

ADMINISTRATIVE MEMORANDUM

Meeting Place:

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

Format and Date:

PUBLIC BOARD MEETING
Tuesday, June 19, 2018 at
7:00 pm

			Estimated Completion Time
A.	Call to Order		
A.1.	Chair Sacré's opening remarks	(no schedule)	7:00 pm
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	(no schedule)	7:00 pm
A.3.	Public Comment Period *		7:30 pm
A.4.	Approval of Minutes (that the minutes of the Public Meeting of May 22, 2018 be approved as circulated)		7:35 pm
A.5.	Student Presentation – Queensbury Elementary		7:50 pm
B.	Action Items		
B.1.	Five-Year Capital Plan 2019/2020 (for Approval)		8:10 pm
B.2.	School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2018/19		8:45 pm
C.	Information and Proposals		
D.	Future Meetings		
E.	Public Question & Comment Period		9:05 pm
E.	Adjournment	(no schedule)	9:05 pm

Georgia Allison
Secretary Treasurer

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

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

Schedule A.3
of the
Administrative Memorandum

Meeting Date: June 19, 2018 **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 signup sheet in order to speak during the Public Comment Period. The signup sheet will be available in the Board Room from 6:50 – 7:00 pm prior to the meeting's commencement. The Chair will invite those wishing to speak in the order that their name appears on the signup 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.

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, May 22, 2018.

PRESENT: C. Sacré, Chair
F. Stratton, Vice Chair
B. Forward
C. Gerlach
M. Higgins
J. Stanley

ABSENT: S. Skinner

A. Call to Order

Chair Sacré called the meeting to order at 7:00 pm and welcomed those in attendance. The traditional territorial lands of the Squamish Nation and Tsleil-Waututh Nation were acknowledged.

A.2. Approval of Agenda

Moved by F. Stratton

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

Seconded by B. Forward

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.

Darren Steele, Debra Cusanelli, Claudia Panton, Mary Sparks, Kelly Harris, Carol Sartor and Sandra Conjdon, all residents of North Vancouver, spoke to the counselling time proposed for the 2018/19 school year. It was requested that the School District look at maintaining or adding to the current time counsellors have to address the needs of students.

Birgit Weaver and Bruce Tout, residents of North Vancouver, spoke regarding the track and field facilities in North Vancouver. Ms. Weaver and Mr. Tout, members of the North Vancouver Sport Advisory Council, urged the School District to provide opportunities to athletes by creating a track for track and field that can be used for competitions.

Shiqi Xu and Carter Wanless, both students at Sutherland Secondary School, shared that Physics 12 was not being offered at Sutherland Secondary School next year. Shiqi and Carter asked the Board to address this issue as many students have planned their graduating years and this course is a requirement for post-secondary schools.

A.4. Approval of Minutes

Moved by F. Stratton

that the minutes of the public meeting of April 24, 2018 be approved as circulated.

Seconded by B. Forward

Carried

A.5. Student Presentation – Carson Graham Secondary School

Carson Graham's "Science 11 Project" tasks students in Grade 11 to use science to assist in addressing one of the United Nations (UN) "Sustainable Development Goals" (UNSDG). Every student going through Carson Graham Secondary School in Grade 11 works on this project and every year Carson Graham Secondary students address a different UNSDG.

Claire Webb (Grade 12) presented the overall concept, sharing that collaboration and research are the two main themes in creating a creative solution. Claire's group chose to address storm drains, due to the fact that North Vancouver is a harbour city. Following Claire's presentation, a group led by Reece Martis (Grade 11) showcased their project which was on Manuka honey and the benefits surrounding it. Both groups benefited from having a diverse group, which leads to a strong group.

On behalf of the Board, Chair Sacré and Superintendent Mark Pearmain thanked the students.

A.7. Sutherland Secondary – Meatless Monday

Sutherland Secondary School is leading the way in initiatives to reduce the amount of meat that is consumed. With the guidance of Cynthia Bunbury, teacher mentor and student government supervisor, Shiqi Xu and Naia Peruchena, Grade 11 students, presented two initiatives under the umbrella of their Meatless Monday Club.

The students explained their two projects - to increase plant-based foods in our cafeterias at the secondary level and to introduce a student choice policy on animal dissection in the classroom. Both are based on the philosophy of the world-wide Meatless Monday movement - to improve our health, the welfare of animals, and for the betterment of the planet.

On behalf of the Board, Chair Sacré and Superintendent Mark Pearmain congratulated the students on an effective presentation.

C.1 The Boys Club Network

The Westcoast Boys Club Network is a private foundation that works with school districts around the province to help boys ages 13-18 come to understand what it means to be a 'good man'.

Walter Mustapich, Vice Principal at Sutherland Secondary School, highlighted the Boys Club Network (BCN) by bringing in two boys who have experienced the Club. These two boys shared their stories and provided examples of how the after school club has given them a new take on life. The boys are staying in school, pursuing post-secondary education and improving personal behaviour while developing their moral compass and world views.

Mr. Mustapich shared that the Boys Club Network has created a curriculum called H.O.P.E. for Boys Leadership 11 which currently runs in other school districts across BC. He provided the Board with clarity surrounding the course.

Trustee Stanley left the meeting at 9:11 pm.

C.2. Annual Facilities Grant

Secretary Treasurer Georgia Allison reported that the Ministry of Education recently announced the allocation of the Annual Facilities Grant (AFG) for 2018/19. The North Vancouver School District will receive a total of \$3,078,527, up from the \$2,945,252 from the prior year. The 2018/19 allocation is split between operating funds (\$626,273) and capital funds (\$2,452,254). A deduction of \$53,310 will be made from the operating portion of the funding allocation to pay for the North Vancouver School District's share of the Capital Asset Management System (CAMS).

C.2. Annual Facilities Grant (continued)

Secretary Treasurer Allison invited to the table Jim Mackenzie, Director of Facilities and Planning, and Mike Chapman, Assistant Director of Facilities and Planning, to provide further information and respond to Trustees' questions.

C.3. 2018/19 Budget Update

Superintendent of Schools Mark Pearmain introduced this item by noting that the School District has yet to receive a final amount for Classroom Enhancement Funding (CEF). Superintendent Pearmain provided the Board an update on the 4 step process: 1. Preliminary staffing, including class size and composition requirements and non-enrolling ratio requirements; 2. Revised staffing, including conversations with administration, changing enrollment requirements and 7.0 funding from SNSC; 3. Classroom Enhancement Funding, the School District is waiting for confirmation, and monitoring class size and composition issues; 4. Final budget, the Executive Committee will bring recommendations to the Board on June 19, 2018.

