



ADMINISTRATIVE MEMORANDUM

Meeting Place:

City Hall
 City of North Vancouver
 1141 West 14th Street
 North Vancouver, British Columbia

Format and Date:

PUBLIC BOARD MEETING
 Tuesday, June 27, 2017 at
 6:00 pm

			Estimated Completion Time
A.	Call to Order		
A.1.	Chair Sacré's opening remarks	(no schedule)	6:00 pm
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	(no schedule)	6:00 pm
A.3.	Public Comment Period *		6:30 pm
B.	Action Items		
B.1.	School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2017/18		7:00 pm
C.	Information and Proposals		
D.	Future Meetings	(no schedule)	7:00 pm
E.	Public Question & Comment Period		7:20 pm
F.	Adjournment	(no schedule)	7:20 pm

Georgia Allison
 Secretary Treasurer

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: June 27, 2017 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.

Schedule B.1
of the
Administrative Memorandum

Meeting Date: June 27, 2017 Board Board, in camera

Topic (as per the Memorandum): **School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2017/18**

Narration:

Introduction and Summary

As required under the School Act, the Board must adopt its budget bylaw on or before June 30, 2017 for the 2017/18 fiscal year. The draft 2017/18 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 \$181,948,420.

Budget Preparation Processes and Public Meetings

At its November 15, 2016 Public Meeting, the Board of Education approved the budget process for the 2017/18 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 7, 2017, there was a staff presentation on historical budget priorities relating to the School District's forecasts, the Amended Operating Grant and the three-year Forecast.

On March 28, 2017, 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 18, 2017 Public Board Meeting, the Executive's recommendations for the 2017/18 Budget priorities were presented to the Board for consideration. The recommendations were adopted by the Board as the budget directions.

At the June 20, 2017 Public Board Meeting, the Board requested that approving the Annual Budget for Fiscal Year 2017/18 be postponed till June 27, 2017 in order to receive more information.

The budget incorporates \$665,252 in Administrative savings required by the Ministry of Education.

The 2017/18 Annual Budget, in the form required by the Ministry of Education, incorporates the Board approved budget directions. The Board will consider adopting the 2017/18 Annual Budget Bylaw at this evening's meeting.

Schedule B.1 (continued)

Narration (continued):

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

Attachments:

Annual Budget Bylaw for 2017/18
School District Annual Budget Fiscal Year 2017/18
2017/18 Executive Committee Recommendations

RECOMMENDED MOTION:

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2017/18 be read a first time;

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2017/18 be read a second time;

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2017/18 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 2017/2018 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 2017/2018.
3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$182,458,311 for the 2017/2018 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 2017/2018.

READ A FIRST TIME THE 27th DAY OF JUNE, 2017;

READ A SECOND TIME THE 27th DAY OF JUNE, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF JUNE, 2017;

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 2017/2018, adopted by the Board the _____ DAY OF JUNE, 2017.

Secretary Treasurer

Annual Budget

School District No. 44 (North Vancouver)

June 30, 2018

School District No. 44 (North Vancouver)

June 30, 2018

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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 THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF JUNE, 2017;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

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Secretary Treasurer

School District No. 44 (North Vancouver)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	15,052,000	15,202,250
Adult	23,000	15,563
Other	92,750	88,000
Total Ministry Operating Grant Funded FTE's	15,167,750	15,305,813
Revenues	\$	\$
Provincial Grants		
Ministry of Education	143,013,798	136,377,579
Other	10,000	10,000
Federal Grants	5,000	5,000
Tuition	9,275,000	9,890,000
Other Revenue	11,634,658	11,318,729
Rentals and Leases	2,030,638	1,839,716
Investment Income	431,300	431,300
Amortization of Deferred Capital Revenue	5,885,700	5,599,715
Total Revenue	172,286,094	165,472,039
Expenses		
Instruction	146,356,849	138,832,953
District Administration	4,767,629	5,196,169
Operations and Maintenance	26,076,842	25,941,021
Transportation and Housing	453,128	476,357
Total Expense	177,654,448	170,446,500
Net Revenue (Expense)	(5,368,354)	(4,974,461)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,175,425	1,983,884
Budgeted Surplus (Deficit), for the year	(3,192,929)	(2,990,577)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(3,192,929)	(2,990,577)
Budgeted Surplus (Deficit), for the year	(3,192,929)	(2,990,577)

