

ADMINISTRATIVE MEMORANDUM

Meeting Place:

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

Format and Date:

PUBLIC BOARD MEETING
Tuesday, May 24, 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 April 12, 2022, be approved as circulated)	7:35 p.m.
A.6.	Outdoor Safety and Emergency Preparedness Open House Presentation	7:45 p.m.
B.	Action Items	
B.1.	Proposed Revised Policy 203: Communicating Student Learning to Parents (Reporting)	7:55 p.m.
B.2.	Proposed Revised Policy 409: Anti-Racism and Equity through Cultural Diversity	8:10 p.m.
B.3.	Corporate Banking Services A) Bank of Montreal – Banking Bylaw 1-2022 B) Toronto Dominion – Resolution re: Bankers & Signing Officers C) BlueShore Financial	8:15 p.m.
B.4.	Trustee Stipend	8:25 p.m.
B.5.	School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2022/23	8:45 p.m.

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



Meeting Place:

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

Format and Date:

PUBLIC BOARD MEETING
Tuesday, May 24, 2022, at
6:30 p.m.

C. Information and Proposals

C.1. Elementary School Fees 2022/23

C.2. Land Management Update

C.3. Tuesday, May 3, 2022, Standing Committee Meeting

C.4. Superintendent's Report (including COVID-19)

C.5. Report Out - BC School Trustees Association (BCSTA) and
BC Public School Employers' Association (BCPSEA)

C.6. Trustees' Reports

D. Future Meetings

E. Public Question & Comment Period

F. Adjournment

Estimated Completion Time
8:50 p.m.
8:55 p.m.
9:00 p.m.
9:10 p.m.
9:15 p.m.
9:25 p.m.
9:25 p.m.
9:45 p.m.
9:45 p.m.

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

Schedule A.3
of the
Administrative Memorandum

Meeting Date: May 24, 2022 **Board** **Board, in camera**

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

Narration:

As per the motion passed on June 21, 2016 the Board will provide a twenty (20) minute public comment period relevant to the Board's mandate on a trial basis. Speakers will be allocated a maximum of two (2) minutes each. An additional ten (10) minutes will be provided for Trustee questions of clarification.

Speakers are requested to place their name on a sign up sheet in order to speak during the Public Comment Period. The sign up sheet will be available in the Board Room from 6:20 – 6:30 pm prior to the meeting's commencement. The Chair will invite those wishing to speak in the order that their name appears on the sign up sheet.

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

During the Public 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 Public Comment Period.

Schedule A.4
of the
Administrative Memorandum

Meeting Date: May 24, 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 May 24, 2022 Public Board Meeting, the following order will be observed:

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

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 in the Mountain View Room of the Education Services Centre at 2121 Lonsdale Avenue in North Vancouver, British Columbia, on Tuesday, April 12, 2022.

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

REGRETS: M. Tasi Baker

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 Sk̓wx̓wú7mesh (Squamish) Nation and səliłwətaʔ (Tseil-Waututh) Nation.

A.1. Chair Mann's opening remarks

Chair Mann began by welcoming back everyone from Spring Break and highlighted key items being planned for the next few months including, approval of the 2022/23 budget for the next school year, hiring a new Superintendent, celebration activities such as graduation events and year end wrap ups. On behalf of the Board of Education, Chair Mann extended a warm welcome to Sylvia Russell, Acting Superintendent, to her first Public Board Meeting

Chair Mann acknowledged the North Vancouver School District's Arts Week, and Climate Action and Sustainability Week, which occurred in the first two weeks of April. Special notice was provided for two upcoming NVSD events in May: Outdoor Safety & Emergency Preparedness Open House at Argyle Secondary on Saturday, May 7, 2022 and the Cheakamus Centre 53rd Annual Open House on Sunday, May 1, 2022. Thanks was provided to Growing Chefs who generously donated 25 Garden Boxes to seven schools.

Chair Mann acknowledged World Autism Month, Sikh Heritage Month BC, Green Shirt Day and Earth Day, all which are occurring in the month of April.

A.2. Approval of Agenda

Moved by C. Sacré

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

Seconded by G. Tsiakos

Carried

A.3. Public Comment Period

The twenty minute comment period is intended to be relevant to the Board's mandate. The Chair requested that those wishing to speak should sign on the Public Comment Sign-Up Sheet.

Residents of North Vancouver, Riley Romero and Tiffany Paul, Vicky Sra, Michelle Sawyer, Mandy Young and, Miranda Widgery-Webber spoke in support of the ableism policy that was being proposed.

A.4. Community Delegation: Handsworth Secondary School Field

Carmen Jensen, Co-Chair of the Handsworth Parent Advisory Council, Cameron Jensen and Charlie Caddick addressed the Board of Education to discuss the Handsworth Secondary School outdoor space.

A.5. 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.

Jennifer Branston, Co-Chair of the North Vancouver Parent Advisory Council (NVPAC), spoke to the proposed motion on the new ableism policy. Ms. Branston addressed and clarified comments that were made at the March 8, 2022 on timelines and scope of the policy. Concluding the statement, Ms. Branston shared that policies are the foundation on how we create change.

Katrina Russell, President of the North Vancouver Teachers' Association (NVTAs), spoke in support of the proposed ableism policy sharing that schools and school communities should be inclusive. Ms. Russell urged the Board of Education to ensure that appropriate funding was made available for education, training and supports for the ableism policy, for various disabilities like sound and lighting treatment, and for targeted staffing to support mental health at the school level.

A.6. Approval of Minutes

Moved by C. Sacré

that the minutes of the public meeting of March 8, 2022, be approved as circulated.

Seconded by C. Gerlach

Carried

B.1. Capital Plan Bylaw No. 2022/23-CPSD44-01

Michael Chapman, Assistant Director of Facilities and Planning, was invited to provide an overview of the 2022/23 Capital Plan. The Ministry provided written response to the North Vancouver School District's 2022/23 Capital Plan submission and approved the following capital projects:

- Lynn Valley Elementary – Addition: submit final Project Definition Report
- Cloverley Elementary School – New School: submit final Project Definition Report
- Windsor Secondary School – Enhancement Program: Electrical Upgrade
- Seycove Secondary School – Enhancement Program: Electrical Upgrade
- Windsor Secondary School – Enhancement Program: HVAC Upgrade
- Cleveland Elementary School – Carbon Neutral Program: HVAC Upgrade
- Location to be announced – Playground Equipment Program: Universal Accessible Playground Equipment

Mr. Chapman responded to Trustees' questions.

Moved by C. Sacré

that School District No. 44 (North Vancouver) Capital Bylaw No. 2022/23-CPSD44-01 be read a first time;

Seconded by M. Higgins

Carried

Moved by C. Gerlach

that School District No. 44 (North Vancouver) Capital Bylaw No. 2022/23-CPSD44-01 be read a second time;

Seconded by G. Tsiakos

Carried

The Board unanimously agreed to proceed to a third reading of the bylaw.

B.1. Capital Plan Bylaw No. 2022/23-CPSD44-01 (continued)

Moved by M. Higgins

that School District No. 44 (North Vancouver) Capital Bylaw No. 2022/23-CPSD44-01 be read a third time, passed, and adopted.

Seconded by G. Tsiakos

Carried

B.2. 2022/23 Budget Consultation Update and Board Direction

In introducing the budget consultation update, Secretary Treasurer Jacqui Stewart noted this is a continuation of the budget process that was approved at the November 16, 2021, Public Board Meeting.

To gain valuable insight and feedback from students, staff, parents and stakeholders, the North Vancouver Board of Education hosted information sessions to participate in discussions about the 2022/23 Budget Priorities at the scheduled Finance and Facilities Standing Committee Meetings. Individuals were also asked to provide their suggestions for the 2022/23 budget priorities through a variety of methods. The Board requested that the 2022/23 budget priorities be framed in the context of the 2021-2031 Strategic Plan.

Based on the submissions from partner groups and community members, the Executive Committee organized input. Recommendations were provided to support the following:

- **Mental Health and Well Being**
 - the support a balance of universal, targeted, and intensive strategies and supports for both student and staff Mental Health and Well Being.
- **Truth, Healing and Reconciliation**
 - that resources be identified to support a process of reviewing and updating Board Policy in concert with the Act;
 - that resources be identified to begin and support the process of curriculum design, and Indigenous language instruction in consultation with Squamish Nation and Tsleil-Waututh Nation;
 - that resources be identified for targeted instructional needs with a focus on the early years in the areas of Literacy and Numeracy for students who self-identify as Indigenous.
- **Welcoming and Inclusive Culture**
 - that resources be identified for training in trauma informed practice for all employees;
 - that resources be identified to support employee safety and well-being in the work place.
- **Student Centered Education**
 - that resources be identified to support educator professional development in key pedagogical areas such as differentiation, literacy, and numeracy;
 - that resources be identified to support a continuum of training opportunities for Educational Assistants;
 - discussion is needed regarding the universal and targeted investments to determine the optimal approach to support professional development of school-based administration.
- **Innovative Instruction**
 - that resources be identified to support teacher collaborative inquiry, school rounds, and teacher networks of practice;
 - that resources be identified to support the development of our district's career development programs from K-12;
 - that monies be identified to support the acquisition of resources in the areas of teaching of Literacy, Numeracy, Differentiation, and working with diverse learners;
 - that resources be identified to maintain continued support for the District and NVTA's joint initiative for mentorship.
- **Environmental Stewardship**
 - that resources be identified to support curriculum development to support Environmental Stewardship and Outdoor learning experiences.

B.2. 2022/23 Budget Consultation Update and Board Direction (continued)

• **Operational Requirements**

- support changes to the operating budget in support of inflationary pressures, contractual obligations, exempt and administrator compensation, collective agreement provisions and other targeted pressures such as cyber security.
- provide an increase in professional development fund to the North Vancouver Teachers Association.

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

Moved by C. Sacré

that the Board direct staff to proceed with the development of the 2022/23 Annual Budget incorporating the budget priorities recommended by the Executive Committee, as outlined in Appendix A.

Seconded by G. Tsiakos

Carried

B.3. Notice of Motion – New Policy on Ableism

Trustee Cyndi Gerlach introduced this agenda item noting that the Notice of Motion: New Policy on Ableism was first discussed at the March 8, 2022 Public Board Meeting. This item is now being brought forward as an action item for a formal vote by the Board of Education.

Discussions on the timeline, the scope and the composition of the proposed sub-committee occurred with the Board of Education.

Moved by C. Gerlach

that the Board of Education direct the Superintendent, through the Policy Advisory Committee, to create a policy and administration procedures on ableism. That the draft policy come back to the board by the September public board meeting; and that the committee include people with disabilities; and, that the Superintendent provide an outline on training and resources for all staff levels and students as we heard tonight; and,

that all NVSD policies and administrative procedures that are being looked at through the lens of UNDRIP, DRIPPA, Racism also include UNCRPD. And that the committee tasked with looking at the NVSD policies must include a person, or persons, with a disability; and,

that ongoing, annual training be provided to Trustees and staff on ableism with the first session being before the end of June.

Seconded by G. Tsiakos

An amendment to the motion removed and added the following:

Moved by C. Sacré

to remove: ...that the draft policy come back to the board by the September public board meeting; and...

to add: ...that the Superintendent report back to the Board by the June public board meeting with a timeline and process for this policy work and training.

Seconded by G. Tsiakos

Carried

B.3. Notice of Motion – New Policy on Ableism (continued)

The main motion as amended was adopted and carried, with the final wording being as follows:

Approved Motion

that the Board of Education direct the Superintendent, through the Policy Advisory Committee, to create a policy and administration procedures on ableism; and, that the committee include people with disabilities; and, that the Superintendent provide an outline on training and resources for all staff levels and students as we heard tonight; and,

that all NVSD policies and administrative procedures that are being looked at through the lens of UNDRIP, DRIPPA, Racism also include UNCRPD. And that the committee tasked with looking at the NVSD policies must include a person, or persons, with a disability; and,

that ongoing, annual training be provided to Trustees and staff on ableism; and,

that the Superintendent report back to the Board by the June public board meeting with a timeline and process for this policy work and training.

