

ADMINISTRATIVE MEMORANDUM

Meeting Place:

Virtual Meeting
[Meeting Link](#)

Format and Date:

PUBLIC BOARD MEETING
Tuesday, February 15, 2022, at
6:30 p.m.

		Estimated Completion Time
A.	Call to Order	
A.1.	Chair Mann's opening remarks	6:30 p.m.
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	6:30 p.m.
A.3.	Public Comment Period *	7:00 p.m.
A.4.	Stakeholder Comment Period	7:30 p.m.
A.5.	Approval of Minutes (that the minutes of the Public Meeting of January 18, 2022, be approved as circulated)	7:35 p.m.
B.	Action Items	
B.1.	School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for Fiscal Year 2021/22	7:55 p.m.
B.2.	Notice of Motion: Policy Alignment with United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)	8:10 p.m.
B.3.	Proposed Revised Policy 208: Summer Programs	8:30 p.m.
B.4.	Intellectual Disability Advisory Committee	8:50 p.m.
C.	Information and Proposals	
C.1.	Policy 104: Board of Education - Meetings – Administrative Procedures Update	9:00 p.m.
C.2.	Land Management Update	9:20 p.m.

* 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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Format and Date:

PUBLIC BOARD MEETING
Tuesday, February 15, 2022, at
6:30 p.m.

	Estimated Completion Time
C.3. Tuesday, February 8, 2022, Standing Committee Meeting	9:25 p.m.
C.4. Superintendent's Report (including COVID-19)	9:35 p.m.
C.5. Report Out - BC School Trustees Association (BCSTA) and BC Public School Employers' Association (BCPSEA)	9:40 p.m.
C.6. Trustees' Reports	9:50 p.m.
D. Future Meetings	9:50 p.m.
E. Public Question & Comment Period	9:50 p.m.
F. Adjournment	9:50 p.m.

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

Schedule A.3
of the
Administrative Memorandum

Meeting Date: February 15, 2022 **Board** **Board, in camera**

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

Narration:

NEW: COVID-19 Procedures for Public Board Meetings

To respect guidelines and orders around physical distancing and public gatherings provided by the Provincial Health Officer, upcoming Public Board Meetings will continue to be live-streamed, recorded and posted to the website for viewing. The public will not be able to attend meetings in person but will have the opportunity to provide input in advance of the meeting.

How you can provide input:

On the day of the Public Board Meeting, we ask that interested parties who wish to ask a question or provide a comment email publiccomments@sd44.ca with their full name, address, and written submission. *The first ten comments with the required contact information will be read out.* All other comments will be circulated by the Secretary Treasurer. In order to keep within the maximum of two minutes, please ensure that your comments have a maximum of 350 words. The Board Chair will read out the name, address and comment for the record during the Public Comment Period. Please provide comments by 6:00 p.m. on February 15, 2022.

The Board of Education will provide a twenty minute public comment period relevant to the Board's mandate. Speakers will be allocated a maximum of two minutes each.

Schedule A.4
of the
Administrative Memorandum

Meeting Date: February 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Stakeholder Comment Period**

Narration:

As per the motion passed on May 26, 2020, the Board of Education will provide a twenty (25) minute stakeholder comment period to allow stakeholders to speak to items on the Board of Education agenda (B and C items). Speakers will be allocated a maximum of five (5) minutes each. An additional five (5) minutes will be provided for Trustee questions of clarification at the end of the comment period.

Stakeholders will be invited to speak to the Board of Education in a rotating order each meeting. The Chair will invite those wishing to speak in the order that is determined prior to the meeting. For the February 15, 2022 Public Board Meeting, the following order will be observed:

- District Student Leadership Council (DSLCL)
- North Vancouver Administrators (NoVA)
- North Vancouver Parent Advisory Council (NVPAC)
- North Vancouver Teachers' Association (NVTA)
- Canadian Union of Public Employees (CUPE Local 389)

When appearing before the Board of Education, speakers are requested to state their name for the record.

During the Stakeholder Comment Period, as well as 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.

Speakers may speak only once at the Stakeholder Comment Period.

School District No. 44 (North Vancouver)

Minutes of the Public Meeting of the Board of Education, School District No. 44 (North Vancouver) held virtually through Microsoft Teams in North Vancouver, British Columbia, on Tuesday, January 18, 2022.

PRESENT: K. Mann, Chair
L. Munro, Vice Chair
C. Gerlach
C. Sacré
M. Tasi Baker
G. Tsiakos

REGRETS: M. Higgins

A. Call to Order

Board Chair Kulvir Mann called the meeting to order at 6:30 p.m. and acknowledged the traditional territorial lands of the Skwxwú7mesh (Squamish) Nation and səliłwətaʔt (Tseil-Waututh) Nation.

Motion to Approve Trustees Participation by Microsoft Teams

Moved by K. Mann

WHEREAS Section 67 of the *School Act* permits Trustees to participate in or attend a meeting of the Board by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to communicate with each other;

the Board hereby approves the participation by the Trustees in the January 18, 2022, Public Board Meeting by Microsoft Teams.

Seconded by C. Sacré

Carried

A.1. Chair Mann's opening remarks

Chair Mann began by wishing everyone a happy and healthy New Year. Exciting new initiatives, like the strategic plan, are being implemented, including new opportunities for students in outdoor learning, physical literacy, the arts, social emotional learning, mental health, inclusive education, innovative academies and Indigenous education. Chair Mann shared her appreciation to School District staff for the work completed over the break allowing students to have a safe return in January.

Chair Mann acknowledged Inaugural Black Excellence Day, which also is Black Shirt Day, International Day of Education, Bell Let's Talk Day and Family Literacy Day, all which are occurring in the month of January.

A.2. Approval of Agenda

Moved by C. Sacré

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

Seconded by M. Tasi Baker

Carried

A.3. Public Comment Period

Due to the COVID-19 pandemic and moving the meeting to Microsoft Teams, the Board of Education requested that interested parties email in their submission to be read out by the Board Chair.

There were no written comments submitted.

A.4. Stakeholder Comment Period

As per the motion passed on May 26, 2020, the Board of Education provided a twenty minute stakeholder comment period to allow stakeholders to speak to items on the Board of Education Agenda.

Anita Beauchamp and Moe Zhang, Co-Presidents of the District Student Leadership Council (DSLCC), thanked the Board of Education for the opportunity to speak during the Public Board Meeting. Moe shared the importance of student representation and allowing their voices and perspectives in the School District. Anita shared appreciation for the opportunities to provide input on committees as stakeholders, including the Anti-Racism focus group and key aspects for the role of the new superintendent. Anita and Moe thanked the Board of Education for their time.

Katrina Russell, President of the North Vancouver Teachers' Association (NVRTA), started by recognizing the staff on working to create safe and welcoming environments for students. Ms. Russell advocated for N-95 masks be provided for those teachers and other staff members who request them. She referenced the additional funding for ventilation from the provincial government and asked how those funds were going to be spent. Ms. Russell shared her appreciation for the School District on the work that has been done with ventilation systems.

A.5. Approval of Minutes

Moved by K. Mann

that the minutes of the public meeting of December 7, 2021, be approved as circulated.

Seconded by M. Tasi Baker

Carried

B.1. Board Committee and Trustee Representational Assignments (2022)

Chair Mann introduced this item and advised that, in accordance with [Policy 102: Board of Education – Committees and Representation](#), Trustees had met to discuss their preferences for committee appointments in the 2022 calendar year.

Moved by K. Mann

that the Board approve the Chair's appointments of Trustees as attached to this Administrative Memorandum and make the appointments effective January 19, 2022.

Seconded by M. Tasi Baker

Carried

B.2. Notice of Motion: BCSTA Motion

Trustee Mary Tasi Baker introduced this agenda item noting that the Notice of Motion: BCSTA Motion was first discussed at the December 7, 2021 Public Board Meeting. This item is now being brought forward as an action item for a formal vote by the Board of Education. Trustee Tasi Baker reminded the Board of Education on the motion, Attributes of a BC Graduate Review Process, and provided clarity on questions surrounding the language.

Moved by M. Tasi Baker

that the North Vancouver Board of Education approve the substantive motion as attached to this memorandum of January 18, 2022.

Seconded by G. Tsiakos

Carried

B.3. Approval of Business and Gaming Entrepreneurship Lab 2022/23

Assistant Superintendent Chris Atkinson provided the Board of Education with an update on the proposed Business and Gaming Entrepreneurship Lab that was initially brought forward at the November 16, 2021 Board Meeting.

B.3. Approval of Business and Gaming Entrepreneurship Lab 2022/23 (continued)

Moved by C. Gerlach

that the Board of Education approve, in principle, the implementation of a Business and Gaming Entrepreneurship Lab Academy as outlined in the proposal presented at the November 16, 2021 Public Board Meeting, and that the academy be offered beginning September 2022 subject to sufficient student enrollment.

Seconded by C. Sacré

Carried

B.4. Notice of Motion: Mental Health/Illness Working Group

Trustee Cyndi Gerlach introduced this agenda item noting that the Notice of Motion: Mental Health/Illness Working Group was first discussed at the December 7, 2021 Public Board Meeting. This item is now being brought forward as an action item for a formal vote by the Board of Education.

Trustee Gerlach noted that based on meetings that occurred in the last month with School District staff and agencies outside the School District the motion has been revised. The revised motion proposes a Standing Committee Meeting, not a working group.

Moved by C. Gerlach

that the Board of Education direct the Superintendent and Board Leadership to create an annual Standing Committee on Mental Health/Illness during the month of October, Mental Health Awareness Month; and,

that this annual standing committee bring together the District Principal of Social Emotional Learning, Assistant Superintendent, Executive Director of Human Resources (or their designates), and individuals with lived experience to speak to the initiatives that the North Vancouver School District is undertaking; and how NVSD supports students, staff and the community in breaking down the stigmas surrounding mental health and/or illnesses.

Seconded by C. Sacré

After discussing the motion with Trustees, a series of friendly amendments were included with the final wording being as follows:

Moved by C. Gerlach

that the Board of Education direct the Superintendent and Board Leadership to create a Standing Committee Meeting on Mental Health/Illness during the month of October, Mental Health Awareness Month; and,

that this Standing Committee bring together the District Principal of Social Emotional Learning, Assistant Superintendents, Executive Director of Human Resources (or their designates), North Vancouver Parent Advisory Council, District Student Leadership Council and individuals with lived experience to speak to the initiatives that the North Vancouver School District is undertaking; and how NVSD supports students, staff and the community in breaking down the stigmas surrounding mental health and/or illnesses.

Seconded by G. Tsiakos

Carried

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

Each year through the North Vancouver Teachers' Association (NVTa) Collective Agreement; the Board of Education provides a grant to the NVTa to fund professional development. Tammy Daley, Chair of the Association's Professional Development Committee, presented the NVTa Professional Development Report.

