

Wednesday, February 27, 2019
Time: 6:00 p.m.

District Education Office
22225 Brown Avenue
Maple Ridge BC V2X 8N6

"The purpose of education is to replace an empty mind with an open one" – Malcolm Forbes

A G E N D A

A. OPENING PROCEDURES

ITEM 1

1. Call to Order
2. Correspondence

- G. Swan, President, BC School Trustees Association

3. Approval of Agenda
4. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on decision items on the Agenda. Speaker's time is limited to 2 minutes per person. This agenda item has a time limit of 10 minutes.*

B. APPROVAL OF MINUTES

1. February 13, 2019 ITEM 2

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

1. Alouette Addictions ITEM 3

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.*

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
 - a) Trustee Representative: Ridge Meadows Overdose Community Action Table (CAT) ITEM 4
 - b) Trustee Representative: Culture Roundtable ITEM 5
2. Superintendent of Schools
3. Secretary Treasurer
4. Board Committees
 - a) Budget
 - i. 2018/19 Amended Annual Budget ITEM 6
 - b) Finance
 - i. Appointment of Auditors ITEM 7
 - c) Facilities Planning

- d) Board Policy Development
 - i. Board Policy Development Committee Work Plan 2018/2019 ITEM 8
 - ii. Board of Education Appeal Policy and Procedures Bylaw ITEM 9
- e) Education
- f) Aboriginal Education

G. INFORMATION ITEMS

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

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

I. TRUSTEE REPORTS

- 1. BC School Trustees Association
 - a) 2019/2020 BCSTA Draft Budget ITEM 11
- 2. BC Public School Employers Association
- 3. Student Voice
- 4. District Parent Advisory Council
- 5. Municipal Advisory on Accessibility & Inclusion
- 6. Maple Ridge-Pitt Meadows Arts Council
- 7. Ridge Meadows Education Foundation
- 8. Social Policy Advisory
- 9. City of Maple Ridge Active Transportation
- 10. Youth Planning Table
- 11. 2020 BC Summer Games Nomination Committee
- 12. Other Board Liaison Representative Reports
- 13. Good News Items

J. QUESTION PERIOD - Questions, with the exception of Trustee questions, will be limited to one question per person with one follow-up clarification question, if necessary. Question period will be restricted to questions only – statements and debate will not be permitted. This agenda item has a time limit of 10 minutes; extension is at the discretion of the Board. A sign-up sheet is provided at the meeting to allow members of the public to register to ask questions. Registration closes at the beginning of question period.

K. OTHER BUSINESS

- 1. Public Disclosure of Closed Meeting Business ITEM 12

L. ADJOURNMENT



ITEM 1

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **OPENING PROCEDURES**

Date: February 27, 2019
(Public Board Meeting)

Information/Decision

1. *CALL TO ORDER*
2. *CORRESPONDENCE (Information Item)*
 - G. Swan, President, BC School Trustees Association

RECOMMENDATION:

THAT the Board receive all correspondence for information.

Attachments

3. *APPROVAL OF AGENDA (Decision Item)*

RECOMMENDATION:

THAT the Agenda be approved as circulated.

4. *INVITATION FOR PUBLIC INPUT TO MATTERS ON THE AGENDA - Members of the public can provide input on decision items on the Agenda. Speaker's time is limited to 2 minutes per person. The agenda item has a time limit of 10 minutes.*

February 13, 2019

The Honourable Ahmed D. Hussen MP
Minister of Immigration, Refugees and Citizenship Canada
House of Commons
Ottawa, Ontario K1A0A6

RE: Eligibility for settlement services to unserved students and families

Dear Minister Hussen,

While Canada is recognized as a world leader in the acceptance and treatment of refugees, I would like to bring to your attention one specific concern where we need to do more for school-age children and their families.

At present, a large number of refugee children who attend school in Canada are ineligible to receive support services provided by federally funded settlement workers. Since 2014, the children of temporary residents, refugee claimants (yet to be processed), and immigrant parents (yet to become Canadian citizens) are ineligible to receive such services. This means some of the neediest children in schools across our country do not receive the services they need to be successful, both at school and in the community. Certainly this service gap is a significant barrier to the ultimate educational success of these children and their families here in Canada.

The total of unserved refugee children in the B.C. school system is likely far greater than you may have imagined. The following examples from school districts in the greater Vancouver region alone illustrate my point:

- | | |
|-----------------------------|---------------|
| - Burnaby School District | 501 students |
| - Langley School District | 824 students |
| - Richmond School District | 968 students |
| - Surrey School District | 3409 students |
| - Vancouver School District | 3057 students |

The number of unserved refugee students in these five school districts alone totals over 8000 individuals who are in our schools but not receiving needed services. This number also represents more than 50% of the refugee student population currently enrolled in these school districts. If we truly want these students and their families to be successful here in Canada, we need to provide the supports and services necessary for this to happen.

I believe we share a common goal of compassion and support for refugees. Your government has taken a leadership role on both the national and international stages regarding the humanitarian treatment of refugees and the implementation of successful resettlement programs. This identified service gap is one that I am sure you and your fellow members of parliament will want to address as soon as possible. A change in federal policy combined with an extremely small increase in program budget would allow all refugee children attending Canadian schools to receive appropriate support from settlement workers.

Please join with us continuing to improve the success of our refugee settlement programs. This small change will make a significant difference in the lives of thousands of school-age refugee children. A change that will ultimately serve them, their families and all of Canada well in the years to come.

Thank you for considering our request, and please do not hesitate to contact me for further information or discussion at any time.

A handwritten signature in black ink, appearing to read 'G B Swan', written in a cursive style.

Gordon Swan - President
BC School Trustees Association (BCSTA)

Cc The Honourable Justin Trudeau - Prime Minister
 The Honourable Rob Fleming – BC Minister of Education
 BCSTA member Boards of Education

February 13, 2019

Robert Oliphant MP
Chair - Standing Committee on Citizenship and Immigration
House of Commons
Ottawa, Ontario K1A0A6

RE: Eligibility for settlement services to unserved students and families

Dear Mr. Robert Oliphant,

While Canada is recognized as a world leader in the acceptance and treatment of refugees, I would like to bring to your attention one specific concern where we need to do more for school-age children and their families.

At present, a large number of refugee children who attend school in Canada are ineligible to receive support services provided by federally funded settlement workers. Since 2014, the children of temporary residents, refugee claimants (yet to be processed), and immigrant parents (yet to become Canadian citizens) are ineligible to receive such services. This means some of the neediest children in schools across our country do not receive the services they need to be successful, both at school and in the community. Certainly this service gap is a significant barrier to the ultimate educational success of these children and their families here in Canada.

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Please join with us continuing to improve the success of our refugee settlement programs. This small change will make a significant difference in the lives of thousands of school-age refugee children. A change that will ultimately serve them, their families and all of Canada well in the years to come.

Thank you for considering our request, and please do not hesitate to contact me for further information or discussion at any time.

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Gordon Swan - President
BC School Trustees Association (BCSTA)

Cc The Honourable Justin Trudeau - Prime Minister
 The Honourable Rob Fleming – BC Minister of Education
 BCSTA member Boards of Education



February 14, 2019

The Honourable Rob Fleming

Minister of Education

PO Box 9045, Stn Prov Govt

Victoria, BC V8V 9E2

RE: Input to upcoming changes to the provincial Graduation Program

Dear Minister Fleming,

The membership of BCSTA feels great concern over the manner in which the decision was made and enacted to add the graduation assessment into the graduation years requirements. As a result, BCSTA member Boards of Education passed the following resolution at our most recent Provincial Council meeting this past weekend:

The BCSTA advocate to the Minister of Education and Ministry of Education requesting that:

- 1. The new graduation assessments mandated by the Minister not act as a barrier to the continued advancement of the learning transformation;*
- 2. That any assessments enacted as a result of this decision place the needs of the learners first, and provide a broad and nuanced picture of student learning; and*
- 3. That BCSTA engage with the Ministry of Education regarding the potential use of assessment data, and continue to advocate against the release of assessment data that can be used to rank schools and/or districts.*

I believe that the underlying sentiment to the above motion is our common and strongly held belief that the current learning transformation initiative being implemented across the province is paramount to the future success of our K-12 education system.

This does not mean that BCSTA opposes student assessments; nor does it mean that we are against appropriate accountabilities within the sector. The focus for us in passing this important motion is ensuring that any new student assessment tied to graduation do not inadvertently impede transformation or aid ill-founded attempts to rank students, schools or school districts. We understand and appreciate that both you and Premier John Horgan are opposed to this potentially negative outcome as well.

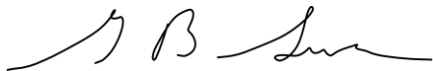
In September 2015, the Advisory Group on Provincial Assessment (AGPA) released its final report 'The Graduation Learning Years' with the full support of twelve sector partner groups, including BCSTA. The report did an excellent job of both identifying the proper purposes of assessment in the graduation years and providing recommendations as to how provincial assessments should be implemented in support of improved student outcomes.

BCSTA continues to support the findings and recommendations put forward by AGPA, and suggest that these should form the basis under which any new graduation focused assessments are implemented.

BCSTA is highly supportive of the work of the Ministry of Education toward ensuring we maintain one of the strongest and most relevant K-12 public education systems in the world. Our goal is to work cooperatively with you and your staff through the transformation process and help to ensure that the needs of students remain our shared priority.

Thank you for your consideration of our member motion. I look forward to further discussions on how we might jointly maintain the appropriate balance between learner focused assessment and system accountability. In the meantime, let us keep the spirit of AGPA alive in whatever changes are initiated in the coming months.

Sincerely,

A handwritten signature in black ink, appearing to read 'G B Swan', written in a cursive style.

Gordon Swan

President

BC School Trustees Association

cc: Scott MacDonald, *Deputy Minister of Education*
BCSTA Member Boards of Education



ITEM 2

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **APPROVAL OF MINUTES**

Date: February 27, 2019
(Public Board Meeting)

Decision

RECOMMENDATION:

THAT the Minutes of the February 13, 2019 Public Board Meeting be approved as circulated.

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, February 13, 2019, (6:00 PM)
Board Room, District Education Office**

IN ATTENDANCE:

BOARD MEMBERS:

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

STAFF:

Superintendent – Sylvia Russell
Secretary Treasurer – Flavia Coughlan
Deputy Superintendent – Harry Dhillon
Senior Manager, Communications – Irena Pochop
Executive Coordinator – Karen Yoxall

A. OPENING PROCEDURES

1. Call to Order

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

The Chairperson welcomed and thanked everyone for attending.

The Chairperson acknowledged that this meeting is taking place on the traditional territory of Katzie First Nation and Kwantlen First Nation.

2. Correspondence

Moved/Seconded

- E. Flynn, Chair, School District No. 69 (Qualicum)

THAT the Board receive the correspondence, for information.

CARRIED

3. Approval of Agenda

Moved/Seconded

THAT the Agenda be approved as circulated.

CARRIED

4. Invitation for Public Input to matters on the Agenda

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

B. APPROVAL OF MINUTES**Moved/Seconded**

THAT the Minutes of the January 16, 2019 Public Board Meeting be approved as circulated.

CARRIED

C. PRESENTATIONS1. Project Hello**Moved/Seconded**

Kristi Blakeway, Principal, Laity View Elementary presented on Project Hello, a program designed to help people find their loved ones. Principal Blakeway and students involved in the program spoke to the project's history, purpose and experiences.

THAT the Board receive the presentation on Project Hello, for information.

CARRIED

D. DELEGATIONS1. Continuing Education Staffing**Moved/Seconded**

Continuing Education staff presented on the history and the nature of the program offered in the school district including nighttime and daytime high school classes, corrections programs, foundation classes, and the Connected Learning Community. Students include high school graduates, adults and new immigrants.

THAT the Board receive the presentation on Continuing Education staffing, for information.

CARRIED

E. DEFERRED ITEMS**F. DECISION ITEMS**

1. Superintendent of Schools

a) Non-Resident Fees 2020/21**Moved/Seconded**

The Superintendent reported that a \$500 increase in homestay fees, and a \$500 increase in annual tuition fees is being proposed for the 2020/21 school year.

THAT the Board approve the following fees for the non-resident students for 2020/21:

	Application Fee	Annual Tuition Fee	Homestay Registration or Placement Fee	Homestay Fee	Custodian Fee	Airport Fee	Medical Insurance
Maple Ridge-Pitt Meadows	\$200	Elementary \$14,900 Secondary \$14,900	\$300	\$9,500	\$100	\$100	Included with tuition fee

CARRIED

2. Secretary Treasurer

a) Board Calendar Amendment**Moved/Seconded**

The Secretary Treasurer reported that the 2019/2020 Preliminary Budget Process Timeline has been revised to better align with the Ministry of Education funding announcement and that it is being proposed the March 13, 2019 public board meeting be cancelled.

THAT the Board approve the revised 2019/2020 Preliminary Budget Process Timeline and cancel the March 13, 2019 public board meeting.

CARRIED

3. Board Committees

- a) Budget
- b) Finance

i. Financial Statements for the Quarter Ended September 30, 2018**Moved/Seconded**

The Secretary Treasurer reported that the Financial Statements for the Quarter Ended September 30, 2018 are presented to the Board for approval at the recommendation of the Finance Committee of the Whole.

THAT the Board approve the Financial Statements for the Quarter Ended September 30, 2018.

CARRIED

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

i. Board Authority/Authorized Courses**Moved/Seconded**

The Assistant Superintendent reported that the Ministry of Education mandated effective July 2, 2019 that all grade 10, 11 and 12 Board Authority/Authorized courses align with revised Ministry requirements to ensure that newly developed courses are developed with the "Know-Do-Understand" model and inclusion of "Aboriginal World Views and Perspectives" as set out in the new provincial curriculum, that revised courses continue to align with Ministry of Education requirements and to retire current courses given the flexibility offered with the new Ministry curriculum, or that no longer meet requirements.

THAT the Board approve the following Board Authority/Authorized Courses effective the commencement of the 2019/20 school year:

- Applications for Learning 10
- Applications for Learning 11
- Applications for Learning 12

- Athletic Leadership 11
- Athletic Leadership 12
- Community Service Learning 12
- Criminology 12
- Digital Game Design 11
- Digital Game Design 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
- Intramurals 11
- Intramurals 12
- Keyboarding 11
- Languages for Travel 12
- Leadership 11
- Leadership 12
- Library Science 11
- Link Crew 11
- Link Crew 12
- Peer Social Support 12
- Principals of Social Interactions 10
- Principals of Social Interactions 11
- Principals of Social Interactions 12
- Psychology 11
- Psychology 12
- Sociology 12
- Strength Training 11
- Strength Training 12
- Student Aide 11
- Student Aide 12
- Student Aide 12 Advanced
- Tabletop Game Design 11
- Textile Arts and Crafts 11
- Yoga 11

And Further;

THAT the Board retire the following Board Authority/Authorized Courses effective the end of the 2019/20 school year:

- 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

CARRIED

- f) Aboriginal Education

G. INFORMATION ITEMS

1. Chairperson
2. Superintendent of Schools

- a) Garibaldi Secondary School International Baccalaureate Middle Years Program

Moved/Seconded

Garibaldi Secondary administrative staff and MYP Coordinators reported on the background, history and rationale of the International Baccalaureate Middle Years Program at Garibaldi Secondary. The school is currently in a candidacy stage with an external review and authorization visit scheduled for 2021.

THAT the Board receive the report on the implementation of the Garibaldi Secondary School International Baccalaureate Middle Years Program, for information.

CARRIED

- b) IT Plan Update

Moved/Seconded

The Assistant Superintendent and Senior Manager, Information Technology provided an update on technology initiatives.