Carried

A short break was observed.

C.1. Social Emotional and Mental Health Continuum

Jeremy Church, District Principal, Safe and Healthy Schools, provided an overview of the work being done in the North Vancouver School District with the Social Emotional Learning and Mental Well-being of students and staff. The work continues to be grounded in connections with the pillars of educational practice, landed with intentional connection with the well-being and work with Indigenous communities.

Mr. Church highlighted the work accomplished last year including building a sense of belonging with training around trauma informed practice, secondary wellness network offering with connection to health and physical education, and Second Step landing in all schools. Supports including openparachute, an online mental health program with resources for teachers, students and parents was made available to all grade 8 students. EASE, which supports teachers, support staff, administrators and families was implemented along with workbooks on adult wellness and resilience.

Concluding the presentation, Mr. Church highlighted future goals of the North Vancouver School District. Clarification was provided to Trustees on Second Step, other initiatives as well as increasing resources for programs.

Motion to Extend

Moved by unanimous consent
to extend the meeting past 9:30 p.m.

C.2. Land Management Update

Secretary Treasurer Stewart 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.3. Tuesday, April 5, 2022, Standing Committee Meeting

Trustee Megan Higgins reported on the meeting that showcased budget development for 2022/23, including presentations on the forecast to June 30, 2022, the preliminary operating grant for next fiscal year and enrolment trends. Information on the operating surplus was also provided, along with highlights from the survey responses to budget priorities. Small group discussions allowed participants to prioritize goals.

C.4. Superintendent's Report (including COVID-19)

Acting Superintendent Sylvia Russell started by providing an update on COVID-19 noting that the community is shifting into a communicable disease awareness stage including a prevention of communicable disease. Coordination, including updated signage, for the School District is being managed and will be communicated.

Appreciation was shared for the opportunity to support the North Vancouver School District as the selection for a new superintendent continues. Acting Superintendent Russell highlighted the working environments in the School District along with the unique programming that is offered to students. Concluding the report, the following events were highlighted: the School District's first-ever Climate Action and Sustainability Week and the Outdoor Safety and Emergency Preparedness Open House which is being hosted at Argyle Secondary on Saturday, May 7, 2022.

C.5. Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)

Trustee George Tsiakos provided an update to the Board of Education, noting that the BCSTA AGM is being held April 21-24, 2022 and all motions have been posted online along with candidate profiles for the BCSTA Board of Directors.

Trustee Sacré shared that local bargaining is waiting on ratification from teachers and provincial bargaining has begun.

C.6. Trustees' Reports

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

- Meetings attended by Trustees included:
 - Public Board Meeting
 - In Camera Meetings
 - Trustee Seminar Meetings
 - District Student Leadership Council Meeting
 - Meeting with NVPAC Executive
 - Meeting with MLA Karin Kirkpatrick
 - CNV4ME Action Team Meeting
 - CNV Youth Scholarship Awards
 - Meeting with HUB Cycling
 - President's Council Meeting
 - Various School Meetings
 - Various PAC Meetings
 - North Shore Food Network Meeting
- Events attended by Trustees included:
 - Enhancing Student Learning Session
 - Handsworth Secondary School Tour
 - Mountainside Secondary School Tour
 - WorkBC Career Explorations Webinar
 - CNV School the City – Toolkit Information Session

D. Future Meetings

Date and Time	Event	Location
Tuesday, May 3, 2022 at 7:00 p.m.	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave N Vancouver
Tuesday, May 24, 2022 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave N Vancouver
Tuesday, June 21, 2022 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave N Vancouver

E. Public Question & Comment Period

The Chair called for questions and/or comments from the public noting that in accordance with Board policy, questions relating to personnel, negotiations or litigation must not be dealt with in a public session.

There was no one wishing to speak.

F. Adjournment

The established agenda being completed, the Chair adjourned the meeting at 10:03 p.m. and thanked those who attended.

Certified Correct:

Jacqui Stewart
Secretary Treasurer

Kulvir Mann
Chair, Board of Education

Date

Date

Schedule A.6
of the
Administrative Memorandum

Meeting Date: May 24, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Outdoor Safety and Emergency Preparedness Open House Presentation**

Narration:

Coinciding with the last day of Emergency Preparedness Week, the North Vancouver School District hosted the inaugural Outdoor Safety & Emergency Preparedness Open House Presentation at Argyle Secondary School.

It was a family-friendly community event showcasing the expertise of local emergency management bodies and first responders and aimed to build awareness and resiliency around outdoor safety and emergency preparedness.

The event consisted of an outdoor trade show and select smaller group information sessions/workshops hosted by participating organizations. Those in attendance spoke with local experts and got up close to emergency vehicles and equipment used in real-life rescues including a helicopter used by North Shore Rescue.

Lisa Dalla Vecchia, Communications Manager and Adam Baumann, Director of Instruction, will provide highlights of the event.

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

Meeting Date: May 24, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Proposed Revised Policy 203: Communicating Student Learning to Parents (Reporting)**

Narration:

The Superintendent assigned responsibility for the review of *Policy 203: Communicating Student Learning to Parents (Reporting)* to Greg Hockley, District Principal, Curriculum and Assessment (Secondary) and Careers and Chanin Smyth, District Principal, Curriculum and Assessment (Elementary).

Greg Hockley and Chanin Smyth presented draft changes to *Policy 203: Communicating Student Learning to Parents (Reporting)* to the Policy Review Committee at a regularly scheduled meeting on April 25, 2022. The Policy Review Committee included Trustees Kulvir Mann and Christie Sacré, representatives from the secondary and elementary school administrators (NoVA), North Vancouver Teachers' Association (NVTA), Canadian Union of Public Employees (CUPE) Local 389, North Vancouver Parent Advisory Council (NVPAC) and District Student Leadership Council (DSLCL).

Greg Hockley and Chanin Smyth will introduce *Proposed Revised Policy 203: Communicating Student Learning to Parents (Reporting)* as attached to this Administrative Memorandum of May 24, 2022.

Attachments:

Proposed Revised Policy 203: Communicating Student Learning to Parents (Reporting)
Proposed Revised Policy 203: Communicating Student Learning to Parents (Reporting) – Administrative Procedures (for information only)

RECOMMENDED MOTION:

that the Board of Education approve *Proposed Revised Policy 203: Communicating Student Learning to Parents (Reporting)*, as attached to this Administrative Memorandum of May 24, 2022.

203 Communicating Student Learning to Parents (Reporting)

Revised: September 25, 2001

Revised: June 12, 2009

Revised: May 26, 2015

Revised: March 10, 2020

Proposed Revised: May 24, 2022

Proposed

Revised

Policy

The Board of Education is committed to evaluating and communicating student learning to parents/guardians in ways that are clear, transparent, ongoing and meaningful ~~and transparent~~. The Board of Education's policy for communicating student learning is based upon BC Ministerial Orders and regulations authorized under the *School Act*.

The purpose of communicating student learning is to inform parents/guardians of their child's achievement and progress over time.

Student assessment is collected through a variety of assessment activities during ~~an instructional period~~. Teachers use their professional expertise, knowledge about learning, and specific criteria to make judgments about student performance in relation to learning standards as set out in the BC curriculum.

Throughout Kindergarten to Grade 12, the communication of student progress (reporting) focuses on:

- Describing what the student is expected to know, is able to do, and to understand;
- The areas in which the student requires further attention or development;
- Ways to support the student's learning;
- The student's level of performance in relation to learning outcomes set out in the curriculum for each subject and grade.

Administrative Procedures

[Policy 203: Communicating Student Learning to Parents \(Reporting\) – Administrative Procedures](#)

**POLICY 203: COMMUNICATING STUDENT LEARNING TO PARENTS
(REPORTING)**

ADMINISTRATIVE PROCEDURES

Proposed
Revised

Communicating student learning must be clear, transparent, and ongoing, with a focus on performance standards-based language and meaningful descriptions, collections, and demonstrations of student learning.

In the North Vancouver School District, Communicating Student Learning (Reporting):

- is both formal and informal communication of students' achievement on curricular competencies and expectations;
- communicates an evaluation of students' performance based on learning standards and their demonstration of learning skills and work habits;
- represents a summary of teachers' professional judgements about student achievement;
- gives descriptive feedback in the form of comments, indicating:
 - ~~what students have learned, areas for further development, and guidance to help them improve~~ know, are able to do, and understand;
 - ~~the areas in which the student requires further attention or development;~~
 - ways to support the student's learning.

Formatted

Principles that specifically address evaluating and communicating student learning are outlined in the North Vancouver School District's resource: *10 Principles of Assessment*.

Resources:

[NVSD Curriculum Hub – Assessment](#)

Links:

[Ministry of Education and Child Care Student Progress Report Order](#)

[Ministry of Education and Child Care Student Reporting Policy](#)

Schedule B.2
of the
Administrative Memorandum

Meeting Date: May 24, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Proposed Revised Policy 409: Anti-Racism and Equity through Cultural Diversity**

Narration:

With the support of the Anti-Racism Steering Committee, the Superintendent created a sub-committee on January 20, 2021 to review Policy 409: Multi-Cultural/Race Relations, which was last revised in 2001.

Rupi Samra-Gynane, Principal, École Handsworth Secondary, was appointed by the Superintendent to chair the sub-committee, which was comprised of representatives from CUPE, NOVA, NVPAC, NVTA. At least one representative from each partner group had lived experience as BIPOC or racialized, or lived experience raising a BIPOC child.

The Policy 409 sub-committee met fourteen times between March 2021 and April 2022.

Rupi Samra-Gynane presented a draft revised policy and administrative procedures on behalf of the sub-committee to the Anti-Racism Steering Committee at a regularly scheduled meeting on April 19, 2022. Feedback was shared with the Policy 409 sub-committee.

Rupi Samra-Gynane presented an updated draft revised policy and administrative procedures on behalf of the sub-committee to the Policy Review Committee at a regularly scheduled meeting on April 25, 2022. The Policy Review Committee included Trustees Kulvir Mann and Christie Sacré, representatives from the secondary and elementary school administrators (NoVA), North Vancouver Teachers' Association (NVTA), Canadian Union of Public Employees (CUPE) Local 389, North Vancouver Parent Advisory Council (NVPAC) and District Student Leadership Council (DSLCL).

Rupi Samra-Gynane will introduce *Proposed Revised Policy 409: Anti-Racism and Equity through Cultural Diversity*, as attached to this Administrative Memorandum of May 24, 2022.

Attachments:

Proposed Revised Policy 409: Anti-Racism and Equity through Cultural Diversity
Proposed Revised Policy 409: Anti-Racism and Equity through Cultural Diversity – Administrative Procedures (for information only)

RECOMMENDED MOTION:

that the Board of Education approve *Proposed Revised Policy 409: Anti-Racism and Equity through Cultural Diversity*, as attached to this Administrative Memorandum of May 24, 2022.

409 Anti-Racism and Equity through Cultural Diversity

Revised: September 25, 2001
Proposed Revised: May 24, 2022

Proposed
Revised

Policy

We acknowledge that the conversation of racism, equity and cultural diversity is constantly evolving and changing. Under Canadian laws, all people have the right to their fundamental freedoms and protection from discrimination and racism. It is important to embrace change as a community, sharing the responsibility for creating a welcoming and inclusive environment which honours and respects everyone.

The Board of Education of the North Vancouver School District is committed to the equitable treatment of all students, employees, Indigenous rights holders and school district stakeholders regardless of their ancestry, country of origin, ethnicity or cultural background. The Board of Education will ensure all students, employees, Indigenous rights holders and school district stakeholders are provided with a safe and respectful environment to work, learn and prosper.