C.1. North Vancouver Teachers' Association Professional Development Report (continued)

Ms. Daley provided highlights from the report including professional development for individual activities, school based activities, special grants and local specialist associations. Opportunities were provided for teachers to participate in larger, more expensive professional development activities with nine teachers successfully engaging in special grants. The NVTA put on five professional development days for teachers across the School District including a virtual online conference. Concluding the presentation, Ms. Daley thanked the Board of Education for the continued support and for the increase to the professional development fund.

On behalf of the Board, Chair Mann thanked the NVTA team for their presentation.

C.2. North Vancouver Online Learning Update

Jennifer Tieche, Vice Principal, and Loveleen Ahluwalia, English teacher and teacher leader at North Vancouver Online Learning (NVOL) provided an overview of online learning in the School District. NVOL is both a virtual and a physical secondary school that operates out of Mountainside Secondary. Students choose NVOL for flexible, personalized pathways to earning the BC Dogwood or Adult Dogwood Graduation Diploma or to upgrade in preparation for post-secondary school.

A variety of courses are offered to youth and adult learners within the School District and around the province of BC. The school offers 56 courses from grades 8 through 12 in English and French including French Immersion in a blended model of online and in-person learning. Currently NVOL enrolls 1,250 students who are actively participating in learning under the guidance of 17 teachers. A counsellor/academic advisor supports students' academic and social emotional needs.

NVOL prides itself on the tradition of being flexible and creative in approaches to supporting learners and meeting learners where they are. To showcase this, Ms. Ahluwalia highlighted the same English course with two different examples of session plans to accommodate and meet individual needs.

Concluding the presentation, the Ms. Tieche and Ms. Loveleen shared that staff are committed to making students' online learning experiences personalized, engaging, and successful.

A short break was observed.

C.3. Notice of Motion: Policy Alignment with United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)

Trustee George Tsiakos introduced the recommendation that an action plan be developed to bring all existing and future School District policies, that are under the Board of Education's jurisdiction and authority, in alignment with United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

The provincial government enacted the *Declaration on the Rights of Indigenous Peoples Act* in 2019, which essentially provides the framework for reconciliation by ensuring the laws of British Columbia are consistent and in harmony with UNDRIP. In light of this, the North Vancouver Board of Education has an opportunity to engage in its own process of harmonization with UNDRIP while the provincial government works on its action plan and harmonization of legislation. This opportunity is also in alignment with the Board's current Strategic Plan goal of Truth, Healing and Reconciliation.

Clarification was provided on the timelines and procedures for undertaking this work including the need to additional supported required to assist with this process.

The motion regarding Policy Alignment with United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) will be on a future agenda in the action items for a formal vote from all Trustees.

C.4. School Calendar 2022/23 – Update

Assistant Superintendent Chris Atkinson provided the Board of Education with an update on the work that has been completed on the proposed school calendar for the 2022/23 school year. The 2022/23 calendar proposal developed by the School District's School Calendar Committee will be published, for comment, to the School District website from February 1, 2022, until February 28, 2022.

A summary of the comments and feedback received will be shared with the Board of Education in March and the Board of Education will consider final approval of the 2022/23 School Calendar at the March 8, 2022 Public Board Meeting.

C.5. Land Management Update

Superintendent Pearmain updated the Board of Education on the Argyle Secondary and Handsworth Secondary School Replacement Projects and the Mountainside Secondary Seismic Upgrade. Updates on the Cheakamus Centre's Environmental Learning Centre, Lynn Valley Elementary addition and the status of the new Cloverley Elementary School were also provided.

C.6. Tuesday, January 11, 2022, Standing Committee Meeting

Chair Mann reported on the meeting that highlighted key areas of work that grow the North Vancouver School District's Learning Communities and enhance educational practice. An overview of the School Planning Process, Collaborative Inquiry Projects, and School Rounds, with presentations from school based administrators was provided.

C.7. Superintendent's Report (including COVID-19)

Superintendent Pearmain started by providing an update on COVID-19 noting that the surge of Omicron cases across BC has prompted public health to change testing, case management and contact tracing, as well as notifications of exposures in schools.

Assistant Superintendents Chris Atkinson and Pius Ryan and Executive Director of Human Resources Scott Stanley provided an overview on how the School District is monitoring staff absences, backfilling the vacancies and monitoring student absences. The goal is to maintain safe, healthy environments for staff and students in all schools, and to continue to provide in-person learning for students.

An update on the winter weather was provided with thanks being shared to the school communities for their understanding during these events. Superintendent Pearmain updated the Board of Education on the status of motions that have been passed at Public Board Meetings.

C.8. Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)

Trustee Tasi Baker shared that the motion regarding the Attributes of a BC Graduate would be shared with the BCSTA to be included in the Annual General Meeting package. It was also noted that Provincial Council was occurring on February 12, 2022, and an update would be provided to the Board of Education at the next meeting.

Trustee Sacré shared that the BCPSEA AGM is January 27-28, 2022 and has moved to a virtual setting. Clarification was provided on one of the proposed resolutions.

C.9. Trustees' Reports

Trustees submitted their reports on their activities on behalf of the Board as follows:

- Meetings attended by Trustees included:

C.9. Trustees’ Reports (continued)

- Public Board Meeting
 - In Camera Meetings
 - Trustee Seminar Meetings
 - Policy Review Committee
 - Physical Literacy for Communities North Vancouver Committee Meeting
 - Board Chairs Meeting with BCSTA, PHO and Ministry of Education
 - North Shore Food Network Meeting
 - Artists for Kids Committee Meeting
 - District Student Leadership Council Committee Meeting
 - Various PAC Meetings
 - Various School Meetings
- Events attended by Trustees included:
 - Various Christmas Concerts and Events
 - Seymour Heights Camp Read
 - Local Bargaining Session

D. Future Meetings

Date and Time	Event	Location
Tuesday, February 8, 2022 at 7:00 p.m.	Standing Committee Meeting	Virtual
Tuesday, February 15, 2022 at 6:30 p.m.	Public Board Meeting	Virtual
Tuesday, March 8, 2022 at 6:30 p.m.	Public Board Meeting	Virtual
Tuesday, April 5, 2022 at 7:00 p.m.	Standing Committee Meeting	Virtual

E. Public Question & Comment Period

Due to COVID-19 and moving the meeting to a virtual platform, the Board of Education did not take questions or comments in real time. Members of the public were asked to email their submission in to publiccomments@sd44.ca.

F. Adjournment

The established agenda being completed, the Chair adjourned the meeting at 9:21 p.m. and thanked those who attended.

Certified Correct:

Jacqui Stewart
Secretary Treasurer

Kulvir Mann
Chair, Board of Education

Date

Date

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

Meeting Date: February 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for Fiscal Year 2021/22**

Narration:

The Board is being asked to adopt an Amended Annual Budget Bylaw for Fiscal Year 2021/22. Section 113 of the *School Act* provides the authority for a Board to amend its annual budget bylaw. The Amended Budget is the final budget for the 2021/22 fiscal year and includes numerous budget variations that have taken place since the adoption of the 2021/22 Preliminary Budget on June 22, 2021.

In the 2021/22 Amended Annual Budget, consolidated revenue has increased by \$10,475,896 over the Preliminary Annual Budget. Adjustments include an increase to the Operating Grant budget by \$2,979,104 as a result of higher than anticipated student enrolment. The School District received \$351,621 from the provincial government for the Safe Return to Class Grant, and \$329,674 from the federal government for the Safe Return to School Grant. Both grants were received to support the School District with added costs resulting from COVID-19. The Classroom Enhancement Fund Grant increased by \$2,636,029 to fund the provisions of restored collective agreement language and remedy. International Student Tuition fee revenue has increased by \$2,022,000 as a result of higher than anticipated international student enrolment. An additional \$1,121,611 of Deferred Capital Revenue has been recognized consistent with the lifecycle of school district construction projects. These additional revenues account for the change in revenue.

Total planned expenditures have increased by \$5,547,718. This is largely attributed to an increase in staffing as a result of additional teacher FTEs with a budget of \$569,410, inclusion of teacher remedy provisions of \$998,361, and additional sick time of \$742,000. A provision for additional educational assistants of \$765,985 has been included in the Amended Budget. Services and Supplies have increased by \$1,269,019 for the expenses funded by the federal and provincial COVID funding, and additional expenses relating to the increased number of international students. Amortization expense has increased from the preliminary budget estimate by \$1,363,971 based on final 2021 year end capital asset additions. The Amended Budget incorporates the utilization of \$3,114,255 of the Accumulated Operating Surplus - \$1,814,255 which is needed to balance the current year Operating Budget, and \$1,300,000 to the Local Capital Fund, consistent with the appropriation included in the audited financial statement for the year ended June 30, 2021.

The 2021/22 Amended Annual Budget was reviewed by the Audit Committee on February 10, 2022, 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 \$214,174,185. 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 \$620,715 which 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*.



Kristen Watson, Director of Financial Services will be in attendance to speak to the 2021/22 Amended Annual Budget.

Attachments:

*Amended Annual Budget School District No. 44 (North Vancouver) June 30, 2022
Notes and Assumptions, 2021/2022 Amended Annual Budget*

RECOMMENDED MOTIONS:

Recommended Motion 1

that School District No. 44 (North Vancouver) approve the \$1,300,000 transfer of Accumulated Operating Surplus to the Local Capital Fund, consistent with the appropriation included in the audited financial statements for the year ended June 30, 2021.

Recommended Motion 2

that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2021/22 be read a first time;

that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2021/22 be read a second time;

that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2021/22 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, 2022

School District No. 44 (North Vancouver)

June 30, 2022

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2021/2022 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$214,174,185 for the 2021/2022 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE 15th DAY OF FEBRUARY, 2022;

READ A SECOND TIME THE 15th DAY OF FEBRUARY, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 15th DAY OF FEBRUARY, 2022;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 44 (North Vancouver) Amended Annual Budget Bylaw 2021/2022, adopted by the Board the 15th DAY OF FEBRUARY, 2022.

