

ADMINISTRATIVE MEMORANDUM

Meeting Place:

Education Services Centre
2121 Lonsdale Avenue
Mountain View Room – 5th Floor
North Vancouver, British Columbia

Format and Date:

PUBLIC BOARD MEETING
Tuesday, May 23, 2023 at
6:30 pm

		Estimated Completion Time
A.	Call to Order	
A.1.	Acknowledgments	6:30 pm
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	6:30 pm
A.3.	Approval of Minutes (that the minutes of the Public Meeting of April 18, 2023 be approved as circulated)	6:35 pm
A.4.	Public Questions/Comments *	6:45 pm
B.	Action Items	
B.1.	School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2023/24	8:00 pm
B.2.	Trustee Stipend	8:15 pm
C.	Information and Proposals	
C.1.	Elementary School Fees for 2023/24	8:25 pm
C.2.	Land Management – Written Update	8:30 pm
C.3.	Tuesday, May 2, 2023, Standing Committee Meeting	8:35 pm
C.4.	Committee Reports – Written Update	8:40 pm
C.5.	Superintendent's Report	8:55 pm
C.6.	Report Out – British Columbia School Trustees Association and BC Public School Employers' Association	9:05 pm
C.7.	Trustees' Reports/Highlights	9:20 pm

* Additional Community Presentations or Delegations are welcomed with advanced notice - see [Policy 104: Board of Education - Meetings](#) and its [Administrative Procedures](#).



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PUBLIC BOARD MEETING
Tuesday, May 23, 2023 at
6:30 pm

- D. Future Meetings**
- E. Public Question & Comment Period**
- F. Adjournment**

Estimated Completion Time
9:25 pm
9:25 pm
9:25 pm

Note: The completion times on this agenda are estimates intended to assist the Board in its deliberations.

School District No. 44 (North Vancouver)

Minutes of the Public Meeting of the Board of Education, School District No. 44 (North Vancouver) held in the Mountain View Room of the Education Services Centre at 2121 Lonsdale Avenue in North Vancouver, British Columbia, on Tuesday, April 18, 2023.

PRESENT: K. Mann, Chair
L. Munro, Vice Chair
D. Anderson
G. Tsiakos
L. Tumaneng
A. Wilson

REGRETS: C. Gerlach

A. Call to Order

Board Chair Kulvir Mann called the meeting to order at 6.31 p.m.

A.1. Acknowledgments

Board Chair Mann acknowledged the traditional territorial lands of the Sk̓wx̓wú7mesh (Squamish) Nation and səliłwətaʔt (Tsleil-Waututh) Nation.

A.2. Approval of Agenda

Moved by D. Anderson

that the agenda, as recommended in the Administrative Memorandum, be adopted.

Seconded by G. Tsiakos

Carried

A.3. Approval of Minutes

Moved by A. Wilson

that the minutes of the public meeting of February 21, 2023, be approved as circulated.

Seconded by L. Munro

Carried

A.4. Public Question/Comment Period

There were no public questions or comments received by the Board.

A.5. Educational Presentation: Climate Action Week

Dr. Pius Ryan, Superintendent, welcomed Luke Smeaton, Manager of Energy and Sustainability and Justin Wong, District Principal, Administrative Services, to present an update to the Board of Education on the Climate Action and Sustainability Week held April 11 – 14, 2023.

The presenters responded to Trustees' questions.

B.1. 2023/24 Preliminary Budget Update

In introducing the budget consultation update, Secretary Treasurer Jacqui Stewart noted this is a continuation of the budget consultation process that was approved at the December 6, 2022 Public Board Meeting. The consultation process included seeking public input and hosting two Standing Committee Meetings to gain input on the priorities for consideration of the 2023/24 budget

Scott Stanley, Executive Director, Human Resources, provided an overview of operational requirements that need to be addressed before considering the educational priorities. Assistant

Superintendents Chris Atkinson and Arlene Martin spoke to the six goals from Strategic Plan 2021 - 2031 that will frame the priorities and initiatives for consideration in the development of the 2023/24 budget.

Clarification on the budget priorities were provided by the Executive Team to the Board of Education.

Moved by L. Munro

that the Board of Education direct staff to proceed with the development of the 2023/24 Annual Budget incorporating the budget priorities recommended by the Executive Committee, as outlined in Appendix A.

Seconded by G. Tsiakos

Carried

C.1. Educational Update: Progress Reporting Order

Dr. Ryan, Superintendent, welcomed Sandra Singh, District Principal, Greg Hockley, District Principal and Adam Baumann, Director of Instruction to present an update to the Board of Education pertaining to Ministry Progress Reporting Order.

Staff responded to questions about the presentation.

C.2. Land Management – Written Update

A written update on current land management projects was included in the Board Agenda Package, no questions were asked.

C.3. Committee Reports – Written Update

Written updates on the Joint Education and Program Initiation Committee (JEPIC) and the French Advisory Committee were included in the Board Agenda Package.

C.4. Superintendent’s Report

Chair Mann introduced Dr. Ryan, Superintendent, who provided an update to Trustees on events, initiatives, and programming across the school district.

Dr. Ryan responded to Trustees’ questions.

C.5. Report Out – British Columbia School Trustees Association and BC Public School Employers’ Association

Trustees Tsiakos provided an update on information related to British Columbia School Trustees Association.

Trustee Wilson did not have any updates regarding the BC Public School Employers’ Association.

C.6. Trustees’ Reports/Highlights

Trustees shared their recent highlights, for activities from March 7 to April 18, 2023, with an emphasis on their roles as school liaisons.

- Meetings attended by Trustees included:
 - Public Board Meeting
 - Trustee Orientation/Development Meetings
 - Standing Committee Meeting
 - Board of Education Trustee Reception
 - Arts Education Committee Meeting
 - City of North Vancouver Advisory Planning Committee

- City of North Vancouver Student Awards Committee
 - Communication Committee Meeting
 - Emergency Preparedness Committee Meeting
 - First Nations Education Steering Committee Regional Virtual Session
 - Integrated Transportation Committee
 - Indigenous Education Council Meeting
 - Indigenous Speakers Series featuring Squamish Nations Councillor Wilson Williams
 - North Shore Table Matters Meeting
 - North Shore Youth Transition Committee Meeting
 - North Vancouver Recreation & Culture Commission Meeting
 - Safe and Healthy Schools Committee Meeting
 - Sustainability Committee Meeting
 - BCSTA Virtual Trustee Orientation Session – Working with People
 - BCSTA Virtual Trustee Orientation Session – Relations with First Nations
 - BCSTA English Language Learners Consortium Meeting
 - BCSTA Board Chairs Meeting
 - BCSTA Annual General Meeting
 - BC Teacher Education Network Virtual Conference
 - Meetings with Mayor Linda Buchanan, Mayor Mike Little, MLA Bowinn Ma, MLA Susie Chant and MLA Karin Kirkpatrick
- Events attended by Trustees included:
 - Capstone Events at Seycove Secondary and Sutherland Secondary Schools
 - Family of Schools Meeting at Carson Graham and Mountainside Secondary
 - North Shore Table Matters Event – Food at the Center: Infusing Life into the Community Food Charter
 - Official Opening of t Mountainside Secondary School Celebration
 - Parent Advisory Council Meetings at Canyon Heights Elementary School and Handsworth Secondary School
 - School visits to Braemar Elementary, Cleveland Elementary, Queen Mary Elementary, Ridgeway Elementary, Handsworth Secondary and Windsor Secondary
 - Safety Blitz’s at Capilano Elementary School and Norgate Elementary School

D. Future Meetings

Date and Time	Event	Location
Tuesday, May 2, 2023 at 7:00 p.m.	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave North Vancouver
Tuesday, May 23, 2023 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave North Vancouver
Tuesday, June 20, 2023 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave North Vancouver

E. Public Question/Comment Period

The Chair called for questions and/or comments from the public noting that in accordance with Board policy, questions relating to personnel, negotiations or litigation must not be dealt with in a public session. No questions or comments were brought forward.

F. Adjournment

The established agenda being completed, Board Chair Mann adjourned the meeting at 8.09 p.m. and thanked those who attended.

Certified Correct:

Jacqui Stewart
Secretary Treasurer

Kulvir Mann
Chair, Board of Education

Date

Date

Schedule A.4
of the
Administrative Memorandum

Meeting Date: May 23, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Public Questions/Comments**

Narration:

Prior to the Public Board Meeting, members of the public can provide comments on items related to the agenda by emailing publiccomments@sd44.ca or calling 604-998-5100 and leaving a voice mail by no later than 1 p.m. on the day of the meeting. All input received by the specified time will be shared with Trustees electronically. The Chair will read out comments during the Public Questions/Comments at the beginning of the meeting; however, this agenda item has a time limit of 10 minutes.

The Board of Education will not respond to comments made during the Public Questions/Comments but may direct questions to staff. Members of the public wishing to discuss their concerns with Trustees or staff may contact them before and/or after the meeting, by telephone or e-mail.

Schedule ...B.1....
of the
Administrative Memorandum

Meeting Date: May 23, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2023/24**

Narration:

Introduction and Summary

As required under the *School Act*, the Board must adopt its budget bylaw on or before June 30 for the next fiscal year. The draft 2023/24 Annual Preliminary Budget, which balances estimated expenses to forecasted revenues, is presented to the Board of Education for their consideration in the form specified by the Minister of Education and Child Care, and is in the amount of \$236,847,295.

Budget Preparation Processes and Public Meetings

As required under Policy 711: Financial Planning and Reporting Policy, the Board of Education approved the consultation process for the development of the 2023/24 Preliminary Annual Budget.

Input on the 2023/24 budget was invited from February 7 to March 7, 2023 by attending the public input meetings or providing written input, by completion of the on-line survey or email. Two public input meetings were hosted on February 7 and March 28. The Board of Education requested that the 2023/24 budget priorities be framed in the context of the 2021-2031 Strategic Plan.

At the February 7, 2023, Finance and Facilities Standing Committee meeting, attendees were provided with the key components for the 2023/24 budget development including historical and current revenues and expenses, budget timelines, operating grant and the three-year forecast. Participants and interested individuals were asked to provide their suggestions for the 2023/24 budget priorities by emailing, online through a survey, attending meetings and by mail.

The focus of the March 28, 2023 Finance and Facilities Standing Committee Meeting was gathering recommendations to inform budget development. The Directors of Instruction and District Principals hosted table discussed by providing context on the strategic plan goal and the intended objectives and captured the input electronically. Attendees discussed the goal areas as a group and individually reviewed and rated the written comments gathered during table discussions. Attendees participated in discussions on two of the six strategic plan goals.

All education partners of the North Vancouver School District were invited to provide input on the budget development. Meetings with the Indigenous Education Council provide input from the Rightsholders.

At the April 11, 2023 Public Board Meeting, the Executive's recommendations for the 2023/24 budget priorities were presented to the Board for consideration. The recommendations were adopted by the Board of Education and form the foundation for the 2023/24 preliminary annual budget.