School District No. 44 (North Vancouver)

Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	150,671,688	149,692,967
Operating - Tangible Capital Assets Purchased	230,900	455,100
Special Purpose Funds - Total Expense	17,100,268	10,871,041
Special Purpose Funds - Tangible Capital Assets Purchased	572,963	837,100
Capital Fund - Total Expense	9,882,492	9,882,492
Capital Fund - Tangible Capital Assets Purchased from Local Capital	4,000,000	
Total Budget Bylaw Amount	182,458,311	171,738,700

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

School District No. 44 (North Vancouver)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(5,368,354)</u>	<u>(4,974,461)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(803,863)	(1,292,200)
From Local Capital	<u>(4,000,000)</u>	
Total Acquisition of Tangible Capital Assets	<u>(4,803,863)</u>	<u>(1,292,200)</u>
Amortization of Tangible Capital Assets	<u>9,882,492</u>	9,882,492
Total Effect of change in Tangible Capital Assets	<u>5,078,629</u>	<u>8,590,292</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(289,725)</u></u>	<u><u>3,615,831</u></u>

School District No. 44 (North Vancouver)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	131,945,567	131,274,438
Other	10,000	10,000
Federal Grants	5,000	5,000
Tuition	9,275,000	9,890,000
Other Revenue	5,029,658	4,713,729
Rentals and Leases	2,030,638	1,839,716
Investment Income	431,300	431,300
Total Revenue	<u>148,727,163</u>	<u>148,164,183</u>
Expenses		
Instruction	129,341,581	128,046,912
District Administration	4,682,629	5,111,169
Operations and Maintenance	16,194,350	16,058,529
Transportation and Housing	453,128	476,357
Total Expense	<u>150,671,688</u>	<u>149,692,967</u>
Net Revenue (Expense)	<u>(1,944,525)</u>	<u>(1,528,784)</u>
Budgeted Prior Year Surplus Appropriation	<u>2,175,425</u>	<u>1,983,884</u>
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(230,900)	(455,100)
Total Net Transfers	<u>(230,900)</u>	<u>(455,100)</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, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	128,153,902	127,458,920
Other Ministry of Education Grants		
Pay Equity	2,966,047	2,966,047
Funding for Graduated Adults	12,000	13,413
Transportation Supplement	40,566	40,566
Carbon Tax Grant	90,000	90,000
Return of Administrative Savings	665,252	665,252
Scorer/Marker Training	17,800	17,740
Skills Training Support	-	17,500
Skills Access Training Support	-	5,000
Total Provincial Grants - Ministry of Education	131,945,567	131,274,438
Provincial Grants - Other	10,000	10,000
Federal Grants	5,000	5,000
Tuition		
Summer School Fees	90,000	90,000
International and Out of Province Students	9,185,000	9,800,000
Total Tuition	9,275,000	9,890,000
Other Revenues		
Miscellaneous		
Cheakamus Centre	2,386,058	2,083,349
District Miscellaneous	192,000	225,000
Band & Strings	543,000	540,000
Recoveries and Donations	211,500	174,200
School Miscellaneous	332,500	363,000
Artists for Kids	216,300	330,000
Academy Fees	1,148,300	998,180
Total Other Revenue	5,029,658	4,713,729
Rentals and Leases	2,030,638	1,839,716
Investment Income	431,300	431,300
Total Operating Revenue	148,727,163	148,164,183