Secretary Treasurer

School District No. 44 (North Vancouver)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	15,739,188	15,302,000
Adult	10,875	8,000
Other	124,500	108,625
Total Ministry Operating Grant Funded FTE's	15,874,563	15,418,625
Revenues	\$	\$
Provincial Grants		
Ministry of Education	173,138,635	166,909,181
Other	336,274	6,600
Federal Grants	7,350	7,000
Tuition	8,160,100	6,133,000
Other Revenue	6,764,441	5,965,985
Rentals and Leases	2,313,018	2,227,017
Investment Income	350,000	466,750
Amortization of Deferred Capital Revenue	9,094,526	7,972,915
Total Revenue	200,164,344	189,688,448
Expenses		
Instruction	165,559,149	161,772,526
District Administration	6,491,273	6,287,424
Operations and Maintenance	31,153,079	29,763,202
Transportation and Housing	695,813	528,444
Total Expense	203,899,314	198,351,596
Net Revenue (Expense)	(3,734,970)	(8,663,148)
Budgeted Allocation (Retirement) of Surplus (Deficit)	3,114,255	5,553,993
Budgeted Surplus (Deficit), for the year	(620,715)	(3,109,155)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(620,715)	(3,109,155)
Budgeted Surplus (Deficit), for the year	(620,715)	(3,109,155)

School District No. 44 (North Vancouver)

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

	2022 Amended Annual Budget	2022 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	165,435,680	165,182,571
Operating - Tangible Capital Assets Purchased	1,370,000	499,000
Special Purpose Funds - Total Expense	24,888,966	20,958,328
Special Purpose Funds - Tangible Capital Assets Purchased	1,139,427	579,627
Capital Fund - Total Expense	13,574,668	12,210,697
Capital Fund - Tangible Capital Assets Purchased from Local Capital	7,765,444	7,000,000
Total Budget Bylaw Amount	214,174,185	206,430,223

Approved by the Board

Signature of the Chairperson of the Board _____ Date _____

Signature of the Superintendent _____ Date _____

Signature of the Secretary/Treasurer _____ Date _____

DRAFT

School District No. 44 (North Vancouver)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(3,734,970)</u>	<u>(8,663,148)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(2,509,427)	(1,078,627)
From Local Capital	<u>(7,765,444)</u>	<u>(7,000,000)</u>
Total Acquisition of Tangible Capital Assets	<u>(10,274,871)</u>	<u>(8,078,627)</u>
Amortization of Tangible Capital Assets	<u>13,574,668</u>	12,210,697
Total Effect of change in Tangible Capital Assets	<u>3,299,797</u>	<u>4,132,070</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(435,173)</u></u>	<u><u>(4,531,078)</u></u>

School District No. 44 (North Vancouver)

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

	Operating Fund	Special Purpose Fund	Capital Fund	2022 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	11,266,959	-	110,607,251	121,874,210
Changes for the year				
Net Revenue (Expense) for the year	(444,255)	1,139,427	(4,430,142)	(3,734,970)
Interfund Transfers				
Tangible Capital Assets Purchased	(1,370,000)	(1,139,427)	2,509,427	-
Local Capital	(1,300,000)		1,300,000	-
Net Changes for the year	(3,114,255)	-	(620,715)	(3,734,970)
Budgeted Accumulated Surplus (Deficit), end of year	8,152,704	-	109,986,536	118,139,240

School District No. 44 (North Vancouver)

Schedule 2

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

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	151,424,650	148,441,226
Other	6,600	6,600
Federal Grants	7,350	7,000
Tuition	8,160,100	6,133,000
Other Revenue	2,779,707	2,895,985
Rentals and Leases	2,313,018	2,227,017
Investment Income	300,000	416,750
Total Revenue	164,991,425	160,127,578
Expenses		
Instruction	141,550,588	140,950,844
District Administration	6,191,273	6,237,424
Operations and Maintenance	17,173,480	17,505,859
Transportation and Housing	520,339	488,444
Total Expense	165,435,680	165,182,571
Net Revenue (Expense)	(444,255)	(5,054,993)
Budgeted Prior Year Surplus Appropriation	3,114,255	5,553,993
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,370,000)	(499,000)
Local Capital	(1,300,000)	
Total Net Transfers	(2,670,000)	(499,000)
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, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	148,289,931	145,310,827
Other Ministry of Education Grants		
Pay Equity	2,966,047	2,966,047
Funding for Graduated Adults	3,143	
Student Transportation Fund	40,566	40,566
Support Staff Benefits Grant	103,546	103,546
FSA Scorer Grant	17,740	17,740
Early Learning Framework Implementation	3,677	2,500
Total Provincial Grants - Ministry of Education	151,424,650	148,441,226
Provincial Grants - Other	6,600	6,600
Federal Grants	7,350	7,000
Tuition		
Summer School Fees	60,100	55,000
International and Out of Province Students	8,100,000	6,078,000
Total Tuition	8,160,100	6,133,000
Other Revenues		
Miscellaneous		
Cheakamus Centre	852,000	852,000
Band and Strings	575,000	541,570
Academy Fees	733,119	873,315
Donations and Recoveries	42,750	75,000
Artists for Kids	265,421	260,100
Cafeteria and Vending	18,000	35,500
Other	293,417	258,500
Total Other Revenue	2,779,707	2,895,985
Rentals and Leases	2,313,018	2,227,017
Investment Income	300,000	416,750
Total Operating Revenue	164,991,425	160,127,578

School District No. 44 (North Vancouver)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2022

	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$
Salaries		
Teachers	73,996,848	74,971,305
Principals and Vice Principals	10,961,091	11,151,924
Educational Assistants	14,996,740	14,230,755
Support Staff	12,509,050	12,571,336
Other Professionals	4,515,879	4,531,088
Substitutes	4,718,450	3,976,450
Total Salaries	121,698,058	121,432,858
Employee Benefits	28,323,998	28,733,766
Total Salaries and Benefits	150,022,056	150,166,624
Services and Supplies		
Services	7,513,471	7,317,222
Student Transportation	137,000	87,000
Professional Development and Travel	738,575	663,575
Dues and Fees	90,262	61,500
Insurance	444,172	448,000
Supplies	3,591,844	3,538,700
Utilities	2,898,300	2,899,950
Total Services and Supplies	15,413,624	15,015,947
Total Operating Expense	165,435,680	165,182,571

School District No. 44 (North Vancouver)

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

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	58,335,574	3,997,230	1,870,903	1,816,701	-	3,877,950	69,898,358
1.03 Career Programs	74,225	19,071	-	294,181	-	7,500	394,977
1.07 Library Services	2,555,393	-	166,793	126,009	-	12,500	2,860,695
1.08 Counselling	2,459,960	-	-	-	-	8,000	2,467,960
1.10 Special Education	6,415,848	240,300	12,086,796	684,140	-	385,000	19,812,084
1.30 English Language Learning	1,715,719	-	-	-	-	8,000	1,723,719
1.31 Indigenous Education	526,615	133,500	552,285	-	-	9,000	1,221,400
1.41 School Administration	-	6,277,290	-	823,202	-	35,500	7,135,992
1.60 Summer School	244,645	-	-	26,994	-	-	271,639
1.62 International and Out of Province Students	1,668,869	-	-	105,014	180,715	-	1,954,598
1.64 Other	-	160,200	-	61,036	189,347	94,000	504,583
Total Function 1	73,996,848	10,827,591	14,676,777	3,937,277	370,062	4,437,450	108,246,005
4 District Administration							
4.11 Educational Administration	-	-	-	-	791,217	-	791,217
4.40 School District Governance	-	-	-	-	206,798	-	206,798
4.41 Business Administration	-	133,500	-	1,103,898	1,696,512	11,000	2,944,910
Total Function 4	-	133,500	-	1,103,898	2,694,527	11,000	3,942,925
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	-	-	-	220,443	992,396	-	1,212,839
5.50 Maintenance Operations	-	-	-	6,867,038	458,894	270,000	7,595,932
5.52 Maintenance of Grounds	-	-	-	380,394	-	-	380,394
5.56 Utilities	-	-	-	-	-	-	-
Total Function 5	-	-	-	7,467,875	1,451,290	270,000	9,189,165
7 Transportation and Housing							
7.41 Transportation and Housing Administration	-	-	-	-	-	-	-
7.70 Student Transportation	-	-	319,963	-	-	-	319,963
7.73 Housing	-	-	-	-	-	-	-
Total Function 7	-	-	319,963	-	-	-	319,963
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	73,996,848	10,961,091	14,996,740	12,509,050	4,515,879	4,718,450	121,698,058

School District No. 44 (North Vancouver)

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

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Amended Annual Budget	2022 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	69,898,358	17,067,483	86,965,841	3,953,933	90,919,774	91,167,540
1.03 Career Programs	394,977	89,543	484,520	73,825	558,345	431,953
1.07 Library Services	2,860,695	684,998	3,545,693	12,000	3,557,693	3,546,594
1.08 Counselling	2,467,960	594,964	3,062,924	32,750	3,095,674	3,210,279
1.10 Special Education	19,812,084	4,397,357	24,209,441	401,450	24,610,891	23,969,844
1.30 English Language Learning	1,723,719	415,379	2,139,098	19,000	2,158,098	2,166,800
1.31 Indigenous Education	1,221,400	279,633	1,501,033	53,500	1,554,533	1,473,139
1.41 School Administration	7,135,992	1,404,495	8,540,487	149,176	8,689,663	9,249,581
1.60 Summer School	271,639	61,964	333,603	9,654	343,257	322,246
1.62 International and Out of Province Students	1,954,598	464,999	2,419,597	1,604,745	4,024,342	3,611,150
1.64 Other	504,583	102,274	606,857	1,431,461	2,038,318	1,801,718
Total Function 1	108,246,005	25,563,089	133,809,094	7,741,494	141,550,588	140,950,844
4 District Administration						
4.11 Educational Administration	791,217	144,855	936,072	186,440	1,122,512	1,240,450
4.40 School District Governance	206,798	17,268	224,066	108,562	332,628	311,971
4.41 Business Administration	2,944,910	572,211	3,517,121	1,219,012	4,736,133	4,685,003
Total Function 4	3,942,925	734,334	4,677,259	1,514,014	6,191,273	6,237,424
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,212,839	205,702	1,418,541	987,816	2,406,357	2,509,855
5.50 Maintenance Operations	7,595,932	1,662,687	9,258,619	2,260,300	11,518,919	11,733,540
5.52 Maintenance of Grounds	380,394	85,810	466,204	507,000	973,204	972,464
5.56 Utilities	-	-	-	2,275,000	2,275,000	2,290,000
Total Function 5	9,189,165	1,954,199	11,143,364	6,030,116	17,173,480	17,505,859
7 Transportation and Housing						
7.41 Transportation and Housing Administration	-	-	-	-	-	-
7.70 Student Transportation	319,963	72,376	392,339	128,000	520,339	488,444
7.73 Housing	-	-	-	-	-	-
Total Function 7	319,963	72,376	392,339	128,000	520,339	488,444
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	121,698,058	28,323,998	150,022,056	15,413,624	165,435,680	165,182,571

School District No. 44 (North Vancouver)

Schedule 3

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

	<u>2022 Amended Annual Budget</u>	<u>2022 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	21,713,985	18,467,955
Other	329,674	
Other Revenue	3,984,734	3,070,000
Total Revenue	<u>26,028,393</u>	<u>21,537,955</u>
Expenses		
Instruction	24,008,561	20,821,682
District Administration	300,000	50,000
Operations and Maintenance	404,931	46,646
Transportation and Housing	175,474	40,000
Total Expense	<u>24,888,966</u>	<u>20,958,328</u>
Net Revenue (Expense)	<u>1,139,427</u>	<u>579,627</u>
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,139,427)	(579,627)
Total Net Transfers	<u>(1,139,427)</u>	<u>(579,627)</u>
Budgeted Surplus (Deficit), for the year	<u><u>-</u></u>	<u><u>-</u></u>

School District No. 44 (North Vancouver)