The Audit Committee met May 11, 2023 to review the Preliminary Annual Budget. Staff provided an update on planning assumptions underlying student enrolments, revenue and expenses. No changes were made to the plan as a result of the Audit Committee review.

The 2023/24 Annual Preliminary Budget, in the form required by the Ministry of Education, incorporates the Board approved strategic directions and considers the budget requests put forward by the NVSD partner groups. The Board will consider adopting the 2022/23 Annual Budget Bylaw at this evening's meeting.

Senior staff will be available to respond to questions from Trustees.

Attachments:

Annual Budget Bylaw for 2023/24
School District Annual Budget Fiscal Year 2023/24
2023/24 Preliminary Annual Budget - Notes and Assumptions

RECOMMENDED MOTION:

Motion 1

that the Board of Education restrict use of \$2,098,707 from the Accumulated Operating Surplus for the 2023/24 Preliminary Budget.

Motion 2

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2023/24 be read a first time;

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2023/24 be read a second time;

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2023/24 be read a third time, passed and adopted.

Procedural Note:

(per section 68(4) of the *School Act*) the Board may not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 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 Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$236,847,295 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE 23rd DAY OF MAY, 2023;

READ A SECOND TIME THE 23rd DAY OF MAY, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 23rd DAY OF MAY, 2023;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 44 (North Vancouver) Annual Budget Bylaw 2023/2024, adopted by the Board the 23rd DAY OF MAY, 2023.

Secretary Treasurer

Annual Budget

School District No. 44 (North Vancouver)

June 30, 2024

School District No. 44 (North Vancouver)

June 30, 2024

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

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Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

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Secretary Treasurer

School District No. 44 (North Vancouver)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	15,975.828	15,895.875
Adult	6.000	8.500
Other	123.750	122.875
Total Ministry Operating Grant Funded FTE's	16,105.578	16,027.250
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	196,229,139	182,665,309
Other	18,600	14,100
Federal Grants		7,000
Tuition	9,415,500	10,800,450
Other Revenue	9,234,382	8,659,547
Rentals and Leases	2,486,696	2,509,751
Investment Income	1,263,500	1,123,500
Amortization of Deferred Capital Revenue	10,445,500	10,294,550
Total Revenue	229,093,317	216,074,207
Expenses		
Instruction	190,665,011	179,209,882
District Administration	7,612,998	7,199,664
Operations and Maintenance	34,637,975	33,908,758
Transportation and Housing	813,230	730,144
Total Expense	233,729,214	221,048,448
Net Revenue (Expense)	(4,635,897)	(4,974,241)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,098,707	2,084,519
Budgeted Surplus (Deficit), for the year	(2,537,190)	(2,889,722)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(2,537,190)	(2,889,722)
Budgeted Surplus (Deficit), for the year	(2,537,190)	(2,889,722)

School District No. 44 (North Vancouver)

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	189,742,236	178,266,812
Operating - Tangible Capital Assets Purchased	981,000	666,491
Special Purpose Funds - Total Expense	28,630,207	27,628,118
Special Purpose Funds - Tangible Capital Assets Purchased	673,081	1,182,755
Capital Fund - Total Expense	15,356,771	15,153,518
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,464,000	2,197,831
Total Budget Bylaw Amount	236,847,295	225,095,525

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

School District No. 44 (North Vancouver)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2024

	2024	2023 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	(4,635,897)	(4,974,241)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,654,081)	(1,849,246)
From Local Capital	(1,464,000)	(2,197,831)
Total Acquisition of Tangible Capital Assets	(3,118,081)	(4,047,077)
Amortization of Tangible Capital Assets	15,356,771	15,153,518
Total Effect of change in Tangible Capital Assets	12,238,690	11,106,441
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	7,602,793	6,132,200

School District No. 44 (North Vancouver)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	171,270,851	158,207,942
Other	18,600	14,100
Federal Grants		7,000
Tuition	9,415,500	10,800,450
Other Revenue	4,889,382	4,306,041
Rentals and Leases	2,486,696	2,509,751
Investment Income	1,143,500	1,003,500
Total Revenue	189,224,529	176,848,784
Expenses		
Instruction	162,363,114	151,911,646
District Administration	7,537,998	7,124,664
Operations and Maintenance	19,227,894	18,701,930
Transportation and Housing	613,230	528,572
Total Expense	189,742,236	178,266,812
Net Revenue (Expense)	(517,707)	(1,418,028)
Budgeted Prior Year Surplus Appropriation	2,098,707	2,084,519
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(981,000)	(666,491)
Local Capital	(600,000)	
Total Net Transfers	(1,581,000)	(666,491)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Annual Budget - Schedule of Operating Revenue by Source
 Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	166,214,604	150,867,019
Other Ministry of Education and Child Care Grants		
Pay Equity	2,966,047	2,966,047
Funding for Graduated Adults		3,143
Student Transportation Fund	40,566	40,566
FSA Scorer Grant	17,740	17,740
Early Learning Framework (ELF) Implementation	3,677	3,677
Labour Settlement Funding	2,028,217	4,309,750
Total Provincial Grants - Ministry of Education and Child Care	171,270,851	158,207,942
Provincial Grants - Other	18,600	14,100
Federal Grants		7,000
Tuition		
Summer School Fees	55,500	63,450
International and Out of Province Students	9,360,000	10,737,000
Total Tuition	9,415,500	10,800,450
Other Revenues		
Miscellaneous		
Cheakamus Centre	2,358,821	1,774,366
Band and Strings	734,240	628,000
Academy Fees	981,726	740,600
Donations and Recoveries	31,425	33,925
Artists for Kids	368,970	359,950
Cafeteria and Vending	50,000	55,000
Other	364,200	714,200
Total Other Revenue	4,889,382	4,306,041
Rentals and Leases	2,486,696	2,509,751
Investment Income	1,143,500	1,003,500
Total Operating Revenue	189,224,529	176,848,784

School District No. 44 (North Vancouver)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Salaries		
Teachers	85,544,977	78,347,292
Principals and Vice Principals	12,032,100	11,435,117
Educational Assistants	16,025,577	15,588,758
Support Staff	12,867,167	12,396,935
Other Professionals	6,018,683	5,618,568
Substitutes	4,835,783	4,577,132
Total Salaries	137,324,287	127,963,802
Employee Benefits	33,964,085	31,763,228
Total Salaries and Benefits	171,288,372	159,727,030
Services and Supplies		
Services	9,855,402	9,300,065
Student Transportation	135,880	135,880
Professional Development and Travel	1,101,500	1,046,145
Rentals and Leases	26,500	26,500
Dues and Fees	84,000	84,000
Insurance	436,332	441,332
Supplies	3,565,200	4,320,310
Utilities	3,249,050	3,185,550
Total Services and Supplies	18,453,864	18,539,782
Total Operating Expense	189,742,236	178,266,812

School District No. 44 (North Vancouver)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	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	66,795,851	3,666,865	1,942,829	2,076,835		4,095,583	78,577,963
1.03 Career Programs	194,600	59,014		394,690		8,000	656,304
1.07 Library Services	2,861,398		217,808	145,424		13,500	3,238,130
1.08 Counselling	2,802,824					8,500	2,811,324
1.10 Special Education	8,280,230	735,610	12,884,378		778,400	393,350	23,071,968
1.30 English Language Learning	2,495,453					8,200	2,503,653
1.31 Indigenous Education	591,681	147,535	580,634			22,950	1,342,800
1.41 School Administration		7,091,122		802,830		35,000	7,928,952
1.60 Summer School	274,873	36,884		28,800			340,557
1.62 International and Out of Province Students	1,209,147			116,726	209,970		1,535,843
1.64 Other	38,920	147,535		67,762	214,678	82,200	551,095
Total Function 1	85,544,977	11,884,565	15,625,649	3,633,067	1,203,048	4,667,283	122,558,589
4 District Administration							
4.11 Educational Administration					814,143		814,143
4.40 School District Governance					210,814		210,814
4.41 Business Administration		147,535		1,331,513	1,896,810	8,500	3,384,358
Total Function 4	-	147,535	-	1,331,513	2,921,767	8,500	4,409,315
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				299,907	1,283,160		1,583,067
5.50 Maintenance Operations				7,248,301	610,708	160,000	8,019,009
5.52 Maintenance of Grounds				354,379			354,379
5.56 Utilities							-
Total Function 5	-	-	-	7,902,587	1,893,868	160,000	9,956,455
7 Transportation and Housing							
7.70 Student Transportation			399,928				399,928
Total Function 7	-	-	399,928	-	-	-	399,928
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	85,544,977	12,032,100	16,025,577	12,867,167	6,018,683	4,835,783	137,324,287

School District No. 44 (North Vancouver)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	78,577,963	19,879,937	98,457,900	3,774,561	102,232,461	95,663,018
1.03 Career Programs	656,304	160,640	816,944	82,500	899,444	699,228
1.07 Library Services	3,238,130	833,431	4,071,561	11,825	4,083,386	3,728,574
1.08 Counselling	2,811,324	728,853	3,540,177	35,785	3,575,962	3,293,535
1.10 Special Education	23,071,968	5,674,967	28,746,935	426,826	29,173,761	26,946,647
1.30 English Language Learning	2,503,653	649,037	3,152,690	13,000	3,165,690	2,625,609
1.31 Indigenous Education	1,342,800	330,500	1,673,300	74,100	1,747,400	1,598,779
1.41 School Administration	7,928,952	1,711,531	9,640,483	156,389	9,796,872	9,462,869
1.60 Summer School	340,557	82,500	423,057	6,500	429,557	398,267
1.62 International and Out of Province Students	1,535,843	388,633	1,924,476	1,882,860	3,807,336	4,455,076
1.64 Other	551,095	120,188	671,283	2,779,962	3,451,245	3,040,044
Total Function 1	122,558,589	30,560,217	153,118,806	9,244,308	162,363,114	151,911,646
4 District Administration						
4.11 Educational Administration	814,143	160,520	974,663	227,790	1,202,453	1,166,460
4.40 School District Governance	210,814	17,982	228,796	177,300	406,096	425,414
4.41 Business Administration	3,384,358	764,395	4,148,753	1,780,696	5,929,449	5,532,790
Total Function 4	4,409,315	942,897	5,352,212	2,185,786	7,537,998	7,124,664
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,583,067	355,801	1,938,868	1,255,350	3,194,218	2,707,758
5.50 Maintenance Operations	8,019,009	1,921,935	9,940,944	2,520,890	12,461,834	12,472,224
5.52 Maintenance of Grounds	354,379	85,813	440,192	555,000	995,192	1,011,948
5.56 Utilities	-	-	-	2,576,650	2,576,650	2,510,000
Total Function 5	9,956,455	2,363,549	12,320,004	6,907,890	19,227,894	18,701,930
7 Transportation and Housing						
7.70 Student Transportation	399,928	97,422	497,350	115,880	613,230	528,572
Total Function 7	399,928	97,422	497,350	115,880	613,230	528,572
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	137,324,287	33,964,085	171,288,372	18,453,864	189,742,236	178,266,812

