



ADMINISTRATIVE MEMORANDUM

Meeting Place:

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

Format and Date:

PUBLIC BOARD MEETING
 Tuesday, May 21, 2024, at
 6:30 p.m.

		Estimated Completion Time
A.	Call to Order	
A.1.	Acknowledgments	6:30 p.m.
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	6:30 p.m.
A.3.	Approval of Minutes (that the minutes of the Public Meeting of April 16, 2024, be approved as circulated)	6:35 p.m.
A.4.	Public Questions/Comments *	6:45 p.m.
B.	Action Items	
B.1.	Capital Plan Bylaw No. 2024/25-CPSD44-01	7:00 p.m.
B.2.	School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2024/25	8:15 p.m.
B.3.	Trustee Stipends	8:30 p.m.
C.	Information and Proposals	
C.1.	School Fees for 2024/25	8:45 p.m.
C.2.	Committee Reports – Written Update <ul style="list-style-type: none"> • Audit Committee • Joint Job Evaluation Committee (CUPE) • Occupation Health and Safety Committee • Safe and Healthy Schools Committee 	8:50 p.m.
C.3.	Land Management - Written Update	8:55 p.m.

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



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Format and Date:

PUBLIC BOARD MEETING
Tuesday, May 21, 2024, at
6:30 p.m.

	Estimated Completion Time
C.4. Tuesday, May 7, 2024, Standing Committee Meeting	9:00 p.m.
C.5. Superintendent's Report	9:15 p.m.
C.6. Report Out - BC School Trustees Association (BCSTA) and BC Public School Employers' Association (BCPSEA)	9:20 p.m.
C.7. Trustees' Reports/Highlights	9:25 p.m.
D. Future Meetings	9:30 p.m.
E. Public Question & Comment Period	9:30 p.m.
F. Adjournment	9:30 p.m.

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

School District No. 44 (North Vancouver)

Minutes of the Public Meeting of the Board of Education, School District No. 44 (North Vancouver) held in the Mountain View Room of the Education Services Centre at 2121 Lonsdale Avenue in North Vancouver, British Columbia, on Tuesday April 16, 2024.

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

A. Call to Order

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

Moved by L. Munro

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

the Board hereby approves the participation by Trustee Gerlach in the April 16, 2024 Public Meeting by Microsoft Teams.

Seconded by G. Tsiakos

Carried

A.1. Acknowledgments

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

A.2. Approval of Agenda

Moved by D. Anderson

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

Seconded by K. Mann

Carried

A.3. Approval of Minutes

Moved by G. Tsiakos

that the minutes of the public meeting of February 27, 2024, be approved as circulated.

Seconded by A. Wilson

Carried

A.4. Public Question/Comment Period

A comment was received from the North Vancouver Parent Advisory Council in relation to the Policy Review Committee Update. This comment was read into the record.

A.5. Educational Presentation: Transitions in School

Superintendent, Dr. Pius Ryan welcomed Adam Baumann, Director of Instruction, to provide an overview of the significant transitions in a student's Kindergarten to grade 12 schooling experience which included the structures and personnel that support these transitions.

Adam Baumann and Greg Hockley, District Principal, responded to Trustees' questions.

B.1. Capital Plan Bylaw No. 2024/25-CPSD44-01

Secretary Treasurer, Jacqui Stewart introduced Michael Chapman, Director of Facilities and Planning who provided an overview of the approved project in last year's submission. The school district funding for phase 2 of the exterior wall system upgrades at Windsor Secondary School.

Mr. Chapman responded to Trustees' questions.

Moved by A. Wilson

that School District No. 44 (North Vancouver) Capital Bylaw No. 2024/25-CPSD44-01 be read a first time;

Seconded by G. Tsiakos

Carried

Moved by K. Mann

that School District No. 44 (North Vancouver) Capital Bylaw No. 2024/25-CPSD44-01 be read a second time;

Seconded by L. Tumaneng

Carried

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

Moved by D. Anderson

that School District No. 44 (North Vancouver) Capital Bylaw No. 2024/25-CPSD44-01 be read a third time, passed, and adopted.

Seconded by G. Tsiakos

Carried

B.2. 2024/25 Budget Consultation Update and Board Direction

Superintendent Dr. Ryan introduced Secretary Treasurer Jacqui Stewart who noted this is a continuation of the budget consultation process approved at the November 2023 Public Board Meeting. The consultation process included seeking public input and hosting two Standing Committee Meetings on the priorities for consideration in development of the 2024/25 budget.

Scott Stanley, Executive Director, Human Resources, provided an overview of operational requirements that need to be addressed before considering the educational priorities. Assistant Superintendents Chris Atkinson and Arlene Martin spoke to the six goals from Strategic Plan 2021 - 2031 that will frame the priorities and initiatives in the development of the 2024/25 budget.

Staff provided clarification on the budget priorities in response to Trustee questions.

Moved by A. Wilson

that the Board of Education direct staff to proceed with the development of the 2024/25 Annual Budget incorporating the budget priorities recommended by the Executive Committee, as outlined in Appendix A.

Seconded by K. Mann

Carried

B.3. Proposed Revised Policy 108: Trustee Code of Conduct

Board Chair Munro provided the context for the proposed revisions to Policy 108 and highlighted key changes. It was noted that more work is needed to review the Administrative Procedures, which, once finalized, will be brought to a future public board meeting for approval.

Moved by K. Mann

that the Board of Education approve the Proposed Revised Policy 108: Trustee Code of Conduct, as attached to this Administrative Memorandum of April 16, 2024.

Seconded by A. Wilson

Carried

A short break was observed.

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

Superintendent Dr. Ryan introduced Assistant Superintendent Atkinson, who provided an introduction to the second update on the Framework for Enhancing Student Learning for the 2023/24 school year. Updates were provided by the lead for each goal area from Allison Kerr, District Principal, Arts Education, Greg Hockley, District Principal, Careers, Curriculum & Assessment, Janis Mann, District Principal, Inclusive Education, Jeeniece Chand, District Principal, Curriculum & Assessment & Early Learning, Luke Smeaton, Sustainability Manager, Rose Greene, District Principal, Indigenous Education and Suzette Dohm, District Principal, Safe and Healthy Schools.

The presenters responded to the Trustee's questions.

C.2 Policy 611: Privacy – Administrative Procedures

Secretary Treasurer Jacqui Stewart advised that the administrative procedures were divided into four areas under Policy 611. The procedures for three of the areas, including Personal Information Management Program, Privacy Impact Assessments, and Critical Incident and Privacy Breach were shared for information. Development of the administrative procedures for Social Media will be brought to the Board when finalized.

No questions were asked.

C.3. Committee Reports – Written Update

Written updates on the French Immersion Advisory Committee, the Joint Education and Program Implementation Committee, and the Policy Review Committee were included in the Board Agenda Package.

No questions were asked.

C.4. Land Management – Written Update

The written update on Land Management was taken as read; no questions were asked.

C.5. Tuesday, March 5, 2024 Standing Committee Meeting

Trustee Wilson reported on highlights of the Finance and Facilities Standing Committee Meeting of March 5, 2024.

C.6. Superintendent's Report

Chair Munro introduced Superintendent Dr. Ryan, to provide an update on activities across the school district since the last Board meeting.

No questions were asked.

C.7. Report Out – British Columbia School Trustees Association (BCSTA) and BC Public School Employers’ Association (BCPSEA)

Trustee Anderson highlighted the upcoming BCSTA Annual General Meeting.
 Trustee Gerlach provided an update on the BC Public School Employers’ Association.

C.8. Trustees’ Reports/Highlights

Trustees shared their recent highlights, for activities from February 28, 2024 to April 16, 2024 with emphasis on their roles as school liaisons.

Meetings attended by Trustees included:

- Public Board Meeting
- Standing Committee Meeting
- Trustee Seminars
- Principal Selections Meeting
- District Student Leadership Council Meeting
- BCSTA Virtual Session – Changes to Provincial Voting In BC
- BCSTA Voting Training for AGM Motions
- North Shore Table Matters Network Meeting

Events attended by Trustees included:

- NVSD Board of Education Trustee Reception
- NVSD 25 Year Employee Recognition Event
- NVSD Inaugural French Culture Week Event
- AFK Opening Reception of “Prevailing Landscapes” Exhibition at Gordon Smith Gallery
- Community Initiative Dinner Event at Carson Graham Secondary School
- Concerts and festivals at the Gordon Smith Gallery, Ross Road Elementary and Westview Elementary
- Digital Media Academy from Argyle Secondary School visit to EA Sports
- Parent Advisory Council Meeting at Handsworth Secondary
- Pink Shirt Day – school visits at Braemar Elementary, Capilano Elementary, Mountainside Secondary and Norgate Elementary Schools
- Ready, Set, Learn Event at the Education Services Centre
- Safety Blitz’s at Blueridge Elementary, Boundary Elementary, Eastview Elementary, Montroyal Elementary, Queen Mary Elementary and Queensbury Elementary Schools
- School visits to Braemar Elementary, Mountainside Secondary and Sutherland Secondary Schools
- Upper Lynn Elementary Volleyball Grade 6-7 at Argyle Secondary School

D. Future Meetings

Date and Time	Event	Location
Tuesday, May 7, 2024 at 7:00 p.m.	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave North Vancouver
Tuesday, May 21, 2024 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave North Vancouver
Tuesday, June 18, 2024 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave North 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.

A member of the public commented on topics discussed on the agenda.

F. Adjournment

The established agenda being completed, Board Chair Munro adjourned the meeting at 9:07 p.m. and thanked those who attended.

Certified Correct:

Jacqui Stewart
Secretary Treasurer

Linda Munro
Chair, Board of Education

Date

Date

Schedule A.4
of the
Administrative Memorandum

Meeting Date: May 21, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Public Questions/Comments**

Narration:

Prior to the Public Board Meeting, members of the public can provide comments on items related to the agenda by emailing publiccomments@sd44.ca or calling 604-998-5100 and leaving a voice mail by no later than 1 p.m. on the day of the meeting. All input received by the specified time will be shared with Trustees electronically. The Board Chair will read out comments during the Public Questions/Comments at the beginning of the meeting; however, this agenda item has a time limit of 10 minutes.

The Board of Education will not respond to comments made during the Public Questions/Comments but may direct questions to staff. Members of the public wishing to discuss their concerns with Trustees or staff may contact them before and/or after the meeting, by telephone or e-mail.

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

Meeting Date: May 21, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): Capital Plan Bylaw No. 2024/25-CPSD44-02

Narration:

The Ministry of Education and Child Care amended the Capital Plan Response Letter to the 2024/25 Annual Five-Year Capital Plan submission of June 2023.

The Ministry reviewed all 60 school districts' submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation
- Expansion Program
- Replacement Program
- Site Acquisition Program
- Rural District Program
- School Enhancement Program
- Food Infrastructure Program
- Carbon Neutral Capital Program
- Building Envelope Program
- Playground Equipment Program
- Bus Acquisition Program

Anticipating enrolment growth and limited capacity, the North Vancouver School District expressed interest in prefabricated classrooms at Westview Elementary School which will provide additional capacity for Fall 2025. As a result of this approval, the school district has reduced the portable purchase in the current year from four portables to three.

As a reminder, in accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw. Capital Plan Bylaw (CPSD44-01) was approved at the April Public Board meeting, the list of approved capital projects has been amended to include the approval of the new project.

The following tables provide a summary of the Ministry's response for major and minor capital projects for School District No. 44 (North Vancouver) for 2024/25:

MAJOR CAPITAL PROJECTS

New project as approved by the Ministry's response letter dated May 15, 2024.

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
150316	Westview Elementary	Addition	Project has been approved for 4-classroom prefabricated addition. Your Regional Director will contact you regarding next steps.

MINOR CAPITAL PROJECTS

New projects as approved by the Ministry's response letter dated March 15, 2024.

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Windsor Secondary	School Enhancement Program: Exterior Wall Systems Upgrades (Phase 2)	\$1,000,000	Proceed to design, tender and construction. Project to be completed by March 31, 2025.

