

School District #75 (Mission)
Special Committee of the Whole Meeting
Agenda

June 14, 2022, 3:30 pm

[Zoom Meeting](#)

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Pages

1.	CALL TO ORDER		
	<i>The Board Chair will acknowledge that this meeting is being held on Traditional Territory.</i>		
2.	ADOPTION OF AGENDA		
3.	DELEGATIONS/PRESENTATIONS		
4.	CURRICULUM		
5.	UNFINISHED BUSINESS		
5.1.	2022/2023 Draft Budget Bylaw	Action	1 - 18
6.	STAFF REPORTS		
6.1.	Annual Facility Grant - 2022/2023	Information	19
6.2.	2023/2024 Capital Plan Submission	Action	20 - 22
7.	NEW BUSINESS		
8.	MINUTES OF PREVIOUS MEETINGS		
8.1.	Special Committee of the Whole RE: 2022-2023 Budget Meeting Minutes, May 31, 2022	Action	23 - 25
9.	INFORMATION ITEMS		
10.	ADJOURNMENT		

ITEM 5.1 Action File No. 8010.20

TO: Board of Education
FROM: C. Becker, Secretary-Treasurer Derek Welsh, Director of Finance
SUBJECT: 2022 / 2023 Preliminary Budget

Recommendation

- THAT the following resolutions be forwarded to the June 21, 2022 Board meeting for consideration:**
- THAT the required three (3) readings and adoption of School District No. 75 (Mission) Annual Budget Bylaw for fiscal year 2022/2023 be carried out in one meeting.**
- THAT School District No. 75 (Mission) Annual Budget Bylaw for fiscal year 2022/2023 be approved as read a first time.**
- THAT School District No. 75 (Mission) Annual Budget Bylaw for fiscal year 2022/2023 be approved as read a second time.**
- THAT School District No. 75 (Mission) Annual Budget Bylaw for fiscal year 2022/2023 be approved as read a third time and finally adopted.**
-

1. Summary:

The 2022/2022 Annual Budget was developed over the past few months, based on student enrolment projections and other cost and revenue estimates considering the currently available information. The budget is under constraint due to factors such as increased costs and no change to the Ministry of Education's grant funding rate. The draft supplemental information, circulated separately, provides additional information on the budget, including comparative information to prior years, additional details on revenues and expenses, and a summary of projects and initiatives included to enhance student learning.

2. Background:

The preliminary annual budget provides the authority to operate the school district for the upcoming school year. The budget has been developed over the past few months, identifying priorities for the school year, considering the enrolment projections submitted to the Ministry in February.

The budget must be approved by bylaw. Any additional amendments to the bylaw would need to be made as soon as possible and forwarded to a special board meeting before June 30th, in order to meet the Ministry Deadlines.

3. Options:

1. Forward the budget bylaw to the June 21st board meeting for consideration. As the Bylaw will be amended in February 2023 once the final enrolment and funding is determined, any amendments could be processed with the amended budget.
2. Refer the budget bylaw back to staff to make amendments and return a draft to a special committee of the whole on June 21st. The bylaw would need to be forwarded to the June 21st board meeting or a special board meeting held before June 30th to be approved before June 30th.

4. Analysis and Impact:

a. Strategic Plan Alignment

The budget includes funding to support strategic initiatives, as identified and outlined within the supplemental information document.

b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity

c. Funding Guidelines, Costing, & Budget Impact

The School District must produce an annual budget as directed by the Ministry of Education. The budget must be balanced, in that all expenditures must be covered by revenue or transfers from reserves.

The budget includes drawing funds from surplus to balance the budget and support the strategic plan.

d. Policy, Legislation, Regulation

The provincial legislation requires the

e. Organizational Capacity

f. Risks

- i. Organizational
- ii. Reputational
- iii. Strategic

g. Benefits

- i. Organizational
- ii. Reputational
- iii. Strategic

5. Public Participation:

The committee of the whole meetings are designed to allow for public input into the budget process. The bylaw was prepared considering all direction from the Committee meetings. The Engage MPSD portal shared the discussed budget information to-date with the public. The information was viewed by 18 site visitors, but 0 questions or comments have come back. So far, there are 107 individuals who have registered to follow us through the Engage MPSD portal.

6. Implementation:

7. Attachments:

1. 2022 / 2023 Annual Budget Bylaw
2. Summary Budget Comparison
3. Draft Supplementary Information Document - DISTRIBUTED SEPARATELY

Annual Budget

School District No. 75 (Mission)

June 30, 2023

School District No. 75 (Mission)

June 30, 2023

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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. 75 (MISSION) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2022/2023 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 75 (Mission) Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$88,817,088 for the 2022/2023 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2022/2023.

READ A FIRST TIME THE 28th DAY OF JUNE, 2022;

READ A SECOND TIME THE 28th DAY OF JUNE, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 28th DAY OF JUNE, 2022;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 75 (Mission) Annual Budget Bylaw 2022/2023, adopted by the Board the 28th DAY OF JUNE, 2022.