School District No. 44 (North Vancouver)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

	2024	2023 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	24,958,288	24,457,367
Other Revenue	4,345,000	4,353,506
Total Revenue	29,303,288	28,810,873
Expenses		
Instruction	28,301,897	27,298,236
District Administration	75,000	75,000
Operations and Maintenance	53,310	53,310
Transportation and Housing	200,000	201,572
Total Expense	28,630,207	27,628,118
Net Revenue (Expense)	673,081	1,182,755
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(673,081)	(1,182,755)
Total Net Transfers	(673,081)	(1,182,755)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$		\$	\$	\$	\$
Deferred Revenue, beginning of year			3,891,000						
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	626,391	629,145	-	224,000	61,250	279,706	1,270,786	6,677,376	12,772,692
Other			4,000,000						
	626,391	629,145	4,000,000	224,000	61,250	279,706	1,270,786	6,677,376	12,772,692
Less: Allocated to Revenue	626,391	629,145	4,000,000	224,000	61,250	279,706	1,270,786	6,677,376	12,772,692
Deferred Revenue, end of year	-	-	3,891,000	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	626,391	629,145		224,000	61,250	279,706	1,270,786	6,677,376	12,772,692
Other Revenue			4,000,000						
	626,391	629,145	4,000,000	224,000	61,250	279,706	1,270,786	6,677,376	12,772,692
Expenses									
Salaries									
Teachers						57,100	291,900		10,141,082
Principals and Vice Principals						53,015			
Educational Assistants		505,906					463,817	5,369,391	
Support Staff				180,103			57,139		
Substitutes					12,753				
	-	505,906	-	180,103	12,753	110,115	812,856	5,369,391	10,141,082
Employee Benefits		123,239		43,897	2,282	26,104	202,653	1,307,985	2,631,610
Services and Supplies	53,310		3,900,000		46,215	143,487	255,277		
	53,310	629,145	3,900,000	224,000	61,250	279,706	1,270,786	6,677,376	12,772,692
Net Revenue (Expense) before Interfund Transfers	573,081	-	100,000	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(573,081)		(100,000)						
	(573,081)	-	(100,000)	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	First Nation Student Transportation	Mental Health in Schools	ECL Early Care & Learning	Feeding Futures Fund	Carlile Youth Inpatient PRP	Violence Prevention	Metro Regional Implementation	NSSSAA	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year							75,000	80,000	4,046,000
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	200,000	51,000	175,000	1,734,379	256,563				24,958,288
Other						20,000	75,000	250,000	4,345,000
	200,000	51,000	175,000	1,734,379	256,563	20,000	75,000	250,000	29,303,288
Less: Allocated to Revenue	200,000	51,000	175,000	1,734,379	256,563	20,000	75,000	250,000	29,303,288
Deferred Revenue, end of year	-	-	-	-	-	-	75,000	80,000	4,046,000
Revenues									
Provincial Grants - Ministry of Education and Child Care	200,000	51,000	175,000	1,734,379	256,563				24,958,288
Other Revenue						20,000	75,000	250,000	4,345,000
	200,000	51,000	175,000	1,734,379	256,563	20,000	75,000	250,000	29,303,288
Expenses									
Salaries									
Teachers					155,680			111,204	10,756,966
Principals and Vice Principals					13,765				66,780
Educational Assistants									6,339,114
Support Staff								24,933	262,175
Substitutes					25,500				38,253
	-	-	-	-	194,945	-	-	136,137	17,463,288
Employee Benefits					47,892			34,931	4,420,593
Services and Supplies	200,000	51,000	175,000	1,734,379	13,726	20,000	75,000	78,932	6,746,326
	200,000	51,000	175,000	1,734,379	256,563	20,000	75,000	250,000	28,630,207
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	673,081
Interfund Transfers									
Tangible Capital Assets Purchased									(673,081)
	-	-	-	-	-	-	-	-	(673,081)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Schedule 4

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget			2023 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		120,000	120,000	120,000
Amortization of Deferred Capital Revenue	10,445,500		10,445,500	10,294,550
Total Revenue	10,445,500	120,000	10,565,500	10,414,550
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	15,356,771		15,356,771	15,153,518
Total Expense	15,356,771	-	15,356,771	15,153,518
Net Revenue (Expense)	(4,911,271)	120,000	(4,791,271)	(4,738,968)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,654,081		1,654,081	1,849,246
Local Capital		600,000	600,000	
Total Net Transfers	1,654,081	600,000	2,254,081	1,849,246
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,464,000	(1,464,000)	-	
Total Other Adjustments to Fund Balances	1,464,000	(1,464,000)	-	
Budgeted Surplus (Deficit), for the year	(1,793,190)	(744,000)	(2,537,190)	(2,889,722)

**2023/24
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

BACKGROUND

School districts must prepare and submit an annual budget to the Ministry of Education and Child Care by June 30. The annual budget must be prepared in accordance with Section 23.1 of the *Budget and Transparency and Accountability Act* and regulations as specified by the provincial government.

Financial planning and reporting in school districts are done by fund. The funds have different purposes and financial reporting requirements, and are used in financial planning (or budget development) and financial reporting. The Operating Fund is the largest fund and includes the Ministry operating grants and other revenues to fund instructional programs. Operating revenues are expected to be sufficient to cover operating expenses and capital asset purchases.

The different funds used in financial planning and reporting by school districts are presented below.

OPERATING	CAPITAL	SPECIAL PURPOSE	SCHOOL GENERATED
<ul style="list-style-type: none"> • Learning • Teaching • Programs • Administration • Facility Operations and Maintenance 	<ul style="list-style-type: none"> • Buildings • Vehicles • Infrastructure • Land Purchases • Examples: <ul style="list-style-type: none"> • Laptops and iPads • Furniture and equipment • Useful life is greater than 1 year 	<ul style="list-style-type: none"> • Designated for a specific use • Time limited, generally 12 to 24 months • Examples: <ul style="list-style-type: none"> • Classroom Enhancement Fund • Learning Improvement Fund 	<ul style="list-style-type: none"> • Collected and held at Schools for a specific purpose • Examples: <ul style="list-style-type: none"> • Course fees • Fees for trips and events • Community garden grant

The 2023/24 Preliminary Annual Budget provides a planning framework to guide the school district’s staffing and organizational plans for the upcoming school year. Revenue projections are based on student enrolment forecasts prepared in February and staffing projections are based on classroom size and composition requirements in collective agreements based on student enrolment forecasts.

Development of the annual budget was informed from consultation with school district partner groups, Rightsholders and community input. The foundation for the direction of the school district are the five educational priorities and the Board 2021-2031 Strategic Plan. The overarching theme for developing this year’s budget has been alignment of investments with operational requirements, Strategic Plan goals, educational priorities and educational outcomes as reported in the Framework for Enhancing Student Learning. By allocating budgets strategically, the school district will be able to move beyond the pandemic and maintain core services to students.

The development of the annual budget is further guided by focusing on financial stewardship through making difficult decisions. There is not sufficient financial resources to support all budget requests, which means that some priorities may be considered later in the school year, once enrolment has been finalized in September enrolment, and the adjustments in the

**2023/24
PRELIMINARY ANNUAL BUDGET
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operating grant funding received. By prioritizing long-term sustainability, the Board of Education will be able to protect the accumulated operating surplus, in order to have that “rainy day” fund that will help weather any unforeseen or material changes in planning assumptions.

The annual budget is based on conservatism in planning assumptions to minimize financial risks. Some assumptions are more certain, while other assumptions are based on historical patterns, known assumptions or informed estimates. Without a doubt, there will be some planning assumptions that are realized, while other assumptions will be missed. Key to managing with the annual budget, is ensuring that the materiality of any assumptions missed, can be absorbed within the overall budget or addressed through access to the accumulated operating surplus. Financial monitoring and reporting throughout the school year will assist in managing the financial results and allow for new or revised investments as needed or permitted.

As the development of the Operational Plan continues, one of the areas of focus for the next fiscal year will be the identification of metrics and data to inform decision-making and measuring results. This information will inform departmental Operational Plans, and will inform budget development, both the preliminary and amended budgets each fiscal year.

ENROLMENTS

The numbers of students and their unique needs inform the staffing levels at schools and the district. On an annual basis in February, the school district submits a three-year enrolment forecast. The forecast is the foundation for the preliminary operating grant provided by the Ministry announced in March. The school district will also report enrolments in July, February and May, which result in further adjustments, either positive or negative, to the Ministry operating grant.

Statement 2 of the 2023/24 Preliminary Operating Budget presents the Ministry Operating Grant Funded FTEs. Other FTEs represent the estimated July or summer enrolments.

	2022/23	2023/24	
Ministry Funded FTEs	Amended	Preliminary	Change
School-Age	15,895.8750	15,975.8278	79.9528
Adult	8.5000	6.0000	(2.5000)
Other	122.8750	123.7500	0.8750
Total	16,027.2500	16,105.5778	78.3278

Below is a breakdown of enrolments by term and by category.

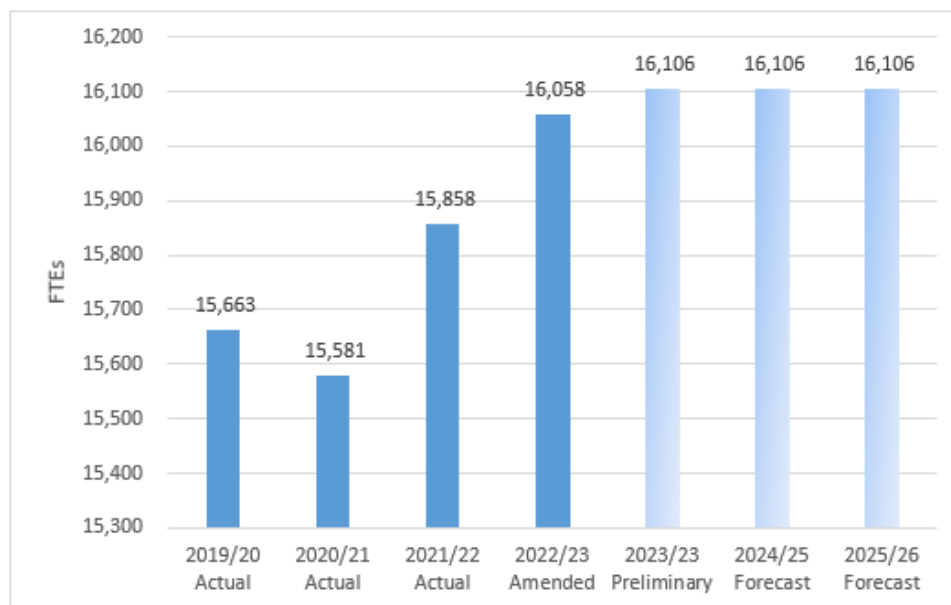
Enrolment Category	July 2023	September 2023	February 2024	May 2024	Total
School-Age	123.7500	15,895.0778	37.0000	43.7500	16,099.5778
Adult	-	-	6.0000	-	6.0000
Estimated Funded FTEs	123.7500	15,895.0778	43.0000	43.7500	16,105.5778

Total enrolment, including both school-age students and adult learners have been reasonably consistent over a number of years. In order to avoid overstating operating grant revenues, the school district takes a conservative approach to forecasting enrolment (which informs the Ministry – Operating Grants Revenues). At the end of September, all school districts submit

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actual enrolments to the Ministry, which results in an updated operating grant issued in December. The updated operating grant informs the Amended Annual Budget adopted in February.