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

	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	-	-	4,051,752	-	10,040	-	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	613,063	505,930		224,000	61,250	271,184	1,160,768	6,101,085	10,858,219
Provincial Grants - Other									
Other			3,500,000						
	613,063	505,930	3,500,000	224,000	61,250	271,184	1,160,768	6,101,085	10,858,219
Less: Allocated to Revenue	613,063	505,930	3,662,034	224,000	71,290	271,184	1,160,768	6,101,085	10,858,219
Recovered									
Deferred Revenue, end of year	-	-	3,889,718	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	613,063	505,930		224,000	71,290	271,184	1,160,768	6,101,085	10,858,219
Provincial Grants - Other									
Other Revenue			3,662,034						
	613,063	505,930	3,662,034	224,000	71,290	271,184	1,160,768	6,101,085	10,858,219
Expenses									
Salaries									
Teachers						51,960	259,800		8,747,457
Principals and Vice Principals						46,725			
Educational Assistants		412,600					417,783	4,975,604	
Support Staff				183,246			51,397		
Other Professionals									
Substitutes									
	-	412,600	-	183,246	-	98,685	728,980	4,975,604	8,747,457
Employee Benefits		93,330		40,754		21,846	168,818	1,125,481	2,110,762
Services and Supplies	53,310		3,412,034		71,290	150,653	262,970		
	53,310	505,930	3,412,034	224,000	71,290	271,184	1,160,768	6,101,085	10,858,219
Net Revenue (Expense) before Interfund Transfers	559,753	-	250,000	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(559,753)		(250,000)						
	(559,753)	-	(250,000)	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

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

	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School/ Restart: Health & Safety Grant	Federal Safe Return to Class Fund	NSSSAA Association	Carlile Youth Inpatient	Metro Regional Implementation
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	42,261	4,812	15,153	-	-	-	6,399	299,000
Add: Restricted Grants									
Provincial Grants - Ministry of Education	998,361	131,214	120,482	11,250	351,621			233,292	
Provincial Grants - Other						329,674			
Other							200,000		22,095
	998,361	131,214	120,482	11,250	351,621	329,674	200,000	233,292	22,095
Less: Allocated to Revenue	998,361	173,475	125,294	26,403	351,621	329,674	200,000	233,292	100,000
Recovered								6,399	
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	221,095
Revenues									
Provincial Grants - Ministry of Education	998,361	173,475	125,294	26,403	351,621			233,292	
Provincial Grants - Other						329,674			
Other Revenue							200,000		100,000
	998,361	173,475	125,294	26,403	351,621	329,674	200,000	233,292	100,000
Expenses									
Salaries									
Teachers			86,600				98,897	138,560	
Principals and Vice Principals								14,191	
Educational Assistants									
Support Staff					112,064		21,972		
Other Professionals					11,277				
Substitutes	851,844			9,063				25,500	
	851,844	-	86,600	9,063	123,341	-	120,869	178,251	-
Employee Benefits	146,517		20,897	2,187	15,994		28,834	40,647	
Services and Supplies		173,475	17,797	15,153	212,286		50,297	14,394	100,000
	998,361	173,475	125,294	26,403	351,621	-	200,000	233,292	100,000
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	329,674	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased						(329,674)			
	-	-	-	-	-	(329,674)	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2022

	Violence Prevention	Sutherland Track	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year	2,700	10,000	4,442,117
Add: Restricted Grants			
Provincial Grants - Ministry of Education			21,641,719
Provincial Grants - Other			329,674
Other	20,000		3,742,095
	20,000	-	25,713,488
Less: Allocated to Revenue	22,700	-	26,028,393
Recovered			6,399
Deferred Revenue, end of year	-	10,000	4,120,813
Revenues			
Provincial Grants - Ministry of Education			21,713,985
Provincial Grants - Other			329,674
Other Revenue	22,700		3,984,734
	22,700	-	26,028,393
Expenses			
Salaries			
Teachers			9,383,274
Principals and Vice Principals			60,916
Educational Assistants			5,805,987
Support Staff			368,679
Other Professionals			11,277
Substitutes			886,407
	-	-	16,516,540
Employee Benefits			3,816,067
Services and Supplies	22,700		4,556,359
	22,700	-	24,888,966
Net Revenue (Expense) before Interfund Transfers	-	-	1,139,427
Interfund Transfers			
Tangible Capital Assets Purchased			(1,139,427)
	-	-	(1,139,427)
Net Revenue (Expense)	-	-	-

School District No. 44 (North Vancouver)

Schedule 4

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

	2022 Amended Annual Budget			2022 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		50,000	50,000	50,000
Amortization of Deferred Capital Revenue	9,094,526		9,094,526	7,972,915
Total Revenue	9,094,526	50,000	9,144,526	8,022,915
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	13,574,668		13,574,668	12,210,697
Total Expense	13,574,668	-	13,574,668	12,210,697
Net Revenue (Expense)	(4,480,142)	50,000	(4,430,142)	(4,187,782)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	2,509,427		2,509,427	1,078,627
Local Capital		1,300,000	1,300,000	
Total Net Transfers	2,509,427	1,300,000	3,809,427	1,078,627
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	5,615,444	(5,615,444)	-	
Tangible Capital Assets WIP Purchased from Local Capital	2,150,000	(2,150,000)	-	
Total Other Adjustments to Fund Balances	7,765,444	(7,765,444)	-	
Budgeted Surplus (Deficit), for the year	5,794,729	(6,415,444)	(620,715)	(3,109,155)

**2021/22
AMENDED ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

BACKGROUND

The 2021/22 Amended Annual Budget provides the confirmed planning framework to guide the School District’s staffing and spending priorities for the school year in-progress. Revenue projections are based on confirmed 1701 September student enrolment, and staffing estimates reflect the current classroom configurations in place.

The 2021/22 Amended Annual Budget builds upon the preliminary plan that was developed in the spring through consultation with the School District partner groups, community feedback, and captured the Board’s Identified Strategic Priorities. The overarching theme to the 2021/22 Preliminary Budget was a “Maintain and Hold” approach - maintaining core services to students. This Amended Annual Budget captures that initial staffing configuration and contemplated use of services and resources, and has been augmented where necessary to restore staffing and services to meet the needs of students.

To develop the Amended Annual Budget, budget meetings were held with all District Principals, Department Managers and Directors of Education to assess whether planned resource allocation was adequate, and to incorporate approved requests for staffing adjustments.

The Amended Annual Budget was brought to the Audit Committee for consideration on February 10, 2022, and will be presented to the Board for approval on February 15th, 2022.

2021/22 PRELIMINARY OPERATING BUDGET REVENUE PLANNING ASSUMPTIONS

OPERATING FUND – BUDGETED REVENUE ITEMS: (Schedule 2A, Page 7)

1. Ministry of Education Basic Operating Grant - \$148,289,931

The Basic Operating Grant is a fixed amount paid to the School District based on student enrolment, in the following categories:

- Standard (Regular) School
- Summer Learning
- Alternate Schools
- Adult Learners
- Distributed Learning

Basic Operating Grant-Impact of Amended Budget	
Actual September 1701 Enrolment	15,592.188
2021 February Estimate	15,155.000
Change in Student Enrolment	<u>437.188</u>
Basic Operating Grant Per Student	\$ 7,885
Increase to Basic Operating Grant	\$ 3,447,223

**2021/22
AMENDED ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

2. Ministry of Education Supplemental Operating Grant - \$18,747,028

In addition to the Basic Operating Grant, the Supplemental Operating Grant, also based on enrolment, provides added funding for additional categories of students including:

- Level 1, 2 or 3 Students with diverse learning abilities
- Indigenous learners
- English Language Learners

Actual enrolment of these students is confirmed in the September 1701 reporting process in the fall. The amended Supplemental Operating Grant paid to the School District is based on confirmed student enrolments as reported in the September 1701.

A comparative overview of the 2021/22 Student Enrolment estimates, and the Actual confirmed enrolment for supplemental grant calculation is presented in the following tables:

Supplemental Operating Grant - Impact of Amended Budget					
	Preliminary	Amended	Change	FTE Grant	Total Change
Level 1 Students	16	14	(2)	44,850	(89,700)
Level 2 Students	600	621	21	21,280	446,880
Level 3 Students	205	164	(41)	10,750	(440,750)
Decrease to Supplemental Operating Grant					(\$ 83,570)

Supplemental Operating Grant - Impact of Amended Budget					
	Preliminary	Amended	Change	FTE Grant	Total Change
Indigenous Ed	620	653	33	1,565	51,645
English Language Learners	1025	1045	20	1,585	31,700
Adult Ed	0	2.875	2.875	5,030	<u>14,461</u>
					\$ 97,806

Operating Grant – Salary Differential Calculation

Other aspects of the Amended Operating Grant amount include the salary differential calculation. This compares the NVSD average teacher salary amount against the provincial average, and provides the Board with additional funding as North Vancouver Teachers typically are paid higher than the provincial average. In the 2021/22 Amended Budget, that gap narrowed from \$1,500 per year on average to \$800 per year, and the funding provided to address that wage gap was reduced to **\$693,114** from **\$1,2178,913** in the Preliminary Budget.

**2021/22
AMENDED ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

Other Grant Amounts			
	Preliminary	Amended	Change
Salary Differential	1,278,913	693,114	(585,799)
Enrolment Decline	91,663	0	(91,663)
Summer Learning	345,380	447,575	<u>102,195</u>
Impact of Changes to Other Grant Amounts			(\$ 575,267)

Once all adjustments have been factored in, the total Amended Operating Grant for 2021/22 is **\$148,289,931**. This is an increase of **\$2,979,104** over the 2021/22 Preliminary Operating Grant amount.

This increase is meant to cover the cost of all additional staff required as a result of increased student enrolment, any contractually negotiated wage increases, as well as the rising costs of supplies and services.

Other Ministry of Education Grants:

- Pay Equity - \$2,966,047 (unchanged from 2020/21)
- CUPE Extended Health Benefits \$103,456

3. International Tuition Fees

Preliminary 2021/22 budgeted International Tuition fee revenue predictions were based on a conservative estimate of International student enrolment of 375. Throughout the spring, a significant degree of uncertainty around the timing of the opening of the border, and concerns that once again, many families would choose to keep their students at home this year informed a conservative estimate. The actual number of International students for 2021/22 is 500. This is a significant increase, and is still considered to be conservative, which is prudent as International agents have informed us of ongoing difficulties in placing international students in Homestays. While the risk to current year revenue is deemed to be low, it is something to watch for future years, and should be considered moving forward as a potential constraint. For the 2021/22 Amended Operating Budget, increased estimates for tuition fee revenue, as well as additional collections for health insurance policies and registration fees has increased overall International revenue estimates to **\$8,100,000** from **\$6,070,800**.

4. Miscellaneous Revenues

A net decline is expected to Miscellaneous Revenues as a result of lower than anticipated enrolment in some of the Academy Programs. Many of these programs are negatively impacted by changes to the secondary calendar, some running for only half of the year. As a result, Miscellaneous Revenues has been adjusted downwards by **(\$113,000)** to reflect the actual expected revenue.

