

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, February 25, 2025, at
6:30 pm

A. Call to Order

A.1. Acknowledgments

A.2. Approval of Agenda
(that the agenda, as recommended in the Administrative Memorandum,
be adopted.)

A.3. Approval of Minutes (that the minutes of the Public Meeting of January
21, 2025, be approved as circulated)

A.4. Public Questions/Comments *

A.5. Educational Presentation – North Vancouver Online Learning

B. Action Items

B.1. School District No. 44 (North Vancouver) Amended Annual Budget and
Internal Restriction of Operating Surplus for Fiscal Year 2024/25

B.2. Proposed Revised Policy 212: Animals in Schools

B.3. Proposed 2025/26 School Calendar

C. Information and Proposals

C.1. Educational Update: Framework for Enhancing Student Learning

C.2. Administrative Procedures: Travel and Business Expenses

C.3. Tuesday, February 4, 2025 Standing Committee Report

Estimated
Completion
Time

6:30 pm

6:30 pm

6:35 pm

6:40 pm

6:50 pm

7:20 pm

7:30 pm

7:40 pm

7:50 pm

8:00 pm

8:05 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, February 25, 2025 at
6:30 pm

		Estimated Completion Time
C.4.	Committee Reports – Written Update <ul style="list-style-type: none">• Audit Committee• Inclusion Committee• Policy Review Committee	8:10 pm
C.5.	Land Management – Written Update	8:15 pm
C.6.	Superintendent's Report	8:25 pm
C.7.	Report Out – British Columbia School Trustees Association (BCSTA) and BC Public School Employers' Association (BCPSEA)	8:30 pm
C.8.	Trustees' Reports/Highlights	8:40 pm
D.	Future Meetings	8:45 pm
E.	Public Question & Comment Period	8:50 pm
F.	Adjournment	8:50 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, January 21, 2025.

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

A. Call to Order

Board Chair Linda Munro called the meeting to order at 6:31 p.m.

A.1. Acknowledgments

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

A.2. Approval of Agenda

Trustee Gerlach advised that she is withdrawing her Notice of Motion, under item B.5.

Moved by A. Wilson

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

Seconded by K. Mann

Carried

A.3. Approval of Minutes

Moved by G. Tsiakos

that the minutes of the public board meeting of December 17, 2024, be approved as circulated.

Seconded by A. Wilson

Carried

A.4. Public Question/Comment Period

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

A.5. Educational Presentation: District Student Leadership Council

Dr. Pius Ryan, Superintendent, welcomed students from the Executive of the District Student Leadership Council. The presenters shared student perspectives on a variety of topics.

The presenters responded to Trustees' questions.

B.1. Board/Authority Authorized (BAA) Courses

Dr. Pius Ryan, Superintendent, welcomed Greg Hockley, District Principal, Secondary Curriculum and Careers, and Adam Baumann, Assistant Superintendent, to provide an overview of the Board/Authority Authorized Courses recommended to the Board of Education for approval.

The presenters responded to Trustees' questions.

Moved by K. Mann

that the Board of Education, according to its power and capacity set out in Section 85(2)(i) of the *School Act* and in harmony with the course standards established by the Ministry of Education and Child Care, hereby approves the revised Board/Authority Authorized (BAA) courses Strategies for Learning 10, 11, and 12, effective 2024/25 for submission to the Ministry.

Seconded by D. Anderson

Carried

Moved by D. Anderson

that the Board of Education, according to its power and capacity set out in Section 85(2)(i) of the *School Act* and in harmony with the course standards established by the Ministry of Education and Child Care, hereby approves the new Board/Authority Authorized (BAA) course Future Pathways Technology Sampler 11, effective 2024/25 for submission to the Ministry.

Seconded by L. Tumaneng

Carried

Moved by G. Tsiakos

that the Board of Education, according to its power and capacity set out in Section 85(2)(i) of the *School Act* and in harmony with the course standards established by the Ministry of Education and Child Care, hereby retires the course Teacher Assistant 12 effective September 2025.

Seconded by A. Wilson

Carried

B.2. Proposed Revised Policy 205 – Outdoor Learning

Board Chair Munro provided the context for the proposed revisions to Policy 205 and introduced Conor McMullan, Director of Educational Programs, Cheakamus Centre, who outlined the changes to the revised policy.

The presenter responded to Trustee's questions.

Moved by L. Tumaneng

that the Board of Education approve proposed revised Policy 205: Outdoor Learning as attached to this Administrative Memorandum of January 21, 2025.

Seconded by K. Mann

Carried

B.3. Repeal Policy 206 – Continuing Education

Board Chair Munro introduced Lucas King, Principal, Mountainside Secondary School, who provided context for the recommended repeal of Policy 206.

Moved by A. Wilson

That the Board of Education repeal Policy 206: Continuing Education effective January 21, 2025.

Seconded by L. Tumaneng

Carried

B.4. Proposed Revised Policy 101: Board of Education – Role and Function – Administrative Procedures

Board Chair Munro introduced this item by providing the background for the proposed revised Policy 101.

Moved by K. Mann

that the Board of Education approve the Proposed Revised Policy 101: Board of Education – Role and Function - Administrative Procedures, as attached to this Administrative Memorandum of January 21, 2025.

Seconded by D. Anderson

Carried

B.5. Notice of Motion: Motions for the BC School Trustees Association AGM

Board Chair Munro noted that the Notice of Motion put forward by Trustee Gerlach has been withdrawn.

Trustee Anderson spoke to the second Notice of Motion and amendments considered include: under 1.2 FS Values, the third bullet will read “public influence and non-partisanship involvement in establishment of education policy”, and bullet four will be deleted. Under 1.1 FS Mission, the eight bullet will be revised to “We believe that an important role of BCSTA is to partner effectively with elected officials and governments by taking a non-partisanship approach to advocacy and the establishment of education policy”.

Moved by D. Anderson

that the North Vancouver Board of Education approve the extraordinary motion to amend the wording of the Foundational Statement Mission and Foundational Statement Values as discussed to be incorporated in the memorandum of January 21, 2025.

Seconded by G. Tsiakos

Carried

B.6. Notice of Motion: Strategic Plan

Board Chair Munro introduced Trustee Anderson who provided context for this notice of motion and responded to Trustee’s questions.

Moved by D. Anderson

Be it resolved that the North Vancouver School District transition to a four-year strategic planning cycle, commencing in January 2028.

Seconded by G. Tsiakos

Defeated

C.1. North Vancouver Teachers’ Association Professional Development Report

Superintendent Dr. Ryan introduced Vickie Vinaric, President of the North Vancouver Teachers’ Association to report on professional development offered during the 2023/24 school year.

The presenter responded to Trustees’ questions.

C.2. Committee Reports – Written Update

Written updates on the Education Week Planning Committee, the Teacher Mentorship Committee and the Sustainability Committee were included in the Board Package. No questions were asked.

C.3. Land Management – Written Update

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

C.4. Superintendent’s Report

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

No questions were asked.

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

Trustee Anderson provided an update regarding the BC School Trustees Association, highlighting the upcoming Metro meeting on Thursday, followed by the BCSTA AGM.

Trustee Mann provided an update regarding the BC Public School Employers' Association, last week Trustee Man attended the BCPSEA meeting for the upcoming AGM on January 30th and 31st. Local bargaining will start this week.

C.6. Trustees' Reports/Highlights

Trustees shared their recent highlights, for activities from December 18, 2024 to January 21, 2025, with an emphasis on their roles as school liaisons.

- Meetings attended by Trustees included:
 - Public Board Meeting
 - Trustee Seminars
 - BCPSEA Trustee Reps Meeting – preparation for AGM
 - BCSTA English Language Learners Consortium Meeting
 - District Student Leadership Committee Meeting
 - Education Week Planning Committee Meeting
- Events attended by Trustees included:
 - Enhanced Programs and Academies Night at Carson Graham Secondary School
 - Parent Advisory Council meeting at Handsworth Secondary
 - Various school visits or events at Argyle Secondary, Braemar Elementary, Blueridge Elementary, Boundary Elementary, Carson Graham Secondary, Dorothy Lynas Elementary, Larson Elementary, Lynnmour Elementary, Mountainside Secondary, Queen Mary Elementary, Seymour Heights Elementary, Westview Elementary and Windsor Secondary Schools

D. Future Meetings

Date and Time	Event	Location
Tuesday, February 4, 2025 at 7:00 p.m.	Standing Committee Meeting – Budget Development	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, February 25, 2025 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, March 4, 2025 at 7:00 p.m.	Standing Committee Meeting – Budget Development	Education Services Centre 2121 Lonsdale Avenue North Vancouver

E. Public Question/Comment Period

Board Chair Munro 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.

Argyle Digital Media Academy teacher Chris Miller spoke about an upcoming “Dinner and a Movie” event at Argyle Secondary where a 30 minute film that was completed by students will be screened.

F. Adjournment

The established agenda being completed, Board Chair Munro adjourned the meeting at 8.24 p.m. and thanked those who attended.

Certified Correct:

Jacqui Stewart
Secretary Treasurer

Linda Munro
Chair, Board of Education

Date

Date

**Schedule .A.4..
of the
Administrative Memorandum**

Meeting Date: February 25, 2025

☒ **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 Board 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 .A.5..
of the
Administrative Memorandum

Meeting Date: February 25, 2025 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **North Vancouver Online Learning**

Narration:

North Vancouver Online Learning (NVOL) is a Provincial Online Learning School that offers a wide variety of courses at the secondary level in English, French, and French Immersion. Students choose NVOL as a classroom alternative for flexible, personalized pathways towards earning the BC Graduation Diploma, Diplôme de fin d'études secondaires en Colombie-Britannique, Adult Graduation Diploma, or to upgrade courses for post-secondary school.

Students from across the province can enroll with NVOL at any time during the school year. From the date they begin, students have twelve months to complete a course. Students can study entirely remotely online; while local students also have the choice of engaging in a blended model of online and in-person learning by visiting the NVOL Centre at Mountainside Secondary School. This 'anywhere, anytime' asynchronous instructional model allows students to combine online with in-person courses, thus providing flexibility for students to take additional courses or design their schedules to meet their learning needs and to meet the demands of athletics, arts, or work. Students in grades 10-12 can choose to enroll with NVOL for some or all their courses while students taking courses at the grades 8 and 9 level may take only some of their courses at NVOL. Elementary age students can choose NVOL to work above grade level as a pathway for enrichment and advanced placement. Any family in BC can choose Online Learning. Students register with NVOL via the NVOL website.

NVOL provides engaging, and interactive learning experiences delivered through the provincially mandated Brightspace Learning Management System. As a Provincial Online Learning School, NVOL strives to continue to grow to support individual differences in ways that foster academic success and a sense of belonging. While the concepts and content, as presented through the Learning Management System, are static, NVOL teachers are intentional in weaving relationship and community building opportunities into courses through teacher-student engagement opportunities. Teachers then tailor instruction and assessment to meet individual student's needs.

NVOL staff are committed to making students' online learning experiences personalized, engaging, and successful by supporting student goals, priorities, and definitions of success, and by providing opportunities for students to take control of their education and learning.

Principal John McGowan will present an overview of North Vancouver Online Learning at the school district.

Schedule .B.1..
of the
Administrative Memorandum

Meeting Date: February 24, 2025 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **School District No. 44 (North Vancouver) Amended Annual Budget and Internal Restriction of Operating Surplus for Fiscal Year 2024/25**

Narration:

The Board is being asked to adopt an Amended Annual Budget Bylaw for fiscal year 2024/25. Section 113 of the *School Act* provides the authority for a Board of Education to amend its annual budget bylaw. The Amended Annual Budget is the final budget for 2024/25 and includes a number of revisions for changes that have taken place since the adoption of the 2024/25 Preliminary Budget on May 21, 2024.

In the 2024/25 Amended Annual Budget, consolidated revenue has increased by \$11,035,817 over the Preliminary Annual Budget. Adjustments include increases to Operating Fund revenues of \$5,483,705 from increased student enrolment, additional funding for wage increases, additional international student tuition and additional program revenues. Revenues in the Special Purpose Fund increased by \$5,547,914 largely due to the expansion of the Provincial Schools Outreach program and additional funding in the Classroom Enhancement Fund. Revenue in the Capital fund is consistent with the Preliminary Budget, increasing by \$4,198.

Total consolidated expenditures have increased by \$13,051,338. This is largely attributed to the additional funding received in Special Purpose Funds, an unplanned expense from Local Capital to demolish part of the Lucas Centre, increases in Program Costs which have offsetting revenues and the cost of living adjustment increases. The Amended Annual Budget requires the utilization of \$2,072,467 of the Accumulated Operating Surplus to balance the budget.