THAT the Board receive the IT Plan Update, for information.

CARRIED

- c) Superintendent's Update

Moved/Seconded

The Superintendent provided an update on school and district events.

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

CARRIED

3. Secretary Treasurer

a) Enrolment Projections**Moved/Seconded**

The Secretary Treasurer reported that every year the Ministry of Education requests that school districts provide a three-year enrolment projection for the purposes of projecting operating grant requirements. Projections for students enrolled in regular K-12 schools were prepared using enrolment projections from the Baragar system, five-year average (grade-to-grade) transition rates and local knowledge of recent and historical enrolment trends. Enrolment for regular school age students, aboriginal education, continuing education, students with special needs and English Language Learners were explained.

THAT the Board receive the Secretary Treasurer's report on Enrolment Projections, for information.

CARRIED

4. Board Committees & Advisory Committee Reports

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

i. Receive Minutes of Meeting**Moved/Seconded**

THAT the Board receive the January 30, 2019 Minutes of the Education Advisory Committee, for information.

CARRIED

- f) Aboriginal Education

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS**I. TRUSTEE REPORTS**BC School Trustees Association**Moved/Seconded**

THAT the Board submit the following motion for consideration at the BCSTA Annual General Meeting:

"THAT BCSTA invite BC Government Ministers to the annual BCSTA AGM and/or the BCSTA Fall Academy and assist with arranging short meetings between boards of education and attending Ministers."

CARRIED

The Board Chairperson reported on the Professional Learning Communities Meeting and Trustee Murray reported on Provincial Council.

Student Voice

Trustee Sullivan reported on community initiatives discussed.

Maple Ridge – Pitt Meadows Arts Council

Trustee Sullivan reported on an upcoming festival at The Act.

Ridge Meadows Education Foundation

Trustee Shaw reported on strategic planning.

Social Policy Advisory

Trustee Yamamoto reported on the development of a database and the nomination of the committee chair.

Good News Items

Trustees reported on "For the Love of Youth" fundraiser, Trustee Yamamoto reported on Family Literacy Day, Trustee Trudeau reported about an upcoming elders' meeting, Trustee Dumore reported on an upcoming show "Putting on the Glitz" at Thomas Haney Secondary School and the Board Chairperson congratulated chef Brian Smith for winning teacher of the year.

L. QUESTION PERIOD

M. OTHER BUSINESS

N. ADJOURNMENT

Moved/Seconded

THAT the Board adjourn the meeting.

CARRIED

The Public Board meeting adjourned at 8:47 p.m.

Korleen Carreras, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **ALOUETTE ADDICTIONS**

Date: February 27, 2019
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive the presentation by Alouette Addictions, for information.



ITEM 4

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **TRUSTEE REPRESENTATIVE: RIDGE
MEADOWS OVERDOSE COMMUNITY
ACTION TABLE (CAT)**

Date: February 27, 2019
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Ridge Meadows Overdose Community Action Table (CAT) has extended an invitation for a school trustee to attend and participate at the CAT table. (Attachment A)

RECOMMENDATION:

THAT the Board appoint Trustee _____ as the Board's representative on the Ridge Meadows Overdose Community Action Table (CAT).

Attachment



February 18, 2019

Korleen Carreras, Board Chairperson
Maple Ridge Pitt Meadows School District No.42
22225 Brown Avenue
Maple Ridge, BC V2X 8N6

Dear Ms. Carreras:

The Ridge Meadows Overdose Community Action Table (CAT) would like to extend an invitation to have a School Board Trustee attend and participate at the table of the CAT. The CAT was established over two years ago and was recently funded by the Ministry of Mental Health and Addiction. The CAT was formed to spearhead urgent action at the community level to prevent further deaths and to support people using substances and people struggling with addiction to access supports, treatment and recovery services where appropriate. The CAT aims to be inclusive, diverse and have representation from service providers, health authority and government staff and individuals affected by the overdose crisis. Accordingly, the CAT membership is open to anyone with a reasonable stake in the crisis.

The purpose of the CAT is to bring together multiple stakeholders to support and facilitate local partnerships, coordinate programs and services, address gaps, and plan for collaborative community action around the opioid overdose crisis.

Expectations of the CAT members include attendance and active participation in the group's work; representing the interests of the Ridge Meadows Overdose Community Action Table; and acting as an advocate for the CAT and its objectives.

Thank you for your consideration of this invitation. Our hope is to have you join our next CAT meeting March 8th or subsequently the 2nd Friday of the month 10:00am -12:00 am held at the Blaney Room in City Hall. To confirm an appointee to the CAT, or if you require further information, please contact me directly at st.o.r.mstopoverdoserm@gmail.com or 604 812 1335.

Sincerely,

Kim Dumore
RMODCAT Coordinator

Attachment (1)

- CAT Terms of Reference

RIDGE MEADOWS OVERDOSE COMMUNITY ACTION TEAM

TERMS OF REFERENCE

Overview

The Province of British Columbia (B.C.) declared a state of emergency throughout the province related to the overdose crisis on April 14, 2016. To respond to the crisis, the Regional Health Authorities are engaging community service providers, people with lived/living experience and municipalities in strategies that meet the needs of their individual community. The City of Maple Ridge has one of the highest rates of overdose related deaths per capita in the Fraser Health region, and has been identified as a priority community by the Ministry of Mental Health and Addictions.

On December 1, 2017, the Ministry of Mental Health and Addictions launched an Overdose Emergency Response Centre (OERC). The goal of the OERC is to spearhead urgent action at the community level to prevent further deaths and to support people using substances and people struggling with addiction to access supports, treatment and recovery services where appropriate. Located at Vancouver General Hospital, the OERC will be the provincial hub for regional and Community Action Teams (CATs) collaborating on targeted local strategies. The Ridge Meadows Overdose Community Action Team will serve as the CAT in Maple Ridge. The following Terms of Reference serves as a guide for the work the CAT.

Purpose

The purpose of the CAT is to bring together multiple stakeholders to support and facilitate local partnerships, coordinate programs and services, address gaps, and plan for collaborative community action around the opioid overdose crisis. The work of the CAT will be guided by eight (8) objectives outlined by the OERC (See Appendix A).

Functions

As aligned with the British Columbia OERC, the functions of the CAT are to:

- Provide focused, multi-sectoral action-oriented strategies that are inclusive of all partners and tailored to the community needs;
- Implement strategies that are based on best evidence with robust evaluation including targets, timelines and outcomes;
- Work with partners to inform resource needs and allocation;
- Provide clear direction and coordinate implementation of activities;
- Maintain consistent and continuous communication with regional service providers, local and provincial governments, and the public;
- Generate and gather multiple sources of data to monitor and adjust the response and report in real time to better understand the underlying issue;
- Align with the Ministry of Mental Health and Addictions' core set of interventions;
- Commit to a decision-making process that supports evidence-informed actions and evaluation. This decision-making will stay within CAT authority. Decisions that have potential budgetary or policy implications outside of the CAT's authority will be taken back to the appropriate leadership within each member organization.

Membership

The CAT aims to be inclusive, diverse and have representation from service providers, health authority and government staff and individuals affected by the overdose crisis. Accordingly, the CAT membership is open to anyone with a reasonable stake in the crisis.

The CAT is currently comprised of the following membership. Each agency or organization can appoint a member to attend the meetings:

- Fraser Health Population and Public Health
- Ridge Meadows Hospital
- Fraser Health Mental Health and Substance Use Services
- Ridge Meadows Division of Family Practice
- City of Maple Ridge (CMR)
- Alouette Addictions
- The Salvation Army Ridge Meadows
- Raincity Housing
- Coast Mental Health
- School District 42
- School District 42 Parent Advisory Committee (DPAC)
- RCMP
- Maple Ridge Fire Department (MRFD)
- BC Emergency Medical Services (BCEMS)
- People with lived experiences
- Community Members

Roles and Responsibilities

CAT members are responsible for:

- Reviewing data;
- Identify community needs;
- Assisting with the development and implementation of the CAT action plan;
- Contributing relevant expertise, knowledge and experience in CAT activities;
- Providing knowledge of and linkage to their respective organizations or peers, networks, sectors and communities;
- Identifying and applying for funding sources;
- Participating in regular meetings, ad-hoc conference calls and other activities when necessary;
- Sharing records of decisions with their representative organizations; and
- Contributing to the CAT in a collaborative manner that facilitates the achievement of the CAT's purpose and guiding principles is required.
- Follow an agreed upon process for the development of an action plan;
- Follow an agreed process for consensus (general agreement) and conflict management for all decisions and recommendations (Appendix C);
- Maintain the confidentiality of meetings and materials shared with the CAT, and ensure that confidential materials are not distributed outside members unless otherwise agreed or requested; and
- Ensure services and initiatives are rooted in Cultural Safety.

Governance and Accountability

- The CAT will be co-chaired by a representative from a local health or service agency and a representative community member, preferably with lived experience;
- The co-chairs will provide a coordination role and will not make decisions on behalf of the CAT;
- New co-chairs can be selected as needed;
- An invitation will be made to CAT members on an annual basis for any community members interested in acting as the community member co-chair;
- Previous community member co-chairs will continue to offer support to the new community member co-chair on an interim basis;
- An invitation will be made to CAT members on a biennial basis for any service agencies interested in acting as the agency co-chair;

- The CAT co-chairs will work with the CAT and / or consultant to coordinate administrative and facilitation responsibilities, complete grant applications and ensure objectives set out by the OERC are met.

Individual members of the CAT are accountable to the overall group for the established action plan and other CAT activities. CAT members are also accountable for communications between the decision-making authorities within their respective organizations and the CAT.

Meeting Structure

- Meetings will be co-chaired by one community agency and one community representative.
- Meetings will take place once a month on a prescheduled day/time.
- Co-chairs may call additional meetings as required.
- Administrative support will be provided by the City of Maple Ridge or Fraser Health.
- Information may be distributed via email between meetings.
- Minutes and agendas will be distributed in advance of meetings.
- A record of decisions and actions will be circulated to all members following a meeting and before the next meeting.
- Members are responsible for sharing records of decisions with their representative organizations.

Communications

The co-chairs are the media spokespeople for the CAT. All direct media requests will be forwarded to the co-chairs. The CAT will follow an agreed upon process for selecting representatives at community committees, boards or organizations, when applicable.

Grant or Funding Applications

In the event that funding or grant opportunities arise, the CAT will establish a sub-committee to review and apply for funds. Any lead or host agencies will participate in the sub-committee to write the grant or funding application.

Guiding Principles

- Comes from a caring, respectful place.
- Supports collaborative action and partnership building.
- Commits to open communication, information sharing, accountability and transparency.
- Empowers peers as experts and builds capacity.
- Shares decision making power.
- Recommends equitable, cultural safety and diverse practices, strategies and actions.
- Uses an evidence-informed approach.
- Aligns with identified OERC objectives and direction.

Action Plan

- An Action Plan will be developed and objectives prioritized based on alignment with the guiding principles.

Working Group Termination

The CAT will terminate once the declaration of emergency is rescinded or the Action Plan and Implementation Strategy are completed. CAT strategies may be adopted into other community-based groups where feasible.

Terms of Reference | Appendix Index:

- Appendix A | Overdose Emergency Response Centre Objectives
- Appendix B | Funding Guidelines
- Appendix C | Consensus Process

Please see following pages for these documents.

Terms of Reference | Appendix A | Overdose Emergency Response Centre Objectives

Essential Health Sector Interventions	Essential Strategies for a Supportive Environment
<p><u>Naloxone</u> Ensuring optimal supplies, training and community-level supports to provide broad access to naloxone, including:</p> <ul style="list-style-type: none"> • Coverage • Supplies • Trainers • On-going capacity 	<p><u>Social stabilization</u> Community strategies to promote access to social and emotional supports. For example:</p> <ul style="list-style-type: none"> • Services to engage and strengthen support networks such as family and friends • Support groups, healing circles & counselling • Affordable and/or supported housing • Integrating access to supports with housing, income, transportation & food security into addictions & harm reduction services
<p><u>Overdose Prevention Services</u> Supporting a range of community-level, low-barrier services tailored to local needs, such as:</p> <ul style="list-style-type: none"> • Overdose prevention & supervised consumption sites • Housing-based initiatives • Strategies to reach people using alone • Mobile services • Drug checking • Safe drug supply (e.g. hydromorphone) 	<p><u>Peer empowerment and employment</u> Programs that help people with lived experience build skills and experience. For example:</p> <ul style="list-style-type: none"> • Diversity of paid peer program opportunities • Peer-led initiatives • Peer training opportunities • Involving people with lived experience in program planning and decision-making
<p><u>Acute overdose risk case management</u> Robust data collection and analysis, as well as a system to identify individuals at risk within communities and ensure they have follow-up connection to care:</p> <ul style="list-style-type: none"> • Proactive screening for problematic opioid use at health care sites • Clinical follow-up • Fast-track pathways to treatment and care • System for monitoring/evaluating patient outcomes and following up 	<p><u>Cultural safety and humility</u> Together with Indigenous communities and organizations, ensuring services are rooted in understanding and respect, such as:</p> <ul style="list-style-type: none"> • Services and supports incorporate Indigenous approaches to healing wellness • Cultural safety teachings and support for all service providers • Trauma-informed and culturally safe facility/space and program design • Elders involved in service delivery & planning
<p><u>Treatment and Recovery</u> Ensuring low-barrier access to a full spectrum of evidence-based medications and comprehensive treatment & recovery services, including access to:</p> <ul style="list-style-type: none"> • Methadone, Suboxone, oral morphine, injectable hydromorphone • A range of treatment and recovery programs for opioid addiction that combine medication and social and emotional supports • Multi-disciplinary pain management 	<p><u>Address Stigma, discrimination & human rights</u> Action to tackle stigma and discrimination and protect human rights for people with addiction:</p> <ul style="list-style-type: none"> • Eliminate barriers to services for people who use drugs caused by stigma and discrimination: • Provide legal support to address discriminatory laws and policies that impact harm reduction • Deliver public education and campaigns

Grant or Funding Applications:

In the event that funding or grant opportunities arise, the CAT will establish a sub-committee to review and apply for funds.

Lead or Host Agency Identification:

If a lead or host agency is required to support a project or application, an agency may express interest in doing so. The interested agency or agencies are required to have administrative capacity and have established programming and services that are complementary to the new opportunity before they can be considered. The Host Agency is required to provide fiscal responsibility for the project but leadership and direction comes from the committee planning table.

Under normal circumstances this is a natural discussion and selection process. In the event of a competition for the role of lead or host agency the committee/group can request that a written proposal outlining the rationales, capacity and suitability for the task be submitted to the committee/group. The proposals should then be assessed in light of the CAT's purpose, values and principles. Committee/group decisions will be based on the interested agency's rationale, ability and capacity to pursue the funding opportunity.

Grant or Host Agency & CAT Responsibilities:

As a condition of funding, the lead or host agency and the rest of the CAT will adhere to the requirements set out by its funder. Any lead or host agencies will participate in the sub-committee to write the grant or funding application. Lead or host agencies holding funds on behalf of the CAT must provide a budget report at each regular monthly CAT meeting.

Project Prioritization:

CAT projects will be prioritized for funding through a collaborative process. Criteria for prioritization as established at the March 9, 2018 planning meeting are as follows:

1. People Focused:
 - Working with and working for
 - Engaging those who are impacted > lived experience includes those who struggle with, work with, live with, etc. > broad definition
2. Access | Communication
 - Increase services
 - Cultural safety, reduce stigma
 - Ensure people aware of and able to get to services
3. Evidence-based measureable outcomes:
 - Broadly defined evidence
4. Alignment with Task Force objectives
 - Task Force work plan
 - CAT objectives
5. Innovative

It is anticipated that the prioritization criteria will be reviewed regularly or as needed to ensure applicability.