Secretary Treasurer

School District No. 75 (Mission)

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

	2023 Annual Budget	2022 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	6,576,000	6,509,875
Adult	7,000	7,375
Total Ministry Operating Grant Funded FTE's	6,583,000	6,517,250
Revenues	\$	\$
Provincial Grants		
Ministry of Education	77,701,224	77,680,286
Other	490,869	475,408
Tuition	2,538,000	2,175,000
Other Revenue	1,995,090	1,973,957
Rentals and Leases	213,590	209,610
Investment Income	100,000	80,000
Amortization of Deferred Capital Revenue	3,042,025	3,042,025
Total Revenue	86,080,798	85,636,286
Expenses		
Instruction	70,120,878	69,313,132
District Administration	3,540,556	3,350,326
Operations and Maintenance	13,235,709	13,286,422
Transportation and Housing	1,231,226	1,169,713
Debt Services	13,719	1,572
Total Expense	88,142,088	87,121,165
Net Revenue (Expense)	(2,061,290)	(1,484,879)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,606,467	1,459,345
Budgeted Surplus (Deficit), for the year	(454,823)	(25,534)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(454,823)	(25,534)
Budgeted Surplus (Deficit), for the year	(454,823)	(25,534)

School District No. 75 (Mission)

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

	2023 Annual Budget	2022 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	74,369,079	72,225,365
Special Purpose Funds - Total Expense	9,663,331	10,802,569
Capital Fund - Total Expense	4,109,678	4,093,231
Capital Fund - Tangible Capital Assets Purchased from Local Capital	675,000	170,000
Total Budget Bylaw Amount	88,817,088	87,291,165

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
DRAFT	
Signature of the Superintendent	Date Signed
Signature of the Secretary/Treasurer	Date Signed

School District No. 75 (Mission)

Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(2,061,290)	(1,484,879)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Local Capital	(675,000)	(170,000)
From Deferred Capital Revenue	(2,435,000)	(2,435,000)
Total Acquisition of Tangible Capital Assets	(3,110,000)	(2,605,000)
Amortization of Tangible Capital Assets	4,095,959	4,091,659
Total Effect of change in Tangible Capital Assets	985,959	1,486,659
Acquisitions of Prepaid Expenses	(200,000)	(200,000)
Use of Prepaid Expenses	200,000	229,116
	-	29,116
(Increase) Decrease in Net Financial Assets (Debt)	(1,075,331)	30,896

School District No. 75 (Mission)

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

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	70,012,497	68,802,843
Other	306,065	320,282
Tuition	2,538,000	2,175,000
Other Revenue	205,290	203,957
Rentals and Leases	213,590	209,610
Investment Income	100,000	80,000
Total Revenue	73,375,442	71,791,692
Expenses		
Instruction	60,887,373	59,323,582
District Administration	3,478,238	3,238,816
Operations and Maintenance	8,785,791	8,526,307
Transportation and Housing	1,217,677	1,136,660
Total Expense	74,369,079	72,225,365
Net Revenue (Expense)	(993,637)	(433,673)
Budgeted Prior Year Surplus Appropriation	1,606,467	1,459,345
Net Transfers (to) from other funds		
Local Capital	(445,000)	(990,000)
Other	(167,830)	(35,672)
Total Net Transfers	(612,830)	(1,025,672)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 75 (Mission)

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	69,202,320	67,991,333
ISC/LEA Recovery	(175,290)	(173,957)
Other Ministry of Education Grants		
Pay Equity	725,901	725,901
Student Transportation Fund	188,900	188,900
Support Staff Benefits Grant	55,180	55,180
FSA Scorer Grant	13,000	13,000
Early Learning Framework	2,486	2,486
Total Provincial Grants - Ministry of Education	70,012,497	68,802,843
Provincial Grants - Other	306,065	320,282
Tuition		
Continuing Education	330,000	320,000
International and Out of Province Students	2,208,000	1,855,000
Total Tuition	2,538,000	2,175,000
Other Revenues		
Funding from First Nations	175,290	173,957
Miscellaneous		
Pay for Service - Riverside	5,000	5,000
Other Revenues	25,000	25,000
Total Other Revenue	205,290	203,957
Rentals and Leases	213,590	209,610
Investment Income	100,000	80,000
Total Operating Revenue	73,375,442	71,791,692

School District No. 75 (Mission)

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

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
Salaries		
Teachers	29,192,624	28,349,424
Principals and Vice Principals	4,770,188	4,568,988
Educational Assistants	6,965,500	6,789,700
Support Staff	8,113,440	7,894,340
Other Professionals	2,319,081	2,068,838
Substitutes	3,225,000	2,800,000
Total Salaries	54,585,833	52,471,290
Employee Benefits	12,839,940	12,238,731
Total Salaries and Benefits	67,425,773	64,710,021
Services and Supplies		
Services	2,294,560	2,202,661
Student Transportation	19,000	19,000
Professional Development and Travel	633,398	740,198
Rentals and Leases	11,500	158,449
Dues and Fees	89,100	89,100
Insurance	165,000	160,000
Supplies	2,333,747	2,819,936
Utilities	1,397,001	1,326,000
Total Services and Supplies	6,943,306	7,515,344
Total Operating Expense	74,369,079	72,225,365