Responding to Trustees' questions, Superintendent Mark Pearmain and Secretary Treasurer Georgia Allison provided clarification on the projected decline in secondary student FTE; staffing ratios; when the 7.0 FTE from SNSC would be released; and discussed the possibility of an additional Public Board Meeting in June.

C.4. Elementary School Fees 2018/19

Superintendent of Schools Mark Pearmain introduced this item and noted that, in accordance with [Policy 706: School Fees](#), the elementary fees included in the Board agenda package for Trustees' information have been reviewed by school administrators consulting with appropriate staff, students and Parent Advisory Council. Superintendent Pearmain noted that the range of fees is based on cost recovery and Trustees are encouraged to contact their individual schools for clarification.

C.5. Land Management Update

Superintendent Mark Pearmain updated the Board on the Argyle Secondary and Handsworth Secondary School Replacement Projects. Superintendent Pearmain shared that the North Vancouver School District will be hosting a Capital Planning Meeting on Wednesday, May 30, 2018 whereby the draft Long Range Facilities Plan (LRFP) will be discussed.

Motion to Extend

Moved by C. Gerlach, Seconded by F. Stratton, Carried
to extend the meeting past 10:00 pm.

C.6. Tuesday, May 8, 2018 Standing Committee Meeting

Trustee Gerlach reported on the meeting that focused on Aboriginal Education.

C.7. Out of Country Field Trips – Secondary

Provided for their information, Trustees received in their agenda packages an overview of out of country field trips that are being planned for secondary students as follows:

- Sutherland Secondary School – field trip to Mount Vernon, Washington, USA (April 28-29, 2018)

C.8. Superintendent’s Report

Superintendent Mark Pearmain shared highlights from his visits to Argyle Secondary School, Blueridge, Ross Road and Seymour Heights Elementary schools. Superintendent Pearmain acknowledged the School District’s Aboriginal Team for organizing a screening of the movie *Indian Horse* and congratulated the District Student Leadership Council for hosting a successful student-led forum.

C.9. Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers’ Association (BCPSEA)

Trustee Gerlach shared that the BCSTA Budget was passed at the AGM. Chair Sacré noted that both motions brought forward by the North Vancouver Board of Education passed.

There was no update from on BCPSEA.

C.10. Trustees’ Reports

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

1. Meetings attended by Trustees included:
 - Standing Committee Meeting
 - Trustee Seminar
 - Audit Committee Meeting
 - Advisory Planning Commission Meeting
 - Norgate Elementary PAC Meeting

2. Events attended by Trustees included:
 - BCSTA AGM
 - Seycove Exit Interviews
 - Iron Horse Movie Screening

D. Future Meetings

Date and Time	Event	Location
Tuesday, June 19, 2018 at 7:00 pm	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.

Birgit Weaver, North Vancouver Sport Advisory Council, clarified the name of the advisory council and spoke with respect the track and field facilities at Handsworth, Sutherland, Windsor and West Vancouver. Ms. Weaver noted that, at this moment, there are no facilities on the North Shore that can be made functional for a competition.

Darren Steele, resident of North Vancouver, spoke regarding student service teachers and noted the need to increase staffing ratios. Superintendent Mark Pearmain clarified statements regarding staffing ratios.

Karen Nordquist, resident of North Vancouver, spoke regarding the budget and the potential need to cut counsellors and learning support teachers to meet ratios in class composition ratios.

F. Adjournment

The established agenda being completed, the Chair adjourned the meeting at 10:18 pm and thanked those who attended.

Certified Correct:

Georgia Allison
Secretary Treasurer

Christie Sacré
Chair, Board of Education

Date

Date

Schedule A.5
of the
Administrative Memorandum

Meeting Date: June 19, 2018 **Board** **Board, in camera**

Topic (as per the Memorandum): **Student Presentation – Queensbury Elementary**

Narration:

Grade 5/6 class from Queensbury Elementary School will be sharing their experiences from participating in the pilot Gallery School Program at the Polygon Gallery in March. Students spent five days learning in place with gallery personnel and other members of the community, with their experiences complimenting multiple curriculum areas. Based on the success of this pilot program, Polygon Gallery will be continuing to build its Gallery School offerings for the 2018/19 school year.

Schedule B.1
of the
Administrative Memorandum

Meeting Date: June 19, 2018 **Board** **Board, in camera**

Topic (as per the Memorandum): **Five-Year Capital Plan 2019/2020 (for Approval)**

Narration:

Each year, boards of education are required to submit a Five-Year Capital Plan providing details on Major Capital Priorities needed for their school districts. In mid April 2018, the Ministry of Education issued Capital Plan Instructions, identifying the major capital funding programs, and requirements for the preparation and submission of the 2019/2020 Five-Year Capital Plan. The Ministry of Education requires school districts to adopt, and submit their Five-Year Capital Plans no later than June 30, 2018.

School districts are required to have a current Long Range Facilities Plan (LRFP) in place to support major capital priorities identified in their Five-Year Capital Plan submission. The LRFP is to incorporate consideration of demographic changes, enrolment patterns, residential developments planned in the community, facility condition, and capacity utilization.

Richard White, from Richard White Planning Advisory Services Ltd. was engaged to update the School District's LRFP for 2018. A draft of the LRFP was presented before the Capital Planning Committee on May 30, 2018 for review and feedback. Key findings of the LRFP were used to identify major capital funding priorities for the Draft 2019/20 Five-Year Capital Plan submission.

The Major Capital Funding Programs include the following:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Building Envelope Program (BEP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- School Bus Replacement Program (BUS)
- Playground Equipment Program (PEP)

The Major Capital Funding Programs for SMP, EXP, REP and BEP require projects to be prioritized based over a five-year budget horizon. The SEP, CNCP, BUS and PEP are annual programs only require funds to be identified for a single budget year. The Ministry has expressed that submissions will be used to inform the selection of priority capital projects for the Ministry's 2019/20 fiscal year, and longer term capital planning.

Taking into account the LRFP as well as the Ministry's emphasis on facilities condition and seismic ratings, the Draft 2019/20 Five-Year Capital Plan identifies the following priorities in the tables below for each Category:

Seismic Mitigation Program (SMP)

The priority below is based on previous Ministry Seismic Assessments. Please note that an updated Project Development Report for Mountainside Secondary was submitted to the Ministry in early June of 2018 for review and further direction. The Argyle and Handsworth Seismic Replacement Projects are no longer included in the Five-Year Capital Plan submission as project funding agreements are now in place for both projects.

