

Date: Wednesday, March 1, 2023
Time: 6:00 p.m.

"It is the mark of an educated mind to be able to entertain a thought without accepting it." Aristotle

A G E N D A

A. OPENING PROCEDURES

ITEM 1

1. Territory Acknowledgement
2. Call to Order
3. Correspondence
4. Approval of Agenda
5. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on decision items on the public meeting Agenda by emailing board@sd42.ca by no later than 5:30 pm on March 1, 2023. The email subject line should read: INPUT regarding Decision Item. All public input received will be shared with trustees electronically. This agenda item has a time limit of 10 minutes.*

B. APPROVAL OF MINUTES

1. February 15, 2023 ITEM 2

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

1. Integrated Child and Youth Teams Services Model ITEM 3

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

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson
 - a) Operational Plans ITEM 4
2. Superintendent of Schools
3. Secretary Treasurer
4. Board Committees and Advisory Committee Reports
 - a) Budget
 - i. 2022/23 Amended Annual Budget and Second Quarter Financial Statements ITEM 5
 - b) Finance
 - i. Community and Commercial Use of School Facilities ITEM 6
 - c) Facilities Planning
 - d) Board Policy Development
 - e) Education
 - f) Aboriginal Education

G. INFORMATION ITEMS

1. Chairperson
2. Superintendent of Schools
 - a) Superintendent's Update ITEM 7
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

1. Motion to BC School Trustees Association: Equitable Funding ITEM 8

I. TRUSTEE REPORTS

1. BC School Trustees Association – Provincial Council ITEM 9
2. District Parent Advisory Council ITEM 10
3. Municipal Advisory Committee on Accessibility and Inclusiveness ITEM 11
4. Transportation Advisory ITEM 12

J. QUESTION PERIOD ITEM 13

Question period will be restricted to questions only – statements and debate will not be permitted. Questions, with the exception of Trustee questions, will be limited to one question per person. Members of the public can submit questions for the board by emailing them to board@sd42.ca by no later than 5:30 pm on March 1, 2023. The email subject line should read: QUESTION PERIOD. All questions received before the start of the question period will be answered in the order they are received. This agenda item has a time limit of 10 minutes; extension is at the discretion of the board.

K. OTHER BUSINESS

1. Public Disclosure of Closed Meeting Business ITEM 14

L. ADJOURNMENT

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

Decision**1. TERRITORY ACKNOWLEDGEMENT**

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

2. CALL TO ORDER**3. CORRESPONDENCE****4. APPROVAL OF AGENDA****RECOMMENDATION:****THAT the Agenda be approved as circulated.**

5. INVITATION FOR PUBLIC INPUT TO MATTERS ON THE AGENDA - Members of the public can provide input on decision items on the public meeting Agenda by emailing board@sd42.ca by no later than 5:30 p.m. on March 1, 2023. The email subject line should read: INPUT regarding Decision Item. All public input received will be shared with trustees electronically. This agenda item has a time limit of 10 minutes.



ITEM 2

To: **Board of Education**

From: Chairperson
Elaine Yamamoto

Re: **APPROVAL OF MINUTES**

Date: March 1, 2023
(Public Board Meeting)

Decision

RECOMMENDATION:

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

Attachment



**PUBLIC MINUTES OF THE
BOARD OF EDUCATION MEETING
Wednesday, February 15, 2023 (6:00 PM)
Board Room, DEO**

IN ATTENDANCE:

BOARD MEMBERS:

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

STAFF:

Superintendent – Harry Dhillon
Secretary Treasurer – Flavia Coughlan
Deputy Superintendent – Cheryl Schwarz
Irena Pochop – Senior Manager, Communications
Acting Executive Coordinator – Rebecca Lyle

A. OPENING PROCEDURES

1. Territory Acknowledgement

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

2. Call to Order

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

The Chairperson welcomed and thanked everyone for attending.

3. Correspondence

4. Approval of Agenda

Moved/Seconded

THAT the Agenda be approved as circulated.

CARRIED

5. Invitation for Public Input to matters on the Agenda

The Chairperson advised that members of the public were able to provide input on decision items on the Agenda by emailing board@sd42.ca by no later than 5:30 pm on February 15, 2023.

- Input was provided by DPAC regarding Item 8 Non-Resident Fees

B. APPROVAL OF MINUTES

Moved/Seconded

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

CARRIED

C. PRESENTATIONS

1. After School Programming

Moved/Seconded

Program Manager, Craig Mitchell presented on after-school programming in the school district, noting that in the 2022/23 school year up to 1000 students will have the opportunity to participate in a district hosted after school program. Current programs offered include soccer, Schools Out, Kids Innovative (Coding), I Am Awesome, Shotokan Karate, a partnership with The ACT Arts Centre, as well as online workshop options.

THAT the Board receive for information the presentation on After School Programming.

CARRIED

2. Student and Family Affordability Fund

Moved/Seconded

The Assistant Secretary Treasurer, the Deputy Superintendent, and the Program Manager Community Connections and Healthy Living, Food Security presented on the district Student and Family Affordability Fund budget allocations and use to date. Between November 2022 and February 2023, 56 applications were processed and \$248,210 in funding for food expenses was approved. The district has leveraged the funding to improve the quality, quantity, and diversity of existing options in schools, and to provide support to students and families.

THAT the Board receive for information the presentation on the Student and Family Affordability Fund.

CARRIED

D. DELEGATIONS

E. DEFERRED ITEMS

F. DECISION ITEMS

1. Chairperson

a) Board of Education Regular Board Meeting Schedule 2022/23 Amendment

Moved/Seconded

A change to the regular board meeting schedule for 2022/23 was recommended in order to facilitate the approval of the 2022/23 Amended Budget which will incorporate the late labour settlement funding announcement. The change proposed is to move the board and committee meetings scheduled for March 8, 2023 to March 1, 2023. This change also amends the Budget Process Timelines for the 2023/24 budget.

THAT the Board approve the amendment to the Board of Education Regular Board Meeting Schedule for 2022/23.

CARRIED

b) Letter of Support: Youth Safe House

Moved/Seconded

The board authorized the Chairperson to sign a letter of advocacy for the re-opening of the Youth Safe House in Maple Ridge.

THAT the Board authorize the Board Chairperson to sign the letter of advocacy for the re-opening of the Youth Safe House in Maple Ridge on behalf of the Board.

CARRIED

2. Superintendent of Schools

a) 2023/2024, 2024/2025, 2025/2026 Proposed School District Calendars

Moved/Seconded

The Superintendent shared the proposed district school calendars for 2023/24, 2024/25, and 2025/26. The calendars will be out for public consultation from February 16, 2023, until March 18, 2023. Feedback will be reviewed by senior team and the proposed calendars will be adjusted if required before being submitted to the Board of Education for approval at the April 12, 2023, public meeting.

THAT the Board of Education receive for information the attached proposed district school calendars and approve the calendars to be shared with the public in order to receive public feedback.

CARRIED

b) Non-Resident Fees

Moved/Seconded

The Superintendent reported the proposed fee change for non-resident students for the 2024/25.

THAT the Board approve the following fees for the non-resident students for 2024/25:

	Application Fee	Annual Tuition	Homestay Administration Fee	Homestay Fee	Custodian Fee	Airport Fee	Medical Insurance	Other
10 Month Academic	\$200	\$15,350	\$350 (annual)	\$11,500	\$150	Included	\$1,200	Orientation Fee \$150

And Further;

THAT the Board approve the following for the soccer academy, basketball academy, continuing education, online learning and summer learning fees for non-resident students:

Course or Academy Fee	2023/2024	2024/25
Soccer Academy	\$800	\$1000
Basketball Academy	\$450	\$1000
Continuing Education	\$985	\$1100
Online Learning	\$985	\$1100
Summer Learning	\$985	\$1100

CARRIED

3. Secretary Treasurer
4. Board Committees and Advisory Committee Reports
 - a) Budget
 - b) Finance
 - i. Appointment of Auditor

Moved/Seconded

The Secretary Treasurer reported that the Finance Committee of the Whole is recommending that the Board appoint KPMG as financial statements auditors for the fiscal years ending June 30, 2023 and June 30, 2024.

THAT the Board approve the appointment of KPMG LLP as auditors for the Board for each of the two fiscal years ending June 30, 2023 and 2024.

CARRIED

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

G. INFORMATION ITEMS

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

Moved/Seconded

The Superintendent presented on the 6-year completion rates for the 2021/22 school year. The 6-year completion rate for all students for 2021/22 is among the highest in the province at 96%.

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

CARRIED

3. Secretary Treasurer

a) Enrolment Projections

Moved/Seconded

The Secretary Treasurer reported the enrolment projections for 2023/24, 2024/25, 2025/26, and 2026/27. K-12 enrolment is projected to increase by 343 FTE in 2023/24, 226 FTE in 2024/25, 213 FTE in 2025/26, and 230 FTE in 2026/27.

These enrolment projections will form the basis of preliminary grants on March 15, 2023.

THAT the Board receive the Enrolment Projections for information.

CARRIED

4. Board Committees and Advisory Committee Reports

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

H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

1. Trustee Motion: Submission to BC School Trustees Association Equitable Funding

Moved/Seconded

THAT the Board approve the following motion for submission to BCSTA:

"That BCSTA advocate to the Ministry of Education and Child Care for the implementation of an equitable distribution of CommunityLINK and Equity of Opportunity funding to all school districts in the province."

CARRIED

2. Trustee Motion: Submission to BC School Trustees Association Review of School Area Standards

Moved/Seconded

THAT the Board approve the following motion for submission to BCSTA:

"That the BCSTA request the Ministry of Education and Child Care complete a review of the Area Standards for new school capital projects in collaboration with all education partner groups to ensure sufficient space is provided in schools to adequately address the diverse needs of students."

Discussion ensued.

Moved/Seconded

THAT the motion be amended as follows:

"That the BCSTA request the Ministry of Education and Child Care complete a review of the Area Standards for new school capital projects in collaboration with all education partner groups to ensure sufficient space is provided in schools to adequately address the diverse and changing needs of students."

Discussion on the amendment ensued.

CARRIED

Discussion on the amended motion ensued.

CARRIED

3. Trustee Motion: Submission to BC School Trustees Association Review and Streamlining of Provincial Reporting Requirements

Moved/Seconded

THAT the Board approve the following motion for submission to BCSTA:

"That BCSTA request the Ministry of Education and Child Care initiate a review aimed at streamlining the Ministry's reporting requirements of Boards of Education and implement the recommended reporting changes without delay. The review should be conducted in collaboration with education partners."

CARRIED

I. TRUSTEE REPORTS

BC School Trustees Association

Trustee Liosis highlighted that elections were conducted for the Fraser Valley branch and that Trustee Dumore's motion on the Opioid Crisis was unanimously moved and adopted at the meeting.

District Parent Advisory Council

Trustee Yamamoto reported that the Superintendent provided an update on the health concerns raised by staff at Alouette Elementary.

Ridge Meadows Education Foundation

Trustee Murray highlighted the new bursaries in the community, specifically the Newcomer Bursary. The intent of the bursary is to support first or second-generation immigrant students or refugees with a \$1,000 award.

Social Policy Advisory

Trustee Liosis attended the first SPAC meeting and was elected as Chairperson for 2023. He also highlighted an SD42 student who presented the work of the CAS project (Creative, Action, Service) to assist homeless community in collecting hygiene products and distributing to the community.

Culture Collective Network

Trustee Dumore spoke to the exciting network of artists and people doing great work in the community. She also highlighted the new "Happenings Program" that will be taking place in the neighborhoods of Hammond, Albion and Haney to bring culture into the communities.

Parks, Recreation and Culture Advisory

Trustee Murray reported they reviewed the final draft of the PRC Master Plan which will be completed and presented to council later in February.

J. QUESTION PERIOD

Questions were received on the following:

- PAC consultation for Specialty Academies and Schedule of Fees
- Deepening Indigenous Education and Equity recommendations
- Aboriginal Education Department's Joint Occupational Health and Safety Committee
- Preliminary Budget Process Timeline date change

K. OTHER BUSINESS**L. ADJOURNMENT****Moved/Seconded**

THAT the Board adjourn the meeting.

CARRIED

The Public Board meeting adjourned at 8:48 p.m.

Elaine Yamamoto, Chairperson

Flavia Coughlan, Secretary Treasurer



ITEM 3

To: **Board of Education**

From: Chairperson
Elaine Yamamoto

Re: **INTEGRATED CHILD AND YOUTH TEAMS
SERVICES MODEL**

Date: March 1, 2023
(Public Board Meeting)

Information

RECOMMENDATION:

THAT the Board receive for information the presentation on the Integrated Child and Youth Teams Services Model.



ITEM 4

To: **Board of Education**

From: Chairperson
Elaine Yamamoto

Re: **OPERATIONAL PLANS**

Date: March 1, 2023
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

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

As outlined in the Strategic Plan the Operational Plans are developed to align with the districts mission, vision and values, and guided by the following three strategic directions:

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

For each Operational Plan the planned actions are outlined.

RECOMMENDATION:

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

Attachment

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT BOARD OF EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Background

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

The Board is committed to working together to ensure that every individual feels valued and all learners reach their potential in the Maple Ridge - Pitt Meadows School District. We will accomplish this by building open, trusting relationships as Board and senior management; defining roles and responsibilities; engaging meaningfully with the community; committing to ongoing learning and information sharing; establishing strategic directions; and using data, evidence and shared lived experience to make decisions and to advocate.



Operational Plan

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

Key Strategies

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

Operational Objectives/Goals

- ☐ Continue to adopt, support, and strengthen innovative programs and learning options that enhance teaching and learning
- ☐ Improve relationships and communication with partner groups, representatives of Indigenous Peoples, all levels of government, and the communities we serve
- ☐ Advocate for the wellness, safety and success of all learners
- ☐ Collaborate with other boards through the BC School Trustees Association (BCSTA) on advocacy matters of mutual interest and on strengthening a meaningful co-governance model with the provincial government
- ☐ Assess board performance on an annual basis and support trustee professional development by providing ongoing educational opportunities for trustees and by encouraging trustees to take advantage of these learning opportunities
- ☐ Review, create, and update board policies and ensure that board policies meet legislative requirements and reflect school district values
- ☐ Continue to improve the board's communication plan to ensure increased awareness of the role and work of the board
- ☐ Support public engagement in school district governance
- ☐ Continue to celebrate success and recognize accomplishments and service of staff, students, and volunteers
- ☐ Supporting the superintendent by monitoring and providing feedback on their performance and growth planning
- ☐ Ensure continuity of leadership through robust succession planning for the superintendent and key leadership positions
- ☐ Monitor performance against the *Strategic Plan*, facilitate annual review of operational plans, and ensure that budget decisions reflect school district strategic priorities



Board of Education 2022 - 2026

Elaine Yamamoto
Board Chairperson

Kim Dumore
Vice Chairperson

Hudson Campbell
Trustee

Gabe Liosis
Trustee

Mike Murray
Trustee

Pascale Shaw
Trustee

Kathleen Sullivan
Trustee

MISSION

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

VISION

Every individual feels valued and all learners reach their potential.

Operational Plan

OBJECTIVE	ACTION PLAN
<p>Continue to adopt, support, and strengthen innovative programs and learning options that enhance teaching and learning</p>	<ul style="list-style-type: none"> • Review <i>Framework for Enhancing Student Learning</i> report and monitor progress • Participate in quarterly Education Committee Meetings • Participate in quarterly Aboriginal Education Committee meetings and Aboriginal Education events • Monitor annually the outcomes of new initiatives and courses • Monitor annually the performance of the Continuing Education program and Ridge Meadows College • Ensure student engagement in the creation of new programs • Monitor and support the provision of Substance Education curriculum • Review, approve and monitor progress against School Growth Plans • Support the implementation and review of services and programs that ensure continued support for the success of diverse learners
<p>Improve relationships and communication with partner groups, representatives of Indigenous Peoples, all levels of government and the communities we serve</p>	<ul style="list-style-type: none"> • Establish opportunities for the board to share information and gather feedback on governance matters from Indigenous Peoples and partner groups • Ensure the school district has a positive reputation in the community. Continue to leverage trustee affiliation with various community partnerships, committees, and expanded relationships (as needed) to ensure the school district perspective is valued by the community • Establish opportunities for the board to share information with government representatives and representatives of Indigenous Peoples • Review trustee representation on community committees to ensure appropriate and effective representation • Support the implementation of the Declaration on the Rights of Indigenous Peoples Act ("DRIPA") and the recommendations for Deepening Indigenous Education and Equity • Support the City of Maple Ridge with the organization and hosting of the 2024 BC Summer Games
<p>Advocate for the wellness, safety and success of all learners</p>	<ul style="list-style-type: none"> • Advocacy for the update of legislation and provincial policies to incorporate the provincial level recommendations for Deepening Indigenous Education and Equity and DRIPA through motions to the BC School Trustees Association Annual General Meeting (BCSTA AGM), meetings with MLAs and community agencies • Advocacy for enhanced support and funding for food security and poverty reduction initiatives through motions to the BCSTA AGM, meetings with member of Parliament (MP), members of legislative assembly (MLAs) and community agencies • Advocacy for the creation and implementation of a funding formula that reflects the needs of our school district through letters to government, meetings with MLAs, and full participation in consultation process • Advocacy for improved funding and supports for students with diverse needs through BCSTA motions, and meetings with MLAs and the Minister of Education and Child Care • Advocacy for improved education funding allocation in the provincial budget through annual submissions during the provincial budget process, letters and meetings with cabinet ministers, and meetings with local government • Advocacy for the development and implementation of a provincial Inclusive Education Framework that ensures the school district, Ministry of Health, Ministry of Children and Family Development, and the Ministry of Education and Child Care provide integrated supports for children and youth with diverse needs • Advocacy for the development and implementation of a provincial Cyber Security program • Advocacy for the development and implementation of a provincial Risk Management Framework
<p>Collaborate with other boards through the BC School Trustees Association on advocacy matters of mutual interest and on strengthening a meaningful co-governance model with the provincial government</p>	<ul style="list-style-type: none"> • Advocacy through motions to the BCSTA Annual General Meeting, meetings with MLAs and local government officials for: <ul style="list-style-type: none"> » improved capital funding that supports the proactive creation of new spaces and adequate maintenance and upgrading of existing facilities » capital design standards that support the building of schools that meet the needs of learners » funding to provide comprehensive early learning opportunities and assessments » equitable funding (Community LINK, equity of opportunity supplement) » memorandum of understanding between BCSTA and Metis Nation BC » adequate teacher training/degree opportunities

Continued on next page...