Below are the historical enrolments for all funded students including school-age and adult learners for the entire school year.



The enrolment forecast prepared in February includes all enrolments as well as students with unique needs eligible for supplemental funding. The enrolment forecast for 2024/25 and 2025/26 are the same as 2023/24, and will be updated next February.

Enrolment Summary	2021/22 Actual	2022/23 Amended	2023/24 Preliminary	2024/25 Forecast	2025/26 Forecast
Standard (Regular) Schools	15,619.2500	15,787.2500	15,868.0778	15,868.0778	15,868.0778
Continuing Education	-	-	-	-	-
Alternate Schools	189.0000	200.0000	200.0000	200.0000	200.0000
Distributed Learning	42.5000	31.5000	31.5000	31.5000	31.5000
School-Age Enrolment	15,850.7500	16,018.7500	16,099.5778	16,099.5778	16,099.5778
Adult	7.6875	8.5000	6.0000	6.0000	6.0000
Total Enrolment	15,858.4375	16,027.2500	16,105.5778	16,105.5778	16,105.5778
Inclusive Education					
Level 1	14	12	7	7	7
Level 2	633	675	695	695	695
Level 3	169	191	180	180	180
English Language Learning	1,137	1,405	1,393	1,393	1,393
Indigenous Education	650	646	648	648	648

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PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

OPERATING FUND – REVENUE BY SOURCE

Provincial Grants - Ministry of Education and Child Care (Schedule 2A)

1. Operating Grant, Ministry of Education and Child Care

The operating grant has various components based on where the instruction is delivered plus supplementary funding for unique student needs. The basic allocation per student in 2023/24 is \$8,625 per student full-time equivalent (FTE), which increased by 9.4 percent over last year. The increase provides recognition for compensation increases in collective agreements (for teachers and support staff) that were completed during 2022/23.

The following table provides details on the funding allocations by funding category.

Ministry Operating Grants	2022/23 Amended	2023/24 Preliminary	Change	% Change
Basic Allocation				
Standard Schools	\$7,885	\$8,625	\$740	9.4%
Continuing Education	\$7,885	\$8,625	\$740	9.4%
Alternate Schools	\$7,885	\$8,625	\$740	9.4%
Online Learning	\$6,360	\$6,960	\$600	9.4%
Supplement for Unique Student Needs				
Inclusive Education				
Level 1	\$44,850	\$49,070	\$4,220	9.4%
Level 2	\$21,280	\$23,280	\$2,000	9.4%
Level 3	\$10,750	\$11,760	\$1,010	9.4%
English Language Learning	\$1,585	\$1,735	\$150	9.5%
Indigenous Education	\$1,565	\$1,710	\$145	9.3%
Adult Learners	\$5,030	\$5,505	\$475	9.4%

The lion's share of the operating grant is provided for September enrolments at standard schools. The table below details the operating grant along with comparisons to the current year (2022/23 Amended Annual Budget), and the actual results for 2021/22.

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PRELIMINARY ANNUAL BUDGET
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Funded Category	2021/22 Actual	2022/23 Amended	2023/24 Preliminary	Change 2023/24 to 2022/23
Basic Allocation				
Standard Schools	\$121,119,022	\$122,603,372	\$134,947,421	\$12,344,049
Continuing Education	-	-	-	-
Alternate Schools	1,490,265	\$1,600,655	1,725,000	124,345
Distributed Learning	270,300	\$273,083	341,040	67,957
Home School	5,750	3,750	3,750	-
Course Challenges	11,316	10,332	11,340	1,008
Enrolment Based Funding (September)	\$122,896,653	\$124,491,192	\$137,028,551	\$12,537,359
Level 1	\$627,900	\$538,200	\$343,490	(\$194,710)
Level 2	13,214,880	14,023,520	16,179,600	2,156,080
Level 3	1,763,000	1,924,250	2,116,800	192,550
English Language Learning	1,656,325	1,973,325	2,416,855	443,530
Indigenous Education	1,021,945	992,210	1,108,080	115,870
Adult Learners	14,461	12,575	-	(12,575)
Equity of Opportunity	448,517	437,070	474,880	37,810
Supplement for Unique Student Needs	\$18,747,028	\$19,901,150	\$22,639,705	\$2,738,555
Salary Differential	\$3,505,371	\$3,536,804	\$3,584,287	\$47,483
Unique Geographical Factors	1,583,408	1,670,703	1,717,926	47,223
Curriculum and Learning Support	137,984	140,330	142,154	1,824
Holdback	-	-	-	-
Other Funding	\$5,226,763	\$5,347,837	\$5,444,367	\$96,530
July Enrolment Count	\$447,575	\$457,548	\$510,489	\$52,941
February Enrolment Count	587,269	535,732	286,992	(248,740)
May Enrolment Count	324,923	133,560	304,500	170,940
Other Enrolment Counts	\$1,359,767	\$1,126,840	\$1,101,981	(\$24,859)
Ministry Operating Grant	\$148,230,211	\$150,867,019	\$166,214,604	\$15,347,585

2. Other Grants, Ministry of Education and Child Care

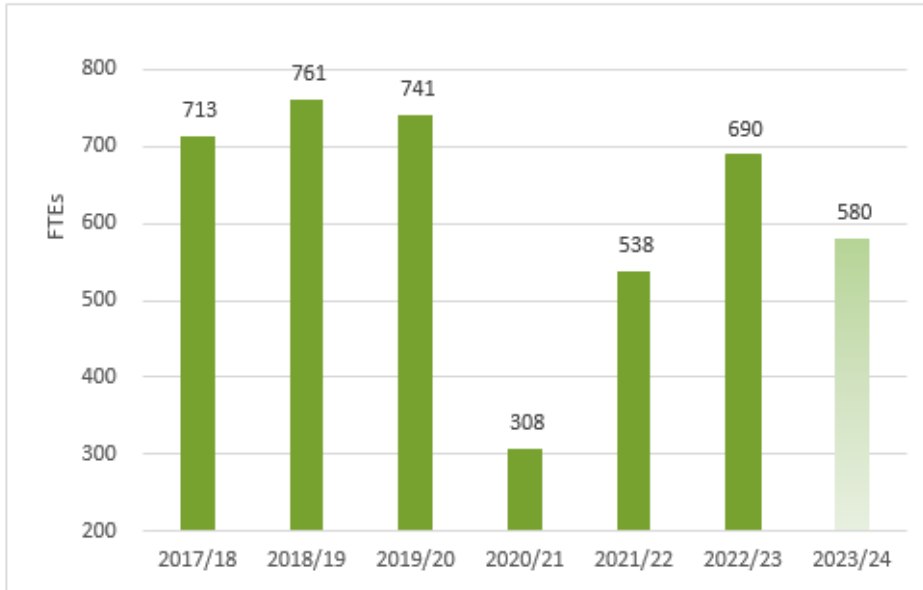
The Ministry provides additional funding over and above the operating grant. Funding for increased costs under collective bargaining was provided separately in 2022/23. The on-going costs have been provided for in the new funding rates. One exemption is the funding for the cost of living adjustments that will be provided for separately in 2023/24 as the rate was determined after the Ministry announced the preliminary operating grant.

Details	2021/22 Actual	2022/23 Amended	2023/24 Preliminary	Change 2023/24 to 2022/23
Pay Equity	\$2,966,047	\$2,966,047	\$2,966,047	-
Funding for Graduated Adults	14,461	3,143	-	(\$3,143)
Student Transportation	40,566	40,566	40,566	-
Support Staff Benefits	203,798	-	-	-
Foundation Skills Assessment	17,740	17,740	17,740	-
French Immersion Remote Learning	-	-	-	-
Early Literacy	3,677	3,677	3,677	-
Extreme Weather	150,606	-	-	-
Teacher Labour Settlement	-	-	2,028,217	\$2,028,217
Labour Settlement Funding	-	4,309,750	-	(\$4,309,750)
Other Ministry Grants	\$3,396,895	\$7,340,923	\$5,056,247	\$2,025,074
Total Provincial Grants	\$151,627,106	\$158,207,942	\$171,270,851	\$17,372,659

**2023/24
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

3. Tuition Revenue

International Tuition Revenue has been estimated at \$9,360,000 which is consistent with conservative estimated for enrolments and revenues used in the development of the 2023/24 Preliminary Annual Budget. As outlined in the chart below, international student enrolments have not increased to the levels that existed prior COVID-19. International student enrolment has been estimated at 580 FTEs for 2023/24. Summer school fees are estimated at \$55,500.



4. Other Revenues

Other **significant** revenues include:

- **Academy Fees** - \$981,726. The estimated revenue is based on the preliminary registration for all academies. These revenues have an offsetting expense captured under Services.
- **Artists for Kids** - \$368,970. Programs are expected to be fully operational starting in September along with spring and summer camps.
- **Band and Strings** - \$734,240. The estimated revenue is based on preliminary registration for the upcoming school year.
- **Cheakamus Centre** - \$2,358,821. Overnight programming has resumed in the Fall and rentals in the Environmental Learning Centre resumed in late 2022/23. The costs to operate the Centre are captured under Services and the revenue shortfall is considered an investment from the school district.
- **Other Revenue** - \$364,200. Included in Other Revenue is \$160,000 in fees for the annual trip to Quebec for students, a grant from the City of North Vancouver to support crossing guards at elementary schools (\$93,800) and a contribution from BC Hydro to fund the energy manager position (\$58,500). The balance of \$51,900 consists of smaller contracts from various sources.

**2023/24
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The table below summarizes Other Operating Revenues with comparisons to previous years.