The Board is committed to developing and promoting positive values by:

- Ensuring inclusion of all students, employees and their respective families, regardless of their ancestry, country of origin, ethnicity or cultural background in all aspects of school life;
- Defining appropriate expectations, language, behaviours and actions in order to prevent discrimination or harassment based on ancestry, country of origin, ethnicity or cultural background;
- Ensuring that complaints of discrimination or harassment based on real or perceived racism are taken seriously and dealt with expeditiously and effectively through consistently applied policies and procedures; and,
- Raising awareness, offering ongoing learning (including resources) and implementing practices that will support and celebrate the diverse communities within the NVSD.

These values align with the Canadian Charter of Rights and Freedom, the Canadian Human Rights Act, Canadian Multiculturalism Act, BC Human Rights Code and the Collective Agreement between North Vancouver School District and the North Vancouver Teachers' Association.

Administrative Procedures

Policy 409: Anti-Racism and Equity through Cultural Diversity – Administrative Procedures

POLICY 409: ANTI-RACISM AND EQUITY THROUGH CULTURAL DIVERSITY

ADMINISTRATIVE PROCEDURES

Proposed

Revised

The North Vancouver School District shall make consistent and ongoing efforts to promote and support inclusion as it relates to anti-racism, equity and cultural diversity.

This will include, but not be limited to:

- Providing equity-based and on-going professional development to new and existing staff members around racial consciousness and inclusivity;
- Examining existing and new school activities, events and classroom resources to ensure that they do not reinforce cultural stereotypes;
- Increasing awareness of macro/micro aggressions (e.g., cultural nomenclature, actions etc.) within school communities;
- Providing resources (e.g., books, posters and resources) and implementing practices (e.g., school announcements) that will support and celebrate the diverse communities within the NVSD;
- Increasing visibility and awareness of cultural diversity by acknowledging national and international days of recognition (e.g., cultural celebrations and religious holidays);
- Providing and promoting a system for reporting racial incidents (e.g., conduct incidents in Student Information System); and,
- Recruiting and retaining culturally and linguistically diverse staff members.

Schedule B.3(A).
of the
Administrative Memorandum

Meeting Date: May 24, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Corporate Banking Services**

Narration:

(A) Bank of Montreal – Banking Bylaw 1-2022

The Board will find attached a Bank of Montreal Bylaw as to Bankers and Signatures for Municipal Accounts (Cities, Towns, Villages, Municipalities) and for School District Accounts, B.C.

This routine bylaw is required as a result of a change in staff.

Attachment:

Bank of Montreal – Certificate and Authorization

RECOMMENDED MOTION:

that Banking Bylaw Number 1-2022 be read a first time;

that Banking Bylaw Number 1-2022 be read a second time;

that Banking Bylaw Number 1-2022 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.

Certificate and Authorization

TO BANK OF MONTREAL

The undersigned certifies:

(A) BANKING RESOLUTION/BY-LAW

THAT the following is a copy of the text of a resolution or by-law, as applicable, which has been duly passed or enacted by the

BOARD OF EDUCATION SCHOOL DISTRICT 44 (NORTH VANCOUVER)

Insert Name of Council, Board of Trustees, Board of Education, School Board, Conseil scolaire francaskois, Assembly or other applicable governing body (as applicable)

of the NORTH VANCOUVER SCHOOL DISTRICT

Insert name of City, Town, Village, Municipality, School District, School Division, Division scolaire francophone, First Nations land or other applicable region (as applicable)

(hereinafter called the "**Corporation**") at a meeting duly called and held in accordance with the law

governing the Corporation on the 24 day of May, 2022.
day month year

RESOLVED/ENACTED:

1. THAT all cheques of the Corporation drawn on its * SCHOOL BOARD AND TRUST

*Insert "General", "School Board", "Library", or otherwise as appropriate

account(s) be signed on its behalf by ** ANY TWO OF THE FOLLOWING PIUS RYAN, CHRISTINE SACRE,
JACQUI STEWART, GEORGE TSIAKOS, HELENA DRURY, AND CHRIS ATKINSON - TO SIGN TOGETHER**

** Insert name(s) and title(s) of officer(s) or member(s) adding "or any one of them", "or any two of them", "or any one of them and countersigned by _____", or otherwise, as required.

(each an "**Authorized Signatory**") is/are authorized for and on behalf of the Corporation:

- (a) to negotiate with, deposit with or transfer to Bank of Montreal (the "**Bank**") (but for credit to the Corporation's account only) all or any bills of exchange, promissory notes, cheques and orders for the payment of money and other negotiable instruments, and for the said purpose to endorse the same on behalf of the Corporation (by rubber stamp or otherwise);
- (b) to arrange, settle, balance and certify all books and accounts between the Corporation and the Bank; and to receive all paid cheques and vouchers, unpaid and unaccepted bills of exchange and other negotiable instruments;
- (c) to obtain delivery from the Bank of all or any stocks, bonds and other securities held by the Bank in safekeeping or otherwise for the account of the Corporation and to give valid and binding receipts therefor.

REPEAL OF PREVIOUS RESOLUTIONS/BY-LAWS

- 2. THAT all resolutions/by-laws, as applicable, (if any) with respect to the account(s) specified in section A1 and as to banking and signing officer(s), member(s) or any one or more Authorized Signatory(ies) passed by the Council, Assembly or Board of Trustees or other governing body, as applicable, of the Corporation and relating to the account(s) specified in section A1 held with the Bank previous to this resolution are repealed.
- 3. THAT this resolution/by-law, as applicable, shall be irrevocable until a resolution repealing this resolution or a by-law repealing or amending this by-law, as applicable, shall have been passed or enacted and a certified copy delivered to the Bank at each branch or agency where an account of the Corporation shall be kept.

(B) RELIANCE AND CURRENCY

THAT the Bank may assume that this Certificate and Authorization, authorizations granted pursuant to the foregoing, and the Corporation's articles or constitution, by-laws and resolutions, or other equivalent documents, as applicable, copies of each of which will be delivered to the Bank from time to time, are in full force and effect and that each branch of the Bank with which any dealings are had by the Corporation may act upon them until each such branch is notified in writing to the contrary.

(C) HEADINGS

The headings used herein are inserted only as a matter of convenience and for reference and in no way are to be construed as defining, limiting or describing the scope or intent of this Certificate and Authorization.

(D) CERTIFYING PARTY

THAT:

1. I am a duly elected director and/or officer and/or member of Council, Assembly or other governing body as applicable, of the Corporation and am authorized by the Corporation to certify the matters set out in this Certificate;
2. set out above are the correct names of individuals authorized to act on behalf of the Corporation as provided herein; and
3. the foregoing resolution/by-law, as applicable, has been duly passed or enacted by the Corporation in the manner authorized by law.

Date: 16 / MMM / 2022

(Signature of Director/Member of Council/Officer)

Name: JACQUI STEWART
Position: SECRETARY, TREASURER & CFO

Applicable in the Province of Quebec only:

It is the express wish of the parties that this Certificate and Authorization and any related documents be drawn up and executed in English. Les parties conviennent que le présent certificat et tous les documents s'y rattachant soient rédigés et signés en anglais.

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

Meeting Date: May 24, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Corporate Banking Services**

Narration:

(B) Toronto-Dominion – Resolution re: Bankers and Signing Officers

A resolution regarding Bankers and Signing Officers for the Toronto-Dominion Bank is required as a required as a result of a change in staff.

Attachment:

Toronto Dominion – Resolution re: Bankers and Signing Officers

RECOMMENDED MOTION:

that the Toronto-Dominion Bank Resolution re: Bankers and Signing Officers as per Schedule B.3.(B). be approved.

**RESOLUTION RE BANKERS AND SIGNING OFFICERS
(For Municipal Corporation or School “Boards”)**

RESOLVED:

- (1) That **HELENA DRURY, DIRECTOR OF FINANCIAL SERVICES** and **CHRIS ATKINSON, ASSISTANT SUPERINTENDENT, of the Board of Education of School District No. 44 (North Vancouver)**, (School Board, “the Corporation”) be and is hereby authorized for and on behalf of the Corporation to enter into arrangements for the deposit and withdrawal of funds, credit facilities and other financial services with The Toronto-Dominion Bank, TD Mortgage Corporation, TD Pacific Mortgage Corporation, Canada Trustco Mortgage Company and The Canada Trust Company (collectively, the “Bank”) for credit to the Corporation’s account only all or any cheques and other orders for the payment of money, and for that purpose to endorse the same on behalf of the Corporation either in writing or by rubber stamps.
- (2) That all cheques of the Corporation be drawn in the name of the Corporation and be signed on its behalf by the following persons.

ANY TWO OF THE SUPERINTENDENT OR THE ASSISTANT SUPERINTENDENT OR THE SECRETARY/TREASURER OR THE DIRECTOR OF FINANCIAL SERVICES OR ANY ONE OF THE SUPERINTENDENT OR THE ASSISTANT SUPERINTENDENT OR THE SECRETARY/TREASURER OR THE DIRECTOR OF FINANCIAL SERVICES TOGETHER WITH EITHER THE BOARD CHAIR OR THE BOARD VICE CHAIR.

**PIUS RYAN
JACQUI STEWART
CHRIS ATKINSON
HELENA DRURY**

**SUPERINTENDENT
SECRETARY/TREASURER
ASSISTANT SUPERINTENDENT
DIRECTOR OF FINANCIAL SERVICES**

- (3) That **CHRIS ATKINSON, Assistant Superintendent** and **HELENA DRURY, Director of Financial Services** be and is/are hereby authorized for and on behalf of the Corporation from time to time to receive from the said Bank a statement of the account of the Corporation together with all relative vouchers and all unpaid bills lodged for collection by the Corporation and all items returned unpaid and charged to the account of the Corporation, and to sign and deliver to the Bank the Bank’s form of verification, settlement of balance and release.
- (4) That **CHRIS ATKINSON, Assistant Superintendent** and **HELENA DRURY, Director of Financial Services** be and is/are hereby authorized for and on behalf of the Corporation to obtain delivery from the Bank of all or any stocks, bonds and other securities held by the Bank in safekeeping or otherwise for the account of the Corporation and to give valid and binding receipts therefore.
- (5) That North Vancouver School District No. 44 provides authority to individual schools to add and delete signatures of the Principal, Vice Principal and Administrative Assistant (“Group A”) only, with two signatures from Group A. For changes to the board members, two signatures from Group B. For cheques up to \$5,000.00 any two to sign, over \$5,000.00 two to sign (one signor must be either Principal or one from Group B).
- (6) That this resolution be communicated to the Bank and remain in force until written notice to the contrary shall have been given to the Manager for the time being of the branch of the

Bank at which the account of the corporation is kept and receipt of such notice duly acknowledged in writing.

We certify that the above is a true copy of a resolution passed at a meeting of the Board of Education of School District No. 44 (North Vancouver) duly convened and regularly held in accordance with the law governing the said Corporation on the **24th** day of **May, 2022**.

Jacqui Stewart
Secretary Treasurer

Pius Ryan
Assistant Superintendent

Schedule B.3.(C).
of the
Administrative Memorandum

Meeting Date: May 24, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Corporate Banking Services**

Narration:

(C) Blue Shore Credit Union – Resolution re: Bankers and Signing Officers

A resolution regarding Bankers and Signing Officers for the Blue Shore Credit Union is required as a required as a result of a change in staff.

Attachment:

Blue Shore Credit Union – Resolution re: Bankers and Signing Officers

RECOMMENDED MOTION:

that the Blue Shore Credit Union Bank Resolution re: Bankers and Signing Officers as per Schedule B.3.(C). be approved.

**RESOLUTION RE BANKERS AND SIGNING OFFICERS
(For Municipal Corporation or School “Boards”)**

RESOLVED:

- (1) That **HELENA DRURY, DIRECTOR OF FINANCIAL SERVICES** and **CHRIS ATKINSON, ASSISTANT SUPERINTENDENT, of the Board of Education of School District No. 44 (North Vancouver)**, (School Board, “the Corporation”) be and is hereby authorized for and on behalf of the Corporation to enter into arrangements for the deposit and withdrawal of funds, credit facilities and other financial services with Blue Shore Credit Union (the “Credit Union”) for credit to the Corporation’s account only all or any cheques and other orders for the payment of money, and for that purpose to endorse the same on behalf of the Corporation either in writing or by rubber stamps.
- (2) That all cheques of the Corporation be drawn in the name of the Corporation and be signed on its behalf by the following persons.