The 2024/25 Amended Annual Budget was reviewed by the Audit Committee on February 13, 2025, and motions recommending approval of the Budget were carried.

Schedules 2, 3, and 4 provide details of the Operating, Special Purpose, and Capital Funds, respectively.

The Total Budget Bylaw amount is \$264,597,486. The Amended Annual Budget includes a balanced Operating Fund and Special Purpose Fund, as required by the *School Act* and includes a deficit in the Capital Fund of \$3,450,128. The deficit in the Capital Fund occurs as a result of the excess of amortization expense over recognition of deferred capital revenues, and is expressly permitted by *the Treasury Board Accounting Practices Order, December 2014*.

Director of Financial Services, Helena Drury will provide highlights of changes that informed the 2024/25 Amended Annual Budget.

Attachments:

Notes and Assumptions, 2024/25 Amended Annual Budget

Amended Annual Budget School District No. 44 (North Vancouver) June 30, 2025

RECOMMENDED MOTIONS:

Recommended Motion 1

that the Board of Education rescind the restriction to use \$2,072,966 from the Accumulated Operating Surplus for the 2024/25 Preliminary Budget, as approved on May 21, 2024, and

that the Board of Education approve the restriction from the Accumulated Operating Surplus of \$2,072,467 to balance the 2024/25 Amended Annual Budget.

Recommended Motion 2

that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2024/25 be read a first time;

that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2024/25 be read a second time;

that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2024/25 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.

Amended Annual Budget

School District No. 44 (North Vancouver)

June 30, 2025

School District No. 44 (North Vancouver)

June 30, 2025

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$264,597,486 for the 2024/2025 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE _____ DAY OF _____, 2025;

READ A SECOND TIME THE _____ DAY OF _____, 2025;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2025;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 44 (North Vancouver) Amended Annual Budget Bylaw 2024/2025, adopted by the Board the _____ DAY OF _____, 2025.

Secretary Treasurer

School District No. 44 (North Vancouver)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	16,600,688	16,585,000
Adult	11,563	7,000
Other	143,750	125,625
Total Ministry Operating Grant Funded FTE's	16,756,000	16,717,625
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	218,958,179	210,112,921
Other	40,005	8,600
Federal Grants	14,000	
Tuition	10,845,500	9,735,500
Other Revenue	10,080,504	8,892,275
Rentals and Leases	2,996,500	2,820,324
Investment Income	1,714,500	2,074,949
Amortization of Deferred Capital Revenue	10,627,098	10,595,900
Total Revenue	255,276,286	244,240,469
Expenses		
Instruction	214,448,942	204,064,376
District Administration	8,625,216	8,513,431
Operations and Maintenance	36,895,470	36,633,798
Transportation and Housing	829,253	496,261
Total Expense	260,798,881	249,707,866
Net Revenue (Expense)	(5,522,595)	(5,467,397)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,072,467	2,072,966
Budgeted Surplus (Deficit), for the year	(3,450,128)	(3,394,431)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(3,450,128)	(3,394,431)
Budgeted Surplus (Deficit), for the year	(3,450,128)	(3,394,431)

School District No. 44 (North Vancouver)

Statement 2

Amended Annual Budget - Revenue and Expense
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	208,332,587	203,022,405
Operating - Tangible Capital Assets Purchased	1,259,024	1,086,000
Special Purpose Funds - Total Expense	36,329,463	30,768,848
Special Purpose Funds - Tangible Capital Assets Purchased	739,581	752,282
Capital Fund - Total Expense	16,136,831	15,916,613
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,800,000	
Total Budget Bylaw Amount	264,597,486	251,546,148

Approved by the Board

Signature of the Chairperson of the Board		
Signature of the Superintendent		Date Signed
Signature of the Secretary/Treasurer		Date Signed

DRAFT

School District No. 44 (North Vancouver)

Statement 4

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

Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(5,522,595)	(5,467,397)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,998,605)	(1,838,282)
From Local Capital	(1,800,000)	
From Deferred Capital Revenue	(33,911,180)	(30,961,433)
Total Acquisition of Tangible Capital Assets	(37,709,785)	(32,799,715)
Amortization of Tangible Capital Assets	16,136,831	15,916,613
Total Effect of change in Tangible Capital Assets	(21,572,954)	(16,883,102)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(27,095,549)	(22,350,499)

School District No. 44 (North Vancouver)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2025

	Operating Fund	Special Purpose Fund	Capital Fund	2025 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	7,118,566		86,601,443	93,720,009
Changes for the year				
Net Revenue (Expense) for the year	(813,443)	739,581	(5,448,733)	(5,522,595)
Interfund Transfers				
Tangible Capital Assets Purchased	(1,259,024)	(739,581)	1,998,605	-
Net Changes for the year	(2,072,467)	-	(3,450,128)	(5,522,595)
Budgeted Accumulated Surplus (Deficit), end of year	5,046,099	-	83,151,315	88,197,414

School District No. 44 (North Vancouver)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	186,366,444	182,842,734
Other	29,600	8,600
Federal Grants	14,000	
Tuition	10,845,500	9,735,500
Other Revenue	5,613,600	4,641,332
Rentals and Leases	2,996,500	2,820,324
Investment Income	1,653,500	1,986,949
Total Revenue	207,519,144	202,035,439
Expenses		
Instruction	179,026,717	173,911,413
District Administration	8,012,744	7,950,856
Operations and Maintenance	20,705,329	20,663,875
Transportation and Housing	587,797	496,261
Total Expense	208,332,587	203,022,405
Net Revenue (Expense)	(813,443)	(986,966)
Budgeted Prior Year Surplus Appropriation	2,072,467	2,072,966
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,259,024)	(1,086,000)
Local Capital		-
Total Net Transfers	(1,259,024)	(1,086,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	181,354,085	179,606,844
Other Ministry of Education and Child Care Grants		
Pay Equity	2,966,047	2,966,047
Funding for Graduated Adults		4,129
Student Transportation Fund	40,566	40,566
Support Staff Benefits Grant	203,000	207,408
FSA Scorer Grant	17,740	17,740
Labour Settlement Funding	1,785,006	
Total Provincial Grants - Ministry of Education and Child Care	186,366,444	182,842,734
Provincial Grants - Other	29,600	8,600
Federal Grants	14,000	
Tuition		
Summer School Fees	55,500	55,500
International and Out of Province Students	10,790,000	9,680,000
Total Tuition	10,845,500	9,735,500
Other Revenues		
Miscellaneous		
Cheakamus	2,864,233	2,358,821
Band and Strings	758,511	745,940
Academy Fees	800,020	714,776
Donations and Recoveries	31,425	31,425
Artistis for Kids	363,001	371,070
Cafeteria and Vending	110,000	50,000
Other	686,410	369,300
Total Other Revenue	5,613,600	4,641,332
Rentals and Leases	2,996,500	2,820,324
Investment Income	1,653,500	1,986,949
Total Operating Revenue	207,519,144	202,035,439

School District No. 44 (North Vancouver)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Salaries		
Teachers	88,256,310	87,847,300
Principals and Vice Principals	12,439,982	12,255,829
Educational Assistants	19,966,567	19,821,218
Support Staff	13,635,901	13,316,640
Other Professionals	6,097,082	6,489,764
Substitutes	8,797,259	6,072,415
Total Salaries	149,193,101	145,803,166
Employee Benefits	39,661,749	38,553,030
Total Salaries and Benefits	188,854,850	184,356,196
Services and Supplies		
Services	10,442,131	9,773,903
Student Transportation	121,880	135,880
Professional Development and Travel	1,083,583	1,119,950
Rentals and Leases	41,765	26,500
Dues and Fees	58,000	84,000
Insurance	510,932	441,332
Supplies	3,802,703	3,681,244
Utilities	3,416,743	3,403,400
Total Services and Supplies	19,477,737	18,666,209
Total Operating Expense	208,332,587	203,022,405

School District No. 44 (North Vancouver)

Schedule 2C

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

Year Ended June 30, 2025

	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	66,721,762	4,398,585	2,620,022	1,714,109		6,872,407	82,326,885
1.03 Career Programs	208,027			330,808		2,100	540,935
1.07 Library Services	2,945,031		255,838	213,142		27,000	3,441,011
1.08 Counselling	3,849,363					15,400	3,864,763
1.10 Inclusive Education	9,669,211	155,000	16,232,967		800,120	1,283,100	28,140,398
1.30 English Language Learning	2,914,586					36,684	2,951,270
1.31 Indigenous Education	608,191	108,500	474,495			2,600	1,193,786
1.41 School Administration		7,467,897		1,242,262	68,084	135,800	8,914,043
1.60 Summer School	289,681			32,146			321,827
1.62 International and Out of Province Students	1,050,458			120,230	226,287		1,396,975
1.64 Other		155,000		27,517	228,953	60,868	472,338
Total Function 1	88,256,310	12,284,982	19,583,322	3,680,214	1,323,444	8,435,959	133,564,231
4 District Administration							
4.11 Educational Administration					916,743		916,743
4.40 School District Governance					219,876		219,876
4.41 Business Administration		155,000		1,169,444	2,135,594		3,460,038
Total Function 4	-	155,000	-	1,169,444	3,272,213	-	4,596,657
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				240,284	836,201		1,076,485
5.50 Maintenance Operations				8,253,255	665,224	361,300	9,279,779
5.52 Maintenance of Grounds				292,704			292,704
5.56 Utilities							-
Total Function 5	-	-	-	8,786,243	1,501,425	361,300	10,648,968
7 Transportation and Housing							
7.70 Student Transportation			383,245				383,245
Total Function 7	-	-	383,245	-	-	-	383,245
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	88,256,310	12,439,982	19,966,567	13,635,901	6,097,082	8,797,259	149,193,101

School District No. 44 (North Vancouver)

Schedule 2C

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

Year Ended June 30, 2025

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	82,326,885	22,471,836	104,798,721	3,894,407	108,693,128	102,860,878
1.03 Career Programs	540,935	145,251	686,186	62,500	748,686	644,497
1.07 Library Services	3,441,011	957,182	4,398,193	91,963	4,490,156	4,271,070
1.08 Counselling	3,864,763	1,032,955	4,897,718	16,500	4,914,218	4,452,731
1.10 Inclusive Education	28,140,398	7,457,223	35,597,621	429,218	36,026,839	37,380,538
1.30 English Language Learning	2,951,270	825,121	3,776,391	13,100	3,789,491	3,924,844
1.31 Indigenous Education	1,193,786	322,697	1,516,483	94,100	1,610,583	1,677,370
1.41 School Administration	8,914,043	1,999,662	10,913,705	71,100	10,984,805	11,132,713
1.60 Summer School	321,827	83,704	405,531	7,800	413,331	452,328
1.62 International and Out of Province Students	1,396,975	380,630	1,777,605	1,957,720	3,735,325	3,798,495
1.64 Other	472,338	102,698	575,036	3,045,119	3,620,155	3,315,949
Total Function 1	133,564,231	35,778,959	169,343,190	9,683,527	179,026,717	173,911,413
4 District Administration						
4.11 Educational Administration	916,743	198,148	1,114,891	227,790	1,342,681	1,246,801
4.40 School District Governance	219,876	17,590	237,466	176,925	414,391	416,433
4.41 Business Administration	3,460,038	836,817	4,296,855	1,958,817	6,255,672	6,287,622
Total Function 4	4,596,657	1,052,555	5,649,212	2,363,532	8,012,744	7,950,856
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,076,485	256,778	1,333,263	1,208,143	2,541,406	2,924,841
5.50 Maintenance Operations	9,279,779	2,393,441	11,673,220	2,679,655	14,352,875	13,939,241
5.52 Maintenance of Grounds	292,704	77,344	370,048	710,000	1,080,048	1,068,793
5.56 Utilities	-	-	-	2,731,000	2,731,000	2,731,000
Total Function 5	10,648,968	2,727,563	13,376,531	7,328,798	20,705,329	20,663,875
7 Transportation and Housing						
7.70 Student Transportation	383,245	102,672	485,917	101,880	587,797	496,261
Total Function 7	383,245	102,672	485,917	101,880	587,797	496,261
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	149,193,101	39,661,749	188,854,850	19,477,737	208,332,587	203,022,405

School District No. 44 (North Vancouver)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	32,591,735	27,270,187
Other	10,405	
Other Revenue	4,466,904	4,250,943
Total Revenue	37,069,044	31,521,130
Expenses		
Instruction	35,422,225	30,152,963
District Administration	612,472	562,575
Operations and Maintenance	53,310	53,310
Transportation and Housing	241,456	
Total Expense	36,329,463	30,768,848
Net Revenue (Expense)	739,581	752,282
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(739,581)	(752,282)
Total Net Transfers	(739,581)	(752,282)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2025