Terms of Reference | Appendix C | Process for Consensus

The following approach has been adapted from the National Evaluation Team for Children Terms of References, Annex C and adapted from the BC Labour Force Development Board and Martha's Rules of Order. It does not preclude using additional methods or processes to achieve consensus or in times where disagreements escalate.

The process for determining where a member falls on the decision-making scale is achieved through the following steps:

- Step 1: Discussion (email, phone call between CAT members if required)
- Step 2: Identify emerging question/proposal or decision to be made, or item for discussion
- Step 3: Identify any outstanding concerns
- Step 4: Meet as a group (monthly meetings) - modify the question/proposal or decision to be made, or item for discussion
- Step 5: Assess the level of support
- Step 6: Finalize the decision or circle back to Step 1 or 3 if required

The process for Step 4 involves a round-table discussion giving everyone the opportunity to state what their opinion is with regard to the question/proposal or decision being made, or item for discussion. In Step 5, the participants or group are assessed for their level of support.

Participants do not simply decide if they are 'for' or 'against' a decision, but have the opportunity to identify their place on the scale and to express their opinion, issues or concerns more clearly. Participants can situate themselves on the scale according to the following six levels:

1. Fully support the decision being made
2. The decision is acceptable
3. Support the decision but with reservations
4. Will not block the decision, can live with what is decided
5. More information/discussion is needed before the decision is made
6. Do not support the decision

Consensus is achieved if the majority of participants identify that they score 1-4 on the scale above.

If a member is at level 3 or 4 they will be given time to explain their reservations. The reservations can be addressed by the group at that time if required or discussed at another time. A discussion may improve the recommendation, suggestion or decision being made. If a member is at level 5, they need to explain what information may be missing or the focus of the discussion they want from the rest of the group. At that time a vote by show of hands will be taken to determine if the majority of the group agrees that a decision be deferred pending more information/discussion.

If a member is at level 6, it is important for them to offer a solution that accommodates their needs while meeting the needs of the rest of the group. When addressing a member's reservations, it is important to ask the entire group for possible solutions. All members have the responsibility to find solution and to suggest improvements or alternatives to the question/proposal or decision that meet the objectives of the entire group.

Resolution

If, after the member(s) at level 6 have explained their concerns and offered an alternative solution(s) the majority of the group is in agreement with an amended proposal (i.e., at level 1-4 on the above scale) then consensus is deemed to be achieved on the amended proposal.

If however, after further discussion, the majority of members are still in agreement with the original proposal (i.e., at level 1-4 on the above scale) then the original proposal will be deemed to have achieved consensus and is agreed to move forward, and the member(s) at level 5 concerns will be duly noted.



ITEM 5

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **TRUSTEE REPRESENTATIVE: CULTURE
ROUNDTABLE**

Date: February 27, 2019
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The City of Maple Ridge has extended an invitation for a school trustee to participate on the newly formed Culture Roundtable. (Attachment A)

RECOMMENDATION:

THAT the Board appoint Trustee _____ as the Board's representative on the Culture Roundtable.

Attachment

February 15, 2019

Korleen Carreras, Board Chairperson
Maple Ridge Pitt Meadows School District No. 42
22225 Brown Avenue
Maple Ridge, BC V2X 8N6

Dear Korleen:

On February 12, 2019, Maple Ridge City Council endorsed the implementation framework for the ten years Maple Ridge Culture Plan. The School District's representative has been involved in the development of the Plan and the implementation framework as there are a number of key areas for potential collaboration with community partners. With the recent endorsement, the Cultural Plan Task Group will officially dissolve and a new collective will be formed which is tentatively called the Culture Roundtable. We would like to invite a representative of the School District to be part of the Culture Roundtable and connect on relevant topics outlined in the implementation framework.

The new Culture Plan Strategy was created with the support of the community and a robust level of engagement from artists, cultural groups, community service organizations, residents and businesses. The Council-endorsed Culture Plan is also available on the City's [website](#). City staff is available to provide an overview of the Culture Plan to the Board of Trustees as needed. We are looking forward to establishing the Culture Roundtable so that we can begin to explore some of the short term and low cost/no cost initiatives outlined in the implementation plan.

Thank you for your consideration of this invitation. The first meeting of the Culture Roundtable will be April 17 in the Fraser Room, Maple Ridge Library at 6:00pm (exact time will be confirmed shortly). If you require further information, please contact me at ychoi@mapleridge.ca or 604-467-7415. I look forward to continuing our work together to build a culturally rich and vibrant community!

Yours sincerely,



Yvonne Chui
Manager of Arts and Community Connections

To: **Board of Education**

From: Budget Committee of the Whole

Re: **2018/19 AMENDED ANNUAL BUDGET**

Date: February 27, 2019
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

At the recommendation of the Budget Committee of the Whole the attached Amended Annual Budget Bylaw for 2018/19 (Attachment A) is presented to the Board for approval.

In June 2018, the Board approved the 2018/19 Preliminary Annual Budget. The Preliminary Budget was based on preliminary estimates of enrolment, funding and other revenue and expenditure factors.

The 2018/19 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.

This report provides an analysis of changes to revenue and expenditure estimates included in the 2018/19 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 2018 and amended in January 2019, proposed additional one-time budget allocations and other revenue and expenditure known changes.

Major Operating Budget Changes

The following table summarizes the changes between the proposed 2018/19 Amended Annual Operating Budget and the 2018/19 Preliminary Annual Operating Budget (see Schedule 2).

2018/19 Operating Budget			
(\$ millions)			
	Preliminary Budget	Amended Budget	Change
Revenue	146.73	147.42	0.69
Expense	(146.56)	(148.59)	(2.03)
Capital Assets Purchased	(1.29)	(2.50)	(1.21)
Transfer to Local Capital	-	(0.68)	(0.68)
Budgeted Prior Year Surplus	1.12	4.35	3.23
	\$ (0.00)	\$ (0.00)	\$ (0.00)

Revenue Changes (\$0.69 million increase)

Operating Grant

Based on the interim operating grants announcement, it is estimated that our school district will receive \$133.30 million of operating grant funding for 2018/19. The recalculated funding allocation for the Board of Education of School District No. 42 is \$0.11 million lower than the funding estimates in the 2018/19 Preliminary Budget.

2018/19 Operating Grant (millions)		
Preliminary operating grant estimate	\$	133.41
Enrolment changes		0.22
Salary differential grant changes		(0.33)
Interim operating grant	\$	133.30
Net additional operating grant	\$	(0.11)

The major differences between the two estimates are as follows:

- Actual student enrolment at September 30, 2018 was lower than projected for school age students and higher than projected for ELL, aboriginal education and students with special needs. Summer school enrolment was higher than original projection as well. Details by enrolment type are provided in the following table.

Student enrolment type	2018/19 Preliminary Operating Grant		2018/19 Estimated Operating Grant		Variance	
	Enrolment	Funding	Enrolment	Funding	Enrolment	Funding
Standard schools	14,361.000	106,601,703	14,287.125	106,053,329	(73.875)	(548,374)
Continuing education	15.000	111,345	8.375	62,168	(6.625)	(49,177)
Alternate schools	241.125	1,789,871	253.325	1,878,947	12.200	89,076
Distributed learning	33.000	201,300	18.875	115,138	(14.125)	(86,162)
Home schooling	2.000	500	1.000	250	(1.000)	(250)
Course challenges	49.000	11,368	56.000	12,992	7.000	1,624
Total school aged enrolment	14,701.125	108,716,087	14,624.700	108,122,824	(76.425)	(593,263)
ELL	640.000	908,800	655.000	930,100	15.000	21,300
Aboriginal education	1,243.000	1,528,890	1,289.000	1,585,470	46.000	56,580
Special Needs						
Level 1	14.000	543,200	17.000	659,600	3.000	116,400
Level 2	653.000	12,668,200	663.000	12,862,200	10.000	194,000
Level 3	190.000	1,862,000	233.000	2,283,400	43.000	421,400
Adult education	34.125	160,251	24.250	113,878	(9.875)	(46,373)
Summer learning grade 1-7	476.000	100,912	634.000	134,408	158.000	33,496
Summer learning grade 8-9	236.000	50,032	132.000	27,984	(104.000)	(22,048)
Summer learning grade 10-12	445.000	188,235	456.000	192,042	11.000	3,807
Supplemental funding		33,377		65,662	0.000	32,285
Cross enrolment	2.000	846	0.000	0	(2.000)	(846)
TOTAL ENROLMENT CHANGES						\$ 216,738

- The salary differential component of the operating grant for 2018/19 is \$0.33 million lower than projected due to a lower than anticipated average educator salary variance from the provincial average educator salary (from higher than the provincial average by \$223 per educator to lower than the provincial average by \$159 per educator). At September 30, 2018, the average educator salary in our school district was \$76,042 and the provincial average educator salary was \$76,269.

Other Revenue Changes

An additional \$0.17 million is anticipated to be received from the Ministry of Education to offset the estimated cost associated with the Economic Stability Dividend for CUPE and MRTA staff. A one time grant for Early Action Initiatives (\$0.03 million) has also increased other MOE operating grants.

Provincial Grants other are estimated to decrease by \$0.01 million due to the cancellation by the Ministry of Children and Family Development of the Early Years service agreement effective March 31, 2019.

Federal Grants are estimated to increase by \$0.07 million due to additional grants from Corrections Canada for courses taught by Ridge Meadows College.

Tuition revenue is estimated to increase by \$0.35 million. This is due to higher than projected enrolment in the International Education regular program (\$0.18 million), higher than projected participation in the International Education cultural programs (\$0.11 million), higher than projected International Education application fees (\$0.01 million), and higher than projected out of province student enrolment (\$0.05 million).

Before and After School Programming revenue has increased \$0.07 million to reflect actual programming revenue.

Investment income is expected to increase by \$0.08 million as interest rates have increased in conjunction with Bank of Canada rate increases and there was higher than anticipated excess cash available for investment.

Expense Changes (\$2.02 million increase)

Salaries and Benefits Changes (\$0.09 million decrease)

The changes in salaries and benefits are primarily due to increased staffing levels related to changes in enrolment and changes in rates. The most significant changes are decreases to the average teacher salary from \$78,250 to \$77,530 (savings of \$0.60 million) and Teachers Pension Plan rates from 13.23% to 11.23% (effective January 1, 2019) offset by increased costs for an additional 27.764 FTE education assistants hired to address emerging student needs (\$1.00 million).

The following table details the changes in salaries and benefits.

Salaries and Benefits Changes (\$millions)	
Staffing FTE changes (details provided in next section):	
Additional 1.043 FTE teachers	0.07
Additional 0.739 vice principal	0.03
Other professionals position vacancies (-0.624 FTE)	(0.04)
Additional 28.764 FTE education assistants	0.99
Additional 2.003 support staff	0.08
Salary and benefit cost changes:	
Decrease in average teacher salary from \$78,250 to \$77,530 (includes ESD)	(0.60)
Decreased certificated support average salary	(0.10)
Aboriginal Education Support Worker grid change	0.03
Increased exempt staff salaries	0.20
Increased trustee remuneration	0.02
CUPE economic stability dividend (0.75% effective May 1, 2019)	0.04
Benefit plan rate changes (TPP, WCB and mix of plans purchased)	(0.23)
Other ongoing salary and benefit changes:	
Reduced teacher medical leaves	(0.27)
Reduced teacher long service leaves	(0.05)
Other one-time adjustments:	
Write down of employer assistance plan liability	(0.18)
Write down of modified work plan liability	(0.16)
Reduction of employee future benefit liability	(0.02)
Exempt staff vacation payouts	0.04
Prior year carry forward of unspent staffing budget	0.04
FOIPPA compliance support	0.02
Total Salary and Benefit Changes	\$ (0.09)

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

	Preliminary Budget	Ongoing Change	One-Time Change	Amended Budget
Teachers	832.656	(6.040)	7.083	833.699
Principals/VPs	58.896	(0.011)	0.750	59.635
Other Professionals	37.300		(0.624)	36.676
Education Assistants	358.864	16.354	12.410	387.628
Support Staff	315.605	0.578	1.425	317.608
Trustees	7.000			7.000
	1,610.321	10.881	21.044	1,642.246

Teachers –Ongoing FTE changes are due to lower enrolment (2.533 FTE) and an FTE correction related to the instructional bank (3.507 FTE). One-time increases due to increased enrolment at secondary (0.3 FTE), positions funded from the instructional bank and the emergent expenditure fund (4.529 FTE), and the conversion of FSNS TTOC banks into co-teaching positions (2.254 FTE).

Principals / Vice Principals - Ongoing FTE changes are due to lower than budgeted summer school vice principal time (0.011 FTE) and a one-time vice principal of Safe & Caring/Alternate Education (0.75 FTE).

Other Professionals - One-time decrease (0.624 FTE) due to new positions not filled for part of the year.

Educations Assistants - Ongoing education assistant staffing increase due to higher than projected enrolment of students with special needs (16.354 FTE) and an additional aboriginal support worker (1.0 FTE) funded from increased Aboriginal Education enrolment, offset by a reduction of 1.0 FTE Child Care Worker previously funded by MCFD. A one-time education assistant staffing increase due to increased student needs (10.553 FTE) and out of province funding (0.857 FTE) as well as new funding for a career planning assistant (1.0 FTE).

Support Staff - Ongoing support staff increase related to higher than projected summer school enrolment (0.128 FTE) and custodial staff increase due to increased classroom space (0.45 FTE). One-time increases funded from the emergent expenditure fund for computer network technologists (1.375 FTE) and occupational therapists (0.05 FTE).

Services, Supplies and Other Expenditure Changes (\$2.11 million increase)

The increases in services and supply budgets are principally owed to Board approved one-time funding from restricted operating surplus for 2017/18 for specific expenditures in 2018/19 (\$2.78 million). In most cases these expenditures were planned to be incurred in 2017/18, however for various reasons, the timing of the expenditures was extended into 2018/19.

Additional costs have been identified due to changes in the cost of natural gas caused by the rupture of the Enbridge-owned natural gas transmission pipeline on October 9, 2018.

Natural gas is a commodity traded on the open market like other commodities such as oil, coffee or lumber. As with most commodities, the price is dictated by supply and demand. When demand is high, the price rises. When supply is high, the price drops.

As a result of the shortage of natural gas created by the pipeline rupture the daily price of natural gas has fluctuated from \$5/GJ to \$95/GJ during pipeline repairs. The cost over the same period in 2017 averaged \$3.38/GJ.

For most of our sites FortisBC will increase the cost of natural gas by increasing the storage and transportation component of the price from \$0.765/GJ to \$1.467/GJ. This increase will be in place for 12 months starting January 1, 2019.

It is estimated that actual costs for natural gas in 2018/19 will be higher than budget by \$95K to \$280k depending on how fast the pipeline is returned to 100% operating pressure and the weather conditions over the next two months. The utilities budget has been increased by \$50K to offset this anticipated increase.