Operational Plan

OBJECTIVE	ACTION PLAN
Assess board performance on an annual basis and support trustee professional development by providing ongoing educational opportunities for trustees and by encouraging trustees to take advantage of these learning opportunities	<ul style="list-style-type: none"> Complete annual board self-evaluation using the most relevant evaluation tools with results used to guide the board growth plan and individual trustee learning plans for future years Trustees attend and participate in appropriate professional development (conferences, seminars, workshops) that contribute to school trustee professional growth
Review, create, and update board policies and ensure that board policies meet legislative requirements and reflect school district values	<ul style="list-style-type: none"> Review and update board policies on a four-year cycle based on a work plan developed by the Board Policy Development Committee Create new policies, as needed, at the recommendation of the Board Policy Development Committee and with input from subject matter experts
Continue to improve the board's communication plan to ensure increased awareness of board work	<ul style="list-style-type: none"> Increase public awareness of board issues, function and accomplishments through the publishing of Board Highlights after each board meeting, using social media to publicize board meeting agendas, events, and announcements
Support public engagement in school district governance	<ul style="list-style-type: none"> Ensure increased meaningful engagement with students through district-wide student forum (2023 and 2025), Indigenous student forum, trustee meetings with secondary school students (three secondary schools per year), trustee meetings with Indigenous students, and further engagement on governance matters as needed Review the student governance model and ensure that the model implemented meets student needs and enables student voice engagement on governance matters Ensure increased, open communication with parents and guardians through regular trustee representation at District Parent Advisory Council (DPAC) meetings, trustee presentations of board work at Parent Advisory Council (PAC) and DPAC meetings Ensure public engagement plans support increased public participation in governance matters Ensure enhanced engagement with Indigenous Peoples through the Aboriginal Education Committee, meetings with Indigenous Peoples representatives and attendance at Indigenous events
Continue to celebrate success, recognize accomplishments and service of staff, students, and volunteers	<ul style="list-style-type: none"> School visits are scheduled to ensure that trustees have the opportunity to visit each school twice from 2022 to 2026 Ensure that each board meeting includes presentations from students and/or staff Ensure that at least one trustee is present at every staff recognition event Ensure that the board acknowledges the contribution and accomplishments of students, staff, and volunteers Recognize staff, students, and volunteers for their contribution to the school district and education in general
Supporting the superintendent by monitoring and providing feedback on their performance and growth planning	<ul style="list-style-type: none"> Complete annual Superintendent Evaluation and Growth Plan
Ensure continuity of leadership through robust succession planning for the superintendent and key leadership positions	<ul style="list-style-type: none"> Review and approve the succession plan for key leadership positions Maintain a current superintendent role description Create and implement a comprehensive succession plan for the superintendent

Continued on next page...

Operational Plan

OBJECTIVE	ACTION PLAN
<p>Monitor performance against the strategic plan, facilitate annual review of operational plans, and ensure that budget decisions reflect school district strategic priorities</p>	<ul style="list-style-type: none"> • Complete annual review and update of board and department operational plans • Review and approve the annual Five-Year Capital Plan for submission to the Ministry of Education • Review and approve the annual budget for submission to the Ministry of Education • Ensure that the annual budget reflects priorities set in the <i>Strategic Plan</i> follows Ministry of Education guidelines and that there is meaningful public and partner group engagement in the budget process • Review the Enterprise Risk Management program and ensure that management has identified and is managing school district's principal risks • Review and approve quarterly and annual financial statements • Review and approve the annual student learning (Framework for Enhancing Student Learning) prepared report by the superintendent • Review, approve or receive for information reports regarding specific educational initiatives • Ensure that the Human Resources Operational Plan includes strategies for improved recruitment, retention, capacity building and succession planning • Monitor the implementation of new financial management directives from the Ministry of Education

Background

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

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



Operational Plan

Our vision is to collaborate, strategically plan and continue to create safe, caring, engaging, inclusive, and responsive learning environments to enable all learners to reach their potential and celebrate their identity.

Key Strategies

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



Operational Plan Objectives/Goals

- ☐ Promote and enhance learning by aligning research informed practices, initiatives, resources, staffing, and supports
- ☐ Continue to adopt meaningful and effective district-wide assessment and reporting practices
- ☐ Identify and increase opportunities for student engagement with inclusive, innovative, purposeful, and personalized educational experiences aligned with the curriculum
- ☐ Enhance literacy and numeracy outcomes for all learners
- ☐ Support the success and sense of belonging of every Indigenous learner as guided by the Declaration on the Rights of Indigenous Peoples Act ("DRIPA") and informed by the Deepening Indigenous Education and Equity report
- ☐ Ensure that all learners, regardless of ethnicity, sexual orientation, gender identity, ability, culture, religion, and family status have a voice and see themselves in our schools and learning activities
- ☐ Promote cultures of caring and belonging through our district-wide approach to Social Emotional Learning (SEL)
- ☐ Nurture a culture of inclusion and engagement that empowers staff and enables them to grow and succeed
- ☐ Support inclusive and effective engagement to enhance relationships and collaboration that informs sound decision making
- ☐ Ensure that school district facilities best meet the educational needs of all learners



Education Leadership Contacts

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Superintendent of Schools

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

OBJECTIVE/GOAL	ACTION PLAN
Promote and enhance learning by aligning research informed practices, initiatives, resources, staffing, and supports	<ul style="list-style-type: none"> • Collaborate with partner groups, leadership groups, and educators to align research-informed and effective practices that support all learners • Consult with educational researchers to guide dialogue and planning • Provide professional development opportunities aligned with strategic plan priority areas as informed by school growth plans (SGP), operational plans and the district's mission, vision, and values • Facilitate a collaborative and cohesive approach between school-based staff and district helping teachers
Continue to adopt meaningful and effective district-wide assessment and reporting practices	<ul style="list-style-type: none"> • Support the work of the Elementary and Secondary Reporting and Assessment Committees to further align reporting systems and structures with the curriculum and K-12 reporting order • Collaborate and co-plan with district helping teachers and reporting committees to create learning opportunities for teachers • Explore further integration of on-line platforms that are available to teachers and ensure that they meet current and future needs for sharing and saving of student work samples and illustrations of learning • Support ongoing professional development in the area of formative and summative assessment practices in alignment with the Provincial Performance Standards • Facilitate and support active engagement with PowerBi data analytics at the school level to further enhance meaningful use of district elementary and secondary performance standards data • Monitor and report on the outcomes and measures outlined in the Framework for Enhancing Student Learning Reporting Order
Identify and increase opportunities for student engagement with inclusive, innovative, purposeful, and personalized educational experiences aligned with the curriculum	<ul style="list-style-type: none"> • Facilitate ongoing opportunities for student voice by creating structures for staff and the Board of Education to meaningfully engage with students • Support the development of cross curricular opportunities K to 12 • Expand play-based learning opportunities in alignment with the curriculum • Further support Universal Design for Learning and differentiated instruction in classrooms • Explore models of classroom-based English Language Learners (ELL) instruction and support • Provide after-school learning opportunities for teachers on ways to facilitate student engagement with coding activities • Provide diverse summer learning opportunities to support continuity of student engagement and learning • Support the growth and evolution of educational programs offered at Ridge Meadows College and Continuing Education • Expand our work with educational leaders to support their professional growth to explore and lead effective practices as they relate to curriculum and assessment • Implement the inclusive Competency-Based Individual Education Plan (CBIEP) with a focus on student strengths and aligning IEPs with assessment, curriculum and reporting
Enhance literacy and numeracy outcomes for all learners	<ul style="list-style-type: none"> • Continue to collect and analyze literacy data to support ongoing review and development of the literacy framework based on the BC Performance Standards • Deepen and expand the district literacy framework practices, specifically in relation to formative assessment (Early Primary Reading Assessment and Intermediate Reading Assessment) • Work with literacy helping teachers to support the development of literacy interventions foundations and planning tools • Continue to incorporate literacy focused instruction in the elementary summer learning program • Enhance literacy supports provided through school libraries with the support of District Helping Teachers • Focus on effective instruction for writing practices through literacy helping teachers, professional learning opportunities and working with researchers • Further analyze both district and provincial numeracy assessment data to guide planning and supports • Support professional development at the school level with numeracy related growth plan goals and more broadly at the district-level for all educators • Formally update the title of the District Helping Teacher for Intermediate Learning/Inquiry to include K-7 Numeracy to more accurately reflect the evolved role

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

EDUCATION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

OBJECTIVE/GOAL	ACTION PLAN
<p>Support the success and sense of belonging of every Indigenous learner as guided by DRIPA and informed by the Deepening Indigenous Education and Equity report</p>	<ul style="list-style-type: none"> • Continue to build a sense of shared responsibility through creating awareness and providing opportunities for learning, dialogue, and action planning in relation to DRIPA and the Deepening Indigenous Education and Equity report • Produce an annual progress report in alignment with the ministry's Equity in Action reporting guidelines • Support incorporation of First Peoples' Principles and Indigenous Ways of Knowing into classroom practice and provide learning opportunities through collaboration between the Aboriginal Education department and educational researchers • Align targeted support for Indigenous learners in the areas of early intervention, early literacy, and SEL within the broader context of district initiatives. • Continue meeting with Knowledge Keepers and Elders and endeavor to establish a regular schedule of meetings with Katzie First Nation Chief and Council and Kwantlen First Nation Chief and Council and Golden Ears Métis Society leaders and the Fraser River Indigenous Society leaders • Consult with local First Nations, the Métis community, urban Indigenous organizations regarding ways to support student learning • Aboriginal Education Team support for staff learning of Indigenous Ways of Knowing through collaborative work with other helping teachers and subject matter experts • District professional development days to continue to include learning about and incorporating Indigenous perspectives, First Peoples' Principles, and themes relating to reconciliation
<p>Ensure that all learners, regardless of ethnicity, sexual orientation, gender identity, ability, culture, religion, and family status have a voice and see themselves in our schools and learning activities</p>	<ul style="list-style-type: none"> • Collaborate with Anti-Racism Committee inclusive of partner groups to create awareness and plan next steps in the district's commitment to racial inclusivity. • Utilize information gathered at student forums and through student voice to set direction around learning and sense of belonging • Create learning environments that reflect the diversity and identity of students, staff and community. • Provide professional development opportunities on racial inclusivity and equity for all staff • Continue to support positive behaviour plans that are supportive of proactive strategies, focus on students' unique strengths, and build skills with added attention and resources supporting early learning and intervention • Support the review and updating of the Safe and Caring Schools Policy
<p>Promote cultures of caring and belonging through our district-wide approach to Social Emotional Learning (SEL)</p>	<ul style="list-style-type: none"> • Create an integrated approach to embedding SEL and compassionate /systems thinking across district initiatives and roles • Further develop our district-wide SEL framework • Continue to provide opportunities for staff to learn about Compassionate Systems • Collaborating with secondary schools to develop student ambassadors for Compassionate Systems • Support a focus on the mental health and substance use components of the Physical and Health Education curriculum • Collaboratively work with community agencies to support our vulnerable students • Review counselling and CCW/YCW needs in our schools and provide training to build capacity • Actively engage staff to utilize the Guide for Emergency Procedures (Suicide Risk Training, Violent Threat Risk Assessments, Critical Incidence Response, Employee Safety Plans) and provide related training • Monitor attendance and progress of secondary school students who may be at-risk by using the PowerBi dashboard • Creating awareness across the system and maximizing the services available through the Integrated Child and Youth (ICY) Teams • Reviewing and implementing an updated district-wide mental health strategy
<p>Nurture a culture of inclusion and engagement that empowers staff and enables them to grow and succeed</p>	<ul style="list-style-type: none"> • Provide and enhance mentoring opportunities for teachers, principals, vice-principals, clerical staff, and instructional support staff • Meet regularly with the Elementary Clerical Committee • Grow the peer-to-peer clerical initiative through consultation with clerical staff • Offer the Foundations of Inclusive Education workshop series to support training for prospective support teachers • Continue to expand our partnerships with post-secondary institutions to provide formal learning opportunities to build skills and capacity and assist in recruitment and retention. • Support human resources with strategic succession planning for both school-based and district leadership positions
<p>Support inclusive and effective engagement to enhance relationships and collaboration that informs sound decision making</p>	<ul style="list-style-type: none"> • Meet regularly with partner groups • Explore ways to enhance communication and collaboration with community partners particularly in the area of mental health supports for students • Continue to participate in multidisciplinary working group with partner groups to review current processes that support staff and student safety and support the implementation of improved processes • Strengthen our relationship with the RCMP • Continue to explore ways to enhance our relationship with Ridge Meadows Child Development Center in support of transition to kindergarten
<p>Ensure that school district facilities best meet the educational needs of all learners</p>	<ul style="list-style-type: none"> • Implement new programs of choice that meet the needs of our learners in alignment with the Strategic Facilities Plan • Support the design of new educational facilities that best meet the needs of all learners • Work with the facilities department to conduct annual school space utilization reviews and make recommendations for the addition of classroom space and space to meet the programming needs of students • Continue to strategically manage student enrolment to maximize the use of existing facilities while accommodating enrolment growth • Work with community partners to coordinate and provide after school programming for students in SD42

Background

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

Operational Plan

Our vision is to effectively support all learners by providing safe, inclusive, welcoming, and sustainable learning environments.

Key Strategies

- Community engagement that is inclusive, generates sustainable outcomes, supports equitable decision making and deepens relationships and trust with the communities that we serve
- Effective risk management and optimization of processes, resource utilization, and service levels
- Culture of inclusion and engagement created through empowering staff, building capacity, fostering collaboration, and supporting continuous learning and growth for all staff

Operational Objectives/Goals

- ❑ Ensure that annual Capital Plan submissions and facilities spending plans reflect the priorities identified in the Strategic Facilities Plan and that facilities are strategically managed
- ❑ Continue to lower climate-changing emissions, build cleaner buildings and prepare for our future climate
- ❑ Support the achievement of the Board's strategic objectives and the sustainable allocation and use of resources through budget reviews and comprehensive annual budget processes
- ❑ Design, review and implement adequate internal controls and processes that support continuous improvement and ensure school district assets are safeguarded and that its financial position is stable
- ❑ Ensure that our departments have the organizational capacity (people and expertise) to manage all current and planned initiatives and projects, while maintaining effective regular operations
- ❑ Ensure business continuity through succession planning, strategic recruitment, retention, professional development and effective risk management
- ❑ Nurture a culture of inclusion and engagement that empowers employees and enables them to grow and succeed
- ❑ Support our community of learners through inclusive and effective engagement that enables sound decision making, fosters collaboration, continuous improvement and learning
- ❑ Effectively support the governance function of the Board of Education
- ❑ Continue to effectively represent the district perspective to provincial government on business related initiatives



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Operational Plan

OBJECTIVES/GOALS	ACTION PLAN
Ensure that annual Capital Plan submissions and facilities spending plans reflect the priorities identified in the Strategic Facilities Plan and that facilities are strategically managed	<ul style="list-style-type: none"> • Implement the Strategic Facilities Plan • Prepare capital plans that align with the Strategic Facilities Plan • Develop building standards and specifications for school district facilities and manage the design and construction of new schools and additions to existing schools • Conduct annual space utilization reviews and create the required new classroom spaces and spaces to meet the programming needs of diverse learners • Design and implement facilities-related engagement plans that are reflective of school district values • Establish and implement a process for annual building inspections and assessments • Update the five-year maintenance plan for all facilities based on Voluntary Framework of Accountability (VFA) data and annual building inspections and assessments • Manage the design and construction of the replacement Eric Langton Elementary school
Continue to lower climate-changing emissions, build cleaner buildings and prepare for our future climate	<ul style="list-style-type: none"> • Implement the Environmental Sustainability Plan through a continuous optimization lens • Continue to support the enhancement of the waste collection program with the goal of achieving an 84% clean diversion • Continue to maintain carbon neutrality and annually report on progress made and future plans • Explore and analyze any new technologies that would help result in carbon reductions through a robust, research based and analytical fiscal and strategic lens • Continue to maximize Provincial incentives and grants that will fund investments that support our carbon reduction goals
Support the achievement of the Board's strategic objectives and the sustainable allocation and use of resources through budget reviews and comprehensive annual budget processes	<ul style="list-style-type: none"> • Support a budget process that ensures Ministry of Education and Child Care guidelines are followed and that there is meaningful public and partner group engagement in the development of the budget • Ensure that proposed budget changes show alignment with school district strategic directions, Strategic Facilities Plan priorities, school growth plans and divisional operational plans • Prepare budget documents that communicate the school district's goals and objectives clearly, are easy to understand, and reflect sound financial management and budget policies • Ensure through monitoring of financial performance that budget sponsors administer the budget as approved by the Board and that no deficits are incurred
Design, review and implement internal controls and processes that support continuous improvement and ensure school district assets are safeguarded and that the school district's financial position is stable	<ul style="list-style-type: none"> • Continue to review business processes and internal controls to ensure efficient operations and that school district assets are adequately safeguarded • Continue to audit school finances to ensure compliance with established internal controls • Continue to provide financial training to school staff and departmental staff • Review guidelines for management and use of purchasing cards • Review, update, and implement records management systems that ensure regulatory compliance and business continuity • Implement new and upgrade existing business systems <ul style="list-style-type: none"> » Procure and implement new facilities maintenance software » Procure and implement software for streamlining the competitive procurement process » Implement contract management process and systems » Continue to implement new business intelligence software that improves access to relevant data for all decision makers • Work with IT to develop and implement a process for effective and secure data sharing and an electronic records management system for business operations • Work with IT to develop and implement an effective, compliant, and collaborative process for the completion of privacy impact assessments and supplemental assessments
Ensure that our departments have the organizational capacity (people and expertise) to manage all current and planned initiatives and projects, while maintaining effective regular operations	<ul style="list-style-type: none"> • Review, create and update process documentation and administrative guidelines • Provide business perspective in bargaining • Review the organizational capacity (people and expertise) to manage all current and planned initiatives and projects

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Operational Plan

OBJECTIVES/GOALS	ACTION PLAN
Ensure business continuity through succession planning, strategic recruitment, retention, professional development and effective risk management	<ul style="list-style-type: none"> • Build capacity through targeted professional development and cross-training • Clearly identify risks to plans and operations and develop contingency plans • Complete an annual review and update of the Enterprise Risk Registry • Develop departmental succession plans for all critical positions, that include: <ul style="list-style-type: none"> » Identification of existing staff members that are qualified/interested » Training and mentoring plan for existing staff » Recruitment plan if no internal candidates are identified • Work with HR on improving the marketability of business division positions • Document business processes for procurement, budget preparation, facilities management • Review department organizational structure and staffing levels (work load) to ensure staff have sufficient training, time, and supports to effectively perform regular tasks, suggest and implement process improvements, and take on new initiatives
Nurture a culture of inclusion and engagement that empowers employees and enables them to grow and succeed	<ul style="list-style-type: none"> • Support staff professional growth planning and performance management <ul style="list-style-type: none"> » Complete annual performance review for all non-unionized staff aimed at identifying professional growth goals and ways to achieve those goals • Create cross-departmental mentorship networks and opportunities • Continue to support departmental staff participation in on-going learning and dialogue on matters relating to racial inclusivity and equity
Support our community of learners through inclusive and effective engagement that enables good decision making, fosters collaboration, continuous improvement and learning	<ul style="list-style-type: none"> • Continue to improve communication with all internal and external stakeholders • Create opportunities for positive interactions with other groups and within our division • Communicate key messages to stakeholders in a timely and effective manner • Enhance protocols for communicating staffing changes, budget changes, and budget approvals • Develop and provide facilities management training for new school administrators • Develop specific forms and procedures related to district contracts that require a formal competitive process
Effectively support the governance function of the Board of Education	<ul style="list-style-type: none"> • Support trustee elections and organize the new trustee orientation • Prepare comprehensive board agendas that support effective decision making • Review, create, and update Board policies and procedures on a four-year cycle based on the work plan developed by the Board Policy Development Committee • Support the development and implementation of new procedures with input from subject matter experts • Ensure through training, district form reviews, and process reviews that all staff have a good understanding of Freedom of Information and Protection of Privacy Act (FIPPA) and that school district data collection and management is FIPPA compliant
Continue to effectively represent the district perspective to the provincial government on business-related initiatives	<ul style="list-style-type: none"> • Continue to support provincial representative organizations, like the BC Association of School Business Officials (BCASBO), the Education Facilities Managers Association (EFMA), FocusEd and the Education Council (EDCO) through participation on the board of directors, committees, zone meetings, conferences, and annual general meetings.