Attachment:

*SD No. 44 Capital Project Bylaw No. 2024/2025-CPSD44-02
Capital Plan Response Letter from the Ministry of Education and Child Care*

RECOMMENDED MOTION:

that School District No. 44 (North Vancouver) Capital Bylaw No. 2024/25-CPSD44-02 be read a first time;

that School District No. 44 (North Vancouver) Capital Bylaw No. 2024/25-CPSD44-02 be read a second time;

that School District No. 44 (North Vancouver) Capital Bylaw No. 2024/25-CPSD44-02 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.

**CAPITAL BYLAW NO. 2024/25-CPSD44-02
CAPITAL PLAN 2024/25**

A BYLAW by the Board of Education of School District No. 44 (North Vancouver) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan.

NOW THEREFORE the Board agrees to the following:

- (a) authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of May 15, 2024 from the 2024/25 Capital Plan is hereby adopted.
- 2. This Bylaw may be cited as School District No. 44 (North Vancouver) Capital Bylaw No. 2024/25-CPSD44-02.

READ A FIRST TIME THE 21ST DAY OF MAY, 2024;
READ A SECOND TIME THE 21ST DAY OF MAY, 2024;
READ A THIRD TIME, PASSED AND ADOPTED THE 21ST DAY OF MAY, 2024.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 44 (North Vancouver) Capital Bylaw No. 2024/25-CPSD44-01 adopted by the Board the 21st day of May, 2024.

Secretary-Treasurer



May 15, 2024

Ref: 299208

To: Secretary-Treasurer and Superintendent
School District No. 44 (North Vancouver)

Capital Plan Bylaw No. 2024/25-CPSD44-02

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2024/25

This letter is in response to your School District’s 2024/25 Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs and provides direction for advancing supported and approved capital projects. **Please see all bolded sections below for information.**

The Ministry has reviewed all 60 school districts’ Annual Five-Year Capital Plan submissions for Major Capital Programs and Minor Capital Programs to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Site Acquisition Program (SAP)
- Rural District Program (RDP)
- School Enhancement Program (SEP)
 - Food Infrastructure Program (FIP)
- Carbon Neutral Capital Program (CNCMP)
- Building Envelope Program (BEP)
- Playground Equipment Program (PEP)
- Bus Acquisition Program (BUS)

The following tables identify major capital projects that are supported to proceed to the next stage, if applicable, as well as minor capital projects that are approved for funding and can proceed to procurement.

MAJOR CAPITAL PROJECTS (SMP, EXP, REP, SAP, RDP)

New Projects

Project #	Project Name	Project Type	Comments
150136	Westview Elementary	Addition	Project has been approved for a 4-classroom prefabricated modular addition.

			Your Regional Director will contact you regarding next steps.
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Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer regarding next steps. Also, note that Capital Project Funding Agreements (CPFA) are not issued for Major Capital Projects until after the Business Case and all other required supporting documentation is received, reviewed, and approved for funding by the Ministry.

NOTE: The Ministry encourages school districts to pursue simplified designs for new schools or expansion of existing schools. As projects proceed to Business Case, stakeholder engagement and design phases, please ensure simplified design parameters are considered as per the attached *Simplified Designs Guidelines*.

MINOR CAPITAL PROJECTS (SEP, FIP, CNCP, BEP, PEP, BUS)

Below are tables for the minor capital projects that are approved. The table identifies School Enhancement Program (SEP), Food Infrastructure Program (FIP), Carbon Neutral Capital Program (CNCP), Building Envelope Program (BEP), Playground Equipment Program (PEP), as well as the Bus Acquisition Program (BUS), if applicable.

New projects for SEP, FIP, CNCP, BEP, PEP

Facility Name	Program Project Description	Amount Funded by Ministry	Next Steps & Timing
Windsor Secondary	SEP - Exterior Wall Systems Upgrades	\$1,000,000	Proceed to design, tender & construction. To be completed by March 31, 2025.

An Annual Programs Funding Agreement (APFA) accompanies this Capital Plan Response Letter which outlines specific Ministry and Board related obligations associated with the approved Minor Capital Projects for the 2024/25 fiscal year as listed above.

In accordance with Section 143 of the *School Act*, Boards of Education are required to adopt a single Capital Bylaw (using the Capital Bylaw Number provided at the beginning of this document) for its approved 2024/25 Five-Year Capital Plan as identified in this Capital Plan Response Letter. For additional information, please visit the Capital Bylaw website at:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/capital/planning/capital-bylaws>

The Capital Bylaw and the APFA must be signed, dated, and emailed to the Ministry’s Capital Management Branch at CMB@gov.bc.ca as soon as possible. Upon receipt the Ministry will issue Certificates of Approvals as defined in the APFA.

As the 2024/25 Capital Plan process is now complete, the Capital Plan Instructions for the upcoming 2025/26 Annual Five-Year Capital Plan submission process (using the Ministry's Capital Asset Planning System (CAPS) online platform) will be available on the Ministry's [Capital Planning](#) webpage by April 1st, 2024.

School districts' capital plan submission deadlines for the 2025/26 fiscal year, using the CAPS online platform, will be as follows:

- **June 30, 2024**
 - Major Capital Programs (SMP, EXP, REP, RDP, SAP)
- **July 1, 2024**
 - Major Capital Programs (BEP)
- **September 30, 2024**
 - Minor Capital Programs (SEP, CNCP, PEP, BUS)
- **October 1, 2024**
 - Minor Capital Programs (FIP)

The staggered deadlines are intended to provide the Ministry with input required to initiate planning for the next budget cycle, while enabling school districts additional time and flexibility to plan over the summer.

Additionally, the Annual Facility Grant (AFG) project requests for the 2024/25 fiscal year are to be submitted using the CAPS online platform, on or before May 31, 2024.

NOTE: It is strongly encouraged that school districts discuss the draft versions of their intended capital projects and AFG project requests with Ministry staff well in advance of submission deadlines.

Please contact your respective Regional Director or Planning Officer as per the [Capital Management Branch Contact List](#) with any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process.

Sincerely,



Damien Crowell, Executive Director
Capital Management Branch

pc: Geoff Croshaw, Acting Director, Major Capital Projects, Capital Management Branch
Michael Nyikes, Director, Minor Capital Projects, Programs and Finance, Capital Management Branch

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

Meeting Date: May 21, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2024/25**

Narration:

As required under the *School Act*, the Board of Education must adopt its budget bylaw on or before June 30 for the next fiscal year. The draft 2024/25 Annual Preliminary Budget, which balances estimated expenses to forecasted revenues, is presented to the Board of Education for their consideration in the form specified by the Minister of Education and Child Care, in the amount of \$251,546,148.

As required under Policy 711: Financial Planning and Reporting Policy, the Board of Education approved the consultation process for the development of the 2024/25 Preliminary Annual Budget at the November Public Board meeting.

Input on the 2024/25 budget was invited from February 6 to March 8, 2024 by providing written input by completing the on-line survey or email or attending the Standing Committee Meetings hosted on February 7 and March 28. The Board of Education requested that the 2024/25 budget priorities be framed in the context of the 2021-2031 Strategic Plan.

At the February 6, 2024 Standing Committee Meeting, senior staff presented the context for budget development including enrolment and financial highlights from the current year and planning assumptions for next year. Attendees participated in two of six tables, one for each strategic goal, where staff provided insights into programs and services that support each strategic goal.

The focus of the March 5, 2024 Standing Committee Meeting was enrolment forecasts and planning assumptions for 2024/25. The primary objective of the meeting was to seek input that would inform the 2024/25 budget priorities.

All education partners of the North Vancouver School District were invited to provide input on the budget development. Meetings with the Indigenous Education Council during the year included budget development and priorities.

At the April 16, 2024 Public Board Meeting, Executive presented the recommendations for the 2024/25 budget priorities for consideration. The recommendations were adopted by the Board of Education and form the foundation for the 2024/25 preliminary annual budget.

The Audit Committee met May 9, 2024 to review the 2024/25 Preliminary Annual Budget. Staff provided an update on planning assumptions underlying student enrolments, revenue and expenses. The Audit Committee approved motions in support of the budget as presented.

The 2024/25 Annual Preliminary Budget, in the form required by the Ministry of Education and Child Care, incorporates the Board approved strategic directions and considers the input received. The Board will consider adopting the 2024/25 Annual Budget Bylaw at this evening's meeting.

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

Attachments:

- Annual Budget Bylaw for 2024/25
- School District Annual Budget Fiscal Year 2024/25
- 2024/25 Preliminary Annual Budget - Notes and Assumptions

RECOMMENDED MOTION:

Motion 1

that the Board of Education restrict use of \$2,072,966 from the Accumulated Operating Surplus for the 2024/25 Preliminary Budget.

Motion 2

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2024/25 be read a first time;
that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2024/25 be read a second time;
that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2024/25 be read a third time,
passed and adopted.

Procedural Note:

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

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 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the 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 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$251,546,148 for the 2024/2025 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 2024/2025.

READ A FIRST TIME THE _____ DAY OF _____, 2024;

READ A SECOND TIME THE _____ DAY OF _____, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2024;

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 2024/2025, adopted by the Board the _____ DAY OF _____, 2024.

Secretary Treasurer

Annual Budget

School District No. 44 (North Vancouver)

June 30, 2025

School District No. 44 (North Vancouver)

June 30, 2025

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

ANNUAL BUDGET BYLAW

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

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4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE _____ DAY OF _____, 2024;

READ A SECOND TIME THE _____ DAY OF _____, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2024;

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 2024/2025, adopted by the Board the _____ DAY OF _____, 2024.

Secretary Treasurer

School District No. 44 (North Vancouver)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	16,585,000	16,241,375
Adult	7,000	7,375
Other	125,625	136,250
Total Ministry Operating Grant Funded FTE's	16,717,625	16,385,000
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	210,112,921	204,817,458
Other	8,600	10,908
Federal Grants		14,000
Tuition	9,735,500	9,735,500
Other Revenue	8,892,275	9,077,940
Rentals and Leases	2,820,324	2,696,312
Investment Income	2,074,949	2,074,949
Amortization of Deferred Capital Revenue	10,595,900	10,495,943
Total Revenue	244,240,469	238,923,010
Expenses		
Instruction	204,064,376	198,791,075
District Administration	8,513,431	8,477,018
Operations and Maintenance	36,633,798	35,238,397
Transportation and Housing	496,261	863,692
Total Expense	249,707,866	243,370,182
Net Revenue (Expense)	(5,467,397)	(4,447,172)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,072,966	2,857,896
Budgeted Surplus (Deficit), for the year	(3,394,431)	(1,589,276)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(3,394,431)	(1,589,276)
Budgeted Surplus (Deficit), for the year	(3,394,431)	(1,589,276)

School District No. 44 (North Vancouver)

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

	2025 Annual Budget	2024 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	203,022,405	195,271,041
Operating - Tangible Capital Assets Purchased	1,086,000	2,142,076
Special Purpose Funds - Total Expense	30,768,848	32,421,564
Special Purpose Funds - Tangible Capital Assets Purchased	752,282	762,282
Capital Fund - Total Expense	15,916,613	15,677,577
Capital Fund - Tangible Capital Assets Purchased from Local Capital		785,000
Total Budget Bylaw Amount	251,546,148	247,059,540

Approved by the Board

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

School District No. 44 (North Vancouver)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(5,467,397)</u>	<u>(4,447,172)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,838,282)	(2,904,358)
From Local Capital		(785,000)
From Deferred Capital Revenue	<u>(30,961,433)</u>	<u>(11,404,683)</u>
Total Acquisition of Tangible Capital Assets	<u>(32,799,715)</u>	<u>(15,094,041)</u>
Amortization of Tangible Capital Assets	<u>15,916,613</u>	<u>15,677,577</u>
Total Effect of change in Tangible Capital Assets	<u>(16,883,102)</u>	<u>583,536</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(22,350,499)</u></u>	<u><u>(3,863,636)</u></u>

