lot of capacity left, teachers are giving it everything they have. Looking forward to "normal" again, yet worried about the wellbeing of teachers in the future. Encouraged parents to thank your teachers.

CUPE Update - Yvonne Desabrais: Acknowledged everyone as we get through this together. CUPE is supporting the before and after school childcare initiative. CUPE is working to include indigenous members at the table at all levels. Thank you to the custodial members for keeping our schools safe and clean. Lisset Peckham, CUPE is lobbying the government for better internet services in the north. Thanked all CUPE staff and thanked parents for understanding the challenges.

Amanda Reber - Manager, Health and Safety: Provided an overview and highlights of the BCCDC Guidelines.

Date of next meeting: February 24, 2022

To: **Board of Education**

From: Trustee
Kathleen Sullivan

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

Date: February 23, 2022
(Public Board Meeting)

Information

Date of meeting: February 17, 2022

Delegations:

Lougheed Transit Corridor Area Plan - Amelia Bowden

- Shared information on the Plan and the Development Guidelines;
- 203 and Lougheed will be the more significant development;
- Currently compiling feedback from various agencies and committees;
- Will be presented to council for approval later this year.

New Business and Unfinished Business:

1. Reviewed the membership composition from the Terms of Reference;
2. Approval of the 2022 committee calendar;
3. Chairperson and Vice Chairperson selection deferred to next meeting;
4. Reviewed 2022 Work Plan – new workplan deliverables for 2022 are to update community organizations on MACAI's mandate and projects; and to evaluate and make recommendations regarding the MACAI award program;
5. Reviewed that MACAI meets municipal requirements as laid out by the Accessible British Columbia Act. Discussion around recruiting more Indigenous people and people of diversity;
6. Accessibility and Inclusiveness Framework Update – Petra Frederick provided a project overview for the Community Engagement process. Discussion on ways to reach more people to complete the survey. Will share questions with the committee once they are completed to provide feedback.

Liaison Updates:

1. Staff Liaison – Petra Frederick provided the following updates:
 - Albion Community Centre and accessibility features; accessible stage, accessible seating at outside amphitheater, gender neutral washrooms, inclusive daycare, kitchen and service centre counters are lower for better accessibility;
 - Advocated for bucket swings for 5-12-year olds with low body tone.

2. Council Liaison – Chelsa Meadus

- advised city staff to involve MACAI on future park projects.

Subcommittee and Task Force Updates:

1. Age-Friendly Subcommittee - Don Mitchell

- Reviewed work currently underway - provided technical support to seniors, workshop on technical skills and provided loaner laptops/tablets to try out. Met with various Property Managers to discuss safety for seniors; emergency preparedness – knowing who's in your buildings in case of fire, what to put in Grab n' Go bags, etc. Workshops on elder abuse, mental health, provided managers with resource info to help direct individuals to appropriate services

Date of next meeting: April 21, 2022

**ITEM 16**

To: **Board of Education**

From: Trustee
Kathleen Sullivan

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

Date: February 23, 2022
(Public Board Meeting)

Date of meeting: January 31, 2022

Items discussed

1. President's Report – K. Binnie:

- 5 new donors announced, ratified new members

2. ED Report – C. Pendleton

COVID:

- As per PHO for workplaces have updated plans and have reinstituted capacity requirements and facility access protocols. Open only for registered participants and invited guests until further notice. Vaccine card verification is required for those 12 years and older.

Act Presents:

- January/February shows are being rescheduled for later in the season or next year;
- Tentatively planning another outdoor summer series;
- 2022-23 season planning in progress with target to complete in March/April.

Arts Council 50th Anniversary Projects:

- "Lift" Lobby – installation of more than 50 handmade paper mache spheres created by students to be hung in the lobby from February 22 - June 30;
- Birthday Bash - June 12 programming in process. The day will feature free activities and performances.

Arts Learning Programs:

- Winter programs continue to increase towards pre-pandemic levels;
- Some classes for winter 2022 hampered by several instructors being unwell;
- Spring Break programming due February 1;
- Albion Community Centre opening this Spring. Monday and Wednesday mornings are confirmed for the ACT Arts Centre program's use. Several parent and tot programs in visual arts, theatre/drama, etc, will be scheduled.