Project Priority	Facility Name	Project Code	Project Description	Year	Project Cost
1	Mountainside	SMP	H1 - Seismic Upgrade	1	\$ 23,640,448

School Expansion Projects (EXP)

Priorities based on Long Range Facilities Plan and enrolment projections.

Project Priority	Facility Name	Project Code	Project Description	Years	Project Cost
1	Cloverley Site	EXP	New 60K / 475 Capacity School	1 - 3	\$ 21,645,615
2	Carson Graham	EXP	Expand Capacity by 250	2 - 4	\$ 13,573,971
3	Lynn Valley	EXP	Expand Capacity by 100	2 - 4	\$ 4,360,382
4	Westview	EXP	Expand Capacity by 125	4 - 6	\$ 5,450,478
5	Queen Mary	EXP	Expand Capacity by 100	4 - 6	\$ 4,360,382
6	Highlands	EXP	Expand Capacity by 75	5 - 7	\$ 4,360,382

School Replacement Projects (REP)

Priorities based on a combination of facility condition with consideration to future enrolment pressures.

Project Priority	Facility Name	Project Code	Project Description	Years	Project Cost
1	Queensbury	REP	Replace existing school with new larger 60K / 400 Capacity School	2 - 4	\$ 20,693,171
2	Larson	REP	Replace existing school with new larger 60K / 475 Capacity School	2 - 4	\$ 22,625,802
3	Ross Road	REP	Replace existing school with new larger 60K / 475 Capacity School	2 - 4	\$ 22,459,455
4	Brooksbank	REP	Replace existing school with new larger 60K / 425 Capacity School	4 - 6	\$ 21,782,285
5	Seymour Height / Blueridge	REP	Replace existing schools with one new larger 60K / 475 Capacity School	6 - 9	TBD
6	Lynnmour	REP	Replace existing school with new larger 60K / 400 Capacity School	6 - 9	TBD

Building Envelope Program (BEP)

This funding is subject to schools identified through a risk assessment report facilitated by BC Housing. The Ministry has advised that only Dorothy Lynas Elementary was eligible for consideration under the program, and they have advised to carry a project budget of \$277,000.00. We have prioritized this item for the 2023/24 fiscal year.

School Enhancement Program (SEP)

Project call is for the 2019/20 year, and limited to five priorities. SEP projects are investments that will contribute to the safety and function of the school and will extend the life of the existing asset. Projects and priorities were identified with the use of the Ministry's Capital Asset Management System, consulting reports, and Facilities staff input.

Project Priority	Facility Name	Project Code	Project Description	Project Cost
1	Seymour Heights	SEP	Replace Gas Fired unit ventilation units which are at end of life with Hydronic ventilators	\$ 277,500
2	Upper Lynn	SEP	HVAC renewal and installation of classrom ventilation equipment	\$ 634,476
3	Capilano / Windsor	SEP	Gym Flooring renewal to address end of life replacement	\$ 333,000
4	Windsor	SEP	Lighting Retrofit of school including exist and emergency lighting	\$ 528,915
5	Sherwood Park	SEP	Replace North wing exterior envelope, windows and roof	\$ 444,000

Carbon Neutral Capital Program (CNCP)

Project call is for 2019/20 year only, and limited to three priorities. Projects must contribute to measurable emissions reductions, operational cost savings, align with VFA equipment renewal period and LRFP.

Project Priority	Facility Name	Project Code	Project Description	Project Cost
1	Capilano	CNCP	Replacement of one low efficiency boiler in each mechanical room with two individual high efficiency boilers, pumps and DDC controls	\$ 290,000
2	Cleveland	CNCP	Replacement of the existing low efficiency boilers, with 2 high efficiency boilers, pumps and DDC controls	\$ 190,000
3	Norgate	CNCP	Replacement of the existing low efficiency boilers, complementing the heating pump upgrade project completed in 2015	\$ 180,000

School Bus Replacement Program (BUS)

Funding Eligibility is based on, school bus age, mileage, safety and mechanical issues. Although no buses in the School District meet these requirements, we have been encouraged to apply for funding by the Ministry, and have included a request to replace an existing 10-year-old bus.

Playground Equipment Program (PEP)

The Ministry's funding eligibility is based on new or replacement playground equipment. Prioritization is given to schools that do not currently have playground equipment, and where students do not have easy access to nearby playground equipment. School Districts may submit three prioritized requests for consideration. Funding options are available for either standard playground equipment \$90,000, or universally accessible playground equipment \$105,000.

The requests below are prioritized based on requests from schools and Facilities staff assessment of existing equipment age and condition.

Project Priority	Facility Name	Number of Existing Playgrounds	Project Rational	Type of Equipment Request
1	Larson	2	Larson Elementary serves as a walkable hub for a diverse community bounded by several busy roads limiting access to other local amenities. The school has a 4 portables on site to meet enrollement needs and the two existing playgrounds are insufficient relative to the school population.	Universally Accessible Playground Equipment
2	Sherwood Park	2	Sherwood Park Elementary has a large, diverse and growing student population. The existing playground equipment does not fully support the current school population. The quantity and diversity of existing equipment limits availability and options for play.	Universally Accessible Playground Equipment
3	Braemar	2	Braemar Elementary's existing playground equipment does not fully support the current schools large population. Existing equipment lacks diversity, ground oriented options for play and resulting in cramped, non-inclusive play spaces.	Universally Accessible Playground Equipment

Five-Year Capital Plan Timelines

Capital Planning timelines for the coming year are provided in the table below.

Capital Planning Timelines	
June 19, 2018	Presentation at Public Board Meeting of DRAFT 2018/19 Five-Year Capital Plan priorities and timelines for Board consideration and adoption.
June 30, 2018	Due date for Boards of Education to submit 2019/20 Five-Year Capital Plan to Ministry complete with Board Resolution adopting the plan.
July 2018 – December 2018	Ministry reviews all capital plan submissions, and applies eligibility criteria to requested capital projects and provincially ranks eligible capital projects.
January 2019 – March 2019	<ul style="list-style-type: none">• Ministry develops and approves recommended project list for inclusion in the Ministry Capital Plan• Government approval granted for Ministry Capital Plan• Ministry issues Capital Plan Response Letters (as well as annual programs funding agreement) to school districts• School districts submit Board-adopted Capital Plan Bylaws to the Ministry

Jim Mackenzie and Michael Chapman from the Facilities and Planning Department will introduce and provide an overview the Capital Plan for the consideration of the Board of Education.

RECOMMENDED MOTION:

that the Board approve the Draft 2019/2020 Five-Year Capital Plan as presented in Schedule B.1. of June 19, 2018.