Other Operating Revenues	2021/22 Actual	2022/23 Amended	2023/24 Preliminary	Change 2023/24 to 2022/23
Academy Fees	\$710,839	\$740,600	\$981,726	\$241,126
Artist for Kids	288,238	359,950	368,970	\$9,020
Band and Strings	565,923	628,000	734,240	\$106,240
Cheakamus Centre	917,660	1,774,366	2,358,821	\$584,455
Donations and Recoveries	34,778	33,925	31,425	(\$2,500)
Cafeteria and Vending	47,149	55,000	50,000	(\$5,000)
Other	543,300	714,200	364,200	(\$350,000)
Total Revenue	\$3,107,887	\$4,306,041	\$4,889,382	\$583,341

5. Rentals and Leases

Total revenue from leased schools, child care spaces and after-hour community use of school space is expected to generate \$2,486,696 for the upcoming school year. The after hours community use of school spaces has resumed to levels consistent prior to COVID-19 and will generate an estimated \$469,000 included in Rentals and Leases revenues.

6. Investment Income

Investment income is estimated at \$1,143,500. The school district continues to benefit from higher interest revenue which provides a positive benefit to the bottom line. The funds held on deposit with the provincial government Central Deposit Program are earning 5.2% interest revenue as of April 30, 2023. The rate is variable and management does not anticipate any material changes during the fiscal year. Additional interest revenue at prime less 1.90% is paid on cash balances in the school district's operating account.

Operating Fund – Salaries and Employee Benefits (Schedule 2B)

1. FTEs by Employee Group

The table below summarizes the changes in FTEs by Employee group.

Employee Group	2022/23 Amended	2023/24 Preliminary	Change 2023/24 to 2022/23
Administrators	82.000	82.000	-
Teachers	982.740	984.360	1.620
Custodial	90.000	90.000	-
Education Assistants	375.000	390.000	15.000
Support Staff	217.040	218.000	0.960
Exempt	49.000	49.000	-
Total	1,795.780	1,813.360	17.580

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Changes in FTEs are driven by:

- Enrolment composition and class size at elementary determines the number of divisions needed. The current planning assumption is 425 divisions, although changes in enrolment and composition may influence the final number of divisions needed.
- Enrolment at secondary also considers class size, although the final staffing numbers are also influenced by student course load. Students at secondary may choose to take less than a full-time course load.
- An additional 0.428 new teacher FTE (or three teaching blocks) was added to support careers, as one of the school district educational priorities.
- The additional 2.5 FTE counsellor FTE added in 2022/23 has been maintained as the school district continues to assess the impacts of COVID-19.
- An additional 15 FTEs or 488 hours of support have been added for Educational Assistants. The change in staffing is consistent with the enrolment estimates, and staffing requirements will need to be monitored closely to ensure that student needs are being met.
- An additional 1 FTE in Support Staff has been added to enhance support for employee health and safety.

2. Planning Assumptions for Staff Salaries

The key indicators that informed planning assumptions include:

- Salaries are based on the average salaries by employee group multiplied by the number of budgeted FTEs.
- Compensation increases under the Collective Agreements have been included, including the Cost of Living Allowance increase of 1.25 percent.
- Progression through the grid (or step increments) under the teacher collective agreement is estimated at \$542,000 and has been included in the average teacher salary estimate. This increase is funded internally by the Board of Education.
- The salary top-up for teachers on maternity leave changed as a result of the new contract from 70 percent to 100 percent of earnings at an estimated cost of \$500,000.
- Up to 5 percent has been included for management and exempt employees for wage increase and step increments. This increase is funded internally by the Board of Education, although it is possible that the provincial government may provide some funding, as done in 2022/23.
- Funding for the Classroom Enhancement Fund (CEF) reflects increases for collective agreement increases, to cover an estimated 104.22 teacher FTEs and 112.5 education assistant FTEs.
- Effective April 2, 2022 a new provision was legislated under the *Employment Standards Act* to provide five days of paid illness to employees that do not receive paid sick leave. The on-going costs have been estimated at \$120,000. The cost of this benefit is funded internally by the Board of Education.

3. Employee Benefits

Employee benefits are based on expected changes in benefit rates and changes in salary expenses. The employer cost of benefits allocated to the Operating Fund is estimated at \$33.964 million plus an additional \$4.420 million under the Special Purpose Fund, which accounts for the positions funded by the Classroom Enhancement Fund.

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The average employee benefit costs are estimated at 24.75% of total salaries. Benefits vary by employee group, with teachers at 26.0% and administrators at 21.3%. The following table outlines the expected change to employer contribution rates.

Employee Benefit	2022/23 Amended	2023/24 Preliminary	Change 2023/24 to 2022/23
Canada Pension Plan (CPP)	5.70%	5.95%	4.39%
Employment Insurance (EI)	2.21%	2.28%	3.17%
Employer Health Tax (EHT)	1.95%	1.95%	-
Pension Plan - Municipal	9.31%	9.31%	-
Pension Plan - Teachers	11.30%	11.30%	-
WorkSafeBC	0.89%	1.31%	47.19%

Canada Pension Plan (CPP): As of January 1, 2019, the federal government implemented a five-year plan to increase CPP contribution rates from 4.95 percent to 5.95 percent. This year's maximum pensionable earnings will increase to \$66,600; this results in a 2.6 percent increase in employer CPP costs.

As a result of the new rate and higher pensionable earnings, the estimated cost is \$7.293 million. Beginning January 2024, there will be a new two year phase in for earnings, which will result in future cost increases.

Employment Insurance (EI): Rates are determined on a calendar year basis and this year's maximum insurable earnings will increase to \$61,500, which results in a 1.99 increase in employer EI costs. As a result of the new rate and higher insurable earning, the estimated cost is \$2.612 million.

Employer Health Tax (EHT): The provincial government introduced this tax on January 1, 2019 at a rate of 1.95 percent of salary expenses. The estimated cost is \$3.071 million.

Employer Provided Benefits: The employer paid benefits include dental, health benefits and life insurance. Premiums are reviewed annually and rates are adjusted based on usage and costs of services. The estimated cost is \$6.993 million.

Pension Plan – Municipal (MPP): The current contribution rate is 9.31% for the MPP until December 31, 2023. The estimated cost, based on the current rate is \$3.455 million.

Pension Plan – Teachers (TPP): The current contribution rate is 11.30% for the TPP until December 31, 2023. The estimated cost, based on the current rate is \$12.666 million.

Support Staff Future Benefits: Based on the actuarial analysis, using the Ministry's calculator, the future benefits payable to retired CUPE staff is estimated at \$0.761 million.

WorkSafeBC: WorkSafeBC rates are revised annually based on claims and the rating for our industry (public school districts). Although the school district is eligible for 1.20 percent experience rating discount, the premium rate has increased from 0.89% to 1.31% based on the general classification of public school districts. The estimated cost is \$1.535 million.

2023/24
PRELIMINARY ANNUAL BUDGET
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The table below summarizes Employee Benefit Costs in the Operating and Special Purpose Funds totalling \$38.384 million.

Employee Benefit	Operating Fund	Special Purpose Fund	Total Benefit Costs	% of Total
	\$ million			
Canada Pension Plan (CPP)	\$6.453	\$0.840	\$7.293	19%
Employment Insurance (EI)	2.310	0.302	2.612	7%
Employer Health Tax (EHT)	2.717	0.354	3.071	8%
Employer Provided Benefits	6.100	0.893	6.993	18%
Pension Plan - Municipal	3.057	0.398	3.455	9%
Pension Plan - Teachers	11.208	1.458	12.666	33%
Support Staff Future Benefits	0.761	-	0.761	2%
WorkSafeBC	1.359	0.176	1.535	4%
Total	\$33.964	\$4.420	\$38.384	100%

4. Services

The estimated budget for Services is \$9.86 million. Highlights from expenses include:

- \$175,000 increase for Academy service providers for a total budget of \$783,000.
- \$105,000 decrease to international student commissions paid to agents and health insurance premiums, for a total budget of \$1.407 million.
- \$255,000 increase for expenses for Cheakamus Centre; total expenses are estimated at \$2.427 million.
- \$11,000 increase for investments for software licenses for a budget of \$1.279 million.
- \$23,000 decrease in consulting, for a total budget of \$1.156 million.
- \$7,000 increase to audit and legal fees for a total budget of \$553,000.
- \$235,000 increase to other services which include expenses related to facilities, ground and school operations total \$2.248 million.

Services	2022/23 Amended	2023/24 Preliminary	Change 2023/24 to 2022/23
Cheakamus Centre	\$2,172,895	\$2,427,950	\$255,055
International (commissions & medical)	1,512,600	1,407,400	(\$105,200)
Licenses	1,267,750	1,279,120	\$11,370
Consulting	1,179,500	1,156,500	(\$23,000)
Legal and Audit	546,000	553,310	\$7,310
Academies	607,900	782,754	\$174,854
Other Services	2,013,420	2,248,368	\$234,948
Total Services	\$9,300,065	\$9,855,402	\$555,337

5. Professional Development and Travel

The estimated budget for Professional Development and Travel is \$1.101 million, an increase of \$55,355 over last year.

**2023/24
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NOTES AND ASSUMPTIONS**

6. Supplies

The estimated budget for Supplies is \$3.56 million. In the 2023/24 Preliminary Annual Budget, there is no carry forward for the school block budgets, as schools are expected to spend their budgets. When considering the impact of this change, the budget for supplies is consistent with the prior year.

7. Utilities

Utilities are expected to rise by a moderate 1.5 percent in 2023/24 resulting in a \$63,500 increase and a total budget of \$3.249 million. Utilities include electricity, natural gas, water and sewer, garbage and recycling, and the carbon offset.

The table below summarizes the 2023/24 Preliminary Annual Budget for Services and Supplies.

Description	2021/22 Actual	2022/23 Amended	2023/24 Preliminary	Change 2023/24 to 2022/23
Services (details provided)	\$7,139,085	\$9,300,065	\$9,855,402	\$555,337
Student Transportation	121,790	135,880	135,880	-
Professional Development and Travel	687,572	1,046,145	1,101,500	\$55,355
Rentals and Leases	-	26,500	26,500	-
Dues and Fees	82,141	84,000	84,000	-
Insurance	417,930	441,332	436,332	(\$5,000)
Supplies	3,163,739	4,320,310	3,565,200	(\$755,110)
Utilities	3,011,264	3,185,550	3,249,050	\$63,500
Total Services and Supplies	\$14,623,521	\$18,539,782	\$18,453,864	(\$85,918)

Operating Budget Summary (Schedule 2A and 2B)

The table below summarizes the revenues and expenses in the Operating Fund.