School Programs Update:

- Visual Arts classes are currently running at Whonnock Elementary, Eric Langton Elementary, and Hammond Elementary. Working on expanding this program in the spring;
- School printing workshops and gallery tours have started. There are 6 classes registered, others have been cancelled due to the pandemic;
- Winter camps for Kanaka Creek Elementary scheduled for December were cancelled due to lack of registration.

Gallery:

- Garibaldi Art Club "*A Touch of Red*" ran from November 27 - December 18 and was a success;
- *Singular/Serial* Contemporary Printmaking (January 8 – February 19) opening reception was cancelled but otherwise going ahead;
- *Goddesses: A Multimedia Exploration of the Divinely Feminine* February 26 - April 9. Guest curator is Angela Clarke;
- New Docent program in the gallery will be working with the public to lead tours and share information about the artist and their work. Recruiting more docents as season progresses.
- SD42 Secondary Show "Lift" is from April 23 – June 11. 7 teachers and their students are participating.

Staffing:

- Welcome to new hire Phillip Quan as Assistant Operations Manager and Kevin McLeod as Facility Maintenance Supervisor.

3. Committee Reports:

Executive Committee Report – L. King

- Call for members to volunteer for various committees. Descriptions of work done by various committees to be prepared and shared with board members;
- Discussion around succession planning and opportunities for board members to shadow those currently in executive positions before putting name forward for such positions.

Finance Committee Report – M. Schulte

- Discussed and approved washroom upgrade expenses;
- Discussed sound system upgrade to enhance acoustics of building and to keep competitive with other theatres and for recruiting artists.

Date of next meeting: February 28, 2022

**ITEM 17**

To: **Board of Education**

From: Trustee
Mike Murray

Re: **RIDGE MEADOWS EDUCATION
FOUNDATION**

Date: February 23, 2022
(Public Board Meeting)

Information

Date of meeting: January 24, 2022

Items discussed:

There were two meetings on January 24, 2022.

The first was the Annual General Meeting at which the financial statements for the period ending March 31, 2021 were approved. RMEF bylaws were also amended adjusting the representation on the RMEF Board to include two SD42 staff and one non-voting trustee liaison. A Vice Chairperson position was also added to the bylaws.

The second was a Board meeting at which Dave Rempel was elected to the position of Chairperson for one year and Michael Malfesi was elected to the position of Vice Chairperson.

The RMEF Board also approved amendments to the Education Dream Fund Donor Agreement and discussed the transfer of duties to the RMEF Business Manager. Approval was also provided for the addition of a donation opportunity on the RMEF website.

The new RMEF email was identified at rmefinfo@gmail.com

Date of next meeting: March 7, 2022

To: **Board of Education**

From: Trustee
Mike Murray

Re: **YOUTH PLANNING TABLE**

Date: February 23, 2022
(Public Board Meeting)

Information

Date of meeting: January 26, 2022

Items discussed:

1. As this was the first meeting of the year group members were asked to introduce themselves and provide agency/organization updates.
2. Rawan Dallasheh from Fraser Health reported on the fundraising sub-committee advising that she is reviewing several grant programs which she will bring forward in future. Others were invited to join the sub-committee.
3. Melissa Malo reported on the UPlan sub-committee noting that the thirteen youth on the subcommittee are enthusiastic and have been working on a variety of initiatives. Their latest initiative was to provide three videos on youth mental health (anxiety, depression and family issues) which are available on their Tik Tok and Instagram sites. She mentioned the group's encouragement through social media for others to participate in Bell's "Let's Talk Day" to raise funds for mental health initiatives. She also requested that \$2,000 be allocated from the youth planning table budget for the UPlan group which was approved.
4. Melissa Malo provided a Youth Planning Table (YPT) presentation outlining the progress being made on the youth strategy. There is a youth survey every three years and attendees were asked to provide any recommendations on the YPT terms of reference or youth strategy goals. There was a discussion about the lack of reference in the plan regarding poverty and food security issues having an impact on youth. It was noted that Anna Sanchez from Fraser Health is preparing a paper with recommendations on food security through the City's Social Planning Committee. Melissa Malo will review the paper to see what role YPT should have with respect to those issues as there are a number of current services being provided to youth in schools and through groups like Youth Unlimited, Salvation Army, the Food Bank, Foundry and others. There is the potential to include a new goal in the strategy around coordination and another about advocacy for a provincial and/or national school food security program.
5. Melissa Malo spoke to the short-term goals in the strategy identified for further work in 2022, particularly: 3.1.4. (mental health training for City Staff), 4.2.2. (transitions to adulthood in terms of City internship programs) and 4.3.3. (advocacy for greater post-secondary institution presence in the community).