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

Meeting Date: June 19, 2018 **Board** **Board, in camera**

Topic (as per the Memorandum): **School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2018/19**

Narration:

Introduction and Summary

As required under the School Act, the Board must adopt its budget bylaw on or before June 30, 2018 for the 2018/19 fiscal year. The draft 2018/19 Annual Budget, which balances estimated expenditures 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 \$182,963,765.

Budget Preparation Processes and Public Meetings

At its November 21, 2017 Public Meeting, the Board of Education approved the budget process for the 2018/19 Preliminary 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 (DSLCL) were invited to attend Finance and Facilities Standing Committee meetings. At these meetings they would be provided budget information and opportunities for partner group presentations, group discussion, and input.

On February 6, 2018, there was a staff presentation on Budget development components for 2018/19, including historical and current revenues and expenses, budget timelines, operating grant and the three-year forecast.

On April 3, 2018, there were presentations made by three partner groups and table group discussion related to the presentations, emailed comments, updated forecasts and the Preliminary Grant Announcement by the Province. The table groups discussed their priorities and provided their group feedback on the budget priorities for the Executive to incorporate into their recommendations.

At the April 24, 2018 Public Board Meeting, the Executive's recommendations for the 2018/19 Budget priorities were presented to the Board for consideration. The recommendations were adopted by the Board as the budget directions.

The 2018/19 Annual Budget, in the form required by the Ministry of Education, incorporates the Board approved budget directions. The Board will consider adopting the 2018/19 Annual Budget Bylaw at this evening's meeting.

Schedule ...B.2...(continued)

Narration (continued):

Georgia Allison, Secretary Treasurer, and Mark Pearmain, Superintendent, will be available to respond to Trustees' questions.

Attachments:

Annual Budget Bylaw for 2018/19
School District Annual Budget Fiscal Year 2018/19
2018/19 Executive Committee Recommendations

RECOMMENDED MOTION:

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2018/19 be read a first time;

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2018/19 be read a second time;

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2018/19 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 2018/2019 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the 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 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the 2018/2019 fiscal year and the total budget bylaw amount of \$188,019,468 for the 2018/2019 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 2018/2019.

READ A FIRST TIME THE _____ DAY OF _____, 2018;

READ A SECOND TIME THE _____ DAY OF _____, 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2018;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 44 (North Vancouver) Annual Budget Bylaw 2018/2019, adopted by the Board the _____ DAY OF _____, 2018.

Secretary Treasurer

Annual Budget

School District No. 44 (North Vancouver)

June 30, 2019

School District No. 44 (North Vancouver)

June 30, 2019

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

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READ A FIRST TIME THE _____ DAY OF _____, 2018;

READ A SECOND TIME THE _____ DAY OF _____, 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2018;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 44 (North Vancouver) Annual Budget Bylaw 2018/2019, adopted by the Board the _____ DAY OF _____, 2018.

Secretary Treasurer

School District No. 44 (North Vancouver)

Statement 2

Annual Budget - Revenue and Expense
Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	15,068.728	15,284.250
Adult	20.000	16.563
Other	107.250	105.250
Total Ministry Operating Grant Funded FTE's	15,195.978	15,406.063
Revenues	\$	\$
Provincial Grants		
Ministry of Education	147,876,309	148,829,332
Other	10,000	10,000
Federal Grants	5,000	5,000
Tuition	9,502,500	9,289,275
Other Revenue	12,178,566	11,673,196
Rentals and Leases	2,094,323	2,030,638
Investment Income	526,300	576,300
Amortization of Deferred Capital Revenue	5,756,300	5,885,700
Total Revenue	177,949,298	178,299,441
Expenses		
Instruction	150,208,221	151,577,942
District Administration	5,389,724	4,334,475
Operations and Maintenance	25,912,259	26,225,885
Transportation and Housing	468,301	450,308
Total Expense	181,978,505	182,588,610
Net Revenue (Expense)	(4,029,207)	(4,289,169)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,507,123	1,113,740
Budgeted Surplus (Deficit), for the year	(2,522,084)	(3,175,429)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(2,522,084)	(3,175,429)
Budgeted Surplus (Deficit), for the year	(2,522,084)	(3,175,429)

School District No. 44 (North Vancouver)

Annual Budget - Revenue and Expense
Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	151,799,994	151,122,111
Operating - Tangible Capital Assets Purchased	670,000	248,400
Special Purpose Funds - Total Expense	20,657,164	21,584,007
Special Purpose Funds - Tangible Capital Assets Purchased	572,963	572,963
Capital Fund - Total Expense	9,521,347	9,882,492
Capital Fund - Tangible Capital Assets Purchased from Local Capital	4,798,000	
Total Budget Bylaw Amount	188,019,468	183,409,973

Approved by the Board

_____ Signature of the Chairperson of the Board of Education	_____ Date Signed
_____ Signature of the Superintendent	_____ Date Signed
_____ Signature of the Secretary Treasurer	_____ Date Signed

School District No. 44 (North Vancouver)

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2019

	2019	2018 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	(4,029,207)	(4,289,169)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,242,963)	(821,363)
From Local Capital	(4,798,000)	
From Deferred Capital Revenue	(4,300,000)	
Total Acquisition of Tangible Capital Assets	(10,340,963)	(821,363)
Amortization of Tangible Capital Assets	9,521,347	9,882,492
Total Effect of change in Tangible Capital Assets	(819,616)	9,061,129
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(4,848,823)	4,771,960

School District No. 44 (North Vancouver)

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	133,781,182	133,277,362
Other	10,000	10,000
Federal Grants	5,000	5,000
Tuition	9,502,500	9,289,275
Other Revenue	5,043,566	5,068,196
Rentals and Leases	2,094,323	2,030,638
Investment Income	526,300	576,300
Total Revenue	<u>150,962,871</u>	<u>150,256,771</u>
Expenses		
Instruction	129,769,367	130,078,935
District Administration	5,224,724	4,249,475
Operations and Maintenance	16,337,602	16,343,393
Transportation and Housing	468,301	450,308
Total Expense	<u>151,799,994</u>	<u>151,122,111</u>
Net Revenue (Expense)	<u>(837,123)</u>	<u>(865,340)</u>
Budgeted Prior Year Surplus Appropriation	<u>1,507,123</u>	<u>1,113,740</u>
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(670,000)	(248,400)
Total Net Transfers	<u>(670,000)</u>	<u>(248,400)</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 44 (North Vancouver)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	130,646,829	129,485,757
Other Ministry of Education Grants		
Pay Equity	2,966,047	2,966,047
Funding for Graduated Adults	12,000	12,000
Transportation Supplement	40,566	40,566
Economic Stability Dividend	-	
Return of Administrative Savings		665,252
Carbon Tax Grant	90,000	90,000
Other Misc Grants	25,740	17,740
Total Provincial Grants - Ministry of Education	133,781,182	133,277,362
Provincial Grants - Other	10,000	10,000
Federal Grants	5,000	5,000
Tuition		
Summer School Fees	90,000	104,275
International and Out of Province Students	9,412,500	9,185,000
Total Tuition	9,502,500	9,289,275
Other Revenues		
Miscellaneous		
Cheakamus Centre	2,538,616	2,386,058
Band and Strings	583,000	583,000
Academy Fees	1,080,150	1,148,300
Donations & Recoveries	94,500	211,500
Artists for Kids	340,300	214,838
Cafeteria and Vending	75,000	85,000
Other	332,000	439,500
Total Other Revenue	5,043,566	5,068,196
Rentals and Leases	2,094,323	2,030,638
Investment Income	526,300	576,300
Total Operating Revenue	150,962,871	150,256,771