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

Expense Changes 2018/19 (\$ millions)	
Funds for specific expenditures	
Targeted funding - Aboriginal education	\$ 0.08
School budget balances	0.62
Personal professional development	0.19
Financial provisions	0.10
Funds required to complete projects in progress	0.45
Purchase order commitments	0.10
Operating contingency	0.36
Enrolment driven expenditures	
Ridge Meadows College - to support increased enrolment	0.02
International Education - to support increased enrolment	0.06
Industry Trades Authority - lower enrolment	(0.04)
Aboriginal Education supplies	0.02
Ongoing adjustments	
Early Years program expenses	(0.01)
Increased Aboriginal education targeted funding	0.01
Transfer from Aboriginal education supplies to salaries	(0.03)
Professional development	0.02
Revenue generation from vending, photography	0.02
One-time adjustments	
Before and After School programming	0.07
Succession planning facilities	0.11
Youth Workers in Trade supplies	0.01
Professional growth plan project	0.03
Reduction of one bus route	(0.06)
School and departmental reallocations to capital purchase	(0.10)
Early Actions Initiatives programming	0.03
Natural gas rate increase	0.05
	\$2.11

* Targeted funding – Aboriginal Education and funds required to complete projects in progress included salary and benefit appropriations from 2017/18.

Capital Assets Purchased Changes (\$1.22 million increase)

Budgets for purchases of capital assets were increased by \$1.22 million to reflect the Board approved spending for items received after June 30, 2018 and additional reallocations from other expense categories as spending plans are finalized for schools and departments.

The below table summarizes the changes in capital assets purchased:

Capital Assets Purchased Changes 2018/19 (\$ millions)	
2017/18 Appropriated Surplus	
New classrooms setup	\$ 0.46
Purchase order commitments	0.52
Furniture and equipment	0.12
School and departmental reallocations from expenses	0.12
	\$1.22

Estimated Appropriated Operating Surplus

School District No. 42 has historically ended the fiscal year with an appropriated surplus. For June 30, 2019, based on historical expenditure patterns and current Board policy for school rollovers and Ministry of Education policies for targeted funding, it is estimated that the appropriated surplus will be approximately \$1 million.

Estimated Available Operating Surplus

The Maple Ridge – Pitt Meadows school district is projecting a net operating surplus of \$0.79 million for the 2018/19 amended operating budget. This surplus has been transferred to Local Capital to assist with funding the start-up costs for Caspenele Elementary, the additional classroom spaces required to accommodate the estimated increase in elementary enrolment for the upcoming year, and the purchase, relocation and refurbishment of portable classrooms.

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 2018/19 Amended Annual Special Purpose Funds Budget and the 2018/19 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.

2018/19 Special Purpose Funds Budget				
(\$ Millions)				
	Preliminary Budget	Amended Budget	Change	
Revenue	17.01	20.07	3.06	
Expenses	16.70	19.35	2.65	
Capital Assets Purchased	(0.31)	(0.72)	(0.41)	
	\$ 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 2018 submissions from school districts. School District No. 42 received an allocation of \$12.03 million to fund 101.1 FTE teachers (\$9.85 million), overhead costs (\$0.82 million) and potential remedy costs (\$1.36 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 2018/19.

The Amended Annual Budget takes into account 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 \$1.45 million at the end of 2018/19.

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 \$3,220,956 reflects the projected total tangible capital assets purchased from operating (\$2,503,222) and special purpose funds (\$717,734).

The acquisition of tangible capital assets from local capital of \$2.28 million represents estimated spending for board approved uses of local capital. The major projects expected to be undertaken in 2018/19 are the furnishing of the new school, the design of the MRSS Annex reconfiguration and new classrooms setup.

The acquisition of tangible capital assets from deferred capital revenue of \$36.80 million represents estimated spending for provincially funded capital projects. The major projects in this category are detailed in the following table:

CAPITAL PROJECTS IN PROGRESS (\$ millions)	
Albion Building Envelope Remediation	\$ 1.09
ċasq̇anel̇ Elementary	27.40
Fairview Building Envelope Remediation	0.01
Fairview Seismic Upgrade	1.82
Glenwood Elementary Playground	0.11
Kanaka Creek Elementary School Enhancement	0.05
MCFD Childcare Capital	0.84
Minor Capital Funded from Annual Facilities Grant 2016-17	0.03
Minor Capital Funded from Annual Facilities Grant 2017-18	0.58
Minor Capital Funded from Annual Facilities Grant 2018-19	2.01
MRSS and PMSS Lighting Upgrades	1.01
New Educational Space - Arthur Peake	0.43
Westview Secondary - Roof Top Units	0.45
Westview Seismic Upgrade	0.97
Total from Deferred Capital Revenue	\$ 36.80

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 2018/19. The changes to local capital revenue and expenditure are also included in Schedule 4. Only the 2018/19 estimated spending is included in Schedule 4 of the amended budget.

In 2018/19 a parcel of land was sold to the City of Maple Ridge for the development of a community centre adjacent to our new school in the Albion area. The proceeds from this sale total \$1,228,656 and have been reported in this budget as a \$519,844 increase to local capital (Schedule 4), a decrease in invested in capital assets of \$ 1,228,656 shown as loss on disposal of tangible capital assets \$(708,812) (funds held as Ministry of Education restricted capital - can only be accessed with approval from the Minister) and district portion of proceeds on disposal \$519,844 (funds held in contingency reserve for local capital - can be spent with Board approval). Approval was received from the Ministry of Education to allocate the \$708,812 held as Ministry of Education restricted capital to the ċasq̇anel̇ project.

Proposed Use of Local Capital Allocations to Fund One-Time Expenditures	
ċəsqənelə	
* Technology	207,700
* Equipment	173,400
* Furniture	586,000
* Learning resources	271,000
* General supplies	13,000
Ministry of Education project funding	(592,679)
	658,421
New classroom space	
* Conversion of computer labs	44,000
* Furniture and equipment	75,000
* Learning resources	5,000
* Acquisition and relocation of portable classrooms	800,000
	924,000
Total - One-Time Expenditures	\$ 1,582,421

The uses of local capital are detailed in the following table:

Local Capital (\$ millions)				
	2018/19 Preliminary	2018/19 Amended	2018/19 Spending	2019/20 Spending
Board Approved Uses of Local Capital				
Staff computers refresh	0.01	0.01	0.01	
Emergency preparedness	0.09	0.09	0.09	
Energy management plan	1.30	1.41		1.41
ċəsqənelə Elementary	0.50	1.16	1.16	
Facilities succession planning	0.14	0.03		0.03
New classrooms setup	0.54	1.47	0.55	0.92
MRSS Annex reconfiguration		0.47	0.47	
	2.58	4.64	2.28	2.36
Contingency reserve for local capital	3.30	2.69		
Total local capital fund	\$ 5.88	\$ 7.33		

Contingency Reserve

The Board of Education is responsible for ensuring the district is protected financially from extraordinary circumstances that would negatively impact school district operations and the education of students. To discharge this responsibility, the board has established a contingency reserve from available operating surplus, which will be used to mitigate any negative impact such circumstances might cause.

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 (\$1.49 million to \$4.46 million). The current balance of \$3.05 million (\$2.69 local capital and \$0.36 operating) equates to 2.05% of operating expenditures.

Contingency Reserve (\$ millions)	
Contingency Reserve for Local Capital	
2018/19 Preliminary Budget	\$ 3.30
Appropriations:	
MRSS Annex reconfiguration	(0.47)
cəsqənele Elementary	(0.66)
New classroom space	(0.93)
Proceeds on disposal of land	0.52
Investment income	0.15
Operating surplus transferred to local capital	0.78
2018/19 Amended Budget	\$ 2.69
Contingency Reserve for Operating	\$ 0.36
Contingency Reserve Amended Budget	\$ 3.05

RECOMMENDATION:

- (1) THAT the Board approve the transfer of all available operating surplus for 2018/19, currently estimated at \$784,232, from the operating fund to the local capital fund to replenish the contingency reserve for local capital;**

AND FURTHER

THAT the Board approve the allocation of \$1,582,421 from contingency reserve for local capital to fund \$658,421 of cəsqənele Elementary start-up costs, \$924,000 to fund the creation of additional classrooms, and the purchase, relocation and refurbishment of portable classrooms.

- (2) THAT the Amended Budget Bylaw of the Board for the fiscal year 2018/19 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) 2018/19 Amended Annual Budget Bylaw be:**

Read a first time on the 27th day of February, 2019;

Read a second time on the 27th day of February, 2019;

Read a third time, passed and adopted on the 27th day of February, 2019.

Attachments

Amended Annual Budget

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

June 30, 2019

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

June 30, 2019

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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 2018/2019 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 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the 2018/2019 fiscal year and the total budget bylaw amount of \$183,368,915 for the 2018/2019 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 2018/2019.

READ A FIRST TIME THE 27th DAY OF FEBRUARY, 2019;

READ A SECOND TIME THE 27th DAY OF FEBRUARY, 2019;

READ A THIRD TIME, PASSED AND ADOPTED THE 27th DAY OF FEBRUARY, 2019;

(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 2018/2019, adopted by the Board the _____ DAY OF _____, 2019.

Secretary Treasurer

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

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	14,632,500	14,715,125
Adult	98,250	109,000
Other	152,625	144,875
Total Ministry Operating Grant Funded FTE's	14,883,375	14,969,000
Revenues	\$	\$
Provincial Grants		
Ministry of Education	151,003,353	147,893,011
Other	334,169	347,621
Federal Grants	260,760	192,000
Tuition	9,314,850	8,994,050
Other Revenue	5,572,759	5,428,703
Rentals and Leases	474,080	438,550
Investment Income	765,649	660,000
Gain (Loss) on Disposal of Tangible Capital Assets	(708,812)	
Amortization of Deferred Capital Revenue	5,889,868	5,738,171
Total Revenue	172,906,676	169,692,106
Expenses		
Instruction	145,961,186	142,227,384
District Administration	5,764,144	5,264,864
Operations and Maintenance	25,462,938	24,681,569
Transportation and Housing	683,118	726,528
Total Expense	177,871,386	172,900,345
Net Revenue (Expense)	(4,964,710)	(3,208,239)
Budgeted Allocation (Retirement) of Surplus (Deficit)	4,354,095	1,123,840
Budgeted Surplus (Deficit), for the year	(610,615)	(2,084,399)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(610,615)	(2,084,399)
Budgeted Surplus (Deficit), for the year	(610,615)	(2,084,399)

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

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	148,587,528	146,563,929
Operating - Tangible Capital Assets Purchased	2,503,222	1,287,406
Special Purpose Funds - Total Expense	19,348,118	16,700,440
Special Purpose Funds - Tangible Capital Assets Purchased	717,734	306,000
Capital Fund - Total Expense	9,935,740	9,635,976
Capital Fund - Tangible Capital Assets Purchased from Local Capital	2,276,573	2,222,261
Total Budget Bylaw Amount	183,368,915	176,716,012

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
--	-------------

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, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(4,964,710)	(3,208,239)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(3,220,956)	(1,593,406)
From Local Capital	(2,276,573)	(2,222,261)
From Deferred Capital Revenue	(36,796,000)	(33,266,161)
Total Acquisition of Tangible Capital Assets	(42,293,529)	(37,081,828)
Amortization of Tangible Capital Assets	9,935,740	9,635,976
Total Effect of change in Tangible Capital Assets	(32,357,789)	(27,445,852)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(37,322,499)	(30,654,091)

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, 2019

	Operating Fund	Special Purpose Fund	Capital Fund	2019 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	4,354,095	-	75,885,244	80,239,339
Changes for the year				
Net Revenue (Expense) for the year	(1,171,641)	717,734	(4,510,803)	(4,964,710)
Interfund Transfers				
Tangible Capital Assets Purchased	(2,503,222)	(717,734)	3,220,956	-
Local Capital	(679,232)		679,232	-
Net Changes for the year	(4,354,095)	-	(610,615)	(4,964,710)
Budgeted Accumulated Surplus (Deficit), end of year	-	-	75,274,629	75,274,629

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

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	135,514,213	135,376,571
Other	334,169	347,621
Federal Grants	260,760	192,000
Tuition	9,314,850	8,994,050
Other Revenue	898,615	838,703
Rentals and Leases	474,080	438,550
Investment Income	619,200	540,000
Total Revenue	147,415,887	146,727,495
Expenses		
Instruction	127,033,068	125,888,444
District Administration	5,764,144	5,264,864
Operations and Maintenance	15,107,198	14,684,093
Transportation and Housing	683,118	726,528
Total Expense	148,587,528	146,563,929
Net Revenue (Expense)	(1,171,641)	163,566
Budgeted Prior Year Surplus Appropriation	4,354,095	1,123,840
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(2,503,222)	(1,287,406)
Local Capital	(679,232)	
Total Net Transfers	(3,182,454)	(1,287,406)
Budgeted Surplus (Deficit), for the year	-	-

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

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	133,296,767	133,407,189
DISC/LEA Recovery	(431,146)	(466,358)
Other Ministry of Education Grants		
Pay Equity	1,874,966	1,874,966
Funding for Graduated Adults	68,460	68,460
Transportation Supplement	185,990	185,990
Economic Stability Dividend	171,988	
Carbon Tax Grant	110,055	110,055
FSA Scoring	15,693	15,693
Support Staff Standardized Provincial EHB Plan	190,440	180,576
Early Action Initiatives	31,000	
Total Provincial Grants - Ministry of Education	135,514,213	135,376,571
Provincial Grants - Other	334,169	347,621
Federal Grants	260,760	192,000
Tuition		
Summer School Fees	83,200	78,050
Continuing Education	631,805	661,805
International and Out of Province Students	8,599,845	8,254,195
Total Tuition	9,314,850	8,994,050
Other Revenues		
LEA/Direct Funding from First Nations	431,146	466,358
Miscellaneous		
Revenue Generation	105,000	84,000
Partnership Program	109,265	123,145
Miscellaneous	127,200	107,200
Transportation	10,500	8,000
Before and After School Programming	115,504	50,000
Total Other Revenue	898,615	838,703
Rentals and Leases	474,080	438,550
Investment Income	619,200	540,000
Total Operating Revenue	147,415,887	146,727,495

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

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Salaries		
Teachers	65,780,684	66,925,140
Principals and Vice Principals	7,150,747	6,971,721
Educational Assistants	13,196,669	12,281,152
Support Staff	11,438,786	11,415,139
Other Professionals	4,394,486	4,123,045
Substitutes	4,750,868	4,511,473
Total Salaries	106,712,240	106,227,670
Employee Benefits	25,797,244	26,367,549
Total Salaries and Benefits	132,509,484	132,595,219
Services and Supplies		
Services	5,984,032	5,390,011
Student Transportation	737,445	800,204
Professional Development and Travel	1,308,956	882,999
Rentals and Leases	15,390	13,390
Dues and Fees	143,063	137,952
Insurance	599,930	654,290
Supplies	4,924,003	3,777,829
Utilities	2,365,225	2,312,035
Total Services and Supplies	16,078,044	13,968,710
Total Operating Expense	148,587,528	146,563,929

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

Schedule 2C

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

Year Ended June 30, 2019

	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	50,161,829	460,220	133,406	366,424		2,652,890	53,774,769
1.03 Career Programs	484,564		432,227			31,179	947,970
1.07 Library Services	1,081,853			5,074		46,712	1,133,639
1.08 Counselling	1,588,997					75,998	1,664,995
1.10 Special Education	8,194,402	1,064,752	12,034,472	1,491,420	19,500	1,125,288	23,929,834
1.30 English Language Learning	823,950	14,209				37,033	875,192
1.31 Aboriginal Education	387,650	122,791	560,660	53,295		35,382	1,159,778
1.41 School Administration		5,123,740		2,379,893		268,269	7,771,902
1.60 Summer School	323,169	9,307	34,681	35,301		392	402,850
1.61 Continuing Education				89,537	354,057	6,358	449,952
1.62 International and Out of Province Students	2,710,412	226,145		457,766	339,943	137,569	3,871,835
1.64 Other			1,223		67,882		69,105
Total Function 1	65,756,826	7,021,164	13,196,669	4,878,710	781,382	4,417,070	96,051,821
4 District Administration							
4.11 Educational Administration				45,545	1,010,683	26,324	1,082,552
4.40 School District Governance					309,902	3,600	313,502
4.41 Business Administration		129,583		526,674	1,226,735	50,085	1,933,077
Total Function 4	-	129,583	-	572,219	2,547,320	80,009	3,329,131
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	23,858			225,995	767,956	46,425	1,064,234
5.50 Maintenance Operations				5,375,548	297,828	207,364	5,880,740
5.52 Maintenance of Grounds				386,314			386,314
5.56 Utilities							-
Total Function 5	23,858	-	-	5,987,857	1,065,784	253,789	7,331,288
7 Transportation and Housing							
7.70 Student Transportation							-
Total Function 7	-	-	-	-	-	-	-
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	65,780,684	7,150,747	13,196,669	11,438,786	4,394,486	4,750,868	106,712,240