School District No. 44 (North Vancouver)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Salaries		
Teachers	66,745,728	67,342,307
Principals and Vice Principals	9,411,620	9,284,171
Educational Assistants	12,723,266	12,549,113
Support Staff	11,554,199	11,554,891
Other Professionals	3,657,410	3,548,507
Substitutes	3,856,450	3,856,346
Total Salaries	107,948,673	108,135,335
Employee Benefits	26,861,981	26,230,908
Total Salaries and Benefits	134,810,654	134,366,243
Services and Supplies		
Services	7,687,684	7,273,673
Student Transportation	56,000	70,916
Professional Development and Travel	705,285	648,000
Rentals and Leases	25,000	40,000
Dues and Fees	58,100	59,100
Insurance	420,000	349,000
Supplies	3,968,155	3,949,915
Utilities	2,940,810	2,936,120
Total Services and Supplies	15,861,034	15,326,724
Total Operating Expense	150,671,688	149,692,967

School District No. 44 (North Vancouver)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

	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	52,128,200	3,694,205	1,686,021	1,768,184		3,053,350	62,329,960
1.03 Career Programs	77,578		18,201	230,237		1,000	327,016
1.07 Library Services	2,278,500		175,502	167,652		15,000	2,636,654
1.08 Counselling	2,294,000					3,000	2,297,000
1.10 Special Education	5,707,333		10,112,855	488,250		486,000	16,794,438
1.30 English Language Learning	1,089,410					6,000	1,095,410
1.31 Aboriginal Education	471,045	115,480	429,093			9,000	1,024,618
1.41 School Administration		5,486,455		772,836		40,000	6,299,291
1.60 Summer School	232,717			7,000			239,717
1.62 International and Out of Province Students	2,451,945			89,765	154,401	1,000	2,697,111
1.64 Other	15,000			13,800	171,602	49,800	250,202
Total Function 1	66,745,728	9,296,140	12,421,672	3,537,724	326,003	3,664,150	95,991,417
4 District Administration							
4.11 Educational Administration					626,119		626,119
4.40 School District Governance					167,874		167,874
4.41 Business Administration		115,480		1,082,741	1,225,509	5,000	2,428,730
Total Function 4	-	115,480	-	1,082,741	2,019,502	5,000	3,222,723
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				49,475	851,732		901,207
5.50 Maintenance Operations				6,502,987	460,173	185,300	7,148,460
5.52 Maintenance of Grounds				361,460			361,460
5.56 Utilities							-
Total Function 5	-	-	-	6,913,922	1,311,905	185,300	8,411,127
7 Transportation and Housing							
7.70 Student Transportation			301,594	19,812		2,000	323,406
Total Function 7	-	-	301,594	19,812	-	2,000	323,406
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	66,745,728	9,411,620	12,723,266	11,554,199	3,657,410	3,856,450	107,948,673

School District No. 44 (North Vancouver)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	62,329,960	16,687,636	79,017,596	4,185,850	83,203,446	81,658,718
1.03 Career Programs	327,016	75,793	402,809	101,300	504,109	560,802
1.07 Library Services	2,636,654	678,481	3,315,135	16,000	3,331,135	2,829,264
1.08 Counselling	2,297,000	604,083	2,901,083	24,500	2,925,583	2,775,140
1.10 Special Education	16,794,438	3,897,062	20,691,500	375,000	21,066,500	22,698,837
1.30 English Language Learning	1,095,410	287,686	1,383,096	1,000	1,384,096	1,325,910
1.31 Aboriginal Education	1,024,618	244,808	1,269,426	48,700	1,318,126	1,286,168
1.41 School Administration	6,299,291	1,337,525	7,636,816	122,900	7,759,716	7,557,097
1.60 Summer School	239,717	62,785	302,502	15,200	317,702	220,155
1.62 International and Out of Province Students	2,697,111	699,441	3,396,552	1,124,300	4,520,852	4,669,281
1.64 Other	250,202	52,540	302,742	2,707,574	3,010,316	2,465,540
Total Function 1	95,991,417	24,627,840	120,619,257	8,722,324	129,341,581	128,046,912
4 District Administration						
4.11 Educational Administration	626,119	122,281	748,400	265,000	1,013,400	925,021
4.40 School District Governance	167,874	24,493	192,367	100,950	293,317	289,889
4.41 Business Administration	2,428,730	178,282	2,607,012	768,900	3,375,912	3,896,259
Total Function 4	3,222,723	325,056	3,547,779	1,134,850	4,682,629	5,111,169
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	901,207	198,770	1,099,977	570,100	1,670,077	1,626,149
5.50 Maintenance Operations	7,148,460	1,558,168	8,706,628	2,184,950	10,891,578	10,667,214
5.52 Maintenance of Grounds	361,460	80,425	441,885	365,000	806,885	831,046
5.56 Utilities	-	-	-	2,825,810	2,825,810	2,934,120
Total Function 5	8,411,127	1,837,363	10,248,490	5,945,860	16,194,350	16,058,529
7 Transportation and Housing						
7.70 Student Transportation	323,406	71,722	395,128	58,000	453,128	476,357
Total Function 7	323,406	71,722	395,128	58,000	453,128	476,357
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	107,948,673	26,861,981	134,810,654	15,861,034	150,671,688	149,692,967