ANY TWO OF THE SUPERINTENDENT OR THE ASSISTANT SUPERINTENDENT OR THE SECRETARY/TREASURER OR THE DIRECTOR OF FINANCIAL SERVICES OR ANY ONE OF THE SUPERINTENDENT OR THE ASSISTANT SUPERINTENDENT OR THE SECRETARY/TREASURER OR THE DIRECTOR OF FINANCIAL SERVICES TOGETHER WITH EITHER THE BOARD CHAIR OR THE BOARD VICE CHAIR.

**PIUS RYAN
JACQUI STEWART
CHRIS ATKINSON
HELENA DRURY**

**SUPERINTENDENT
SECRETARY/TREASURER
ASSISTANT SUPERINTENDENT
DIRECTOR OF FINANCIAL SERVICES**

- (3) That **CHRIS ATKINSON, Assistant Superintendent** and **HELENA DRURY, Director of Financial Services** be and is/are hereby authorized for and on behalf of the Corporation from time to time to receive from the said Credit Union a statement of the account of the Corporation together with all relative vouchers and all unpaid bills lodged for collection by the Corporation and all items returned unpaid and charged to the account of the Corporation, and to sign and deliver to the Credit Union the Credit Union’s form of verification, settlement of balance and release.
- (4) That **CHRIS ATKINSON, Assistant Superintendent** and **HELENA DRURY, Director of Financial Services** be and is/are hereby authorized for and on behalf of the Corporation to obtain delivery from the Credit Union of all or any stocks, bonds and other securities held by the Credit Union in safekeeping or otherwise for the account of the Corporation and to give valid and binding receipts therefore.
- (5) That this resolution be communicated to the Credit Union and remain in force until written notice to the contrary shall have been given to the Manager for the time being of the branch of the Credit Union at which the account of the corporation is kept and receipt of such notice duly acknowledged in writing.

We certify that the above is a true copy of a resolution passed at a meeting of the Board of Education of School District No. 44 (North Vancouver) duly convened and regularly held in accordance with the law governing the said Corporation on the **24th** day of **May, 2022**.

Jacqui Stewart
Secretary Treasurer

Pius Ryan
Assistant Superintendent

Schedule B.4
of the
Administrative Memorandum

Meeting Date: May 24, 2022 **Board** **Board, in camera**

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

Narration:

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

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

The last change to Trustee Stipends was approved at the September 21, 2021 Public Board meeting which reflected a 0.06% increase, equivalent to the annual increase in Vancouver CPI.

The Vancouver CPI increased by 2.7% resulting in the following proposed annual rates.

Position	Current Annual Rate	Proposed Annual Rate	Proposed Annual Increase	Proposed Annual % Increase
Chair	\$30,595	\$31,421	\$826	2.7%
Vice Chair	\$29,050	\$29,834	\$784	2.7%
Trustee	\$28,226	\$28,988	\$762	2.7%

When comparing stipends for the North Vancouver School District to other school districts, the proposed stipends fall within these ranges. Comparator school districts include: Delta (SD37), Richmond (SD38), Burnaby (SD41), West Vancouver (SD45), and Vancouver (SD39).

RECOMMENDED MOTION:

that the Board adopt Trustee Stipends for the Chair at \$31,421; the Vice Chair at \$29,834; and Trustees at \$28,988 effective July 1, 2022.

Schedule ...B.5...
of the
Administrative Memorandum

Meeting Date: May 24, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2022/23**

Narration:

Introduction and Summary

As required under the School Act, the Board must adopt its budget bylaw on or before June 30th for the next fiscal year. The draft 2022/23 Annual Preliminary Budget, which balances estimated expenses to forecasted revenues, is presented to the Board for their consideration this evening in the form specified by the Minister of Education, and is in the amount of \$213,338,434.

Budget Preparation Processes and Public Meetings

At its November 16, 2022, Public Meeting, the Board of Education approved the budget process for the 2022/23 Preliminary Annual Budget. The five partner groups; North Vancouver Parent Advisory Council (NVPAC), North Vancouver Teachers' Association (NVTa), Canadian Union of Public Employees (CUPE Local 389), North Vancouver Administrators (NoVA), and District Student Leadership Council (DSLc) were invited to attend Finance and Facilities Standing Committee meetings. At these meetings, they were provided budget information and opportunities for partner group presentations, group discussion, and input.

On February 8, 2022, there was a staff presentation on budget development components for 2022/23, including historical and current revenues and expenses, budget timelines, operating grant and the three-year forecast.

Members of the public were invited to provide budget feedback to inform the development of 2022/23 budget priorities. Submissions received from members of the public, and the NVSD partner groups were considered by the Executive team. At the April 12, 2022, Public Board Meeting, the Executive's recommendations for the 2022/23 budget priorities were presented to the Board for consideration. The recommendations were adopted by the Board as the budget directions.

The Audit Committee met May 12, 2022 to review the Preliminary Annual Budget. Staff provided an update on planning assumptions underlying student enrolments, revenue and expenses. No changes were made to the plan as a result of the Audit Committee review.

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

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

Attachments:

Annual Budget Bylaw for 2022/23
School District Annual Budget Fiscal Year 2022/23
2022/23 Preliminary Annual Budget - Notes and Assumptions

RECOMMENDED MOTION:

Motion 1

that the Board of Education restrict use of \$5,488,923 from the Accumulated Operating Surplus for the 2022/23 Preliminary Budget.

Motion 2

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2022/23 be read a first time;

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2022/23 be read a second time;

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2022/23 be read a third time, passed and adopted.

Procedural Note:

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2022/2023 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$213,338,434 for the 2022/2023 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2022/2023.

READ A FIRST TIME THE 24th DAY OF MAY, 2022;

READ A SECOND TIME THE 24th DAY OF MAY, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 24th DAY OF MAY, 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) Annual Budget Bylaw 2022/2023, adopted by the Board the 24th DAY OF MAY, 2022.

Secretary Treasurer

Annual Budget

School District No. 44 (North Vancouver)

June 30, 2023

School District No. 44 (North Vancouver)

June 30, 2023

Table of Contents

Bylaw	1
Annual Budget - Revenue and Expense - Statement 2	2
Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Annual Budget - Operating Revenue and Expense - Schedule 2	5
Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source	6
Schedule 2B - Annual Budget - Schedule of Operating Expense by Object	7
Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object	8
Annual Budget - Special Purpose Revenue and Expense - Schedule 3	10
Schedule 3A - Annual Budget - Changes in Special Purpose Funds	11
Annual Budget - Capital Revenue and Expense - Schedule 4	14

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2022/2023 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$213,338,434 for the 2022/2023 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2022/2023.

READ A FIRST TIME THE 24th DAY OF MAY, 2022;

READ A SECOND TIME THE 24th DAY OF MAY, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 24th DAY OF MAY, 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) Annual Budget Bylaw 2022/2023, adopted by the Board the 24th DAY OF MAY, 2022.

Secretary Treasurer

School District No. 44 (North Vancouver)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	15,592,500	15,739,188
Adult	6,000	10,875
Other	103,750	124,500
Total Ministry Operating Grant Funded FTE's	15,702,250	15,874,563
Revenues	\$	\$
Provincial Grants		
Ministry of Education	170,724,207	173,138,635
Other	16,600	336,274
Federal Grants	7,000	7,350
Tuition	8,699,400	8,160,100
Other Revenue	8,585,239	6,764,441
Rentals and Leases	2,418,700	2,313,018
Investment Income	366,000	350,000
Amortization of Deferred Capital Revenue	10,430,762	9,094,526
Total Revenue	201,247,908	200,164,344
Expenses		
Instruction	168,931,093	165,559,149
District Administration	7,089,347	6,491,273
Operations and Maintenance	33,316,823	31,153,079
Transportation and Housing	663,090	695,813
Total Expense	210,000,353	203,899,314
Net Revenue (Expense)	(8,752,445)	(3,734,970)
Budgeted Allocation (Retirement) of Surplus (Deficit)	5,488,923	3,114,255
Budgeted Surplus (Deficit), for the year	(3,263,522)	(620,715)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(3,263,522)	(620,715)
Budgeted Surplus (Deficit), for the year	(3,263,522)	(620,715)

School District No. 44 (North Vancouver)

Annual Budget - Revenue and Expense
 Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	171,092,322	165,435,680
Operating - Tangible Capital Assets Purchased	665,000	1,370,000
Special Purpose Funds - Total Expense	23,935,666	24,888,966
Special Purpose Funds - Tangible Capital Assets Purchased	573,081	1,139,427
Capital Fund - Total Expense	14,972,365	13,574,668
Capital Fund - Tangible Capital Assets Purchased from Local Capital	2,100,000	7,765,444
Total Budget Bylaw Amount	<u>213,338,434</u>	<u>214,174,185</u>

Approved by the Board

Signature	DRAFT	Date
Signature of Superintendent		Date
Signature of Secretary/Treasurer		Date

School District No. 44 (North Vancouver)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2023

	2023	2022 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	(8,752,445)	(3,734,970)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,238,081)	(2,509,427)
From Local Capital	(2,100,000)	(7,765,444)
Total Acquisition of Tangible Capital Assets	(3,338,081)	(10,274,871)
Amortization of Tangible Capital Assets	14,972,365	13,574,668
Total Effect of change in Tangible Capital Assets	11,634,284	3,299,797
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	2,881,839	(435,173)

School District No. 44 (North Vancouver)

Schedule 2

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	150,520,460	151,424,650
Other	16,600	6,600
Federal Grants	7,000	7,350
Tuition	8,699,400	8,160,100
Other Revenue	4,280,239	2,779,707
Rentals and Leases	2,418,700	2,313,018
Investment Income	326,000	300,000
Total Revenue	166,268,399	164,991,425
Expenses		
Instruction	145,275,737	141,550,588
District Administration	7,014,347	6,191,273
Operations and Maintenance	18,291,148	17,173,480
Transportation and Housing	511,090	520,339
Total Expense	171,092,322	165,435,680
Net Revenue (Expense)	(4,823,923)	(444,255)
Budgeted Prior Year Surplus Appropriation	5,488,923	3,114,255
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(665,000)	(1,370,000)
Local Capital		(1,300,000)
Total Net Transfers	(665,000)	(2,670,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	147,492,430	148,289,931
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
FSA Scorer Grant	17,740	17,740
Early Learning Framework Implementation	3,677	3,677
Total Provincial Grants - Ministry of Education	150,520,460	151,424,650
Provincial Grants - Other	16,600	6,600
Federal Grants	7,000	7,350
Tuition		
Summer School Fees	55,000	60,100
International and Out of Province Students	8,644,400	8,100,000
Total Tuition	8,699,400	8,160,100
Other Revenues		
Miscellaneous		
Cheakamus Centre	2,136,614	852,000
Band and Strings	597,000	575,000
Academy Fees	844,400	733,119
Donations and Recoveries	34,925	42,750
Artists for Kids	298,500	265,421
Cafeteria and Vending	30,500	18,000
Other	338,300	293,417
Total Other Revenue	4,280,239	2,779,707
Rentals and Leases	2,418,700	2,313,018
Investment Income	326,000	300,000
Total Operating Revenue	166,268,399	164,991,425

School District No. 44 (North Vancouver)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Salaries		
Teachers	75,588,182	73,996,848
Principals and Vice Principals	11,304,006	10,961,091
Educational Assistants	14,945,464	14,996,740
Support Staff	11,978,232	12,509,050
Other Professionals	5,642,242	4,515,879
Substitutes	4,534,838	4,718,450
Total Salaries	123,992,964	121,698,058
Employee Benefits	30,057,751	28,323,998
Total Salaries and Benefits	154,050,715	150,022,056
Services and Supplies		
Services	8,971,782	7,513,471
Student Transportation	136,000	137,000
Professional Development and Travel	818,015	738,575
Rentals and Leases	23,285	-
Dues and Fees	91,000	90,262
Insurance	467,000	444,172
Supplies	3,363,280	3,591,844
Utilities	3,171,245	2,898,300
Total Services and Supplies	17,041,607	15,413,624
Total Operating Expense	171,092,322	165,435,680