	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			4,038,488		49,531	33,893			
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	626,391	635,946		224,000	61,250	414,676	1,304,811	6,959,186	13,366,952
Provincial Grants - Other									
Other			4,000,000						
	626,391	635,946	4,000,000	224,000	61,250	414,676	1,304,811	6,959,186	13,366,952
Less: Allocated to Revenue	626,391	635,946	4,000,000	224,000	110,781	448,569	1,304,811	6,959,186	13,366,952
Recovered									
Deferred Revenue, end of year	-	-	4,038,488	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	626,391	635,946		224,000	110,781	448,569	1,304,811	6,959,186	13,366,952
Provincial Grants - Other									
Other Revenue			4,000,000						
	626,391	635,946	4,000,000	224,000	110,781	448,569	1,304,811	6,959,186	13,366,952
Expenses									
Salaries									
Teachers						151,171	300,045		10,533,227
Principals and Vice Principals						53,015			
Educational Assistants		502,406					599,489	5,488,750	
Support Staff				180,103			58,859		
Other Professionals									
Substitutes					12,753				
	-	502,406	-	180,103	12,753	204,186	958,393	5,488,750	10,533,227
Employee Benefits		133,540		43,897	2,282	67,027	258,781	1,470,436	2,833,725
Services and Supplies	53,310		3,900,000		95,746	177,356	87,637		
	53,310	635,946	3,900,000	224,000	110,781	448,569	1,304,811	6,959,186	13,366,952
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)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2025

	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Early Childhood Education Dual Credit Program	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		64,699	14,262	8,193		581,446	18,711	105,178	571,839
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	1,675,458	205,872	51,000	6,750	45,000		19,000	175,000	1,749,845
Provincial Grants - Other									
Other									
	1,675,458	205,872	51,000	6,750	45,000	-	19,000	175,000	1,749,845
Less: Allocated to Revenue	1,675,458	241,456	65,262	14,943	45,000	581,446	37,711	280,178	2,321,684
Recovered		29,115							
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	1,675,458	241,456	65,262	14,943	45,000	581,446	37,711	280,178	2,321,684
Provincial Grants - Other									
Other Revenue									
	1,675,458	241,456	65,262	14,943	45,000	581,446	37,711	280,178	2,321,684
Expenses									
Salaries									
Teachers									200,030
Principals and Vice Principals								162,448	142,334
Educational Assistants									414,761
Support Staff									160,021
Other Professionals								67,206	53,144
Substitutes	1,411,625			13,238					
	1,411,625	-	-	13,238	-	-	-	229,654	970,290
Employee Benefits	263,833			1,705				50,524	196,208
Services and Supplies		241,456	65,262		45,000	581,446	37,711		1,155,186
	1,675,458	241,456	65,262	14,943	45,000	581,446	37,711	280,178	2,321,684
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased									
	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2025

	Health Career Grants	Violence Prevention Grant	Metro Reg Implementation	NASSSAA	Provincial Schools Outreach	TDHH Grant	Technology Careers Sampler	Carlile Youth Inpatient PRP	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	5,000	34,656	174,007	110,122	490,961			73,189	6,374,175
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care					3,031,000		125,000		30,677,137
Provincial Grants - Other						10,405			10,405
Other		20,000		128,119					4,148,119
	-	20,000	-	128,119	3,031,000	10,405	125,000	-	34,835,661
Less: Allocated to Revenue	5,000	54,656	174,007	238,241	3,521,961	10,405	125,000	-	37,069,044
Recovered									29,115
Deferred Revenue, end of year	-	-	-	-	-	-	-	73,189	4,111,677
Revenues									
Provincial Grants - Ministry of Education and Child Care	5,000				3,521,961		125,000		32,591,735
Provincial Grants - Other						10,405			10,405
Other Revenue		54,656	174,007	238,241					4,466,904
	5,000	54,656	174,007	238,241	3,521,961	10,405	125,000	-	37,069,044
Expenses									
Salaries									
Teachers				100,015	803,307		24,504		12,112,299
Principals and Vice Principals					142,334				500,131
Educational Assistants									7,005,406
Support Staff				26,542					425,525
Other Professionals					492,122				612,472
Substitutes					10,000		40,000		1,487,616
	-	-	-	126,557	1,447,763	-	64,504	-	22,143,449
Employee Benefits				35,232	530,884		16,779		5,904,853
Services and Supplies	5,000	54,656	174,007	76,452	1,476,814	10,405	43,717		8,281,161
	5,000	54,656	174,007	238,241	3,455,461	10,405	125,000	-	36,329,463
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	66,500	-	-	-	739,581
Interfund Transfers									
Tangible Capital Assets Purchased					(66,500)				(739,581)
	-	-	-	-	(66,500)	-	-	-	(739,581)
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2025

	2025 Amended Annual Budget			2025 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		61,000	61,000	88,000
Amortization of Deferred Capital Revenue	10,627,098		10,627,098	10,595,900
Total Revenue	10,627,098	61,000	10,688,098	10,683,900
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	16,136,831		16,136,831	15,916,613
Total Expense	16,136,831	-	16,136,831	15,916,613
Net Revenue (Expense)	(5,509,733)	61,000	(5,448,733)	(5,232,713)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,998,605		1,998,605	1,838,282
Total Net Transfers	1,998,605	-	1,998,605	1,838,282
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,800,000	(1,800,000)	-	
Total Other Adjustments to Fund Balances	1,800,000	(1,800,000)	-	
Budgeted Surplus (Deficit), for the year	(1,711,128)	(1,739,000)	(3,450,128)	(3,394,431)



North Vancouver School District
the natural place to learn

Amended Annual Budget 2024-25

Prepared February 7, 2025

**Amended Annual Budget
2024-25
Notes and Assumptions**

BACKGROUND

The 2024-25 Amended Annual Budget revises the planning assumptions of the Annual Budget developed in the Spring of 2024. The development of the annual budget was guided by focusing on financial stewardship through making difficult decisions. There are not sufficient financial resources to support all budget requests, which means that some priorities were not approved in this school year.

The overarching theme to the 2024-25 budget is alignment of investments with operational requirements, strategic plan goals and educational priorities and outcomes as reported in the Framework for Enhancing Student Learning. In this Amended Budget, adjustments have been made to incorporate the changes resulting from the confirmed July and September 1701 student enrollment counts and its impact on classroom configurations, staffing levels and the services and resources needed to maintain service levels to our students and community.

Meetings with District Principals, Department Managers and Directors of Education were held through November and early December to assess areas where planned resource allocations were inadequate and determine the appropriate level of adjustments required. The Amended Budget was presented to the Audit Committee for consideration on February 13, 2025.

The Amended Budget Bylaw is a consolidation of the planned expenditures in the Operating, Special Purpose and Capital Funds. The total increase of \$13 million is driven by additional funding received in the Special Purpose Fund, the unplanned expense from Local Capital Fund following the collapse of the roof at the Lucas Centre in the summer and from increased program costs in the Operating Fund which have offsetting revenues. Expenditure in the Capital Fund of \$16.1 million represents the depreciation costs of capital assets owned by the school district.

Statement 2	2024/25 Amended	2024/25 Preliminary	Change	2023/24 Actual
Operating - Total Expenses	\$ 208,332,587	\$ 203,022,405		\$ 198,939,627
Operating - Total Capital Assets	1,259,024	1,086,000		986,757
	\$ 209,591,611	\$ 204,108,405	\$ 5,483,206	\$ 199,926,384
Special Purpose Funds - Total Expenses	\$ 36,329,463	\$ 30,768,848		\$ 33,911,555
Special Purpose Funds - Total Capital Assets Purchases	739,581	752,282		1,106,095
	\$ 37,069,044	\$ 31,521,130	\$ 5,547,914	\$ 35,017,650
Capital Fund - Total Expenses	\$ 16,136,831	\$ 15,916,613		\$ 15,586,681
Capital Fund - Capital Assets Purchases from Local Capital	1,800,000			862,102
	\$ 17,936,831	\$ 15,916,613	\$ 2,020,218	\$ 16,448,783
Total Budget Bylaw	\$ 264,597,486	\$ 251,546,148	\$ 13,051,338	\$ 251,392,817

OPERATING FUND

Funded Student Enrollment

September enrollment is 38.37 FTE higher than had been projected in the February 15, 2024 submission. Student identifications with Inclusive Education Levels 1, 2 and 3 increased by 78 FTE while enrollment for English Language Learners and Indigenous students has decreased by 176 FTE.

Amended Annual Budget
2024-25
Notes and Assumptions

Enrolment Summary	2022/23 Actual	2023/24 Actual	2024/25 Preliminary	2024/25 Amended	Change from Preliminary (FTE)	Change from Prelimin ary (%)
Standard (Regular) Schools	15,844.000	16,231.250	16,466.625	16,469.440	2.815	
Alternate Schools	203.000	195.000	200.000	199.000	(1.000)	
Distributed Learning	42.938	28.875	44.000	76.000	32.000	
School-Age Enrolment	16,089.938	16,455.125	16,710.625	16,744.440	33.815	
Adult	8.125	13.000	7.000	11.560	4.560	
Total Funded Enrolment	16,098.063	16,468.125	16,717.625	16,756.000	38.375	0.23%
Inclusive Education						
Level 1	12	11	10	13	3	30%
Level 2	675	734	730	796	66	9%
Level 3	191	204	200	209	9	5%
English Language Learning	1,245	1,602	1,896	1,758	(138)	-7%
Indigenous Education	634	632	640	602	(38)	-6%

REVENUE

Ministry of Education and Child Care Grants – Schedule 2A

The basic operating grant is allocated to school districts based on student enrollment numbers at September 30, adjusted in February and May following the recounts for enrollment growth in Inclusive Education, Continuing Education, Online Learning and Newcomer Refugees. In addition, supplemental funding is provided to address factors unique to a school district that include funding to address the gap between the provincial average for educator salaries and the school district's average teacher salary and for the implementation of initiatives as part of the new provincial curriculum.

Total provincial grants from the Ministry have increased by \$3.5 million from \$182.8 million to \$186.3 million as a result of changes in the following funded categories.

Amended Annual Budget
2024-25
Notes and Assumptions

Funded Category	2023/24 Actual	2024/25 Preliminary	2024/25 Amended	Change From Prelim (FTE)	Change From Prelim (\$)
Basic Allocation					
Standard Schools	\$137,454,469	\$144,503,235	\$144,364,495	(15.6)	(\$138,740)
Continuing Education	-	-	\$2,229	0.3	2,229
Alternate Schools	1,681,875	1,783,000	1,774,085	(1.0)	(8,915)
Distributed Learning	200,970	316,800	547,200	32.0	230,400
Home School	4,500	4,500	5,000	2.0	500
Course Challenges	14,580	15,066	17,856	10.0	2,790
September 30 Enrollment Funding	\$139,356,394	\$146,622,601	\$146,710,865	27.69	\$88,264
Level 1	\$490,700	\$507,300	\$659,490	3.0	\$152,190
Level 2	16,668,480	17,571,100	19,159,720	66.0	1,588,620
Level 3	2,316,720	2,432,000	2,541,440	9.0	109,440
English Language Learning	2,762,120	3,403,320	3,155,610	(138.0)	(247,710)
Indigenous Education	1,080,720	1,132,800	1,065,540	(38.0)	(67,260)
Adult Learners	7,569	5,690	31,651	4.6	25,961
Equity of Opportunity	477,159	466,069	466,252		183
Supplement for Unique Student Needs	\$23,803,468	\$25,518,279	\$27,079,703	(93.4)	\$1,561,424
Salary Differential	\$3,795,322	\$3,874,862	\$3,899,767		\$24,905
Unique Geographical Factors	1,717,926	1,862,668	1,862,668		
Curriculum and Learning Support	142,154	145,446	145,446		
Indigenous Education Councils	-	68,500	68,500		
Other Funding	\$5,655,402	\$5,951,476	\$5,976,381		\$24,905
July Enrolment Count	\$542,571	\$533,636	\$606,284	145.0	\$72,648
February Enrolment Count	991,526	692,852	692,852		
May Enrolment Count	431,192	288,000	288,000		
Other Enrolment Counts	\$1,965,289	\$1,514,488	\$1,587,136	145.0	\$72,648
Recovery	(\$118,812)				
Ministry Operating Grant	\$170,780,553	\$179,606,844	\$181,354,085		\$1,747,241
Other Grants					
Pay Equity	\$2,966,047	\$2,966,047	\$2,966,047		-
Funding for Graduated Adults	26,152	4,129	-		(\$4,129)
Student Transportation	40,566	40,566	40,566		-
Support Staff Benefits	207,408	207,408	203,000		(\$4,408)
Foundation Skills Assessment	17,740	17,740	17,740		-
Labour Settlement Funding	2,910,866	-	1,785,006		\$1,785,006
Other Ministry Grants	\$6,168,779	\$3,235,890	\$5,012,359		\$1,776,469
Total Provincial from Ministry	\$176,949,332	\$182,842,734	\$186,366,444		\$3,523,710

Other Sources of Operating Revenue – Schedule 2A

Funding from other sources increased by \$1.95 million to \$21.1 million bringing the total expected revenue from all sources in the Operating Fund to \$207.5 million from \$202.0 million in the preliminary budget.