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

Schedule 2C

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

Year Ended June 30, 2019

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	53,774,769	12,592,900	66,367,669	3,447,804	69,815,473	70,593,480
1.03 Career Programs	947,970	241,643	1,189,613	509,770	1,699,383	1,727,910
1.07 Library Services	1,133,639	266,534	1,400,173	164,332	1,564,505	1,558,243
1.08 Counselling	1,664,995	390,863	2,055,858	158,069	2,213,927	2,208,414
1.10 Special Education	23,929,834	5,905,840	29,835,674	405,055	30,240,729	29,132,980
1.30 English Language Learning	875,192	205,350	1,080,542	26,087	1,106,629	1,044,670
1.31 Aboriginal Education	1,159,778	274,365	1,434,143	229,094	1,663,237	1,522,290
1.41 School Administration	7,771,902	2,013,870	9,785,772	365,946	10,151,718	9,888,339
1.60 Summer School	402,850	72,368	475,218	14,326	489,544	429,967
1.61 Continuing Education	449,952	59,083	509,035	242,715	751,750	709,206
1.62 International and Out of Province Students	3,871,835	908,723	4,780,558	2,361,096	7,141,654	6,972,279
1.64 Other	69,105	15,613	84,718	109,801	194,519	100,666
Total Function 1	96,051,821	22,947,152	118,998,973	8,034,095	127,033,068	125,888,444
4 District Administration						
4.11 Educational Administration	1,082,552	314,311	1,396,863	394,683	1,791,546	1,786,478
4.40 School District Governance	313,502	40,566	354,068	206,137	560,205	301,886
4.41 Business Administration	1,933,077	511,283	2,444,360	968,033	3,412,393	3,176,500
Total Function 4	3,329,131	866,160	4,195,291	1,568,853	5,764,144	5,264,864
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,064,234	235,882	1,300,116	834,032	2,134,148	1,913,720
5.50 Maintenance Operations	5,880,740	1,655,296	7,536,036	1,772,945	9,308,981	9,151,908
5.52 Maintenance of Grounds	386,314	92,754	479,068	249,925	728,993	736,579
5.56 Utilities	-	-	-	2,935,076	2,935,076	2,881,886
Total Function 5	7,331,288	1,983,932	9,315,220	5,791,978	15,107,198	14,684,093
7 Transportation and Housing						
7.70 Student Transportation	-	-	-	683,118	683,118	726,528
Total Function 7	-	-	-	683,118	683,118	726,528
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	106,712,240	25,797,244	132,509,484	16,078,044	148,587,528	146,563,929

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

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2019

	2019 Amended Annual Budget	2019 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	15,489,140	12,516,440
Other Revenue	4,576,712	4,490,000
Total Revenue	20,065,852	17,006,440
Expenses		
Instruction	18,928,118	16,338,940
Operations and Maintenance	420,000	361,500
Total Expense	19,348,118	16,700,440
Net Revenue (Expense)	717,734	306,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(717,734)	(306,000)
Total Net Transfers	(717,734)	(306,000)
Budgeted Surplus (Deficit), for the year	-	-

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

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	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	397,197	27,503	136,670	1,183,526	22,412	31,662	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	517,500	517,052			256,000	49,000	231,726	548,550	819,162
Other			65,000	4,300,000					
	517,500	517,052	65,000	4,300,000	256,000	49,000	231,726	548,550	819,162
Less: Allocated to Revenue	914,697	544,555	35,000	4,300,000	278,412	80,662	231,726	548,550	819,162
Deferred Revenue, end of year	-	-	166,670	1,183,526	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	914,697	544,555			278,412	80,662	231,726	548,550	819,162
Other Revenue			35,000	4,300,000					
	914,697	544,555	35,000	4,300,000	278,412	80,662	231,726	548,550	819,162
Expenses									
Salaries									
Teachers		25,301				16,260	81,250	32,188	
Principals and Vice Principals								28,048	186,399
Educational Assistants		438,000			189,781	2,000		318,536	
Support Staff	100,000			8,000	5,000				152,754
Other Professionals									56,319
Substitutes				20,000	4,027		6,490	17,536	224,460
	100,000	463,301	-	28,000	198,808	18,260	87,740	396,308	619,932
Employee Benefits	20,000	81,254		2,000	64,804	3,800	19,234	97,145	139,059
Services and Supplies	300,000		35,000	4,270,000	14,800	58,602	124,752	55,097	60,171
	420,000	544,555	35,000	4,300,000	278,412	80,662	231,726	548,550	819,162
Net Revenue (Expense) before Interfund Transfers	494,697	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(494,697)								
	(494,697)	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

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

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	Classroom Enhancement Fund - Staffing and Remedies	Service Delivery Transformation	Youth Education Support Fund	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year	814,728	43,037	141,712	2,798,447
Add: Restricted Grants				
Provincial Grants - Ministry of Education	11,213,611			14,152,601
Other			200,000	4,565,000
	11,213,611	-	200,000	18,717,601
Less: Allocated to Revenue	12,028,339	43,037	241,712	20,065,852
Deferred Revenue, end of year	-	-	100,000	1,450,196
Revenues				
Provincial Grants - Ministry of Education	12,028,339	43,037		15,489,140
Other Revenue			241,712	4,576,712
	12,028,339	43,037	241,712	20,065,852
Expenses				
Salaries				
Teachers	8,101,413			8,256,412
Principals and Vice Principals				214,447
Educational Assistants				948,317
Support Staff				265,754
Other Professionals				56,319
Substitutes	1,061,200			1,333,713
	9,162,613	-	-	11,074,962
Employee Benefits	2,120,266			2,547,562
Services and Supplies	745,460		61,712	5,725,594
	12,028,339	-	61,712	19,348,118
Net Revenue (Expense) before Interfund Transfers	-	43,037	180,000	717,734
Interfund Transfers				
Tangible Capital Assets Purchased		(43,037)	(180,000)	(717,734)
	-	(43,037)	(180,000)	(717,734)
Net Revenue (Expense)	-	-	-	-

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

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2019

	2019 Amended Annual Budget			
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	2019 Annual Budget
	\$	\$	\$	\$
Revenues				
Other Revenue		97,432	97,432	100,000
Investment Income		146,449	146,449	120,000
Gain (Loss) on Disposal of Tangible Capital Assets	(708,812)		(708,812)	
Amortization of Deferred Capital Revenue	5,889,868		5,889,868	5,738,171
Total Revenue	5,181,056	243,881	5,424,937	5,958,171
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	9,935,740		9,935,740	9,635,976
Total Expense	9,935,740	-	9,935,740	9,635,976
Net Revenue (Expense)	(4,754,684)	243,881	(4,510,803)	(3,677,805)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	3,220,956		3,220,956	1,593,406
Local Capital		679,232	679,232	
Total Net Transfers	3,220,956	679,232	3,900,188	1,593,406
Other Adjustments to Fund Balances				
District Portion of Proceeds on Disposal	(519,844)	519,844	-	
Tangible Capital Assets Purchased from Local Capital	1,806,573	(1,806,573)	-	
Tangible Capital Assets WIP Purchased from Local Capital	470,000	(470,000)	-	
Total Other Adjustments to Fund Balances	1,756,729	(1,756,729)	-	
Budgeted Surplus (Deficit), for the year	223,001	(833,616)	(610,615)	(2,084,399)



ITEM 7

To: **Board of Education**

From: Finance Committee of the Whole

Re: **APPOINTMENT OF AUDITORS**

Date: February 27, 2019
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The Auditor General Act requires that, each year, the Office of the Auditor General (OAG) prepare a Financial Statement Audit Coverage Plan for the appointment of auditors for government organizations for the following three fiscal years. In this plan, the OAG identifies its level of involvement in the audit process for each government organization within the Government Reporting Entity.

As noted in the attached excerpt from the Financial Statement Audit Coverage Plan of the Office of the Auditor General (Attachment A) the Financial Statements of School District No. 42 (Maple Ridge-Pitt Meadows) will continue to be audited by an auditor appointed by the Board of Education for the fiscal years ending June 30, 2019 to 2022. However, for the audit of the School District's financial statements for the year ended June 2019 OAG will continue their increased involvement with the audit of our financial statements at an oversight level.

BDO Canada LLP is the current external auditor for the School District No. 42 (Maple Ridge-Pitt Meadows) and was first appointed as the auditor of SD42 in 2018.

The Finance Committee of the Whole is recommending that the Board appoint BDO Canada LLP as financial statements auditors for 2018/2019.

RECOMMENDATION:

THAT the Board: appoint BDO Canada LLP as auditors for the Board for 2018/2019 and direct the Secretary Treasurer to promptly notify the auditor and the Minister of Education of the appointment.

Attachment

APPENDIX A

	Historical coverage financial statement fiscal year ending in		Proposed three-year coverage financial statement fiscal year ending in		
	2018	2019	2020	2021	2022
Board of Education School District No. 41 (Burnaby)			Oversight	OAG-Direct	OAG-Direct
Board of Education School District No. 42 (Maple Ridge-Pitt Meadows)	Oversight	Oversight			
Board of Education School District No. 43 (Coquitlam)				Oversight	OAG-Direct
Board of Education School District No. 44 (North Vancouver)	Oversight				
Board of Education School District No. 45 (West Vancouver)					
Board of Education School District No. 46 (Sunshine Coast)					
Board of Education School District No. 47 (Powell River)			Oversight	OAG-Direct	OAG-Direct
Board of Education School District No. 48 (Sea to Sky)	OAG-Direct	OAG-Direct	OAG-Direct		
Board of Education School District No. 49 (Central Coast)					
Board of Education School District No. 50 (Haida Gwaii-Queen Charlotte)					
Board of Education School District No. 51 (Boundary)					Oversight

**ITEM 8****To: Board of Education****From:** Board Policy
Development Committee**Re: BOARD POLICY DEVELOPMENT COMMITTEE**
WORK PLAN 2018-2019**Date:** February 27, 2019
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

The Board Policy Development Committee met on February 11, 2019 and has developed the following work plan for 2018 to 2022. The goal of the committee is to review all existing board policies over the next four years. The work plan for the current years is included in the following table.

Board Policy Development Committee Work Plan 2018-2019		
1	2500	Board Policy Development
2		Board Procedural Bylaw No. 1-2008 - Trustee Access to Information
3		Board of Education Appeal Policy and Procedures Bylaw
4	2900	Trustee Professional Development and Attendance at Conferences
5	7110	Whistle Blower Protection
6	4435	Scholarships, Bursaries and Student Awards
7	5401	Use of Board-Owned Buses/15 Passenger Vans
8	5701	Records and Information Management - General
9	6600	Naming of School Facilities
10	2320	Board Committees and Trustee Representation
11	2918	Vice-Chairperson - Elections/Roles/Responsibilities
12	9510	Flags - Canada and British Columbia
13	10510	Board Correspondence
14	10540	Financial or In-Kind Donations

The committee may also consider other policies required by law or provincial policy.

RECOMMENDATION:

THAT the Board receive the Board Policy Development Committee Work Plan 2018 – 2019, for information.



ITEM 9

To: **Board of Education**

From: Board Policy
Development Committee

Re: **BOARD OF EDUCATION APPEAL POLICY AND
PROCEDURES BYLAW**

Date: February 27, 2019
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

At the recommendation of the Board Policy Development Committee ("Committee"), the Board of Education Appeal Policy and Procedures Bylaw is being presented to the Board for first reading. (Attachment A)

Feedback from legal counsel was sought and has been incorporated into the revised bylaw. The bylaw will be presented to the Board for adoption at the April 17, 2019 public board meeting.

RECOMMENDATION:

THAT the Appeal Policy and Procedures Bylaw of the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) be read a first time on the 27th day of February, 2019.

Attachment

School District No. 42 (Maple Ridge -Pitt Meadows)
BOARD OF EDUCATION APPEAL POLICY AND PROCEDURES BYLAW
(Section 11 of the School Act)

Policy:

The Board believes that employee decisions relating to individual students should be carried out in accordance with principles of fairness. The appeal process should encourage all parties to disputes to understand the concerns of the other parties and make good faith efforts to resolve disputes to mutual satisfaction.

The Board of Education generally encourages complaints and disputes to be dealt with at the point closest to where the dispute first arises, pursuant to the Board's dispute resolution process. This process is designed to be non-confrontational and parent friendly.

If an employee's decision is disputed or a complaint is made about an employee's decision, if the dispute or complaint is not resolved to the satisfaction of the student or the parent of the student affected, and the decision significantly affects the education, health or safety of the student, the Board of Education recognizes the right of a student and/or his or her parents (including guardians and persons acting in place of parents) to appeal to the Board.

Definitions:

- "Decision" includes a failure to make a decision.
- "Parent" is as defined in the School Act, and includes a guardian.
- "Appellant" is the student, parent or guardian initiating the appeal.

Guiding Principles:

Appeals to the Board of Education are to be carried out in accordance with principles of fairness, including:

1. The appeal process should be accessible to parents and students. Information about the appeal process and relevant policies should be readily accessible to all, including employees, students and parents. Reasonable accommodation should be provided where necessary to allow parents or students to make use of the appeal process.
2. Appellants are entitled to receive the same written and oral information to be used in the appeal as is provided to the Board by administration and to have an opportunity to respond to it.
3. The Board accepts its responsibility to exercise its independent judgment when hearing appeals. In particular, a board officer who has participated in making the decision being appealed, who has attempted to mediate it or who has investigated it shall not be present for the Board of Education's deliberations on the appeal.
4. A student or parent shall not be subjected to retribution by the Board, its officers or employees because an appeal has been made.

Appeal procedures shall be established by bylaw and shall be applied in accordance with the above principles.

The Board recognizes that whether a decision significantly affects a student's education, health, or safety is a matter for individual consideration. The following will normally be considered to be matters that significantly affect a student's education, health or safety:

- Expulsion from an educational program;
- Suspension from an educational program for more than five (5) school days;
- Suspension from an educational program where no other educational program is made available;
- Distributed learning required as part of a disciplinary matter
- A decision not to provide a student with an Individual Education Plan (IEP);
- Consultation about placement of a student with special needs and the provision of an IEP
- Bullying behaviours, including intimidation, harassment or threats of violence by a student against another student;
- Exclusion due to a medical condition that endangers others

Decisions made on appeals are not precedential, and are not binding on future decision- makers.

In considering appeals of employee decisions, the Board shall consider, but shall not be limited to:

- whether the decision appealed is in accordance with legislation, board policies and procedures;
- whether the decision appealed was reached through a process that was fair to the student and after consideration of relevant information;
- whether the evidence presented to the Board supports the decision or calls it into question;
- whether the decision is reasonable in the circumstances; and
- whether there are special circumstances that would warrant making an exception to a board policy.