School District No. 75 (Mission)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	23,727,224	589,887	52,200	363,000		2,269,461	27,001,772
1.03 Career Programs	591,100	137,453	34,100	362,100			1,124,753
1.07 Library Services	1,122,300						1,122,300
1.08 Counselling	1,168,600						1,168,600
1.10 Special Education	1,958,100	141,245	5,753,300	823,340		542,442	9,218,427
1.30 English Language Learning	144,500	14,453	136,500				295,453
1.31 Indigenous Education	455,500	141,245	955,300	35,900			1,587,945
1.41 School Administration		3,615,422		1,253,000	78,310	88,407	5,035,139
1.60 Summer School	25,300						25,300
1.62 International and Out of Province Students		130,483	34,100	99,800	68,470		332,853
1.64 Other				100,000			100,000
Total Function 1	29,192,624	4,770,188	6,965,500	3,037,140	146,780	2,900,310	47,012,542
4 District Administration							
4.11 Educational Administration				138,700	649,267		787,967
4.40 School District Governance					92,214		92,214
4.41 Business Administration				442,500	986,540	5,000	1,434,040
Total Function 4	-	-	-	581,200	1,728,021	5,000	2,314,221
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				156,700	355,413	25,000	537,113
5.50 Maintenance Operations				3,406,350		294,690	3,701,040
5.52 Maintenance of Grounds				284,800			284,800
5.56 Utilities							-
Total Function 5	-	-	-	3,847,850	355,413	319,690	4,522,953
7 Transportation and Housing							
7.41 Transportation and Housing Administration				43,800	88,867		132,667
7.70 Student Transportation				603,450			603,450
Total Function 7	-	-	-	647,250	88,867	-	736,117
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	29,192,624	4,770,188	6,965,500	8,113,440	2,319,081	3,225,000	54,585,833

School District No. 75 (Mission)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	27,001,772	6,178,371	33,180,143	1,226,805	34,406,948	34,105,763
1.03 Career Programs	1,124,753	277,480	1,402,233	255,070	1,657,303	1,568,410
1.07 Library Services	1,122,300	264,900	1,387,200	42,000	1,429,200	1,444,020
1.08 Counselling	1,168,600	275,790	1,444,390	5,500	1,449,890	1,378,320
1.10 Special Education	9,218,427	2,293,410	11,511,837	183,500	11,695,337	11,079,478
1.30 English Language Learning	295,453	73,340	368,793	5,000	373,793	383,110
1.31 Indigenous Education	1,587,945	399,860	1,987,805	290,220	2,278,025	2,345,290
1.41 School Administration	5,035,139	1,126,335	6,161,474	206,200	6,367,674	5,963,061
1.60 Summer School	25,300	5,970	31,270		31,270	31,270
1.62 International and Out of Province Students	332,853	77,180	410,033	661,400	1,071,433	987,260
1.64 Other	100,000	26,500	126,500		126,500	37,600
Total Function 1	47,012,542	10,999,136	58,011,678	2,875,695	60,887,373	59,323,582
4 District Administration						
4.11 Educational Administration	787,967	169,020	956,987	175,000	1,131,987	1,016,120
4.40 School District Governance	92,214	23,054	115,268	66,500	181,768	177,423
4.41 Business Administration	1,434,040	321,700	1,755,740	408,743	2,164,483	2,045,273
Total Function 4	2,314,221	513,774	2,827,995	650,243	3,478,238	3,238,816
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	537,113	113,420	650,533	264,350	914,883	774,530
5.50 Maintenance Operations	3,701,040	937,950	4,638,990	1,279,618	5,918,608	5,894,377
5.52 Maintenance of Grounds	284,800	78,500	363,300	192,000	555,300	531,400
5.56 Utilities	-	-	-	1,397,000	1,397,000	1,326,000
Total Function 5	4,522,953	1,129,870	5,652,823	3,132,968	8,785,791	8,526,307
7 Transportation and Housing						
7.41 Transportation and Housing Administration	132,667	30,260	162,927	6,400	169,327	147,310
7.70 Student Transportation	603,450	166,900	770,350	278,000	1,048,350	989,350
Total Function 7	736,117	197,160	933,277	284,400	1,217,677	1,136,660
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	54,585,833	12,839,940	67,425,773	6,943,306	74,369,079	72,225,365

School District No. 75 (Mission)