Amended Annual Budget
2024-25
Notes and Assumptions

	2023/24 Actual	2024/25 Preliminary	2024/25 Amended	Change from Preliminary \$	Change from Preliminary (%)
Total Ministry Grants	\$ 176,830,520	\$ 182,842,734	\$ 186,366,444	\$ 3,523,710	2%
Provincial - Other	41,960	8,600	29,600	21,000	244%
Federal Grants	14,590	-	14,000	14,000	100%
Tuition Fees	10,436,924	9,735,500	10,845,500	1,110,000	11%
Rentals and Leases	2,941,625	2,820,324	2,996,500	176,176	6%
Investment Income	2,104,844	1,986,949	1,653,500	(333,449)	-17%
Academy Fees	\$738,634	\$714,776	\$800,020	85,244	12%
Artists for Kids	465,933	371,070	363,001	(8,069)	-2%
Band and Strings	741,498	745,940	758,511	12,571	2%
Cheakamus Centre	2,578,800	2,358,821	2,864,233	505,412	21%
Donations and Recoveries	33,647	31,425	31,425	-	0%
Cafeteria and Vending	116,848	50,000	110,000	60,000	120%
Miscellaneous	694,233	369,300	686,410	317,110	86%
Total Other Grants	\$ 20,909,536	\$ 19,192,705	\$ 21,152,700	\$ 1,959,995	10%
Total Revenue	\$197,740,056	\$202,035,439	\$207,519,144	\$5,483,705	3%

- **Provincial** grants from other Ministries were adjusted to \$29,600 to reflect an increase to Skilled Trades grant.
- **Federal Grant** – Revenue from the Department of Fisheries for the hatchery at the Cheakamus Centre has been increased to \$14,000 to reflect the two grants of \$7,000 each received this year.
- **International Tuition Fees** – Revenue has been adjusted as a result of increased enrollment from 600 to 630 FTE coupled with approved increases to the per student annual fees from \$15,000 to \$16,000. Total revenues include a cost recovery amount of \$630,000 for medical insurance costs.
- **Rentals & Lease Income** - Revenue from rentals and leases have been adjusted to reflect two new tenant leases for childcare spaces, and an increase to rates on existing leased properties renewed after the preliminary budget was finalized.
- **Investment Income** – Interest rates have steadily declined since the spring of 2024 resulting in a projected decrease from interest revenue of \$333,449. A further drop in interest rates was effective January 30, 2025 which will have considerable implications for next year.
- **Program Revenues** – Fees for Academies, Band & Strings, Artists for Kids and the Cheakamus Centre have been adjusted to reflect actual enrollment and expected fee revenues. Offsetting costs for these programs are included in services and supplies.
- **Miscellaneous Revenues** – Adjusted for Climate Action rebates (\$43,000), BMO Credit card rebate program (\$134,00) and the management fee charged to the Provincial Schools Outreach program (\$144,000).

EXPENSES

Total FTE by employee group for all funds

Additional staffing of 4.17 FTE has been added as follows:

Amended Annual Budget
2024-25
Notes and Assumptions

	2023/24 Amended	2024/25 Preliminary	2024/25 Amended	Change from Preliminary	Funded from Special Purpose Fund	Funded from Operating
Teachers	993.233	998.487	999.365	0.878	118.852	880.513
Speech Language Pathologists	8.000	9.000	11.000	2.000	2.000	9.000
Administrators	83.000	83.000	84.000	1.000	3.000	81.000
Education Assistants	411.626	429.505	429.531	0.026	120.220	309.311
Other Aides	82.044	83.075	83.349	0.274	11.943	71.406
Support Staff	137.611	139.562	139.562	-	6.330	133.232
Custodians	90.000	90.000	90.000	-	-	90.000
Exempt Staff	46.000	46.000	46.000	-	4.000	42.000
Trustees	7.000	7.000	7.000	-	-	7.000
Total	1,858.514	1,885.629	1,889.807	4.178	266.345	1,623.462

- Added 1 Vice Principal and 2 Speech Language Pathologist to the Provincial Schools Outreach Program, which is funded by the Ministry under the Special Purpose Fund.
- Teachers, Education Assistants and Other Aides have been adjusted slightly by an additional combined 1.17 FTE.

Operating Fund Salaries and Benefits – Schedule 2B

Overall salaries and benefits have increased by \$4.49 million.

Description	2023/24 Actual	2024/25 Preliminary	2024/25 Amended	Change from Preliminary (\$)	Change from Preliminary (%)
Salaries					
Teachers	\$85,418,249	\$87,847,300	\$88,256,310	\$409,010	0%
Principals and Vice Principals	11,918,142	12,255,829	12,439,982	184,153	2%
Educational Assistants	19,157,948	19,821,218	19,966,567	145,349	1%
Support Staff	13,213,584	13,316,640	13,635,901	319,261	2%
Other Professionals	5,998,863	6,489,764	6,097,082	(392,682)	-6%
Substitutes	8,803,854	6,072,415	8,797,259	2,724,844	45%
Total Salaries	\$144,510,640	\$145,803,166	\$149,193,101	\$3,389,935	2%
Employee Benefits	\$35,786,415	\$38,553,030	\$39,661,749	\$1,108,719	3%
Total Salaries and Benefits	\$180,297,055	\$184,356,196	\$188,854,850	\$4,498,654	2%

- Teachers** – Total salaries for teachers have increased by \$0.4 million. This is the net result of an increase of \$1.2 million for the average teacher salary to \$100,015 inclusive of the Salary Indemnity Plan, offset by a reduction of \$0.83 million in costs allocated to Special Purpose Fund for additional funding received under the Classroom Enhancement Fund.

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Notes and Assumptions

- **Principals and Vice Principals** – The average salary for Administrators has been adjusted from \$153,000 to \$155,000 resulting in an overall increase to total salaries of \$0.18 million.
- **Education Assistants** – Estimated premiums and payouts from Learning Improvement Fund resulted in a moderate increase of \$0.14 million.
- **Support Staff** – Salaries for Support Staff have been adjusted by \$0.30 million to account for the cost of living adjustment effective July 1, 2024. Funding was not confirmed until after the preliminary budget was approved.
- **Other Professionals** - Salaries for other professionals include all excluded staff, trustees and speech language pathologists. A decrease of \$0.39 million is the result of 2 vacant positions for Excluded Staff that are not expected to be filled for the rest of this year(\$0.27 million), and a one time allocation of costs totalling \$0.12 million to Special Purpose Funds.
- **Substitutes** – The budget for teacher and support staff replacements has been increased by \$2.7 million to reflect the post pandemic trend in increased use of sick time. Efforts are underway to address these escalating costs but the impact is hard to predict and remains a risk to the achievement of the school district's budget.
- **Employee Benefits** - The cost of benefits has increased by \$1.1 million as a result of the increases to total salaries. Benefits are budgeted using an average rate for each employee group multiplied by the total salary expense. Rates range from 12.8% for casual employees to 28.1% for teachers. Benefits include all employer paid payroll taxes such as CPP, EI, WCB, Employer Health Tax, Pension benefits as well as health and dental benefits.

Operating Fund Services & Supplies – Schedule 2B and Capital Asset Purchases – Schedule 2

The cost of goods and services has been increased by \$0.81 million to a total of \$19.4 million from the following adjustments.

	2023/24 Actual	2024/25 Preliminary	2024/25 Amended	Change from Preliminary (\$)	Change from Preliminary (%)
Services & Supplies					
Academies	652,613	549,248	628,580	\$79,332	14%
Cheakamus Centre	\$2,608,474	\$2,427,950	\$2,736,178	308,228	13%
Consulting	1,024,672	1,188,500	1,237,643	49,143	4%
International Commissions & Medical	1,328,588	1,407,400	1,430,000	22,600	2%
Legal and Audit	462,810	550,591	597,000	46,409	8%
Licenses	1,339,200	1,339,751	1,368,999	29,248	2%
Other Services	2,901,700	2,310,463	2,443,731	133,268	6%
Subtotal for Services	\$10,318,057	\$9,773,903	\$10,442,131	\$668,228	7%
Student Transportation	104,855	135,880	121,880	(\$14,000)	-10%
Professional Development and Travel	1,088,185	1,119,950	1,083,583	(36,367)	-3%
Rentals and Leases	43,797	26,500	41,765	15,265	58%
Dues and Fees	64,505	84,000	58,000	(26,000)	-31%
Insurance	460,111	441,332	510,932	69,600	16%
Supplies	3,660,014	3,681,244	3,802,703	121,459	3%
Utilities	2,903,050	3,403,400	3,416,743	13,343	0%
Total Services and Supplies	\$18,642,574	\$18,666,209	\$19,477,737	\$811,528	4%
Capital Asset Purchases	\$986,757	\$1,086,000	\$1,259,024	\$173,024	16%

- \$79,332 due to increased enrollment in the Academies programs.
- \$308,228 in increased costs for the Cheakamus Centre which was offset by additional revenues of \$505,412.

**Amended Annual Budget
2024-25
Notes and Assumptions**

- \$49,143 increase in consulting costs due to increased demand for external expertise on labour relations and mediation matters.
- \$36,409 in legal costs due higher utilization of the BCPSEA Co-ordinated Legal and Arbitration Support Services (CLASS) and a \$10,000 increase for audit fees.
- An adjustment of \$29,248 for software licencing offset by a decrease in dues and fees as a result of moving costs previously budgeted in dues and fees.
- \$90,000 increase due to renewal of a 3-year contract for lawn cutting, \$17,000 increase to costs for the dedicated phone lines at each school and \$14,000 in investments for Occupational Health and Safety.
- \$14,000 decrease in student transportation to reflect an expected reduction in mileage reimbursements and taxis required for staff to transport students.
- International travel budget reduced by \$36,367 reflects historical trend of actual costs.
- Rentals increase of \$15,265 for Artists for Kids summer camp rental with offsetting revenues from student fees.
- \$74,350 increase for insurance through the School Protection Plan, offset by \$4,750 decrease in auto and optional insurance coverage.
- \$155,916 increase for resources and materials for schools, \$16,076 for resources and materials for the DMA Academy, offset by \$49,813 net reductions in supplies in other programs.
- \$173,024 increase to capital assets purchases as a result of increased costs for portables not known at the time of the preliminary budget of \$193,024, increase of \$20,000 for furniture for new divisions and \$25,000 for the purchase of new computers for the Digital Media Academy, offset by \$65,000 in reductions to other maintenance and facilities budgets to accommodate the additional cost of the portables.

Accumulated Operating Surplus

Total operating expenses for the year exceed total revenues by \$2.0 million. As the Board is required to submit a balanced budget this requires using accumulated operating surplus to balance the Amended Budget.

	2023/24 Actual	2024/25 Preliminary	2024/25 Amended	Change from Preliminary
Total Revenue	\$197,740,056	\$202,035,439	\$207,519,144	\$5,483,705
Total Expense	198,939,627	203,022,405	208,332,587	5,310,182
Net Revenue (Expense)	(\$1,199,571)	(\$986,966)	(\$813,443)	\$173,523
Capital Purchases and Transfers	(986,757)	(1,086,000)	(1,259,024)	(173,024)
Use of Appropriated Surplus	\$2,186,328	\$2,072,966	\$2,072,467	(\$499)

Projected Balance in Accumulated Operating Surplus and Local Capital Fund

Policy No. 710, Accumulated Operating Surplus establishes the target balance for the Unrestricted Accumulated Operating Surplus in the range of between 2 – 4 percent of operating expenses as approved in the preliminary budget. This means that the balance in unrestricted operating surplus should be between \$4.0 million to \$8.1 million. The projected unrestricted surplus at June 30, 2025 is \$1.5 million or 0.78% of operating expenses and is therefore outside the minimum requirement of 2%.

In the summer the roof of the Lucas Centre collapsed and the school district incurred significant costs for the demolition and cleanup of the property. The school district had put aside \$600,000 in a prior year recognizing the financial risk of this event. The total estimated cost of demolishing and cleaning up the site is \$1.8 million which will have to be paid from reserves in the Local Capital Fund, leaving a balance of \$0.8 million in the fund.