Background

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

Operational Plan

Our vision is to support all employees dedicated to enriching the lives of our students and to nurture employee growth and success. Engaged employees are the foundation of our system.

Key Strategies

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

Operational Plan Objectives/Goals

- ☐ Develop and implement best practices in recruitment and engagement strategies
- ☐ Continuously review and improve succession planning models to support continuity of key leadership positions within the organization
- ☐ Promote joint initiatives, agreements, and collaborative problem-solving with local and provincial partner groups
- ☐ Continue to promote the health, safety, and well-being of our employees and ensure continued compliance with the Workers' Compensation Act and Occupational Health and Safety regulations
- ☐ Continue to celebrate success through recognition of employee accomplishments and service
- ☐ Support and facilitate leadership development, training, and mentorship throughout the school district
- ☐ Support the review and development of human resource related board policy and procedures that meet legislative requirements and reflect school district values and expectations and standards for employees
- ☐ Apply a continuous improvement culture within the HR department and maximize the utilization of technology to deliver human resource services
- ☐ Utilize human resource metrics to measure operational efficiency and effectiveness in order to plan for and support our school district's operational needs
- ☐ Continue to grow our human resource expertise within our HR department and with key leadership positions within the school district



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Operational Plan

OBJECTIVE/GOAL	ACTION PLAN
Develop and implement best practices in recruitment and engagement strategies	<ul style="list-style-type: none"> • Anticipate peak staffing needs and proactively recruit teaching and instructional support staff throughout the year to meet operational and educational needs • Develop and implement recruitment strategies to support attracting qualified candidates to the school district and continue to develop new and creative methods of reaching out to candidates • Develop specific recruitment strategies, including community outreach, to recruit and retain indigenous employees • Apply for a Human Rights Special Program in 2023 in support of a district wide exemption for providing hiring preference to candidates of indigenous ancestry • Research and evaluate various recruitment assessment tools to help inform hiring decisions for key leadership positions • Engage in strategies to attract and recruit teachers into administrative positions • Continue to participate in the provincial Workforce Sustainability Committee coordinated by BC Public School Employers' Association (BCPSEA) to provide input into provincial recruitment strategies for enhancing teacher recruitment and difficult-to-fill support staff positions within the province • Conduct an annual review of the Teachers Teaching On Call (TTOC) Handbook in collaboration with the Maple Ridge Teachers' Association (MRTA) to ensure that it is current and relevant • Review the Education Assistant (EA) Handbook in collaboration with Learning Services and CUPE to ensure it is current and relevant • Continue to enhance the post-secondary student experience for those participating in practicums within the school district to increase their interest in working at the school district • Continue to survey recently hired staff for feedback on their employment experience over the past year for retention and engagement purposes • Conduct exit interviews with staff who have resigned to seek feedback for continuous improvement and increased engagement of current employees • Conduct annual reviews of excluded staff employment contracts to ensure currency • Seek to enhance/expand partnerships with the teacher training universities
Continuously review and improve succession planning models to support continuity of key leadership positions within the organization	<ul style="list-style-type: none"> • Review and improve succession planning models on an ongoing basis by: <ul style="list-style-type: none"> » Conducting a capacity and needs assessment for critical and difficult to fill leadership positions » Identifying staff and any skill gaps; developing and implementing job-specific training, development, and mentoring plans to ensure staff have the skills, knowledge, and ability to step into key roles when vacancies arise
Promote joint initiatives, agreements, and collaborative problem- solving with local and provincial partner groups	<ul style="list-style-type: none"> • Continue to collaboratively problem solve workplace issues with partner groups, ensuring issues are addressed first at the department/school level, where appropriate • Continue to collaborate with the MRTA to problem solve unique issues arising out of remedy interpretation, calculation, or utilization • Continue to work with the MRTA in demonstrating best efforts have been achieved with teacher staffing • Continue creative collaboration with the MRTA on attraction, recruitment, and retention strategies • Continue to partner with CUPE to address job classification and/or evaluation issues. Implement the provincial joint job evaluation project in accordance with the provincial plan • Continue to work with CUPE to finalize the custodian job description as it applies to custodial responsibilities when disposing of various waste streams • Continue the consultation process with CUPE in allocating LiftUp funding to EA staffing and implement local agreements reached for Service Improvement Allocations (SIA) and Local Table Money Allocations (LMA) initiatives • Finalize the new draft collective agreements and implement new language and related notice changes • Continue to participate in the Provincial Technical Committee to influence provincial bargaining with the school district perspective • Prepare for and facilitate 2025 round of contract negotiations with CUPE and MRTA

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Operational Plan

OBJECTIVE/GOAL	ACTION PLAN
<p>Continue to promote the health, safety, and well-being of our employees and ensure continued compliance with the Workers' Compensation Act and Occupational Health and Safety regulations</p>	<ul style="list-style-type: none"> • Review and revise school district health and safety program; and ensure staff training and communication about the program is regular and the manual is kept current • Provide health and safety "train-the-trainer" workshops to managers and principals to implement at their worksites (e.g., safe work procedures, discrimination, bullying & harassment policy) • Continue to deploy the school district's stay at work program and gradual return to work plans as part of the district's ability management and support program • Prevent and/or reduce staff injuries through education and training. Implement targeted safety training to proactively support staff where high injury rates occur • Continue to participate in the multidisciplinary working group with our partner groups to review current processes that support staff and student safety and support the implementation of improved processes • Continue to promote the health, safety, and well-being of staff: <ul style="list-style-type: none"> » Develop or revise and implement and train staff on safe work procedures to reduce the frequency and impact of injuries to staff, and track health and safety compliance activities with a specific focus on providing guidance to facilities & maintenance and custodial services to ensure that the department has reviewed and revised all safe work procedures for staff and the department has trained staff on safe-work procedures; and developing safe work procedures for instructional support staff » Communicate with employees and provide supports for them when they are absent due to illness or injury » Engage in accommodation and return to work processes upon medical clearance to return to work » Launch new employee and family assistance online platform » Engage in programs that support the overall well-being of staff (Social Emotional Learning Committee, employee assistance specific programs, BC Teachers' Federation Wellness and Rehab committees, Joint Early Intervention Services program, trained mental health supports at all sites) • Develop or revise district-wide emergency preparedness and response plans • Apply for and achieve WorkSafeBC's Certificate of Recognition (COR) program to demonstrate the school district's proactive role in the occupational health and safety of employees. • Coordinate preventative health support programs including immunization clinics for staff, testing for hearing protection, and respirator fit testing • Conduct school lockdown and fire drills throughout the year
<p>Continue to celebrate success through recognition of employee accomplishments and service to the school district</p>	<ul style="list-style-type: none"> • Engage in established employee service recognition programs • Establish a program to recognize employee accomplishments including a peer-to-peer recognition program
<p>Support and facilitate leadership development, training, and mentorship throughout the school district</p>	<ul style="list-style-type: none"> • Continue to work with Principals, Managers and CUPE employee development committee to develop job-specific training for upcoming non-instructional days • Apply for and implement training through the SSEC framework for CUPE staff • Work with the district's clerical committee to improve upon practices, skill development, develop a mentorship process, and build consistency with the work clerical staff perform • Seek out opportunities annually to provide public health delegated training to specific EAs assigned to students with complex needs • Provide special topics or specialized training for principals, vice principals, and managers • Develop an orientation program specific to new vice principals and principals to support them in their new roles • Develop a district leadership program focusing on the critical non-educational aspects of leading and managing a school or department, including training specific to human resources, fiscal management, procurement, and communications.
<p>Support the review and development of human resource related board policy and procedures that meet legislative requirements and reflect school district values and expectations/standards for employees</p>	<ul style="list-style-type: none"> • Support the Board Policy Development Committee in the development or revision of existing HR related policies • Annual report to the Board of Education under: <ul style="list-style-type: none"> » Whistleblower Policy » Exempt Performance Management Policy

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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

OBJECTIVE/GOAL	ACTION PLAN
<p>Continue to apply a continuous improvement culture within the HR department and maximize the utilization of technology to deliver human resource services</p>	<ul style="list-style-type: none"> • Implement and train HR staff on PowerBI to develop effective reporting for strategic data analysis • Continue to archive HR records electronically for efficient and effective access to historical information • Continue to provide HR staff with training on technology including PowerSchool, PowerBI and Excel to enhance technical capabilities • Work with a variety of HR information dependent departments (IT, maintenance, purchasing, finance) to utilize the Employee Information Extract module from PowerSchool to support the information sharing of new/terminated employees or employee movement • Annually review and communicate the new school year start-up checklist and discussion points for managers and principals on specific HR related matters to be addressed and/or discussed with all staff at the commencement of the new school year. For example: <ul style="list-style-type: none"> » HR policy review with staff » Health & Safety procedures/protocols » New to Your School new employee orientation » Staffing processes » Remedy processes • Review and revise HR Procedure Manual • Review HR related items on the internet and intranet to ensure relevant and current
<p>Utilize human resource metrics to measure operational efficiency and effectiveness in order to plan for and support our school district's operational needs</p>	<ul style="list-style-type: none"> • Review of the current performance review tool and implement any changes to the models • Support the assistant superintendents and managers with conducting annual performance reviews for all excluded staff to comply with Public Sector Employers' Council (PSEC) compensation requirements • Review current performance review framework and modify where necessary • Analyze HR metrics including workforce age demographics to plan for staffing associated with significant anticipated retirement levels, WorkSafe injury claims patterns to target measures to reduce injuries and improve workplace safety and absenteeism data to improve employee attendance and support replacement staffing efforts to meet coverage needs.
<p>Continue to grow our human resource expertise within our HR department and with key leadership positions within the school district</p>	<ul style="list-style-type: none"> • Provide professional development to HR staff on indigenous ways of knowing, being and doing to support knowledge and understanding of indigenous ways as they relate to HR practices • Review and implement HR related recommendations from the district's recent equity scan • Organize and host special topics sessions for administrators and managers to support leadership development including mandatory health & safety training for managers • Provide new managers and administrators with HR 101 education sessions • Create opportunities both within HR and across the organization for skills development in mental health awareness and support for employees • Continue to meet with HR staff to plan for professional growth opportunities as a team or individually to increase capacity and competency • Support the assistant superintendents, principals and managers with performance management strategies including: <ul style="list-style-type: none"> » Conducting probationary reviews for support staff » Conducting annual performance reviews for all excluded staff to comply with Public Sector Employers' Council (PSEC) compensation requirements » Supervision of teaching and student learning » Implementing and monitoring employee performance improvement plans » Conducting teacher evaluations to provide performance feedback to teaching staff

Background

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

Operational Plan

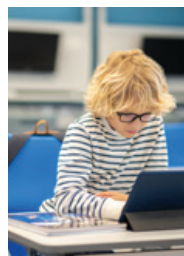
Our vision is to effectively support all learners by providing safe, inclusive, accessible, sustainable, and stable information systems and technology.

Key Strategies

- Align the functionality and quality of district IT services with the needs of all learners, measure and report on the performance of IT services
- Build an IT environment that is stable, resilient, standardized, and sustainable
- Develop a structure that appropriately governs district information and technology with a focus on security
- Fully leverage current information technology investments

Operational Plan Objectives/Goals

- ☐ Ensure that school district technology is strategically managed
- ☐ Ensure that the most important IT services are properly designed, resourced, and effectively utilized
- ☐ Measure and report on the performance of IT services
- ☐ Build a stable IT environment by focusing on staff, service support coverage, and resolution of IT architectural problems
- ☐ Ensure business continuity and continuity of instruction by focusing on quality backups for critical systems and disaster recovery
- ☐ Standardize district IT services, streamlining their delivery, support, and overall sustainability
- ☐ Develop and implement an IT governance framework to guide how IT services are implemented, supported, updated, or changed
- ☐ Identify, effectively manage and mitigate IT related risks for the school district
- ☐ Nurture a culture of inclusion and engagement that empowers employees and enables them to grow and succeed



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MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT

INFORMATION TECHNOLOGY DIVISION OPERATIONAL PLAN

Student Learning is Our Central Purpose

Operational Plan

OBJECTIVE/GOAL	ACTION PLAN
Ensure that school district technology is strategically managed	<ul style="list-style-type: none"> • Develop and implement an IT strategic plan that provides the prioritization framework for IT investments and service improvements • Utilize annual budget allocations to support IT strategic priorities • Ensure that IT policies and investments are aligned with educational priorities and support innovative educational practices • Apply a consistent prioritization framework for new IT initiatives
Ensure that the most important IT services are properly designed, resourced, and effectively utilized	<ul style="list-style-type: none"> • Identify critical IT services by consulting with IT services users and subject matter experts • Define IT service prioritization by consulting with IT services users and subject matter experts • Define ticket prioritization and escalation processes for IT service requests • Engage IT services users to identify, design, and implement IT services that meet the needs of our community of learners • Train users on district technology and IT processes to increase and improve usage of IT services
Measure and report on the performance of IT services	<ul style="list-style-type: none"> • Define and report on a regular basis on metrics for user satisfaction and IT service performance • Monitor and report on the availability of core IT services
Build a stable IT environment by focusing on staff, service support coverage, and resolution of IT architectural problems	<ul style="list-style-type: none"> • Ensure ongoing IT system stability through investment in IT staff training, department culture, and supporting cross-coverage • Measure, identify, and mitigate architectural problems within the IT services through the implementation of the Problem Management ITIL process • Build capacity through targeted professional development and cross-training • Design and implement succession plans for critical positions
Ensure business continuity and continuity of instruction by focusing on quality backups for critical systems and disaster recovery	<ul style="list-style-type: none"> • Protect data by making sure all systems are backed up and that core system backups are validated and tested • Create, communicate, test, and annually update the IT disaster recovery plan for business-critical services
Standardize district IT services, streamlining their delivery, support, and overall sustainability	<ul style="list-style-type: none"> • Improve the sustainability of IT services through the implementation of the Service Catalog and Knowledge Management ITIL processes • Review the financial and personnel requirements for each core and school-based IT service and adjust as needed to enhance their long-term sustainability
Develop and implement an IT governance framework to guide how IT services are implemented, supported, updated, or changed	<ul style="list-style-type: none"> • Strengthen district IT governance, ensuring decisions are managed at the appropriate level, through the implementation of the Change Management, Service Request Management, and Incident Management ITIL processes • Improve our cyber security posture by implementing a security governance framework
Identify, effectively manage and mitigate IT related risks for the school district	<ul style="list-style-type: none"> • Protect district information and technology by properly resourcing and managing security mitigation • Protect district information by establishing and implementing data classification and retention standards • Manage IT risk using regular security audits and the maintenance of an IT risk register • Maintain a secure environment by removing or replacing unsupported technology, and regularly updating software patches to current technology • Safeguard sensitive information using privacy impact assessments and the implementation of other legislative requirements
Nurture a culture of inclusion and engagement that empowers employees and enables them to grow and succeed	<ul style="list-style-type: none"> • Support staff professional growth planning and performance management • Continue to support departmental staff participation in on-going learning and dialogue on matters relating to racial inclusivity and equity

To: **Board of Education**

From: Budget Committee of the Whole

Re: **2022/23 AMENDED ANNUAL BUDGET AND
SECOND QUARTER FINANCIAL STATEMENTS**

Date: March 1, 2023
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

The 2022/23 Amended Annual Budget (Attachment A) is being presented to the Board of Education (the Board) for approval at the recommendation of the Budget Committee of the Whole.

In April 2022, the Board approved the 2022/23 Preliminary Annual Budget. The Preliminary Budget was based on preliminary estimates of enrolment, funding and other revenue and expenditure factors.

The 2022/23 Amended Annual Budget has been prepared in accordance with Ministry of Education and Child Care instructions and Public Sector Accounting Standards. The Amended Budget includes budgets for the operating fund, special purpose funds and the capital fund. The Second Quarter financial statements showing actual revenue and expenditures to December 31, 2022 are also provided (Attachment B).

This report provides an analysis of changes to revenue and expenditure estimates included in the 2022/23 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 and Child Care (MECC) in December 2022, labour settlement funding announced by the MECC in February 2023, proposed additional one-time budget reallocations, and other revenue and expenditure known changes.

OPERATING FUND

The following table summarizes the changes between the 2022/23 Amended Annual Operating Budget and the 2022/23 Preliminary Annual Operating Budget (see **Schedule 2**).