School District No. 44 (North Vancouver)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
Salaries		
Teachers	66,384,004	66,693,054
Principals and Vice Principals	9,463,304	9,517,570
Educational Assistants	12,931,890	12,749,268
Support Staff	11,912,646	11,692,745
Other Professionals	3,759,319	3,677,178
Substitutes	3,857,510	3,836,450
Total Salaries	108,308,673	108,166,265
Employee Benefits	26,920,411	26,526,034
Total Salaries and Benefits	135,229,084	134,692,299
Services and Supplies		
Services	8,716,283	7,847,284
Student Transportation	91,000	56,000
Professional Development and Travel	736,988	705,285
Rentals and Leases	31,000	25,000
Dues and Fees	58,100	58,100
Insurance	432,200	420,000
Supplies	3,630,118	4,377,333
Utilities	2,875,221	2,940,810
Total Services and Supplies	16,570,910	16,429,812
Total Operating Expense	151,799,994	151,122,111

School District No. 44 (North Vancouver)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2019

	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	52,002,321	3,645,323	1,706,926	1,768,278		3,219,410	62,342,258
1.03 Career Programs	78,323			234,700		22,000	335,023
1.07 Library Services	2,318,751		179,643	169,040		12,500	2,679,934
1.08 Counselling	2,132,909					9,000	2,141,909
1.10 Special Education	5,627,810		10,283,310	642,183		298,000	16,851,303
1.30 English Language Learning	1,014,101					11,000	1,025,101
1.31 Aboriginal Education	475,920	117,100	454,504			9,000	1,056,524
1.41 School Administration		5,548,651		785,969		36,500	6,371,120
1.60 Summer School	235,164	35,130		7,000			277,294
1.62 International and Out of Province Students	2,483,705			91,069	170,267		2,745,041
1.64 Other	15,000			13,800	167,695	49,800	246,295
Total Function 1	66,384,004	9,346,204	12,624,383	3,712,039	337,962	3,667,210	96,071,802
4 District Administration							
4.11 Educational Administration					707,619		707,619
4.40 School District Governance					169,061		169,061
4.41 Business Administration		117,100		1,083,225	1,272,012	3,000	2,475,337
Total Function 4	-	117,100	-	1,083,225	2,148,692	3,000	3,352,017
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				48,191	834,757		882,948
5.50 Maintenance Operations				6,698,222	437,908	185,300	7,321,430
5.52 Maintenance of Grounds				370,969			370,969
5.56 Utilities							-
Total Function 5	-	-	-	7,117,382	1,272,665	185,300	8,575,347
7 Transportation and Housing							
7.70 Student Transportation			307,507			2,000	309,507
Total Function 7	-	-	307,507	-	-	2,000	309,507
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	66,384,004	9,463,304	12,931,890	11,912,646	3,759,319	3,857,510	108,308,673

School District No. 44 (North Vancouver)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2019

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	62,342,258	16,261,206	78,603,464	4,512,013	83,115,477	83,454,015
1.03 Career Programs	335,023	76,743	411,766	66,250	478,016	495,399
1.07 Library Services	2,679,934	702,222	3,382,156	17,000	3,399,156	3,322,869
1.08 Counselling	2,141,909	575,008	2,716,917	24,500	2,741,417	2,986,451
1.10 Special Education	16,851,303	3,879,161	20,730,464	335,400	21,065,864	21,269,043
1.30 English Language Learning	1,025,101	274,651	1,299,752	8,000	1,307,752	1,444,985
1.31 Aboriginal Education	1,056,524	254,450	1,310,974	48,700	1,359,674	1,338,734
1.41 School Administration	6,371,120	1,389,423	7,760,543	122,900	7,883,443	7,832,036
1.60 Summer School	277,294	64,305	341,599	13,200	354,799	316,943
1.62 International and Out of Province Students	2,745,041	724,704	3,469,745	1,444,800	4,914,545	4,514,321
1.64 Other	246,295	50,309	296,604	2,852,620	3,149,224	3,104,139
Total Function 1	96,071,802	24,252,182	120,323,984	9,445,383	129,769,367	130,078,935
4 District Administration						
4.11 Educational Administration	707,619	140,398	848,017	251,640	1,099,657	1,027,332
4.40 School District Governance	169,061	25,679	194,740	114,400	309,140	307,699
4.41 Business Administration	2,475,337	567,274	3,042,611	773,316	3,815,927	2,914,444
Total Function 4	3,352,017	733,351	4,085,368	1,139,356	5,224,724	4,249,475
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	882,948	191,779	1,074,727	539,100	1,613,827	1,664,061
5.50 Maintenance Operations	7,321,430	1,594,008	8,915,438	2,115,850	11,031,288	10,857,858
5.52 Maintenance of Grounds	370,969	81,297	452,266	365,000	817,266	995,664
5.56 Utilities	-	-	-	2,875,221	2,875,221	2,825,810
Total Function 5	8,575,347	1,867,084	10,442,431	5,895,171	16,337,602	16,343,393
7 Transportation and Housing						
7.70 Student Transportation	309,507	67,794	377,301	91,000	468,301	450,308
Total Function 7	309,507	67,794	377,301	91,000	468,301	450,308
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	108,308,673	26,920,411	135,229,084	16,570,910	151,799,994	151,122,111

School District No. 44 (North Vancouver)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2019