Date of next meeting: To be determined

To: **Board of Education**

From: Trustee
Kim Dumore

Re: **CULTURE COLLECTIVE NETWORK**

Date: February 23, 2022
(Public Board Meeting)

Information

Date of meeting: February 10, 2022

Presentations:

Erin Macklem, BC Arts Council

Erin Macklem, BC Arts Council gave a brief overview of the work of the BC Arts Council. The BC Arts Council includes an administrative branch that works within the Ministry of Tourism, Arts, Culture & Sport, and a 15-member Council including Trustee Murray, which broadly represents the regions, cultural diversity, and artistic communities of British Columbia.

The BC Arts Council nurtures and supports arts and cultural activity in communities across British Columbia. From community arts in rural and urban centers, to individual artists, professional performing arts companies, Indigenous artists and cultural organizations, art galleries, local museums and music festivals – BCAC supports a range of activities while engaging with artists and communities to inform policies and programs.

Members of the Culture Collective Network were encouraged to visit the BC Arts Council website to create a profile and search for granting opportunities that would support the work their organizations are doing.

https://bcac.smartsimple.ca/s_Login.jsp

Russ Bremmer, City of Maple Ridge - Albion Community Centre

Russ Bremmer reported that the Albion Community Centre is scheduled to open April 2022. Some of the highlights from the new space and location will be: walking trails behind the center that will eventually connect to the larger trail system, ample outdoor space and parking as well as a large amphitheater. Inside will be a multi-use space with many options for the community. The space will also be able to offer pickleball, badminton and host local non-profit theatres/art shows. A private childcare space, full teaching kitchen and a 300 person great hall are also some of the features. Booking and rental details will be coming out soon.

Network updates:

Maple Ridge Museum: "Museum on the Move" is a traveling museum show that will feature the past, present and future of Maple Ridge. The Museum will also be opening the archives for touring in the spring.

The Act: Spring Break Camps are coming, 50th Anniversary celebrations are under way, with a series of events scheduled. SD42 Music Festival is set to take place April 2022 <https://theactmapleridge.org/50th-anniversary>

Ridge Meadows Recycling Centre: Earth Day events planned for April 23, 2022, The Repair Café is returning to the senior's center February 19 <https://rmrecycling.org/>

Downtown Business Improvement Association: "I love Downtown Maple Ridge" campaign was a success with over 7000 receipts. The Facade update program has been funded again for another 5 years. <http://www.downtownmapleridge.ca/>

Farmers Marketz: using a new website to book vendors and have expanded the opportunities for vendors at the next years market. <https://www.farmersandmore.org/>

Vicuna: The Arts Studio Tour will return May 7 - 8 with over 40 artists at 24 locations participating. <https://www.vicunaartstudio.com/>

Maple Ridge Historical Society: will be starting up historical walks again during heritage week February 21 - 27 <https://heritagebc.ca/events-activities/heritage-week/>

Date of next meeting: May 12, 2022

To: **Board of Education**

From: Trustee
Pascale Shaw

Re: **RIDGE MEADOWS OVERDOSE
COMMUNITY ACTION TEAM**

Date: February 23, 2022
(Public Board Meeting)

Information

Date of meeting: February 11, 2022

Presentations:

B.C Ambulance Service – Clair Hall

Clair Hall shared some of the history and changes in the number of overdose ambulance call-outs since 2004 including:

- From 2004 – 2015 the number of overdose calls province wide was between 10,000 – 15,000 per year;
- April 2016 - faced with an alarming rise in opioid-related overdose deaths, Dr. Perry Kendall, the province's health officer, announced a public health emergency;
- 2017 – a year after the state of emergency was called by the province the number of overdose calls increased to 23,000;
- 2020 - the number of overdose calls increased to 74 calls per day (27,000) and 1765 lives were lost;
- 2021 – a 31% increase in calls to 94 per day (35,000 for the year) with 2224 people losing their lives. This represents 6 deaths per day.