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

	<u>2023</u> <u>Annual Budget</u>	<u>2022 Amended</u> <u>Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	7,688,727	8,877,443
Other	184,804	155,126
Other Revenue	1,789,800	1,770,000
Total Revenue	<u>9,663,331</u>	<u>10,802,569</u>
Expenses		
Instruction	9,233,505	9,989,550
District Administration	62,318	111,510
Operations and Maintenance	353,959	668,456
Transportation and Housing	13,549	33,053
Total Expense	<u>9,663,331</u>	<u>10,802,569</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 75 (Mission)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year			80,000	1,019,375					
Add: Restricted Grants									
Provincial Grants - Ministry of Education	249,559	235,547			160,000	31,850	96,219	412,254	259,203
Provincial Grants - Other			70,000	1,700,000					
Other									
	249,559	235,547	70,000	1,700,000	160,000	31,850	96,219	412,254	259,203
Less: Allocated to Revenue	249,559	235,547	70,000	1,700,000	160,000	31,850	96,219	412,254	259,203
Deferred Revenue, end of year	-	-	80,000	1,019,375	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	249,559	235,547			160,000	31,850	96,219	412,254	259,203
Provincial Grants - Other			70,000	1,700,000					
Other Revenue									
	249,559	235,547	70,000	1,700,000	160,000	31,850	96,219	412,254	259,203
Expenses									
Salaries									
Teachers						16,800	17,213	16,800	
Principals and Vice Principals							22,858		
Educational Assistants		197,900						299,900	
Support Staff	56,151				125,000				92,160
Substitutes							8,000		117,942
	56,151	197,900	-	-	125,000	16,800	48,071	316,700	210,102
Employee Benefits	18,717	37,647			33,000	3,960	8,860	83,460	40,731
Services and Supplies	174,691		70,000	1,700,000	2,000	11,090	39,288	12,094	8,370
	249,559	235,547	70,000	1,700,000	160,000	31,850	96,219	412,254	259,203
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 75 (Mission)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Changing Results for Young Children	MCFD Early Years	MCFD Middle Years	BEST	HP Childcare Centre	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year			10,000	60,000	25,000	20,000		1,214,375
Add: Restricted Grants								
Provincial Grants - Ministry of Education	6,209,296	13,549	11,250					7,678,727
Provincial Grants - Other				85,832	13,972			99,804
Other							19,800	1,789,800
	6,209,296	13,549	11,250	85,832	13,972	-	19,800	9,568,331
Less: Allocated to Revenue	6,209,296	13,549	21,250	145,832	38,972	-	19,800	9,663,331
Deferred Revenue, end of year	-	-	-	-	-	20,000	-	1,119,375
Revenues								
Provincial Grants - Ministry of Education	6,209,296	13,549	21,250					7,688,727
Provincial Grants - Other				145,832	38,972			184,804
Other Revenue							19,800	1,789,800
	6,209,296	13,549	21,250	145,832	38,972	-	19,800	9,663,331
Expenses								
Salaries								
Teachers	5,027,419							5,078,232
Principals and Vice Principals								22,858
Educational Assistants					21,400			519,200
Support Staff				57,400				330,711
Substitutes								125,942
	5,027,419	-	-	57,400	21,400	-	-	6,076,943
Employee Benefits	1,181,877			15,200	5,700			1,429,152
Services and Supplies		13,549	21,250	73,232	11,872		19,800	2,157,236
	6,209,296	13,549	21,250	145,832	38,972	-	19,800	9,663,331
Net Revenue (Expense)	-	-	-	-	-	-	-	-

School District No. 75 (Mission)

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

	2023 Annual Budget			2022 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Amortization of Deferred Capital Revenue	3,042,025		3,042,025	3,042,025
Total Revenue	3,042,025	-	3,042,025	3,042,025
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	4,095,959		4,095,959	4,091,659
Debt Services				
Capital Loan Interest		13,719	13,719	1,572
Total Expense	4,095,959	13,719	4,109,678	4,093,231
Net Revenue (Expense)	(1,053,934)	(13,719)	(1,067,653)	(1,051,206)
Net Transfers (to) from other funds				
Local Capital		445,000	445,000	990,000
Capital Loan Payment		167,830	167,830	35,672
Total Net Transfers	-	612,830	612,830	1,025,672
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	675,000	(675,000)	-	
Principal Payment				
Capital Loan	154,111	(154,111)	-	
Total Other Adjustments to Fund Balances	829,111	(829,111)	-	
Budgeted Surplus (Deficit), for the year	(224,823)	(230,000)	(454,823)	(25,534)