	2019	2018 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	14,095,127	15,551,970
Other Revenue	7,135,000	6,605,000
Total Revenue	21,230,127	22,156,970
Expenses		
Instruction	20,438,854	21,499,007
District Administration	165,000	85,000
Operations and Maintenance	53,310	-
Total Expense	20,657,164	21,584,007
Net Revenue (Expense)	572,963	572,963
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(572,963)	(572,963)
Total Net Transfers	(572,963)	(572,963)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	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	-	-	2,950,000	-	-	-	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	626,273	506,353		224,000	61,250	268,464	1,098,847	3,683,164	7,132,936
Other			6,950,000						
	626,273	506,353	6,950,000	224,000	61,250	268,464	1,098,847	3,683,164	7,132,936
Less: Allocated to Revenue	626,273	506,353	6,950,000	224,000	61,250	268,464	1,098,847	3,683,164	7,132,936
Deferred Revenue, end of year	-	-	2,950,000	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	626,273	506,353		224,000	61,250	268,464	1,098,847	3,683,164	7,132,936
Other Revenue			6,950,000						
	626,273	506,353	6,950,000	224,000	61,250	268,464	1,098,847	3,683,164	7,132,936
Expenses									
Salaries									
Teachers						78,315	234,945		5,655,674
Principals and Vice Principals								46,840	
Educational Assistants		417,749					385,868	2,561,400	
Support Staff				163,078			38,222	112,495	
Other Professionals								71,435	
Substitutes						30,000		253,377	
	-	417,749	-	163,078	-	108,315	659,034	3,045,547	5,655,674
Employee Benefits		88,604		34,589		25,856	151,317	637,617	1,477,262
Services and Supplies	53,310		6,950,000	26,333	61,250	134,293	288,496		
	53,310	506,353	6,950,000	224,000	61,250	268,464	1,098,847	3,683,164	7,132,936
Net Revenue (Expense) before Interfund Transfers	572,963	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(572,963)								
	(572,963)	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	Carlie Youth In-patient Unit	Metro Regional Implementation	Coding and Curriculum	Mental Health HUB	Violence Prevention	TOTAL
	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	47,300	300,000	87,000	225,000		3,609,300
Add: Restricted Grants						
Provincial Grants - Ministry of Education	243,540					13,844,827
Other		65,000			20,000	7,035,000
	243,540	65,000	-	-	20,000	20,879,827
Less: Allocated to Revenue	290,840	165,000	87,000	116,000	20,000	21,230,127
Deferred Revenue, end of year	-	200,000	-	109,000	-	3,259,000
Revenues						
Provincial Grants - Ministry of Education	290,840		87,000	116,000		14,095,127
Other Revenue		165,000			20,000	7,135,000
	290,840	165,000	87,000	116,000	20,000	21,230,127
Expenses						
Salaries						
Teachers	117,473					6,086,407
Principals and Vice Principals	13,431			66,915		127,186
Educational Assistants						3,365,017
Support Staff						313,795
Other Professionals						71,435
Substitutes	10,000		55,000			348,377
	140,904	-	55,000	66,915	-	10,312,216
Employee Benefits	49,397		9,900	14,085		2,488,627
Services and Supplies	100,539	165,000	22,100	35,000	20,000	7,856,321
	290,840	165,000	87,000	116,000	20,000	20,657,164
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	572,963
Interfund Transfers						
Tangible Capital Assets Purchased						(572,963)
	-	-	-	-	-	(572,963)
Net Revenue (Expense)	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Schedule 4

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2019

	2019 Annual Budget			2018 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Amortization of Deferred Capital Revenue	5,756,300		5,756,300	5,885,700
Total Revenue	5,756,300	-	5,756,300	5,885,700
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	9,521,347		9,521,347	9,882,492
Total Expense	9,521,347	-	9,521,347	9,882,492
Net Revenue (Expense)	(3,765,047)	-	(3,765,047)	(3,996,792)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,242,963		1,242,963	821,363
Total Net Transfers	1,242,963	-	1,242,963	821,363
Other Adjustments to Fund Balances				
Tangible Capital Assets WIP Purchased from Local Capital	4,798,000	(4,798,000)	-	
Total Other Adjustments to Fund Balances	4,798,000	(4,798,000)	-	
Budgeted Surplus (Deficit), for the year	2,275,916	(4,798,000)	(2,522,084)	(3,175,429)

2018-19 ANNUAL BUDGET PRIORITIES EXECUTIVE COMMITTEE RECOMMENDATIONS

The public consultation process for input into budget priorities presented opportunities for Partner Groups and the public to identify and discuss their top budget priorities. From that process, five broad themes and sub-categories were identified as being in line with the Board of Education's Strategic Plan and as a result are representative of the desired organizational focus. The Executive Committee has organized this input and offered recommendations within these five themes for the Board's consideration.

Budget directions have been incorporated into the Draft 2018-19 Preliminary Budget and are identified in each of the respective themes and sub-categories throughout this document. These items are presented in italics.

1. EQUITY

A. CLASS SIZE AND COMPOSITION

Class size and composition is supported by the Classroom Enhancement Fund (CEF). For the 2018-19 fiscal, the CEF provides a Stage 1 funding estimate of \$5,760,397 for Teacher staffing, which is 80 percent of the anticipated allotment. A further funding allotment, based upon demonstrated utilization, is expected in early June 2018 and will include the Overhead Allocation funding. Remedy requirements will be determined at the end of September and funding finalized in October 2018, as per past practice.

- The CEF funding of \$5,760,397 equates to approximately 59 teachers, based upon the average Teacher salary in the 2017-18 Annual Amended Budget. This funding is to address enrolling Teachers. The 7.0 FTE Teachers identified in the Teachers' Collective Agreement to be utilized by the Special Needs School Committee is expected to be funded in early June.
- The Learning Improvement Fund – Support Staff for the 2018-19 fiscal is \$506,353 and provides 30 additional minutes per week for all Education Assistants working with students with special needs, as well as approximately 5 FTE Education Assistants.

It is recommended that class size and composition be supported through both the CEF and LIF Support Staff funding and, where available budget exists, additional staffing be provided. The restored language identifies the specifications that need to be met in both class size and composition.

CEF funding of \$10.8 million has been received to support 65.2 FTE Classroom Teachers and 7 FTE Teachers per the Special Needs School Committee (SNSC) has been allocated. The CEF Teacher cost is approximately \$7.14 million and includes the addition of two new Divisions at Elementary. The remaining portion is allocated to CEF Overhead. Remedy funding will be finalized in the Fall of 2018.

The restored language provides base ratios that must be met for non-enrolling Teachers each year and these positions have been budgeted to meet our Collective Agreement obligations. All non-enrolling positions, subject to a base ratio, were initially staffed at the base and additional staffing was subsequently provided through the revised and final staffing processes. The Classroom Enhancement Fund does not pay for ratio staffing when a School District is above ratio, therefore the funding for non-enrolling, ratio staff is funded 100 percent from the Operating Fund.