5. Rentals & Lease Income

Throughout this school year, the leased schools and childcare programs continue to operate as usual, and the School District has experienced no loss of rental income. Strong demand for after hour's community use of school spaces continues, and Rental and Lease income estimates have been increased by approximately **\$86,000** from the Preliminary Budget based on confirmed bookings.

**2021/22
AMENDED ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

6. Investment Income

Investment Income is projected to be approximately **\$300,000**. The significant drop in interest rates since the spring has negatively impacted the School District’s rate of return. Compounded by declining cash balances as the capital projects wrap up and holdbacks are released, it has been determined that the initial investment revenue estimate was too aggressive and has been reduced from **\$416,750**.

OPERATING FUND – BUDGETED SALARIES AND BENEFITS EXPENSE ITEMS (Schedule 2B, Page 7)

1. FTE Staffing Analysis (Funded by All Funds)

During the school year, the staffing plan was augmented as a result of additional student enrolment and to address learning needs where required. Total Staff FTEs are presented in the table below and demonstrate the additional staffing that has been added since the beginning of the school year.

Category	2021/22 Amended	2021/22 Preliminary	Change	Comments
Administrators	82.000	82.000	-	Maintained throughout the year
Teachers	966.340	959.987	6.353	Additional enrolling teachers, augmented SLP, Counselling, Literacy & Numeracy Support
Custodial	90.000	90.000	-	Maintain FTE, augment with casual where necessary
EA’s	375.000	365.000	10.000	Added additional supports during school year
Support (Other)	218.115	208.313	9.803	Restored Lab Techs, Library Techs, Supervision Aides and WEX Worker FTE
Exempt & Other	48.150	48.250	- 0.100	Vacancies created through delays in hiring
Total	1,779.605	1,753.549	26.056	Net Increase to Total Staffing

Classroom Enhancement Fund (CEF) funding (see discussion under Special Purpose Funds CEF Grant) provides for Teacher and support staffing required by the local Teachers’ collective agreement. A preliminary CEF grant is approved in the spring grant announcement, and adjusted in the fall once student enrolments are finalized. In the 2021/22 Amended Budget, as a result of the adjusted CEF grant, **15.586** teacher staff positions initially funded within the Operating Fund have been reassigned to CEF funds. This results in a decrease to the number of teaching positions funded by the Operating Fund. The table below shows the distribution of teaching positions between funds:

Distribution of Teacher Staffing			
	Amended	Preliminary	Change
Operating Fund	857.988	869.462	(11.474)
CEF Fund	101.010	85.424	15.586
Other Funds	7.342	5.100	2.242
Total	966.340	959.987	6.353

**2021/22
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OPERATING FUND – BUDGETED SALARIES AND BENEFITS BY CATEGORY (Schedule 2B, Page 7)

Administrators: Total budgeted expenditures for administrator salary expense have been reduced by **\$190,988**. The number of administrative positions has been maintained at 82.0 FTE for the school year, but a mid year recalculation of the average Administrator salary which takes into account retirements and new hires since initial spring estimates has resulted in a reduction to the annual average salary estimate. For the 2021/22 school year, the average administrator salary is **\$133,500** per year.

Teachers: Total Fund 1 (Operating Fund) Teacher salary expense is lower in the 2021/22 Amended Budget by **\$974,458**. This reduction in expenditure results from the combined impact of reclassifying 15.586 teaching positions to the CEF Fund, and adding an additional 4.110 FTE positions required to address additional student enrolment and learning needs throughout the District. The annual average teacher salary estimate used in the 2021/22 Preliminary Annual Budget remains unchanged for the Amended at \$86,600 per year.

Support: Estimated expenditure on Support salaries in the Operating Fund is expected to decrease by **\$62,286**. These positions include all CUPE unionized staff positions, other than student aides. The net reduction results from \$178,000 of Casual custodial time that has been moved from the Operating Fund, and reallocated to the Provincial Health and Safety Restart Grant in Fund 3. This change combined with an additional 3.27 FTE, including Secondary Work Experience Coordinators, Occupational Health & Safety support, and temporary facilities support to coordinate the Handsworth account for the changes.

Aides: This category of staffing includes all student support aides. Expenditures for these staff positions are increasing by **\$765,985**. For the 2021/22 Amended Budget, there has been an additional 4.862 FTE Supervision Aides and 2.407 FTE for other support Aides added, which restore Secondary Lab Tech and Library Tech positions to pre-Covid staffing levels. The budget for Educational Assistant positions has been augmented by 10.0 FTE, from 365.0 to 375.0 based on the need for additional student support.

Substitutes: The budget for TTOC and support staff substitutes has been augmented by **\$742,000** in the 2021/22 Amended Budget to reflect the extraordinary use of sick time resulting from the impacts of the latest COVID-19 variant. The assumption is that staff utilization of sick time is expected to peak in January/February, and a gradual decline in illness and a levelling off of sick time utilization will occur in the spring.

2. Employee Benefits:

Salary Benefits Expense estimate has been analyzed part way through the school year, and updated benefit expense estimates have been included in the 2021/22 Amended Annual budget which reflect slight decreases in benefits cost for all categories of staff. Overall, this results in a decrease to the salary benefit expense budget of **\$409,768**.

**2021/22
AMENDED ANNUAL BUDGET
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OTHER SIGNIFICANT EXPENDITURES BY OBJECT (Page 7 con't):

3. Services

Total planned expenditures on Services have been reviewed and adjusted in the 2021/22 Amended Annual Budget to include additional costs relating to the increased enrolment of International students, such as additional health insurance premiums and commissions paid to agents. As a result of lower than expected enrolment in several of the Academy programs, payments to service providers have been reduced. The net overall impact of these adjustments is a planned increase in expenditures of **\$196,249**.

4. Student Transportation

Student Transportation expenses have increased by **\$50,000** from the Preliminary Annual Budget. **\$25,000** is a result of a reallocation of the existing budget for fuel and oil for school buses that traditionally has been classified as a supply expense. An additional **\$25,000** has been added to the 2021/22 Amended Annual Budget for extraordinary expenses for inspections and repairs to buses.

5. Professional Development and Travel

The Professional Development and Travel Budget has been effectively restored to pre-COVID-19 levels; the expectation is that in-person PD opportunities will resume in the spring, and the availability of TTOC time will increase as the impacts of the current Omicron wave start to subside. Included in the 2021/22 Amended Budget is the addition of annual membership fees for the North Shore Secondary School Sports Association, budgeted at approximately **\$75,000** per year.

6. Supplies

The Supplies budget has been increased by **\$53,155**. This is in recognition of additional block funding that will be provided to schools as a result of the increased International student enrolment. Additionally, supply budgets have been reviewed and small adjustments made up or down based on year to date spending.

**2021/22
AMENDED ANNUAL BUDGET
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OPERATING FUND – USE OF ACCUMULATED OPERATING SURPLUS (Schedule 2, Page 5)

Total Amended Budget Operating Fund Revenues 2021/22	\$164,991,425
Total Amended Budget Operating Fund Expenses 2021/22	<u>\$165,435,680</u>
Amended Budget Operating Fund Deficit 2021/22	(\$ 444,255)
Deduct: Operating Funds used to acquire Tangible Capaital Assets	<u>(\$1,370,000)</u>
Total utilization of Prior Year Operating Surplus (required to balance the budget)	<u>(\$1,814,255)</u>

OPERATING FUND – Projected June 30, 2022 Balance in Accumulated Operating Surplus

Changes in Accumulated Surplus	Preliminary Budget	Amended Budget	Change
June 30, 2021 Actual Opening Balance	\$ 11,266,959	\$ 11,266,959	\$ -
Restricted by Board Motion for the purpose of Cheakamus Capital Project	(1,300,000)	-	1,300,000
Transfer of Cheakamus Capital Project Funds to Local Capital	-	(1,300,000)	(1,300,000)
Restricted for the purpose of Teacher Mentorship	(324,721)	(257,312)	67,409
Restricted 2020/21 Holdback Funding	(459,898)	-	459,898
Required to Balance the Operating Budget	<u>(5,553,993)</u>	<u>(1,814,255)</u>	<u>3,739,738</u>
Estimated June 30, 2022 Closing Balance	\$ 3,628,347	\$ 7,895,392	\$ 4,267,045

At the September Board meeting, the Board approved several internal restrictions of Accumulated Operating Surplus as presented above in the “Preliminary Budget” column.

Utilization of those funds in the current school year is presented in the “Amended Budget” column. Specifically:

- **\$1,300,000** set aside to fund the Cheakamus Capital Project likely will not be spent entirely in this school year and will be transferred into the Local Capital Fund.
- Of the **\$324,721** set aside for Teacher Mentorship Funds, it is expected that only **\$67,409** will be spent in the current school year, leaving an unspent balance of **\$257,312** to be used in future years.
- All of the 2020/2021 Holdback funding of **\$459,898** will be spent in the current school year to address the learning impacts from the pandemic.
- In the 2021/22 Preliminary Annual Budget, **\$5,553,993** was expected to be needed to balance the operating fund. Since the Amended Operating Grant announcement in December, and accurate information regarding International Student enrolment, it is estimated that only **\$1,814,255** is needed to balance the Operating Fund, and the closing balance of Accumulated Operating Surplus at June 30, 2022 is expected to be **\$7,895,392**

**2021/22
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LOCAL CAPITAL FUND – BUDGETED USES AND EXPECTED YEAR END BALANCES:

June 30, 2022 Year End Local Capital Surplus Balance is estimated to be **\$4,997,419**. Opening Balances and planned 2021/22 Amended Budget contributions, revenues and expenditures are presented in the Table below:

Local Capital Project	Opening Balance June	Current Year Contributions	Budgeted Expenditures	Estimated Closing Balance
Argyle Construction	4,165,444	-	(4,165,444)	-
Handsworth Equipment	1,000,000	-	(1,000,000)	-
Cheakamus ELC	2,534,430	1,300,000	(2,000,000)	1,834,430
Cheakamus Road Repairs	100,000	-	-	100,000
Cheakamus Cabins	103,483	-	-	103,483
Technology Funds	2,234,232	-	(450,000)	1,784,232
District Priorities	<u>1,275,274</u>	<u>50,000</u>	<u>(150,000)</u>	<u>1,175,274</u>
Total	\$ 11,412,863	\$ 1,350,000	(\$ 7,765,444)	\$ 4,997,419

SPECIAL PURPOSE FUNDS – REVENUES AND EXPENSES (Schedules 3&3A, Page 10-12)

Special Purpose funds are restricted grant 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 Funds, and are set out separately in schedule 3A of the budget package.