Amended Annual Budget
2024-25
Notes and Assumptions

Accumulated Operating Surplus	
Opening Balance, July 1, 2024 (Note 14 of audited financial statements)	\$7,118,566
Less: Internally restricted- Future capital projects	(1,650,000)
Less: Internally restricted - Portables	(855,318)
Less: Internally restricted - School funds	(356,091)
Less: Required to balance 2024/25 budget	(2,072,467)
Less: Transfer to local capital	(600,000)
Estimated Closing Balance, June 30, 2025	\$1,584,690

Local Capital Fund	
Opening Balance, July 1, 2024 (Note 14 of audited financial statements)	\$1,957,097
Add: Interest Allocation 2024-25	61,000
Add: Transfer from restricted operating surplus	600,000
Deduct: Demolition cost for Lucas Centre	(1,800,000)
Estimated Closing Balance at June 30, 2025	\$818,097

Additional information regarding the operating fund can be found on Schedules 2 – 2C of the budget statements.

SPECIAL PURPOSE FUNDS

Special Purpose Funds are restricted funds that have been provided for a specific program or purpose. All revenues and expenses must be accounted for and reported separately from the Operating Fund, and are set out separately in schedule 3 and 3A of the Amended Budget.

Funding has increased by \$3.3 million as a result of changes in the following grants:

Amended Annual Budget
2024-25
Notes and Assumptions

Description	2024/25 Grants Preliminary	2024/25 Grants Amended	Unspent prior year funding	Total available for 2024/25	Change from Preliminary
Provincial Funding					
Annual Facilities Grant	\$626,391	\$626,391		\$626,391	-
Carlile Youth Inpatient Unit	-	-	73,189	73,189	-
Careers - Early Learning dual credit		45,000	-	45,000	45,000
Health Career Experiential Learning Initiative	5,000	-	5,000	5,000	(5,000)
Careers - Technology Career development		125,000	-	125,000	125,000
Changing Results for Young Children (CR4YC)	12,680	6,750	8,193	14,943	(5,930)
Classroom Enhancement Fund - Overhead	6,810,924	6,959,186	-	6,959,186	148,262
Classroom Enhancement Fund - Remedy	-	1,675,458	-	1,675,458	1,675,458
Classroom Enhancement Fund - Staffing	12,691,235	13,366,952	-	13,366,952	675,717
CommunityLINK	1,293,469	1,304,811	-	1,304,811	11,342
Early Care & Learning	-	175,000	105,178	280,178	175,000
Feeding Futures Fund	2,149,845	1,749,845	571,839	2,321,684	(400,000)
First Nations Student Transportation	-	205,872	64,699	270,571	205,872
Learning Improvement Fund	635,955	635,946	-	635,946	(9)
Mental Health in Schools	51,000	51,000	14,262	65,262	-
Official Language Education Program (OLEP)	279,706	354,676	33,893	388,569	74,970
OLEP - French North Vancouver Online School	122,550	60,000	-	60,000	(62,550)
Ready, Set, Learn	154,518	61,250	49,531	110,781	(93,268)
Strong Start	224,000	224,000	-	224,000	-
Student & Family Affordability Fund	85,680	-	581,446	581,446	(85,680)
SEY2KT- Early Years to Kindergarten	19,000	19,000	18,711	37,711	-
TDHH-Outreach Program for the Deaf & Hard of Hearing	-	10,405	-	10,405	10,405
Provincial Schools Outreach	2,108,234	3,031,000	490,961	3,521,961	922,766
Sub-total	\$ 27,270,187	\$ 30,687,542	\$ 2,016,902	\$ 32,704,444	\$ 3,417,355
External Sources					
Metro Regional Implementation	\$ 69,061		\$ 174,007	\$ 174,007	\$ (69,061)
North Shore Secondary Schools Athletic Association	128,119	128,119	110,122	238,241	-
School Generated Funds	4,000,000	4,000,000	4,038,488	8,038,488	-
Violence Prevention	53,763	20,000	34,656	54,656	(33,763)
Sutherland Track	-				-
Sub-total	4,250,943	4,148,119	4,357,273	8,505,392	(102,824)
Total Revenue	\$31,521,130	\$34,835,661	\$6,374,175	\$ 41,209,836	\$3,314,531

New grants that became known since the 2024/25 Preliminary Budget was approved:

- A total of \$180,575 in 3 new grants
 - \$ 45,000 for Careers in Early Learning
 - \$ 125,000 for Careers in Technology
 - \$ 10,405 for the Outreach Program for the Deaf and Hard of Hearing
- Additional funding in existing programs
 - \$ 0.8 million increase to Classroom and Enhancement Overhead and Staffing grants for wage increases and \$1.6 million for the Remedy portion of the grant that is not typically confirmed until January of the following year, following the October 15 submission.

**Amended Annual Budget
2024-25
Notes and Assumptions**

- \$75,000 additional funding in the regular grant for French, offset by a reduction of \$62,550 to the North Vancouver Online School grant.
- \$0.9 million additional funding for the expansion of the Provincial Schools Outreach program.
- Total budgeted spend includes an additional \$ 6.3 million from unspent balances at June 2024 detailed in the table above.

Additional information regarding Special Purpose Funds can be found in Schedule 3 and 3A.

CAPITAL FUND

The Capital Fund on Schedule 4 is made up of the two funds, Invested in Capital Assets and Local Capital. Amortization of deferred capital revenue and depreciation expense for all capital asset purchases are recorded in Invested in Capital Assets Fund. The provision for amortization expense and amortization of deferred capital contributions have been slightly revised to \$10.6 million and \$16.1 million respectively.

RISKS

Although the school district has taken a conservative approach in the assumptions made in amending the annual budget for 2024-25, there are factors outside of the school district's control that could have a significant impact on estimates.

Unrestricted Operating Surplus

The school district has historically relied upon use of the Operating Surplus to balance the annual preliminary budget. This approach and unforeseen financial commitments has resulted in a balance below policy requirements. The school district must align organizational priorities within anticipated enrolments and operating revenues to rebuild the balance in order to manage unforeseen financial risks to the school district.

Cyber Security

A potential cyber-attack is an ongoing threat to the school district. The cyber security landscape continues to evolve creating volatile and unpredictable threats. It is essential that the school district take actions to maintain security and business continuity.

International program

Funding from international program tuition has become a critical component of overall revenues to support investments that are not funded by the Operating Grant. Recent changes in federal immigration policy could have a negative impact on revenues.

Inflation and cost pressures

Potential tariffs by the US government on Canadian goods is likely to exacerbate inflation and continue to put pressure on the cost of services and supplies. The majority of these expenditures are not optional and will continue to create future budgetary pressures.

Cloverley Elementary Replacement

School districts are required to contribute a share of the total construction costs on capital projects. A \$3.0 million contribution from operating funds is needed at the end of the project. As of this budget \$1.2 million has been restricted from the accumulated operating surplus for this purpose but the projected deficit will deplete the school district's reserves beyond its ability to make any more contributions.

Deferred Maintenance

The growth in deferred maintenance, currently estimated at \$91 million, creates financial pressures and risks to buildings and school district assets. As experienced at the end of June 2024, the poor condition of the Lucas Centre necessitated the demolition of portions of the building. As a non-enrolling school, the school district does not receive any funding to demolish the building.

**Schedule .B.2..
of the
Administrative Memorandum**

Meeting Date: February 25, 2025 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **Proposed Revised Policy 212: Animals in Schools**

Narration:

The Board of Education is committed to creating a safe, inclusive, and enriching learning environment that promotes learner well-being and diverse educational experiences. Animals may be brought into schools to support instruction for learners, in accordance with the administrative procedures.

This policy, originally titled “Animals in the Classroom” was last updated in 2003. The school district engaged expertise from educators to update the policy. The proposed revised policy has been shared with the Policy Review Committee and further revised based on comments.

Given the substantial changes to the policy, it is not feasible to compare to the currently approved policy. The administrative procedures will be updated and provided to the Board of Education at a future meeting for information.

Sarah Best, District Principal, Safe and Healthy Schools, will introduce the Proposed Revised Policy 212, including the renaming of the policy from “Animals in the Classroom” to “Animals in Schools”.

Attachment:

- Proposed Revised Policy 212: Animals in Schools

RECOMMENDED MOTION:

that the Board of Education approve Proposed Revised Policy 212: Animals in Schools as attached to this Administrative Memorandum of February 25, 2025.

212 Animals in Schools

Adopted: November 25, 2003

Revised: February 25, 2025 (*subject to approval of the Board*)

Policy Statement

The North Vancouver Board of Education is committed to creating a safe, inclusive, and enriching learning environment that promotes learner well-being and diverse educational experiences. Animals may be brought into schools to support instruction for learners, in accordance with the administrative procedures.

The Board recognizes that assistance dogs play a role on School District sites in fostering an environment that ensures equitable access to services, programs, and activities within the School District. The School District supports the use of certified or accredited assistance dogs, as outlined in the BC Guide Dog and Service Dog Act.

Scope

This policy applies to all learners, staff, faculty, administrators, contractors and visitors.

Administrative Procedures

The Administrative Procedures to support this policy are available to district/school administrators and staff upon request through the District Principal, Safe and Healthy Schools.

Related Policies

- [Policy 106: Statements of Mandate, Vision, and Values](#)
- [Policy 201: Learning Resources for Classroom Use](#)
- [Policy 211: Special Education Services and Programs](#)
- [Policy 301: Student Safety and Welfare](#)
- [Policy 416: Anti-Ableism](#)
- [Policy 505: Employee Welfare](#)

Resources

- [BC Guide Dog and Service Dog Act](#)

212 Animals in the Classroom

Adopted: November 25, 2003

Policy

Subject to the administrative procedures set out in this policy, animals may be brought into schools for instructional purposes only. By “instructional purposes,” it is meant that the presence of animals directly supports the learning strategies or the achievement of the objectives of an approved educational program. An exception to this policy shall be service animals, such as seeing-eye dogs.

Under no circumstances shall animals that pose actual or potential safety risks and health risks to students and employees be allowed in schools or classrooms.

Schedule .B.3..
of the
Administrative Memorandum

Meeting Date: February 25, 2025

☒ **Board**

☐ **Board, in camera**

Topic (as per the Memorandum): **Proposed 2025/26 School Calendar**

Narration:

BC school districts are required by the *School Act* to individually design and establish annual school calendars for their respective districts. Specific criteria and requirements are defined by the School Calendar Regulation 314/12, including the minimum number of instructional hours to be provided to students, and the timelines and processes for the development and submission of school calendars. School districts are required to provide a minimum one-month opportunity for employees and parents of students to comment on proposed calendars prior to a Board of Education confirming a final school calendar. School calendars must be submitted to the Ministry of Education by March 31st of the year prior to the calendar implementation.

Development of school calendar proposals for the Board's consideration is tasked to the North Vancouver School District's School Calendar Committee. The Committee, supported by NVSD staff and chaired by Assistant Superintendent Adam Baumann, is comprised of representatives from NVSD education partner groups: the North Vancouver Teachers' Association, CUPE Local 389; the North Vancouver Administrators' Association, the North Vancouver District Parent Advisory Council; the District Student Leadership Council. Additionally, committee membership includes two Board of Education Trustees.

The School Calendar Committee met in October and November of 2024 to finalize a proposal for the 2025/26 School Calendar. The Committee's proposed School Calendar was provided to the Board of Education, for their information, at their Public Meeting held December 17, 2024.

The 2025/26 Proposed School Calendar provides for:

- the first day of school to fall on September 2, 2025, the first day following Labour Day
- a two-week Winter Break from December 22, 2025 to January 2, 2026*
- a two-week Spring Break from March 16, 2026 to March 27, 2026*
- four (4) Staff Collaboration Dates on which students will attend for a shortened day
- the last day of attendance for students to be Thursday, June 25, 2026.

* Timing aligns with known dates for other Metro Vancouver school districts.

The School Calendar Regulation requires that proposed calendars be made available for public comment and, accordingly, a public comment period was established effective January 14, 2025. The 2025/26 Proposed School Calendar was published to the school district's Calendar webpage and notification of the public comment opportunity was sent by email to parents of students as well as to all NVSD staff. In addition to the NVSD public website and email notification, information regarding the public comment period and the proposed calendar was shared on each of the NVSD social media channels.

Public comment was collected via MS Forms, which provided an overview and a copy of the proposed calendar, and asked: What are your thoughts about the PROPOSED calendar dates for 2025/2026? Survey participants were also asked to identify as: student; staff member; parent/guardian; community member; or other.

A total of 217 submissions were received during this year's public comment period. Each of these responses indicated satisfaction or dissatisfaction with the proposed calendar. A significant number of submissions did not provide comments or provided comments that did not apply to the proposed school calendar and identified calendar dates, reducing the comment submissions to 122. This compares to 285 submissions last year (165 comments when non-applicable entries were removed) and 507 submissions the previous year (341 comments).