Operating Fund	2021/22 Actual	2022/23 Amended	2023/24 Preliminary	Change 2023/24 to 2022/23
Revenues				
Ministry - Operating Grants	\$151,627,106	\$158,207,942	\$171,270,851	\$13,062,909
Ministry - Other Grants	14,100	14,100	18,600	\$4,500
Federal Grants	7,350	7,000	-	(\$7,000)
Tuition Fees	9,106,174	10,800,450	9,415,500	(\$1,384,950)
Other Revenue	3,107,887	4,306,041	4,889,382	\$583,341
Rentals and Leases	2,494,396	2,509,751	2,486,696	(\$23,055)
Investment Income	417,008	1,003,500	1,143,500	\$140,000
Total Revenue	\$166,774,021	\$176,848,784	\$189,224,529	\$12,375,745
Expenses				
Salaries and Benefits	\$150,326,387	\$159,727,030	\$171,288,372	\$11,561,342
Services and Supplies	14,623,521	18,539,782	18,453,864	(\$85,918)
Total Expense	\$164,949,908	\$178,266,812	\$189,742,236	\$11,475,424
Net Revenue (Expense)	\$1,824,113	(\$1,418,028)	(\$517,707)	\$900,321
Capital Purchases and Transfers	(2,493,887)	(666,491)	(981,000)	(\$314,509)
Transfer to Local Capital	(1,300,000)	-	(600,000)	(\$600,000)
Use of Appropriated Surplus	1,969,774	2,084,519	2,098,707	\$14,188
Surplus (Deficit)	-	-	-	-

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OPERATING FUND – USE OF ACCUMULATED OPERATING SURPLUS – (Schedule 2)

Based on the planning assumptions for the next fiscal, approximately \$2.1 million from the accumulated operating surplus is required to balance the budget. The table below provides comparisons to previous results including the use of the Accumulated Operating Surplus

	2021/22 Actual	2022/23 Amended	2023/24 Preliminary	Change 2023/24 to 2022/23
Total Revenue	\$166,774,021	\$176,848,784	\$189,224,529	\$12,375,745
Total Expense	164,949,908	178,266,812	189,742,236	\$11,475,424
Net Revenue (Expense)	\$1,824,113	(\$1,418,028)	(\$517,707)	\$900,321
Capital Purchases and Transfers	(2,493,887)	(666,491)	(981,000)	(314,509)
Transfers to Local Capital Fund	(1,300,000)	-	(600,000)	(600,000)
Use of Appropriated Surplus	\$1,969,774	\$2,084,519	\$2,098,707	\$14,188

As presented in Note 15 of the audited financial statements ending June 30, 2022, the Accumulated Operating Surplus was approximately \$9.3 million. Based on the 2022/23 Amended Budget, approximately \$2.1 million is needed to balance the budget. An additional \$2.1 million is needed to balance the 2023/24 Preliminary Annual Budget.

As outlined in Policy 710: Accumulated Operating Surplus, the target balance of the surplus is 2 – 4 percent of Operating Fund Expenses. This means that the balance should be between \$3.8 million to \$7.6 million. When considering the 2023/24 appropriation to balance the 2023/24 Preliminary Annual Budget, the balance would be \$4.2 million or 2.2% of expenses.

The table below summarizes the changes to the Accumulated Operating Surplus.

Accumulated Operating Surplus	
Opening Balance, July 1, 2022 (Note 14 of audited financial stmts)	\$9,297,185
Less: Internally restricted funds	(928,588)
Less: 2022/23 Amended Budget - Use of Appropriated Surplus	(2,084,519)
Less: 2023/24 Preliminary Budget - Use of Appropriated Surplus	(2,098,707)
Estimated Balance, June 30, 2024	\$4,185,371

SPECIAL PURPOSE FUNDS – REVENUES AND EXPENSES – (Schedules 3 and 3A)

Special Purpose Funds are restricted grant funds that have been provided for a specific program or purpose and are time limited, requiring that funds generally be spent between 12 to 24 months. All revenues and expenses must be accounted for and reported separately from the Operating Fund.

Included as part of the Special Purpose Fund are school fees collected directly by the schools. These amounts are combined, and reported as a single revenue with associated expenses within the Special Purpose Fund. The 2023/24 estimate for School Generated Funds revenues and expenses are \$4.0 million, unchanged from 2022/23.

2023/24
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The 2023/24 Preliminary Annual Budget includes approximately \$29.3 million revenue in Special Purpose Revenue as detailed below. There is an offsetting \$29.3 million in expenses and capital assets purchased.

Description	2021/22 Actual	2022/23 Amended	2023/24 Preliminary	Change 2023/24 to 2022/23
Provincial Funding				
Annual Facilities Grant	\$613,064	\$626,391	\$626,391	-
Carlile Youth Inpatient Unit	233,305	235,470	256,563	21,093
Changing Results for Young Children	17,525	20,128	-	(20,128)
Classroom Enhancement Fund - Overhead	6,101,085	6,101,085	6,677,376	576,291
Classroom Enhancement Fund - Remedy	891,800	1,013,688	-	(1,013,688)
Classroom Enhancement Fund - Staffing	10,858,219	11,670,346	12,772,692	1,102,346
CommunityLINK	1,160,768	1,160,768	1,270,786	110,018
Early Care & Learning	-	175,000	175,000	-
Feeding Futures Fund	-	-	1,734,379	1,734,379
First Nations Student Transportation	164,517	201,572	200,000	(1,572)
Learning Improvement Fund	505,930	502,028	629,145	127,117
Mental Health in Schools	124,986	51,308	51,000	(308)
Official Language Education Program (OLEP)	310,850	804,706	279,706	(525,000)
Ready, Set, Learn	49,678	82,862	61,250	(21,612)
Safe Return to School (federal and provincial)	351,621	329,674	-	(329,674)
Strong Start	224,000	224,000	224,000	-
Student & Family Affordability	-	1,258,341	-	(1,258,341)
Sub-total	21,607,348	24,457,367	24,958,288	500,921
External Sources				
Metro Regional Implementation	158,836	75,000	75,000	-
North Shore Secondary Schools Athletic Assn (NSSSAA)	281,634	250,000	250,000	-
School Generated Funds	4,824,380	4,000,000	4,000,000	-
Violence Prevention	14,194	28,506	20,000	(8,506)
Sub-total	5,279,044	4,353,506	4,345,000	(8,506)
Total Revenue	\$26,886,392	\$28,810,873	\$29,303,288	\$492,415

Classroom Enhancement Fund

For 2023/24, the school district has been provided with a preliminary allocation for the Classroom Enhancement Fund (CEF) based last year's report. The CEF staffing allocation is based on student enrolment and class composition, while the CEF Overhead allocation for education assistants is fixed, and does not keep pace with collective agreement increases or changes in enrolment. The 2023/24 increase in funding reflects the change in compensation, not the change in needs.

No funding has been budgeted for remedy. Remedies earned in the year are reported in the Fall and funding is provided separately during the fiscal year.

The FTEs and funding provided under the Classroom Enhancement Fund are summarized in the following table.

**2023/24
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Category	2021/22 Actual	2022/23 Amended	2023/24 Preliminary	Change 2023/24 to 2022/23
FTEs				
Teachers	101.010	99.650	104.220	4.570
Overhead (Education Assistants)	107.700	106.950	112.560	5.610
Total	208.710	206.600	216.780	10.180
Targeted Funding				
Teachers	\$10,858,219	\$10,858,219	\$12,772,692	\$1,914,473
Overhead (Education Assistants)	6,101,085	6,101,085	6,677,376	\$576,291
Remedy	891,800	1,013,688	-	(\$1,013,688)
Total	\$17,851,104	\$17,972,992	\$19,450,068	\$1,477,076

Local Capital (Schedule 4)

The balance of the Local Capital Surplus at June 30, 2023 is estimated at \$3.1 million, and the proposed uses in the 2023/24 Preliminary Annual Budget are outlined below.

	2023/24 Preliminary
Local Capital Funds	
Opening Balance at July 1, 2022 (note 14 audited financial stmts)	\$5,171,736
Deduct: Estimated uses	(2,197,831)
Add: Approved Contributions	120,000
Estimated Closing Balance at June 30, 2023	\$3,093,905
Deduct: Uses proposed in 2023/24 Preliminary Budget	(1,464,000)
Add: Contributions proposed in 2023/24 Preliminary Budget	720,000
Estimated Closing Balance at June 30, 2024	\$2,349,905

The proposed uses in the 2023/24 Preliminary Annual budget are detailed below.

	2023/24 Preliminary
Uses Proposed in 2023/24 Preliminary Budget	
Completion of Cheakamus Centre capital work	\$535,000
Utilization of Local Capital for technology	929,000
Total Uses Proposed	\$1,464,000

The estimated balance of Local Capital Funds that are available by project follows.

	2023/24 Preliminary
Local Capital - Available Funds By Project	
Capital Construction Projects	\$1,010,000
Technology	653,000
Contingent or emergent capital needs, fleet, board office, maintenance yard, etc	686,905
Estimated Closing Balance at June 30, 2024	\$2,349,905

**2023/24
PRELIMINARY ANNUAL BUDGET
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Amortization (Schedule 4)

A provision for asset amortization expense of \$15.357 million, and amortization of deferred capital contributions of \$10.446 million is included in the 2023/24 Preliminary Annual Budget. Assets and related revenues are amortized over the useful life of the assets.

RISK MANAGEMENT

As noted previously, one of the guiding principles in budget development is the use of realistic and conservative assumptions wherever possible. This is purposely done to minimize risk in managing spending within the approved budget during the school year. Key to making the entire budget plan work, is ensuring that the materiality of any assumptions missed, can be absorbed within the overall budget, or addressed through access to the accumulated operating surplus.

Listed below are items that will be monitored closely during the fiscal year.

Enrolments

- Increased enrolment growth will place demands on spaces currently used as flexible spaces in elementary schools. As the need to increase the number of divisions at a school increases, this may displace the flexible spaces that are required as classrooms.
- Increased enrolment at elementary schools will bring certain elementary schools closer to reaching capacity, and as demand continues to increase, so will the potential requirement to purchase and install portables. The estimated cost to purchase and implement portables is \$350,000, which has not been included in the 2023/24 budget.
- As enrolment at elementary schools increase, there may be fewer opportunities to accommodate international student enrolments.

Revenues

- The operating grant from the Ministry represents over 90% of the Operating Fund revenues. The foundation for the operating grant is the enrolment forecast submitted in February for the following school year. At this time, enrolments are forecasted consistent with the forecast submitted in February. The estimated change in the operating grant will be calculated in September based on actual enrolments.
- International tuition revenue has been estimated at levels consistent with enrolments in the 2022/23 Amended Annual Budget (or current year). Although enrolments are increasing, enrolments have not recovered to pre-COVID-19 levels. The availability of home stays continues to be a risk to accepting international students.

Expenses

- The staffing requirements for next year are based on current enrolments, which informs class size and composition. Any material changes in enrolment and class composition may result in increases or decreases in staffing requirements to meet ratio requirements in the collective agreement.
- The legislated changes to the *Employment Standards Act* provide five days of paid illness to employees that do not receive paid sick leave. The 2023/24 Preliminary

2023/24
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS

Annual Budget provides a provision for leave which must be reviewed and monitored closely to ensure that the actual costs are within the budget estimate.

- Staff salaries, for all employee groups, are based on average salaries. If the actual costs differ materially from the planning assumptions, this could pose a material impact on the overall budget.
- Supply chain and inflationary increases continue to have a material impact on spending for cleaning supplies, paper supplies and availability of certain information technology. Although provisions have been taken to estimate the financial impact, there may be unforeseen events that impact this further.