2022/23 Operating Budget (\$ millions)			
	Preliminary Budget	Amended Budget	Change
Revenue	\$ 173.65	\$ 183.57	\$ 9.92
Expense	(172.96)	(184.86)	(11.90)
Capital Assets Purchased	(0.37)	(1.03)	(0.66)
Transfer to Local Capital	(1.02)	(2.15)	(1.13)
Budgeted Prior Year Surplus	0.70	4.48	3.78
	\$ 0.00	\$ 0.00	\$ 0.00

Revenue Changes (\$9.92M increase)

Ministry of Education and Child Care Grants (\$8.87M increase)

Based on the interim December operating grants announcement, it is estimated that our school district will receive \$161.46M of operating grant funding for 2022/23. The recalculated funding allocation for our school district is \$2.09M more than the funding estimates included in the 2022/23 Preliminary Budget. The operating grant will increase by a further \$0.24M due to higher than projected actual student enrolment reported on the February enrolment count. A summary of enrolment and funding changes is provided in the following table:

	Preliminary Budget		Amended Budget		Change	
	Enrolment	Funding	Enrolment	Funding	Enrolment	Funding
July 2022 Enrolment Count						
Grade 1-7	420	\$ 94,080	463	\$ 103,712	43	\$ 9,632
Grade 8-9	130	29,120	292	65,408	162	36,288
Grade 10-12	425	190,400	413	185,024	(12)	(5,376)
Supplemental		76,244		114,212	-	37,968
Total Summer Learning	975	389,844	1,168	468,356	193	78,512
September 2022 Enrolment Count						
Standard schools	15,414.75	121,545,304	15,607.38	123,064,152	192.63	1,518,848
Continuing education	3.25	25,626	2.25	17,741	(1.00)	(7,885)
Alternate schools	240.00	1,892,400	269.00	2,121,065	29.00	228,665
Online learning	29.88	190,005	17.88	113,685	(12.00)	(76,320)
Home schooling	9	2,250	19	4,750	10	2,500
Course challenges	30	7,380	32	7,872	2	492
Total September Enrolment Based Funding	15,727	123,662,965	15,948	125,329,265	221	1,666,300
September 2022 Unique Student Needs						
Students with special needs - Level 1	14	627,900	13	583,050	(1)	(44,850)
Students with special needs - Level 2	970	20,641,600	959	20,407,520	(11)	(234,080)
Students with special needs - Level 3	339	3,644,250	344	3,698,000	5	53,750
English language learning	1,061	1,681,685	1,135	1,798,975	74	117,290
Indigenous education	1,341	2,098,665	1,355	2,120,575	14	21,910
Adult education	12	58,474	28	139,583	16	81,109
Equity of opportunity (vulnerable students)		443,217		443,385	-	168
Total Supplement for Unique Student Needs	3,737	29,195,791	3,834	29,191,088	97	(4,703)
Salary differential supplement						345,326
Total MECC Operating Grant Change - December Interim Funding Announcement						2,085,435
February 2023 Enrolment Count						
Continuing Education						
School Age	2.25	17,741	2.13	16,756	(0.13)	(985)
Adults (non-graduated)	15.06	75,767	26.75	134,553	11.69	58,786
Online Learning						
School Age - Grade K-9	-	-	-	-	-	-
School Age - Grade 10-12	34.58	219,903	20.88	132,765	(13.70)	(87,138)
Adults (non-graduated)	5.40	27,162	6.69	33,641	1.29	6,479
Students with special needs - Level 1						
Students with special needs - Level 2	38	404,320	42	446,880	4	42,560
Students with special needs - Level 3	15	80,625	39	209,625	24	129,000
Newcomer Refugees		-	20	78,860	20	78,860
ELL (Newcomer Refugees only)		-	20	15,860	20	15,860
Estimated February 2023 MECC Funding Change		825,518		1,068,940		243,422
Total MECC Operating Grant Change						\$ 2,328,857

The salary differential funding for the Maple Ridge-Pitt Meadows School District has increased by \$0.35M due to a higher than anticipated average educator salary variance from the provincial average educator salary (from \$246 lower than the provincial average to \$102 higher than the provincial average per educator). At September 30, 2022, the average educator salary in our school district was \$84,409, 0.1% higher than the provincial average educator salary of \$84,307.

Other ministry grants have increased by \$6.54M due to labour settlement funding (\$6.25M), an increase to the grant for Integrated Child and Youth Teams (\$0.28M), and miscellaneous other grants (\$0.01M).

Other Revenue Changes (\$1.05M increase)

Other provincial grants increased by \$0.05M due to increased funding from Industry Training Authority (\$0.06M) and a new Mentorship Grant from the Ministry of Public Safety and Solicitor General (\$0.01M) partially offset by a reduction in Ridge Meadows College contracts at Alouette Correctional Centre for Women (\$0.02M).

Federal grants revenue increased by \$0.01M due to an increase in Ridge Meadows College contracts with Corrections Canada.

Tuition revenue is estimated to be \$0.25M higher than in the preliminary budget due to higher than budgeted enrolment in both the academic program (3 FTE 10 month academic and 66 students in the summer program \$0.09M) and the short-term program (\$0.19M) for non-resident students. Ridge Meadows College tuition revenue is \$0.09M lower than budgeted due to lower than anticipated enrolment. Increased summer school enrolment resulted in an additional \$0.02M in tuition revenue.

Rentals and leases revenue is projected to decrease by \$0.10M due to lower than estimated community rentals of school facilities.

Interest revenue increased by \$0.83M due to higher interest rates expected to continue to the end of the fiscal year.

Expense Changes (\$11.90M increase)

Salaries and Benefits Changes (\$9.26M increase)

The increases in salaries and benefits are primarily due to general wage increases for unionized staff and performance-based salary increases for non-unionized staff. In addition, staffing levels have increased to support the higher than projected student enrolment and increased student support needs. The following table details the changes in salary and benefit costs.

Salaries and Benefits Changes	
(millions \$)	
Staffing changes:	
Additional 13.150 FTE teachers	\$ 1.43
Decrease 0.223 FTE principal/vice principal	(0.04)
Additional 4.500 FTE other professionals	0.70
Additional 21.569 FTE education assistants	1.32
Decrease 0.818 FTE support staff	(0.05)
<i>(continued next page)</i>	

Salaries and Benefits Changes (continued)	
(millions \$)	
Other ongoing salary and benefit changes:	
Collective Agreement Changes	
MRTA	3.45
CUPE	1.95
CUPE replacement and position reclassifications	0.01
Non-unionized staff salary changes	0.79
Benefit plan rate changes (TPP, WCB and mix of plans purchased)	(0.20)
Employee future benefits	(0.01)
Ridge Meadows College program instructors	(0.01)
Teacher contractual replacement days	0.42
Teacher medical leaves	0.35
Employment Standards Act - 5 days paid sick leave	0.31
School based TTOC banks	0.03
First aid allowance	0.02
Other one-time salary and benefit changes:	
Staff vacancies, salary savings and vacation pay	(1.00)
Reallocation of school supply budgets to TTOC budgets	0.04
Reallocation of departmental budgets to staffing banks	(0.07)
Reallocation of banks/FSNS TTOC to fund staffing above	(0.61)
International Education program instructors	0.02
Use of prior year appropriated surplus for departmental staffing banks	0.41
	\$ 9.26

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

	Preliminary Budget	Ongoing Change	One-Time Change	Amended Budget
Teachers	849.980	9.936	3.214	863.130
Principals/VPs	64.546	(0.023)	(0.200)	64.323
Other Professionals	44.300	4.000	0.500	48.800
Education Assistants	532.247	(1.245)	22.814	553.816
Support Staff	336.764	(0.786)	(0.032)	335.946
Trustees	7.000			7.000
	1,834.837	11.882	26.296	1,873.015

Teachers – Budgeted increase of \$4.14M due to an increase of \$3,375/FTE in average teacher salary resulting from a \$427 plus additional 3.24% general wage increase effective July 1, 2022, and an increase in teacher staffing (13.15 FTE) to support higher than projected student enrolment.

Principals / Vice Principals – Budgeted increase of \$0.04M due to an increase in non-unionized staff compensation offset by one-time savings related to a secondment (0.20 FTE) and decrease of 0.023 FTE for summer school administration.

Other Professionals – Budgeted increase of \$0.62M due to an increase in non-unionized staff compensation, the addition of a director of information technology (1.0 FTE), 3.0 FTE Integrated and Child and Youth clinical counsellors and a one-time use of appropriated surplus to fund 0.5 FTE assistant superintendent, offset by managerial vacancies (\$0.12M).

Educations Assistants – Budgeted increase is due to the general wage increase for CUPE staff effective July 1, 2022 of \$0.25 per hour plus 3.24%, and staffing changes. The amended budget includes ongoing staffing increases for Integrated Child and Youth Team coordinators (3.0 FTE), trades and work experience coordinator (1.0 FTE), and one-time additional Aboriginal Support Workers (0.763 FTE).

Education assistant staffing increased by 19.468FTE (an ongoing decrease of 2.583FTE offset by a one-time increase of 22.051FTE) to address the increased support needs for diverse learners. Budgeted 2.662FTE associated with staffing banks has been removed while the amounts budgeted have been maintained.

Support Staff – Budgeted increase of \$0.31M is due negotiated collective agreement wage increases of \$0.25 per hour plus 3.24% general wage increase effective July 1, 2022 as well as increases for a general clerk (0.143 FTE) funded from emergent expenditures and buyer 1 (0.345 FTE) partially offset by a reduction of 0.30 FTE summer school staffing, conversion of 0.486 FTE to an hourly top-up bank, and vacancy savings of \$0.33M.

Services, Supplies and Other Expenditure Changes (\$2.65M increase)

The increases in services and supply budgets are principally owed to Board approved one-time funding from restricted operating surplus for 2021/22 for specific expenditures in 2022/23 (\$1.78M).

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

Services and Supplies One-Time Changes 2022/23	
(\$ millions)	
Appropriated Funds from 2021/22	
Targeted funding - Indigenous Education	0.22
School budget balances	0.60
Personal professional development	0.32
Financial provisions	0.10
Funds required to complete projects in progress	0.06
Purchase order commitments	0.15
Support for school growth plans	0.01
Support for operational plans	0.30
Facility renovations and new classroom setup	0.02
	\$ 1.78
Other Changes	
Net expense reductions due to decreased revenue	
International Education (commissions, cultural activities, travel)	0.10
Ridge Meadows College professional services	(0.01)
Revenue Generation (photos, vending)	(0.04)
School budget reallocations to TTOC salaries (\$0.04M) & capital (\$0.15M)	(0.19)
Expenses related to new funding	
Integrated Child & Youth Teams	0.04
Indigenous grad requirement workshop	0.01
School District Mentorship Grant - Policing and Security	0.01
Departmental reallocation from TTOC salaries	0.09
Departmental reallocation for one-time capital items	(0.04)
Increase in Facilities professional services	0.10
Increase in snow removal	0.09
Increase in Human Resources professional services	0.04
Increase in Learning Support Services contracts	0.11
Student transportation	0.01
One-time savings	(0.04)
	0.28
TOTAL ONE-TIME CHANGES	2.06

Services and Supplies Ongoing Changes 2022/23	
(\$ millions)	
Enrolment driven expenditures	
School budget allocations	\$ 0.04
Ridge Meadows College professional services and supplies	0.02
Before and After School programming	0.02
Program fees paid to post secondary institutions	0.06
International Education	0.20
Expenses related to new funding	
Integrated Child & Youth Teams	0.02
CUPE Collective Agreement - Training	0.02
Insurance	0.08
Snow removal	0.08
Utilities	0.04
Travel (increase per kilometer reimbursement rate)	0.01
TOTAL ONGOING CHANGES	\$ 0.59

Capital Assets Purchased Changes (\$0.66M increase)

Budgets for the purchase of capital assets have increased by \$0.66M to reflect reallocations from other expense categories as spending plans are finalized for schools and departments. The table below summarizes the changes in capital assets purchased:

Capital Assets Purchased Changes 2022/23	
(\$ millions)	
Funds for specific expenditures carried forward from 2021/22	
School budget balances	\$ 0.07
Purchase order commitments	0.18
Support for operational plans	0.04
Facilities renovations	0.11
One time reallocation of supply budgets	0.24
Ongoing reallocation of supply budgets	0.01
	\$ 0.66

Indigenous Education

The Indigenous Education targeted funding included in the 2022/23 amended budget totals \$2.48M. This is \$0.38M higher than the preliminary budget due to increased indigenous education enrolment (\$0.02M) and the carry forward of unused 2021/22 indigenous education targeted funding (\$0.36M).

Budgeted salaries and benefit cost have increased by \$0.22M due to additional teacher and Aboriginal Support Worker staffing (\$0.15M), negotiated and performance-based wage increases (\$0.07M)

Services and supplies budgets have increased to reflect allocations for awards (\$0.01M), family and community events (\$0.04M), leadership (\$0.04M), cultural learning programming including the hose pole project at C̓əsq̓ənəl̓ elementary school (\$0.12M), and supplies (\$0.02M).

The following table summarizes the 2022/23 amended budget.

	Preliminary Budget		Amended Budget		Change	
	FTE	Amount	FTE	Amount	FTE	Amount
Principal	1.00	\$ 140,823	1.00	\$ 143,990	0.00	\$ 3,167
Teachers	6.40	572,138	6.54	613,794	0.25	41,656
Aboriginal Support Workers	20.00	711,600	20.76	831,200	0.76	119,600
Admin Secretary	1.00	49,172	1.00	55,315		6,143
Replacements		18,900		18,900		-
Benefits		392,583		433,149		40,566
Supplies		41,026		70,500		29,474
Professional Services		24,020		24,020		-
Training and Travel		21,500		21,500		-
Capital Purchases		2,600		-		(2,600)
Awards		16,747		26,747		10,000
Family Events		10,136		46,136		36,000
Cultural Programming		67,420		191,175		123,755
Leadership		30,000		75,000		45,000
	28.40	\$2,098,665	29.30	\$2,551,426	1.01	\$452,761

Operating Surplus

At the April 27, 2022, public Board meeting, the Board approved that for the next four years any available operating surplus be transferred to local capital to be allocated in accordance with the priority funding list noted below:

- i. Contingency Reserve for Local Capital – maintain a minimum of 1% of budgeted operating expenditures;
- ii. New Temporary Classroom Setup – up to a maximum of \$2.71M;
- iii. Sustainability Upgrades – up to a maximum of \$1.75M; and
- iv. Other Facilities Renewal– any additional available operating surplus not required to fund the local capital funding needs identified up to a maximum of \$1.60M.

The operating surplus resulting from amended budget changes amounts to \$2.19M (2021/22 appropriated surplus \$1.06M and 2022/23 available surplus \$1.13M).

The available surplus from 2021/22 was allocated to top up the Contingency Reserve for Local Capital (\$0.70M) and the New Temporary Classroom Setup budget(\$0.36M).

The available surplus of \$1.13M from 2022/23 resulting from budget changes will be used to increase the following local capital budgets:

- i. Contingency Reserve for Local Capital – increase of \$0.07M to \$1.85M (1% of amended budget operating expenses)
- ii. New Temporary Classroom Setup – increase of \$0.94M to \$2.71M; and
- iii. Sustainability Upgrades – increase of \$0.12M to \$0.58M.

SPECIAL PURPOSE FUNDS

Special Purpose Funds include funds received from the MECC or other sources that have been designated for specific purposes. There are 18 Special Purpose Funds for 2022/23. Those with budgeted revenue higher than \$0.5M include the Classroom Enhancement Fund (CEF) which is segregated into three funds (CEF-Overhead, CEF-Staffing, and CEF-Remedies), School Generated Funds, Student and Family Affordability Fund (SFAF), Community Link, Official Languages in Education Protocol (OLEP), Learning Improvement Fund, and Annual Facilities Grant.

The following table summarizes the 2022/23 amended budget changes for the Special Purpose Funds. Additional information regarding Special Purpose Funds can be found in **Schedule 3 and 3A** in the attached budget document.

2022/23 Special Purpose Funds (\$ millions)	Preliminary Budget	Amended Budget	Change
Revenue	\$ 23.89	\$ 30.61	\$ 6.72
Expenses	(23.55)	(30.35)	(6.80)
Capital Assets Purchased	(0.34)	(0.26)	0.08
	\$ 0.00	\$ 0.00	\$ 0.00

The following table summarizes the budgeted changes in Special Purpose Funds revenue by fund. Funds with budgeted revenue in the preliminary budget have increased by \$2.53M and includes a \$1.05M increase in School Generated Funds and \$0.86M increase in CEF Staffing. The remaining \$4.19M represents revenue for funds without budgeted revenue in the preliminary budget and includes \$2.18M for CEF Remedies and \$1.59M for the Student and Family Affordability Fund.

2022/23 Special Purpose Funds Revenue (\$ millions)	Preliminary Budget	Amended Budget	Change
Annual Facility Grant	\$ 0.52	\$ 0.52	\$ 0.00
Learning Improvement Fund	0.54	0.56	0.02
Scholarship/Bursaries	0.03	0.17	0.14
School Generated Funds	4.30	5.35	1.05
Strong Start	0.26	0.27	0.01
Ready, Set, Learn	0.05	0.06	0.01
OLEP	0.27	0.58	0.31
CommunityLINK	0.58	0.67	0.09
CEF - Overhead	0.73	0.75	0.03
CEF - Staffing	16.36	17.23	0.86
CEF - Remedies		2.18	2.18
First Nation Student Transportation		0.09	0.09
Mental Health in Schools		0.14	0.14
Changing Results for Young Children		0.01	0.01
Student & Family Affordability		1.59	1.59
Early Years to Kindergarten (SEY2KT)		0.02	0.02
Early Learning		0.18	0.18
Youth Education Support	0.25	0.26	0.01
	\$ 23.89	\$ 30.61	\$ 6.72

The Amended Annual Budget considers the year end rollovers which, along with the \$1.79M of additional MECC funding for new Special Purpose Funds in 2022/23, account for most of the variances in the Special Purpose Funds. The Amended Annual Budget is forecasting a Deferred Revenue balance of \$1.22M at the end of 2022/23.

Classroom Enhancement Fund

The amended budget reflects the CEF allocation received from the MECC, based on fall 2022 submissions from school districts, to reflect the additional teacher staffing required to meet collective agreement ratios for non-enrolling teachers and best efforts for classroom teachers. School District No. 42 received a total allocation, including labour settlement, of \$20.16M to fund 155.614 FTE teachers (\$17.23M), overhead costs (\$0.75M) and remedy costs (\$2.18M). The remedy cost is an estimate based on class size and composition for the month of October and will change as student enrolment changes during the year and as class organization changes in secondary schools.

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 2022/23. The following table summarizes the 2022/23 amended budget changes for CEF teacher staffing.

Classroom Enhancement Fund	Preliminary Budget		Amended Budget		Change	
	FTE	\$	FTE	\$	FTE	\$
Teachers	153.37	16,364,917	155.61	17,226,456	2.24	861,539
Substitutes		356,761		383,944		27,183
Educational Leadership	1.60	244,825	1.60	244,825	-	-
Facilities and Other Implementation Costs	1.55	125,223	1.55	125,223	-	-
Remedy				2,177,681		2,177,681
	156.52	\$17,091,726	158.76	\$ 20,158,129	2.24	\$ 3,066,403

Student and Family Affordability Fund

The 2022/23 spending plan for the \$1.59M Student and Family Affordability Fund was approved by the Board in October 2022 and includes a \$1.28M allocation for food security and a \$0.31M allocation for family assistance.

CAPITAL FUND

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

The tangible capital assets purchased budget of \$1.29M reflects the projected total tangible capital assets purchased from operating (\$1.03M) and special purpose funds (\$0.26M).

The acquisition of tangible capital assets from local capital of \$1.93M represents estimated spending for Board approved uses of local capital. The largest local capital spending relates to new classroom space and the IT capital plan.

The acquisition of tangible capital assets from deferred capital revenue of \$6.09M represents estimated spending for provincially funded capital projects. The major projects in this category are summarized in the following table.