School District No. 44 (North Vancouver)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	182,842,734	176,092,021
Other	8,600	10,908
Federal Grants		14,000
Tuition	9,735,500	9,735,500
Other Revenue	4,641,332	4,619,531
Rentals and Leases	2,820,324	2,696,312
Investment Income	1,986,949	1,986,949
Total Revenue	202,035,439	195,155,221
Expenses		
Instruction	173,911,413	167,369,511
District Administration	7,950,856	7,782,180
Operations and Maintenance	20,663,875	19,507,510
Transportation and Housing	496,261	611,840
Total Expense	203,022,405	195,271,041
Net Revenue (Expense)	(986,966)	(115,820)
Budgeted Prior Year Surplus Appropriation	2,072,966	2,857,896
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,086,000)	(2,142,076)
Local Capital		(600,000)
Total Net Transfers	(1,086,000)	(2,742,076)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Schedule 2A

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

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	179,606,844	169,949,327
Other Ministry of Education and Child Care Grants		
Pay Equity	2,966,047	2,966,047
Funding for Graduated Adults	4,129	
Student Transportation Fund	40,566	40,566
Support Staff Benefits Grant	207,408	203,798
FSA Scorer Grant	17,740	17,740
Early Learning Framework (ELF) Implementation	-	3,677
Labour Settlement Funding	-	2,910,866
Total Provincial Grants - Ministry of Education and Child Care	182,842,734	176,092,021
Provincial Grants - Other	8,600	10,908
Federal Grants	-	14,000
Tuition		
Summer School Fees	55,500	55,500
International and Out of Province Students	9,680,000	9,680,000
Total Tuition	9,735,500	9,735,500
Other Revenues		
Miscellaneous		
Cheakamus	2,358,821	2,358,821
Band and Strings	745,940	734,240
Academy Fees	714,776	714,776
Donations and Recoveries	31,425	31,425
Artists for kids	371,070	366,070
Cafeteria and Vending	50,000	50,000
Other	369,300	364,199
Total Other Revenue	4,641,332	4,619,531
Rentals and Leases	2,820,324	2,696,312
Investment Income	1,986,949	1,986,949
Total Operating Revenue	202,035,439	195,155,221

School District No. 44 (North Vancouver)

Schedule 2B

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

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Salaries		
Teachers	87,847,300	86,204,005
Principals and Vice Principals	12,255,829	11,890,006
Educational Assistants	19,821,218	18,561,230
Support Staff	13,316,640	13,208,484
Other Professionals	6,489,764	6,337,376
Substitutes	6,072,415	6,072,415
Total Salaries	145,803,166	142,273,516
Employee Benefits	38,553,030	34,178,348
Total Salaries and Benefits	184,356,196	176,451,864
Services and Supplies		
Services	9,773,903	9,915,143
Student Transportation	135,880	135,880
Professional Development and Travel	1,119,950	1,111,500
Rentals and Leases	26,500	26,500
Dues and Fees	84,000	84,000
Insurance	441,332	441,332
Supplies	3,681,244	3,855,772
Utilities	3,403,400	3,249,050
Total Services and Supplies	18,666,209	18,819,177
Total Operating Expense	203,022,405	195,271,041

School District No. 44 (North Vancouver)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	65,947,396	3,601,647	1,954,645	1,487,879	75,655	4,794,900	77,862,122
1.03 Career Programs	99,025			336,033		8,000	443,058
1.07 Library Services	2,912,127		194,350	149,805		21,523	3,277,805
1.08 Counselling	3,453,992					8,500	3,462,492
1.10 Inclusive Education	10,365,175	477,614	16,846,920		792,200	655,009	29,136,918
1.30 English Language Learning	3,038,087					13,051	3,051,138
1.31 Indigenous Education	594,150	106,373	525,294			22,950	1,248,767
1.41 School Administration		7,728,283		1,208,758		72,839	9,009,880
1.60 Summer School	279,746	37,990		32,146			349,882
1.62 International and Out of Province Students	1,157,602			120,237	226,288		1,504,127
1.64 Other		151,961		27,513	224,804	82,200	486,478
Total Function 1	87,847,300	12,103,868	19,521,209	3,362,371	1,318,947	5,678,972	129,832,667
4 District Administration							
4.11 Educational Administration					850,195		850,195
4.40 School District Governance					217,137		217,137
4.41 Business Administration		151,961		1,257,761	2,197,311		3,607,033
Total Function 4	-	151,961	-	1,257,761	3,264,643	-	4,674,365
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				175,034	1,249,882		1,424,916
5.50 Maintenance Operations				8,156,587	656,292	393,443	9,206,322
5.52 Maintenance of Grounds				364,887			364,887
5.56 Utilities							-
Total Function 5	-	-	-	8,696,508	1,906,174	393,443	10,996,125
7 Transportation and Housing							
7.70 Student Transportation			300,009				300,009
Total Function 7	-	-	300,009	-	-	-	300,009
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	87,847,300	12,255,829	19,821,218	13,316,640	6,489,764	6,072,415	145,803,166

School District No. 44 (North Vancouver)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	77,862,122	21,337,667	99,199,789	3,661,089	102,860,878	100,960,800
1.03 Career Programs	443,058	118,939	561,997	82,500	644,497	758,408
1.07 Library Services	3,277,805	910,290	4,188,095	82,975	4,271,070	4,094,174
1.08 Counselling	3,462,492	973,739	4,436,231	16,500	4,452,731	4,254,558
1.10 Inclusive Education	29,136,918	7,840,545	36,977,463	403,075	37,380,538	33,616,611
1.30 English Language Learning	3,051,138	857,206	3,908,344	16,500	3,924,844	3,986,431
1.31 Indigenous Education	1,248,767	334,503	1,583,270	94,100	1,677,370	1,754,204
1.41 School Administration	9,009,880	2,028,233	11,038,113	94,600	11,132,713	10,448,640
1.60 Summer School	349,882	94,646	444,528	7,800	452,328	428,035
1.62 International and Out of Province Students	1,504,127	406,548	1,910,675	1,887,820	3,798,495	3,789,653
1.64 Other	486,478	103,809	590,287	2,725,662	3,315,949	3,277,997
Total Function 1	129,832,667	35,006,125	164,838,792	9,072,621	173,911,413	167,369,511
4 District Administration						
4.11 Educational Administration	850,195	168,816	1,019,011	227,790	1,246,801	1,205,386
4.40 School District Governance	217,137	17,371	234,508	181,925	416,433	410,720
4.41 Business Administration	3,607,033	822,481	4,429,514	1,858,108	6,287,622	6,166,074
Total Function 4	4,674,365	1,008,668	5,683,033	2,267,823	7,950,856	7,782,180
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,424,916	323,475	1,748,391	1,176,450	2,924,841	2,947,656
5.50 Maintenance Operations	9,206,322	2,050,484	11,256,806	2,682,435	13,939,241	12,923,476
5.52 Maintenance of Grounds	364,887	83,906	448,793	620,000	1,068,793	1,059,728
5.56 Utilities	-	-	-	2,731,000	2,731,000	2,576,650
Total Function 5	10,996,125	2,457,865	13,453,990	7,209,885	20,663,875	19,507,510
7 Transportation and Housing						
7.70 Student Transportation	300,009	80,372	380,381	115,880	496,261	611,840
Total Function 7	300,009	80,372	380,381	115,880	496,261	611,840
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	145,803,166	38,553,030	184,356,196	18,666,209	203,022,405	195,271,041

School District No. 44 (North Vancouver)

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

	2025	2024 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	27,270,187	28,725,437
Other Revenue	4,250,943	4,458,409
Total Revenue	31,521,130	33,183,846
Expenses		
Instruction	30,152,963	31,421,564
District Administration	562,575	694,838
Operations and Maintenance	53,310	53,310
Transportation and Housing	-	251,852
Total Expense	30,768,848	32,421,564
Net Revenue (Expense)	752,282	762,282
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(752,282)	(762,282)
Total Net Transfers	(752,282)	(762,282)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

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

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$		\$	\$	\$	\$
Deferred Revenue, beginning of year			4,100,000		93,268				
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	626,391	635,955		224,000	61,250	402,256	1,293,469	6,810,924	12,691,235
Other			4,000,000						
	626,391	635,955	4,000,000	224,000	61,250	402,256	1,293,469	6,810,924	12,691,235
Less: Allocated to Revenue	626,391	635,955	4,000,000	224,000	154,518	402,256	1,293,469	6,810,924	12,691,235
Deferred Revenue, end of year	-	-	4,100,000	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	626,391	635,955		224,000	154,518	402,256	1,293,469	6,810,924	12,691,235
Other Revenue			4,000,000						
	626,391	635,955	4,000,000	224,000	154,518	402,256	1,293,469	6,810,924	12,691,235
Expenses									
Salaries									
Teachers						153,549	299,880		9,902,649
Principals and Vice Principals						53,015	27,638		
Educational Assistants		501,583					463,817	5,371,815	
Support Staff				180,103			57,139		
Other Professionals									
Substitutes					12,753	1,024			
	-	501,583	-	180,103	12,753	207,588	848,474	5,371,815	9,902,649
Employee Benefits		134,372		43,897	2,282	51,181	287,099	1,439,109	2,788,586
Services and Supplies	53,310		3,900,000		139,483	143,487	157,896		
	53,310	635,955	3,900,000	224,000	154,518	402,256	1,293,469	6,810,924	12,691,235
Net Revenue (Expense) before Interfund Transfers	573,081	-	100,000	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(573,081)		(100,000)						
	(573,081)	-	(100,000)	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Mental Health in Schools	Changing Results for Young Children	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	Feeding Futures Fund	Health Career Dual Credit Expansion	Violence Prevention	Metro Regional Implementation	NSSSAA
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		5,930	85,680		400,000	5,000	33,763	69,061	
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	51,000	6,750		19,000	1,749,845				
Other							20,000		128,119
	51,000	6,750	-	19,000	1,749,845	-	20,000	-	128,119
Less: Allocated to Revenue	51,000	12,680	85,680	19,000	2,149,845	5,000	53,763	69,061	128,119
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	51,000	12,680	85,680	19,000	2,149,845	5,000			
Other Revenue							53,763	69,061	128,119
	51,000	12,680	85,680	19,000	2,149,845	5,000	53,763	69,061	128,119
Expenses									
Salaries									
Teachers									90,552
Principals and Vice Principals					110,550				
Educational Assistants									
Support Staff					160,021				10,383
Other Professionals									
Substitutes		11,233							
	-	11,233	-	-	270,571	-	-	-	100,935
Employee Benefits		1,447			65,513				27,184
Services and Supplies	51,000		85,680	19,000	1,813,761	5,000	53,763	69,061	
	51,000	12,680	85,680	19,000	2,149,845	5,000	53,763	69,061	128,119
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Provincial Schools Outreach	TOTAL
	<u>\$</u>	<u>\$</u>
Deferred Revenue, beginning of year	489,234	5,281,936
Add: Restricted Grants		
Provincial Grants - Ministry of Education and Child Care	1,619,000	26,191,075
Other		4,148,119
	<u>1,619,000</u>	<u>30,339,194</u>
Less: Allocated to Revenue	2,108,234	31,521,130
Deferred Revenue, end of year	<u>-</u>	<u>4,100,000</u>
Revenues		
Provincial Grants - Ministry of Education and Child Care	2,108,234	27,270,187
Other Revenue		4,250,943
	<u>2,108,234</u>	<u>31,521,130</u>
Expenses		
Salaries		
Teachers	399,840	10,846,470
Principals and Vice Principals		191,203
Educational Assistants		6,337,215
Support Staff		407,646
Other Professionals	363,994	363,994
Substitutes	18,000	43,010
	<u>781,834</u>	<u>18,189,538</u>
Employee Benefits	200,036	5,040,706
Services and Supplies	1,047,163	7,538,604
	<u>2,029,033</u>	<u>30,768,848</u>
Net Revenue (Expense) before Interfund Transfers	<u>79,201</u>	<u>752,282</u>
Interfund Transfers		
Tangible Capital Assets Purchased	(79,201)	(752,282)
	<u>(79,201)</u>	<u>(752,282)</u>
Net Revenue (Expense)	<u>-</u>	<u>-</u>

School District No. 44 (North Vancouver)

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

	2025 Annual Budget			2024 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		88,000	88,000	88,000
Amortization of Deferred Capital Revenue	10,595,900		10,595,900	10,495,943
Total Revenue	10,595,900	88,000	10,683,900	10,583,943
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	15,916,613		15,916,613	15,677,577
Total Expense	15,916,613	-	15,916,613	15,677,577
Net Revenue (Expense)	(5,320,713)	88,000	(5,232,713)	(5,093,634)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,838,282		1,838,282	2,904,358
Local Capital			-	600,000
Total Net Transfers	1,838,282	-	1,838,282	3,504,358
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	(3,482,431)	88,000	(3,394,431)	(1,589,276)



North Vancouver School District
the natural place to learn

2024-2025 PRELIMINARY BUDGET

Notes and Assumptions



2024/25 PRELIMINARY ANNUAL BUDGET Notes and Assumptions

BACKGROUND

The 2024/25 Preliminary Annual Budget provides a planning framework to guide the school district's staffing and organizational plans for the upcoming school year. Revenue projections are based on student enrolment forecasts prepared in February and staffing projections are based on classroom size and composition requirements in collective agreements based on student enrolment forecasts.