Capital Assets

- Although the Ministry provides an Annual Facilities Grant to maintain buildings and components of the buildings through their economic life, this funding is not sufficient to address all needs. Based on the recent review of school district buildings, the estimated cost of deferred maintenance is \$97 million as of May 1, 2023. This means that deferred maintenance for buildings and facilities continues to increase and the overall condition of buildings continues to decline. Major failures would need to be covered from the Accumulated Operating Surplus. To manage this risk, the Facilities and Planning Department reviews and prioritizes projects for the best use and highest value on an on-going basis.
- Any buildings not used for education purposes, such as the Education Services Centre and maintenance facility are not eligible for Ministry major capital funding. Any repairs would be funded internally by the Board of Education.
- The Ministry has an expectation that construction of new schools and additions require financial contributions from the school district. The only source for these funds would be from the Accumulated Operating Surplus.
- Extreme weather is having an impact on the buildings and grounds, and any significant impacts will put pressure on existing budgets.

Contingency

- The operating budget does not contain any contingency for unforeseen or unbudgeted costs that may arise. The Board's only emergency fund is the accumulated operating surplus, which reinforces the importance of maintaining the target balance of 2 to 4 percent for the Accumulated Operating Surplus.

Schedule B.2
of the
Administrative Memorandum

Meeting Date: May 23, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Trustee Stipends**

Narration:

Section 71 of the *School Act* states that “a board may authorize annually the payment of remuneration to the chair, vice chair and other trustees, and...a reasonable allowance for expenses necessarily incurred by the trustees in the discharge of their duties.”

In March 2013, the Board of Education adopted [Policy 107: Board of Education – Trustee Stipend, Resources, and Expenses](#). This policy and related [Administrative Procedures](#) addressed the method by which the annual stipend would be adjusted annually, each July 1, in accordance with the increase in the Vancouver Consumer Price Index (CPI). The Board of Education must pass a resolution each year to authorize any change in remuneration.

The last change to Trustee Stipends was approved at the September 21, 2021 Public Board meeting which reflected a 0.06% increase, equivalent to the annual increase in Vancouver CPI. At the May 24, 2022 Public Board meeting, the motion to approve an increase to Trustee Stipends was defeated as collective bargaining was underway.

The Board of Education is being asked to consider three options for Trustee Stipends effective July 1, 2023. The Vancouver CPI rate is based on the calendar year for the 12 months ending December, which is consistent with previous increases for stipends.

Option 1 provides for the annual increase in Vancouver CPI of 6.8% in 2022, based on the most recent calendar year. The annual budget increase would be \$13,650.

Position	Current Annual Rate	Proposed Annual Rate	Proposed Annual Increase	Proposed Annual Percent Increase
Chair	\$30,595	\$32,675	\$2,080	6.8%
Vice Chair	\$29,050	\$31,025	\$1,975	6.8%
Trustee	\$28,226	\$30,145	\$1,919	6.8%

Option 2 provides for the annual increase in Vancouver CPI of 6.8% in 2022 and 2.7% in 2021. This option includes increases for the two calendar years since the last increase was approved. The annual budget increase would be \$19,476.

Position	Current Annual Rate	Proposed Annual Rate	Proposed Annual Increase	Proposed Annual Percent Increase
Chair	\$30,595	\$33,563	\$2,968	9.7%
Vice Chair	\$29,050	\$31,868	\$2,818	9.7%
Trustee	\$28,226	\$30,964	\$2,738	9.7%

Option 3 provides for an annual increase at 5.0% which takes into an increase closer to the general wage increase under the Collective Agreements in 2022 and 2023. The annual budget increase would be \$10,038.

Position	Current Annual Rate	Proposed Annual Rate	Proposed Annual Increase	Proposed Annual Percent Increase
Chair	\$30,595	\$32,125	\$1,530	5.0%
Vice Chair	\$29,050	\$30,503	\$1,453	5.0%
Trustee	\$28,226	\$29,637	\$1,411	5.0%

When comparing stipends for the North Vancouver School District to other school districts, Option 2 would bring the stipends within proximity of these ranges. Comparator school districts include Delta (SD37), Richmond (SD38), Burnaby (SD41) and Vancouver (SD39).

RECOMMENDED MOTION:

Option 1

that the Board adopt Trustee Stipends for the Chair at \$32,675; the Vice Chair at \$31,025; and Trustee at \$30,145 effective July 1, 2023.

or

Option 2

that the Board adopt Trustee Stipends for the Chair at \$33,563, the Vice Chair at \$31,868 and Trustee at \$30,964, effective July 1, 2023.

or

Option 3

that the Board adopt Trustee Stipends for the Chair at \$32,125, the Vice Chair at \$30,503 and Trustee at \$29,637, effective July 1, 2023.



Schedule C.1
of the
Administrative Memorandum

Meeting Date: May 23, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Elementary School Fees 2023/24**

Narration:

In accordance with the *School Act* s. 82 (3), Boards of Education may charge supplementary fees to students and parents for goods and services provided by the board. The North Vancouver School District Board of Education has developed Policy 706: School Fees, incorporating the requirements and provisions of the legislation and detailing administrative procedures for establishing and communicating school fees. The policy is reviewed on an ongoing basis to ensure consistency with changes in legislation, to reduce ambiguity in interpretation, and to support appropriate implementation.

Policy 706 requires that each North Vancouver elementary school annually establish a schedule of fees. Elementary school fees are developed and reviewed each spring, in order that they may be published to school communities in advance of the school year in which they will apply.

The process for developing school fees requires school administrators to consult with appropriate staff, students, and parents (PAC), and to establish supplementary fees at the minimum level necessary to recover the cost of the activity/material. The Superintendent of Schools annually reviews the individual schedules of school fees for consistency across the school district.

Each spring, the schedule of fees for the following year is provided to Trustees for their information. Accordingly, the *Schedule of Supplementary Elementary School Fees 2023/24* for the North Vancouver School District is attached for the Board's information.

In addition to the Elementary School Fees, the Secondary School Fees for 2023/24 for North Vancouver School District were submitted to the Board for their information in December 2022. This spring, there was an adjustment made to the Windsor Secondary Foods fees and to the Hockey Skills Academy fees.

Attachments:

*School District No. 44 (North Vancouver) Schedule of Supplementary Elementary School Fees 2023/24
Secondary and Academy Fee Changes 2023/24*



**SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) SCHEDULE OF
SUPPLEMENTARY ELEMENTARY SCHOOL FEES 2023/24 and
SECONDARY AND ACADEMY FEE CHANGES 2023/24**

Policy 706: School Fees requires the Superintendent of Schools to review annually the schedule of school fees for all schools and to provide this schedule to Trustees for their information. Listed below is an overview of the Supplementary Elementary School Fees established for the 2023/24 school year.

A. ELEMENTARY SCHOOLS SUPPLEMENTARY FEES

Supplementary Elementary School Fees have been developed at each individual school through a consultative process that involves the school principal, staff, and parents of the school community, and includes a presentation of proposed fees at a Parent Advisory Council (PAC) meeting. The following identifies the fee categories and, where supplementary fees are charged, the range of fee amounts that have been established at elementary schools across the school district for the 2023/24 school year.

	<u>Range:</u>
Materials used in special projects <i>(intended for student to take home for personal use or as a gift)</i>	\$ 12.00 - \$ 25.00
Student Planners	\$ 6.00 - \$ 11.00
Enrichment Learning Activities <i>(e.g., gymnastics, tennis, dance, etc.)</i>	\$ 15.00 - \$ 40.00
Field Trips	Cost recovery on trip-by-trip basis

***"School Supplies"** Some elementary schools offer or facilitate the purchase of a "School Supplies" package. This is offered to families as an optional, convenience service, on a cost-recovery basis. Where this occurs, families may alternately choose to purchase school supplies on their own and a supplies list will be provided.*

Each NVSD school will post their supplementary school fees for 2023/24 on their individual school website or will publish the fees in their school newsletter. Fees are charged **only** for materials or activities that are supplemental to what is required to sufficiently meet the Province's general requirements for graduation.

B. ELEMENTARY DISTRICT PROGRAM FEES

Band and Strings Program:

Registration - from January 16 - February 28, 2023 Late	Registration Fee: \$ 520.00
Registration - from March 10 - September 29, 2023	Registration Fee: \$ 600.00

Cheakamus Centre Programs:

Gr 3 Longhouse - Skw'une-was Indigenous Cultural Program - 2 Day	\$ 152.00
Gr 4 Outdoor School Program - 3 Day	\$ 247.00
Gr 6 Outdoor School Program - 4 Day	\$ 326.00

Supplementary fees for NVSD Elementary District Programs are posted on the respective Program pages on the North Vancouver School District's website www.sd44.ca

C. SECONDARY AND ACADEMY FEE CHANGES 2023/24

HOCKEY SKILLS ACADEMY (Windsor Secondary)

Regular Players \$ 1,387.50
Goalies \$ 971.25

WINDSOR SCHOOL FEE ADJUSTMENT

MADFS09	FOOD STUDIES 9	\$ 50.00
MFOOD10	FOOD STUDIES 10	\$ 50.00
MFOOD11	FOOD STUDIES 11	\$ 50.00
MFOOD12	FOOD STUDIES 12	\$ 50.00
XAT--00-LS	FOODS STUDIES: RESOURCE ROOM	\$ 30.00

Schedule C.2
of the
Administrative Memorandum

Meeting Date: May 23, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Land Management - Written Update**

Narration:

Updates on the Board of Education's Land Management will be provided in writing at each of the monthly Public Board Meetings for information.

Attachment:

Land Management Update – May 2023

Land Management Update – May 23, 2023

Argyle Secondary School – Seismic Replacement

- No significant updates.
- Capital Project is complete.
- Other projects to be completed:
 - New artificial turf field and sports court – contractor has commenced work (project led by District of North Vancouver).
 - New outdoor basketball practice area – project has commenced and anticipated by be complete in early June (project is sponsored by Argyle Secondary School).

Handsworth Secondary School – Seismic Replacement

- No significant updates.
- Seeding for new field in progress.
- Final site landscaping improvements underway construction fending will remain until all planting is established and field is read to use, anticipated completion is fall.

Mountainside Secondary School – Seismic Upgrade

- No significant updates.
- Resolving minor items related to fire safety.

Cheakamus Centre’s Environmental Learning Centre – Envelope Rehabilitation

- No significant updates.
- Contractor is completing outstanding deficiencies.

Cloverley Elementary School – New School

- No significant updates.
- Ministry of Education and Child Care requested revisions to the Project Definition Report (PDR) to include a mass timber option. Revised PDR has been submitted to the Ministry.

Lynn Valley Expansion Project

- Design work in progress. Design input being received from many sources.
- No impact to site anticipated, apart from possible surveying.
- Construction activity is scheduled to commence during the summer of 2024.