Facility Name	Project Description	Provincial Funding	Prior Years' Spending (\$ millions)	2022/23 Spending	Total Spending
Casqanelle Elementary	New school building	\$ 26.05	\$ 25.73	\$ 0.32	\$ 26.05
Eric Langton Elementary	Seismic replacement and expansion	48.20		1.60	1.60
Alouette Elementary	Roofing upgrades	0.93		0.93	0.93
Glenwood Elementary	Gender neutral washroom upgrade	0.52	0.32	0.20	0.52
Webster's Corners Elementary	HVAC boiler upgrades	0.39	0.03	0.36	0.39
Westview Secondary	Roofing upgrades	0.54		0.54	0.54
Alouette Elementary	AFG Roofing upgrade - section 9	0.38		0.38	0.38
Blue Mountain Elementary	AFG Fire alarm system replacement	0.03		0.03	0.03
District Education Office	AFG Low voltage lighting upgrade	0.08		0.08	0.08
District Education Office	AFG Cooling tower replacement	0.34		0.34	0.34
Edith McDermott Elementary	AFG Roofing upgrade - sections 4, 5, 6, 7	0.45		0.45	0.45
Eric Langton Elementary	AFG Parking lot paving repair	0.02		0.02	0.02
Garibaldi Secondary	AFG HVAC units replacement	0.20		0.20	0.20
Garibaldi Secondary	AFG Heat pump refurbishment	0.02		0.02	0.02
Garibaldi Secondary	AFG Parking lot paving repair	0.06		0.06	0.06
Glenwood Elementary	AFG Parking lot paving repair	0.02		0.02	0.02
Harry Hooe Elementary	AFG Flooring replacement	0.05		0.05	0.05
Maple Ridge Secondary	AFG HVAC units replacement	0.14		0.14	0.14
Thomas Haney Secondary	AFG Flooring replacement	0.06		0.06	0.06
Thomas Haney Secondary	AFG Parking lot paving and sidewalk repair	0.08		0.08	0.08
Thomas Haney Secondary	AFG Domestic hot water tank replacement	0.04		0.04	0.04
Westview Secondary	AFG Roofing upgrade - sections 26, 27, 28	0.18		0.18	0.18
Total		\$ 78.77	\$ 26.08	\$ 6.09	\$ 32.17

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 2022/23. The changes to local capital revenue and expenditure are also included in Schedule 4. Only the 2022/23 estimated spending is included in Schedule 4 of the amended budget.

The Local Capital budget changes are outlined in the following table, along with the 2023/24 to 2025/26 funding requirements remaining to meet the Board's April 27, 2022 approved use of accumulated surplus for the four years ending June 30, 2026.

(\$ millions)	2022/23			Future Funding Requirements
	Preliminary Budget	Budget Changes	Amended Budget	
Contingency Reserve for Local Capital (1% minimum)	\$ 0.97	\$ 0.88	\$ 1.85	\$ -
IT Capital Plan	1.81	0.09	1.90	-
Facilities Equipment and Vehicles	0.14	-	0.14	-
Childcare Capital	0.15	-	0.15	-
Student Information System RMC	0.10	(0.10)	-	-
Emergency Preparedness	-	0.02	0.02	-
Parent Portal Upgrades	-	0.02	0.02	-
Virtual Boardroom	-	0.01	0.01	-
Implementation of Strategic Facilities Plan				
New Classroom Setup	1.49	1.22	2.71	-
Capital Planning	0.14	0.18	0.32	-
Sustainability Upgrades				0.72
Electrical Vehicle Charging Stations	0.03	0.01	0.04	-
HVAC Upgrades	0.46	0.12	0.58	-
Other Sustainability Upgrades	-	0.41	0.41	-
Other Facilities Capital	-	-	-	1.60
Capital Cost Share	0.70	-	0.70	-
Total Local Capital	\$ 5.99	\$ 2.86	\$ 8.85	\$ 2.32

Contingency Reserve – Budgeted Accumulated Surplus

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

Existing school district budgets are not sufficient to support the procurement or timely replacement of school district assets. The budget required to complete the building maintenance projects identified through facility condition assessments far exceeds the annual facilities grant and the capital funding for building enhancement projects received by 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 MECC 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 (\$1.85M to \$5.54M). The current balance of \$1.85M equates to 1.00% of operating expenditures.

RISKS TO PROJECTIONS:

Revenue

The provincial operating grant included in these estimates may not be the same as the operating grant distributed by the MECC for 2022/23. The main factors that create variances of provincial funding are actual funded enrolment as at February and May 2023, Classroom Enhancement Fund allocation, and other provincial funding announcements made during the remainder of 2022/23.

Expense

The salaries and benefits estimates are based on estimated average salaries for teachers, specific salaries for other employee groups, and known benefit rate changes. Variances in average teacher salaries will impact these estimates. Also, actual substitute costs may vary significantly from the costs estimated based on historical trends.

The utilities budgets have been reduced to reflect the estimated savings associated with the implementation of sustainability upgrades. Changes in weather patterns, delays in the implementation of sustainability upgrades, and unexpected utilities cost increases may result in increased utilities costs that would have to be funded from the contingency reserve.

Capital Projects

Due to their magnitude, capital projects have the potential to significantly impact the financial position of the school district. There is no process to assess the risk of the entire capital program; individual project risk assessments must be done on a continuous basis. Project agreements with the MECC contain contingencies to mitigate financial risk. Smaller projects consider contingency requirements when building the overall project budget and are managed internally. The contingency reserve for local capital of \$1.85M is available to mitigate the residual risk for capital projects.

RECOMMENDATIONS:

- (1) THAT the Amended Budget Bylaw of the Board for the fiscal year 2022/23 be given three (3) readings at this meeting (vote must be unanimous).**
- (2) THAT The Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) 2022/23 Amended Annual Budget Bylaw be:**

Read a first time on the 1st day of March 2023;
Read a second time on the 1st day of March 2023;
Read a third time, passed, and adopted on the 1st day of March 2023.

Attachments

Amended Annual Budget

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

June 30, 2023

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

June 30, 2023

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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 2022/2023 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. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies 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 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$229,034,554 for the 2022/2023 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 2022/2023.

READ A FIRST TIME THE 1st DAY OF MARCH, 2023;

READ A SECOND TIME THE 1st DAY OF MARCH, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 1st DAY OF MARCH, 2023;

(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 2022/2023, adopted by the Board the _____ DAY OF _____, 2023.

Secretary Treasurer

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

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	15,940,750	15,745,951
Adult	65,588	36,488
Other	146,000	121,875
Total Ministry Operating Grant Funded FTE's	16,152,338	15,904,314
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	195,199,520	180,876,415
Other	328,400	279,650
Federal Grants	279,657	266,315
Tuition	9,615,281	9,360,345
Other Revenue	6,815,597	5,544,544
Rentals and Leases	750,750	849,095
Investment Income	1,666,531	431,781
Amortization of Deferred Capital Revenue	6,678,220	6,587,082
Total Revenue	221,333,956	204,195,227
Expenses		
Instruction	188,791,728	172,230,476
District Administration	6,936,806	6,259,842
Operations and Maintenance	29,368,286	27,998,072
Transportation and Housing	714,352	611,246
Total Expense	225,811,172	207,099,636
Net Revenue (Expense)	(4,477,216)	(2,904,409)
Budgeted Allocation (Retirement) of Surplus (Deficit)	4,475,430	696,691
Budgeted Surplus (Deficit), for the year	(1,786)	(2,207,718)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(1,786)	(2,207,718)
Budgeted Surplus (Deficit), for the year	(1,786)	(2,207,718)

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

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	184,866,778	172,961,397
Operating - Tangible Capital Assets Purchased	1,031,459	368,653
Special Purpose Funds - Total Expense	30,354,676	23,551,189
Special Purpose Funds - Tangible Capital Assets Purchased	257,397	334,242
Capital Fund - Total Expense	10,589,718	10,587,050
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,934,526	
Total Budget Bylaw Amount	229,034,554	207,802,531

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, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(4,477,216)	(2,904,409)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,288,856)	(702,895)
From Local Capital	(1,934,526)	
From Deferred Capital Revenue	(6,086,984)	
Total Acquisition of Tangible Capital Assets	(9,310,366)	(702,895)
Amortization of Tangible Capital Assets	10,589,718	10,587,050
Total Effect of change in Tangible Capital Assets	1,279,352	9,884,155
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(3,197,864)	6,979,746

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, 2023

	Operating Fund	Special Purpose Fund	Capital Fund	2023 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	4,475,430		89,271,706	93,747,136
Changes for the year				
Net Revenue (Expense) for the year	(1,292,422)	257,397	(3,442,191)	(4,477,216)
Interfund Transfers				
Tangible Capital Assets Purchased	(1,031,459)	(257,397)	1,288,856	-
Local Capital	(2,151,549)		2,151,549	-
Net Changes for the year	(4,475,430)	-	(1,786)	(4,477,216)
Budgeted Accumulated Surplus (Deficit), end of year	-	-	89,269,920	89,269,920

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

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	170,368,786	161,570,984
Other	328,400	279,650
Federal Grants	279,657	266,315
Tuition	9,615,281	9,360,345
Other Revenue	1,034,258	964,544
Rentals and Leases	750,750	849,095
Investment Income	1,197,224	362,866
Total Revenue	183,574,356	173,653,799
Expenses		
Instruction	158,945,177	149,026,561
District Administration	6,927,806	6,259,842
Operations and Maintenance	18,367,937	17,063,748
Transportation and Housing	625,858	611,246
Total Expense	184,866,778	172,961,397
Net Revenue (Expense)	(1,292,422)	692,402
Budgeted Prior Year Surplus Appropriation	4,475,430	696,691
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,031,459)	(368,653)
Local Capital	(2,151,549)	(1,020,440)
Total Net Transfers	(3,183,008)	(1,389,093)
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, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	161,706,151	159,377,294
ISC/LEA Recovery	(456,800)	(382,256)
Other Ministry of Education and Child Care Grants		
Pay Equity	1,874,965	1,874,965
Funding for Graduated Adults	187,368	187,368
Student Transportation Fund	185,990	185,990
Support Staff Benefits Grant	311,930	311,930
FSA Scorer Grant	15,693	15,693
Early Learning Framework (ELF) Implementation	2,292	
Labour Settlement	6,249,994	
Equity in Action	2,381	
Indigenous Graduation Requirement Workshop	9,129	
Integrated Child and Youth Team	279,693	
Total Provincial Grants - Ministry of Education and Child Care	170,368,786	161,570,984
Provincial Grants - Other	328,400	279,650
Federal Grants	279,657	266,315
Tuition		
Summer School Fees	59,400	45,000
Continuing Education	889,384	973,336
International and Out of Province Students	8,666,497	8,342,009
Total Tuition	9,615,281	9,360,345
Other Revenues		
Funding from First Nations	456,800	382,256
Miscellaneous		
Revenue Generation	68,313	104,000
Partnership Program	166,060	154,265
Miscellaneous	77,523	97,780
Transportation	85,420	85,680
Before and After School Programming	93,298	64,470
Ridge Meadows College	26,844	26,093
BC Hydro Grant	60,000	50,000
Total Other Revenue	1,034,258	964,544
Rentals and Leases	750,750	849,095
Investment Income	1,197,224	362,866
Total Operating Revenue	183,574,356	173,653,799

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

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
Salaries		
Teachers	78,852,573	74,717,283
Principals and Vice Principals	8,747,223	8,706,616
Educational Assistants	21,480,175	19,790,498
Support Staff	13,269,864	12,959,842
Other Professionals	5,927,101	5,307,515
Substitutes	6,133,027	5,267,961
Total Salaries	134,409,963	126,749,715
Employee Benefits	33,989,365	32,391,785
Total Salaries and Benefits	168,399,328	159,141,500
Services and Supplies		
Services	7,315,053	5,600,593
Student Transportation	673,021	674,313
Professional Development and Travel	1,223,208	869,894
Rentals and Leases	2,000	2,000
Dues and Fees	152,749	141,708
Insurance	846,313	757,799
Supplies	3,794,518	3,235,465
Utilities	2,460,588	2,538,125
Total Services and Supplies	16,467,450	13,819,897
Total Operating Expense	184,866,778	172,961,397

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

Schedule 2C

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

Year Ended June 30, 2023

	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	60,885,400	543,659	60,884	505,438	-	3,222,904	65,218,285
1.03 Career Programs	355,700	29,877	497,494	-	-	29,403	912,474
1.07 Library Services	1,326,817	-	-	5,709	-	63,123	1,395,649
1.08 Counselling	1,750,738	316,064	-	-	-	97,110	2,163,912
1.10 Special Education	9,498,282	1,063,985	19,830,425	1,405,134	157,655	1,780,311	33,735,792
1.30 English Language Learning	1,552,851	-	-	-	-	71,513	1,624,364
1.31 Indigenous Education	613,794	265,553	833,059	55,315	-	18,900	1,786,621
1.41 School Administration	-	6,064,163	-	2,864,694	7,326	332,734	9,268,917
1.60 Summer School	315,571	14,394	82,418	6,591	-	-	418,974
1.61 Continuing Education	-	14,850	-	114,150	499,826	8,189	637,015
1.62 International and Out of Province Students	2,505,930	282,975	-	460,496	190,185	137,275	3,576,861
1.64 Other	-	-	173,145	46,458	384,634	-	604,237
Total Function 1	78,805,083	8,595,520	21,477,425	5,463,985	1,239,626	5,761,462	121,343,101
4 District Administration							
4.11 Educational Administration	-	-	-	52,247	1,227,803	5,200	1,285,250
4.40 School District Governance	-	-	-	-	389,511	-	389,511
4.41 Business Administration	-	151,703	2,750	618,461	1,493,656	51,432	2,318,002
Total Function 4	-	151,703	2,750	670,708	3,110,970	56,632	3,992,763
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	47,490	-	-	205,406	1,137,710	51,953	1,442,559
5.50 Maintenance Operations	-	-	-	6,485,494	438,795	262,980	7,187,269
5.52 Maintenance of Grounds	-	-	-	444,271	-	-	444,271
5.56 Utilities	-	-	-	-	-	-	-
Total Function 5	47,490	-	-	7,135,171	1,576,505	314,933	9,074,099
7 Transportation and Housing							
7.41 Transportation and Housing Administration	-	-	-	-	-	-	-
7.70 Student Transportation	-	-	-	-	-	-	-
7.73 Housing	-	-	-	-	-	-	-
Total Function 7	-	-	-	-	-	-	-
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	78,852,573	8,747,223	21,480,175	13,269,864	5,927,101	6,133,027	134,409,963

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

Schedule 2C

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

Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	65,218,285	15,461,672	80,679,957	2,551,970	83,231,927	78,359,314
1.03 Career Programs	912,474	236,530	1,149,004	690,662	1,839,666	1,633,327
1.07 Library Services	1,395,649	332,878	1,728,527	182,916	1,911,443	1,826,211
1.08 Counselling	2,163,912	517,128	2,681,040	84,848	2,765,888	2,483,486
1.10 Special Education	33,735,792	8,978,047	42,713,839	502,439	43,216,278	40,937,034
1.30 English Language Learning	1,624,364	387,172	2,011,536	20,333	2,031,869	1,831,597
1.31 Indigenous Education	1,786,621	463,240	2,249,861	462,091	2,711,952	2,249,081
1.41 School Administration	9,268,917	2,576,513	11,845,430	386,617	12,232,047	11,870,994
1.60 Summer School	418,974	82,071	501,045	8,818	509,863	496,625
1.61 Continuing Education	637,015	119,626	756,641	280,844	1,037,485	1,011,331
1.62 International and Out of Province Students	3,576,861	864,959	4,441,820	2,147,027	6,588,847	6,136,410
1.64 Other	604,237	158,234	762,471	105,441	867,912	191,151
Total Function 1	121,343,101	30,178,070	151,521,171	7,424,006	158,945,177	149,026,561
4 District Administration						
4.11 Educational Administration	1,285,250	401,821	1,687,071	415,433	2,102,504	1,868,555
4.40 School District Governance	389,511	71,165	460,676	208,384	669,060	618,033
4.41 Business Administration	2,318,002	666,070	2,984,072	1,172,170	4,156,242	3,773,254
Total Function 4	3,992,763	1,139,056	5,131,819	1,795,987	6,927,806	6,259,842
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,442,559	358,046	1,800,605	1,258,105	3,058,710	2,516,134
5.50 Maintenance Operations	7,187,269	2,190,239	9,377,508	2,095,295	11,472,803	10,843,484
5.52 Maintenance of Grounds	444,271	123,954	568,225	352,912	921,137	717,270
5.56 Utilities	-	-	-	2,915,287	2,915,287	2,986,860
Total Function 5	9,074,099	2,672,239	11,746,338	6,621,599	18,367,937	17,063,748
7 Transportation and Housing						
7.41 Transportation and Housing Administration	-	-	-	2,500	2,500	2,500
7.70 Student Transportation	-	-	-	623,358	623,358	608,746
7.73 Housing	-	-	-	-	-	-
Total Function 7	-	-	-	625,858	625,858	611,246
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	134,409,963	33,989,365	168,399,328	16,467,450	184,866,778	172,961,397

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

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2023

	2023 Amended Annual Budget	2023 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	24,830,734	19,305,431
Other Revenue	5,781,339	4,580,000
Total Revenue	30,612,073	23,885,431
Expenses		
Instruction	29,846,551	23,203,915
District Administration	9,000	
Operations and Maintenance	410,631	347,274
Transportation and Housing	88,494	
Total Expense	30,354,676	23,551,189
Net Revenue (Expense)	257,397	334,242
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(257,397)	(334,242)
Total Net Transfers	(257,397)	(334,242)
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, 2023

	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	-	-	170,597	1,048,742	12,528	4,145	79,708	76,407	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	517,597	562,769			255,576	56,350	500,863	593,230	753,992
Other			170,597	5,348,742					
	517,597	562,769	170,597	5,348,742	255,576	56,350	500,863	593,230	753,992
Less: Allocated to Revenue	517,597	562,769	170,597	5,348,742	268,104	60,495	580,571	669,637	753,992
Deferred Revenue, end of year	-	-	170,597	1,048,742	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	517,597	562,769			268,104	60,495	580,571	669,637	753,992
Other Revenue			170,597	5,348,742					
	517,597	562,769	170,597	5,348,742	268,104	60,495	580,571	669,637	753,992
Expenses									
Salaries									
Teachers						18,481	181,362	25,433	
Principals and Vice Principals								32,566	196,048
Educational Assistants		468,968		40,000	189,648	3,000		354,474	
Support Staff	85,600			15,000					78,862
Other Professionals								60,200	
Substitutes				20,000		211	16,840	19,695	325,369
	85,600	468,968	-	75,000	189,648	21,692	198,202	492,368	600,279
Employee Benefits	24,400	93,801		15,000	66,352	5,058	46,628	130,580	134,713
Services and Supplies	194,408		170,597	5,238,742	12,104	33,745	328,741	46,689	19,000
	304,408	562,769	170,597	5,328,742	268,104	60,495	573,571	669,637	753,992
Net Revenue (Expense) before Interfund Transfers	213,189	-	-	20,000	-	-	7,000	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(213,189)			(20,000)			(7,000)		
	(213,189)	-	-	(20,000)	-	-	(7,000)	-	-
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, 2023