The majority (74%) of the respondents indicated satisfaction with the proposed 2025/26 School Calendar. The most commonly submitted comment other than support for the proposal was with respect to the school startup date September 2, 2025 was too early and that Spring Break and Easter should be combined.

A listing of the public comments and feedback is attached to this Board schedule. The listing was also shared with members of the School Calendar Committee.

Assistant Superintendent Adam Baumann will review the results of the public comment period and the final version of the Proposed 2025/26 School Calendar.

Should the Board approve the Proposed 2025/26 School Calendar, the calendar will be submitted to the Ministry of Education prior to the legislated March 31, 2025 submission deadline. In May, upon confirmation of the dates selected by the NVTa for non-instructional days next year, the 2025/26 calendar will be updated with the confirmed ProD dates, and will be re-published and circulated to the community as the finalized NVSD 2025/26 Approved School Calendar.

Attachments:

2025/26 School Calendar Public Comments
Proposed 2025/26 School Calendar for Board Consideration

RECOMMENDED MOTION:

that the Board of Education approve the Proposed 2025/26 School Calendar as attached to the Administrative Memorandum of February 25, 2025.

PUBLIC COMMENTS RECEIVED – 2025/26 PROPOSED SCHOOL CALENDAR

Comments are as received, typos and/or grammatical errors are those of the writer.	
1	I feel the start date Sept 2nd should be pushed back by one day.
2	Start later in September and end earlier in June like previous years
3	Would it ever be possible to shorten spring break to 1 week and then school gets out 1 week earlier in June?
4	Nothing
5	Looks good, just wish school was starting a bit later in September. Overall I like it.
6	I agree with that
7	Generally I think the bouncing of professional days around to Mondays/ Fridays instead of picking one day of the week is very hard on working parents. We generally aim to make a schedule that works to support our jobs and our kids and having the days switch all the time is a challenge. Professional days used to be exclusively Fridays and it would be great to go back to such a model to relieve pressure off of working parents.
8	can spring break be pushed back a week so that includes the easter long weekend? this would be much easier for working parents
9	Doesn't make sense to resume school on Friday January 2, 2026 for one day. May as well wait until the following Monday.
10	No comments. Calendar as expected.
11	Looks good. The thought I'd like to share is about gradual entry for kindergarten children. As many children go to daycare & preschool, we found it suboptimal the way the gradual entry was done. I'm supportive of keeping gradual entry, but not in the format that we had at Ross Road. I believe the kids find it particularly confusing when they don't go everyday, so that would be top of my list of a potential improvement. I'd also suggest ramping the hours up quicker, but I understand there are other considerations.
12	Quite clearly laid out, it looks like it has less ProD days which is great. Thank you
13	I have provided this feedback every year, and I will continue to for the 2025/2026 year, even though I understand the significance of the request. I feel that having 2 weeks off at Christmas and then, less than 2 months later (~50 days), another 2 weeks off for Spring Break is too much. My kids are currently 7 and 9 and after the first week of Spring Break, you can clearly see a change in their demeanor because of the lack of structure and routine. I think a week for Spring Break is a great balance. Furthermore, for parents that work, 2 weeks of childcare at Christmas combined with 2 weeks of childcare during Spring Break is a big deal with respect to finances. At a time when costs, in all aspects of life, are up (and up by a lot), the additional week of coverage during Spring Break isn't ideal. Thank you.
14	Dates and rationales seem reasonable.
15	October this year was brutal with pro-D days and early dismissals. I think there were 5-6 at Eastview and it was challenging for many families.
16	There are way too many pro d days and shortened days. Most households includes two working parents or one working parent and these are very difficult to coordinate childcare with the shortage of childcare availability. Especially having two full weeks for the holidays and spring break and summer- most people start vacation time at two weeks so coordinating childcare for all the time not in school is very difficult. The spring break should not be two weeks, one week would be more appropriate.
17	Happy with dates
18	Looks good

PUBLIC COMMENTS RECEIVED – 2025/26 PROPOSED SCHOOL CALENDAR

19	I hope that one day the summer break will be shorter, lasting no more than six weeks. Childcare and summer camps are expensive, especially when both parents have to manage full-time work schedules.
20	Spring break should be connected to the easter weekend. It's fine to have them separate when they're weeks apart, but in this case what you're proposing is that the Students go back to school for a few days, and then there's a four-day weekend. How does that make any sense?
21	Looks alright to me
22	So good
23	Think it is perfect!
24	I think January 2nd is too close to the holiday to return.
25	I am very opposed to allowing school sites to move their pro-d day to the last day of school in June for students. Other districts do not allow Pro-D days in June at all, let alone the very last day for students. I would like to see NVD follow suit!
26	Sept 8th Start. please... My kids work labour day late and for our family next day is brutal.
27	move the Pro-d day in may to the 15th
28	Would be great if you could consider starting spring break on Mar 20 (Friday) or Mar 23 (Monday). That way it can flow through Easter.
29	Curricular implementation days should fall outside the school calendar, ideally before kids start school in September.
30	<p>I would prefer for Spring Break to include the Easter weekend. I would also prefer that we *not* try to overlap with every other school district, so we can travel or go to activities when they are less busy.</p> <p>Can we PLEASE have a district wide Pro D day on November 1st? Nobody wants to deal with getting tired kids off to school that day - much less teaching them! (some schools do this, but not ours) We're at Lynnmour, and our school always has a Pro D on the last day of school in June. This is utterly ridiculous IMO. It's extremely inconvenient to parents, as there are never any camps available that week.</p>
31	Please push spring break a week later, so it starts the first day of spring.
32	Can the first Friday in December for curriculum implementation day, whatever that actually means, not be done in the last week of November? December is packed with activities and short as it is due to the long Christmas break. I feel this is better done in November. And why is something like this not done early in the year? Why is curriculum being implemented in December on an annual basis?
33	It's great!
34	I failed to see why the shorten staff collaboration days a.k.a. early dismissal. Fall mid week. Why can these not be pushed up against the weekend. Many families leave early on this day anyway to accommodate weekend schedules, etc..
35	Shortened spring and winter break needed (kids already have too many holidays during the year)
36	Regards winter break , the restart should move to Monday Jan 5th,2026.
37	I'm agree with calender Thanks
38	Please don't implement a Pro-D day in September, it really interferes with trying to get into a new routine when there are so many short weeks within the first month. Efforts should be made to distribute these as evenly as possible, for example November and January have relatively few staff collaboration days/Pro-D days.

PUBLIC COMMENTS RECEIVED – 2025/26 PROPOSED SCHOOL CALENDAR

39	Hopefully the finalized days in for the PD Days are coordinated around longer weekends, so it's easier for parents to take time off.
40	Move winter break earlier. This past holiday season showcased so much sickness amongst staff and community.
41	I like how Spring Break is spaced out with Easter. I would like to see the Staff Collab Day moved from April to January. Thank you.
42	Winter break is not long enough, as if school starts on Jan. 2, some cultures do not have enough time to celebrate their holidays. As well as this, the first day at school should not be the direct day after Labour Day because a lot of people will be away which will cause many people to miss out on important information on the first day of school.
43	Whenever possible, prioritize scheduling 4-day weekends instead of multiple 3-day weekends, as they are more manageable for working families.
44	Way too many collaboration and short instructions days. It's simply a problem for working parents.
45	Please consider the following Pro-D changes suggestions: September 19th to Sep 26; Oct 24 to Oct 10 or 17; May 4 to May 29; June 5th to June 24
46	It seems fair to me.
47	Leave the last day of school a week earlier
48	Looks good to me
49	It is good to have pro D day and events on the calendar .
50	Great
51	Great
52	I like that it is consistent over the past year(s)
53	I don't find collab days useful
54	I think that would be great if the first day of school be September 8 .
55	Just don't think they should be allowed to have pro d days the last day of school. Teachers and staff move on - what kind of pro d are you actually doing to benefit our children?
56	I appreciate that Easter and Spring Break are separate!
57	Date correction: Letter says Christmas break is Dec. 22-Jan 2. Calendar shows Dec 22-January 5, which I expect is the correct date?
58	I approve based on the timing of dates, however for future consideration, I would encourage winter break start on a Thursday and we go back in a Wednesday. The last week before the winter break is full of a lot of energy. Conversely, the first week back is a bit more of a struggle. Adjusting to do partial weeks on either end of the break might help support a more smooth transition on both ends.
59	I think we should start and end later. Sept 2nd is too soon. Let's start on Sept 8th and finish on June 30th.
60	Consider pushing Spring Break to align with Easter weekend
61	Great
62	to come back after spring break for 4 days is silly. should bump up spring break
63	Suggest moving September 19 to 29 (Pro D Day). Families will likely opt to miss the 29th regardless to make a long weekend. Suggest moving May 4 to 15 (Pro D Day). Families will likely opt to miss the 15th regardless to make an extra long weekend.
64	Appreciate the alignment with other metro school districts - sounds great!

PUBLIC COMMENTS RECEIVED – 2025/26 PROPOSED SCHOOL CALENDAR

65	<p>It is really strenuous on working parents when the Pro-D days line up with adjacent weeks of statutory holidays. Example from the proposed calendar being the Feb 13th Pro-D day on the Friday followed by the Stat day on the Monday.</p> <p>Or having Staff Collaboration days on adjacent weeks from Stat holidays or Pro-D days. (Oct 24, Feb 25, May 27)</p> <p>A one week separation between these days should be the standard practice to give the parents more room to flex their work schedules to accommodate.</p> <p>Cheers.</p>
66	<p>There are 5 Pro D and Implementation days proposed on Fridays and only 1 proposed on a Monday. For families with Special Needs kids, this means they miss out on the NVSD swimming for Special Needs kids on Friday afternoons at Delbrook. For families who have neurotypical kids, there might think you can just go another time. But, having a time slot set aside every week for kids with special needs is a big deal. It's a chance to connect with kids from other schools and it's a chance to not be the only kid that is labeled different.</p>
67	<p>Like that you're aligning spring break better to other schools. Last year was tough.</p>
68	<p>perfect!!</p>
69	<p>I maintain that 2 weeks for March break is 1 week too many. End school earlier and let the kids have more summer.</p>
70	<p>As a school employee in a neighbouring district, my biggest concern is always that the calendars line-up within Metro Van. Thank you</p>
71	<p>Looks like it's more school days than 2024/25, which is good.</p>
72	<p>It would be awesome</p>
73	<p>It is what it is.</p>
74	<p>School should start at a later date</p>
75	<p>Ideally, the school hours are increased slightly allowing a greater opportunity for learning. A school day that the extends from 8:30am - 3pm would be ideal.</p> <p>In addition, the number of professional days seem to increase every year and it would be nice to see these days held to a minimum. I'm not sure why a professional day is required 2 weeks after school commences in September when there has just been an 8 week break.</p> <p>Thank you,</p>
76	<p>There no not enough times to rest for graduates, the school year starts too early</p>
77	<p>Everything looks great, except two weeks of spring break.</p> <p>Two weeks of spring break is too much strain on a family with both parents working, should be 1 week.</p>
78	<p>The Pro-D day the week after Thanksgiving would potentially be better served by moving to the week of thanksgiving as many families already take extra days off there. Having two short weeks in a row is always very tough on working families.</p>
79	<p>1 week spring break</p> <p>no shortened days for students so all minutes of the school hours are allocated for learning</p>
80	<p>As a BIPOC parent I would like to see more thought and mindfulness go into planing the school year. For example Lunar New year falls on a Tuesdays but we could move the Pro D day from</p>

PUBLIC COMMENTS RECEIVED – 2025/26 PROPOSED SCHOOL CALENDAR

	Feb 13th to the 17. Nowruz is in the spring holidays so is included in that however Diwali which is a huge festival for the South Asian community falls on Oct 20/25 and could be accomodated by moving the ProD day from Oct 24th (friday) to the Monday Oct 20th, 2025. I am unsure why this is always overlooked. I know may parents have requested this happen but it doesn't seem to change. This is very frustrating as all community members' days of celebration shouldn't feel negated. We are not asking schools to have full our celebrations but having a mindful perspective of other cultural days that others may want time to spend as a family would help to build a more inclusive school environment. I would like to see some thoughts and changes around the thought process and a check list for the committee that reviews the District Calendar, so that in the future these issues are looked at instead of ignored or dismissed. Thank you.
81	It would be better to shift the pro d day in September to a different month as it is difficult for children to settle into the school year, and parents to balance work responsibilities when there are already other stats in the month and short first day(s).
82	It makes sense
83	Can we try to start winter break earlier so we don't start a couple days before Christmas and end school earlier than June 25th well?
84	Sutherland Secondary seems to have a lot more professional days than other schools. I know that my daughter is out of school more frequently than her friend at Hansworth. I believe the school year is already short enough.
85	Would be nice for students to have a few days more before Christmas to settle in. They literally go to school until pretty much Christmas Eve!
86	Please consider moving at least a few professional development and curriculum implementation days to days other than Fridays. Teachers who do not work on Fridays, miss out on the opportunities provided. Taking into consideration that many families prefer to have long weekends, a few PD days could potentially be set for Mondays or Tuesdays after a statutory holiday. The day after Halloween would also be a good option as most children are exhausted and disregulated. Thank you for considering.
87	<p>Please move spring break one week later so it aligns with Easter.</p> <p>I know you get this comment alot and always ignore it.</p> <p>It is hard enough for parents to deal with two weeks of spring break, but most of us don't get easter monday off.</p>
88	It would be advantageous to offer ProD days on Monday to accommodate many who do not work Friday.
89	Well balanced calendar with alignment with other districts and past years. All good.
90	I especially like the fact that we have Collaboration Time in both April and May so we can do some school wide assessments, and have time to work together in alignment of our School Plan and our academic and social emotional goals for our students.
91	Please consider scheduling district Pro-D and Curriculum Implementation days on days other than a Friday. We have several staff members who do not work Fridays, and they have missed out on countless hours of Pro D due to this.
92	start school later!
93	Looks great!
94	as a parent its helpful.