School District No. 44 (North Vancouver)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	11,068,231	5,103,141
Other Revenue	6,605,000	6,605,000
Total Revenue	17,673,231	11,708,141
Expenses		
Instruction	17,015,268	10,786,041
District Administration	85,000	85,000
Total Expense	17,100,268	10,871,041
Net Revenue (Expense)	572,963	837,100
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(572,963)	(837,100)
Total Net Transfers	(572,963)	(837,100)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2018

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Coding and Curriculum Implementation	Priority Measures
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	3,040,000	-	-	-	-	-	604,745
Add: Restricted Grants										
Provincial Grants - Ministry of Education	626,273	513,650			224,000	61,250	268,464	1,088,361	93,247	
Other				6,500,000						
	626,273	513,650	-	6,500,000	224,000	61,250	268,464	1,088,361	93,247	-
Less: Allocated to Revenue	626,273	513,650	-	6,500,000	224,000	61,250	268,464	1,088,361	93,247	604,745
Deferred Revenue, end of year	-	-	-	3,040,000	-	-	-	-	-	-
Revenues										
Provincial Grants - Ministry of Education	626,273	513,650			224,000	61,250	268,464	1,088,361	93,247	604,745
Other Revenue				6,500,000						
	626,273	513,650	-	6,500,000	224,000	61,250	268,464	1,088,361	93,247	604,745
Expenses										
Salaries										
Teachers							46,500	155,000		478,780
Principals and Vice Principals										
Educational Assistants		420,164						359,565		
Support Staff					164,461			70,467		
Other Professionals										
Substitutes							30,000		55,000	
	-	420,164	-	-	164,461	-	76,500	585,032	55,000	478,780
Employee Benefits		93,486			36,593		17,547	136,463	9,741	125,965
Services and Supplies	53,310			6,500,000	22,946	61,250	174,417	366,866	28,506	
	53,310	513,650	-	6,500,000	224,000	61,250	268,464	1,088,361	93,247	604,745
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, 2018

	Classroom Enhancement Fund	Violence Prevention	Metro Regional Implementation	PRP Carlile Youth Inpatient Unit	TOTAL
	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	202,565	3,847,310
Add: Restricted Grants					
Provincial Grants - Ministry of Education	7,385,676				10,260,921
Other		20,000	85,000		6,605,000
	7,385,676	20,000	85,000	-	16,865,921
Less: Allocated to Revenue	7,385,676	20,000	85,000	202,565	17,673,231
Deferred Revenue, end of year	-	-	-	-	3,040,000
Revenues					
Provincial Grants - Ministry of Education	7,385,676			202,565	11,068,231
Other Revenue		20,000	85,000		6,605,000
	7,385,676	20,000	85,000	202,565	17,673,231
Expenses					
Salaries					
Teachers	4,869,246			77,500	5,627,026
Principals and Vice Principals	46,192				46,192
Educational Assistants				46,533	826,262
Support Staff					234,928
Other Professionals	80,755				80,755
Substitutes				3,500	88,500
	4,996,193	-	-	127,533	6,903,663
Employee Benefits	1,308,734			31,364	1,759,893
Services and Supplies	1,080,749	20,000	85,000	43,668	8,436,712
	7,385,676	20,000	85,000	202,565	17,100,268
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, 2018