Development of the annual budget was informed from consultation with education partners and community input. The foundation for the direction of the school district is the mandate for public education and the strategic goals in the 2021-2031 Strategic Plan. The overarching theme for developing this year's budget has been to focus, enhance and sustain our operational requirements and educational priorities while focusing on the educational outcomes as reported in the Framework for Enhancing Student Learning. By allocating budgets strategically, the school district will be able to continue to maintain and provide core programs and services to students.

The development of the annual budget is further guided by focusing on financial stewardship through making difficult decisions. There is not sufficient financial resources to support all budget requests, which means that some priorities may be considered later in the school year, once enrolment has been finalized in September and the adjustments in the operating grant funding received. By prioritizing long-term sustainability, the Board will be able to protect the accumulated operating surplus, in order to have that "rainy day" fund that will help weather any unforeseen or material changes in planning assumptions. Although the primary focus of the budget development is the next school year, discussions also focused on the next two years to create a multi-year plan.

As the development of the Operational Plan continues, the school district will continue to identify metrics and data to inform decision-making and measuring results. This information will inform departmental Operational Plans and budget development each year.

BUDGET OVERVIEW

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

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

Financial reporting in school districts is done using different funds which have different purposes and financial reporting requirements. Statements 2 to 4 of the budget are a consolidation of the following three funds.

Operating Fund – Schedules 2 to 2C

Accounts for the day-to-day operations of the school district. This is the largest fund and includes the instructional programs funded by the Ministry operating grant. Deficits are not permitted in the Operating Fund without prior approval from the Minister.

Special Purpose Fund – Schedules 3 to 3A



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

Consists of grants and contributions that are directed by agreement with third a party towards specific activities. Expenses cannot exceed revenues and any unspent funding is recorded as deferred revenue and may be subject to claw back.

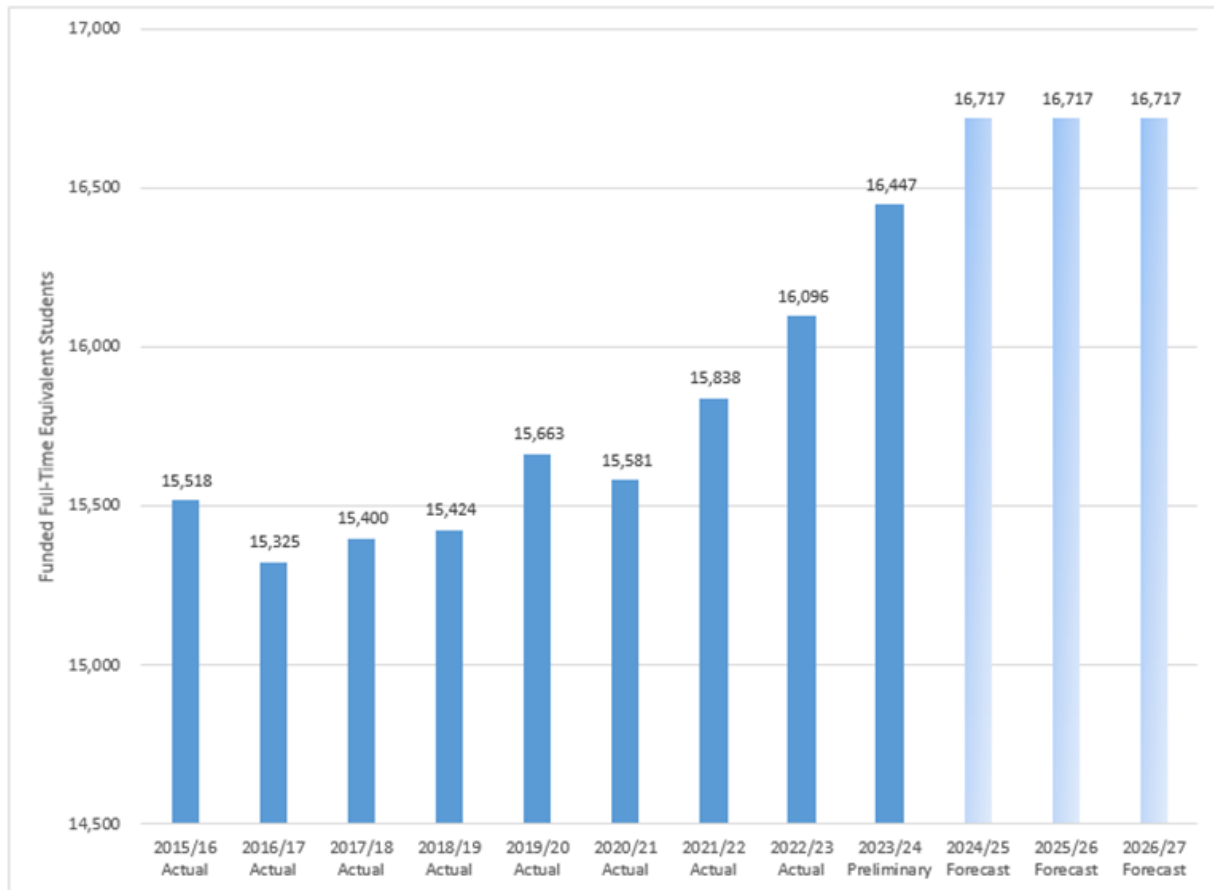
Capital Fund – Schedule 4

Accounts for the funding for the acquisition of tangible capital assets such as sites, buildings, vehicles and furniture and equipment. Deficits are permitted to the extent that amortization of capital assets exceeds amortization of deferred capital revenues.

ENROLLMENT TRENDS AND FORECAST

Historically the school district has been able to project enrollment within one percent of actual results. Projections are based on an analysis of current enrollment and other factors such as birth rate, local housing developments and immigration. Since 2020/21, the year over year increase in student enrollment is around two percent and largely as a result of changes in federal immigration policy.

Projections for 2025/26 and 2026/27 have been held at the level projected for the 2024/25 school year. The federal government recently announced a tightening on immigration and it is too early to accurately determine the impact on student enrollment.



STAFFING LEVELS



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

Student enrollment informs staffing levels. The table below is a summary of total staff by employee category since 2015/16. Over the last ten years, total staff has increased by 345 FTE in tandem with the increase in student enrollment, and to meet the additional requirements of the collective agreement funded through Classroom Enhancement Fund that came into effect in 2017/18.

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	10 Yr Change
Teachers	865.0	886.5	933.7	942.5	960.7	951.5	958.2	990.7	1,009.0	1,007.5	142.5
Principals/Vice Principals	80.0	81.0	81.9	81.9	82.8	81.5	82.0	82.0	83.0	83.0	3.0
Educational Assistants	321.0	325.2	384.6	418.2	443.4	401.4	457.2	454.4	493.7	512.6	191.6
Support Staff	229.9	232.6	233.8	234.9	235.6	238.3	234.1	227.6	227.6	229.6	(0.3)
Other Professionals	37.8	37.5	40.5	40.8	42.3	42.4	41.2	42.0	46.0	46.0	8.3
Trustees	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	-
Total Staff	1,540.6	1,569.7	1,681.6	1,725.2	1,771.8	1,722.1	1,779.7	1,803.8	1,866.3	1,885.6	345.0
Student to Staff Ratio	10.3	10.0	9.4	8.9	8.8	9.0	8.9	8.9	8.8	8.9	
Student to Teacher Ratio	18.3	17.7	16.9	16.4	16.3	16.4	16.5	16.2	16.2	16.6	

OPERATING BUDGET

PRELIMINARY BUDGET 2024/25 & PROJECTED 2025/26 - 2026/27

The 2024/25 preliminary and projected operating budgets for the two subsequent years are based on conservative assumptions and known facts at the time of preparing them. Estimates have been made for projected changes to staffing due to enrollment changes, employee salaries, benefits and changes to services, supplies and utilities due to contractual rate changes, and adjustments for one time expenditures included in the prior year budget.

Total revenues and expenses for the fiscal years 2022/23 to 2026/27 are presented below. Estimates for 2026/27 include incremental costs related to the new Cloverley Elementary school expected to open in September 2026. Expenditures in 2025/26 and 2026/27 include a provision for wage increases for all employees of two percent. Actual increases will be subject to the provincial mandate for collective bargaining as the current agreements end June 30, 2025.

Operating deficits for 2024/25 and 2025/26 are expected to be funded from available accumulated operating surplus. Current projections for 2026/27 suggest the accumulated operating surplus may not be sufficient to fund the operating deficit.

	2022/23 Actual	2023/24 Amended	2024/25 Preliminary	2025/26 Projected	2026/27 Projected
Total Ministry Grants	\$ 160,728,964	\$ 176,092,021	\$ 182,842,734	\$ 186,872,529	\$ 189,604,792
Total Other Sources	\$ 19,367,608	\$ 19,063,200	\$ 19,192,705	\$ 18,940,207	\$ 18,967,487
Total Revenue	\$180,096,572	\$195,155,221	\$ 202,035,439	\$ 205,812,736	\$ 208,572,279
Salaries and Benefits	\$161,187,222	\$176,451,864	\$184,356,196	\$188,524,947	\$192,670,446
Services and Supplies	17,663,044	18,819,177	18,666,209	18,709,133	18,709,133
Total Expense	\$178,850,266	\$195,271,041	\$ 203,022,405	\$ 207,234,080	\$ 211,379,579
Net Revenue (Expense)	\$1,246,306	(\$115,820)	(\$986,966)	(\$1,421,344)	(\$2,807,300)
Capital Purchases and Transfers	(1,238,597)	(2,142,076)	(1,086,000)	(361,000)	(361,000)
Transfer to Local Capital	-	(600,000)			
Surplus (Deficit)	\$7,709	(\$2,857,896)	(\$2,072,966)	(\$1,782,344)	(\$3,168,300)



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

OPERATING REVENUES

The operating fund includes grants and other revenues used to fund instructional programs, school and district administration, transportation, facilities and grounds operations and maintenance. Over 90% of total operating revenue is provided by the Ministry of Education and Child Care. Funding is based on student enrollment numbers at September 30, adjusted in February and May following the recounts for enrollment growth in Inclusive Education, Continuing Education, Online Learning and Newcomer Refugees. In addition, supplemental funding is provided to address unique student needs and factors unique to a school district as detailed in the following overview of the Ministry's 2024/25 Operating Grant allocation formula table.