School District No. 44 (North Vancouver)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	59,435,602	3,517,535	1,856,095	1,832,898		3,860,838	70,502,968
1.03 Career Programs	112,525	55,400		298,887		7,500	474,312
1.07 Library Services	2,573,550		166,794	126,009		12,500	2,878,853
1.08 Counselling	2,783,025					8,000	2,791,025
1.10 Special Education	6,535,025	1,062,711	12,123,952		743,750	370,000	20,835,438
1.30 English Language Learning	1,770,431					8,000	1,778,431
1.31 Indigenous Education	532,088	96,950	478,660			1,000	1,108,698
1.41 School Administration		6,259,785		818,642		32,000	7,110,427
1.60 Summer School	247,188	34,625		27,000			308,813
1.62 International and Out of Province Students	1,598,748			105,014	189,460		1,893,222
1.64 Other		138,500		61,036	196,921	77,000	473,457
Total Function 1	75,588,182	11,165,506	14,625,501	3,269,486	1,130,131	4,376,838	110,155,644
4 District Administration							
4.11 Educational Administration					801,811		801,811
4.40 School District Governance					206,196		206,196
4.41 Business Administration		138,500		1,100,005	1,748,396	8,000	2,994,901
Total Function 4	-	138,500	-	1,100,005	2,756,403	8,000	4,002,908
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				198,900	1,162,148		1,361,048
5.50 Maintenance Operations				7,004,785	593,560	150,000	7,748,345
5.52 Maintenance of Grounds				405,056			405,056
5.56 Utilities							-
Total Function 5	-	-	-	7,608,741	1,755,708	150,000	9,514,449
7 Transportation and Housing							
7.70 Student Transportation			319,963				319,963
Total Function 7	-	-	319,963	-	-	-	319,963
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	75,588,182	11,304,006	14,945,464	11,978,232	5,642,242	4,534,838	123,992,964

School District No. 44 (North Vancouver)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	70,502,968	17,795,847	88,298,815	3,193,617	91,492,432	90,919,774
1.03 Career Programs	474,312	110,395	584,707	74,000	658,707	558,345
1.07 Library Services	2,878,853	702,238	3,581,091	12,000	3,593,091	3,557,693
1.08 Counselling	2,791,025	684,082	3,475,107	29,500	3,504,607	3,095,674
1.10 Special Education	20,835,438	4,876,082	25,711,520	425,780	26,137,300	24,610,891
1.30 English Language Learning	1,778,431	435,692	2,214,123	14,000	2,228,123	2,158,098
1.31 Indigenous Education	1,108,698	262,854	1,371,552	54,250	1,425,802	1,554,533
1.41 School Administration	7,110,427	1,474,210	8,584,637	151,600	8,736,237	8,689,663
1.60 Summer School	308,813	70,724	379,537	7,000	386,537	343,257
1.62 International and Out of Province Students	1,893,222	457,981	2,351,203	1,562,709	3,913,912	4,024,342
1.64 Other	473,457	98,872	572,329	2,626,660	3,198,989	2,038,318
Total Function 1	110,155,644	26,968,977	137,124,621	8,151,116	145,275,737	141,550,588
4 District Administration						
4.11 Educational Administration	801,811	151,626	953,437	228,140	1,181,577	1,122,512
4.40 School District Governance	206,196	18,022	224,218	130,800	355,018	332,628
4.41 Business Administration	2,994,901	653,955	3,648,856	1,828,896	5,477,752	4,736,133
Total Function 4	4,002,908	823,603	4,826,511	2,187,836	7,014,347	6,191,273
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,361,048	298,032	1,659,080	1,026,545	2,685,625	2,406,357
5.50 Maintenance Operations	7,748,345	1,797,334	9,545,679	2,540,110	12,085,789	11,518,919
5.52 Maintenance of Grounds	405,056	94,678	499,734	510,000	1,009,734	973,204
5.56 Utilities	-	-	-	2,510,000	2,510,000	2,275,000
Total Function 5	9,514,449	2,190,044	11,704,493	6,586,655	18,291,148	17,173,480
7 Transportation and Housing						
7.70 Student Transportation	319,963	75,127	395,090	116,000	511,090	520,339
Total Function 7	319,963	75,127	395,090	116,000	511,090	520,339
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	123,992,964	30,057,751	154,050,715	17,041,607	171,092,322	165,435,680

School District No. 44 (North Vancouver)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2023

	2023	2022 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	20,203,747	21,713,985
Other		329,674
Other Revenue	4,305,000	3,984,734
Total Revenue	24,508,747	26,028,393
Expenses		
Instruction	23,655,356	24,008,561
District Administration	75,000	300,000
Operations and Maintenance	53,310	404,931
Transportation and Housing	152,000	175,474
Total Expense	23,935,666	24,888,966
Net Revenue (Expense)	573,081	1,139,427
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(573,081)	(1,139,427)
Total Net Transfers	(573,081)	(1,139,427)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$		\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	3,889,718	-	-	-	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	626,391	502,028		224,000	61,250	271,184	1,160,768	6,101,085	10,858,219
Other			4,000,000						
	626,391	502,028	4,000,000	224,000	61,250	271,184	1,160,768	6,101,085	10,858,219
Less: Allocated to Revenue	626,391	502,028	4,000,000	224,000	61,250	271,184	1,160,768	6,101,085	10,858,219
Deferred Revenue, end of year	-	-	3,889,718	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	626,391	502,028		224,000	61,250	271,184	1,160,768	6,101,085	10,858,219
Other Revenue			4,000,000						
	626,391	502,028	4,000,000	224,000	61,250	271,184	1,160,768	6,101,085	10,858,219
Expenses									
Salaries									
Teachers						57,100	262,500		8,719,360
Principals and Vice Principals						42,689			
Educational Assistants		406,567					417,783	4,940,951	
Support Staff				183,246			51,397		
Substitutes					12,758				
	-	406,567	-	183,246	12,758	99,789	731,680	4,940,951	8,719,360
Employee Benefits		95,461		40,754	2,242	22,711	174,555	1,160,134	2,138,859
Services and Supplies	53,310		4,000,000		46,250	148,684	254,533		
	53,310	502,028	4,000,000	224,000	61,250	271,184	1,160,768	6,101,085	10,858,219
Net Revenue (Expense) before Interfund Transfers	573,081	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(573,081)								
	(573,081)	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Safe Return to School / Restart: Health & Safety Grant	NSSSAA Association	Carlile Youth Inpatient Unit PRP	Metro Regional Implementation	Violence Prevention	Sutherland Track
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	-	-	-	221,095	-	10,000
Add: Restricted Grants									
Provincial Grants - Ministry of Education	150,000		11,250			237,572			
Other					210,000		75,000	20,000	
	150,000	-	11,250	-	210,000	237,572	75,000	20,000	-
Less: Allocated to Revenue	150,000	-	11,250	-	210,000	237,572	75,000	20,000	-
Deferred Revenue, end of year	-	-	-	-	-	-	221,095	-	10,000
Revenues									
Provincial Grants - Ministry of Education	150,000		11,250			237,572			
Other Revenue					210,000		75,000	20,000	
	150,000	-	11,250	-	210,000	237,572	75,000	20,000	-
Expenses									
Salaries									
Teachers					100,004	140,000			
Principals and Vice Principals						13,684			
Educational Assistants									
Support Staff					21,972				
Substitutes			9,569			25,500			
	-	-	9,569	-	121,976	179,184	-	-	-
Employee Benefits			1,681		29,690	41,612			
Services and Supplies	150,000				58,334	16,776	75,000	20,000	
	150,000	-	11,250	-	210,000	237,572	75,000	20,000	-
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

Schedule 3A

	<u>TOTAL</u>
	\$
Deferred Revenue, beginning of year	4,120,813
Add: Restricted Grants	
Provincial Grants - Ministry of Education	20,203,747
Other	4,305,000
	<u>24,508,747</u>
Less: Allocated to Revenue	<u>24,508,747</u>
Deferred Revenue, end of year	<u>4,120,813</u>
Revenues	
Provincial Grants - Ministry of Education	20,203,747
Other Revenue	4,305,000
	<u>24,508,747</u>
Expenses	
Salaries	
Teachers	9,278,964
Principals and Vice Principals	56,373
Educational Assistants	5,765,301
Support Staff	256,615
Substitutes	47,827
	<u>15,405,080</u>
Employee Benefits	3,707,699
Services and Supplies	4,822,887
	<u>23,935,666</u>
Net Revenue (Expense) before Interfund Transfers	<u>573,081</u>
Interfund Transfers	
Tangible Capital Assets Purchased	<u>(573,081)</u>
	<u>(573,081)</u>
Net Revenue (Expense)	<u>-</u>

School District No. 44 (North Vancouver)

Schedule 4

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2023

	2023 Annual Budget			2022 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		40,000	40,000	50,000
Amortization of Deferred Capital Revenue	10,430,762		10,430,762	9,094,526
Total Revenue	10,430,762	40,000	10,470,762	9,144,526
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	14,972,365		14,972,365	13,574,668
Total Expense	14,972,365	-	14,972,365	13,574,668
Net Revenue (Expense)	(4,541,603)	40,000	(4,501,603)	(4,430,142)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,238,081		1,238,081	2,509,427
Local Capital			-	1,300,000
Total Net Transfers	1,238,081	-	1,238,081	3,809,427
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	2,100,000	(2,100,000)	-	
Total Other Adjustments to Fund Balances	2,100,000	(2,100,000)	-	
Budgeted Surplus (Deficit), for the year	(1,203,522)	(2,060,000)	(3,263,522)	(620,715)

**2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

BACKGROUND

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

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

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

The 2022/23 Preliminary Annual Budget provides a planning framework to guide the school district’s staffing and organizational plans for the upcoming school year. Revenue projections are based on student enrolment forecasts prepared in February and staffing projections are based on classroom size and composition requirements in collective agreements based on current enrolment forecasts.

Development of the annual budget was informed from consultation with school district partner groups, Rightsholders and community feedback. The foundation for the direction of the school district are the five educational priorities and the Board 2021-2031 Strategic Plan. The overarching theme for developing this year’s budget has been “strategic targeted investments”. By allocating budgets strategically, the organization will be able to move beyond the pandemic and maintain core services to students. The strategic targeted investments must align with the foundational directions.

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

2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS

will be able to protect the accumulated operating surplus, in order to have that “rainy day” fund that will help weather any unforeseen or material changes in planning assumptions.

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

ENROLMENTS

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

Statement 2 of the 2022/23 Preliminary Operating Budget presents the Ministry Operating Grant Funded FTEs. Other FTEs represent the estimated July or summer enrolment.