The Counsellor base staffing level is set at 27.75 FTE. Prior to the application of the Special Needs School Committee (SNSC) allocation, this category has been staffed at 29.74 FTE, which is 1.99 FTE and 7.15% over ratio. Following the addition of 4.0 FTE SNSC staffing to Counsellors, this non-enrolling category has been staffed at 33.74 FTE, which is 21.57% over ratio. Elementary Counsellors are staffed to 95.2% of 2017-18 staffing levels.

The categories of Learning Support Teachers (LST), Learning Assistant Teachers (LAT), and the Special Education Resource Teachers (SERT) are combined for the purposes of ratio calculation. Overall, this grouping of positions have been staffed at 0.42 FTE, or 0.52% over ratio funded from the Operating Fund. With the allocation of 2.45 FTE SNSC staffing, this category is 2.86 FTE, or 3.64% over ratio. A breakdown of the changes are noted below:

- *Learning Support Teachers: staffed at base ratio with an addition of 0.286 FTE from Operating and 2.45 FTE from SNSC*
- *Psychologists: maintained at 6.8 FTE, which included a 1.0 FTE increase in 17-18*
- *Speech & Language Pathologists (SLP): staffed at 8.2 FTE*
- *Hearing Resource Team: maintained at 1.8 FTE*
- *Vision Resource: staffed at 0.5 FTE.*

The recent resolution of a Provincial Grievance related to the inclusion of Psychologists and Speech & Language Pathologists in the calculation of the SERT ratio will need to be analyzed to identify any required local adjustments.

Directly related to this grievance, we anticipate that there may be adjustments to Learning Support Teachers in Fall 2018 once clarity from the Ministry has been received. At this time, it is advised to remain as close to base ratios in the LST and SERT categories in order to qualify for receipt of Ministry funding for any identified ratio shortfall.

B. RESOURCING ABOVE RATIO

Ratio Staffing is funded by the Operating Grant. CEF funding does not provide additional resources above the contractual ratios. The Board may wish to consider allocating additional resources to non-enrolling positions to support student learning. In the 2017-18 Budget, the Board enhanced non-enrolling ratio staffing by an additional 3.8 FTE through the reallocation of resources from other areas within the organization.

It is recommended that during the budget creation opportunities for enhanced, non-enrolling staffing be explored.

LST service will also be provided to Students through the utilization of Elementary Vice-Principals with LST qualifications and experience. Elementary Vice-Principal teaching time of 2.0 FTE directed to LST support and Teachers will be utilized for the 2.0 FTE classroom teaching. The augmented LST support provided by Vice Principals is not contractually eligible to be incorporated into the calculation of LST ratios.

C. STAFFING

- The request for Education Assistants to work longer days was analyzed in the 2017-18 school year and adjustments were made where possible. This approach will be reviewed to consider the impact upon school organization and flexibility of coverage. The required qualifications of Education Assistants will also need to be considered.
- Staffing in classrooms requires consideration of the balance between the number of staff and capacity of staff to best support students.

It is recommended that Education Assistants may be provided with longer hours where EA qualifications criteria and school flexibility needs are met. This would be done where it provides the best supports to the students and school environment, as per the 2017-18 fiscal.

The 2018-19 Budget provides for a continuance of longer hours where the criteria for EA qualifications and school flexibility needs were met.

The CEF funding for Education Assistants has not yet been provided. Staffing has been advanced in anticipation of the funding.

D. RESOURCES

- This category is broad and may address many facets of the classroom and school. Equity funding is currently held at the District level to support school initiatives when funds are limited at the school level.

2. CULTURE, CLIMATE, AND SCHOOL ORIENTATION

School Planning and Development utilizes a process of appreciative inquiry and provides a focus on education, culture and climate within a school.

A. INVESTMENT IN PEOPLE

- Training and development opportunities continue to be an organizational focus in order to build capacity in all staff, at all levels of the organization. As initiatives or areas get identified, they will be addressed through in-service training or mentorship opportunities. Many of these initiatives are identified in other themes and categories within this document. Due to the challenges of the current TTOC shortage, the delivery of these opportunities have been shifted to outside of school hours.

It is recommended that staffing consideration be given to enhancing the Joint NVSD/NVTA Teacher Mentorship Program.

Funding for a 0.286 FTE Teacher Mentor has been incorporated into the Budget for 2018-19.

B. SCHOOL CLEANLINESS

- School Cleanliness includes consideration of Custodial staffing and organization that would improve overall cleanliness, staff engagement, and workload efficiencies.

It is recommended that the School Cleanliness Committee continue to be drawn upon to assist with the delineation of a multi-year project plan and that funding for planning and implementation of approved strategies be included in 2018-19 Preliminary Budget.

C. TEACHING SPACES AND CLASSROOM DESIGN

- The 21st Century learning environment is changing with the curriculum design. Space requirements are moving toward collaborative, learning communities that are more conducive to project based learning and student engagement and success.

It is recommended that consideration be given to renovations, modifications, and enhancements of school buildings and grounds in order to reflect a 21st Century learning environment design whenever feasible, through AFG funding.

Consideration of these types of initiatives will be done through any appropriate AFG or Capital project. No specific funds have been set aside in the budget at this time.

D. TECHNOLOGY INFRASTRUCTURE

- The technology equipment and devices used by Students for educational purposes in the classroom requires a detailed analysis and understanding of the student centric technology needs in each school.
- The School District has replaced many aging buildings and upgraded others, however, the technology infrastructure (behind the walls) within school buildings has a much shorter useful life than the building life cycle. Providing functional technology for the classroom and office environment is a challenge that needs to be addressed through a multi-year, ongoing plan.

It is recommended that a process be designed that will lead to the development of a School Technology Plan template. Individual schools will utilize the template when developing a School Technology Plan that fits within their larger School Plan. Further, the School Technology Plan will assist Schools in defining a baseline level of technology to support Student learning and for future discussion in Budget 2019-20.

It is recommended that ICT develop a multi-year plan that will identify the necessary upgrades and related costs to bring aging infrastructures up to date. Funding for the development of the plan may be required.

Both identified recommendations will be initiated during the 2018-19 fiscal year. Once the processes to these initiatives are more clearly identified, should funding be required and available, it will be addressed in the 2018-19 Amended Budget.

E. DEFIBRILLATORS IN SCHOOLS

- Requests have been made regarding the installation of defibrillators in all Secondary Schools for the 2018-19 school year.