	2018 Annual Budget			2017 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Amortization of Deferred Capital Revenue	5,885,700		5,885,700	5,599,715
Total Revenue	5,885,700	-	5,885,700	5,599,715
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	9,882,492		9,882,492	9,882,492
Total Expense	9,882,492	-	9,882,492	9,882,492
Net Revenue (Expense)	(3,996,792)	-	(3,996,792)	(4,282,777)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	803,863		803,863	455,100
Tangible Capital Assets - Work in Progress			-	837,100
Total Net Transfers	803,863	-	803,863	1,292,200
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	4,000,000	(4,000,000)	-	
Total Other Adjustments to Fund Balances	4,000,000	(4,000,000)	-	
Budgeted Surplus (Deficit), for the year	807,071	(4,000,000)	(3,192,929)	(2,990,577)

2017-18 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 2017-18 Preliminary Budget and are identified in each of the respective themes and sub-categories throughout this document.

1. EQUITY

A. CLASS SIZE AND COMPOSITION

Class size and composition, previously supported by the Learning Improvement Fund (TEF / LIF), is now supported by the Classroom Enhancement Fund (CEF). For the 2017-18 fiscal, the CEF provides a notional funding estimate of \$6,123,921 for Teacher staffing and \$751,864 for Overhead. The notional funding will be adjusted and finalized in mid-December 2017 when the Amended Grant is announced, based upon the September 30, 2017 Student count (1701 reporting).

- The CEF funding of \$6,123,921 equates to approximately 63 teachers, based upon the average Teacher salary in the 2017-18 Annual Budget. This funding is to address both enrolling and non-enrolling Teachers and Teacher specialists.
- The Overhead Allocation of \$751,864 will fund costs related to employing a teacher. This may include supplies, furniture, equipment, professional development funds and the cost TTOCs where needed. District level overhead costs, such as additional administrative and HR staffing, or additional custodial time may also be supported.
- The Learning Improvement Fund – Support Staff for the 2017-18 fiscal is \$513,650 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.

The CEF and Priority Measures Funding has provided an increase of 51.83 FTE Teachers year over year, offset by a decrease of the 21.86 FTE non-enrolling Teachers previously funded by the Teacher Ed Fund portion of the Learning Improvement Fund (TEF / LIF). The CEF has provided 28 new Elementary Divisions (classrooms) and approximately 30 FTE Secondary Teachers. Another 7 FTE Teachers will be placed in the near future based upon consultation of the Special Needs School Committee.

In accordance with the restored language and defined ratios, a redistribution of Teaching FTE has occurred to meet our Collective Agreement obligations. This has resulted in an increase of Teacher Librarians and a decrease of Counsellors and Learning Support Teachers in comparison to prior year LIF allocations.

B. STAFFING

- The request for Education Assistants to work longer days (bell to bell) can be analyzed to determine 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, where qualifications and flexibility needs are met within individual schools, Education Aides may be provided with longer hours. This would be done where it provides the best supports to the students and school environment.

An additional 5.1 FTE Education Assistants have been budgeted for the 2017-18 fiscal to provide opportunities to extend staff hours. This will enable training and capacity building through an EA Mentorship program that will be delivered through a “push in” method rather than the traditional “pull out” method. A review of the success of the extended hours will occur prior to embarking upon the 2018-19 staffing.

C. 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.

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 2017-18 Preliminary Budget.

Funding of \$30,000 has been set aside for this purpose.

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.

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 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 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.

Funding for these types of upgrades will be considered in the context of the Computer Sustainability Program and possible Surplus allocations, when Operating funds are insufficient. Effective the 2017-18 fiscal year, the Computer Sustainability Program will be moved to a five year replacement cycle from the current four year cycle.