22/23 Preliminary Budget

June 30, 2023

	2022 / 2023 Preliminary					2021 / 2022 Amended					Change	
	Operating	Special	Operating / Special	Capital	Total	Operating	Special	Operating / Special	Capital	Total	\$	%
OPERATING REVENUE												
Grants												
Ministry of Education - Operating	69,202,320	7,688,727	76,891,047		76,891,047	67,991,333	8,877,443	76,868,776		76,868,776	22,271	0.03%
Other Ministry of Education	810,177		810,177		810,177	811,510		811,510		811,510	(1,333)	-0.16%
Provincial - Other	306,065	184,804	490,869		490,869	320,282	155,126	475,408		475,408	15,461	3.25%
Total Grants	70,318,562	7,873,531	78,192,093		78,192,093	69,123,125	9,032,569	78,155,694		78,155,694	36,399	0.05%
Tuition	2,538,000		2,538,000		2,538,000	2,175,000		2,175,000		2,175,000	363,000	16.69%
Other Revenue	205,290	1,789,800	1,995,090		1,995,090	203,957	1,770,000	1,973,957		1,973,957	21,133	1.07%
Rental Revenue	213,590		213,590		213,590	209,610		209,610		209,610	3,980	1.90%
Investment Income	100,000		100,000		100,000	80,000		80,000		80,000	20,000	25.00%
TOTAL OPERATING REVENUE	73,375,442	9,663,331	83,038,773		83,038,773	71,791,692	10,802,569	82,594,261		82,594,261	444,512	0.54%
Amortization of Deferred Capital				3,042,025	3,042,025				3,042,025	3,042,025	-	0.00%
STATEMENT 2 REVENUE	73,375,442	9,663,331	83,038,773	3,042,025	86,080,798	71,791,692	10,802,569	82,594,261	3,042,025	85,636,286	444,512	0.54%
OPERATING EXPENSE												
Salaries												
Teachers	29,192,624	5,078,232	34,270,856		34,270,856	28,349,424	5,077,819	33,427,243		33,427,243	843,613	2.52%
Principals and Vice-Principals	4,770,188	22,858	4,793,045		4,793,045	4,568,988	63,600	4,632,588		4,632,588	160,458	3.46%
Education Assistants	6,965,500	519,200	7,484,700		7,484,700	6,789,700	516,000	7,305,700		7,305,700	179,000	2.45%
Support Staff	8,113,440	330,711	8,444,151		8,444,151	7,894,340	458,816	8,353,156		8,353,156	90,995	1.09%
Other Professionals	2,319,082		2,319,082		2,319,082	2,068,838		2,068,838		2,068,838	250,244	12.10%
Substitutes	3,225,000	125,942	3,350,942		3,350,942	2,800,000	125,942	2,925,942		2,925,942	425,000	14.53%
Total Salaries	54,585,833	6,076,942	60,662,775		60,662,775	52,471,290	6,242,177	58,713,467		58,713,467	1,949,308	3.32%
Employee Benefits	12,839,940	1,429,152	14,269,092		14,269,092	12,238,731	1,461,158	13,699,889		13,699,889	569,203	4.15%
Total Salaries and Benefits	67,425,773	7,506,094	74,931,867		74,931,867	64,710,021	7,703,335	72,413,356		72,413,356	2,518,511	3.48%
Services and Supplies												
Services	2,294,561		2,294,561		2,294,561	2,202,661		2,202,661		2,202,661	91,900	4.17%
Student Transportation	19,000		19,000		19,000	19,000		19,000		19,000	-	0.00%
Professional Development and Travel	633,398		633,398		633,398	740,198		740,198		740,198	(106,800)	-14.43%
Rentals & Leases	11,500		11,500		11,500	158,449		158,449		158,449	(146,949)	-92.74%
Dues & Fees	89,100		89,100		89,100	89,100		89,100		89,100	-	0.00%
Insurance	165,000		165,000		165,000	160,000		160,000		160,000	5,000	3.13%
Supplies	2,333,747	2,157,237	4,490,984		4,490,984	2,819,936	3,099,234	5,919,170		5,919,170	(1,428,186)	-24.13%
Utilities	1,397,001		1,397,001		1,397,001	1,326,001		1,326,001		1,326,001	71,000	5.35%
Interest				13,719	13,719				1,572	1,572	-	
Amortization				4,095,959	4,095,959				4,091,659	4,091,659	4,300	0.11%
Total Services and Supplies	6,943,306	2,157,237	9,100,544	4,109,678	13,210,222	7,515,344	3,099,234	10,614,578	4,093,231	14,707,809	(1,509,735)	-14.26%
TOTAL OPERATING EXPENSE	74,369,079	9,663,331	84,032,410	4,109,678	88,142,088	72,225,365	10,802,569	83,027,934	4,093,231	87,121,165	1,008,776	1.21%
Net Operating Surplus (Deficit)	(993,637)	-	(993,637)	(1,067,653)	(2,061,290)	(433,673)	-	(433,673)	(1,051,206)	(1,484,879)	(564,264)	
Allocation of Surplus	1,606,467		1,606,467		1,606,467	1,459,345		1,459,345		1,459,345	147,122	
Allocation (to) from Local Capital	(612,830)		(612,830)	612,830	-	(1,025,672)		(1,025,672)	1,025,672	-	412,842	
Projected Operating Surplus/(Deficit)	(0)	-	(0)	(454,823)	(454,823)	(0)	-	(0)	(25,534)	(25,534)	(4,300)	

ITEM 6.1 Information

File No. 11200.15.2022-2023

TO: Committee of the Whole
 FROM: C. Becker, Secretary-Treasurer D. MacLean, Director of Operations
 SUBJECT: 2022 / 2023 Annual Facility Grant

1. Summary:

The following is a summary of the Annual Facility Grant submission regarding the regular capital facility maintenance planned for the 2022 / 2023 school year.