PUBLIC COMMENTS RECEIVED – 2025/26 PROPOSED SCHOOL CALENDAR

95	Not sure why doing this isn't make sense
96	No pro d day in September unless it's moved to Sept 29. Or move it to October 10 for a 4 day weekend on thanksgiving. Move the June pro D date Earlier to May or even April.
97	There's a lot of early dismissals and professional days resulting in missed school.
98	Spring break could be moved a week earlier so it's not so close to Easter.
99	First day of school seems too early, as well as returning after the winter break. Should be extended by one week.
100	I really appreciate when you combine pro d days with stat holidays so we can go away without the kids missing school. I see that twice in the calendar- if there are any more opportunities for 4 day weekends that would be even better.
101	My family can only go to our cabin when you make 4 day weekends. It's a 9 hour drive each way but it is a much needed mental health break. Can you attach the May Pro D day to Victoria Day weekend? Even having a Pro D on a Tuesday would be ok, it doesn't always need to be Fridays. Keep family day as a 4 day weekend.the spring and winter holidays look good.
102	I really like when you combine the pro-d with long weekends to make it extra long. I'd prefer if you did that.
103	It's a good plan. Having a few extra days off in October sounds appealing, though, since children do 3.5 months of no-break studying till Christmas time
104	Could the May pro day be incorporated into the May long wknd as is done with the family day long wknd?
105	Less pro-d days and early dismissal. With two working parents bring forced back to the office, we can't take time off with our allowance
106	Spring Break be pushed forward so it overlaps with Easter break. No point having 2 weeks off then only 4 days before another 4 days off.
107	everything looks good....thx
108	everything is ok but I thinks it is better to consider 8 of September (Monday) as the first day of school
109	Its fine.
110	Well thought out!
111	Awesome
112	It's not showing pro-d days as i guess it's a district decision?? I love the fact there is a pro-d day on the Friday before family day, making it a 4 day weekend. I'd love to see more of this on other pro-d days.
113	Too many staff collaboration, pro-d and other days taking away from days of child learning. Spring break should also be 1 week. Across the professional development spectrum, it's shown that there is limited content uptake. Longer continuous term development programs work - ones with teachers already have through their education and specific degree backgrounds. Instead just implement a rolling day off for each teacher for the same number of days, and bring in a sub, and the teacher can go read a book or something.
114	Too many pro d days.
115	Could the Dec. 5 NVSD Curriculum day not be moved to November as December is a short month with the holiday break. Similarly, ProD Day #3 could be moved into January as February is a short month with already a stat and early dismissal day which leads into another short month of March. It is challenging for working parents and kids to get into the start of the

PUBLIC COMMENTS RECEIVED – 2025/26 PROPOSED SCHOOL CALENDAR

	school and/or new year and then to not very long have these days off. Academically for the students it would be good if the Stat, ProD, and other staff early dismissal days were not immediately following one another so closely.
116	The September pro day should be cancelled or at least moved to the 29th to create a long weekend with the September 30th day off. There is no need for a pro day only a couple of weeks after school starts. The October pro day should also be moved to coincide with Thanksgiving to create an extra long weekend. It is easier for parents to plan around an already long weekend than a random day off a week before plus the long weekend. The May pro day should also be moved to line up with the May holiday and create another extra long weekend. I think staff, families and students would prefer this as it's easier to plan short vacations and family time. Also, there should not be a pro day in December when the school is already closed for 2 weeks over Christmas. That pro day should be moved to November to even out the days off.
117	It is acceptable
118	There are too many day off between Spring break, Summer break, PD days, Early dismissals. I think we should follow the Asian countries about education system, they don't have too many days off. Now a days is more challenging for Canadian students to compete for a spot at the Universities because the level of education is not enough when they face international students.
119	September 2nd is really early
120	When will we say enough is enough on these teacher contracts and actually focus on teaching and classroom time? 5 professional days that seem to always be tagged to a Friday or Monday plus an admin day, plus 2 weeks of spring break and 4 days with collaboration time plus additional stat holidays and the week before Christmas, spring break and summer holidays where nothing is accomplished!! How many full weeks of school actually exist anymore. 9, that's it. It's very disheartening as a product myself of Ross Road and Argyle to see how incredibly degraded our teaching time and focus has become. Please fight back on non-teaching time for the sake of our kids' futures and the economic prosperity of Canada. The US has far lengthier school days which not only means more time for education; it means more time for parents to be at work and contribute to the local economy.
121	Not much in terms of schedule has changed over the years. However, I think it's unnecessary to expect children to go to school directly the day after the last long weekend of the summer. What's waiting one more day?
122	Please add a pro d day after Halloween!

PROPOSED 2025-26 SCHOOL CALENDAR - 180 Instr Days

AUGUST 2025						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER 2025						
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

DECEMBER 2025						
S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE 2026						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25*	26	27
28	29	30				

2*	1ST DAY OF SCHOOL (PARTIAL DAY)
	STAT/WINTER/SPRING HOLIDAY
	NVSD CURRIC IMPL DAY (1)
EXAMPLE	SCHOOL-BASED PRO D DAY (2)
	EXAMPLE DATES ONLY - ACTUAL DATES NOT SET
	DISTRICT (NVTA) PRO D DAY (3)
	EXAMPLE DATES ONLY - ACTUAL DATES NOT SET
	STAFF COLLABORATION (4)
	shortened day for students
	ADMINISTRATIVE DAY
25*	LAST DAY FOR STUDENTS IS JUNE 25

1 Yellow highlighted dates are **EXAMPLE** dates only. Each school will select their own 2 school-based Pro D dates and will confirm and publish by May 31, 2025. **Please check with your school.**

2 Orange highlighted dates are **EXAMPLE** dates only. Actual dates to be selected by the NVTA and confirmed by May 2025. District calendars will be updated at that time.

**Schedule C.1...
of the
Administrative Memorandum**

Meeting Date: February 25, 2025 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **Educational Update - Framework for Enhancing Student Learning**

Narration:

The Framework for Enhancing Student Learning is British Columbia's approach to continuous improvement of public education. The policy framework is accompanied by a reporting order and guiding principles that support boards of education in the development of their strategic plan, continuous improvement cycles and publishing an annual report on student outcomes. The formalized approach combines accountability with evidence-based decision making to provide a provincial system-wide approach to continuously improve the educational outcomes for all students and improve equity for Indigenous students, child and youth in care, and students with disabilities and diverse abilities.

Assistant Superintendent Arlene Martin will provide an update on the priority goal areas and progress for the 2024/25 school year.

**Schedule ..C.2..
of the
Administrative Memorandum**

Meeting Date: February 25, 2025 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **Administrative Procedures: Travel and Business Expenses**

Narration:

The Board of Education recognizes the need for employees and trustees to be reimbursed for all reasonable travel and business expenses incurred while performing their duties and responsibilities on behalf of the school district. The Administrative Procedures formalizes the current guidelines and provides greater detail regarding eligible expenses.

The proposed draft Administrative Procedures were reviewed and endorsed at the February 13, 2025 Audit Committee meeting.

Attachment:
Administrative Procedures: Travel and Business Expenses

Travel and Business Expenses

Effective Date: XXXX 2025

Administrative Procedures

Background

The Board recognizes the need for employees and trustees to be reimbursed for all reasonable expenses incurred while performing their duties and responsibilities on behalf of the school district. When incurring expenses, employees and trustees will be cognizant of their accountability for public funds and always use optimum discretion in ensuring appropriateness and reasonableness of expenditures. The procedures align with the essence and purpose outlined in the Province of BC's Core Policy and Procedure Manual.

Authority

The Board authorizes the Superintendent and Secretary Treasurer to develop and implement all procedures related to travel and business expenses. Exceptions must receive prior approval from the Superintendent.

Guiding Principles

- Expenses incurred on behalf of the school district will recognize the fundamental principles that spending from public funds must be prudent, appropriate and reasonable.
- Travel is to be arranged by the most economical and practical mode giving recognition to the effective use of the employee or trustee's time.
- Travel for business-purposes must conclude as soon as possible after the business objectives have been achieved.
- Accommodation will be limited to reasonable amounts, and whenever possible be in establishments offering government rates.
- Approval of the immediate supervisor is required prior to arranging travel.

Reimbursement of Travel Expenses

A school district issued credit card may be used to pay for airfare, hotel accommodation, parking, taxi, ferry, tolls, registration fees and vehicle rental. Meals must be claimed using the prescribed travel reimbursement form and cannot be charged to a school district issued credit card, unless:

- When accompanying students on a fieldtrip where the cost of the meal was not? paid by the students in advance, or
- the purpose for the travel is for marketing and promotion of the International Program.

All expense claims must be submitted in the format prescribed immediately following the trip or no later than monthly. Refer to [Forms - North Vancouver School District \(sd44.ca\)](https://www.sd44.ca/forms)

Travel advances may be requested using the prescribed form [Forms - North Vancouver School District \(sd44.ca\)](https://www.sd44.ca/forms)

Original expense receipts are required except for mileage reimbursements and allowances when staying in private accommodations.

Travel outside of Canada will be reimbursed in Canadian dollars using current exchange rates.

Automobile travel

Employees and trustees required to travel using a personal vehicle will be reimbursed based on rates outlined in the employee's Collective Agreement (if applicable) or the at the current Canada Revenue Agency rates. [Automobile allowance rates - Canada.ca](http://Automobile%20allowance%20rates%20-%20Canada.ca) .

Reimbursement will be provided using the prescribed form [Forms - North Vancouver School District \(sd44.ca\)](http://Forms%20-%20North%20Vancouver%20School%20District%20(sd44.ca))

Employees and trustees who require the use of a rental vehicle for the purposes of conducting school district business should acquire the vehicle most fitting the need at the lowest cost.

Mileage will be calculated from the employee's assigned work site or first work location. For trustees, their home address will be the normal base place for travel measurement.

Mileage reimbursement will not be paid where specifically excluded from employment contract or where a vehicle allowance is received.

Where a vehicle allowance is provided, only eligible parking expenses will be reimbursed.

Meals/Per Diems

Reimbursement for meals when traveling on school district business is limited to the per diem amounts (including gratuities and taxes) as per Schedule A. Employees and trustees can choose to claim actual amounts paid for meals (supported by a receipt) or the per diem amount, whichever is less. The method chosen will apply for the duration of the trip and cannot be changed from per diems for one day/meal and actual expenses paid on another day/meal.

Claims for meals for part of the day will be based upon the time away from the school district. Meals covered by the conference registration or provided in flight must be deducted from the meal claim. Any exception requires the advance approval of the Superintendent or Secretary-Treasurer. Costs for meals, may not be charged to a school district issued credit card.

Accommodation

Accommodation will not exceed reasonable costs for the circumstances (i.e. the rate of a single standard room). Consideration will be given to travel times and proximity to scheduled events and securing lodging at government rates where applicable.

Hotel accommodation should be limited to the time necessary to conduct business. Extended stays for personal reasons are not eligible expenses paid by the school district.

Overnight accommodation when travelling within Metro Vancouver and Fraser Valley will not normally be approved as employees and trustees are expected to travel home each day. Exceptions require the advance approval of the Superintendent or Secretary-Treasurer.

When attending an event or conference, it is acceptable to stay at the hotel where the event is being hosted. Where there is no host venue, accommodation expenses are limited to reasonable amounts which normally will not exceed the single standard room rate.