The Restricted Special Purpose Funds include:

Fund Name	Purpose of Grant Funds
Annual Facility Grant (AFG)	Portion of the overall AFG funding received from the Ministry. May be used to improve or extend the life of school facilities
Classroom Enhancement Funds (CEF)	Funding provided by the Ministry of Education to pay for the additional costs resulting from the reinstatement of class size and composition language
First Nations Transportation Fund	Funding provided by the Ministry of Education to support Indigenous students transportation to and from school and extra curricular activities
Ready Set Learn	Ministry of Education funding to support young children’s transition to Kindergarten
Strong Start	Parent Participation drop in program offered at seven school sites to promote early learning
Carlile Youth Inpatient	Funding provided by the Ministry of Education to operate a provincial resource education program to youth accessing mental health supports at Lions Gate Hospital

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Fund Name	Purpose of Grant Funds
Violence Prevention	Grant funding provided by the City of North Vancouver to support violence prevention programs in schools
Official Languages Education Program (OLEP)	Federal and Provincial funding to support core French and French immersion programs and resources
Community Link Funds	Provincial funding targeting nutrition support and resources for vulnerable students
Learning Improvement Fund	Funding provided by the Ministry of Education to augment weekly EA hours to provide bell to bell coverage
Mental Health in Schools	Provincial funding established to support mental health resources and programs
Changing Results for Young Children	Funding to support professional development opportunities for early learning staff
Provincial Safe Return to School	Restart funding targeted to offset the added costs of maintaining clean and safe school spaces
Federal Safe Return to Class	Federal funding to be spent on improvements to ventilation in schools
North Shore Secondary School Sports Association (NSSSAA)	Funds held on behalf of North Shore school districts and independent schools to support secondary sports events
Metro Regional Implementation	Funds held on behalf of Metro Vancouver school districts to support networking and professional development opportunities
School Generated Funds	All school fees and deposits collected by the schools to support student field trips, fundraising and course fees.
Sutherland Track	Donations collected to fund the cost of upgrading the track at Sutherland Secondary

SPECIAL PURPOSE FUNDS – CLASSROOM ENHANCEMENT FUND GRANT (CEF)

CEF funding is provided in three separate grants:

CEF Grant Name	Purpose
CEF Teacher Staffing Grant	Provides for Teacher staffing required by class size and composition language included in the Teachers’ collective agreement
CEF Overhead Grant	Provides for the Educational Assistant Support positions as established by local language in the collective agreement
CEF Remedy Grant	Provides funding to pay the cost of remedies earned by teachers in the case where despite best efforts by the school district, meeting the terms of class size and composition language is not possible

**2021/22
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In the 2021/22 Preliminary Operating Budget, the CEF staffing grant provided by the Ministry of Education is estimated to be approximately 90% of the total funding required by the collective agreement. In the Amended Operating Grant, CEF Funding has been adjusted to fund 100% of the Teaching positions required to meet class size and composition language set out in the collective agreement. No CEF grant is provided for Remedy in the Preliminary Operating Budget. This amount is determined in the fall, upon submission by the school district of a CEF Remedy Report, once final classroom configurations are confirmed.

CEF FUNDED POSITIONS – CHANGES FROM 2021/22 PRELIMINARY TO AMENDED ANNUAL BUDGET:

Changes to CEF funding and funded FTE positions are explained in the following table:

	Preliminary		Amended		Change	
	Grant	FTE	Grant	FTE	Grant	FTE
Staffing Grant (Teachers)	9,220,551	85.424	10,858,219	101.001	1,637,668	15.577
Overhead Grant (EA's)	6,101,085	107.528	6,101,085	107.697	-	0.169
Remedy Grant	<u>0.00</u>	<u>-</u>	<u>998,361</u>	<u>-</u>	<u>998,361</u>	<u>-</u>
Total	\$15,321,636	192.952	\$17,957,665	208.698	\$2,636,029	15.746

CAPITAL EXPENDITURES INCLUDED WITHIN THE SPECIAL PURPOSE FUNDS (FUND 3)

Budgeted Capital Expenditures included in Special Purpose Funds (Fund 3) include:

Fund Name	Budgeted Capital Expenditure	Purpose
Annual Facility Grant	\$ 559,753	To improve or extend the estimated service life of School District Facilities.
Federal Safe Return to Class Fund	329,674	To upgrade ventilation systems in schools.
School Funds	<u>250,000</u>	Miscellaneous school purchases of furniture, equipment or technology.
Total Fund 3 Capital Expenditures	\$ 1,139,427	

**2021/22
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SCHEDULE 4 CAPITAL REVENUE AND EXPENSE (Schedule 4. Pg 13)

Planned capital expenditures (from Operating Funds) included in the 2021/22 Amended Annual Budget Include:

Computer Hardware	\$705,000
Wireless Access Points	175,000
Inclusive Education Equipment	180,000
Custodial Equipment	85,000
Communication Equipment	35,000
Miscellaneous Equipment	15,000
Photocopier Lease Principal Repayment	<u>175,000</u>
Total Capital Purchases and Repayment of long term debt:	<u>\$1,370,000</u>

Total Budgeted Capital Acquisitions & Debt repayment from Operating Funds:	\$1,370,000
Add: Budgeted Capital Acquisitions, Fund 3 (Special Purpose)	<u>\$1,139,427</u>
Total Budgeted Capital Acquisitions	<u>\$2,509,427</u>

AMENDED BUDGET BYLAW ADOPTION TIMELINE

The Amended Budget Bylaw must be passed by the Board and submitted to the Ministry before February 28 each year. The Audit Committee is reviewing this budget at the meeting of February 10, 2022, and should make a recommendation to the Board to approve the Amended Annual Budget for the fiscal year 2021/22 at the Public Board Meeting Scheduled for February 15, 2022.

RECOMMENDED MOTIONS

When the audited financial statements were approved at the September 21, 2021 Public Board meeting, the statements included a \$1.3 million appropriation of accumulated operating surplus to support remediation of the Environmental Learning Centre building. Approval of the first motion will transfer the funds from Accumulated Operating Surplus to Local Capital, where the expenses will be recorded.

The second motion supports approval of the 2021/22 Amended Annual Budget.

Recommended Motion #1) *That the Audit Committee recommends approval of the \$1,300,000 transfer of Accumulated Operating Surplus to the Local Capital Fund, consistent with the appropriation included in the audited financial statements for the year ended June 30, 2021.*

Recommended Motion #2) *That the Audit Committee recommends approval of the 2021/2022 Amended Annual Budget as presented.*

Schedule B.2
of the
Administrative Memorandum

Meeting Date: February 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Notice of Motion: Policy Alignment with United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)**

Narration:

On September 13, 2007, the United Nations General Assembly adopted the [United Nations Declaration on the Rights of Indigenous Peoples](#) (UNDRIP) which is the most comprehensive international document addressing the rights of Indigenous Peoples. Comprised of 46 Articles, UNDRIP provides a universal framework of “minimum standards for the survival, dignity and well-being of the indigenous peoples of the world” (Article 43). This framework recognizes a broad range of basic human rights of Indigenous Peoples including:

- education
- identity
- culture
- language
- religion
- health

On November 28, 2019, the provincial government enacted the [Declaration on the Rights of Indigenous Peoples Act](#) (DRIPA) into law. In essence, DRIPA provides the Province’s framework for reconciliation as called for in the Truth and Reconciliation Commission’s Calls to Action (Action # 43). Under DRIPA, the provincial government must ensure that the laws of British Columbia are consistent and in harmony with UNDRIP. In addition, DRIPA requires the implementation of a provincial action plan in consultation and co-operation with Indigenous Peoples to achieve UNDRIP’s stated objectives.

On June 11, 2021, the Province of BC released a [draft action plan](#), and requested feedback from Indigenous peoples. The online engagement period for feedback has now ended. The input provided will be used to finalize the action plan which is expected to be released in 2022. More recently, the provincial government amended the *Interpretation Act*, requiring that BC laws be interpreted in a manner that is consistent with UNDRIP. This amendment came into force on November 25, 2021.

The Province of BC’s adoption of DRIPA and the development and implementation of an action plan will undoubtedly have implications for public education throughout BC, in particular, for Indigenous Peoples. However, the process of updating and changing laws, and moving forward with concrete actions will likely take some time to come to fruition.

In light of this, the North Vancouver Board of Education has an opportunity to engage in its own process of harmonization with UNDRIP while the provincial government works on its action plan and harmonization of legislation. This opportunity is also in alignment with the Board’s current Strategic Plan goal of Truth, Healing and Reconciliation. Therefore, the following motion is proposed for the Board’s consideration.

RECOMMENDED MOTION:

that the Board of Education direct the Superintendent to develop and implement an action plan to bring all existing and future School District policies that are under the Board of Education’s jurisdiction and authority in alignment with UNDRIP;

that the Superintendent be empowered to engage outside counsel to facilitate this process, including consultation and collaboration with Host Nations; and,

that the Superintendent shall provide the Board with a progress report as soon as practicable and no later than the October 2022 Public Board Meeting.

Schedule ...B.3....
of the
Administrative Memorandum

Meeting Date: February 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Proposed Revised Policy 208: Summer Programs**

Narration:

Mark Pearmain, Superintendent of Schools, assigned responsibility for a review of *Policy 208: Summer Programs* to Jennifer Tieche, District Principal, Summer Learning.

Jennifer Tieche presented draft changes to *Policy 208: Summer Programs*, to the North Vancouver School District Policy Review Committee at a regularly scheduled meeting on January 10, 2022. The Policy Review Committee included Trustees Kulvir Mann and Christie Sacré, representatives from the Canadian Union of Public Employees (CUPE Local 389), secondary and elementary school administrators (NoVA), North Vancouver Parent Advisory Council (NVPAC), and District Student Leadership Council (DSLCL). The North Vancouver Teachers' Association (NVTAA) sent their regrets.

Jennifer Tieche, will introduce *Proposed Revised Policy 208: Summer Programs*, as attached to this Administrative Memorandum of February 15, 2022.

Attachments:

Proposed Revised Policy 208: Summer Programs
Proposed Revised Policy 208: Summer Programs – Administrative Procedures (for information only)

RECOMMENDED MOTION:

that the Board of Education approve *Proposed Revised Policy 208: Summer Programs*, as attached to this Administrative Memorandum of February 15, 2022.

Proposed
Revised

208 Summer Programs

Revised: September 25, 2001

Revised: June 21, 2016

Revised: February 25, 2020

Proposed Revised: February 15, 2022

Policy

The Board of Education promotes and provides alternative and inclusive pathways to education as key features of the educational programs offered in the North Vancouver School District.

The Board of Education authorizes the operation of Summer Programs, during the months of July and August, to provide a variety of opportunities for students to enhance and advance their learning. The educational programs offered address a wide variety of needs and meet the quality of instructional programs offered during the regular school year.

The summer learning opportunities are offered for students who wish to take summer courses that suit their individual learning plans; providing an alternative pathway for graduation.

Summer learning opportunities include: review of previously taken courses to enhance student's foundational skills, elementary support programs, and BC Certificate of Graduation (Dogwood Diploma) program academic courses.

Some courses and programs may require referral.