E. DEFIBRILLATORS IN SCHOOLS

- Requests have been made regarding the installation of defibrillators in all 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 be put aside in the 2017-18 budget to devise and implement a strategy to address opportunities arising from the results of the Engagement survey.

An initial allocation has been set aside in the budget to support next steps.

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. The need for support to Teachers was identified as an even larger need for the coming school year, given the increased number of Teachers in the schools, many who are anticipated to 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.

It is recommended that the point time for Elementary Vice-Principals be reviewed and adjusted to facilitate workload issues and the focus on Teacher support in the 2017-18 Preliminary Budget.

-or-

It is recommended that an additional Vice Principal Inclusive Education be added to the Inclusive Education Department to support the transition back to the restored collective agreement language and provide direct support to teachers/FOS leaders in supporting diversity.

A 1.0 FTE District Vice-Principal Inclusive Education has been budgeted for this priority need.

B. CURRICULUM TRAINING AND MENTORSHIP

- Teacher Mentorship was supported over a two year period, ending June 2017, from the 2014-15 Surplus funding. During this time, the program has developed and evolved. Additional funding may be identified for subsequent school years.
- The 2017-18 BC Education Plan funding has been directed toward training and development in curriculum areas 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 for Counsellors, Technology Support (coding) and Learning Support Teacher team development) in the 2017-18 Preliminary Budget.

The BC Ed Plan funding has been utilized to support a number of issues related to Curriculum, Literacy, Careers, Math, and Assessment & Reporting. Teaching to Diversity, Mental Health training, and Mentorship (Teacher & EA) will be supported in this budget. Service delivery will be reviewed in September in consideration of TTOC and EA Substitutes availability.

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 2017-18 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 in the 17-18 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

The following training initiatives were identified and funded from the 2014-15 Surplus:

- 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 2017-18 Operating Budget.

Access to the Popard Training through Capilano University will continue in the 2017-18 budget. EA Mentorship will be supported in this budget. Service delivery will be reviewed in September in consideration of TTOC and EA Substitutes availability.

B. DIRECT SUPPORTS TO STUDENTS

- In the 2016-17 budget, training and support was identified for all Work Experience Coordinators to enhance employee skills that translate into support to students and the identification of opportunities for students. A pilot project was initiated and the preliminary findings indicate the need for continued work in the area.

It is recommended that continued training and support be provided to all Work Experience Coordinators to enhance employee skills. Utilization of a full time Work Experience Coordinator to lead the project, incorporating Work Experience Coaches, Pathways Initiative, and apprenticeship initiatives.

Funding for Work Experience Coordinators has been set aside in the budget.

- Early assessment and identification of student needs occurs through Level B assessment (targeted small assessment done by Teachers) that leads to the identification of the Counseling and/or Psychologist supports for students prior to the designation process. A comprehensive review of the current assessment practices in schools, for supporting quality educational planning, needs to be undertaken.

It is recommended that standards be identified and developed for District-wide implementation. Training and support should be considered to assist Psychologists implement the standards.

- 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.

Funding for LST Team development and training has been set aside in the budget through the BC Ed Plan.

It is recommended that funding be identified, in the 2017-18 Preliminary Budget, in order to undertake these two initiatives. This recommendation is also covered in 3.B, above.

- Literacy Centers have been utilized within the School District to support Students and consideration may be given to adding an additional Literacy Centre. Identifying an appropriate location will need to occur prior to proceeding with a recommendation.

5. **SOCIAL, EMOTIONAL LEARNING**

A. **TRAINING**

A number of initiatives related to mental health were identified in the 2016-17 budget. 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 work with school district Counsellors and community agencies 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 that has been initiated with Counsellors to build capacity continue with Counsellors and be expanded to include Learning Support Teachers.

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.

This would include additional leadership time at Mountainside to act as a ‘hub’ for these practices.

All of the above items within the Social, Emotion Learning category have received funding support within the budget.

ScheduleE.....
of the
Administrative Memorandum

Meeting Date: June 27, 2017 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.