75% allocated through the Basic Allocation	Basic Allocation	
	Common per student amount for every FTE student enrolled by school type.	
	Standard School	\$8,915 per school age FTE
	Alternate School	\$8,915 per school age FTE
	Continuing Education	\$8,915 per school age FTE
	Online Learning	\$7,200 per school age FTE
18% allocated to recognize unique student enrolment	Unique Student	
	Additional per student funding to address uniqueness of district enrolment and support additional programming. Includes Equity of Opportunity Supplement for children and youth in care and students with mental health challenges.	
	Level 1 Inclusive Education	\$50,730 per student
	Level 2 Inclusive Education	\$24,070 per student
	Level 3 Inclusive Education	\$12,160 per student
	English/French Language Learning	\$1,795 per student
	Indigenous Education	\$1,770 per student
Adult Education	\$5,690 per FTE	
7% allocated to recognize unique district factors	Unique District	
	Additional funding to address uniqueness of district factors.	
	Small Community	For small schools located a distance away from the next nearest school
	Low Enrolment	For districts with low total enrolment
	Rural Factor	Located some distance from Vancouver and the nearest large regional population centre
	Climate Factor	Operate schools in colder/warmer climates; additional heating or cooling requirements
	Sparseness Factor	Operate schools that are spread over a wide geographic area
	Student Location Factor	Based on population density of school communities
	Supplemental Student Location Factor	Level 1 and 2 inclusive education enrolment
Salary Differential	Funding to districts that have higher average educator salaries	
0.1% allocated to buffer the effects of declining enrolment	Funding Protection / Enrolment Decline	
	Funding Protection	Funding to ensure that no district experiences a decline in operating grants greater than 1.5% when compared to the previous September
	Enrolment Decline	Funding to districts experiencing enrolment decline of at least 1% when compared to the previous year
CSF Supplement District receives a 15% funding premium on allocated funding.		



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

1. Operating Grant Funding

Basic and supplemental funding rates have increased for the 2024/25 year by 3.4%. The basic allocation in 2024/25 is \$8,915 per student full-time equivalent (FTE). The increase provides recognition for compensation increases in collective agreements for teachers and support staff.

The combined basic and supplemental funding for the 2024/25 preliminary budget is \$182.8 million. The projected increase of \$6.75 million in the operating grant is due to a combination of enrollment and funding rates changes as presented in the table. Funding for wage settlements in previous years received as a separate grant has been replaced by the change in funding rates. As a result, the school district is only funded for prior year's wage settlements to the extent that enrollment is increasing.

Funded Category	2022/23 Actual	2023/24 Amended	2024/25 Preliminary	Change from Prior Yr FTE	Change from Prior Yr
Basic Allocation					
Standard Schools	\$122,576,474	\$137,454,469	\$144,503,235	272.3	\$7,048,766
Alternate Schools	\$1,600,655	1,681,875	1,783,000	5.0	101,125
Distributed Learning	\$273,083	200,970	316,800	15.1	115,830
Home School	3,750	4,500	4,500		-
Course Challenges	10,332	14,580	15,066		486
Enrolment Based Funding (Sep 30)	\$124,464,294	\$139,356,394	\$146,622,601	292.4	\$7,266,207
Level 1	\$538,200	\$490,700	\$507,300	-	\$16,600
Level 2	14,023,520	16,668,480	17,571,100	14.0	902,620
Level 3	1,924,250	2,316,720	2,432,000	3.0	115,280
English Language Learning	1,973,325	2,762,120	3,403,320	304.0	641,200
Indigenous Education	992,210	1,080,720	1,132,800	8.0	52,080
Adult Learners	12,575	7,569	5,690	(0.4)	(1,879)
Equity of Opportunity	437,070	477,159	466,069		(11,090)
Supplement for Unique Student Needs	\$19,901,150	\$23,803,468	\$25,518,279	328.6	\$1,714,811
Salary Differential	\$3,536,804	\$3,795,322	\$3,874,862		\$79,540
Unique Geographical Factors	1,670,703	1,717,926	1,862,668		144,742
Curriculum and Learning Support	140,330	142,154	145,446		3,292
Indigenous Education Councils	-	-	68,500		68,500
Other Funding	\$5,347,837	\$5,655,402	\$5,951,476		\$296,074
July Enrolment Count	\$457,548	\$542,571	\$533,636	(85)	(\$8,935)
February Enrolment Count	770,609	286,992	692,852	55.0	405,860
May Enrolment Count	363,562	304,500	288,000	(3.8)	(16,500)
Other Enrolment Counts	\$1,591,719	\$1,134,063	\$1,514,488	(33.8)	\$380,425
Ministry Operating Grant	\$151,305,000	\$169,949,327	\$179,606,844		\$9,657,517
Details					
Pay Equity	\$2,966,047	\$2,966,047	\$2,966,047		-
Funding for Graduated Adults	13,519	-	4,129		\$4,129
Student Transportation	40,566	40,566	40,566		-
Support Staff Benefits	207,408	203,798	207,408		\$3,610
Foundation Skills Assessment	17,740	17,740	17,740		-
Premier's Award for Excellence	1,000	-	-		-
Early Literacy	2,366	3,677	-		(\$3,677)
Labour Settlement Funding	6,175,318	2,910,866	-		(\$2,910,866)
Other Ministry Grants	\$9,423,964	\$6,142,694	\$3,235,890		(\$2,906,804)
Total Provincial from Ministry	\$160,728,964	\$176,092,021	\$182,842,734		\$6,750,713



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

2. Other Sources of Operating Revenue

The following additional revenues of \$19.19 million are projected based on the following assumptions:

Other Revenues	2022/23 Actual	2023/24 Amended	2024/25 Preliminary	Change from Prior Year
Provincial - Other	3,300	10,908	8,600	(2,308)
Federal Grants	7,000	14,000	-	(14,000)
Tuition Fees	10,803,313	9,735,500	9,735,500	-
Rentals and Leases	2,576,726	2,696,312	2,820,324	124,012
Investment Income	1,564,513	1,986,949	1,986,949	-
Other Revenue	4,412,756	4,619,531	4,641,332	21,801
Total Other Sources	\$ 19,367,608	\$ 19,063,200	\$ 19,192,705	\$ 129,505

- International Tuition - Enrollment is projected to remain at 600 FTE for an estimated tuition and summer fees of \$9.73 million.
- Rentals and Leases - Total revenue from leased schools, child care spaces and after-hour community use of school space has been estimated using current rates and similar utilization of spaces.
- Investment Income - projected using prior year market interest rates of approximately 5% which is slightly higher than the Bank of Canada projected rate of 4%.
- The majority of Other Revenues of \$4.64 million have equal or offsetting expenses.

Other Operating Revenues	2022/23 Actual	2023/24 Amended	2024/25 Preliminary	Change from prior Year
Academy Fees	\$740,600	\$714,776	\$714,776	-
Artists for Kids	359,950	366,070	371,070	5,000
Band and Strings	628,000	734,240	745,940	11,700
Cheakamus Centre	1,774,366	2,358,821	2,358,821	-
Donations and Recoveries	33,925	31,425	31,425	-
Cafeteria and Vending	55,000	50,000	50,000	-
Miscellaneous	714,200	364,200	369,300	5,100
Total Revenue	\$4,306,041	\$4,619,532	\$4,641,332	\$21,800

- Academies, Artists for Kids and Band and Strings projections are based on preliminary registrations for the upcoming school year.
- Cheakamus Centre - A new agreement with the service provider will be negotiated. Revenues and the offsetting expenses under Services have been held at the prior year level.
- Miscellaneous - Includes \$160,000 in fees for the annual trip to Quebec for students, a grant from the City of North Vancouver to support crossing guards at elementary schools (\$93,800) and a contribution from BC Hydro to fund the energy manager position (\$58,500). The balance (\$57,000) is made up of smaller payments to the school district from a variety of sources.



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

3. Operating Revenues – Future Years

Estimated operating revenues beyond 2024/25 are based on the following assumptions:

- Student enrollment maintained at the same level and the same funding rates as for the current year due to uncertainty on the impact of the new federal immigration policy on student enrollment.
- Teacher and support staff wage and benefits increases will be fully funded. An estimated increase of 2% has been assumed.
- Interest rates on investments have been adjusted down to reflect Bank of Canada projections of between 3.75% to 4%.

	2024/25 Preliminary	2025/26 Projected	2026/27 Projected
Total Ministry Grants	\$ 182,842,734	\$ 186,872,529	\$ 189,604,792
Provincial - Other	8,600	8,600	8,600
Tuition Fees	9,735,500	9,876,500	9,876,500
Rentals and Leases	2,820,324	2,858,826	2,886,106
Investment Income	1,986,949	1,554,949	1,554,949
Other Revenue	4,641,332	4,641,332	4,641,332
Total Other Sources	\$ 19,192,705	\$ 18,940,207	\$ 18,967,487
Total Revenue	\$ 202,035,439	\$ 205,812,736	\$ 208,572,279

OPERATING EXPENSES

STAFFING

Actual staffing will not be confirmed until September 2024 when final student enrollment is known and classrooms can be organized to meet collective agreement requirements. Enrollment composition and class size at elementary determines the number of divisions needed. The current planning assumption is 429 divisions consistent with previous years. In secondary, enrollment and student course load determine the number of staffing required. Students in secondary may opt to take less than a full-time course load influencing both operating grant funding and staffing requirements.



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

Preliminary projections are for an increase of 19.1 FTE overall as follows:

Employee Group	2022/23 Amended	2023/24 Amended	2024/25 Preliminary	Change from Prior Year	Funded from Special Purpose Fund	Funded from Operating
Administrators	82.000	83.000	83.000	-	2.356	80.644
Teachers	982.740	1,001.233	998.487	(2.746)	110.030	888.457
Speech Language Pathologists	8.000	8.000	9.000	1.000	1.000	8.000
Custodial	90.000	90.000	90.000	-	-	90.000
Education Assistants	454.430	493.670	512.588	18.918	127.679	384.909
Support Staff	137.610	137.611	139.562	1.951	10.590	128.972
Exempt	42.000	46.000	46.000	-	2.000	44.000
Trustees	7.000	7.000	7.000	-	-	7.000
Total	1,803.780	1,866.514	1,885.637	19.123	253.655	1,631.982

- Decrease in teachers of 1.6 FTE for the closure of Carlile House and 1.1 FTE due to one less division being required in elementary (430 to 429)
- Increase of 1 FTE for a speech language pathologist to be funded by Special Purpose Funding for the Provincial School Outreach Program. Additional staffing will be added as the second team is added to expand the program.
- Additional 18.9 FTE (788 weekly hours) in Education Assistants to support anticipated enrollment changes.
- Additional 1.95 FTE in support of the Feeding Futures Program funded by Special Purpose funding.

SALARIES

In 2024/25 salaries and benefits are projected to increase by \$7.90 million.

Description	2022/23 Actual	2023/24 Amended	2024/25 Preliminary	Change from Prior Year
Salaries				
Teachers	\$76,573,963	\$86,204,005	\$87,847,300	\$1,643,295
Principals and Vice Principals	11,380,095	11,890,006	12,255,829	365,823
Educational Assistants	16,391,404	18,561,230	19,821,218	1,259,988
Support Staff	12,369,375	13,208,484	13,316,640	108,156
Other Professionals	5,368,850	6,337,376	6,489,764	152,388
Substitutes	7,941,837	6,072,415	6,072,415	-
Total Salaries	\$130,025,524	\$142,273,516	\$145,803,166	\$3,529,650
Employee Benefits	\$31,161,698	\$34,178,348	\$38,553,030	\$4,374,682
Total Salaries and Benefits	\$161,187,222	\$176,451,864	\$184,356,196	\$7,904,332

The increase reflects the following assumptions:



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

- Effective July 1 2024 the teacher collective agreement ratified in 2022 provides for a general wage increase of 2% plus a 1% cost of living adjustment (COLA). Anticipated teacher salary increments and the 2% wage increase totals salaries of \$1.64 million. The cost of living adjustment (estimated at \$0.9 million) has not been budgeted as the amount of funding has not been confirmed.
- The collective agreement with the Canadian Union of Public Employees (CUPE) ratified in 2023 provides a general wage increase of 2% plus 1% cost of living adjustment. Support Staff salaries are expected to increase by \$0.36 million and Educational Assistants salaries by \$0.33 due to the general wage increase with a further \$0.92 million as a result of enrollment changes. The cost of living adjustment (estimated at \$0.35 million) has not been budgeted as the amount of funding has not been confirmed.
- Up to 3 percent has been included for Administrators, management and exempt. Historically these have been internally funded and although Public Sector Employer' Council has advised that funding will be provided, the district has not included the offsetting revenues as the announcement and the amount of funding has not been confirmed.

BENEFITS

The cost of benefits allocated to the Operating Fund is estimated at \$38.5 million. Employee benefits are based on total salary costs and employer contribution rates for each benefit class. Significant changes are impacting the cost of employer paid benefits. The cost of these benefits are expected to be funded through the changes to the operating funding rates.