Administrative Procedures

[Policy 208: Summer Programs – Administrative Procedures](#)

POLICY 208: SUMMER PROGRAMS ADMINISTRATIVE PROCEDURES

Proposed
Revised

The goal of summer learning is to provide an engaging learning environment where students can challenge themselves academically and fulfill their personal learning goals through alternative pathways.

Administrative Supervision:

The supervising administrator for summer programs is the Assistant Superintendent or designate. The program administrator shall act in the capacity of a principal and shall have the authority of a principal appointed under the *School Act*. As required, administrative personnel may be appointed to assist the program administrator with supervision of Summer Programs. All Board of Education policies and procedures shall apply to the operation of Summer Programs.

Teaching Personnel:

The duties of instructors of Summer Programs shall be as defined in the *School Act* and the relevant provisions of the collective agreement between the Board of Education and the North Vancouver Teachers' Association shall apply.

Annual Report: Future Directions:

The Summer Learning Annual Report is prepared in the fall by the Summer Learning Administrative team, in conjunction with the Summer Learning Staff, to provide direction for future programming for the North Vancouver School District's Summer Learning programs. The Summer Learning team has its foundational tenets at the forefront of all decisions and proposed changes. These tenets include: Collaboration, Communication, Community, Diversity, Innovation, and Inquiry.

An annual review of the courses offered will be included in the Annual Report, maintaining the opportunity for students to have alternative pathways to graduation. This report will provide the foundation and direction for the administrative team for the following year.

Programs:

Summer Learning operates five distinct programs across three different physical locations: Elementary Summer Learning, 7/8 Transitions, Secondary Academic Foundations, EsLha7an Secondary Review and Completion, and Secondary Full Credit.

- **Elementary Summer Learning:**

Elementary Summer Learning is designed for students in Grades 4 - 7 with specific learning profiles and demonstrated need in the development of key learning skills. Entrance to the elementary program is by referral and application only through School Based Resource Teams. Students considered for Elementary Summer Learning must meet eligibility and screening requirements.

- **7/8 Transitions:**

Summer Learning 7/8 Transitions courses are non-credit courses designed to provide support to students who have completed grade 7 and may be hesitant about the transition to secondary school, need advanced and increased orientation into the secondary school setting, and want to develop skills around the Core Competencies in order to support greater success in grade 8 and beyond.

- **Secondary Academic Foundations:**

Secondary Academic Foundations courses are designed for students who have taken English Language Arts 8 or 9 or Mathematics 8 or 9, but whose competency is emerging or developing. These courses are designed to provide additional teacher support and direct instruction in developing foundational skills and knowledge.

- **Eslha7an Secondary Review and Completion:**

Learning ultimately supports the well-being of the self, the family, the community, the land, the spirits, and the ancestors. With this principle at the heart of the program, Summer Learning at Eslha7an is highly personalized. In collaboration with each student, the classroom teacher and Indigenous Support Worker carefully craft individual course completion plans. Students of Indigenous ancestry are invited to enroll to review and complete one course of their choice from any of the core academic courses from grades 8 through 12.

- **Secondary Full Credit:**

Summer Learning Secondary Full Credit courses are offered at the grade 10 - 12 level. These courses provide students with the course curriculum in its entirety. They are available to students who have never taken the course and to those who want to repeat the course. These fast-paced courses require students to be focused and committed to 100% attendance.

Resources:

[Ministry Policy: Summer Learning](#)

Schedule B.4.....
of the
Administrative Memorandum

Meeting Date: February 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Intellectual Disability Advisory Committee**

Narration:

During the Board meeting of April 27, 2021, the Board of Education passed a motion directing the Superintendent to create an Intellectual Disability Advisory Sub-Committee. The motion passed as follows:

that the Board of Education direct the Superintendent to create a School District intellectual disabilities advisory sub-committee made up of students and parents of students with intellectual disabilities, identifying as having an intellectual disability, and that this committee include self-advocates with intellectual disabilities including wherever possible students and parents who are autistic or have autism (intellectual disabilities). That the purpose of this School District advisory committee is to provide advice to the NVSD on all matters pertaining to students with intellectual disabilities in their education and school journey.

On November 17, 2021, the North Vancouver School District's Inclusion Committee met to begin the discussion about the motion to form an Intellectual Disability Advisory Sub-Committee.

During the discussion the Inclusion Committee members were seeking further clarity as to the motion itself and who is to be included. These questions are outlined below:

- Does this include students with intellectual disabilities as well as students with autism who do/do not have intellectual disabilities?
 - Does it include both groups within the autistic community?
- Would this group include only students who identify as having an intellectual disability?

Janis Mann, District Vice Principal of Inclusion, is representing the committee in seeking understanding from the Board of Education on the specific questions listed above.

RECOMMENDED MOTION:

that the Board of Education provide specific direction to staff describing who is included in the membership of the Intellectual Disability Advisory Sub-Committee.

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

Meeting Date: February 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Policy 104: Board of Education - Meetings – Administrative Procedures Update**

Narration:

At the Public Board Meeting of December 7, 2021, the Board of Education voted to adopt the recommended changes to Policy 104: Board of Education – Meetings Administrative Procedures, as outlined below, and direct the Superintendent to update Policy 104: Board of Education – Meetings Administrative Procedures and related procedural considerations to reflect these changes:

Trustee motions that are presented at a Public Board Meeting and that are subject to a vote, should normally be introduced for discussion purposes at least one meeting prior to the meeting at which they are voted upon; and,

The Board of Education may suspend the application of the above noted procedural requirement upon a motion approved by a two-thirds vote of Trustees present and entitled to vote on the motion at issue.

Attachment:

Proposed Revised Policy 104 Board of Education – Meetings Administrative Procedures

POLICY 104: BOARD OF EDUCATION - MEETINGS ADMINISTRATIVE PROCEDURES

General Operating Procedures for Board Meetings

Notice of Meeting

Notice of all meetings shall be posted on the School District website. Except for meetings called with less than 24 hours' notice, the notice shall be posted at least 24 hours in advance of the meeting.

Time and Place of Meetings

Regular meetings of the Board of Education shall be held in the Board Room and shall begin at 6:30 p.m., unless otherwise decided by the Board of Education. No regular or special meeting, nor combination thereof, shall remain in session longer than three (3) hours, except by resolution of the Board of Education.

Meeting Agendas

The Secretary Treasurer in consultation with the Board Chair and Vice Chair and the Superintendent of Schools shall prepare an agenda for each Board of Education meeting. The Secretary Treasurer shall endeavour to provide the agenda and supporting materials to each Trustee 120 hours (Thursday) in advance of the meeting and no later than 24 hours prior to each regular meeting. Delivery of an agenda shall constitute notice of meeting. The agenda package shall be made available to the public on the School District website once the package has been delivered to Trustees.

Trustees who wish to have items included on the Public Board agenda may make a Notice of Motion at the Public Board meeting or may request the addition of the item to the Board Chair or Secretary Treasurer at least one (1) week in advance of the meeting.

Trustee motions that are presented at a Public Board Meeting and that are subject to a vote, should normally be introduced for discussion purposes at least one meeting prior to the meeting at which they are voted upon. The Board of Education may suspend the application of the above noted procedural requirement upon a motion approved by a two-thirds vote of Trustees present and entitled to vote on the motion at issue.

Order of Business for Regular Meetings

The order in which the Board of Education transacts its business at regular meetings shall be substantially as follows:

- Call to Order
- Adoption of Agenda
- Approval of Minutes
- Public Comment Period
- Stakeholder Comment Period
- Action Items
- Information and Proposals
- Field Trips
- Superintendent's Report
- Trustee Reports

Future Meetings
Public Question and Comment Period
Adjournment.

A change to the order of business may be proposed by any Trustee and shall require consent of those present without debate.

Quorum

A quorum for all Public, Special and In-Camera Board meetings shall be a majority of Trustees holding office at that time. At the appointed time for commencement of a meeting, the Chair shall ascertain that a quorum is present before proceeding to the business of the meeting. No business of the Board of Education shall be conducted unless a quorum is present.

Public Comment Period

After approval of the minutes, the Board of Education will provide a twenty (20) minute public comment period restricted to items on the Board of Education agenda. Speakers will be allocated a maximum of two (2) minutes each. Each speaker is to provide their name, address and topic in writing on a form provided. Ten (10) spaces will be available on a first come first served basis. A waitlist will be created should there be more than ten (10) members of the public who wish to speak. In the circumstance where multiple members of the public have spoken on the same issue and if there are more members of the public who wish to speak on a different issue, the Chair, with approval of the Board of Education, may add ten (10) minutes for members of the public who wish to speak on a different topic(s). The same procedure will apply. The Board of Education will not respond to comments made during the Public Comment Period but may direct questions to staff related to the public comments. Members of the public wishing to discuss their concerns with Trustees should contact them before and/or after the meeting, by telephone or e-mail.

Stakeholder Comment Period:

After Public Comment Period, the Board of Education will provide a twenty-five (25) minute Stakeholder Comment Period restricted to items on the Board of Education agenda (B and C items). Each stakeholder group will have five (5) minutes to speak to one (1) or multiple agenda items within their allotted time. The Board of Education will not respond to comments made during the Stakeholder Comment Period but will have five (5) minutes allotted to ask clarifying questions. During regular Board discussion of B and C agenda items, the Board of Education may direct questions to staff related to the Stakeholder comments.

The Stakeholder groups recognized by the Board of Education are: CUPE, NVTA, NOVA, NVPAC, and DSLC.

Rules of Order at Regular Meetings

It is the intention of the Board of Education that its meetings be conducted in a dignified and efficient manner. Rules of order will be applied as a means of assisting the conduct of Board of Education business without providing undue formality or hindering useful discussion.

Except where otherwise provided in the *School Act* or in Board of Education policy, the procedures included in *Robert's Rules of Order (Newly Revised)* shall govern the conduct of meetings. The Secretary Treasurer will serve as parliamentarian, providing procedural advice to the Board.

Time Limits on Speech

Trustees speaking at a Board meeting shall adhere to the following rules:

- a) A Trustee may ask questions of clarification about the matter under consideration. Questions of clarification will not be counted in the time allotted for speaking to the question;
- b) A Trustee may speak to a question, or may speak in reply, for a maximum of three (3) minutes;
- c) After all other Trustees have had an opportunity to speak, Trustees may speak to a question, or may speak in reply for a second time for a further three (3) minutes;
- d) Trustees may only speak for a third time with the permission of the Chair of the meeting.

Attendance

Trustees are expected to attend all scheduled meetings of the Board of Education. Meeting attendance for Public Board Meetings and Standing Committee Meetings will be taken and made public by September of each year. Attendance will be recorded as:

- Present
- Absent
- Absent – Illness
- Absent – Personal
- Absent – Leave of the Board of Education

Telephone and Electronic Participation

In accordance with Section 67 (6) of the *School Act*, the Board of Education shall allow Trustees to participate in or attend a meeting of the Board of Education by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to clearly communicate with each other. The Board of Education believes that Trustees must be publicly accessible and accountable to the electorate. Therefore, this form of participation should be used sparingly and only under extenuating circumstances including, but not limited to, illness, family emergency, unavoidable travel, and extreme weather conditions. A Trustee participating in this way will be counted for the purposes of establishing a quorum.