Appeal Procedures (Bylaw):

Procedures for hearing appeals shall be applied in accordance with the guiding principles in the board's appeal policy.

1 PRE-APPEAL DISPUTE RESOLUTION PROCESS

1.1 The student and/or parent shall take the dispute resolution steps outlined in the board's dispute resolution process or other applicable policy to try to resolve the concern before filing an appeal to the board. If the applicable dispute resolution process does not resolve the concern, an appeal is normally from the decision of the highest supervisory officer who dealt with the matter in the dispute resolution process.

2 STARTING AN APPEAL

2.1 If the steps in Section 1 are not successful, a parent and/or student begins the Board appeal process by presenting a written Notice of Appeal to the Secretary Treasurer within fifteen (15) school days after being informed of the decision that is being appealed, or from the date of completion of the dispute resolution steps referred to in 1.1, whichever is later.

2.2 The Notice of Appeal must include:

- a) The name, address and school placement of the student (including, where appropriate, grade level and home room teacher)
- b) The name and address of the person(s) making the appeal
- c) The decision that is being appealed
- d) The date on which the student and/or parent/guardian bringing the appeal were informed of the decision
- e) The name of the Board employee(s) who made the decision being appealed
- f) Particulars of the effect on the student's education, health or safety
- g) The grounds for the appeal and the action requested or relief sought
- h) A summary of the steps taken by the student and/or parent/guardian to resolve the matter
- i) Whether the person making an appeal is requesting an oral hearing
- j) Whether the person making an appeal requires any special accommodation in order to proceed with the appeal (such as interpretation services at the hearing of the appeal.)

2.3 The Secretary Treasurer is responsible on behalf of the Board for:

- a) receiving Notices of Appeal
- b) reviewing Notices of Appeal for completeness and timeliness
- c) giving any notices required under collective agreements
- d) receiving and distributing documents relevant to an appeal
- e) communicating with the appellants, the Board, and others on matters relating to an appeal hearing
- f) arranging for any accommodation required, and
- g) scheduling hearings.

The Secretary Treasurer may designate another staff member to carry out these responsibilities. If the Secretary Treasurer has participated in the dispute resolution steps or is the employee whose decision is being appealed, another staff member shall be designated.

2.4 If the Secretary Treasurer is of the opinion that:

- a) an appeal is not timely;
- b) an appellant has refused to participate in the dispute resolution steps; or
- c) an appeal is not an appeal of a decision of a board employee or the decision does not significantly affect the student's education, health or safety;

the Secretary Treasurer may refer the appeal to the Superintendent of Schools or a person designated by the Superintendent for a preliminary determination of that issue.

Prior to making a determination on that issue, the Superintendent or a person designated by the Superintendent may request a meeting with the person bringing the appeal, who must attend the meeting or the appeal will be dismissed. If the Superintendent or a person designated by the Superintendent determines the appeal not to be of a decision that significantly affects the education, health or safety of a student, was commenced out of time without reasonable excuse, or the person bringing the appeal has refused or neglected to discuss the decision under appeal as directed by the school district, the person bringing the appeal shall be advised by the Superintendent or a person designated by the Superintendent to follow the conflict resolution steps outlined in the Board's Dispute Resolution Process.

Where, in the opinion of the Superintendent or a person designated by the Superintendent, the decision does significantly affect the education, health or safety of a student, the appeal shall proceed.

In the event the person bringing the appeal disagrees with the determination of the Superintendent or a person designated by the Superintendent, that person may request the matter be referred to a quorum of the Board for a determination of that preliminary issue. The person requesting the Board determine this preliminary issue shall make that request in writing, delivered to the office of the Secretary Treasurer within 10 days of being advised of the decision of the Superintendent or a person designated by the Superintendent.

Appellants shall be notified of the preliminary hearing and provided with the opportunity to make written submissions on the preliminary issue to be determined.

Where the majority of a quorum of the Board determines that the decision in issue does not significantly affect the education, health or safety of a student, that the appeal was commenced out of time without reasonable excuse, or that the student and/or parent or guardian has refused or neglected to discuss the decision under appeal as directed by the District the appeal will be dismissed. That decision is final and may not be appealed

Where the quorum of the Board determines the appeal does involve a decision that significantly affects the education, health or safety of a student, was filed in time or with reasonable excuse, or that the person bringing the appeal did not fail to consult as directed by the District, the matter will be set down for hearing.

3 PRE-HEARING RESPONSIBILITIES

3.1 Upon receipt of the Notice of Appeal, the Superintendent shall be notified. The Superintendent or a person designated by the Superintendent to be responsible for investigation and presentation on the appeal will prepare a report for the Board concerning the matter under appeal and is responsible for gathering the information to be presented to the Board, other than the information to be presented by the appellant.

3.2 If the appellant is a student under the age of 19 and no parent is named as an appellant, a parent will be notified.

3.3 If the appellant has not met with the Superintendent during the dispute resolution process, at the Superintendent's request the appellant is required to meet with the Superintendent or a person designated by the Superintendent. A report of this meeting shall be included in the report prepared under 3.1. The report may include the Superintendent's recommendations as to whether the dispute should be referred to an outside mediator.

3.4 Any notices required under relevant collective agreements are given by the Secretary Treasurer or designate.

3.5 The appellant is notified of the date, time and place for hearing of the appeal and of the requirement to provide any documents in advance.

4 HEARING PROCEDURE

4.1 The Board may, in its absolute discretion, determine whether an appeal shall be considered on the basis of written submissions or an oral hearing. The Board may determine rules of procedure, including imposing limits on time for presentations, the ability to call or question witnesses, and the receipt of evidence, whether sworn or unsworn, to facilitate the disposition of the appeal, and may adjourn the proceeding at the request of any party where there are reasonable grounds to do so.

4.2 The Board may establish a schedule for the exchange of documents or written submissions. At least seven (7) days prior to the date scheduled for the hearing of the appeal, or the exchange of initial written submissions in the cases of a written appeal, school district staff and the appellant must provide each other with any documents or information they intend to rely on for the appeal.

4.3 The Board may be advised in camera by legal counsel and by the Secretary Treasurer or designates in relation to the appeal provided they have not had prior involvement in the matter under appeal.

4.4 At any time the Board may request further information from the appellant or the Superintendent or designate and may adjourn in order that such information may be obtained.

4.5 The Board may make any interim decision it considers necessary pending the disposition of the appeal.

4.6 The Board may invite submissions from any person whose interests may be affected by the Board's decision on the appeal.

4.7 The Board may refuse to hear an appeal where:

- a) the appeal has not been commenced within the time set out under 2.1
- b) the student and/or parent or guardian has refused or neglected to discuss the decision under appeal with the person(s) specified in the applicable dispute resolution process or the Superintendent or delegate, or such other person as directed by the Board; or
- c) the decision does not in the Board's opinion significantly affect the education, health or safety of the student.

4.8 The Board may hear an appeal despite any defects in form or technical irregularities and may relieve against time limits.

4.9 Section 11 appeals are confidential. Appeals and decisions on appeals will be held in closed session. Information and documents about appeals may only be disclosed in accordance with the School Act, Freedom of Information and Protection of Privacy Act, and applicable Board policy

4.10 The Board will ensure that each party has received all documentation provided by the other party prior to the hearing.

4.11 At the end of each party's submission, trustees may ask questions.

4.12 When questioning by trustees is complete, the parties leave and the Board meets to decide how it will dispose of the appeal.

4.13 The Board must make a decision within 45 days or, as soon as practicable and within 45 days from receiving the Notice of Appeal.

4.14 The Board's decision is final, subject to any rights to appeal under the School Act.

The Board may reconsider its decision only

- if it is satisfied that new evidence or information would have a material effect on the decision and the failure to present that evidence or information at the original hearing is satisfactorily explained;
- the decision contravenes law; or
- a reconsideration is directed or requested in connection with an appeal of the board's decision under School Act s.11.1.

4.15 The parties will be promptly notified of the Board's decision. Written reasons will be provided as soon as practicable.

4.16 Appellants who have appeal rights under School Act s.11.1 will be advised of those rights when or before they are notified of the board's reasons for decision.

REPEAL

School District No. 42 (Maple Ridge - Pitt Meadows) Board of Education Appeals Policy and Procedures Bylaw dated 11th June, 2008 is repealed.



ITEM 10

To: **Board of Education**

From: Superintendent
Sylvia Russell

Re: **SUPERINTENDENT'S UPDATE**

Date: February 27, 2019
(Public Board Meeting)

Information

RECOMMENDATION:

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



ITEM 11

To: **Board of Education**

From: Chairperson
Korleen Carreras

Re: **2019/2020 BCSTA DRAFT BUDGET**

Date: February 27, 2019
(Public Board Meeting)

Information

BACKGROUND/RATIONALE:

The 2019/2020 BCSTA Draft Budget is presented for information.

RECOMMENDATION:

THAT the Board receive the 2019/2020 BCSTA Draft Budget, for information.

Attachment

8.1 BCSTA DRAFT 2019/2020 BUDGET

SUBMITTED BY: *Board of Directors*

BE IT RESOLVED:

That Provincial Council receive the BCSTA Draft 2019/2020 Budget and provide feedback to the Finance & Audit Committee prior to March 29, 2019.

BACKGROUND:

At the December 2018 Provincial Council meeting, the Finance & Audit Committee reviewed several factors expected to impact BCSTA's 2019/2020 operating budget and requested input for development of the budget draft. As shown on page six of the budget draft, factors that have impacted the development of the budget draft are as follows:

- Increased student enrollment as of September 30, 2018 has resulted in an increase in member fees.
- The annual inflationary member fee increase, which will be fully funded from BCSTA's 2017/2018 year-end surplus, will increase fee member fee revenue in 2019/2020.
- A slight improvement in interest rates has resulted in a small increase in projected interest revenue.
- Grant funds will be used to support the 2020 Annual General Meeting.
- Decreased attendance projections for the 2020 Annual General meeting have resulted in a decrease in projected revenues for this event.
- An increase in audio-visual and meal costs have resulted in an increase to the *Academy* and *Annual General meeting* budget lines.
- BCSTA will only host a single Academy in 2019/2020, resulting in a decrease to the *Academy* budget line, despite increased audio-visual and meal costs.
- The Board of Directors receives an annual honouraria increase, based on the most recent five-year average of the Vancouver Consumer Price Index.
- The Provincial Council budget line has been increased to more accurately reflect actual costs.
- Lease costs are increased to reflect market rates as of September 1, 2019.
- A projected increase in hardware and software costs has resulted in an increase to the *Equipment Maintenance* budget line.
- Depreciation costs are reduced slightly to reflect full depreciation of BCSTA's photocopier in 2018/2019.
- The *Salaries/Benefits* budget line will be affected by a staff salary-grid increase, based on a projected teacher-negotiated salary-grid increase; movement on the salary grid; and decreased benefit costs.

8.1 BCSTA DRAFT 2019/2020 BUDGET

The Finance & Audit Committee, Board of Directors and staff remain committed to the prudent fiscal management of member dollars and continue to look for ways to employ efficiencies and cost-saving measures. Consistent with its responsibility to develop a budget that meets the needs of member boards balanced with consideration for the value of member board investment, the Finance & Audit Committee has developed a balanced budget draft for 2019/2020, with the entire annual inflationary member fee increase funded from BCSTA's 2017/2018 year-end surplus. As shown in Appendix I, changes in member fees for 2019/2020 are solely the result of changes in FTE students.

The *BCSTA Draft 2019/2020 Budget* has been submitted to the February 2019 Provincial Council for receipt only. The final budget will be adopted by the April 2019 Provincial Council. Councillors are encouraged to provide the Finance & Audit Committee with any feedback they may have on the budget draft prior to March 29, 2019. Feedback can be submitted to:

BCSTA Finance & Audit Committee
c/o Jodi Olstead, Director, Finance & Human Resources
BC School Trustees Association
4th Floor, 1580 West Broadway
Vancouver, BC V6J 5K9

jolstead@bcsta.org

BCSTA Draft Budget 2019/2020

BCSTA 2019/2020 Draft Budget

Budget Cycle

Following BCSTA's budget cycle, illustrated on page eight, the Finance & Audit Committee requested feedback from the December 2018 Provincial Council to assist in preparing BCSTA's 2019/2020 draft budget. The first budget draft is presented to the February 2019 Provincial Council for review and will ultimately be adopted by the April 2019 Provincial Council.

Budget Considerations

At the December 2018 Provincial Council meeting, the Finance & Audit Committee reviewed a number of factors that are expected to impact BCSTA's 2019/2020 operating budget:

1. Member Fees

Student Full-Time Equivalent (FTE) enrolment data as of September 30 of each year is used to calculate BCSTA member fees for the following year, based on fee formulas set by the Provincial Council in 1995 and updated in 1999.

All 60 boards of education are members of BCSTA in the 2018/2019 fiscal year and it is anticipated that BCSTA will have full membership in 2019/2020 as well. Should there be member board withdrawal in 2019/2020, member equity may be used to fund the resultant loss of fee revenue in 2019/2020. As member fee withdrawal would therefore not affect BCSTA's 2019/2020 operating budget, the member fee increase for 2019/2020, based solely on changes to FTE students, totals \$9,634. As shown in Appendix I, FTE student enrollment increased by 5,564 students as of September 30, 2018.

Additionally, in accordance with 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 Price Index as of January 1 of each year", member fees are increased by 1.36 percent for 2019/2020. This increase totals \$27,633 and will be used to partially offset the projected two percent salary-grid increase, estimated at \$24,000.

Member Fees is therefore increased a total of \$37,267 in 2019/2020:

FTE student enrollment.....	9,634
Inflationary member fee increase.....	27,633
Total member fee increase.....	<u>\$ 37,267</u>

2. Member Equity

The February 2017 Provincial Council also directed that annual inflationary member fee increases, as shown under item one above, be supported by any unbudgeted year-end surplus arising in the fiscal year preceding adoption of BCSTA's annual budget. As BCSTA's 2017/2018 fiscal year ended with a surplus of \$60,671, the 2019/2020 inflationary member fee increase of \$27,633 will be fully funded. The only changes in fees for individual boards of education will therefore be solely the result of changes in FTE students. As shown under item one above, this amount is \$9,634. This information is also shown in Appendix I.

BCSTA 2019/2020 Draft Budget

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 fulfil the Board's annual strategic plan,
- b. undertake a specific, unbudgeted project,
- c. reduce member fees, and/or
- d. reduce registration fees for AGM or Academy.

Member Equity may also be used to offset member board withdrawal for the first year of withdrawal and to offset emergent, unbudgeted expenses.

3. **Interest Revenue**

The *Interest* budget line was reduced by \$3,000 in 2017/2018 to address declining interest rates. However, with increasing rates, this budget line was increased by \$4,000 in 2018/2019. An additional \$4,000 increase to this budget line is included for 2019/2020.

4. **BCSTA Event Contracts**

BCSTA has signed hotel contracts for BCSTA events through to December 2022. This will enable BCSTA to keep the cost of hotel room nights for Academy, Provincial Council and Annual General Meetings at a minimum. Additionally, these contracts will ensure that rooms are available at conference hotels for registrants attending these events.

5. **AGM**

Projected attendance for this event is reduced in 2019/2020, consistent with historical experience, such that registrations for the Annual General Meeting are typically lower following an election year. Additionally, as meal and audio-visual costs have increased, the AGM expense budget line will be increased as a result in 2019/2020. Grant funds of \$10,000 have therefore been allocated to offset the increase in costs for the 2020 Annual General Meeting,

6. **Trustee Academy**

In 2018/2019, BCSTA's operating budget included revenue and expenditure lines for two Academies, consistent with an election year. For the remaining three years of the election term, BCSTA will host a single Academy. In 2019/2020, revenue and expenditure budget lines for the Academy are therefore lower than they were in 2018/2019, reflecting the change from two Academies to a single Academy.