Drug overdose is the leading cause of death for 19 - 39 age group and the second leading cause of death in the 40 - 59 age group.

My Safe - Samantha Monckton

Samantha Monckton shared information regarding some of the safe supply vending machines that are operating in the lower mainland. The machine dispenses safe supply according to a "prescription".

Date of next meeting: March 11, 2022



ITEM 21

To: **Board of Education**

From: Trustee
Kathleen Sullivan

Re: **CITY OF PITT MEADOWS COMMUNITY
SUPPORT SELECT COMMITTEE**

Date: February 23, 2022
(Public Board Meeting)

Information

Date of meeting: January 26, 2022

New Business:

1. Approval of the 2022 committee calendar. Tentative meeting dates scheduled for May 25 and September 28.

Updates from Community Outreach Agencies:

1. **Friends in Need Food Bank** - Evan Seal
 - Spoke about the Starfish Backpack Program;
 - Provides excess product to the HUB program and Wednesday meals;
 - Pitt Meadows Food Bank seeing slow but steady growth, 5-10 clients coming out, did not get any seniors to come but are going to try again, seeing some of the Katzie members coming to Gray's church;
 - Providing school snacks and some food for breakfast and lunch programs.
2. **MR/PM/Katzie Community Network** - Christina Shearme
 - Discussion with various executive directors. Looking at ways to support workers/staff, non-profits and service industry workers around mental health/wellness. The pandemic has changed the culture of work. Working towards decolonizing the workforce, what does it look like in my workplace will work towards greater understanding.
3. **Fraser Health** - Ana Sanchez
 - Spoke generally about health school nurse program, substance abuse in community, food security;
 - Report to city should be available soon.
4. **Ridge Meadows Seniors Society** - Bev Schmahmann
 - Regular drop in for fitness and dance programs returning to both Pitt Meadows and Maple Ridge Senior Centers;
 - Bringing in food from Maple Ridge but only 2-3 people in Pitt Meadows accessing, delivering some prepackaged meals for seniors, and supporting with personal care packages as well;

- Sponsoring cultural connections is an educational program for seniors – March 19 in Pitt Meadows. There will be vendors, speakers, lunch served for 50 attendees;
- There is a need to support food security. Currently supporting 2 homeless people in Pitt Meadows, have found living arrangements for a few so the housing situation is slightly better right now.

5. **Seniors Network** – Heather Treleaven

- Christmas presentation at Cineplex Odeon was a success, 200 seniors attended;
- There has been an increase over the last few years of elder abuse;
- Many displaced renters – quite a few seniors being displaced;
- Provided a couple of workshops with Services Canada – have helped find missing benefits for some seniors.

6. **Community Services**

- Christmas dinner was a huge success, partner groups working together –Food Bank, Salvation Army, Community Services, Rotary;
- Ridge Meadows Family Practices have recruited 4 new doctors to the area that are currently taking patients.

7. **Salvation Army** – Mark Stewart

- Spoke to some of the services provided to Maple Ridge and Pitt Meadows. Provide 80 kids/year with summer camp opportunities. The last 2 summers changed to day camps. Provide help with 300 backpacks for kids, 185 laptops, bagged lunches;
- Emergency Weather Response - seeing around 20 people per night for shelter.

Date of next meeting: May 25 (tentative)

**ITEM 22****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:

December 8, 2021 Closed

Call to Order	Meeting called to order at 1:32 p.m.
Motion of Exclusion	Approved
Correspondence	Received
Approval of Agenda	Approved as circulated
Approval of Minutes	Approved as circulated
Superintendent Decision Items	Approved as circulated
Secretary Treasurer Decision Items	Approved as circulated
Superintendent Information Items	Received
Secretary Treasurer Information Item	Received
Board Committees	Received
Adjournment	Meeting adjourned at 4:40 p.m.