Lucas

- No change.

Facilities Update

- Brooksbank Elementary - Project awarded to construct universally accessible playground. Construction to commence in May 2023.

Schedule C.3
of the
Administrative Memorandum

Meeting Date: May 23, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Tuesday, May 2, 2023 Standing Committee Meeting**

Narration:

The Board of Education will find attached the meeting summary from the May 2, 2023, Equity in Action Standing Committee Meeting.

Trustee Lailani Tumaneng will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, May 2, 2023

**BOARD OF EDUCATION STANDING COMMITTEE
NORTH VANCOUVER SCHOOL DISTRICT**

Meeting Summary of May 2, 2023

Meeting Summary of the Board of Education's Standing Committee Meeting held at the Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, British Columbia, on Tuesday, May 2, 2023.

Call to Order:

Trustee Lailani Tumaneng called the Standing Committee meeting to order at 7:00 pm, thanking those in attendance for participating. The traditional territorial lands of the Skwxwú7mesh (Squamish) Nation and səliłwətaʔ (Tseil-Waututh) Nation were acknowledged.

Promoting a Welcoming and Inclusive Community

John Crowley, Vice Principal, Argyle Secondary School and Bridget O'Brien-Kopacek, Vice Principal, Queen Mary Elementary School provided introductory comments and an outline for the meeting. The objective of the Standing Committee meeting was to share work underway, highlight some learnings, provide a glimpse into planned initiatives and to hear voices of the school district about areas of focus going forward. The presenters introduced the Community Norms for the discussion and working definitions, and the intersections of Inclusion Diversity and Equity.

Attendees participated in table discussions to provide guidance and recommendations promoting a welcoming and inclusive community. Each table was hosted by a facilitator and recorder to capture the discussions. The guiding questions are outlined below.

Round 1

- How do we ensure that all students and their caregivers feel a sense of belonging in our school community?
- What are some concrete steps we can take to make sure schools are more welcoming & inclusive for students and caregivers from oppressed backgrounds?

Round 2

- What are the forms of discrimination and bias that exist within our school district community?
- What are the practices that perpetuate this?

Round 3

- How do we collectively address different forms of discrimination in the school district community?
- What are some ways that we can take positive action to address these issues?

John Crowley provided final comments, before Trustee Tumaneng thanked attendees.

The presentation can be found online: [2022/23 Public Meetings](#)

Next Meeting:

September 2023

Schedule C.4
of the
Administrative Memorandum

Meeting Date: May 23, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Committee Reports - Written Update**

Narration:

Updates on the Board of Education's Committees will be provided in writing at each of the monthly Public Board Meetings for information.

Attachments:

- Audit Committee
- Joint Job Evaluation Committee
- Safe & Healthy Schools Committee

Audit Committee – May 23, 2023

The North Vancouver School District Audit Committee was established in 2016 to assist the Board of Education in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the audit process, the Board of Education's process for monitoring compliance with laws and regulations and the codes of conduct, and the budget process. The Committee will meet at least four times a year, with the authority to convene additional meetings, as circumstances require.

The Committee is comprised of three representatives from the Board of Education and two independent financial experts that have subject matter expertise. The Committee is supported by staff including the Superintendent, Secretary Treasurer and Director, Financial Services. Members for this year are:

- Committee Chair, Daniel Anderson, Representative from the Board of Education;
- Kulvir Mann, Representative from the Board of Education;
- Linda Munro, Representative from the Board of Education;
- Jodi Rustad, Partner, Audit and Accounting, Baker Tilley; and,
- Roy Uyeno, retired Secretary Treasurer.

The primary purpose of the May meeting is to review the draft budget for the upcoming fiscal year. Other agenda items at this meeting included discussion and review of:

- 2022/23 Audit Plan as presented by Lenora Lee, Audit Partner with KPMG;
- 2022/23 Forecast to year end;
- Capital Fund Update; and
- Life cycle renewal of school district assets.

Following the presentation of the 2023/24 preliminary annual budget, the Audit Committee approved two motions outlined previously in the agenda for tonight's meeting.

The Committee members also met in camera with the Auditor, without staff.

The next Committee meeting will be scheduled in September 2023.

Joint Job Evaluation Committee – May 23, 2023

The North Vancouver School District and Canadian Union of Public Employees (CUPE 389) Joint Job Evaluation Committee is responsible to implement the Job Evaluation Plan (April 2017). The Job Evaluation Plan provides a systematic and analytical process to determine the relative value and worth of different jobs within their structure. This evaluation is completed by assessing and comparing various job factors to establish a fair and equitable internal job hierarchy.

The Committee primarily focuses on making joint recommendations regarding:

- Review of new CUPE positions established by the Board of Education;
- Review existing positions or classes as requested by the employee, CUPE or the Board of Education;
- Modify existing positions or classes as requested by the employee, CUPE or the Board of Education; and,
- Review appeals of positions or classes as requested by the employee/CUPE or the Board of Education.

The Committee is comprised of equal representatives from CUPE and the Board of Education:

- Committee Co-Chair, Xenia O'Brien, Senior Human Resource Manager, Representative for the North Vancouver School District Board of Education;
- Committee Co-Chair, Joicy Szymanski, Administrative Assistant, Facilities and Planning, Representative for CUPE;
- Teri Price, Payroll Manager, Representative for the North Vancouver School District Board of Education;
- Terence Capitania – Kwok, Groundswoker, Representative for CUPE;
- Brenda Bell, District Principal, Human Resources, Alternate Representative for the North Vancouver Board of Education; and,
- Britt DesBrisay, Electrician, Alternate Representative for CUPE.

This Committee has been meeting since 1999 and was initially established to ensure gender neutrality between positions, and internal equity.

The Committee meets approximately 4 times per school year, depending upon the scope and volume of job evaluation requests. Job evaluation is an ongoing process. As job roles change, new technologies emerge, positions may need to be re-evaluated. This ensures that the CUPE position structure remains fair, equitable, and market competitive.

Safe and Healthy Schools Committee Update – May 23, 2023

The North Vancouver Board of Education recognizes an important relationship between safety, health, and the many benefits to students, including a student's pathway to learning and growing. North Vancouver schools play an important role, as part of a larger community, in the promotion of safety, connection, health, and well-being.

In support of the well-being of school communities in the North Vancouver School District, it is important for parents/guardians, employees, and students to work towards educational opportunities and initiatives, as well as school/district policies, and processes, that promote feelings, experiences and development of safety, connection, and health.

The Safe and Healthy Schools Committee key roles include:

- Reviewing current process and initiatives in relation to various Safe and Healthy Schools topics, including; reporting of suspected child/youth abuse protocols, threat risk assessment, codes of conduct, substance use, sexual health, consent, healthy relationship education, social emotional learning and mental health education;
- Reviewing and reflecting upon assessment data connected to Safe and Healthy Schools, including; Middle Years Development Instrument (MDI), Youth Development Instrument (YDI), McCreary Adolescent Health Survey (AHS), Mental Health Dashboard and Student Learning Survey (SLS);
- Recommending to the Board and Superintendent updates to Policies relating to Safe and Healthy Schools;
- Establishing task-driven Safe and Healthy Schools sub-committees, as necessary;
- Supporting the communication and promotion of Safe and Healthy Schools initiatives amongst North Vancouver School District partner and employee groups.

The Committee is comprised of representatives from all education partner groups including:

- Committee Chair, Jeremy Church, District Principal of Safe and Healthy Schools;
- Antje Wilson, Trustee Representative for the Board of Education;
- North Vancouver Administrators' Association Representatives Tim Ireland, Kate Lechleiter, Paul Ruben and Tina Parker;
- North Vancouver Teachers' Association: Katrina Russell, President;
- Canadian Union of Public Employees (CUPE) 389: Yvette Mercier, President;
- North Vancouver Parent Advisory Council: Jennifer Branston and Vicky Sra;
- District Student Leadership Council: Charlotte Davidson, Aqil Zaman, Qianyi Yu and Moses Kim.

The Safe and Healthy Schools Committee has met twice this year (January and April), with a third meeting scheduled for June. The name of the Committee changed from the Safe and Caring Schools Committee to the Safe and Healthy Schools Committee, and the group amended and adopted the Terms of Reference to guide the work, at the April meeting. Key discussion points at this years meetings have been:

- Lockdown Drills (questions, concerns, and need for drills);
- Substance Use Education (how to make this more impactful and prominent in schools);
- Using Data to Inform Initiatives (Middle Years Development Instrument, Youth Development Instrument, etc.);
- Sexual Exploitation and Consent Education Initiatives.

The June meeting will be an opportunity to engage with MDI and YDI data, as well as set agenda/focus areas for the 2023-24 school year, including dates for ideally four meetings.

Schedule C.5
of the
Administrative Memorandum

Meeting Date: May 23, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Superintendent's Report**

Narration:

The Superintendent will provide an oral report on items of interest or concern to the Board not otherwise covered in the agenda.

Schedule C.6
of the
Administrative Memorandum

Meeting Date: May 23, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Report Out – British Columbia School Trustees Association and BC Public School Employers’ Association**

Narration:

Trustees will provide an update on information related to British Columbia School Trustees Association and BC Public School Employers’ Association.

Schedule C.7
of the
Administrative Memorandum

Meeting Date: May 23, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Trustees' Reports/Highlights**

Narration:

The Board Chair will call for highlights from Trustees on their activities on behalf of the Board of Education.

**ScheduleD.....
of the
Administrative Memorandum**

Meeting Date: May 23, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Future Meetings**

Narration:

Date and Time	Event	Location
Tuesday, June 20, 2023 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver

All meetings will take place on the 5th floor in the Mountain View Room, unless otherwise noted.

Pedestrian Access: Main West Entrance at 2121 Lonsdale Avenue, proceed by elevator to 5th Floor.

Vehicle Access: Parkade Entrance off West 21st Street and Lonsdale Avenue, park on Level P1 and proceed by elevator to 5th floor.

**ScheduleE.....
of the
Administrative Memorandum**

Meeting Date: May 23, 2023 **Board** **Board, in camera**

Topic (as per the Memorandum): **Public Question & Comment Period**

Narration:

At the end of the Public Board Meeting, members of the public attending the meeting have an opportunity to obtain clarification concerning the meeting's proceedings. Those who are attending virtually can email publiccomments@sd44.ca or call 604-998-5100 and leave a voice mail. Questions and comments will be accepted until one hour after the adjournment of the meeting. Questions and comments submitted by email or phone will be circulated to the Board of Education.

The Board of Education can respond to comments, or ask staff to respond to comments, made during the Public Question & Comment Period.

In accordance with Board policy, questions relating to personnel, negotiations or litigation must not be dealt with in a public session.

During the Public Question and Comment Period at the end of the meeting, speakers may not speak disrespectfully of any Board Member, staff member or any other person and must not use offensive words or gestures.