7. **Provincial Council**

An increase of \$2,000 to this budget line is recommended for 2019/2020 to more accurately reflect costs.

BCSTA 2019/2020 Draft Budget

8. Standing Committees

As a means of reducing the cost of holding meetings, committees moved to an online, rather than an in-person, meeting format whenever feasible. Cost savings are also achieved by holding mixed-format meetings.

In 2016/2017, the Indigenous Education Committee's budget line was increased by \$8,000 to address the high cost of travel for its members, many of whom live in remote locations. No changes to any of the standing committee budget lines are recommended for 2019/2020.

9. In-District/Professional Development Services

This budget line has been used historically for providing facilitations to individual member boards on topics such as governance roles, strategic planning, board roles and responsibilities, and to provide support for board self-reviews, superintendent reviews, superintendent searches, etc.

Although feedback from member boards identified *In-District/Professional Development Services* as a priority member service, member boards also requested that BCSTA host an annual Board Chairs' meeting. Without sufficient funding to support both service priorities, the *In District/Professional Development Services* budget line was reduced a total of \$20,000 in 2017/2018, in order to fund the cost of the Board Chairs' meeting. This budget line was therefore reduced from \$45,000 to \$25,000 in 2017/2018.

With the return of member boards in 2017/2018, this budget line was restored to \$45,000 in 2018/2019, consistent with member board feedback that this is a priority member service area.

No change to this budget line is recommended for 2019/2020.

10. Board Chairs' Meeting

Based on member feedback the Board Chairs' meeting has become an annual event.

No change to this budget line is projected for 2019/2020.

11. Board of Directors

In 2011/2012, the Board of Director Honouraria Review Committee recommended that Board of Director honouraria be automatically increased each year by the most recent five-year rolling average of Vancouver's CPI. An increase of \$1,000 to this budget line for Board of Director honouraria is therefore recommended for 2019/2020.

12. Equipment Maintenance

This budget line was reduced a total of \$9,000 in 2018/2019 to reflect the projected decrease in contractor fees; however, with an increase in equipment and software costs projected for 2019/2020, a \$4,000 increase to this budget line is recommended.

BCSTA 2019/2020 Draft Budget

13. Building

Under its current lease agreement with SD39 (Vancouver), BCSTA exercised its final option to renew its lease for a five-year term beginning on September 1, 2014 and ending on August 31, 2019. At the December 1, 2018 meeting, Provincial Council therefore authorized the Board of Directors to enter into a new lease agreement effective September 1, 2019, consistent with the lease location criteria provided to Provincial Councillors.

Based on research conducted by the Finance & Audit Committee, tasked with the assignment by the Board of Directors, BCSTA's most economic lease option is to remain at its current location. The Board of Directors has therefore resolved that BCSTA negotiate a new lease agreement with the Vancouver School Board for a new lease term commencing September 1, 2019. An increase in lease rates is projected for 2019/2020, consistent with market rates for the term of the new lease agreement.

14. Financial

BCSTA contracts its audit firms for a five-year term, with a new five-year term to commence in 2018/2019. As this budget line was increased by \$3,000 in 2018/2019 to reflect the projected increase in costs for the new five-year term, no increase to this budget line is recommended for 2019/2020.

15. Depreciation

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

This budget line will be affected in 2019/2020 by:

- the 2017/2018 information technology infrastructure update that included the replacement of all of BCSTA's workstations and servers, server backup hardware and software, and BCSTA's database software. Each of the systems replaced had either become problematic, obsolete or had otherwise failed,
- leasehold improvements for construction of an additional enclosed office in 2017/2018,
- replacement of network switches in 2019/2020, and
- full depreciation of BCSTA's photocopier in 2018/2019.

As a result of these offsetting factors, this budget line will be reduced by \$1,000 in 2019/2020.

BCSTA 2019/2020 Draft Budget

16. Salaries/Benefits

BCSTA's staff salary grid increases have been tied historically to teacher salary negotiations. As the teachers' current collective agreement expires on June 30, 2019, and as a new collective agreement has not yet been negotiated, any increase to teachers' salaries for the 2019/2020 fiscal year is not yet known. The increase to BCSTA's staff salary grid for 2019/2020 has therefore been based on the 2019 [*Public Sector Bargaining Mandate*](#) wage increase of two percent. This budget line will be adjusted prior to its adoption by the April 2019 Provincial Council, in accordance with the terms of the actual teacher salary increase, should it be determined by that time; otherwise, should an adjustment be required, it will be incorporated in BCSTA's 2020/2021 operating budget.

Other factors expected to affect the *Salaries/Benefits* budget line in 2019/2020 are:

- movement on the staff salary grid, and
- changes to benefit costs.

Although the staff salary grid increase of two percent for 2019/2020, which is approximately \$24,000, plus movement on the staff salary grid, estimated at \$7,000, total \$31,000, this budget line has only been increased \$18,000 for 2019/2020. This is the result of a decrease in BCSTA's benefit costs, estimated at \$13,000.

Two percent salary grid increase	\$ 24,000
Movement on the staff salary grid	7,000
Less: projected reduction in benefits	< 13,000 >
Total estimated increase to <i>Salary/Benefits</i>	<u>\$ 18,000</u>

17. Grants

BCSTA has received a number of grants, the details of which were provided to the December 2018 Provincial Council.

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

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

For 2019/2020, \$10,000 has been allocated to support the 2020 Annual General Meeting.

BCSTA 2019/2020 Draft Budget

Budget Impact Summary

As shown on pages one through five, BCSTA is facing cost pressures in a number of budget lines in 2019/2020, summarized as follows:

- Audio-visual and meal costs for AGM 2020 have increased by approximately \$10,000.
- Attendance projections for AGM 2020 are reduced, consistent with historical experience following an election year. Projected revenues for the event are therefore decreased \$17,000 as result.
- The *Provincial Council* budget line has been increased by \$2,000 to more accurately reflect costs.
- The Board of Directors honouraria increase, based on Vancouver CPI, will be increased by approximately \$1,000.
- Lease costs will increase by \$7,000 in 2019/2020.
- The *Equipment Maintenance* budget line has been increased by \$4,000 resulting from a projected increase in hardware and software costs.
- The *Salaries/Benefits* budget line has been increased \$31,000 to offset a projected salary-grid increase of two-percent as well as movement on the salary grid; however, a reduction in benefit costs, estimated at \$13,000 has partially offset the increase in this budget line, such that the total increase is \$18,000 rather than \$31,000.

The 2019/2020 cost pressures noted above have been offset as follows:

- Grant funds of \$10,000 have been allocated to offset the increase in audio-visual and meal costs for the 2020 Annual General meeting.
- Student enrollment increased by 5,564 FTE students as of September 30, 2018. Member fees for 2019/2020 are increased \$9,634 as a result.
- The inflationary member fee increase for 2019/2020, based on the most recent five-year average of the Vancouver Consumer Price Index of 1.36 percent, totals \$27,633 for 2019/2020. The 2019/2020 increase will be fully funded from the 2017/2018 year-end surplus, per Provincial Council resolution.
- BCSTA has signed contracts with conference hotels for events through to December 2022. This has enabled the Association to mitigate the effects of inflation on hotel room costs.
- As BCSTA will only host a single Academy in 2019/2020, the *Academy* budget line is decreased by \$61,000.
- The *Depreciation* budget line has been decreased by \$1,000 to reflect the full depreciation of BCSTA's photocopier in 2018/2019.
- The interest revenue budget line has been increased by \$4,000 to reflect a slight improvement in interest rates.

Budget details are shown on pages 10 through 17 of this budget draft.

BCSTA 2019/2020 Draft Budget

Impact on Member Fees and Member Services

Member fees are affected each year by changes in FTE students, annual inflationary increases to maintain or improve service levels, use of member equity to offset annual inflationary member fee increases and approved increases or decreases to specific budget lines.

For 2019/2020, the Finance & Audit Committee has prepared a balanced draft budget that includes an **inflationary member fee increase of 1.36 percent***, in accordance with the February 2017 Provincial Council directive to apply an annual member fee increase equivalent to the most recent five-year rolling average of the Vancouver CPI, as of January 1 of each year.

*Note: As shown on pages one and six, the inflationary member fee increase for 2019/2020 will be fully funded from BCSTA's 2017/2018 year-end surplus, per Provincial Council resolution. The only changes in fees for individual boards of education will therefore be solely the result of changes in FTE students, as shown in Appendix I.

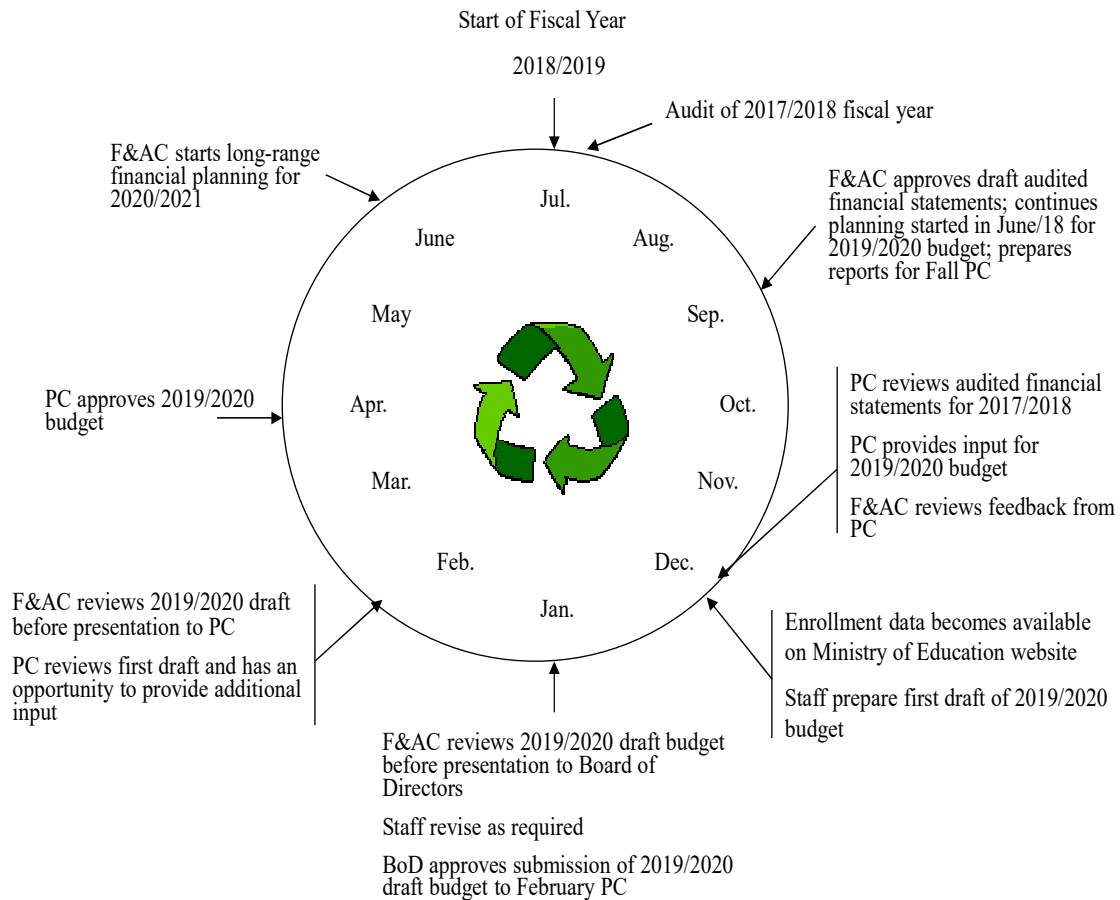
The Finance & Audit Committee, Board of Directors, and BCSTA staff remain committed to using member dollars to their best effect.

BCSTA 2019/2020 Draft Budget



British Columbia
School Trustees
Association

2019/2020 Budget Cycle



BCSTA 2019/2020 Draft Budget

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 four categories. At the February 2001 Provincial Council, Category 4 was adjusted to address an 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 = (\$6.1 x FTEs + 2,600) x 0.9955
Category 2	Fees = (\$1.45 x FTEs + 21,750) x 0.9955
Category 3	Fees = (\$1.33 x FTEs + 23,400) x 0.9955
Category 4	Fees = (\$0.3333 x FTEs + 55,000)
Category 5	Fees = (\$0.30 x 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 x FTEs + 2,600) x 1.0462
Category 2	Fees = (\$1.45 x FTEs + 21,750) x 1.0462
Category 3	Fees = (\$1.33 x FTEs + 23,400) x 1.0462
Category 4	Fees = (\$0.3333 x FTEs + 55,000) x 1.0508
Category 5	Fees = (\$0.30 x FTEs + 57,500) x 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.

BCSTA 2019/2020 Draft Budget

TOTAL REVENUE AND EXPENDITURE SUMMARY

TOTAL REVENUE

(All amounts are in thousands of dollars)

Item	Budget 2017/18	Budget 2018/19	Budget 2019/20	Dollar Change
Member Fees	1873	2022	2059	+ 37
AGM	213	216	209	- 7
CSBA Congress	298	--	--	--
Interest	78	82	86	+ 4
Academy	205	264	209	- 55
Grant Admin/ Entrepreneurial	12	12	13	+ 1
Total	2679	2596	2576	- 20

TOTAL EXPENDITURES

(All amounts are in thousands of dollars)

Item	Budget 2017/18	Budget 2018/19	Budget 2019/20	Dollar Change
Core Services	1131	970	922	- 48
Office	285	282	292	+ 10
Salaries	1263	1344	1362	+ 18
Total	2679	2596	2576	- 20

BCSTA 2019/2020 Draft Budget

CORE BUDGET REVENUE

(All amounts are in thousands of dollars)

R – REVENUE					
No.	Item	Budget 2017/18	Budget 2018/19	Budget 2019/20	Dollar Change
R1	Member Fees*	1873	2022	2059	+ 37
R2	AGM*	213	216	209	- 7
R3	CSBA Congress	298	--	--	--
R4	Interest*	78	82	86	+ 4
R5	Academy*	205	264	209	- 55
R6	Grant Administration/ Entrepreneurial*	12	12	13	+ 1
	Total	2679	2596	2576	- 20

- R1. *Member Fees* is **increased \$37,000** in 2019/2020. This reflects an increase of approximately \$9,634 resulting from an increase in student enrollment of 5,564 FTE students as well as an inflationary member fee increase of \$27,633, based on the most recent five-year average of the Vancouver Consumer Price Index.

As the inflationary member fee increase for 2019/2020 will be fully funded from the 2017/2018 year-end surplus, in accordance with Provincial Council resolution, the only changes in fees for 2019/2020 will be solely the result of changes in FTE students, as shown in Appendix I.

- R2. The *AGM* budget line is **decreased \$7,000** to reflect the projected impact of two offsetting factors:
- AGM revenue is reduced by approximately \$17,000 resulting from a projected decrease in attendance, consistent with historical experience following an election year.
 - Government grant funds of \$10,000 have been allocated to this budget line to offset the projected increase in audio-visual and meal costs for this event.
- R4. *Interest* is **increased \$4,000** to reflect a slight increase in interest rates.
- R5. As BCSTA will only host a single Academy in 2019/2020, consistent with years two through four of the election cycle, the *Academy* budget line is **decreased \$55,000**.
- R6. *Grant Administration/Entrepreneurial* is **increased \$1,000** to more accurately reflect revenues received.