The Board will pay an allowance as per Schedule A where an employee or trustee stays with family or friends, consistent with the provincial government rate.

Business Meetings and Events

Business expenses incurred in support of the school district's mandate will be reimbursed provided the expenses are authorized, reasonable and appropriately documented.

Meals may be provided during meetings that occur over a mealtime. Prior written approval is requirement from a member of senior management and total costs cannot be exceed the applicable per diem rate for the total number of attendees.

The selection of a meeting or event location must consider the total costs of the meeting or event, including participant accommodation and transportation, room rentals, meals and other costs.

Where suitable school district owned venues or other available public sector-owned meeting rooms must be utilized, prior to seeking private meeting facilities.

Alcohol beverages or alcohol purchases are not an allowable business expense. The exception is purchasing alcohol for the purpose of promoting and marketing the International Program.

Expenses must not include any associated costs for spouses or guests of the participants

Where two or more employees are in attendance at the same event or meeting and it is not reasonable to make individual purchases, the employee in the most senior role will submit the detailed receipt for reimbursement and including employee names on the bill.

Providing meals at business meetings where only employees are present should be an exception and not a regular occurrence. Where justified, meals may be provided during meetings where it is essential that business discussions not be interrupted or where it is essential to meet over a meal period, as the issue is important, needs early resolution and no other time is available. Total costs cannot exceed the applicable meal per diem rate per the number of attendees.

Recognition and Hosting

The Board recognizes that appropriate provision of awards, recognition functions and hosting can make an important contribution to productive and relationships within the school district and community.

Events involving school district expenditures must have the prior approval of the Board or the Superintendent.

Alcoholic beverages at any hosted event shall be done in moderation as appropriate to the event.

Related Resources

[Travel expenses - Province of British Columbia \(gov.bc.ca\)](http://gov.bc.ca)

Appendix A

Meals/Per Diems

Breakfast	\$15 – claim if travel starts before 7am or ends after 7 am
Lunch	\$20– claim if travel starts before 12 noon or ends after 12 noon
Dinner	\$35 – claim if travel starts before 6 pm or ends after 6 pm

Private Accommodation

\$30 per night

**Schedule ..C.3..
of the
Administrative Memorandum**

Meeting Date: February 25, 2025 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): Tuesday, February 4, 2025 Standing Committee Meeting

Narration:

The Board of Education will find attached the meeting summary from the February 4, 2025 Finance and Facilities Standing Committee Standing Committee Meeting.

Trustee Daniel Anderson will report on highlights of the meeting.

Attachment:
Meeting Summary – Board of Education Standing Committee, February 4, 2025

BOARD OF EDUCATION STANDING COMMITTEE
Finance and Facilities

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of February 4, 2025

Meeting Summary of the Board of Education's Standing Committee Meeting held virtually on Tuesday, February 4, 2025. The meeting was originally scheduled in person and moved to a virtual format given the weather.

Call to Order:

Trustee Daniel Anderson called the Finance and Facilities Standing Committee meeting to order at 7:00 pm, thanking those in attendance for participating. Assistant Superintendent Arlene Martin started the meeting with the traditional territorial lands of the Skwxwú7mesh (Squamish) Nation and səliłwətaʔt (Tsleil-Waututh) Nation were acknowledged.

Budget Session – Development of the 2025/26 Operating Budget

Senior staff provided the context for developing the annual operating budget including highlights from the current year and planning assumptions that inform student enrolments, school district funding and revenues, staffing requirements and obligations for next year.

Attendees participated in virtual break-out rooms to discuss two questions: What guidance would you provide to the Senior Leadership Team and the Board of Education concerning next year's budget? And What area(s) would you recommend less focus and/or increased focus? Staff summarized the feedback for consideration in the budget development.

The presentation can be found online: [2024/25 Public Meetings](#)

Next Meeting:

March 4, 2025

**Schedule ..C.4..
of the
Administrative Memorandum**

Meeting Date: February 25, 2025 ☒ **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
Inclusion Committee
Policy Review Committee

Audit Committee – February 13, 2025

The North Vancouver School District Audit Committee was first introduced 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.

In the 2024/25 fiscal year, the Audit Committee has four scheduled meetings on September 12, 2024, November 14, 2024, February 13, 2025 and May 8, 2025.

Committee members in attendance included:

- Kulvir Mann, Representative for North Vancouver Board of Education
- Antje Wilson, Representative for North Vancouver Board of Education
- Jodi Rustad, Independent Financial Expert
- Roy Uyeno, Independent Financial Expert

The meeting was chaired by Antje Wilson, on behalf of Trustee Daniel Anderson, who sent his regrets. Staff in attendance were Pius Ryan, Superintendent, Adam Baumann, Assistant Superintendent, Jacqui Stewart, Secretary Treasurer, and Helena Drury, Director of Financial Services

The primary purpose of the February meeting was to review the amended draft budget for 2024/25. The Committee provided recommended motions that will be brought forward to the Board of Education at the February Public Board meeting for approval. Additional items discussed included:

- update on major capital spending; and
- enrolment projections for 2025/26 and
- draft administrative procedures for Travel and Business Expenses

Inclusion Committee Update – February 2025

The Inclusion Committee is a joint committee, comprised of members from the Board of Education, North Vancouver Administrators' Association, North Vancouver Parent Advisory Council, the North Vancouver Teachers' Association, the Canadian Union of Public Employees (Local 389) and the District Student Leadership Council. The Inclusion Committee is dedicated to advancing inclusive practice and advocating for supports and services that maximize success and independence for all learners.

In the 2024/25 school year, the Inclusion Committee has four scheduled meetings on the following dates: November 14th, January 30th, March 6th and May 8th.

The 2024/25 Committee is comprised of the following members:

- Janis Mann, Chair, District Principal of Inclusive Education
- Ann Copp and Shannon Sharp, Co-Chairs, Acting District Vice Principals of Inclusive Education
- George Tsiakos, Trustee Representative for the North Vancouver Board of Education
- Antje Wilson, Trustee Representative for the North Vancouver Board of Education
- Cheryl Ham, Elementary School Vice-Principal, Representative for North Vancouver Administrators' Association
- Tuzar Irani, Secondary School Vice-Principal, Representative for North Vancouver Administrators' Association
- Wendy Matsubuchi, Representative for the North Vancouver Teachers' Association
- Trish Summers, Representative of the North Vancouver Teachers' Association
- Jennifer Branston, Representative for North Vancouver Parent Advisory Council
- Heather Carell, Representative for North Vancouver Parent Advisory Council
- Liz Lee, Representative for North Vancouver Parent Advisory Council
- Bennett Williams, Representative for CUPE
- Elina Gilani, Representative from District Student Leadership Council
- Ava Ma, Representative from the District Student Leadership Council

The focus of the first meeting was to update the Committee on the Learning Services Teacher Network Series for this school year and the areas of focus for Inclusive Education. We had a presentation from the Alternative and Augmentative Communication SLP's and FOS Leaders on the Emergent Literacy Pilot and Training Plan to support the development of Literacy skills for all students through assessment and intervention. The Committee established a collective goal for this year: To support the gathering of recommended resources and sharing of information to build understanding of inclusion and inclusive practices for all levels of our system particularly families, educators and students.

At our second meeting we began to identify information that would be beneficial for families, educators and students. Through the Superintendent, Policy 211 – Special Education Services and Programs, is currently under review. As part of our process for revising this policy we are gathering input through the Inclusion Committee. This policy is intended to provide clarity on the delivery of Inclusive Education services within the North Vancouver School District. This topic will be an area of focus for the Committee for our next two meetings.

Policy Review Committee – February 2025

The North Vancouver Board of Education develops and adopts policies as statements of intent to guide the operations of the school district. Board of Education policies reflect the *School Act* and regulations and align with the Board's mission, mandate and core values. Under the direction of the Superintendent, the North Vancouver School District Policy Review Committee evaluates, reviews, and proposes policies to the Board that reflect current legislative, regulatory, and public policy changes. The Policy Review Committee is a District Representative Committee comprised of representatives from the Board of Education, employee groups, North Vancouver Parent Advisory Council, and the District Student Leadership Council.

Convening no fewer than four times per school year, the Policy Review Committee:

- Provides advice to the Superintendent respecting which policies require clarification and/or amendment;
- Provides advice to the Superintendent respecting which issues require policy development; and,
- Reviews and provides advice to the Superintendent respecting drafts of proposed new policies prior to their consideration by the Board.

The Policy Review Committee held its third meeting of the 2024/25 school year on January 27, 2025. The Superintendent and Committee Chair, Dr. Pius Ryan, welcomed members and thanked them for their active participation in the work of the Committee. The Committee was provided updates on the following policies under review:

- Policy 207: Field Trips
- Policy 212: Animals in Schools
- Policy 609: Information and Communication Systems and Resources

The Committee received the current proposed draft of Policy 207: Field Trips. Feedback on the proposed draft was received and will be integrated before the proposed revised policy is presented to the Board for consideration at the next appropriate Public Board Meeting, which is anticipated to be the April Public Board Meeting.

The Committee received the current proposed draft of Policy 212: Animals in the Classroom, which includes a title change to Policy 212: Animals in Schools. Feedback on the proposed draft was received and was integrated. The proposed revised policy will be presented to the Board for consideration at the February Public Board Meeting.

The Committee received an update from Teodora Dotzeva, Director of Information and Communication Technology on Policy 609: Information and Communication Systems and Resources. The Advisory Committee will review this policy and bring forward suggested changes to the Policy Review Committee at a future meeting.

Additionally, the Committee received a one-year review from Scott Stanley, Executive Director of Human Resources, regarding:

- Policy 614: Public Interest Disclosure

The next Policy Review Committee meeting is scheduled on Monday, April 28, 2025.

Schedule C.5.
of the
Administrative Memorandum

Meeting Date: February 25, 2025 ☒ **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 – February 2025

Land Management Update – February 2025

Carson Graham Secondary School – Heat Pump Renewal

- System commissioning is underway. Substantial completion expected for end of February 2025.

Cheakamus Centre’s Environmental Learning Centre – Envelope Rehabilitation

- Roof deficiency – leak being addressed under new roof warranty.

Cloverley Elementary School

- The City of North Vancouver (CNV) issued a conditional building permit on November 28, 2024. Conditions include finalizing a Development Services Agreement and finalizing the City’s engineering requirements for offsite civil infrastructure, landscaping and lighting.
- CNV comments on off-site requirements were received on February 3, 2025 followed by a stakeholder meeting on February 11, 2025 to clarify scope.
- The project consulting team will begin costing and preliminary design work on the requirements.
- Building foundation excavation, forming and reinforcement installation is underway.
- The first concrete pour was February 18, 2025.

Handsworth Secondary School – Artificial Turf Field

- The District of North Vancouver has completed 50% design development drawings for the new artificial turf field (no change from November 2024).

Lucas Centre Partial Demolition

- The building permit was issued on November 27, 2024.
- The majority of the building area in the project scope has been demolished to the slab.
- Work has progressed to begin removal of the concrete slab and footings.
- Completion of the demolition work is expected by the end of March 2025.

Lynn Valley Elementary School - Expansion Project

- Construction of the addition is in progress, with completion anticipated in the spring of 2026.

Portables

- New portables at Westview Elementary and Queensbury Elementary Schools are occupied, with some minor civil work remaining to be completed.

Westview Elementary School – Modular Classroom Addition

- The Construction Document Phase is nearing 50% completion and an application for a Building Permit will commence by the end of February.
- Project construction is anticipated to commence in the late spring of 2025.

School Enhancement Projects

- Windsor Secondary School – Envelope Project
 - Window and cladding replacement has begun on the main classroom block.
 - New cladding installation is in progress at the south side of the school.
 - Project completion expected March 2025.

**Schedule ..C.6..
of the
Administrative Memorandum**

Meeting Date: February 25, 2025 ☒ **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 of Education not otherwise covered in the agenda.

**Schedule ..C.7..
of the
Administrative Memorandum**

Meeting Date: February 25, 2025 ☒ **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.8..
of the
Administrative Memorandum**

Meeting Date: February 25, 2025 ☒ **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.

Schedule D...
of the
Administrative Memorandum

Meeting Date: February 25, 2025 ☒ **Board** ☐ **Board, in camera**

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

Narration:

Date and Time	Event	Location
Tuesday, March 4, 2025 at 7:00 p.m.	Standing Committee Meeting: Budget Development	Education Services Centre 2121 Lonsdale Avenue North Vancouver
March 11, 2025 at 6:30 p.m.	Placeholder (if needed) Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, April 15, 2025 at 6:30 pm	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.

Schedule E...
of the
Administrative Memorandum

Meeting Date: February 25, 2025 ☒ **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.