	2021/22 Amended	2022/23 Preliminary	Change
Ministry Funded FTEs			
School-Age	15,739.188	15,592.500	(146.688)
Adult	10.875	6.000	(4.875)
Other	124.500	103.750	(20.750)
Total	15,874.563	15,702.250	(172.313)

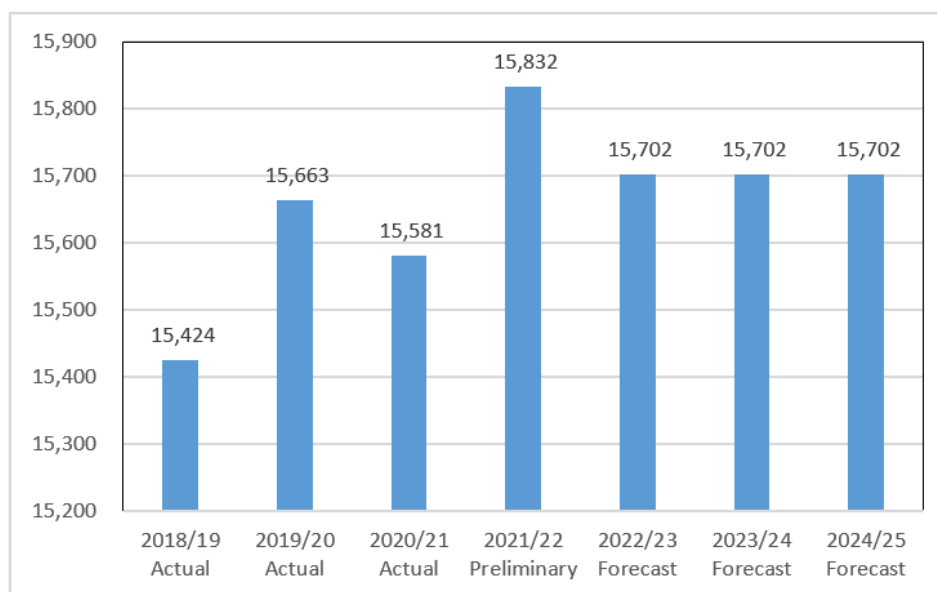
Below is a breakdown of enrolments by term and by category.

Enrolment Category	July	September	February	May	Total
School-Age	103.7500	15,491.5000	80.0000	21.0000	15,696.2500
Adult	-	-	6.0000	-	6.0000
Estimated FTEs	103.7500	15,491.5000	86.0000	21.0000	15,702.2500

Total enrolment, including both school-age students and adult learners have been reasonably consistent over a number of years. In order to avoid overstating operating grant revenues, the school district takes a conservative approach to forecasting enrolment (which informs the grant revenues). At the end of September, all school districts submit actual enrolments to the Ministry, which results in an updated operating grant issued in December. The updated operating grant informs the Amended Annual Budget adopted in February.

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

**2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS**



The enrolment forecast prepared in February includes all enrolments as well as students with unique needs eligible for supplemental funding. The enrolment forecast for 2023/24 and 2024/25 are the same as 2022/23, and will be updated in next February.

September Enrolment Summary	2020/21 Actual	2021/22 Amended	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast
Standard (Regular) Schools	15,063.3125	15,360.6875	15,260.0000	15,260.0000	15,260.0000
Continuing Education	-	-	-	-	-
Alternate Schools	205.0000	189.0000	200.0000	200.0000	200.0000
Distributed Learning	46.6250	42.5000	31.5000	31.5000	31.5000
Total Est. School-Age Enrolments	15,314.9375	15,592.1875	15,491.5000	15,491.5000	15,491.5000
Level 1 Special Needs	15	14	12	12	12
Level 2 Special Needs	595	634	630	630	630
Level 3 Special Needs	193	171	175	175	175
English Language Learning	1,023	1,045	1,076	1,076	1,076
Indigenous Education	647	653	667	667	667
Adult Education	10.1875	10.8750	6.0000	6.0000	6.0000

OPERATING FUND – REVENUE BY SOURCE

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

1. Ministry of Education Basic Operating Grant

The operating grant has various components based on where the instruction is delivered plus supplementary funding for unique student needs. The basic allocation per student in 2022/23 is \$7,885 per student full-time equivalent (FTE) which is unchanged from 2021/22. The following table provides details on the funding allocations by funding category.

2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS

Funded Category	2021/22 Amended	2022/23 Preliminary	Change
Basic Allocation			
Standard (Regular) Schools	\$7,885	\$7,885	-
Continuing Education	\$7,885	\$7,885	-
Alternate Schools	\$7,885	\$7,885	-
Online Learning	\$6,360	\$6,360	-
Supplement for Unique Student Needs			-
Special Needs			-
Level 1	\$44,850	\$44,850	-
Level 2	\$21,280	\$21,280	-
Level 3	\$10,750	\$10,750	-
English Language Learning	\$1,585	\$1,585	-
Indigenous Education	\$1,565	\$1,565	-
Adult Education	\$5,030	\$5,030	-

The lion's share of the operating grant is provided for September enrolments at standard schools. The table below details the operating grant along with comparisons to the current year (2021/22 amended budget), and the actual results for 2020/21.

Funded Category	2020/21 Actual	2021/22 Amended	2022/23 Preliminary	Change 2022/23 to 2021/22
Basic Allocation				
Standard Schools	\$113,878,643	\$121,119,021	\$120,325,100	(\$793,921)
Continuing Education	-	-	-	-
Alternate Schools	1,549,800	1,490,265	1,577,000	86,735
Distributed Learning	284,413	270,300	200,340	(69,960)
Home School	11,000	5,750	5,750	-
Course Challenges	9,676	11,316	11,316	-
Enrolment Based Funding (September)	\$115,733,532	\$122,896,652	\$122,119,506	(\$777,146)
Level 1	\$645,000	\$627,900	\$538,200	(\$89,700)
Level 2	11,566,800	13,214,880	13,406,400	191,520
Level 3	1,987,900	1,763,000	1,881,250	118,250
English Language Learning	1,545,849	1,656,325	1,705,460	49,135
Indigenous Education	904,500	1,021,945	1,043,855	21,910
Adult Learners	12,359	14,461	-	(14,461)
Equity of Opportunity	423,359	448,517	434,579	(13,938)
Supplement for Unique Student Needs	\$17,085,767	\$18,747,028	\$19,009,744	\$262,716
Salary Differential	\$4,059,233	\$3,505,372	\$3,482,093	(\$23,279)
Unique Geographical Factors	1,520,239	1,583,408	1,670,706	87,298
Curriculum and Learning Support	137,853	137,984	140,330	2,346
Holdback	459,898	-	-	-
Other Funding	\$6,177,223	\$5,226,764	\$5,293,129	\$66,365
July Enrolment Count	\$318,314	\$685,712	\$535,732	(\$149,980)
February Enrolment Count	1,003,450	447,575	400,759	(46,816)
May Enrolment Count	283,175	286,200	133,560	(152,640)
Other Enrolment Counts	\$1,604,939	\$1,419,487	\$1,070,051	(\$349,436)
Ministry Operating Grant	\$140,601,461	\$148,289,931	\$147,492,430	(\$797,501)

2. Other Ministry of Education Grants

The Ministry provides additional funding over and above the operating grant. In order to accurately compare the year over year change in Ministry funding, it is important to

2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS

recognize that significant funding provided in 2020/21 became part of the operating grant in 2021/22.

Details	2020/21 Actual	2021/22 Amended	2022/23 Preliminary	2022/23 to 2021/22
Pay Equity	\$2,966,047	\$2,966,047	\$2,966,047	-
Funding for Graduated Adults	\$16,583	\$3,143	-	(\$3,143)
Student Transportation	40,566	40,566	40,566	-
Support Staff Benefits	200,890	103,546	-	(\$103,546)
Foundation Skills Assessment	17,740	17,740	17,740	-
French Immersion Remote Learning	150,000	-	-	-
Early Literacy	3,677	3,677	3,677	-
Teacher Labour Settlement	4,109,123	-	-	-
Early Career Mentorship	330,000	-	-	-
Other Ministry Grants	\$7,834,626	\$3,134,719	\$3,028,030	(\$106,689)
Total Provincial Grants	\$148,435,876	\$151,424,650	\$150,520,460	(\$904,190)

3. Offshore Tuition Fees

Tuition fee revenue has been estimated at \$8,644,400 which is consistent with the 2021/22 forecast, and higher than the 2021/22 Amended Budget. International student revenue has not yet increased to levels that existed prior to the COVID-19 pandemic. The estimated international student enrolment has been estimated at 530 FTEs.

4. Other Revenues

Other significant revenues include:

- **Academies** - \$844,400. Next year is the first year for the rowing academy at Seycove Secondary while the lacrosse academy at Carson Graham did not have sufficient enrolment to operate. The estimated revenue is based on the preliminary registration for all academies. These revenues have an offsetting expense captured under Services.
- **Artists for Kids** - \$298,500. Programs are expected to be fully operational starting in September along with spring and summer camps.
- **Band and Strings** - \$597,000. The estimated revenue is based on preliminary registration for the upcoming school year.
- **Cheakamus Centre** - \$2,136,614. Overnight programming is scheduled to resume in the Fall and rentals in the Environmental Learning Centre can resume after remediation of the building is complete. The costs to operate Cheakamus are captured under Services and the revenue shortfall is considered an investment from the school district.
- **Cafeteria and Vending Services** - \$30,500. The estimated revenue is consistent with previous years.
- **Other Revenue** - \$338,300. The two largest revenues come from City of North Vancouver to support crossing guards at elementary schools (\$93,800) and from BC Hydro is a contribution to fund the energy manager position (\$50,000). The balance consists of smaller contracts from various sources.

5. Rentals & Lease Income

Total revenue from leased schools, child care spaces and after-hour community use of school space is expected to generate \$2,418,700 for the upcoming school year. The after hours community use of school spaces is expected to resume at levels consistent prior to COVID-19 and will generated an additional estimated \$385,000 included in the total revenues.

**2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

6. Investment Income

Investment Income is estimated at \$326,000. Funds on deposit with the provincial government Central Deposit Program is currently earning 1.70% interest revenue as of April 14, 2022. The rate is variable and management does not anticipate any material changes in the fiscal year. Additional interest revenue at prime less 1.90% is paid on cash balances in the school district’s operating account.

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

1. FTEs by Employee Group

The table below provides the comparative FTE for the 2022/23 Preliminary Budget to 2021/22 Amended Budget.

Employee Group	2021/22 Amended	2022/23 Preliminary	Change 2022/23 to 2021/22
Administrators	82.000	82.000	-
Teachers	966.340	974.358	8.018
Custodial	90.000	90.000	-
Education Assistants	375.000	375.000	-
Support (Other)	217.885	216.803	(1.082)
Exempt & Other	48.150	49.000	0.850
Total	1,779.375	1,787.161	7.786

Overall teacher FTEs are estimated at 974.368 FTEs. Although the net change is 8.018 FTEs, there is a modest change in FTEs allocated for school-based staffing, which is offset by new investments outlined below.

Changes in FTEs are driven by new investments including:

- 3.0 new teacher FTEs that will be eventually funded under the Classroom Enhancement Fund (CEF). Until the CEF submission has been reported and funded, the school district has included the FTEs under the Operating Fund budget.
- 2.5 new counsellor FTEs that support Social and Emotional Learning and the Strategic Plan goal of Mental Health and Well-Being.
- 0.286 new teacher FTE (or two teaching blocks) to support careers.
- 1.5 new teacher FTEs as Teacher Leaders; which reinstates staffing to levels consistent with 2019/20.
- 1.0 new teacher to support Complex Learners and Autism Support (CLASS) LST.
- 0.5 new FTE under Exempt and Other for Speech Language Pathologists. This resource will be added on a one-time basis for 2022/23 and evaluated for 2023/24.
- 1.0 new FTE in Exempt and Other to address cyber security risks.

In the 2021/21 Amended Budget, the FTE budgets included one-time positions that were funded from the Ministry holdback funding. These positions are not continuing in 2022/23 and appear as reductions in the year over year change.

**2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

Reporting of Speech Language Pathologists have been classified as Exempt and Other, and will be reported on the financial statements under “other professional support”.