BCSTA 2019/2020 Draft Budget

CORE BUDGET EXPENDITURES

(All amounts are in thousands of dollars)

PROGRAM A: CORE SERVICES

A1 – ADVOCACY					
No.	Item	Budget 2017/18	Budget 2018/19	Budget 2019/20	Dollar Change
A1(a)	Advocacy Services	71	71	71	--
A1(b)	CSBA	40	40	40	--
A1(c)	AGM*	181	184	194	+ 10
A1(d)	Provincial Council*	96	96	98	+ 2
A1(e)	Board of Directors*	88	94	95	+ 1
A1(f)	Finance & Audit Committee	10	10	10	--
A1(g)	Professional Learning Committee	18	18	18	--
A1(h)	Indigenous Education Committee	26	26	26	--
A1(i)	Legislative Committee	2	2	2	--
A1(j)	Branch Support	17	17	17	--
	Total	549	558	571	+ 13

A1(c). The *AGM* budget line is **increased \$10,000** to reflect an increase in meal and audio-visual costs.

A1(d). The *Provincial Council* budget line is **increased \$2,000** to more accurately reflect costs.

A1(e). In 2006/2007, the Board of Director Honouraria Review Committee recommended that Board of Director honouraria be reviewed annually, with increases to be based on Vancouver's CPI.

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 large increases required to bring honouraria amounts in line with market levels, and
- that trustees with an interest in serving on the Board of Directors will not be excluded from doing so for financial reasons.

BCSTA 2019/2020 Draft Budget

Based on the Vancouver Consumer Price Index (CPI) average of 1.36 percent for 2013 through 2017, this budget line is **increased \$1,000** for 2019/2020.

Recommended Board of Director Honouraria increases for 2019/2020 are:

President:	\$ 16,790 to \$ 17,019/year = \$229/year
Vice-President:	\$ 8,394 to \$ 8,508/year = \$114/year
Director:	\$ 5,997 to \$ 6,078/year = \$ 81/year

BCSTA 2019/2020 Draft Budget

CORE BUDGET EXPENDITURES

(All amounts are in thousands of dollars)

A2 - TRUSTEE AND BOARD SERVICES					
No.	Item	Budget 2017/18	Budget 2018/19	Budget 2019/20	Dollar Change
A2(a)	Academy*	172	252	191	- 61
A2(b)	CSBA Congress	270	--	--	--
A2(c)	In-District/Pro-D Services	25	45	45	--
A2(d)	Board Chairs' Meeting	20	20	20	--
A2(e)	Communications/Publications	30	30	30	--
A2(f)	Legal Counsel	65	65	65	--
	Total	582	412	351	- 61

A2(a). The *Academy* budget line is **decreased \$61,000** as only a single Academy will be held in 2019/2020, consistent with years two through four of the election cycle.

TOTAL CORE SERVICES (A1 – A2)	1131	970	922	- 48
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BCSTA 2019/2020 Draft Budget

OFFICE EXPENDITURES

(All amounts are in thousands of dollars)

PROGRAM B: OFFICE SUPPORT

B - OFFICE OPERATIONS					
No.	Item	Budget 2017/18	Budget 2018/19	Budget 2019/20	Dollar Change
B1	Building*	126	128	135	+ 7
B2	Equipment Maintenance*	70	61	65	+ 4
B3	Office Administration	20	19	19	--
B4	Financial	51	54	54	--
B5	Depreciation*	18	20	19	- 1
	Total	285	282	292	+ 10

- B1. BCSTA's lease costs are increased \$8,000/year, effective September 1, 2019, to reflect market rates at the start of the new lease term. As BCSTA's fiscal year starts on July 1, this budget line is only **increased \$7,000**, rather than \$8,000, in 2019/2020 to reflect the lease rate increase for a ten-month period. The *Building* budget line will therefore need to be increased an additional \$1,000 in 2020/2021.

Annual Lease Rate Increase: \$8,000
Monthly Lease Rate Increase: \$666.67 (\$8,000/12 months)
2019/2020 Lease Rate Increase: \$6,666.67 (\$666.67 x 10 months–Sep/19 to Jun/20)

- B2. The *Equipment Maintenance* budget line is **increased \$4,000** to reflect a projected increase in hardware and software costs in 2019/2020.
- B5. Although BCSTA will be replacing its network switches in 2019/2020, replacement of its photocopier, which will be fully depreciated in 2018/2019, has been deferred to the 2020/2021 fiscal year. As a result, this budget line is **decreased \$1,000** for 2019/2020.

BCSTA 2019/2020 Draft Budget

STAFF SALARIES

(All amounts are in thousands of dollars)

S – STAFF SALARIES					
No.	Item	Budget 2017/18	Budget 2018/19	Budget 2019/20	Dollar Change
S1	Total Salaries/Benefits*	1263	1344	1362	+ 18
TOTAL POSITIONS (FTEs)		10.6	10.8	10.8	--

S1. The *Salaries/Benefits* budget line is **increased \$18,000** in 2019/2020 to address a number of factors:

- BCSTA's staff salary grid has been tied historically to teacher-negotiated salary increases. As the teachers' collective agreement expires on August 31, 2019, and as a new collective agreement has not yet been negotiated, a salary grid increase of two percent, consistent with the 2019 [*Public Sector Bargaining Mandate*](#), has been estimated for 2019/2020,
- movement on the staff salary grid, and
- an overall reduction in benefit costs as BCSTA does not meet the payroll threshold for the Employer Health Tax and as the employer's portion of BCSTA's Municipal Pension Plan contributions decreased slightly as of January 1, 2019

TOTAL CORE EXPENDITURES (PROGRAMS A, B, and S)	2679	2596	2576	- 20
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BCSTA 2019/2020 Draft Budget

GRANT ADMINISTRATION AND ENTREPRENEURIAL ACTIVITY

(All amounts are in thousands of dollars)

Item	Budget 2017/18	Budget 2018/19	Budget 2019/20	Dollar Change
<u>Revenue</u>				
Grants	--	--	--	--
Contracts	12	12	13	+ 1
Total	12	12	13	+ 1
<u>Expenditures</u>				
Grants	--	--	--	--
Contracts	--	--	--	--
Total	--	--	--	--
Net Contribution	12	12	13	+ 1

APPENDIX I
2019/2020 BCSTA FEE REVENUE COMPARED TO 2018/2019 FEE REVENUE
(Annual Inflationary Member Fee Increase of 1.36%)

No.	School District	Total FTE Pupils	Total FTE Pupils	Difference	Category	2018/2019 Fees	2019/2020 Fees	Difference (based on FTE changes)	1.36% Member Fee Increase*	Total 2019/2020 Member Fees
		Sep 30/17	Sep 30/18			(1.2% Inc.)	(0% Inc.)			
5	Southeast Kootenay	5,448.88	5,544.31	95.4	2	34,393.20	34,553.75	160.55	469.93	35,023.68
6	Rocky Mountain	3,188.75	3,268.50	79.8	1	25,578.25	26,142.55	564.30	355.54	26,498.09
8	Kootenay Lake	4,772.94	4,682.44	(90.5)	2	33,256.34	33,104.15	(152.19)	450.22	33,554.37
10	Arrow Lakes	435.34	456.44	21.1	1	6,096.17	6,245.43	149.26	84.94	6,330.37
19	Revelstoke	969.63	1,032.63	63.0	1	9,876.55	10,322.32	445.77	140.38	10,462.70
20	Kootenay-Columbia	3,944.63	3,935.44	(9.2)	1	30,926.55	30,861.56	(64.99)	419.72	31,281.28
22	Vernon	8,385.34	8,418.13	32.8	2	39,332.09	39,387.25	55.16	535.67	39,922.92
23	Central Okanagan	22,083.31	22,679.10	595.8	3	61,210.93	62,130.10	919.17	844.97	62,975.07
27	Cariboo-Chilcotin	4,638.38	4,695.94	57.6	2	33,030.02	33,126.85	96.83	450.53	33,577.38
28	Quesnel	2,990.00	2,975.81	(14.2)	1	24,171.97	24,071.60	(100.37)	327.37	24,398.97
33	Chilliwack	13,421.54	13,668.22	246.7	3	47,848.24	48,228.84	380.60	655.91	48,884.75
34	Abbotsford	19,306.63	19,627.75	321.1	3	56,927.28	57,422.72	495.44	780.95	58,203.67
35	Langley	20,360.25	20,554.25	194.0	3	58,552.72	58,852.05	299.33	800.39	59,652.44
36	Surrey	70,330.88	71,483.13	1,152.3	4	90,987.12	91,432.65	445.53	1,243.48	92,676.13
37	Delta	15,345.19	15,352.69	7.5	3	50,815.89	50,827.50	11.61	691.25	51,518.75
38	Richmond	19,338.69	19,412.00	73.3	3	56,976.74	57,089.88	113.14	776.42	57,866.30
39	Vancouver	49,131.69	48,955.38	(176.3)	4	82,791.35	82,723.24	(68.11)	1,125.04	83,848.28
40	New Westminster	6,557.69	6,578.19	20.5	2	36,258.13	36,292.63	34.50	493.58	36,786.21
41	Burnaby	23,454.13	23,434.31	(19.8)	3	63,325.70	63,295.18	(30.52)	860.81	64,155.99
42	Maple Ridge-Pitt Meadows	14,389.50	14,567.50	178.0	3	49,341.53	49,616.17	274.64	674.78	50,290.95
43	Coquitlam	30,609.19	30,655.25	46.1	4	75,630.40	75,648.26	17.86	1,028.82	76,677.08
44	North Vancouver	15,119.75	15,125.88	6.1	3	50,468.10	50,477.59	9.49	686.50	51,164.09
45	West Vancouver	6,898.06	6,916.50	18.4	2	36,830.61	36,861.65	31.04	501.32	37,362.97
46	Sunshine Coast	3,156.94	3,256.06	99.1	1	25,353.16	26,054.55	701.39	354.34	26,408.89
47	Powell River	2,047.50	2,055.75	8.3	1	17,503.19	17,561.58	58.39	238.84	17,800.42
48	Sea to Sky	4,903.69	5,044.19	140.5	2	33,476.25	33,712.58	236.33	458.49	34,171.07
49	Central Coast	235.13	264.75	29.6	1	4,679.50	4,889.12	209.62	66.49	4,955.61
50	Haida Gwaii	510.50	461.13	(49.4)	1	6,627.95	6,278.60	(349.35)	85.39	6,363.99
51	Boundary	1,284.13	1,249.63	(34.5)	1	12,101.83	11,857.73	(244.10)	161.27	12,019.00
52	Prince Rupert	1,960.50	1,993.88	33.4	1	16,887.61	17,123.77	236.16	232.88	17,356.65
53	Okanagan-Similkameen	2,312.88	2,337.00	24.1	1	19,380.89	19,551.60	170.71	265.90	19,817.50
54	Bulkley Valley	1,969.38	1,947.75	(21.6)	1	16,950.41	16,797.41	(153.00)	228.44	17,025.85
57	Prince George	12,975.22	13,021.00	45.8	3	47,159.70	47,230.36	70.66	642.33	47,872.69
58	Nicola-Similkameen	2,040.38	2,061.19	20.8	1	17,452.78	17,600.05	147.27	239.36	17,839.41
59	Peace River South	3,487.75	3,576.75	89.0	1	27,693.87	28,323.62	629.75	385.20	28,708.82
60	Peace River North	6,044.81	6,052.63	7.8	2	35,395.52	35,408.68	13.16	481.56	35,890.24
61	Greater Victoria	19,123.10	19,507.44	384.3	3	56,644.15	57,237.12	592.97	778.42	58,015.54
62	Sooke	10,459.25	10,832.31	373.1	3	43,278.26	43,853.82	575.56	596.41	44,450.23
63	Saanich	7,003.75	7,082.50	78.8	2	37,008.37	37,140.84	132.47	505.12	37,645.96
64	Gulf Islands	1,697.13	1,735.75	38.6	1	15,024.07	15,297.38	273.31	208.04	15,505.42
67	Okanagan Skaha	5,749.44	5,825.38	75.9	2	34,898.72	35,026.47	127.75	476.36	35,502.83
68	Nanaimo-Ladysmith	13,720.00	14,022.25	302.3	3	48,308.68	48,775.00	466.32	663.34	49,438.34
69	Qualicum	4,040.13	4,095.63	55.5	2	32,023.81	32,117.18	93.37	436.79	32,553.97
70	Alberni	3,744.81	3,734.44	(10.4)	1	29,512.75	29,439.36	(73.39)	400.38	29,839.74
71	Comox Valley	8,222.16	8,277.38	55.2	2	39,057.62	39,150.52	92.90	532.45	39,682.97
72	Campbell River	5,401.38	5,463.31	61.9	2	34,313.31	34,417.51	104.20	468.08	34,885.59
73	Kamloops/Thompson	14,359.25	14,591.25	232.0	3	49,294.87	49,652.81	357.94	675.28	50,328.09
74	Gold Trail	1,108.81	1,090.25	(18.6)	1	10,861.39	10,730.05	(131.34)	145.93	10,875.98
75	Mission	6,057.75	6,072.50	14.8	2	35,417.28	35,442.11	24.83	482.01	35,924.12
78	Fraser-Cascade	1,661.75	1,738.44	76.7	1	14,773.77	15,316.39	542.62	208.30	15,524.69
79	Cowichan Valley	7,789.63	8,061.32	271.7	2	38,330.14	38,787.14	457.00	527.51	39,314.65
81	Fort Nelson	720.81	684.00	(36.8)	1	8,116.04	7,855.58	(260.46)	106.84	7,962.42
82	Coast Mountains	4,108.88	4,101.50	(7.4)	2	32,139.44	32,127.06	(12.38)	436.93	32,563.99
83	N. Okanagan-Shuswap	6,167.03	6,364.03	197.0	2	35,601.08	35,932.45	331.37	488.68	36,421.13
84	Vancouver Island West	416.50	464.13	47.6	1	5,962.84	6,299.82	336.98	85.68	6,385.50
85	Van. Island North	1,354.25	1,372.00	17.8	1	12,598.01	12,723.61	125.60	173.04	12,896.65
87	Stikine	188.63	145.13	(43.5)	1	4,350.48	4,063.65	(286.83)	55.27	4,118.92
91	Nechako Lakes	3,585.50	3,555.69	(29.8)	1	28,385.51	28,174.59	(210.92)	383.17	28,557.76
92	Nisga'a	386.81	374.25	(12.6)	1	5,752.78	5,663.90	(88.88)	77.03	5,740.93
93	Francophone Ed. Auth.	5,970.31	6,117.94	147.6	2	35,270.22	35,518.53	248.31	483.05	36,001.58
TOTALS		537,086.17	542,650.25	5,564.08		2,022,212.13	2,031,846.46	9,634.33	27,633.11	2,059,479.57

*Note: As the inflationary member fee increase of 1.36 percent will be fully funded from the 2017/2018 year-end surplus, in accordance with Provincial Council resolution, this increase will not be included in 2019/2020 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 2019/2020 total fees: \$ 102,973.98

Minimum Fee per Provincial Council Resolution PC80/88:
0.2% of total fees \$ 4,063.65

**ITEM 12****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:

January 16, 2019

Call to Order
Motion of Exclusion
Approval of Agenda
Approval of Minutes
Superintendent Decision Item
Secretary Treasurer Decision Item
Superintendent Information Items
Secretary Treasurer Information Item
Motion to Extend
Secretary Treasurer Information Item
Trustee Reports
Adjournment

Meeting called to order at 2:45 p.m.
Approved
Approved as circulated
Approved as circulated
Approved as circulated
Approved as circulated
Received
Received
Approved
Received
Received
Meeting adjourned at 4:48 p.m.