Total Project Cost	Job Description	Facility
350,000	Gym floor structural upgrade	Hatzic Middle School
45,000	Paving	Mission Senior Secondary
40,000	Paving	Hillside Traditional Academy
15,000	Catch Basin Replacement	Edwin S Richards Elementary
25,000	Retaining Wall	Albert McMahon Elementary
8,000	Tree line and property upgrades	Ecole Heritage Park Middle School
25,000	Bank Stabilization	Mission Central Elementary
80,000	Exterior Painting	Ecole Heritage Park Middle School
15,000	Drama Portable Exterior Work	Mission Senior Secondary
15,000	Exterior Painting and repairs	Durieu Elementary
45,000	Exterior Painting and repairs	Silverdale Elementary
10,000	Exterior Painting and repairs	Fraserview Elementary
10,000	Exterior Traffic Painting	Windebank Elementary
10,000	Exterior Traffic Painiting	Hatzic Middle School
15,000	Network Backbone upgrade	Ecole Heritage Park Middle School
15,000	Network backbone upgrade	Hatzic Middle School
200,000	Telephone and P/A network upgrade	Mission Senior Secondary
50,000	Accessibility to Weight Room	Hatzic Middle School
50,000	Accessibility to Upper Floor	Dewdney Elementary
100,000	Partial Roof replacement	Hillside Traditional Academy
85,417	Partial Roof replacement	Silverdale Elementary
50,000	Plumbing upgrades - due to led levels	Ecole Heritage Park Middle School
1,258,417		

The school district receives an annual facility grant to support building maintenance. Of the total grant, approximately \$250,000 is recorded within the annual budget – special purpose fund, for the expenses above that, are deemed operating expenses. The remaining portion is recorded as capital expenditures, which are recorded as the assets are depreciated.

ITEM 6.2 Action File No. 11200.20.2022-2023

TO: Committee of the Whole
FROM: C. Becker, Secretary-Treasurer D. MacLean, Director of Operations
SUBJECT: 2023 – 2024 Capital Plan Submission

Recommendation

THAT the following resolutions be forwarded to the June 21st, 2021 for consideration:

THAT the following Major Capital Projects be submitted to the Ministry of Education for consideration of funding in the 2023-2024 five-year capital plan, in priority order in each category:

- **Addition:** **Albert McMahon Elementary**
- **New School:** **Cedar Valley Elementary School**
- **Replacement / Renovation:** **Mission Senior Secondary**
Hatzic Elementary School
- **Site Acquisition:** **Hatzic Area – for Hatzic Elementary Replacement**
Mission Secondary – for MSS Replacement
Silverdale Central Neighbourhood
 - **New site for new development in Central Neighbourhood Plan**
 - **Second new site for new development in Central Neighbourhood Plan**

AND THAT the following Building Envelope Capital Projects be submitted to the Ministry of Education for consideration of funding in the 2023-2024 five-year capital plan.

- **Building Envelop Program:** **Albert McMahon Elementary**
Ferndale Elementary

1. Summary:

This report summarizes the proposed submission for the Major Capital project funding requests, which must be submitted to the Ministry along with any supporting documentation, by June 30th, 2022, and the Building Envelope Program, which must be submitted by July 15, 2022.

A board resolution is required to support these submissions.

2. Background:

The first four major capital projects, and the land acquisitions to support these projects, have been in the requests for funding for a few years. The MSS replacement was previously considered as part of a Seismic upgrade but was removed from the approved projects last year. The school district was asked to resubmit the project request with this capital plan submission.

The Albert McMahon and Hatzic Elementary projects have been on the list as well and will need additional reports and information to support these applications. Staff have focused on the reports for MSS until now and expect to begin putting the project reports together for the Hatzi school replacement and the Albert McMahon expansion.

With the volume of development affecting the Albert McMahon catchment, the construction of a new school on the property the School District owns just off the north end of Cedar Street bears consideration. This was included in the plan submitted for the 2022-2023 plan. A project request fact sheet will need to be submitted with this in the next year or so, as it moves from five years out to more current years.

With the major capital projects, staff need to gather and supply additional information to the Ministry. This work will be completed in the next few weeks to support the board-approved submission.

The Building Envelope submission must be submitted before July 15, 2022. It includes the two buildings submitted for upgrades last year, that were not approved. Only buildings previously identified by the Ministry for Building Envelop improvements can be included in this capital plan submission.