Benefits Cost	2022/23 Actual	2023/24 Amended	2024/25 Preliminary	Change from Prior Year
	\$millions	\$millions	\$millions	\$millions
Canada Pension Plan (CPP)	\$5.900	\$6.415	\$7.256	\$0.841
Employment Insurance (EI)	2.226	2.429	2.747	0.318
Employer Health Tax (EHT)	2.251	2.457	2.779	0.322
Employer Provided Benefits	6.830	7.459	8.437	0.978
Pension Plan - Municipal	2.478	2.704	3.059	0.355
Pension Plan - Teachers	9.008	9.829	11.117	1.289
Support Staff Future Benefits	0.589	0.825	0.825	(0.000)
WorkSafeBC	1.880	2.060	2.330	0.270
Total	\$31.162	\$34.178	\$38.550	\$4.372

Contribution Rates	2022/23	2023/24	2024/25
Canada Pension Plan (CPP)	5.70%	5.95%	5.95%
CPP - Tier 2 - Yearly Max Pensionable Earnings Plus		4.00%	14.00%
Employment Insurance (EI)	2.00%	2.06%	2.10%
Employer Health Tax (EHT)	1.95%	1.95%	1.95%
Pension Plan - Municipal	9.31%	9.31%	9.31%
Pension Plan - Teachers	11.30%	11.30%	11.30%
WorkSafeBC	0.89%	1.31%	1.59%



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

- Canada Pension Plan (CPP): As of January 1, 2025 the second tier for CPP contributions is increasing to year's maximum pensionable earnings plus 14%. Total CPP payments are increasing by \$0.84 million.
- Employment Insurance (EI): The increase for EI costs is due to anticipated wage increases and a slight increase of less than 1% in the contribution rate.
- Employer Health Tax: Projected increase of \$0.32 million due to increase in wages.
- Employer Provided Benefits: The employer paid benefits include dental, health benefits and life insurance. Premiums are reviewed annually and rates are adjusted based on usage and costs of services. The estimated cost is \$8.43 million. The \$0.97 million increase is the result of enhancement to teacher benefits plans.
- Municipal Pension Plan: The estimated cost, based on the current rate is \$3.05 million due to wage increases.
- Teachers Pension Plan: The estimated cost, based on the current rate is \$11.11 million due to wage increases.
- Support Staff Future Benefits: Based on the actuarial analysis, using the Ministry's calculator, the future benefits payable to retired CUPE staff is estimated at \$0.825 million.
- WorkSafeBC: Rates are revised annually based on claims and on the rating for our industry (public school districts). Premium rate has increased from 1.31% to 1.59% based on the experience rating for the school district. The estimated cost is \$2.33 million.

SERVICES AND SUPPLIES

The estimated budget for Services and supplies is \$18.66 million.

Services & Supplies	2022/23 Actual	2023/24 Amended	2024/25 Preliminary	Change from Prior Year
Academies	623,176	549,248	549,248	-
Cheakamus Centre	\$2,299,911	\$2,427,950	\$2,427,950	-
Consulting	1,037,634	1,239,000	1,188,500	(\$50,500)
International Commissions & Medical	1,475,456	1,407,400	1,407,400	-
Legal and Audit	546,288	550,591	550,591	-
Licenses	1,264,011	1,329,251	1,339,751	\$10,500
Other Services	2,268,654	2,411,703	2,310,463	(\$101,240)
Subtotal Services	\$9,515,130	\$9,915,143	\$9,773,903	(\$141,240)
Student Transportation	90,332	135,880	135,880	-
Professional Development and Travel	1,011,854	1,111,500	1,119,950	8,450
Rentals and Leases	26,513	26,500	26,500	-
Dues and Fees	82,216	84,000	84,000	-
Insurance	467,983	441,332	441,332	-
Supplies	3,419,875	3,855,772	3,681,244	(174,528)
Utilities	3,049,140	3,249,050	3,403,400	154,350
Total Services and Supplies	\$17,663,043	\$18,819,177	\$18,666,209	(\$152,968)

Highlights of expenditures include:



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

- Enrollment in Academies and International are estimated to be consistent with prior year for total expenses of \$0.54 million and \$1.40 million respectively.
- A new agreement will be negotiated with the service provider at the Cheakamus Centre that expires June 30, 2024. Planning assumptions for next year are consistent with the current year (2023/24).
- Consulting expenses of \$1.18 million includes various initiatives such as Inclusive Education community programming and music therapy, curriculum day, cyber security and privacy, fire safety, climate action, occupational health and safety and management fee for Cheakamus outdoor school. The decrease of \$50,000 is for the removal of one time costs related to new grad requirements (\$20,500) and climate action project implementation (\$35,000) in the prior year.
- A moderate increase is anticipated in software licences.
- Other services of \$2.4 million include expenses related to facilities, ground and school operations such as snow removal, grass cutting, plumbing, lighting, photocopier, communication and equipment repairs and maintenance. A total decrease of \$101,240 is the removal of one time costs of \$74,000 allocated in prior year for emergency preparedness and \$28,000 to install EV charging stations.
- Increase of \$20,000 in Professional development and travel for costs related to the new Leadership for Learning (L4L) standing committee offset by a decrease in annual membership fees for school psychologists of \$3,500 and removal of one time costs of \$8,000 in prior year.
- Supplies have been adjusted for the removal of one time costs related to allocations outside the block budget to schools of \$209,000 offset by increases of \$13,000 for the Supply Closet program funded by a donation and \$4,000 increase for scholarships funded from international program fees.
- Utilities are projected to rise by 5% in 2024/25 for a total increase of \$154,350.

OPERATING EXPENSES – FUTURE YEARS

Operating expenses for the years 2025/26 and 2026/27 are based on the following assumptions:

- Student enrollment to remain consistent with 2024/25.
- Provision for a wage increases of 2% for teachers and support staff assumed to be fully funded.
- Inflation at 2% assumed for services and supplies.
- Increase of 1% for utilities.
- 2026/27 expenditure includes the incremental costs for opening of the new elementary school including administration and support staff.

	2022/23 Actual	2023/24 Amended	2024/25 Preliminary	2025/26 Projected	2026/27 Projected
Expenses					
Salaries and Benefits	\$161,187,222	\$176,451,864	\$184,356,196	\$188,524,947	\$192,670,446
Services and Supplies	17,663,044	18,819,177	18,666,209	18,709,133	18,709,133
Total Expense	\$178,850,266	\$195,271,041	\$ 203,022,405	\$ 207,234,080	\$ 211,379,579



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

ACCUMULATED OPERATING SURPLUS

Projected expenditures for the 2024/25 preliminary budget exceed projected revenues by \$2.0 million. School districts are required by the Ministry to submit a balanced budget which may require use of the accumulated operating surplus. The estimated closing balance at June 30, 2025 is \$2.0 million.

Opening Balance, July 1, 2023 (Note 14 of Audited Financial Stmtts)	\$9,304,894
Less: Internally restricted in 2023/24	(\$2,324,196)
Less: 2023/24 Amended Budget - Use of Appropriated Surplus	(\$2,857,895)
Less: 2024/25 Preliminary Budget - Use of Appropriated Surplus	(\$2,072,966)
Estimated Balance, June 30, 2025	\$2,049,837

As presented in Note 14 of the audited financial statements ending June 30, 2023, the Accumulated Operating Surplus was \$9.3 million. \$2.3 million was restricted by the Board for commitments at the end of 2023. \$2.85 million is currently required to balance the 2023/24 budget and an additional \$2.0 million is needed to balance the 2024/25 Preliminary Budget.

Policy 710: Accumulated Operating Surplus, requires the target balance of the surplus to be between 2 – 4 percent of Operating Fund Expenses. This means that the balance should be between \$4.0 million to \$8.1 million. The estimated balance of \$2.0 million represents just over 1% of operating expenses and is therefore below the minimum target balance. It is expected that the use of Appropriated Surplus in 2023/24 will be less than anticipated which will increase the ending balance. The school district will need to carefully steward financial resources in order to ensure that the balance increases to the target threshold. As noted previously, additional provincial revenue is expected which will offset the expenses that have been included. The additional revenue will have a positive impact on the operating deficit projected.

SPECIAL PURPOSE FUNDS

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

The 2024/25 Preliminary Annual Budget includes approximately \$27.27 million in program funding from the Ministry and \$4.25 million from external sources.



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

Description	2023/24 Amended	2024/25 Preliminary	Change from Prior Year
Provincial Funding			
Annual Facilities Grant	\$626,391	\$626,391	-
Carlile Youth Inpatient Unit	263,331	-	(263,331)
Changing Results for Young Children (CR4YC)	13,374	12,680	(694)
Classroom Enhancement Fund - Overhead	6,677,376	6,810,924	133,548
Classroom Enhancement Fund - Remedy	1,328,037	-	(1,328,037)
Classroom Enhancement Fund - Staffing	12,442,387	12,691,235	248,848
CommunityLINK	1,270,786	1,293,469	22,683
Early Care & Learning	350,000	-	(350,000)
Feeding Futures Fund	1,734,379	2,149,845	415,466
First Nations Student Transportation	251,852	-	(251,852)
Learning Improvement Fund	629,145	635,955	6,810
Mental Health in Schools	51,837	51,000	(837)
Official Language Education Program (OLEP)	279,706	279,706	-
French Immersion Growth Grant	321,710	-	(321,710)
French Language Assistants Grant	84,000	-	(84,000)
North Vancouver Online School	221,363	122,550	(98,813)
Ready, Set, Learn	118,095	154,518	36,423
Strong Start	224,000	224,000	-
Student & Family Affordability Fund	201,071	85,680	(115,391)
Provincial Schools Outreach	1,617,597	2,108,234	490,637
Early Years to Kindergarten (SEY2KT)	19,000	19,000	-
Health Career Experiential Learning Initiative	-	5,000	5,000
Sub-total	28,725,437	27,270,187	(1,455,250)
External Sources			
Metro Regional Implementation	161,148	69,061	(92,087)
North Shore Secondary Schools Athletic Association	246,499	128,119	(118,380)
School Generated Funds	4,000,000	4,000,000	-
Violence Prevention	40,762	53,763	13,001
Sutherland Track	10,000	-	(10,000)
Sub-total	4,458,409	4,250,943	(207,466)
Total Revenue	\$33,183,846	\$31,521,130	(\$1,662,716)

Highlighted changes and assumptions:

- Vancouver Coastal Health cancelled the Carlile Youth Inpatient Unit contract in early 2024.
- Early Learning and Care funding was a three year commitment of \$175,000 per year that will end in 2024/25. Funding for 2024/25 has not been confirmed.
- Funding for First Nations Transportation and CEF Remedy is expected however amounts have not been confirmed and therefore not budgeted.



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

- French Immersion and French Language Assistants grants were one time funding provided by the federal government that are not expected to continue.
- A new grant of \$5,000 to support the development of interactive learning activities aimed at enhancing exploration of health careers. Funding received in 2023/24 will not be spent until 2024/25.
- The changes in the following grants represent the projected unspent funding at the end of 2023/24 and are not an increase to funding in 2024/25: Feeding Futures, Ready Set Learn, Provincial Schools Outreach and Violence Prevention.

Classroom Enhancement Fund

The Classroom Enhancement Fund was established in 2017 to address the additional requirements for teacher and overhead costs as a result of the Supreme Court of Canada ruling in 2016 that changed the size and composition of classrooms and students.

There are 3 components to the funding. Staffing, Overhead and Remedy.

Funding for staffing is initially provided based on estimates that are adjusted in the Fall. The final amount will be known in December 2024. The initial funding is \$12.69 million.

Overhead funding is fixed and does not keep pace with changes in enrolment. The school district uses this funding on additional staff supports required in the classroom. The \$6.81 million will fund 109.3 FTE Education Assistants’ salaries and benefits.

No funding has been budgeted for Remedy. Remedies earned in the year are reported in July and funding confirmed later in the year.