It is recommended that the cost and maintenance of defibrillators for Secondary Schools be explored for the 2018-19 school year.

A budget of \$20,000 has been set aside to support the cost and maintenance of defibrillators in the Secondary Schools.

F. ENGAGEMENT SURVEY

- The recent Employee Engagement Survey will provide information on opportunities for action. To ensure that the organization is able to develop a plan to move forward, funding will need to be considered.

It is recommended that funding continue to be put aside in the 2018-19 budget to continue with the implementation of strategies to address opportunities arising from the results of the Engagement survey. In addition, budget should be set aside to implement the second Employee Engagement Survey in January 2019.

To support the continuance of employee engagement implementation strategies during the year and to run the Engagement Survey in January 2019 a funding allocation of \$25,000 has been identified in the 2018-19 budget.

G. EXEMPT WAGE INCREASES

- As the Provincial Government manages the removal of the wage freeze for Exempt Staff (all non-unionized staff), there has been an expectation that Boards of Education will fund the PSEC authorized increased. There is no indication that the Provincial Government will change that practice and there is a need to plan for modest increases in the 2018-19.

It is recommended that the 2018-19 budget include an estimate for salary and benefit increases for Exempt Staff that would fall within the PSEC guidelines.

An increase of approximately 3% has been incorporated into the Preliminary Budget in anticipation of receiving further direction from PSEC and BCPSEA.

3. ENHANCING CURRICULUM AND INSTRUCTION

A. ADMINISTRATORS

- Elementary Vice-Principal workload was identified as an area requiring adjustment to allow for support to Teachers in the classroom and administrative time for Vice-Principals. Support to Teachers was identified as an ongoing need, given the increased number of Teachers in the schools, many who may be in an earlier stage of their career.
- Principals and Vice-Principals will need time and training opportunities to enable mentorship and support to teachers in the classroom.

- The CEF tracking requirements have generated significant time challenges upon the Administrative Teams in the Schools and limited the time they have to dedicate to teacher mentoring and support in the classroom.

It is recommended that the point time for Elementary Vice-Principals be reviewed and adjusted to facilitate workload issues.

An additional 0.50 FTE for Vice-Principal has been incorporated into the budget to address workload issues at Elementary Schools.

B. CURRICULUM TRAINING AND MENTORSHIP

- The 2018-19 BC Education Plan funding will be directed toward training and development in the redesigned curriculum and to support education transformation.
- New Teacher and TTOC training on the new curriculum has been identified as an opportunity to foster the growth of Teachers who have not had the benefit of training on the new curriculum.

It is recommended that the BC Ed Plan continue to address Ministry specified curriculum areas, and that additional funds be directed toward targeted curriculum training initiatives (such as: Teaching to Diversity, Mental Health training, Technology Support and Learning Support Teacher team development) in the 2018-19 Preliminary Budget.

The BC Ed Plan funding has been set aside to support targeted curriculum training initiatives.

C. CURRICULUM DESIGN AND RESOURCES

- Various initiatives to develop curriculum materials are undertaken by the Design Series, Summer Writing, and JEPIC, and funded through the base budget. Larger curriculum resources may be required in the 2018-19 fiscal and there may be a need for additional funding for these resources.
- Innovation Grants to schools may be an opportunity for individual schools to implement the new curriculum.

It is recommended that funding be set aside for curriculum resources.

Funding has been set aside to identify initiatives and should additional resources be required, the need will be addressed in the Amended Budget.

4. COMPLEX LEARNERS

Addressing the needs of complex learners can be achieved through a wide variety of initiatives such as training, mentorship, and direct supports to students.

A. TRAINING & MENTORSHIP

For the past number of years, the following training initiatives have been funded:

- Principal and Vice Principal Training in the Popard Training in Autism and related disorders;
- Education Assistant Mentorship to build skill capacity of current Education Assistants.

It is recommended that these initiatives continue to be funded from the 2018-19 Operating Budget.

B. DIRECT SUPPORTS TO STUDENTS

- An earlier pilot project for Work Experience Coordinators identified the need for continued work in the area.
- Learning Support Teacher Team Development and Teaching to Diversity are two initiatives that have been identified for the School level that would provide in-service and support to Teachers, and enhance learning supports for students with complex needs.

It is recommended that funding and creative scheduling be identified to continue the initiatives brought forward in the 2017-18 Budget. This recommendation is also covered in 3.B, above.

Approximately \$40,000 has been set aside for work experience training and support.

The budget also provides \$40,000 for up to 20 Educators to receive Popard Training.

5. SOCIAL, EMOTIONAL LEARNING

A. TRAINING

A number of initiatives related to mental health were previously identified and these initiatives continue to offer value and address need.

- Implementation of the CASEL Model for Social Emotional Learning, and Stan Kutcher’s Positive Mental Health Initiative.

It is recommended that we continue to work with school district Counsellors and community agencies, as identified in the 2017-18 Budget, to identify and develop a shared framework and language of support for school aged children.

- Mental Health Training for Counsellors to support Students with Special Needs and developmental disabilities. This training may also be considered for all types of students.

It is recommended that the training with the Counsellors to build capacity continue and be expanded to include Learning Support Teachers and other staff.

It is recommended to maintain a financial commitment towards employee training in the Social Emotional Learning and Mental Health continuum:

- 1) Creating a sense of belonging for all students;
- 2) Teaching of SEL Skills;
- 3) Positive Mental Health Literacy; and
- 4) Integrated Mental Health.

B. INCREASED RESOURCES

Service delivery and programs for social, emotional, and mental health are in high demand. A review of the methods of delivery, particularly around mental health supports, could improve the overall utilization of resources. As well, there is a need to attract and retain qualified staff to provide supports to students.

It is recommended that continued support be provided for service delivery in programs for social, emotional, and mental health. It is further recommended that this initiative be viewed within a three to five year horizon.

The recently awarded Ministry of Health grant “Education and the Mental Health Hub” for \$225,000 over a two year period will provide support to all initiatives identified in this category. To implement this project 0.686 FTE of a Principal has been assigned to the project in 18-19.

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

Meeting Date: June 19, 2018 **Board** **Board, in camera**

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

Narration:

Date and Time	Event	Location
Wednesday, June 20, 2018 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

All meetings will take place on the 5th floor in the Mountain View Room, unless otherwise noted.
 Pedestrian Access: Main West Entrance at 2121 Lonsdale Avenue, proceed by elevator to 5th Floor.
 Vehicle Access: Parkade Entrance off West 21st Street and Lonsdale Avenue, park on Level P1 and proceed by elevator to 5th floor.

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

Meeting Date: June 19, 2018 **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.