Public Question and Comment Period

A twenty-minute question period will be provided at the end of a regular Board of Education meeting during which attendees may provide comments or ask questions of the Board of Education on business conducted during that meeting or on any matter pertaining to the School District. The Chair may defer a response if a question cannot be answered at that time.

While the Board of Education believes that communication with the public is extremely important, the regular Board of Education meeting is the formally designated means of transacting Board of Education business and is not the appropriate setting for general discussion. The question and comment period is provided as a means for ensuring that residents present in the audience have an opportunity to obtain clarification concerning the meeting's proceedings, ask brief questions, or provide comments on other School District matters.

Residents who have more in-depth concerns or complex issues than cannot be suitably addressed during the comment and question period are encouraged to contact Trustees or staff individually or, if desired, to arrange a formal presentation on the Board agenda. In general, Board of Education policy indicates that questions or concerns are best handled as near the location of the issue as possible. Matters currently under negotiation, litigation, or related to personnel, will not be discussed in public session.

Delegations at Meetings

As a vehicle for affirming its policy of open Board-community relations and the rights of citizens to make their views known to the Board of Education, delegations are welcome to express such views at regular Board of Education meetings or a Standing Committee meeting. Since issues can be considered and deliberated in more detail at the Committee level, whenever possible, the delegation may be requested to present at a Standing Committee meeting that relates to the topic.

Requests for delegations at a regular Board of Education meeting should be made in writing at least two (2) weeks in advance to either the Board Chair or the Secretary Treasurer. Requests to Standing Committees should be sent to the attention of the Secretary Treasurer at least two (2) weeks in advance.

A written statement outlining the issues should be presented at the time of the request for an appointment. Each delegation will be requested to name a spokesperson that will present the information to the Board of Education or Standing Committee and act as a contact person to whom the Board of Education may direct a reply at a later date. The delegation will be expected to limit any presentation to ten (10) minutes, followed by questions and comments. The Board of Education will ordinarily take the presentation under advisement and may take action after due deliberation, usually at a subsequent meeting. If circumstances warrant, the Board of Education may receive such delegation "in-camera".

If a delegation has already presented its brief at a Board of Education and/or Standing Committee meeting, its request to appear again before the Board of Education and or Standing Committee may be denied unless the delegation has new information that is significantly different from the information already presented. Such information must be provided in writing to the Secretary Treasurer.

Minutes of Board Meetings

The Secretary Treasurer shall record proceedings of all Board of Education meetings and keep on file the official copy of the minutes as well as necessary associated background materials. The minutes will contain a record of official actions taken and the general nature of the discussions for background purposes only but will not contain an account of comments or opinions expressed by individual Trustees. Wherever reasonable, Board of Education resolutions should include a complete record of recommendations acted upon or actions intended. A draft summary of motions will be posted on the School District website within three (3) days of the Board of Education meeting, whenever possible. Minutes of regular meetings will be available on the School District's website after they have been approved by the Board of Education (after the next Board of Education meeting). Copies may be obtained for an appropriate fee, in compliance with the *School Act*.

Audiovisual Recording of Regular and Special Meetings

- a) Public meetings of the Board of Education may be recorded by any member of the public, provided that notice is given by the Board of Education in advance of the meeting. This notice must be included as a notation to the Board of Education agenda and announced at the beginning of the meeting.
- b) Audiovisual recording (including live-streaming) is strictly limited to the Board of Education's proceedings.
- c) The filming of minors is not permitted unless prior consent, in accordance with the School District's procedures for student image release permissions and the protection of student personal information, has been secured.

- d) Personal recordings of board meetings are not the property or responsibility of the Board of Education. Any resulting audiovisual recording is not considered an official record of the meeting and the Board of Education is under no obligation to accept personal recordings as such.
- e) At no time may recording disrupt the view or hearing of attendees.
- f) At no time may recording disrupt the proceedings of the meeting.
- g) Requests made by an individual member of the public, who is not a Trustee, not to be recorded should be directed to the Chair in advance of the meeting. The Chair will communicate to the gallery accordingly. Where an advance request is not possible, the Chair will accommodate the request with appropriate direction as necessary.
- h) Staff of the North Vancouver School District who are invited to speak or present at a meeting do so with the understanding that they may be recorded.
- i) There shall be no recording of tablet screens or digital resources used at the Board of Education table, excluding public presentation materials.
- j) The Board of Education reserves the right to request that any recording that disrupts its proceedings or contravenes this, or any other Board of Education policy, be stopped immediately. The minutes of the meeting will record that such direction was given.
- k) Where a concern arises involving inappropriate recording or sharing of personally recorded audiovisual material, the Board of Education will review the use and may take action to request that the recording be deleted/destroyed.
- l) Any violations of these procedures are the sole responsibility of the individuals who make and distribute the recording and the Board of Education accepts no responsibility for the quality, completeness misuse, distortion, distribution, maintenance, access, preservation or destruction of such recordings.

Schedule C.2
of the
Administrative Memorandum

Meeting Date: February 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Land Management**

Narration:

Updates on the Board of Education’s Land Management will be provided at each of the monthly Public Board Meetings.

Mark Pearmain, Superintendent of Schools, will present the attached *Land Management Update* (February 2022).

Attachment:

Land Management Update – February 2022

Land Management Update

Argyle Secondary School – Seismic Replacement

- All work related to the new school project is complete, with exception of the following:
 - Final planting (to be completed in the spring)
 - Installation of guardrails at amphitheatre
 - Resolution of remaining outstanding deficiencies.
- Other projects yet to be completed:
 - New artificial turf field project (by DNV)
 - New outdoor sports court project (by DNV)
 - New outdoor basketball practice area (by Argyle).

Handsworth Secondary School – Seismic Replacement

- Phase 1 work (new school) is complete, occupancy permit has been obtained.
- Students commenced classes in the new school on February 7, 2022.
- Resolution of contractor deficiencies is on-going.
- Maintenance and ICT departments are currently salvaging items in the old school.
- Old school to be turned over to the contractor to commence Phase 2 (demolition) on February 18, 2022.
- Phase 3 work (final site improvements) will follow completion of Phase 2.

Lynn Valley Expansion Project

- Project Definition Report has been submitted to the Ministry of Education for review.

Mountainside Secondary School – Seismic Upgrade

- Block 1A - finalizing incomplete work at ground level and resolving deficiencies. Overall estimated progress – 99%.
- Block 1B - major construction activities. Demolition has been completed and new work is progressing well. Overall estimated progress – 85%.
- Block 2 - balance of siding, structural steel and electrical installations nearing completion. Overall estimated progress - 97%.
- Block 3 - construction is progressing on the ground level and in parallel to work in Block 1B. Overall estimated progress – 80%.
- Substantial completion anticipated by March 21, 2022.

Cloverley Elementary School – New School

- Final revisions requested by Ministry of Education are in progress. The Project Definition Report will be finalized early next week.

Cheakamus Centre’s Environmental Learning Centre – Envelope Rehabilitation

- Replacement of structural elements started January 2022.

Lucas

- No change in the status of the Lucas site.

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

Meeting Date: February 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Tuesday, February 8, 2022, Standing Committee Meeting**

Narration:

The Board of Education will find attached the meeting summary from the February 8, 2022, Education and Programs Standing Committee Meeting.

Trustee Mary Tasi Baker will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, February 8, 2022

**BOARD OF EDUCATION STANDING COMMITTEE
Finance and Facilities**

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of February 8, 2022

Meeting Summary of the Board of Education's Education and Programs Standing Committee meeting held virtually on Microsoft Teams on Tuesday, February 8, 2022.

Call to Order:

Standing Committee Chair Mary Tasi Baker called the Finance and Facilities Standing Committee meeting to order at 7:00 p.m., thanking those in attendance for participating with the School District. It was noted that this virtual meeting was being recorded and would be posted to the School District website following the meeting. The traditional territorial lands of the Skwxwú7mesh (Squamish) Nation and səliłwətaʔt (Tseil-Waututh) Nation were acknowledged.

Budget Session – 2022/23 Operating Budget Development:

Superintendent Mark Pearmain, Secretary Treasurer Jacqui Stewart, Assistant Superintendents Chris Atkinson and Pius Ryan presented the budget development components for 2022/23, including historical and current revenues and expenses, budget timelines, operating grant and the three-year student enrolment forecast.

Taking the group through the presentation, the executive team shared the School District's financial standing through the following topics:

1. Strategic Context
2. How are we funded?
3. Student Enrolments
4. How do we spend?
5. Impact of Restored Language
6. What does it look like moving forward?
7. Identifying Budget Initiatives

Concluding the presentation, Secretary Treasurer Stewart shared a [Budget Priorities: Your Voice Matters](#) video which encouraged staff, students, parents/guardians, partner groups, and the community provide their input on budget priorities and invited everyone to attend the April 5, 2022, Standing Committee Meeting where partner groups will make a short presentation outlining their top priorities.

The presentations and video recording can be found online: [Meetings & Minutes 2021/22](#)

Next Meeting:

April 5, 2022
Virtual Microsoft Teams Meeting

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

Meeting Date: February 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Superintendent's Report (including COVID-19)**

Narration:

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

Schedule C.5
of the
Administrative Memorandum

Meeting Date: February 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Report Out - BC School Trustees Association (BCSTA) and BC Public School Employers' Association (BCPSEA)**

Narration:

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

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

Meeting Date: February 15, 2022 **Board** **Board, in camera**

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

Narration:

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

**Schedule ...D.....
of the
Administrative Memorandum**

Meeting Date: February 15, 2022 **Board** **Board, in camera**

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

Narration:

Date and Time	Event	Location
Tuesday, March 8, 2022 at 6:30 p.m.	Public Board Meeting	Virtual
Tuesday, April 5, 2022 at 7:00 p.m.	Standing Committee Meeting	Virtual
Tuesday, April 12, 2022 at 6:30 p.m.	Public Board Meeting	Virtual
Tuesday, May 3, 2022 at 7:00 p.m.	Standing Committee Meeting	Virtual

**Schedule ...E.....
of the
Administrative Memorandum**

Meeting Date: February 15, 2022 **Board** **Board, in camera**

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

Narration:

NEW: COVID-19 Procedures for Public Board Meetings

To respect guidelines and orders around physical distancing and public gatherings provided by the Provincial Health Officer, upcoming Public Board Meetings will continue to be live-streamed and recorded.

How you can provide input:

The Board of Education will not be taking questions or comments from members of the public in real time. On the day of the Public Board Meeting, we ask that interested parties who wish to provide feedback, email publiccomments@sd44.ca with their full name, address, phone number, and written submission. Questions and comments will be accepted until one hour after the adjournment of the meeting. The Secretary Treasurer will ensure that your email is circulated.