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

Category	2022/23 Actual	2023/24 Amended	2024/25 Preliminary	Change from Prior Year
FTEs				
Teachers	104.700	101.130	101.130	-
Education Assistants	106.950	112.136	109.337	(2.799)
Total FTE	211.650	213.266	210.467	(2.799)
Targeted Funding				
Teachers	\$12,106,817	\$12,442,387	\$12,691,235	\$248,848
Overhead (Education Assistants)	6,329,266	6,677,376	6,810,924	\$133,548
Remedy	1,051,600	1,328,037	-	(\$1,328,037)
Total Funding	\$19,487,683	\$20,447,800	\$19,502,159	(\$945,641)

CAPITAL FUND

Annual Facilities Grant

The Annual Facilities Grant (AFG) is distributed to school districts in two components – the capital portion allocated via Bylaw to the Capital Fund and the balance is provided as a special purpose grant intended to fund projects that maintain or extend the service life of buildings. The operating portion is allocated net of



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

a fee for the maintenance of the capital assets management system (CAMS). Total AFG funding approved is \$3.95 million with \$3.32 million allocated via capital Bylaw and the balance of \$0.62 million allocated as a special purpose grant.

Summary of 2024/25 AFG Spending Plan.

AFG Project Description	Budget
HVAC	\$951,829
Exterior Wall Systems	833,889
Site Upgrades	581,904
Accessibility Upgrades	567,357
Roofing	358,495
Interior Construction	299,017
Electrical	296,148
CAMS	53,310
Asbestos Abatement	8,313
Total	\$3,950,261

Major Capital Construction Projects

The following major capital construction projects are currently underway and the district estimates approximately \$27.0 million to be completed in 2024/25.

BYLAW Projects	Budget \$ millions
Cloverley Replacement	\$64.39
Lynn Valley Expansion	9.31
Windsor Building Envelope	3.00
Total	\$76.70

The capital fund budget includes amortization of deferred capital revenue, amortization of tangible capital assets purchased and capital assets estimated to be acquired or constructed from local capital, operating and special purpose funds.

Based on estimated expenditures, a provision for asset amortization expense of \$15.91 million and amortization of deferred capital contributions of \$10.59 million is included in the budget in the Invested in Capital Assets Fund.



**2024/25 PRELIMINARY ANNUAL BUDGET
Notes and Assumptions**

The Local Capital Fund accounts for district owned assets. \$0.08 million in interest has been allocated for a projected balance of \$2.59 million at June 30, 2025.

Local Capital Funds	
Opening Balance at July 1, 2023 (note 14 Audited Financial Stmts)	\$2,604,472
Add: Interest Allocation 2023-24	\$88,000
Deduct: Uses proposed in 2023/24 Amended Budget	(785,000)
Add: Contributions proposed in 2023/24 Amended Budget	600,000
Add: Interest Allocation 2024/25	88,000
Estimated Closing Balance at June 30, 2025	\$2,595,472

RISK MANAGEMENT

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

Listed below are items that will be monitored closely during the fiscal year.

Revenues

- The operating grant from the Ministry represents over 90% of the Operating Fund revenues. The foundation for the operating grant is the enrolment forecast submitted in February for the following school year. At this time, enrolments are forecasted consistent with the forecast submitted in February. The estimated change in the operating grant will be calculated in September based on actual enrolments.
- International tuition revenue has been estimated at levels consistent with enrollments in the 2023/24 Amended Budget (or current year). The recent changes to immigration policy announced by the federal government may impact our forecasts of international students. As student growth increases, this may influence the school district’s ability to accept international students.

Expenses

- The staffing requirements for next year are based on current enrolments, which informs class size and composition. Any material changes in enrolment and class composition may result in increases or decreases in staffing requirements to meet ratio requirements in the collective agreement.
- Staff salaries and benefits for all employee groups are based on average costs. If the actual costs differ materially from the planning assumptions, this could pose a material impact on the overall budget.



2024/25 PRELIMINARY ANNUAL BUDGET Notes and Assumptions

- Inflationary pressures continue to have a material impact on the cost of services and supplies. Although provisions have been taken to estimate the financial impact, there may be unforeseen events that impact this further.

Capital Assets

- Although the Ministry provides an Annual Facilities Grant to maintain buildings and components of the buildings through their economic life, this funding is not sufficient to address all needs. Based on the review of school district buildings, the estimated cost of deferred maintenance is \$97 million as of May 1, 2023. This means that deferred maintenance for buildings and facilities continues to increase and the overall condition of buildings continues to decline. Major failures would need to be covered from the Accumulated Operating Surplus. To manage this risk, the Facilities and Planning Department reviews and prioritizes projects for the best use and highest value on an on-going basis.
- Any buildings not used for education purposes, such as the Education Services Centre and maintenance facility are not eligible for Ministry major capital funding. Any repairs must be funded internally by the Board of Education.
- The Ministry has an expectation that construction of new schools and additions require financial contributions from the school district. The only source for these funds would be from the Accumulated Operating Surplus. The school district continues to set aside funding for the required contribution to the new elementary school in the Cloverley neighbourhood.
- As experienced in 2023/24, the enrollment growth exceeded the capacity of schools in certain catchments. In order to meet the increasing demands, the school district spent approximately \$1.4 million to purchase four portables. This purchase was funded by the Board through the use of accumulated operating surplus.

Future Years budgets

- The longer the horizon the less accurate estimates are likely to be. Caution must be exercised in interpreting the financial results projected for 2025/26 and 2026/27.

Contingency

- The operating budget does not contain any contingency for unforeseen or unbudgeted costs that may arise. The Board's only emergency fund is the accumulated operating surplus, which reinforces the importance of maintaining the target balance of 2 to 4 percent for the Accumulated Operating Surplus.

Schedule B.3
of the
Administrative Memorandum

Meeting Date: May 21, 2024 **Board** **Board, in camera**

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

Narration:

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

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

The last change to Trustee Stipends was approved at the May 23, 2023 Public Board meeting which reflected a 5.0% increase, consistent with the general wage increases provided under Collective Agreements in 2022 and 2023.

The Board of Education is being asked to consider a proposed increase of 4.3% for effective July 1, 2024, based on the annual change in the Vancouver CPI. The proposed changes to the Trustee Stipends are noted in the following table.

Position	Current Annual Rate	Proposed Annual Rate	Proposed Annual Increase	Proposed Annual Percent Increase
Chair	\$32,125	\$33,506	\$1,381	4.3%
Vice Chair	\$30,503	\$31,815	\$1,312	4.3%
Trustee	\$29,637	\$30,911	\$1,274	4.3%

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

RECOMMENDED MOTION:

that the Board adopt Trustee Stipends for the Chair at \$33,506; the Vice Chair at \$31,815; and Trustee at \$30,911 effective July 1, 2024.



Schedule C.1
of the
Administrative Memorandum

Meeting Date: May 21, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **School Fees for 2024/25**

Narration:

Elementary School Fees

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

Policy 706 requires that each North Vancouver elementary school annually establish a schedule of fees. Elementary school fees are developed and reviewed each spring, in order to provide to the school communities in advance of the following school year.

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

Each spring, the schedule of fees for the following school year is provided to Trustees for information. Accordingly, the *Schedule of Supplementary Elementary School Fees 2024/25* for the North Vancouver School District is attached.

Academy Fees

In December 2023, the Board of Education received the Secondary School and Academy Fees for information. Attached are adjustments for academies in Digital Media, Hockey Skills, Robotics and Volleyball.

Attachment:

School District No. 44 (North Vancouver) Schedule of Supplementary Elementary School Fees 2024/25 and Academy Fee Changes 2024/25



SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) SCHEDULE OF SUPPLEMENTARY ELEMENTARY SCHOOL FEES 2024/25 AND ACADEMY FEE CHANGES 2024/25

Policy 706: School Fees requires the Superintendent of Schools to review annually the schedule of school fees for all schools and to provide this schedule to Trustees for their information. Listed below is an overview of the Supplementary Elementary School Fees established for the 2024/25 school year.

A. ELEMENTARY SCHOOLS SUPPLEMENTARY FEES

Supplementary Elementary School Fees have been developed at each individual school through a consultative process that involves the school principal, staff, and parents of the school community, and includes a presentation of proposed fees at a Parent Advisory Council (PAC) meeting. The following identifies the fee categories and, where supplementary fees are charged, the range of fee amounts that have been established at elementary schools across the school district for the 2024/25 school year.

	<u>Range:</u>
Materials used in special projects <i>(intended for student to take home for personal use or as a gift)</i>	\$ 12.00 - \$ 25.00
Student Planners	\$ 6.00 - \$ 11.00
Enrichment Learning Activities <i>(e.g., gymnastics, tennis, dance, etc.)</i>	\$ 15.00 - \$ 40.00
Field Trips	Cost recovery on trip-by-trip basis

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

Each NVSD school will post their supplementary school fees for 2024/25 on their individual school website or will publish the fees in their school newsletter. Fees are charged **only** for materials or activities that are supplemental to what is required to sufficiently meet the Province's general requirements for graduation.

B. ELEMENTARY DISTRICT PROGRAM FEES

Band and Strings Program:

Registration - from January 15 - February 29, 2024	Registration Fee: \$ 535.00
Late Registration - from March 12 - September 27, 2024	Registration Fee: \$ 600.00

Cheakamus Centre Programs:

Gr 3 Longhouse - Skw'une-was Indigenous Cultural Program – 1 Day	\$ 88.00
Gr 3 Longhouse - Skw'une-was Indigenous Cultural Program – 2 Day	\$ 157.00
Gr 4 Outdoor School Program – 3 Day	\$ 254.00
Gr 6 Outdoor School Program – 4 Day	\$ 336.00

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

C. ACADEMY FEE CHANGES 2024/25

Digital Media Academy (Argyle Secondary)	Full DMA	\$ 1,312.50
	DMA Lite	\$ 525.00
Hockey Skills Academy (Windsor Secondary)	Regular Players	\$ 1,387.50
	Goalies/Siblings	\$ 971.25
Robotics Academy (Carson Graham Secondary)		\$ 2,252.50
Volleyball Academy		\$ 2,152.50

Schedule C.2
of the
Administrative Memorandum

Meeting Date: May 21, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Committee Reports - Written Update**

Narration:

Updates on the Board of Education's Committees will be provided in writing at each of the monthly Public Board Meetings for information.

Attachments:

Audit Committee
Joint Job Evaluation Committee (CUPE)
Occupational Health and Safety Committee
Safe and Healthy Schools Committee

Audit Committee – May 9, 2024

The North Vancouver School District Audit Committee was established in 2016 to assist the Board of Education in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the audit process, the Board of Education's process for monitoring compliance with laws and regulations and the codes of conduct, and the budget process. The Committee will meet at least four times a year, with the authority to convene additional meetings, as circumstances require.

The Committee is comprised of three representatives from the Board of Education and two independent financial experts that have subject matter expertise. The Committee is supported by staff including the Superintendent, Secretary Treasurer and Director, Financial Services. Members for this year are:

- Committee Chair, Daniel Anderson, Representative from the Board of Education;
- Kulvir Mann, Representative from the Board of Education;
- Linda Munro, Representative from the Board of Education;
- Jodi Rustad, Partner, Audit and Accounting, Baker Tilley; and,
- Roy Uyeno, retired Secretary Treasurer.

The primary purpose of the May meeting is to review the draft budget for the upcoming fiscal year. Other agenda items at this meeting included discussion and review of:

- 2023/24 Audit Plan as presented by Lenora Lee, Audit Partner with KPMG; and,
- 2023/24 Forecast to year end;

Following the presentation of the 2024/25 preliminary annual budget, the Audit Committee approved two motions outlined previously in the agenda for tonight's meeting.

The Committee members also met in camera with the Auditor, without staff.

The next Committee meeting will be scheduled in September 2024.

Joint Job Evaluation Committee (CUPE) – May 2024

The North Vancouver School District and Canadian Union of Public Employees (CUPE 389) Joint Job Evaluation Committee is responsible to implement the Job Evaluation Plan (April 2017). The Job Evaluation Plan provides a systematic and analytical process to determine the relative value and worth of different jobs within their structure. This evaluation is completed by assessing and comparing various job factors to establish a fair and equitable internal job hierarchy.