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School / Restart: Health & Safety Grant	Federal Safe Return to Class / Ventilation Fund	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	19,510	85,153	56	-	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	17,226,456	2,177,681	68,984	51,000	6,000			1,588,729	19,000
Other	17,226,456	2,177,681	68,984	51,000	6,000	-	-	1,588,729	19,000
Less: Allocated to Revenue	17,226,456	2,177,681	88,494	136,153	6,056	-	-	1,588,729	19,000
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	17,226,456	2,177,681	88,494	136,153	6,056			1,588,729	19,000
Other Revenue	17,226,456	2,177,681	88,494	136,153	6,056	-	-	1,588,729	19,000
Expenses									
Salaries									
Teachers	13,878,892	362,947							
Principals and Vice Principals									
Educational Assistants					1,650				
Support Staff									4,000
Other Professionals									
Substitutes		1,451,787		10,500	2,580				5,600
	13,878,892	1,814,734	-	10,500	4,230	-	-	-	9,600
Employee Benefits	3,347,564	362,947		2,500	600				2,400
Services and Supplies			88,494	123,153	1,226			1,577,729	7,000
	17,226,456	2,177,681	88,494	136,153	6,056	-	-	1,577,729	19,000
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	11,000	-
Interfund Transfers									
Tangible Capital Assets Purchased								(11,000)	
	-	-	-	-	-	-	-	(11,000)	-
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, 2023

	ECL Early Care & Learning	Youth Education Support Fund	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year	-	262,000	1,758,846
Add: Restricted Grants			
Provincial Grants - Ministry of Education and Child Care	175,000		24,553,227
Other			5,519,339
	175,000	-	30,072,566
Less: Allocated to Revenue	175,000	262,000	30,612,073
Deferred Revenue, end of year	-	-	1,219,339
Revenues			
Provincial Grants - Ministry of Education and Child Care	175,000		24,830,734
Other Revenue		262,000	5,781,339
	175,000	262,000	30,612,073
Expenses			
Salaries			
Teachers	50,800		14,517,915
Principals and Vice Principals			228,614
Educational Assistants			1,057,740
Support Staff			183,462
Other Professionals	75,000		135,200
Substitutes			1,852,582
	125,800	-	17,975,513
Employee Benefits	31,207		4,263,750
Services and Supplies	17,993	255,792	8,115,413
	175,000	255,792	30,354,676
Net Revenue (Expense) before Interfund Transfers	-	6,208	257,397
Interfund Transfers			
Tangible Capital Assets Purchased		(6,208)	(257,397)
	-	(6,208)	(257,397)
Net Revenue (Expense)	-	-	-

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

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2023

	2023 Amended Annual Budget			2023 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care			-	-
Other			-	-
Municipal Grants Spent on Sites			-	-
Federal Grants			-	-
Other Revenue			-	-
Rentals and Leases			-	-
Investment Income		469,307	469,307	68,915
Gain (Loss) on Disposal of Tangible Capital Assets			-	-
Amortization of Deferred Capital Revenue	6,678,220		6,678,220	6,587,082
District Entered			-	-
Total Revenue	6,678,220	469,307	7,147,527	6,655,997
Expenses				
Operations and Maintenance			-	-
Transportation and Housing			-	-
Amortization of Tangible Capital Assets				
Operations and Maintenance	10,589,718		10,589,718	10,587,050
Transportation and Housing			-	-
Write-off/down of Buildings and Sites			-	-
Debt Services				
Capital Lease Interest			-	-
Capital Loan Interest			-	-
District Entered			-	-
Total Expense	10,589,718	-	10,589,718	10,587,050
Net Revenue (Expense)	(3,911,498)	469,307	(3,442,191)	(3,931,053)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,288,856		1,288,856	702,895
Tangible Capital Assets - Work in Progress			-	-
Local Capital		2,151,549	2,151,549	1,020,440
Capital Lease Payment			-	-
Capital Loan Payment			-	-
District Entered			-	-
Total Net Transfers	1,288,856	2,151,549	3,440,405	1,723,335
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,934,526	(1,934,526)	-	-
Total Other Adjustments to Fund Balances	1,934,526	(1,934,526)	-	-
Budgeted Surplus (Deficit), for the year	(688,116)	686,330	(1,786)	(2,207,718)

School District No. 42 (Maple Ridge - Pitt Meadows)
Schedule of Operating Operations
Projections to June 30, 2023

	2022/23 Preliminary Budget	Actual to Dec 31, 2022	2022/23 Amended Budget	2022/23 Budget Change
	\$	\$	\$	\$
Operating Revenue by Source				
Grants				
Operating Provincial Grants - MECC	159,377,294	64,794,255	161,706,151	2,328,857
Local Education Agreement Recovery	(382,256)	(177,182)	(456,800)	(74,544)
Operating Other MECC Grants	2,575,946	667,276	9,119,435	6,543,489
Provincial Grants - Other	279,650	17,900	328,400	48,750
Federal Grants	266,315	97,953	279,657	13,342
Total Grants	162,116,949	65,400,202	170,976,843	8,859,894
Tuition	9,360,345	4,528,678	9,615,281	254,936
Other Revenue	582,288	373,818	577,458	(4,830)
Local Education Agreement - Direct Funding from First Nations	382,256	215,838	456,800	74,544
Rentals & Leases	849,095	402,511	750,750	(98,345)
Investment Income	362,866	747,066	1,197,224	834,358
Total Other Revenue	11,536,850	6,267,912	12,597,513	1,060,663
Total Operating Revenue	173,653,799	71,668,114	183,574,356	9,920,557
Operating Expense by Type				-
Salaries				-
Teachers	74,717,283	31,480,677	78,852,573	4,135,290
Principals and Vice Principals	8,706,616	4,317,163	8,747,223	40,607
Education Assistants	19,790,498	7,694,119	21,480,175	1,689,677
Support Staff	12,959,842	5,680,531	13,269,864	310,022
Other Professionals	5,307,515	2,726,373	5,927,101	619,586
Substitutes	5,267,961	2,306,189	6,133,027	865,066
Total Salaries	126,749,715	54,205,053	134,409,963	7,660,248
Employee Benefits	32,391,785	12,543,271	33,989,365	1,597,580
Total Salaries and Benefits	159,141,500	66,748,324	168,399,328	9,257,828
Services and Supplies				-
Services	5,600,593	3,687,151	7,315,053	1,714,460
Student Transportation	674,313	168,080	673,021	(1,292)
Professional Development	869,894	388,428	1,223,208	353,314
Rentals and Leases	2,000	-	2,000	-
Dues and Fees	141,708	137,609	152,749	11,041
Insurance	757,799	528,475	846,313	88,514
Supplies	3,235,465	1,423,649	3,794,518	559,053
Utilities	2,538,125	1,017,237	2,460,588	(77,537)
Total Services and Supplies	13,819,897	7,350,628	16,467,450	2,647,553
Operating Contingency Reserve			-	-
Total Operating Expenses	172,961,397	74,098,952	184,866,778	11,905,381
Interfund and Local Capital				-
Capital Assets Purchased	368,653	419,604	1,031,459	662,806
Transfer to Local Capital	1,020,440	1,081,441	2,151,549	1,131,109
Total Interfund and Local Capital	1,389,093	1,501,045	3,183,008	1,793,915
Total Expenses	174,350,490	75,599,997	188,049,786	13,699,296
Appropriated Surplus				-
Use of Prior Year Surplus or Reserves	696,691		4,475,430	3,778,739
Projected Operating Surplus/(Deficit)	-	(3,931,883)	-	-

School District No. 42 (Maple Ridge-Pitt Meadows)
Special Purpose Funds
As at December 31, 2022

	Annual Facilities Grant \$	Learning Improvement Fund \$	Scholarships and Bursaries \$	School Generated Funds \$	Strong Start \$	Ready, Set, Learn \$	OLEP \$	Community LINK \$	Classroom Enhancement Fund-Overhead \$	Classroom Enhancement Fund-Staffing \$	Classroom Enhancement Fund-Remedies \$	First Nation Student Transportation \$	Mental Health in Schools \$	Changing Results for Young Children \$	Early Learning & Child Care \$	Student & Family Affordability \$	Strengthening Early Years to K Transition \$	Youth Education Support Fund \$	Total \$
Deferred Revenue, beginning of year		-	170,597	1,048,742	12,528	4,145	79,708	76,407	-	-	-	19,510	85,153	56	-			262,000	1,758,846
Add: Restricted Grants																			
Provincial Grants - MECC	517,597	216,992			179,200	39,445	427,104	230,972	290,724	6,545,967	-	68,984	51,000	6,000	87,500	1,588,729	19,000		10,269,214
Provincial Grants - MOE Recoveries																			
Other			21,413	1,869,515														88,519	1,979,448
Investment Income			-																-
	517,597	216,992	21,413	1,869,515	179,200	39,445	427,104	230,972	290,724	6,545,967	-	68,984	51,000	6,000	87,500	1,588,729	19,000	88,519	12,248,662
Less: Allocated to Revenue	130,261	202,197	2,000	1,410,393	111,243	10,881	115,051	220,903	296,196	6,628,424	5,806	-	31,165	1,692	36,973	116,425	1,611	104,522	9,425,743
Deferred Revenue, end of year	387,336	14,795	190,010	1,507,864	80,485	32,709	391,761	86,476	(5,472)	(82,457)	(5,806)	88,494	104,988	4,364	50,527	1,472,304	17,389	245,997	4,581,765
Revenues																			
Provincial Grants - MECC	130,261	202,197			111,243	10,881	115,051	220,903	296,196	6,628,424	5,806	-	31,165	1,692	36,973	116,425	1,611		7,908,828
Other			2,000	1,410,393														104,522	1,516,915
Investment Income																			-
	130,261	202,197	2,000	1,410,393	111,243	10,881	115,051	220,903	296,196	6,628,424	5,806	-	31,165	1,692	36,973	116,425	1,611	104,522	9,425,743
Expenses																			
Salaries																			
Teachers						7,434	36,772	10,496	-	5,468,091	4,445	-	-	-	20,476	-	-	-	5,547,714
Principals and Vice Principals								16,285	93,739			-	-	-	-	-	-	-	110,024
Educational Assistants	-	155,418		8,436	78,094	125		126,952	-	-	-	-	-	265	-	-	-	-	369,290
Support Staff	24,140			413	-			-	34,591		433	-	-	-	-	-	645	325	60,547
Other Professionals								17,404	-			-	-	-	9,430	-	-	-	26,834
Substitutes	-			2,092	132	423	6,648		111,393	3,717		-	4,986	427	-	-	-	-	129,818
	24,140	155,418	-	10,941	78,226	7,982	43,420	171,137	239,723	5,471,808	4,878	-	4,986	692	29,906	-	645	325	6,244,227
Employee Benefits	4,332	46,780		1,586	28,830	1,521	8,347	44,131	47,487	1,156,616	928	-	361	87	6,859	-	2	48	1,347,915
Services and Supplies	79,328		2,000	1,387,690	4,188	1,378	59,553	5,635	8,987		-	-	25,819	912	207	115,958	965	91,857	1,784,477
	107,800	202,197	2,000	1,400,217	111,243	10,881	111,321	220,903	296,196	6,628,424	5,806	-	31,165	1,692	36,973	115,958	1,611	92,229	9,376,616
Net Revenue (Expense) before Interfund Transfers	22,461	-	-	10,176	-	-	3,730	-	-	-	-	-	-	-	-	467	-	12,293	49,127
Interfund Transfers																			
Tangible Capital Assets Purchased	(22,461)			(10,176)			(3,730)		-		-	-	-	-	-	(467)	-	(12,293)	(49,127)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

School District No. 42 (Maple Ridge-Pitt Meadows)
Schedule of Capital Operations
As at December 31, 2022

	2023	2022-23 Actual		
	Amended	Invested in Tangible	Local	Fund
	Budget	Capital Assets	Capital	Balance
	\$	\$	\$	\$
Revenues				
Provincial Grants - MECC				-
School Site Acquisition Fees Spent on Sites				-
Other Revenue			53,722	53,722
Investment Income	469,307		-	-
Amortization of Deferred Capital Revenue	6,678,220	3,310,438		3,310,438
Total Revenue	7,147,527	3,310,438	53,722	3,364,160
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	10,589,718	5,217,758		5,217,758
Total Expense	10,589,718	5,217,758		5,217,758
Capital Surplus (Deficit) for the year	(3,442,191)	(1,907,320)	53,722	(1,853,598)
Net Transfers (to) from other funds				
Tangible Capital Assets purchased	1,288,856	468,731		468,731
Local Capital	2,151,549		1,081,441	1,081,441
Total Net Transfers	3,440,405	468,731	1,081,441	1,550,172
Other Adjustments to Fund Balances				
Tangible Capital Assets purchased from Local Capital		447,882	(447,882)	-
Tangible Capital Assets WIP purchased from Local Capital		282,745	(282,745)	-
Total Other Adjustments to Fund Balances		730,627	(730,627)	-
Total Capital Surplus (Deficit) for the period	<u>(1,786)</u>	(707,963)	404,536	(303,426)
Capital Surplus (Deficit), beginning of year		82,815,065	6,456,641	89,271,706
Asset Retirement Obligation Prior Period Adjustment		(2,176,703)		(2,176,703)
Capital Surplus (Deficit), beginning of year, as restated		<u>80,638,362</u>	<u>6,456,641</u>	<u>87,095,003</u>
Capital Surplus (Deficit), end of period		<u>79,930,399</u>	<u>6,861,177</u>	<u>86,791,577</u>

To: **Board of Education**

From: Finance Committee of the Whole

Re: **COMMUNITY AND COMMERCIAL
USE OF SCHOOL FACILITIES**

Date: March 1, 2023
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

At the recommendation of the Finance Committee of the Whole, the rental rates for 2023/24 are presented to the Board for approval.

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

In accordance with Board procedure [10400.1 Rental Fees](#), full cost recovery rental rates are based on budgeted facilities operations and maintenance annual costs for regular hours of operations (6:00 a.m. to 4:00 p.m.; 10 months/year) plus estimated deferred maintenance costs. The rental rates are calculated based on either the full cost recovery per square meter per hour or market rates. Market rental rates are determined by conducting a market analysis on an annual basis.

RENTAL RATES FOR 2023/24:

Hourly Rental Rates

Effective July 1, 2023, Cost Recovery, NPO and NPO Preferred rates are proposed to increase by 3.3% from 9.10 to 9.40 cents per sqm per hour, based on this year's cost recovery calculations prepared in accordance with Board procedure 10400.1 Rental Fees. Private and Commercial rates are proposed to be increased to reflect the average rate computed in this year's market analysis for each space category. The overall increases across space categories for Private and Commercial averages 16% compared to the existing rates for 2022/23.

The proposed hourly rental rates for 2023/24 are summarized in the following tables. The categories listed are defined in Board procedure 10400.1 Rental Fees.

Category	Rental Rate	2023/24 Hourly Rental Rate per sqm
Cost Recovery	Full cost recovery	9.40 cents
NPO – Preferred	Full cost recovery	9.40 cents
NPO	Full cost recovery + 20%	11.28 cents
Private	Market Rate – 20%	Average of 28 cents
Commercial	Market Rate	Average of 34 cents
Licensed Child Care	Full cost recovery	9.40 cents
School Use	No Charge	

Category	Regular Classroom	Large Classroom	Multipurpose Room	Library	Small Gym	Large Gym
Space Size	80 sqm	100 sqm	151 sqm	180 sqm	375 sqm	750 sqm
Cost Recovery	\$7.52	\$9.40	\$14.19	\$16.92	\$35.25	\$70.50
NPO Preferred	\$7.52	\$9.40	\$14.19	\$16.92	\$35.25	\$70.50
NPO	\$9.02	\$11.28	\$17.03	\$20.30	\$42.30	\$84.60
Private	\$28.08	\$35.10	\$44.85	\$51.38	\$73.56	\$130.71
Commercial	\$35.10	\$43.88	\$56.06	\$64.22	\$91.95	\$163.39

Daily Rental Rates for Filming

The City of Maple Ridge offers a film liaison service that provides film production companies a "one-stop shop" for all their location scouting, permits and licenses. The school district is leveraging this service when advertising school properties to the movie industry.

To ensure that rental rates for filming in our school district remain competitive, a review of rental rates for filming on school property was completed and the following changes are proposed to the current daily rental rates included in the following table.

Category for Filming	2023/24 Daily Rate	2022/23 Daily Rate	Change in Daily Rate
Prep Day	\$ 1,300.00	\$ 1,150.00	\$ 150.00
Film Day Interior	\$ 2,500.00	\$ 2,300.00	\$ 200.00
Film Day Exterior	\$ 1,700.00	\$ 1,700.00	\$ -
Parking	\$ 475.00	\$ 425.00	\$ 50.00

The Secretary Treasurer is authorized to negotiate lower rates for long term filming contracts. The discounts negotiated will apply for contracts that are longer than 10 days and the discount shall not exceed 10% or board approved rental rates.

The host schools will continue to receive 20% of net rental revenue (i.e. revenue after full recovery of costs).

RECOMMENDATION:

THAT the Board approve the rental rates for 2023/24.



ITEM 7

To: **Board of Education**

From: Superintendent
Harry Dhillon

Re: **SUPERINTENDENT'S UPDATE**

Date: March 1, 2023
(Public Board Meeting)

Information

RECOMMENDATION:

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

**ITEM 8**

To: **Board of Education**

From: Trustee
Mike Murray

Re: **MOTION TO BC SCHOOL TRUSTEES**
ASSOCIATION – EQUITABLE
FUNDING

Date: March 1, 2023
(Public Board Meeting)

Decision

BACKGROUND/RATIONALE:

At the February 15, 2023, Public Board Meeting, the Board approved the following motion for consideration at the upcoming BC School Trustees Association Annual General Meeting:

“That the BCSTA advocate to the Ministry of Education and Child Care for the implementation of an equitable distribution of Community LINK and Equity of Opportunity funding to all school districts in the province”.

It is proposed that the approved motion be amended by adding at the end of the motion “ensuring no school district will lose funding”.

This amendment clarifies our intention to see an eligible distribution of funding without any reduction of services to students in the province.

RECOMMENDATION:

THAT the Board approve the following amended motion for submission to BCSTA:

“THAT the BCSTA advocate to the Ministry of Education and Child Care for the implementation of an equitable distribution of Community Link and Equity of Opportunity funding to all school districts in the province ensuring no school district will lose funding.”

To: **Board of Education**

From: Trustee Mike Murray
Trustee Gabe Liosis

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

Date: March 1, 2023
(Public Board Meeting)

Information

Date of meeting:

February 24, 2023 - February 25, 2023

Items discussed:

BCSTA Board of Directors By-Election – Vice President

- Interim Vice President Tracey Loffler (SD75–Mission) was nominated for *Vice President* and was elected by acclamation. She will serve as Vice President until the BCSTA AGM on April 27, 2023.
- Due to the vacancy on the Board of Directors created by Vice President Loffler's ascension to the Vice Presidency, there was an election held amongst Provincial Councillors to elect a Provincial Councillor to the vacant *Director* position.
- Allison Watson (SD62–Sooke) was nominated for the position of *Director* and was elected by acclamation. She will serve as *Director* until the BCSTA AGM on April 27, 2023.



President's Report

- [The 2022-2025 BCSTA Strategic Plan](#) has been approved by the BCSTA Board of Directors, and focuses on three main areas: (1) improving student outcomes, (2) improving Indigenous relations and reconciliation, and (3) Equity and inclusion.

BCSTA Draft 2023/24 Budget

- The BCSTA Finance Committee presented the Draft BCSTA 2023/24 Budget (See **Appendix A**) for Provincial Council consultation before it is formally adopted at the BCSTA AGM ON April 26, 2023.