3. Options:

1. Submit as presented
2. Reorder priority of projects
3. Add projects
4. Remove projects

4. Analysis and Impact:

- a. Strategic Plan Alignment
- b. Q'pethet Ye Tel:exw, Gathering to Understand: A Framework for Creating a Culture of Equity
- c. Funding Guidelines, Costing, & Budget Impact
- d. Policy, Legislation, Regulation
 1. Major Capital - 2023/2024 Major Capital Programs (excluding BEP and leases) 5-year capital plan submission is due on or before **June 30th, 2022**. A single board resolution specifically referencing the major programs 5-year capital plan submission is required and is to be uploaded into CAPS along with the submission. Ten-year enrolment projections are also required for this capital plan submission.
 2. Building Envelope Program (BEP) - 2023/2024 Building Envelope Program (BEP) capital plan submission is due on or before **July 15, 2022**. A single board resolution specifically referencing the BEP submission is required and is to be uploaded into CAPS along with the submission. Only schools which are flagged as BEP eligible can be added to a BEP submission.
 3. Minor Programs - 2023/2024 Minor Programs (BUS, CNCP, PEP, SEP) capital plan submission is due on or before *September 30th, 2022*. A single board resolution specifically referencing the minor programs capital plan submission is required and is to be uploaded into CAPS along with the submission.
- e. Organizational Capacity
- f. Risks
 - i. Organizational
 - ii. Reputational
 - iii. Strategic
- g. Benefits
 - i. Organizational
 - ii. Reputational
 - iii. Strategic

5. Public Participation:

6. Implementation:

7. Attachments:

10-year enrolment projection submitted

SD Capacity Utilization Summary

Report run: Friday, June 10, 2022

Mission (SD75)

		Kindergarten	Elementary	Secondary	Total	International
	Enrolment	0	0	0	0	0
	District	40	1,530	0	2,820	
	% Utilization	0%	0%	0%	0%	
2019/2020	Enrolment	0	0	0	0	0
	District	0	0	0	0	
	% Utilization	0%	0%	0%	0%	
2020/2021	Enrolment	490	3,161	1,986	5,637	0
	District	0	0	0	0	
	% Utilization	0%	0%	0%	0%	
2021/2022	Enrolment	504	3,542	2,124	6,170	0
	District	380	3,423	98	5,053	
	% Utilization	133%	15%	514%	122%	
2022/2023	Enrolment	533	3,565	2,243	6,341	0
	District	380	3,423	100	5,053	
	% Utilization	140%	16%	533%	125%	
2023/2024	Enrolment	525	3,651	2,328	6,504	0
	District	380	3,423	102	5,053	
	% Utilization	138%	15%	515%	129%	
2024/2025	Enrolment	500	3,709	2,398	6,607	0
	District	380	3,423	106	5,053	
	% Utilization	132%	15%	472%	131%	
2025/2026	Enrolment	512	3,734	2,479	6,725	0
	District	380	3,423	112	5,053	
	% Utilization	135%	15%	457%	133%	
2026/2027	Enrolment	501	3,765	2,558	6,824	0
	District	380	3,423	118	5,053	
	% Utilization	132%	15%	425%	135%	
2027/2028	Enrolment	493	3,858	2,502	6,853	0
	District	380	3,423	119	5,053	
	% Utilization	130%	14%	414%	136%	
2028/2029	Enrolment	492	3,839	2,544	6,875	0
	District	380	3,423	120	5,053	
	% Utilization	129%	14%	410%	136%	
2029/2030	Enrolment	487	3,868	2,545	6,900	0
	District	380	3,423	120	5,053	
	% Utilization	128%	14%	406%	137%	
2030/2031	Enrolment	488	3,866	2,596	6,950	0
	District	380	3,423	121	5,053	
	% Utilization	128%	14%	403%	138%	
2031/2032	Enrolment	487	3,864	2,669	7,020	0
	District	380	3,423	124	5,053	
	% Utilization	128%	14%	393%	139%	

International Students are not included in Total numbers or other calculations

Source: CANS. Note that the current year enrolment may show projected or actual numbers. Since these are aggregate

**School District #75 (Mission)
Special Committee of the Whole Meeting Minutes**

**May 31, 2022, 3:30 pm
Zoom Meeting**

Members Present: Board Chair, Tracy Loffler
Vice-Chair, Randy Cairns
Trustee, Shelley Carter
Trustee, Julia Renkema
Trustee, Rick McKamey

Staff Present: Superintendent of Schools, Angus Wilson
Secretary-Treasurer, Corien Becker
Assistant Superintendent, Karen Alvarez
Director of Finance, Derek Welsh
Director of Operations, Dana MacLean
Director of Student Services Carolynn Schmor
District Principal of Student Services – Beth-Anne Cullen
Executive Assistant, Ilona Schmidt (Recorder)

Staff Absent: District Principal of Indigenous Education, Vivian Searwar
District Principal of International Education, Collen Hannah

Others Present: CUPE President, Nansy Gibson, MTU President Ryan McCarty,
MTU Vice-President, Shannon Bowsfield

1. CALL TO ORDER

The meeting was called to order at 3:30 pm by the Chairperson. The Chair acknowledged that Mission Public Schools is on the traditional, ancestral, unceded and shared lands of the Stó:lo people, which include Sq'éwlets, Leq'á:mel, Sema:th, Matheqwí, and Qwó:lt'l'el First Nations.