The Committee primarily focuses on making joint recommendations regarding:

- Review of new CUPE positions established by the Board of Education;
- Review existing positions or classes as requested by the employee, CUPE or the Board of Education;
- Modify existing positions or classes as requested by the employee, CUPE or the Board of Education; and,
- Review appeals of positions or classes as requested by the employee/CUPE or the Board of Education.

The Committee is comprised of equal representatives from CUPE and the Board of Education:

- Xenia O'Brien, Committee Co-Chair, Assistant Director, Human Resources, Representative for the North Vancouver School District Board of Education;
- Joyce Griffiths, Committee Co-Chair, Administrative Assistant, Facilities and Planning, Representative for CUPE;
- Tara Campbell, Human Resources Manager, Representative for the North Vancouver School District Board of Education;
- Carol Nordby, Receptionist, Representative for CUPE;
- Brenda Bell, District Principal, Human Resources, Alternate Representative for the North Vancouver School District Board of Education; and,
- Teri Price, Payroll Manager, Alternate Representative for the North Vancouver School District Board of Education;
- Terence Capitania-Kwok, Maintenance Coordinator - Grounds, Alternate Representative for CUPE; and,
- Britt DesBrisay, Electrician, Alternate Representative for CUPE.

This Committee has been meeting since 1999 and was initially established to ensure gender neutrality between positions, and internal equity.

The Committee meets approximately 4 times per school year, depending upon the scope and volume of job evaluation requests. Job evaluation is an ongoing process. As job roles change, new technologies emerge and positions may need to be re-evaluated. This ensures that the CUPE position structure remains fair, equitable, and market competitive.

Occupational Health and Safety Committee – May 2024

The North Vancouver School District Occupational Health and Safety Committee (District OHS Committee) is a joint committee comprised of members on behalf of the employer and workers, including the North Vancouver Administrators' Association, the North Vancouver Teachers' Association, and the Canadian Union of Public Employees (CUPE 389), with advisory representation from the school district Occupational Health and Safety and Facilities and Planning. The Committee is dedicated to working cooperatively to identify and resolve health and safety issues in support of a comprehensive occupational health and safety program, aiming to prevent occupational injuries and diseases in the workplace.

The Committee meets bi-monthly, starting this year in November, with meetings held on the following dates: November 28, 2023, January 16, 2024, and March 12, 2024. An upcoming meeting is scheduled for May 21, 2024.

The 2023/24 Committee is comprised of representatives from education partner groups including:

- Brigitte Gerandol, Co-Chair Employer Representative - Elementary School Principal
- David Murton, Co-Chair Employee Representative of the North Vancouver Teachers' Association
- Suzette Dohm, Employer Representative - District Principal Safe and Healthy Schools
- Menina Colangelo, Employer Representative – Elementary School Vice Principal
- Toby MacDonald, Employee Representative of the North Vancouver Teachers' Association
- Melanie Birch, Worker Representative, CUPE
- Rolex Gelacio, Worker Representative, CUPE
- Brenda Fairbairn, Worker Representative, CUPE
- Nelson Dow, Advisory - Manager, Occupational Health and Safety
- Michael Chapman, Advisory - Director, Facilities and Planning

The Committee uses the Safety Spectrum online reporting system to review incident/injury reports, hazard reports, inspections and WorkSafe BC Inspections and/or orders. The Committee also discusses education and training, as well as current WorkSafe BC claims costs. A growing area of concern among Committee members is the increase in incident reports related to violence in the workplace, as defined by WorkSafeBC. These incidents have superseded other injuries with regards to total claims costs.

Looking ahead, the Committee will continue to target the high-frequency incidents that are affecting our workers and our claims costs. Improving hazard and risk communication to our workers is paramount in preparing our teams to identify and address workplace concerns before injuries occur.

Safe and Healthy Schools Committee – May 2024

The North Vancouver Board of Education acknowledges the vital connection between safety, health, and the myriad advantages for students, which extend to their journey of learning and personal development. North Vancouver schools hold significant responsibility within the broader community to foster safety, connectivity, health, and overall well-being.

In support of the well-being of school communities in the North Vancouver School District, it is important for students, parents/guardians and employees to work towards educational opportunities and initiatives, as well as school/district policies and processes, that promote feelings, experiences and development of safety, connection, and health.

The Safe and Healthy Schools Committee key roles include:

- Reviewing current process and initiatives in relation to various Safe and Healthy Schools topics, including; reporting of suspected child/youth abuse protocols, threat risk assessment, codes of conduct, substance use, sexual health, consent, healthy relationship education, social emotional learning and mental health education
- Reviewing and reflecting upon assessment data connected to Safe and Healthy Schools, including; Middle Years Development Instrument (MDI), Youth Development Instrument (YDI), McCreary Adolescent Health Survey (AHS), Mental Health Dashboard and Student Learning Survey (SLS)
- Recommending to the Board and Superintendent updates to policies relating to Safe and Healthy Schools
- Establishing task-driven Safe and Healthy Schools sub-committees, as necessary
- Supporting communication and promotion of Safe and Healthy Schools initiatives amongst North Vancouver School District partner and employee groups

The Committee is comprised of representatives from all education partner groups including:

- Suzette Dohm, Committee Chair, District Principal of Safe and Healthy Schools;
- Antje Wilson, Trustee representative for the Board of Education;
- Joe Campbell, Nadya Rickard, Deanna Sherrill, and Carrie Snell, representatives for the North Vancouver Administrators' Association
- Katrina Russell, President, North Vancouver Teachers' Association
- Tony Volpe, President, Dawn Gabert and Yvette Mercier, outgoing President, Canadian Union of Public Employees (CUPE 389)
- Jennifer Branston and Vicky Sra, North Vancouver Parent Advisory Council
- Charlotte Davidson and Nick Smith, District Student Leadership Council

The Safe and Healthy Schools Committee has met three times this year (November, January and April), with a fourth meeting scheduled for June. The group adopted the Terms of Reference produced last spring to guide the work. Key discussion points at this year's meetings have been:

- Sexual Exploitation and Consent Education Initiatives
- Feeding Healthy Futures
- ERASE
- District Code of Conduct
- Personal Digital Devices for 2024/2025
- Sexual Exploitation and Consent Education Initiatives

In the upcoming June meeting, there will be an opportunity to discuss language that promotes focused, safe learning environments and mental health concerning personal digital devices in Codes of Conducts. There will also be a chance to engage with Adolescent Health Survey data, as well as set agenda/focus areas for the 2024-25 school year, including dates for four meetings.

Schedule C.3
of the
Administrative Memorandum

Meeting Date: May 21, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Land Management - Written Update**

Narration:

Updates on the Board of Education's Land Management will be provided in writing at each of the monthly Public Board Meetings for information.

Attachment:

Land Management Update – May 2024

Land Management Update –May 14, 2024

Argyle Secondary School

- Way finding signage for the field washrooms is being updated by District of North Vancouver.

Carson Graham Secondary School – Heat Pump Renewal

- Invitation to bid is posted on BC Bid will close on May 24. Installation planned for summer 2024.
- Summer school will be hosted at Argyle Secondary School.

Cheakamus Centre’s Environmental Learning Centre – Envelope Rehabilitation

- Contractor to complete final key hardware deficiency in June.
- Roof deficiency – leak being addressed under new roof warranty.

ChildCareBC New Spaces Fund – No changes

- Application is in progress for childcare spaces and before and after school care at the new Cloverley Elementary School.

Cloverley Elementary School

- Demolition is 90% complete. Hazardous materials abatement is complete. Work continues on schedule with completion anticipated for the end of May 2024.
- Construction documents to be issued to Quantity Surveyor for pretender estimate on May 17, 2024.
- Building permit application submitted March 15, 2024 and review underway by City of North Vancouver.
- Project to be tendered in June 2024 with construction start anticipated for August 2024.

Handsworth Secondary School – Seismic Replacement

- Additional drainage measures will be completed this spring.
- Additional top soil dressing and additional seeding to fill in bare patches will proceed this spring

Lucas Centre

- No change. Request to the Ministry in the 2024/25 Capital Plan not approved.

Lynn Valley Expansion Project

- Invitation to bid posted on BC Bid will close on May 23.
- Removal of existing playground equipment at southeast will commence in late June. Re-installation (and improvements) to commence at north side of the school in early July 2024.
- Building Permit application review is nearing completion.
- Construction is scheduled to commence at the end of the school year.

Mountainside Secondary School – Seismic Upgrade – No changes

- Block 1B roof is complete with minor deficiencies being addressed by the contractor.
- Sports field available for practice, further seasonal repairs planned for spring 2024.

Portables

- Portables have been ordered for next school year to address increased enrolments in the Carson Graham and Sutherland families of schools.
- Planning underway for site servicing and building permit applications.

School Enhancement Projects

- Seycove Secondary School – Woodshop Dust Collection System – final deficiencies being resolved.
- Windsor Secondary School – Envelope Project
 - Documentation will be submitted for Building Permit application by May 17.
 - Construction documentation is nearing completion and request for General Contractors will be posted on BC Bid during the next few weeks. Phase 1 renewal to be completed during summer.

Schedule C.4
of the
Administrative Memorandum

Meeting Date: May 21, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Tuesday, May 7, 2024 Standing Committee Meeting**

Narration:

The Board of Education will find attached the meeting summary from the May 7, 2024 Standing Committee Meeting.

Trustee Lailani Tumaneng will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, May 7, 2024

BOARD OF EDUCATION STANDING COMMITTEE

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of May 7, 2024

Meeting Summary of the Board of Education's Standing Committee Meeting held at the Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, British Columbia, on Tuesday, May 7, 2024.

Call to Order:

Trustee Lailani Tumaneng called the Standing Committee meeting to order at 7:00 pm, thanking those in attendance for participating with the School District. The traditional territorial lands of the Skwxwú7mesh (Squamish) Nation and səliłwətaʔ (Tsleil-Waututh) Nation were acknowledged.

Artificial Intelligence in Education

Assistant Superintendent Chris Atkinson provided the context for the topic of Artificial Intelligence in Education, highlighting some of the opportunities and risks. Staff presented and facilitated discussion on the following topics:

- the pedagogical support available today to students and educators,
- the reality of cyber attacks in the world today and the steps that the North Vancouver School District is taking to protect our personal information,
- the ethical considerations in this emerging world of artificial intelligence in education.

The attendees participated in table discussions to share information, provide input and inform the discussion.

Concluding the evening, Trustee Tumaneng provided closing comments.

The presentation can be found online: [2023/24 Public Meetings](#)

Next Meeting:

September 2024

Schedule C.5
of the
Administrative Memorandum

Meeting Date: May 21, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Superintendent's Report**

Narration:

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

Schedule C.6
of the
Administrative Memorandum

Meeting Date: May 21, 2024 **Board** **Board, in camera**

Topic (as per the Memorandum): **Report Out – British Columbia School Trustees Association and BC Public School Employers’ Association**

Narration:

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

Schedule C.7
of the
Administrative Memorandum

Meeting Date: May 21, 2024 **Board** **Board, in camera**

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

Narration:

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

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

Meeting Date: May 21, 2024 **Board** **Board, in camera**

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

Narration:

Date and Time	Event	Location
Tuesday, June 18, 2024 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver

All meetings will take place on the 5th floor in the Mountain View Room, unless otherwise noted.

Pedestrian Access: Main West Entrance at 2121 Lonsdale Avenue, proceed by elevator to 5th Floor.

Vehicle Access: Parkade Entrance off West 21st Street and Lonsdale Avenue, park on Level P1 and proceed by elevator to 5th floor.

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

Meeting Date: May 21, 2024 **Board** **Board, in camera**

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

Narration:

At the end of the Public Board Meeting, members of the public attending the meeting have an opportunity to obtain clarification concerning the meeting's proceedings. Those who are attending virtually can email publiccomments@sd44.ca or call 604-998-5100 and leave a voicemail. Questions and comments will be accepted until one hour after the adjournment of the meeting. Questions and comments submitted by email or phone will be circulated to the Board of Education.

The Board of Education can respond to comments, or ask staff to respond to comments, made during the Public Question & Comment Period.

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

During the Public Question and Comment Period at the end of the meeting, speakers may not speak disrespectfully of any Board Member, staff member or any other person and must not use offensive words or gestures.