- Boards are encouraged to send comments and feedback on the draft budget to the Finance & Audit Committee prior to March 15, 2023 by email to Elaine Teng, Director of Finance, eteng@bcsta.ca.

Emergent Motions Approved by Provincial Council

Continue Funding the Student and Family Affordability Fund.

- **Motion:** *THAT the BCSTA request the Ministry of Education & Child Care continue the Student and Family Affordability Fund as an annual targeted fund, provided to school districts beyond June 30, 2023.*

AND; THAT the permitted uses of this Fund be made less restrictive, to better be able to serve students and families in need, including the possibility of providing or subsidizing transportation.

AND; THAT a portion of this Fund be permitted to be used to cover the costs of administering the funds.

AND; THAT the funds be made available to School Districts prior to the start of the school year.

- The motion was carried by a vote of 96.6%.

Funding for Exempt Staff Compensation

- **Motion:** *THAT the BCSTA request the provincial government fully fund exempt staff compensation based on the new salary grids published by BCPSEA.*
- The motion was carried by a vote of 98.2%.

Items referred to Boards of Education:

Draft BCSTA 2023/2024 Budget

- Boards are encouraged to send comments and feedback on the draft budget to the Finance & Audit Committee prior to March 15, 2023 by email to Elaine Teng, Director of Finance, eteng@bcsta.ca.



British Columbia
School Trustees
Association

BCSTA 2023/2024 Budget

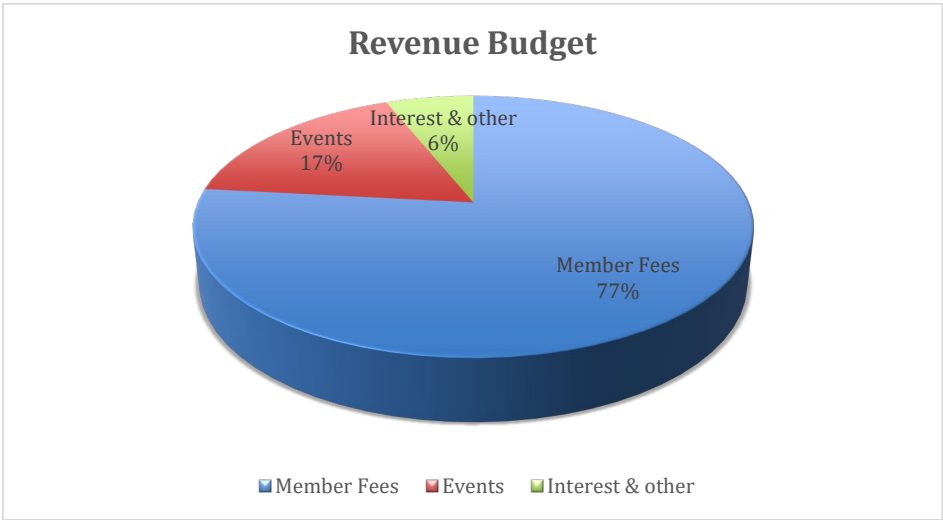
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BCSTA 2023/2024 Budget

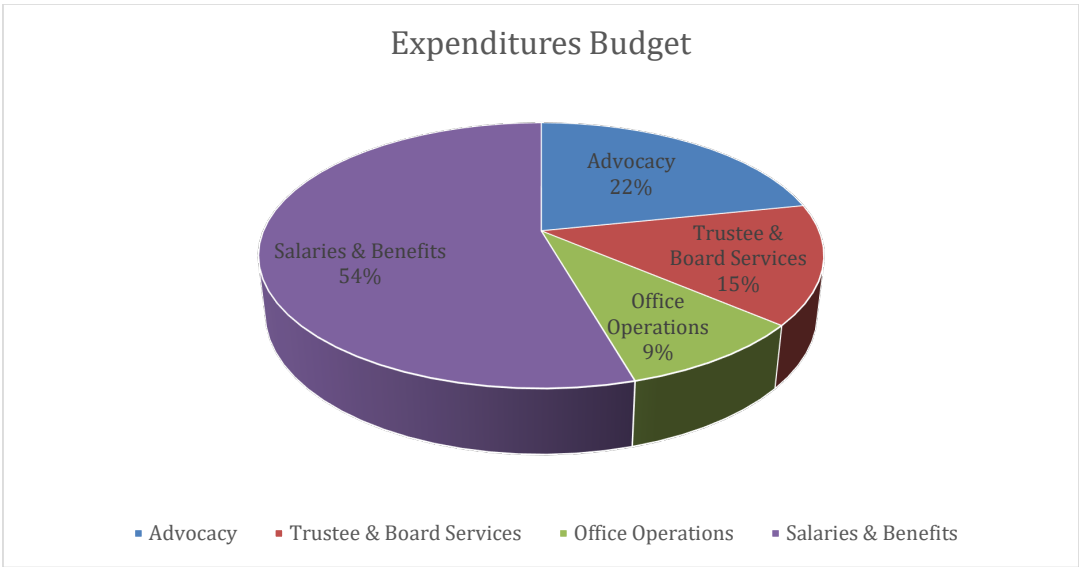
Budget Overview

The Finance & Audit Committee is proposing a balanced operating budget of \$2,955,000 for the fiscal year 2023/2024 that includes an inflationary member fee increase of 2.14%, equivalent to \$47,661. The inflationary member fee increase will be fully funded from the 2021/2022 year-end surplus per the February 2017 Provincial Council directive. The additional \$15,739 increase in fees for individual boards of education results from an increase of 11,020 FTE students.

The Association estimates to receive 77% of its revenue from member fees, 17% from events registration fees, and 6% from interest and other sources.



The operating budget for 2023/2024 will be allocated to salaries and benefits (54%), advocacy (22%), trustee and board services (15%) and office operations (9%).



BCSTA 2023/2024 Budget

Budget Considerations

BCSTA expects 2023/2024 will present challenges brought about by the current global economic landscape. Record high inflation and surging commodity prices will pose potential concerns for the upcoming year if these economic conditions persist.

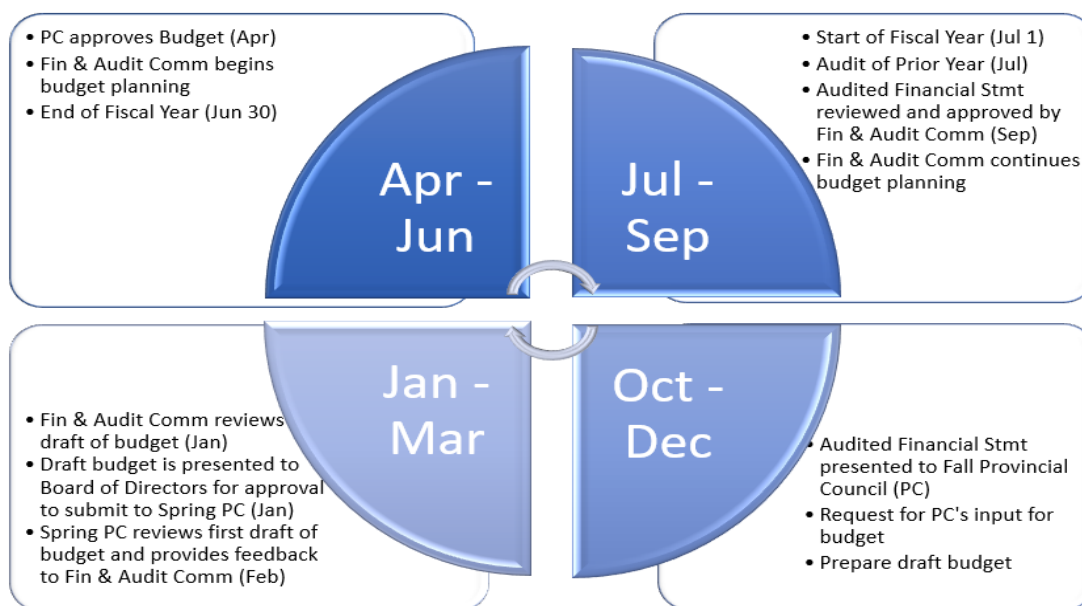
Despite these challenges, BCSTA remains committed to maximizing the delivery of quality services within the constraints presented. The Finance & Audit Committee acknowledges that member boards face similar budget challenges and will strive to minimize fee increases amid rising cost pressures.

After considering various economic scenarios, resource-allocation decisions are made to build flexibility into budgets to counter uncertainty. The operating budget was drafted based on assumptions made from information available as of December 2022; FTE student enrollment numbers as of September 30, 2022, used to build the draft budget, were based on data provided by the Ministry of Education and Child Care. The Committee will continue to update the budget as relevant information becomes available.

Budget Cycle

Following BCSTA's budget cycle, at the December 2022 Provincial Council meeting, the Finance & Audit Committee reviewed several factors that are expected to impact BCSTA's 2023/2024 operating budget. These factors have been updated, where applicable, based on additional information. The first budget draft will be presented to the February 2023 Provincial Council for review and receipt. The April 2023 Provincial Council will approve and adopt the budget.

BUDGET CYCLE



BCSTA 2023/2024 Budget

TOTAL REVENUE AND EXPENDITURE SUMMARY

TOTAL REVENUE

(All amounts are in thousands of dollars)

Item	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Member Fees	2,143	2,211	2,275	+ 64
AGM	224	234	255	+ 21
Interest	73	79	165	+ 86
Academy	222	315	246	- 69
Grant Administration	14	14	14	-
Total	2,676	2,853	2,955	+ 102

TOTAL EXPENDITURES

(All amounts are in thousands of dollars)

Item	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Core Services – Advocacy	599	566	642	+ 76
Core Services – Trustee & Board Services	376	432	430	- 2
Office Operations	298	287	274	- 13
Salaries & Benefits	1,403	1,568	1,609	+ 41
Total	2,676	2,853	2,955	+ 102

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GRANT ADMINISTRATION

(All amounts are in thousands of dollars)

Revenue	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Grants	10	30	40	+ 10
Contracts	14	14	14	-
Total	24	44	54	+ 10
Expenditures				
Grants	10	30	40	+ 10
Contracts	-	-	-	-
Total	10	30	40	+ 10
Net Contribution	14	14	14	-

BCSTA 2023/2024 Budget

I. CORE BUDGET - REVENUE

(All amounts are in thousands of dollars)

Item	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Member Fees	2,143	2,211	2,275	+ 64
AGM	224	234	255	+ 21
Interest	73	79	165	+ 86
Academy	222	315	246	- 69
Grant Administration	14	14	14	-
Total	2,676	2,853	2,955	+ 102

1. Member Fees

BCSTA Member Fees are based on student full-time equivalent (FTE) enrolment data as of September 30 each year. This data, which the Ministry of Education and Child Care provides, is used to calculate member fees for the following fiscal year based on fee formulas set by the Provincial Council in 1995 and updated in 2001. Accordingly, FTE student enrollment numbers as of September 30, 2022, are used to calculate member fees for 2023/2024. As FTE student enrollment numbers increased by 11,020, member fees have also increased by \$15,739. This information is shown in Appendix II.

Following the February 2017 Provincial Council directive “that BCSTA member fees be increased each year by the amount of the most recent five-year average of the Vancouver Consumer Price Index (CPI) as of January 1 of each year”, member fees are increased by 2.14 percent for 2023/2024. This increase totals approximately \$47,661, as shown in Appendix II.

BCSTA *Member Fees* have therefore increased a total of \$64,000 in 2023/2024:

Member fee increase resulting from increased FTE students	\$ 16,000
Inflationary member fee increase	48,000
Total member fee increase	<u>\$ 64,000</u>

All 60 boards of education are members of BCSTA in the 2022/2023 fiscal year, and it is anticipated that BCSTA will also have full membership in 2023/2024. If there are any member board withdrawals in 2023/2024, member equity may be used to fund the resulting loss of fee revenue.

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Member Equity

The February 2017 Provincial Council also directed that annual inflationary member fee increases be supported by any unbudgeted year-end surplus arising in the fiscal year preceding the adoption of BCSTA's yearly budget. As BCSTA's 2021/2022 fiscal year ended with a surplus of approximately \$213,909, the 2023/2024 inflationary member fee increase of \$47,661 will be fully funded.

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

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

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

2. AGM

The AGM revenue budget line is increased by \$21,000, including a grant allocation of \$20,000. Compared to the prior year's budget, the grant funds allocated to AGM for 2023/2024 have been increased from \$10,000 to \$20,000 to minimize raising registration fees. Although BCSTA has signed multiple-year contracts with conference hotels to reduce event costs, meal costs have continued to rise.

3. Interest Revenue

With the current economic volatility, it is difficult to predict if the recent rise in interest rates will continue. The 2023/2024 budget includes a projected increase in interest revenue of \$86,000, assuming 3.5% as the average short-term interest rate.

4. Academy

For 2023/2024, the Academy revenue has been reduced by \$69,000 to reflect the elimination of additional revenues from the New Trustee Orientation and an anticipated slight decrease in attendance. Based on historical data, attendance for the Academy is expected to be slightly less following the year after the election. BCSTA typically only hosts an additional orientation for new trustees during an election year.

5. Grant Administration

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

The Finance & Audit Committee and Board of Directors are mindful of the importance of making impactful use of grant funds received by the Association within the parameters

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restricting the use of those funds. Following restrictions placed on individual grants received, these funds have been used to undertake specific projects, including:

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

Although BCSTA tries to minimize its reliance on the use of government grants to support its annual operating budgets, it is recommended to allocate \$40,000 of the Ministry of Education Student Achievement grants funds to partially offset the costs of speakers for the AGM and Academy. Otherwise, registration fees will have to be increased significantly to support rising event costs. The grant funds have been included in the following budget lines for 2023/2024 as follows:

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

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II. CORE BUDGET EXPENDITURES – ADVOCACY

(All amounts are in thousands of dollars)

Item	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Advocacy Services	71	71	71	-
CSBA	46	46	48	+ 2
AGM	211	221	245	+ 24
Provincial Council	98	58	104	+ 46
Board of Directors	100	102	106	+ 4
Finance & Audit Committee	10	5	2	- 3
Professional Learning Committee	18	18	18	-
Indigenous Education Committee	26	26	26	-
Legislative Committee	2	2	5	+ 3
Branch Support	17	17	17	-
Total	599	566	642	+ 76

6. Advocacy Services

No change to this budget line is projected for 2023/2024.

7. CSBA

This budget line has been slightly increased by \$2,000 for 2023/2024 to reflect an increase in travel costs for meetings.

8. AGM

The AGM expenditures will require an increase of \$24,000 to reflect projected increases in meal costs.

9. Provincial Council

There is a significant budgeted increase of \$46,000 in Provincial Council costs for 2023/2024, assuming both the fall and spring meetings revert to in-person.

10. Board of Directors

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

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:

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

Recommended Board of Directors honouraria increases for 2023/2024 are:

President:	\$ 20,410	to	\$ 20,847/year	= \$437/year
Vice-President:	\$ 9,013	to	\$ 9,206/year	= \$193/year
Director:	\$ 6,439	to	\$ 6,577/year	= \$138/year

The Board of Directors budget line is increased by \$4,000 in 2023/2024 to include the increase in honouraria and the anticipated increase in travel costs for meetings.

11. Standing Committees and Branch Support

To reduce meeting costs, committees such as the Legislative Committee and Finance & Audit Committee utilize online meeting formats wherever feasible. However, based on previous experience, it would be more efficient for the Legislative Committee to meet in person to prepare for the Annual General Meeting. Therefore, for 2023/2024, \$3,000 has been reallocated from the Finance & Audit Committee budget line to the Legislative Committee.

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III. CORE BUDGET EXPENDITURES – TRUSTEE AND BOARD SERVICES

(All amounts are in thousands of dollars)

Item	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Academy	205	261	221	- 40
In-District/Pro-D Services	45	45	45	-
Board Chairs' Meeting	28	28	28	-
Communications/Publications	25	25	22	- 3
Legal Counsel	73	73	114	+ 41
Total	376	432	430	- 2

12. Academy

A projected net decrease of \$40,000 in the Academy budget reflects the deduction of the costs associated with the New Trustee academy and is offset by an increase in meal costs.

13. In-District/Professional Development Services

No change to this budget line is projected for 2023/2024.

14. Board Chairs' Meeting

No change to this budget line is projected for 2023/2024.

15. Communications/Publications

An anticipated cost savings of \$3,000 is projected for this budget line for 2023/2024 due to the elimination of the datebooks.

16. Legal Counsel

Legal counsel expenses have been increased by \$41,000 for 2023/2024 to reflect legal fee price increases and increases in cases referred to external law firms with the elimination of an in-house BCSTA legal counsel. The additional costs of legal counsel are expected to be less than the cost of an in-house legal counsel staff resulting in net savings overall. The volume of legal assistance requests varies annually; therefore, this budget line will be adjusted accordingly depending on the size of the budget variance.

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IV. OFFICE EXPENDITURES

(All amounts are in thousands of dollars)

Item	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Building	136	140	140	-
Equipment Maintenance	67	61	51	- 10
Office Administration	19	17	17	-
Financial	54	44	44	-
Depreciation	22	25	22	- 3
Total	298	287	274	- 13

17. Building

BCSTA's current lease agreement with SD39 (Vancouver), which came into effect on September 1, 2019, for nine years, has several lease rate increases to be applied during the lease term. The next increase takes effect on September 1, 2024. Therefore no change to this budget line is expected for 2023/2024.

18. Equipment Maintenance

The Equipment Maintenance budget line is reduced by \$10,000 to reflect cost savings resulting from decreased maintenance costs for the backup systems after switching to a more cost-efficient system and vendor.

19. Office Administration

No change to this budget line is projected for 2023/2024.

20. Financial

Included in the Financial budget line are BCSTA's annual audit fees. BCSTA typically undertakes a five-year contract with its audit firms, and 2022/2023 will be the final year for the current audit firm. The Finance & Audit Committee will have to conduct a review of potential audit firms commencing in 2023/2024. Since this budget line was already increased previously to account for inflationary increases in audit fees, no adjustments are anticipated for 2023/2024.

21. Depreciation

The Depreciation budget line is affected by BCSTA's capital asset purchases. These assets are replaced as needed when the equipment becomes obsolete or problematic.

A decrease of \$3,000 to the Depreciation budget line is anticipated in 2023/2024.