2. Planning Assumptions for Staff Salaries

The key indicators that informed planning assumptions include:

- Salaries are based on the average salaries by employee group multiplied by the number of budgeted FTEs.
- No salary increases have been provided for teacher or support staff in accordance with Ministry direction. Both collective agreements expire June 30, 2022 and any negotiated increases are expected to be fully funded by the Ministry.
- Progression through the grid (or step increments) under the teacher collective agreement is estimated at \$511,000 and has been included in the average teacher salary estimate. This increase is funded internally by the Board of Education.
- The salary top-up for teachers on maternity leave is estimated at \$350,000, consistent with prior years.
- Up to 4% increase in salary increases has been provided for management and exempt employees for wage increase and step increments. This increase is funded internally by the Board of Education.
- Funding for the Classroom Enhancement Fund (CEF) has been provided at 100% of last year’s funding, to cover an estimated 99.650 teacher FTEs. As the funding is not indexed for changes in the salary scale, an estimated 1.3 teacher FTE is funded internally by the Board of Education.
- An additional 3.0 teacher FTEs have been included and will be eventually funded under the Classroom Enhancement Fund. These positions are including in the Operating Fund budget pending confirmation of the final Classroom Enhancement Funding in the fall.
- Effective April 2, 2022 a new provision has been legislated under the *Employment Standards Act* to provide five days of paid illness to employees that do not receive paid sick leave. Costs are estimated at \$500,000 and will be monitored closely to avoid further pressure on the budget. The cost of this benefit is funded internally by the Board of Education.

3. Employee Benefits

Employee benefits are based on expected changes in benefit rates and changes in salary expenses. In 2021/22, the school district benefited from \$546,000 savings from a one-time reduction in lower usage of dental and health services. Given last year’s savings, the increase for all employee benefits will appear higher in the 2022/23 preliminary budget.

The employer cost of all benefits allocated to the Operating Fund is estimated at \$30.058 million or an average of 23.5% of total salaries. Employee benefit costs vary by employee group depending on eligible benefits which include administrators at 20.39% and teachers at 24.53%.

Canada Pension Plan (CPP): As of January 1, 2019, the federal government implemented a five-year plan to increase CPP contribution rates from 4.95% to 5.95%. This year’s maximum pensionable earnings will increase to \$64,900; this results in a 10.53% increase in employer CPP costs.

	Base Rate	2020	2021	2022	2023
--	------------------	-------------	-------------	-------------	-------------

**2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

New Rate	4.95%	5.25%	5.45%	5.70%	5.95%
Increment to Base		0.30%	0.50%	0.75%	1.00%

As a result of the new rate and higher pensionable earnings, the estimated cost is \$5.557 million. Beginning 2024, there will be a new two year phase in for earnings, which will result in future cost increases.

Employment Insurance (EI): Rates are determined on a calendar year basis and this year's maximum insurable earnings will increase to \$60,300, which results in a 7.1% increase in employer EI costs. As a result of the new rate and higher insurable earning, the estimated cost is \$2.098 million.

Employer Health Tax (EHT): The provincial government introduced this tax on January 1, 2019 at a rate of 1.95% of salary expenses. The estimated cost is \$2.403 million.

Employer Provided Benefits: The employer paid benefits include dental, health benefits and life insurance. Premiums are reviewed annually and rates are adjusted based on usage and costs of services. The estimated cost is \$5.302 million.

Pension Plan – Municipal (MPP): The current contribution rate is 9.31% for the MPP until December 31, 2022. The estimated cost, based on the current rate is \$2.699 million.

Pension Plan – Teachers (TPP): The current contribution rate is 11.30% for the TPP until December 31, 2022. The estimated cost, based on the current rate is \$9.923 million.

Support Staff Future Benefits: Based on the Ministry's actuarial calculation tool, the future benefits payable to retired CUPE staff is estimated at \$0.918 million.

WorkSafeBC: WorkSafeBC rates are reviewed annually and the rate is based on claims and the experience rating for our industry (public school districts). Although the school district is eligible for 12.4% experience rating discount, the premium rate has increased from 0.87% to 0.98% based on the general classification of public school districts. The estimated cost is \$1.158 million.

The table below summarizes benefits costs for the Operating Fund. There is an additional \$3.708 million in employee benefits paid under the Special Purpose Fund, which bring total benefit costs to \$33.766 million in 2022/23.

Benefit	Operating Fund	% of Total
	\$ million	
Canada Pension Plan (CPP)	\$5.557	18%
Employment Insurance (EI)	2.098	7%
Employer Health Tax (EHT)	2.403	8%
Employer Provided Benefits	5.302	18%
Pension Plan - Municipal	2.699	9%
Pension Plan - Teachers	9.923	33%
Support Staff Future Benefits	0.918	3%
WorkSafeBC	1.158	4%
Total	\$30.058	100%

**2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

4. Services

The estimated budget for services is \$8.972 million. Highlights from expenses include:

- \$126,000 increase for Academy service providers, for a total budget of \$693,000.
- \$64,000 decrease to international student commissions paid to agents and health insurance premiums, for a total budget of \$1.220 million. The 2021/22 amended budget was overstated slightly.
- \$758,000 increase for expenses relating to the resumption of operations at the Cheakamus Centre; total expenses are estimated at \$2.065 million.
- Investments for software licenses are unchanged at \$1.184 million. Although there is no overall change to the budget, reduced spending on certain applications was offset by price increases.
- \$555,000 increase to consulting, for a total budget of \$1.154 million. The increase includes the contractual requirement for Listel Hospitality Ltd, which had been waived for the past two years, and \$100,000 new investment as a placeholder for educational commitments and priorities with the Indigenous Education Council.
- \$85,000 increase to audit and legal fees for a total budget of \$580,000.
- Spending on other services include expenses related to facilities, ground and school operations total \$2.115 million. There was no change in year over year spending.

Description	2021/22 Amended	2022/23 Preliminary	Change	% Change
Cheakamus Centre	\$1,307,896	\$2,065,300	\$757,404	58%
International (commissions & medical)	1,285,100	1,219,709	(65,391)	-5%
Licenses	1,184,845	1,184,165	(680)	0%
Consulting	559,500	1,114,500	555,000	99%
Legal and Audit	494,372	580,000	85,628	17%
Academies	567,616	693,200	125,584	22%
Other Services	2,114,142	2,114,908	766	0%
Total Services	\$7,513,471	\$8,971,782	\$1,458,311	19%

**2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

5. Professional Development and Travel

The Professional Development and Travel budget has been increased in a phased approach, consistent with expectations that in-person professional development opportunities will resume in the spring. An additional \$20,500 increase has been included in response to the North Vancouver Administrators' Association request, \$58,940 returning to pre-COVID spending, for a total budget of \$818,000.

6. Supplies

The estimated budget for Supplies is \$3.363 million. In the 2022/23 Preliminary Budget, there is no carry forward for the school block budgets, as schools are expected to spend their budgets in the previous year. When considering the impact of this change, increased spending on supplies is estimated at \$350,000.

Spending on cleaning supplies is expected to increase by \$125,000, and inflationary increases and higher consumption of paper towel, hand soap, hand hygiene and toilet paper account for \$150,000 of the increase. The school district benefited from federal and provincial restart funding in 2020/21 and 2021/22 in support of these costs.

7. Utilities

There is an overall increase in supplies of \$273,000 to \$3.171 million. The change can be attributed to rate increases and increased consumption as a result of the new investments in ventilation completed last school year. Utilities includes electricity, natural gas, water and sewer, garbage and recycling, and the carbon offset.

The table below summarizes the 2022/23 budget for services and supplies.

Description	2021/22 Amended	2022/23 Preliminary	Change	% Change
Services	\$7,513,471	\$8,971,782	\$1,458,311	19%
Student Transportation	137,000	136,000	(1,000)	-1%
Professional Development and Travel	738,575	818,015	79,440	11%
Rentals and Leases	-	23,285	23,285	100%
Dues and Fees	90,262	91,000	738	1%
Insurance	444,172	467,000	22,828	5%
Supplies	3,591,844	3,363,280	(228,564)	-6%
Utilities	2,898,300	3,171,245	272,945	9%
Total Services and Supplies	\$15,413,624	\$17,041,607	\$1,627,983	11%

**2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

Operating Budget Summary (Schedule 2A and 2B)

	2020/21 Actual	2021/22 Amended	2022/23 Preliminary	Change 2022/23 to 2021/22
Revenues				
Ministry - Operating Grants	\$148,435,876	\$151,424,650	\$150,520,460	(\$904,190)
Ministry - Other Grants	9,900	6,600	16,600	10,000
Federal Grants	7,000	7,350	7,000	(350)
Offshore Tuition Fees	5,812,237	8,160,100	8,644,400	484,300
Other Revenue	1,507,012	2,779,707	4,335,239	1,555,532
Rentals and Leases	2,048,736	2,313,018	2,418,700	105,682
Investment Income	490,717	300,000	326,000	26,000
Total Revenue	\$158,311,478	\$164,991,425	\$166,268,399	\$1,276,974
Expenses				
Salaries and Benefits	\$141,432,138	\$150,022,056	\$154,050,715	\$4,028,659
Services and Supplies	11,610,174	15,413,624	17,041,607	1,627,983
Total Expenses	\$153,042,312	\$165,435,680	\$171,092,322	\$5,656,642
Net Revenue (Expense)	\$5,269,166	(\$444,255)	(\$4,823,923)	(\$4,379,668)
Capital Purchases and Transfers	5,086,047	2,670,000	665,000	(2,005,000)
Use of Appropriated Surplus	(183,119)	3,114,255	5,488,923	2,374,668
Surplus (Deficit)	-	-	-	-

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

Based on the planning assumptions for the next year's budget, approximately \$5.5 million from the accumulated operating surplus is required to balance the budget. Because the enrolment forecast submitted in February is prepared on a conservative basis, it is expected that the operating grant from the Ministry and additional CEF funding will be adjusted in December. This creates a timing issue that will reduce funds needed from the accumulated operating surplus.

	2022/23 Preliminary
Total Revenue	\$166,268,399
Total Expenses	171,092,322
Net Revenue (Expense)	(4,823,923)
Capital Purchases and Transfers	665,000
Budget Prior Year Surplus Appropriation	\$5,488,923

As presented in Note 15 of the audited financial statements ending June 30, 2021, the Accumulated Operating Surplus was approximately \$11.3 million. Based on the 2021/22 Preliminary Budget, approximately \$5.5 million was required to balance the budget. This amount decreased to \$3.1 million by February 2022 when the 2021/22 Amended Budget was approved. This amount will decrease further by the end of the fiscal year. These changes can be attributed to conservative practices of estimated revenues and expenses, and presenting a worse-case scenario to accessing the Accumulated Operating Surplus to balance the budget.

Looking ahead to 2023/24, the school district will continue to rebuild district generated revenues, most significantly through the international student program. As a result, it is prudent

**2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

that sufficient Accumulated Operating Surplus is available to address potential budget shortfalls or unforeseen events in future years.

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

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

Included as part of the Special Purpose Fund are school fees collected directly by the schools. These amounts are combined, and reported as a single revenue with associated expenses within the Special Purpose Fund. The 2022/23 estimate for School Generated Funds revenues and expenses are \$4,000,000.

The 2022/23 budget includes approximately \$24.509 million revenue in Special Purpose Revenue as detailed below. There is an offsetting \$24.509 million expenses and capital assets purchased.

Description	2020/21 Actual	2021/22 Amended	2022/23 Preliminary	Change 2022/23 to 2021/22
Annual Facilities Grant	\$626,273	\$613,063	\$626,391	\$13,328
Learning Improvement Fund	503,723	505,930	502,028	(3,902)
School Generated Funds	2,308,259	3,662,034	4,000,000	337,966
Strong Start	229,396	224,000	224,000	-
Ready, Set, Learn	54,082	71,290	61,250	(10,040)
Official Language Education Program (OLEP)	276,882	271,184	271,184	-
CommunityLINK	1,132,336	1,160,768	1,160,768	-
Classroom Enhancement Fund - Overhead	6,101,085	6,101,085	6,101,085	-
Classroom Enhancement Fund - Staffing	10,245,057	10,858,219	10,858,219	-
Classroom Enhancement Fund - Remedy	1,304,613	998,361	-	(998,361)
First Nations Student Transportation	169,286	173,475	150,000	(23,475)
Mental Health in Schools	46,188	125,294	-	(125,294)
Changing Results for Young Children	9,895	26,403	11,250	(15,153)
Safe Return to School (federal and provincial)	7,122,879	681,295	-	(681,295)
North Shore Secondary Schools Athletic Assn (NSSSAA)	-	200,000	210,000	10,000
Carlile Youth Inpatient Unit	216,850	233,292	237,572	4,280
Metro Regional Implementation	17,300	100,000	75,000	(25,000)
Violence Prevention	3,954	22,700	20,000	(2,700)
Total Revenue	\$30,368,058	\$26,028,393	\$24,508,747	(\$1,519,646)

Classroom Enhancement Funding

For 2022/23, the school district has been provided with a preliminary Classroom Enhancement Funding based on last's report. Unlike previous years, the Ministry is providing at 100% of the estimated costs to cover the teaching staff required to meet class size and composition language. The allocation under the CEF overhead grant has been fixed, and does not keep pace with collective agreement increases.