2. ADOPTION OF AGENDA

**MOVED and Seconded THAT the Agenda be adopted as presented.
CARRIED**

3. DELEGATIONS/PRESENTATIONS

4. CURRICULUM

5. UNFINISHED BUSINESS

5.1 2022-2023 Budget Update

Staff prioritized the most urgent items and added support to align with the Strategic Plan. MSS Career prep EA has not yet been withdrawn. Summer psychologists are to help with reducing the backlog. 0.1 FTE added over the Summer is the minimum, but for September, we will be fully staffed. One psychologist will work one month over the Summer, and possibly one more - likely not more than .2 FTE. Note: To change the amount to \$23,000

Admin at all the schools are spending so much time teaching, so they are not able to do other work. Recommend increasing admin time at the schools, and share a VP between Cherry Hill/West Heights for next year. Based on challenges through the pandemic, this seems to be a good solution. 0.2 bump-ups are added to admin for the elementary time to help alleviate problems in the system. Teachers/Staff are struggling with Principals not being available as support.

MTU agrees with adding admin support - especially to help with violent incidents.

Literacy Mentor Teacher - has been influencing the conversation about how literacy is taught at K-9 (and at MSS).

Speech and language pathologist: Throughout the pandemic, a lot of children did not get the speech and language therapy normally provided, causing a growing need.

EA mentor, MTU member, will provide support to the 180 EAs in the system. All have their training, but some need help creating visuals (to help eliminate violent incidents)

MSS YCW – MSS had half the counselling staff (one exists now, shared by MSS, Summit, and Riverside). One extra staff helps students directly.

EA, YCW - vacancy at elementary.

Physical Therapist - we contract out service from FV Child Development Centre – for mobility issues, safety in class, change tables, students coming back from surgery. We may not have staff until January. The Director of Student Services has reached out and would like to have the budget ready when a person becomes available.

HPMS Leadership blocks: we have significant challenges at the middle schools. There are 2 teachers who would like to re-implement the leadership program. It is proactive, not constantly reacting to crisis. At HPMS, Leadership became a block that VPs took on, and they currently do not have the capacity. Leadership is connected to positive experiences at school. HPMS - anyone can sign up for leadership. HMS - there is an application process, VPs encourage the kids who would be good leaders (students are selected).

A comment was made that we should have also some Indigenous leader students to give them confidence in the general school population.

Additional support with increased hours for the transportation secretary is needed as the bus ridership has been increasing.

Support a second FT position at MSS in the kitchen.

We may also need to add some more blocks at the middle school level.

Siwal Si'wes van: some students cannot make it to school. ILWs have been transporting students in their own vehicles.

We requested funds from the Ministry to purchase a van (not a bus). We may need to hire a bus driver. Using a paid EA as a driver has proven a challenge. The problem arises when EA is away. It is also taking employees from their other duties. We have a student who requires special ed busing (paid bus driver, the student gets up an hour early). If students miss the 7:15 am/7:30 am bus, there is no way to get them to school. Another aspect - when safety, legalities are

considered, if there is an accident (protecting union members). We have liability coverage and training for employees other than bus drivers transporting students.

Prioritized for considering with the Amended budget:

- Dust collector at Ferndale - School resources budget - most schools are using the funding they have quite well. Curriculum support.
- Riverside expansion
- IT analyst
- Bus predictor arms
- Request to increase Summit teaching for Gr 8, 9
- Settlement worker/navigator - support for families

For future consideration: Childcare. We will need to have a conversation in the future.

Adjustments can be made and the draft Bylaw can be drafted for Board's consideration.

A question was asked about ELL support for international students - should the amount be increased? Transfer from International program - we are close to balanced. No extras are needed.

Out of the additional \$1,065,000 over \$700,000 go directly into supports for students.

6. STAFF REPORTS

7. NEW BUSINESS

8. MINUTES OF PREVIOUS MEETINGS

8.1 Special Committee of the Whole RE: 2022-23 Budget Minutes, May 10, 2022

MOVED and Seconded that the Special Committee of the Whole RE: 2022-23 Budget minutes dated May 10, 2022, be approved.

CARRIED

9. INFORMATION ITEMS

10. ADJOURNMENT

MOVED and Seconded that the Board adjourn the meeting.

The meeting adjourned at 4:24 pm.

Chair, Board of Education

Secretary-Treasurer

The minutes were approved on [DATE]
at the [NAME] meeting.