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This budget line will be affected in 2023/2024 by the following capital asset transactions:

- 2017/2018 leasehold improvements:
These leasehold improvements have an estimated useful life of 10 years and will be fully depreciated in 2027/2028.
- 2019/2020 photocopier replacement:
BCSTA's photocopier has an estimated useful life of five years and will be fully depreciated in 2024/2025.
- 2020/2021 furniture replacement:
BCSTA's office chairs were replaced in 2020/2021 with an estimated useful life of 10 years; these chairs will be fully depreciated in 2030/2031.
- 2020/2021 cell phone refresh:
BCSTA's cell phones have an estimated useful life of three years and will be fully depreciated in 2023/2024.
- 2021/2022 server and server software replacement
The estimated life for this server replacement has been adjusted to match 2022/2023's completion of the server upgrade and will be fully depreciated in 2027/2028.
- 2021/2022 leasehold improvements:
These leasehold improvements include new office space to facilitate the restructuring of BCSTA staff roles in 2021/2022. The leasehold improvement will have an estimated useful life of six years and will be fully depreciated in 2027/28, the end of BCSTA's current lease term.
- 2022/2023 server and server software replacement
There was a delay in receiving the supplies for the server upgrade, so the upgrade was not completed until 2022/2023. BCSTA's new server has an estimated useful life of five years and will be fully depreciated in 2027/2028.
- 2022/2023 replacement of workstations:
With an estimated useful life of five years, these assets will be fully depreciated in 2027/2028.
- 2022/2023 intranet software development:
With an estimated useful life of five years, these assets will be fully depreciated in 2027/2028.

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- 2022/2023 leasehold improvements:
Installing a fob key access to BCSTA's office was cancelled; some funds were repurposed to repaint the office and fix the kitchen. These leasehold improvements will have an estimated useful life of five years and will be fully depreciated in 2027/28, coinciding with the end of BCSTA's current lease term.

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V. SALARIES AND BENEFITS

(All amounts are in thousands of dollars)

Item	Budget 2021/22	Budget 2022/23	Budget 2023/24	Dollar Change
Total Salaries/Benefits	1,403	1,568	1,609	+ 41

22. Salaries and Benefits

The Salaries and Benefits budget line is increased by \$41,000 to accommodate the projected changes as follows:

- In accordance with the BCSTA's Employment Policy Handbook, staff salary grid increases have been tied historically to teacher salary negotiations. The most recent teachers' collective agreement was finalized and came into effect on July 1, 2022.
 - Based on Year 2 of the new collective agreement, a general salary grid increase of 5.5% and an adjustment of 0.30% to the top step of all grids were applied. The salary grid increase for 2023/2024 is estimated to be approximately \$68,000. Even though the new collective agreement also includes up to an additional 1.25% cost of living adjustment, which is approximately \$16,500, the actual costs are subject to specific criteria and not yet confirmed; therefore, it is not included in the 2023/2024 budget. Any additional increases to the salary due to the cost of living adjustment can be funded by prior years' surplus, if necessary, subject to the Board of Directors' approval.
 - Movement on the staff salary grid and increases in employee benefits is estimated to be \$40,000.
- Staffing restructuring resulting in a net decrease of 0.5 FTE, has also impacted the budget:
 - During the fiscal year 2022/2023, the Administrative Assistant position (1.0 FTE) was restructured with a part-time Executive Administrator position (0.86 FTE). Although the Executive Administrator position is at a reduced FTE, this position has additional responsibilities.
 - BCSTA's legal counsel position has been vacant since the summer of 2021 when the previous staff member went on maternity leave and subsequently resigned.
 - To ensure member boards continued to receive support on legal matters, BCSTA negotiated a temporary secondment contract with one of our external law firms.
 - With the addition of the Director, Human Resources and Labour Relations last year, many of the committees and responsibilities assigned to the legal

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position were reassigned to the director. These include representing BCSTA at provincial committees (e.g. Coordinated Legal & Arbitration Support Services - CLASS, School Protection Plan - SPP, Anti-Racism K-12 Collaborative). The new director is also supporting the work of the Legislative Committee, Child Care Working Group, as well as internal matters related to human resources and labour relations (e.g. performance reviews, employment policy reviews/updates).

- The Board of Directors acknowledged it is more cost-efficient and would better serve our member boards to continue enlisting one of our external law firms to support BCSTA's legal department instead of hiring a legal counsel staff.
 - External support has been timely and thorough, and received positive feedback from member boards.
- The Board of Directors supported using the savings from not hiring a legal counsel staff person to be partially reallocated towards hiring a 0.60 FTE staff to join the communications department to increase the capacity for BCSTA's advocacy work and address the increased workload of the communications department.

Budget Impact Summary

With the current inflation rates, BCSTA is anticipating facing cost pressures from several budget lines in 2023/2024, summarized as follows:

- Costs for CSBA have been adjusted slightly by an additional \$2,000 to reflect increased travel costs.
- Due to the rising cost of meals, AGM expenses have increased by \$24,000.
- The Provincial Council budget line is projected to increase by \$46,000 as meetings revert to in-person.
- The Board of Directors budget has increased by approximately \$4,000 due to increased honouraria and travel expenses.
- Legal Counsel expenses are expected to increase by approximately \$41,000 mainly due to the anticipated increase in legal fees without an in-house legal counsel staff.
- The Salaries/Benefits budget line has been adjusted with a net increase of \$41,000 due to increases stipulated by the BCSTA's Employment Policy Handbook, movement on the staff salary grid, increases in employee benefits and changes to BCSTA's staff complement.

To help offset some of the cost pressures mentioned above, adjustments have been made to certain budget lines as follows:

- Interest revenues for 2023/2024 are projected to increase by \$86,000 due to improved interest rates on short-term investments.
- A total of \$40,000 of government grants have been allocated to AGM and Academy to offset speaker costs and avoid increasing registration fees significantly.
- Academy expenses are decreased by \$40,000 without the New Trustee Orientation.
- Cost savings of \$3,000 and \$13,000 are also anticipated under the Communications and Office Operations expenses, respectively.

APPENDIX I

BCSTA Categories and Fee Formulas

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

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

Using these ranges, the following fee formulas were calculated:

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

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

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

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

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

APPENDIX II

2023/2024 BCSTA MEMBER FEES (Annual Inflationary Member Fee Increase of 2.14%)

No.	School District	Total FTE Pupils Sep 30/21	Total FTE Pupils Sep 30/22	FTE Difference - Increase/ (Decrease)	Category	2022/2023 Fees (2.05% Incr.)	2023/2024 Fees (0% Incr.)	Fee increase / (decrease) due to FTE Changes	Annual Inflationary Fee Increase 2.14%	Total 2023/2024 Member Fees
5	Southwest Kootenay	5,787.63	5,876.50	88.88	2	37,541.04	37,701.54	160.50	806.81	38,508.35
6	Rocky Mountain	3,467.06	3,490.13	23.06	1	29,578.77	29,753.99	175.22	636.74	30,390.73
8	Kootenay Lake	4,713.13	4,732.56	19.44	2	35,600.56	35,635.67	35.11	762.60	36,398.27
10	Arrow Lakes	531.75	518.85	(12.91)	1	7,278.14	7,180.08	(98.06)	153.65	7,333.73
19	Revelstoke	1,045.13	1,072.06	26.94	1	11,178.42	11,383.08	204.66	243.60	11,626.68
20	Kootenay-Columbia	4,083.69	4,103.00	19.31	2	34,463.85	34,498.72	34.87	738.27	35,236.99
22	Vernon	8,672.31	8,738.00	65.69	2	42,750.59	42,869.22	118.63	917.40	43,786.62
23	Central Okanagan	23,910.69	24,220.50	309.81	3	68,751.48	69,264.68	513.20	1,482.26	70,746.94
27	Cariboo-Chilcotin	4,641.81	4,691.88	50.06	2	35,471.78	35,562.19	90.41	761.03	36,323.22
28	Quesnel	2,943.50	2,977.88	34.38	1	25,601.08	25,862.24	261.16	553.45	26,415.69
33	Chilliwack	14,479.56	14,749.50	269.94	3	53,129.05	53,576.19	447.14	1,146.53	54,722.72
34	Abbotsford	19,483.00	19,624.88	141.88	3	61,417.12	61,652.13	235.01	1,319.36	62,971.49
35	Langley	22,048.06	23,152.25	1,104.19	3	65,666.08	67,495.15	1,829.07	1,444.40	68,939.55
36	Surrey	72,909.00	75,173.06	2,264.06	5	99,204.56	100,144.50	939.94	2,143.09	102,287.59
37	Delta	15,636.81	15,773.44	136.63	3	55,046.00	55,272.32	226.32	1,182.83	56,455.15
38	Richmond	20,227.14	20,989.19	762.05	3	62,649.77	63,912.08	1,262.31	1,367.72	65,279.80
39	Vancouver	47,948.06	49,018.81	1,070.75	4	88,796.94	89,243.40	446.46	1,909.81	91,153.21
40	New Westminster	6,720.75	7,077.94	357.19	2	39,226.20	39,871.26	645.06	853.24	40,724.50
41	Burnaby	24,024.66	25,218.81	1,194.16	3	68,940.27	70,918.36	1,978.09	1,517.65	72,436.01
42	Maple Ridge-Pitt Meadows	15,483.88	15,896.50	412.63	3	54,792.67	55,476.17	683.50	1,187.19	56,663.36
43	Coquitlam	31,147.38	31,574.75	427.38	4	81,791.79	81,969.98	178.19	1,754.16	83,724.14
44	North Vancouver	15,592.19	15,794.88	202.69	3	54,972.09	55,307.83	335.74	1,183.59	56,491.42
45	West Vancouver	6,950.75	7,021.88	71.13	2	39,641.57	39,770.01	128.44	851.08	40,621.09
46	Sunshine Coast	3,333.13	3,385.00	51.88	1	28,561.20	28,955.32	394.12	619.64	29,574.96
47	Powell River	2,910.38	3,031.19	120.81	1	25,349.41	26,267.27	917.86	562.12	26,829.39
48	Sea to Sky	5,303.88	5,262.31	(41.56)	2	36,667.42	36,592.36	(75.06)	783.08	37,375.44
49	Central Coast	206.69	224.31	17.63	1	4,808.50	4,942.41	133.91	105.77	5,048.18
50	Haida Gwaii	458.44	462.13	3.69	1	6,721.15	6,749.16	28.01	144.43	6,893.59
51	Boundary	1,298.50	1,299.50	1.00	1	13,103.40	13,111.00	7.60	280.58	13,391.58
52	Prince Rupert	1,817.81	1,817.25	(0.56)	1	17,048.82	17,044.54	(4.28)	364.75	17,409.29
53	Okanagan-Similkameen	2,352.63	2,382.56	29.94	1	21,111.98	21,339.43	227.45	456.66	21,796.09
54	Bulkley Valley	1,912.75	1,966.38	53.63	1	17,770.09	18,177.50	407.41	389.00	18,566.50
57	Prince George	13,023.06	13,150.50	127.44	3	50,716.39	50,927.49	211.10	1,089.85	52,017.34
58	Nicola-Similkameen	2,039.50	1,992.50	(47.00)	1	18,733.05	18,375.98	(357.07)	393.25	18,769.23
59	Peace River South	3,624.38	3,639.44	15.06	1	30,773.94	30,888.37	114.43	661.01	31,549.38
60	Peace River North	6,063.25	6,104.63	41.38	2	38,038.80	38,113.52	74.72	815.63	38,929.15
61	Greater Victoria	19,794.66	19,999.69	205.03	3	61,933.38	62,273.01	339.63	1,332.64	63,605.65
62	Sooke	11,956.31	12,618.88	662.56	3	48,949.34	50,046.87	1,097.53	1,071.00	51,117.87
63	Saanich	7,363.00	7,211.38	(151.63)	2	40,386.06	40,112.23	(273.83)	858.40	40,970.63
64	Gulf Islands	1,461.44	1,494.06	32.63	1	14,341.30	14,589.17	247.87	312.21	14,901.38
67	Okanagan Skaha	5,653.25	5,789.56	136.31	2	37,298.37	37,544.54	246.17	803.45	38,347.99
68	Nanaimo-Ladysmith	14,767.88	14,910.50	142.63	3	53,606.63	53,842.89	236.26	1,152.24	54,995.13
69	Qualicum	4,270.94	4,295.00	24.06	2	34,802.00	34,845.46	43.46	745.69	35,591.15
70	Alberni	3,894.88	3,929.81	34.94	1	32,829.03	33,094.46	265.43	708.22	33,802.68
71	Comox Valley	9,579.44	9,772.06	192.63	2	44,388.79	44,736.66	347.87	957.36	45,694.02
72	Campbell River	5,523.63	5,583.06	59.44	2	37,064.27	37,171.61	107.34	795.47	37,967.08
73	Kamloops/Thompson	15,354.00	15,582.94	228.94	3	54,577.53	54,956.76	379.23	1,176.07	56,132.83
74	Gold Trail	1,054.53	1,081.75	27.22	1	11,249.89	11,456.68	206.79	245.17	11,701.85
75	Mission	6,396.88	6,434.13	37.25	2	38,641.30	38,708.57	67.27	828.36	39,536.93
78	Fraser-Cascade	1,719.94	1,701.94	(18.00)	1	16,305.22	16,168.47	(136.75)	346.01	16,514.48
79	Cowichan Valley	8,330.36	8,434.25	103.90	2	42,133.04	42,320.67	187.63	905.66	43,226.33
81	Fort Nelson	671.13	630.19	(40.94)	1	8,337.01	8,025.99	(311.02)	171.76	8,197.75
82	Coast Mountains	4,053.13	4,151.44	98.31	2	34,408.65	34,586.20	177.55	740.14	35,326.34
83	N. Okanagan-Shuswap	6,773.56	6,789.06	15.50	2	39,321.58	39,349.57	27.99	842.08	40,191.65
84	Vancouver Island West	269.75	315.06	45.31	1	5,287.61	5,631.87	344.26	120.52	5,752.39
85	Van. Island North	1,264.19	1,270.00	5.81	1	12,842.73	12,886.88	44.15	275.78	13,162.66
87	Stikine	161.75	179.63	17.88	1	4,467.10	4,602.90	135.80	98.50	4,701.40
91	Nechako Lakes	3,594.50	3,468.50	(126.00)	1	30,546.96	29,589.70	(957.26)	633.22	30,222.92
92	Nisga'a	375.50	415.50	40.00	1	6,091.04	6,394.93	303.89	136.85	6,531.78
93	Francophone Ed. Auth.	6,428.38	6,262.38	(166.00)	2	38,698.19	38,398.41	(299.78)	821.73	39,220.14
TOTALS		557,505.28	568,525.66	11,020.38		2,211,401.02	2,227,139.64	15,738.62	47,660.79	2,274,800.43

*Note: As the inflationary member fee increase of 2.14 percent will be fully funded from the 2021/2022 year-end surplus, in accordance with Provincial Council resolution, this increase will not be included in 2023/2024 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 2023/2024 total fees: **113,740.02**

Minimum Fee per Provincial Council Resolution PC80/88:
0.2% of 2023/2024 total fees: **4,549.60**

Fee Formula for 2023/2024:

Category 1	((S6.1 x FTEs) + \$2,600) x 1.2721
Category 2	((S1.45 x FTEs) + \$21,750) x 1.2721
Category 3	((S1.33 x FTEs) + \$23,400) x 1.2721
Category 4	(\$0.3333 x FTEs) + \$55,000 x 1.2778
Category 5	(\$0.30 x FTEs) + \$57,500 x 1.2778



ITEM 10

To: **Board of Education**

From: Trustee
Hudson Campbell

Re: **DISTRICT PARENT ADVISORY
COUNCIL**

Date: March 1, 2023
(Public Board Meeting)

Information

Date of meeting: February 22, 2023

1. School district staff presented on school counselors, intervention and the Integrated Child and Youth teams.
2. Trustees provided reports on:
 - 2023/24 budget process
 - BC School Trustees Association Annual General Meeting motions and possible advocacy by the BC Confederation of Parent Advisory Councils
3. DPAC voted unanimously to support the letter of advocacy for the re-opening of the Youth Safe House in Maple Ridge submitted by Stop Overdose Ridge Meadows (STORM).

Date of next meeting: March 9, 2023



ITEM 11

To: **Board of Education**

From: Trustee
Hudson Campbell

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

Date: March 1, 2023
(Public Board Meeting)

Information

Date of meeting: February 16, 2023

New and Unfinished Business:

1. Welcome and introductions:

The committee is focusing on the following this year:

- Creating a low/no cost resource inventory
- Overhaul of the MACAI Awards
- Creation of an event in Maple Ridge celebrating the work of the committee

2. Chairperson and Vice Chairperson selection:

- Alex Ward was re-elected as Chairperson
- Hudson Campbell was elected Vice Chairperson

3. Draft Work Plan:

- Improved public transportation
- Improved sidewalks and roadways
- Celebrating diverse cultures and backgrounds

Date of next meeting: April 20, 2023

**ITEM 12**

To: **Board of Education**

From: Chairperson
Elaine Yamamoto

Re: **TRANSPORTATION ADVISORY**

Date: March 1, 2023
(Public Board Meeting)

Information

Date of meeting: February 22, 2023

Items discussed:

This was the first meeting of the Transportation Advisory Committee in the new term.

- Election of Chairperson (Jerry Kok) and Vice Chairperson (Chris O'Brien)
- Overview of work to date
- Meeting schedule was amended to avoid conflict with SD42 public board meeting
- The Draft Work Plan & Discussion Paper 3 can be found online in the February 22, 2023 meeting agenda:

<https://www.mapleridge.ca/AgendaCenter/ViewFile/Agenda/02222023-3965>

Draft Workplan priorities for this year will include:

- Parking Bylaw Update (off-street parking)
- School Safety Initiative Program
- Active Transportation Quick Implementation Plan

Transportation Plan themes include:

- Complete Communities
- Key Corridors
- Walking & Rolling
- Cycling
- Driving/Goods Movement
- New Mobility

The City of Maple Ridge noted that it will fund the HUB cycling education programs for 100% of grade 6 and grade 7 students. In reference to Translink consultations, it was suggested that where possible, bus schedules should consider the school day start and finish.

The June 28 meeting will focus on School Safety Initiatives. Staff will connect with the school district regarding recommendations for improved safety around schools.

Date of next meeting: May 10, 2023

**ITEM 13****To: Board of Education****From:** Secretary Treasurer
Flavia Coughlan**Re: QUESTION PERIOD****Date:** March 1, 2023
(Public Board Meeting)

Information

QUESTION PERIOD – *Question period will be restricted to questions only – statements and debate will not be permitted. Questions, with the exception of Trustee questions, will be limited to one question per person. Members of the public can submit questions for the board by emailing them to board@sd42.ca by no later than 5:30 pm on March 1, 2023. The email subject line should read: QUESTION PERIOD. All questions received before the start of the question period will be answered in the order they are received. This agenda item has a time limit of 10 minutes; extension is at the discretion of the board.*

**ITEM 14****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 18, 2023, Closed

Call to Order	Meeting called to order at 2:22 p.m.
Motion of Exclusion	Approved
Approval of Agenda	Approved as circulated
Approval of Minutes	Approved as circulated
Superintendent Decision Item	Approved as circulated
Superintendent Information Item	Received
Secretary Treasurer Information Items	Received
Motion to Extend	Approved
Trustee Reports	Received
Adjournment	Meeting adjourned at 4:41 p.m.

February 8, 2023, Special Closed

Call to Order	Meeting called to order at 9:05 a.m.
Motion of Exclusion	Approved
Approval of Agenda	Approved as circulated
Decision Item	Approved as circulated
Adjournment	Meeting adjourned at 9:22 a.m.