In 2022/23, the Classroom Enhancement Fund allocation will support:

**2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

- 99.650 FTEs for teachers. Given that average salaries will increase and the funding has been held flat, this represents a decrease of 1.36 FTEs over the 2021/22 amended budget;
- 106.947 FTEs for support staff. As the average salaries will increase and the funding has been held flat, this represents a decrease of 0.75 FTEs over the 2021/22 amended budget;
- No funding has been provided for remedy. Remedies are calculated in the Fall after the 1701 Report and funded later in the school year.
- An additional 3.0 new teacher FTEs will be requested in the Fall report which have been funded from the Operating Fund on an interim basis. This request has not been included in the FTEs and funding allocation.

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

Category	2021/22 Amended	2022/23 Preliminary	Change
FTEs			
Teachers	101.010	99.650	(1.360)
Overhead (Education Assistants)	107.700	106.950	(0.750)
Total	208.710	206.600	(2.110)
Targeted Funding			
Teachers	\$10,858,219	\$10,858,219	-
Overhead (Education Assistants)	6,101,085	6,101,085	-
Remedy	998,361	-	(998,361)
Total	\$17,957,665	\$16,959,304	(\$998,361)

LOCAL CAPITAL FUND (Schedule 4)

The balance of the Local Capital Surplus at June 30, 2022 is estimated at \$6.770 million, and the uses proposed in the 2022/23 Preliminary Budget are \$2.1 million.

Local Capital Funds	2022/23 Preliminary
Opening Balance at July 1, 2021	\$11,412,863
Deduct: Estimated uses	(5,940,000)
Add: Approved Contributions	1,300,000
Estimated Closing Balance at June 30, 2022	\$6,772,863
Deduct: Uses proposed in 2022/23 Preliminary Budget	(2,100,000)
Add: Contributions proposed in 2022/23 Preliminary Budget	-
Estimated Closing Balance at June 30, 2023	\$4,672,863

**2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS**

Uses Proposed in 2022/23 Preliminary Budget	2022/23 Preliminary
Completion of Cheakamus Centre capital work	\$1,500,000
Utilization of Local Capital for technology	500,000
Preparation for Proposed Capital Projects	100,000
Total Uses Proposed	\$2,100,000

The breakdown of Local Capital Funds by Project follows.

Local Capital Funds - By Project	2022/23 Preliminary
Capital Construction Projects	\$2,240,000
Technology	1,870,000
Contingent or emergent capital needs, fleet, board office, maintenance yard, etc	562,863
Estimated Closing Balance at June 30, 2023	\$4,672,863

RISK MANAGEMENT

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

Listed below are items that will be monitored closely over the school year:

Revenues

- The operating grant from the Ministry represents over 90% of the Operating Fund revenues. The foundation for the operating grant is the enrolment forecast submitted in February for the following school year. At this time, enrolments are forecasted higher than the operating grant currently provides for, which would result in additional operating grant revenue. The estimated change in the operating grant will be calculated in September based on actual enrolments.
- International tuition revenue has been estimated at levels consistent with enrolments in the 2021/22 amended budget (or current year). Although enrolments are increasing since COVID-19 started, students and their families may be hesitant to study abroad. The availability of home stays may have an impact on the ability to host students in North Vancouver.

Expenses

- The staffing requirements for next year are based on current enrolments, which informs class size and composition. Any material changes in enrolment and class composition may result in increases or decreases in staffing requirements to meet ratio requirements in the collective agreement.
- The legislated changes to the *Employment Standards Act* provide five days of paid illness to employees that do not receive paid sick leave. The 2022/23 budget provides a

2022/23
PRELIMINARY ANNUAL BUDGET
NOTES AND ASSUMPTIONS

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

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

Capital Assets

- Although the Ministry provides an Annual Facilities Grant to maintain facility assets through their economic life and to prevent premature deterioration of assets, this funding is not sufficient to address all needs. This means that deferred maintenance for school district facilities continues to grow and the facility condition index for schools continues to decline. Major failures would need to be covered from the Accumulated Operating Surplus. To manage this risk, our Facilities and Planning Department reviews and prioritizes projects for the best use and highest value on an on-going basis.
- Any buildings not used for education purposes, such as the Education Services Centre and maintenance facility plus leased schools are not eligible for Ministry major capital funding.
- The Ministry has an expectation that construction of new school and additions require cost-sharing with the school district. The only source for these funds would be from the Accumulated Operating Surplus.

Contingency

- The operating budget does not contain any contingency for unforeseen or unbudgeted costs that may arise. The Board's only emergency fund is the accumulated operating surplus.

Schedule C.1
of the
Administrative Memorandum

Meeting Date: May 24, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Elementary School Fees 2022/23**

Narration:

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

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

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

Each spring, the schedule of fees for the following year is provided to Trustees for their information. Accordingly, the *Schedule of Supplementary Elementary School Fees 2022/23* for the North Vancouver School District is attached for the Board's information.

Attachment:

School District No. 44 (North Vancouver) Schedule of Supplementary Elementary School Fees 2022/23



**SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER)
SCHEDULE OF SUPPLEMENTARY ELEMENTARY SCHOOL FEES 2022/23**

Policy 706: School Fees requires the Superintendent of Schools to review annually the schedule of school fees for all schools and to provide this schedule to Trustees for their information. Listed below is an overview of the Supplementary Elementary School Fees established for the 2022/23 school year.

A. ELEMENTARY SCHOOLS SUPPLEMENTARY FEES

Supplementary Elementary School Fees have been developed at each individual school through a consultative process that involves the school principal, staff, and parents of the school community, and includes a presentation of proposed fees at a Parent Advisory Council (PAC) meeting. The following identifies the fee categories and, where supplementary fees are charged, the range of fee amounts that have been established at elementary schools across the school district for the 2022/23 school year.

	<u>Range:</u>
Materials used in special projects <i>(intended for student to take home for personal use or as a gift)</i>	\$ 7.35 - \$ 20.90
Student Planners	\$ 5.00 - \$ 10.00
Enrichment Learning Activities <i>(e.g., gymnastics, tennis, dance, etc.)</i>	\$ 7.00 - \$ 40.00
Field Trips	Cost recovery on trip-by-trip basis

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

Each NVSD school will post their supplementary school fees for 2022/23 on their individual school website or will publish the fees in their school newsletter. Fees are charged **only** for materials or activities that are supplemental to what is required to sufficiently meet the Province's general requirements for graduation.

B. ELEMENTARY DISTRICT PROGRAM FEES

Band and Strings Program:

Registration - from January 10 - March 4, 2022	Registration Fee: \$ 495.00
Late Registration - from March 11 - September 30, 2022	Registration Fee: \$ 545.00

Cheakamus Centre Programs:

Longhouse - Indigenous Cultural Program - 1 Day	\$ 80.00
Gr 3 Longhouse - Skw'une-was Indigenous Cultural Program - 2 Day	\$ 145.00
Gr 4 Outdoor School Program - 3 Day	\$ 235.00
Gr 6 Outdoor School Program - 4 Day	\$ 310.00

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

Schedule C.2
of the
Administrative Memorandum

Meeting Date: May 24, 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.

Jacqui Stewart, Secretary Treasurer, will present the attached *Land Management Update (May 2022)*.

Attachment:

Land Management Update – May 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 is in progress.
 - Resolution of remaining outstanding deficiencies is ongoing.
 - Capital Project will be closed within the coming month.
- 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

- Resolution of contractor deficiencies is on-going.
- Phase 2 (demolition of the existing school) is in progress.
- Phase 3 work (final site improvements) will follow completion of Phase 2.

Lynn Valley Expansion Project

- Project Definition Report forwarded to Ministry of Education for review.

Mountainside Secondary School – Seismic Upgrade

- Interior construction activities nearing final completion with focus on resolving deficiencies.
- Work has commenced on reinstatement of exterior paving and landscape impacted by the project.
- Total completion is still anticipated for June 30, 2022.

Cloverley Elementary School – New School

- Final revisions submitted to the Ministry of Education. We are awaiting for their response.

Cheakamus Centre’s Environmental Learning Centre – Envelope Rehabilitation

- Replacement of structural elements is continuing.

Lucas

- No change in the status of the Lucas site.

Schedule C.3
of the
Administrative Memorandum

Meeting Date: May 24, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Tuesday, May 3, 2022 Standing Committee Meeting**

Narration:

The Board of Education will find attached the meeting summary from the May 3, 2022, Education and Programs Standing Committee Meeting.

Trustee Linda Munro will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, May 3, 2022

BOARD OF EDUCATION STANDING COMMITTEE
Education and Programs

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of May 3, 2022

Meeting Summary of the Board of Education's Standing Committee Meeting held at the Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, British Columbia, on Tuesday, May 3, 2022.

Call to Order:

Standing Committee Chair Linda Munro called the Education and Programs Standing Committee meeting to order at 7:00 p.m., thanking those in attendance for participating with the School District. The traditional territorial lands of the Skwxwú7mesh (Squamish) Nation and səliłwətaʔł (Tsleil-Waututh) Nation were acknowledged.

Indigenous Education Update:

Siyameythal-Rose Greene, District Principal of Indigenous Education and Equity, began the presentation with a traditional land acknowledgement. In the North Vancouver School District, we have identified three pathways for Indigenous Education as priorities to school and district development. The identification of these specific pathways was informed by the Enhancement Agreement Process, the Truth and Reconciliation Commission, and the introduction of a more Modern Curriculum. Essential to developing these pathways is enriching the educational experience of all students in Indigenous Ways of Knowing. Starting with a consideration of what does it mean to be an *Educated Citizen*, Siyameythal-Rose Greene connected the current goals of public schooling and the North Vancouver School District Strategic Plan priorities that help guide Indigenous Education. Indigenous Education is important to all students and staff and enables the development of an educated person.

Participants of the meeting were asked to fill out the Go Forward with Courage rubric to assess their personal journey with Truth and Reconciliation. The Go Forward with Courage rubric is a key tool in supporting direction setting and personal development in Indigenous Education.

Continuing the discussion on the NVSD priorities, District Principal Greg Hockley highlighted *Student Centred Education* and *Innovative Instruction* which most align with the work of Curriculum and Assessment, specifically around incorporating Indigenous ways of knowing. Examples of Indigenous curriculum, both universally embedded across the curriculum and targeted in Indigenous focused courses were discussed. Career Educators have been working at creating and solidifying connections to the community. Having students learn outside of the classroom is a valuable form of learning for ALL students.

Concluding the evening, Siyameythal-Rose Greene and Mr. Hockley shared future goals for the North Vancouver School District.

The presentation can be found online: [Meetings & Minutes 2021/22](#)

Next Meeting:

September 2022

Schedule C.4
of the
Administrative Memorandum

Meeting Date: May 24, 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: May 24, 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: May 24, 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.

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

Meeting Date: May 24, 2022 **Board** **Board, in camera**

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

Narration:

Date and Time	Event	Location
Tuesday, June 21, 2022 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

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

Meeting Date: May 24, 2022 **Board** **Board, in camera**

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

Narration:

In accordance with Board Policy 104: Board of Education – Meetings; twenty (20) minutes will be provided at the end of a regular Board meeting during which attendees may provide comments or ask questions of the Board 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.

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

During the Public 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.