



**COAST MOUNTAINS BOARD OF EDUCATION  
SCHOOL DISTRICT 82**

**BOARD OF EDUCATION  
REGULAR BOARD MEETING**

**BEAR VALLEY SCHOOL  
HYBRID MEETING  
(IN PERSON OR VIA ZOOM)**

**WEDNESDAY, JUNE 14, 2023  
5:00 P.M.**

*Learning Together, Realizing Success for All - Engage, Ignite, Empower*



## **TRUSTEE CODE OF ETHICS**

As an elected Trustee on the Board of Education representing all of the citizens of Coast Mountains School District,

1. I will regard the well-being of every student as my primary obligation.
  2. I will work to bring about positive change for all students and for the education system.
  3. I will work with fellow trustees in a spirit of harmony and cooperation, regardless of differences of perspective and opinion.
  4. I will base my personal decisions upon all available facts in each situation; vote my honest conviction in every case, not swayed by partisan bias of any kind, thereafter to abide by and uphold the final majority decision of the Board.
  5. I will undertake my duties and responsibilities diligently and with integrity.
  6. I will maintain the integrity of the Board and the position of trustee when communicating and interacting with outside individuals and agencies. I will respect the rights of fellow trustees, employees, students, and parents and the interests of the wider community.
  7. I will endeavour to be competent and efficient in the performance of my office.
  8. I will deal with sensitive issues appropriately, respect the confidentiality of discussions that take place during in-camera sessions, and maintain confidentiality of privileged information.
  9. I will maintain the highest standards of civility and respect expected of any member of public office.
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**COAST MOUNTAINS BOARD OF EDUCATION SCHOOL DISTRICT 82**

**REGULAR MEETING OF THE BOARD OF EDUCATION  
WEDNESDAY, JUNE 14, 2023 – 5:00 P.M. – BEAR VALLEY SCHOOL  
HYBRID MEETING - IN PERSON OR VIA ZOOM**

**A G E N D A**

<b><u>Presentation: Bear Valley School Student Videos</u></b>			
<b>1. ACKNOWLEDGEMENT OF THE TERRITORIES &amp; CALL TO ORDER</b>			
<b>2. DECLARATION OF QUORUM</b>			
<b>3. APPROVAL OF AGENDA</b>	Motion		
<b>4. PRESENTATIONS</b>			
4.1 Skeena Valley Seniors Society & Abbeyfield Canada re: Affordable Housing for Seniors in Terrace	Motion	Attachment	Pages 2-33
<b>5. APPROVAL OF MINUTES OF PRIOR MEETING</b>			
5.1 Regular Meeting, May 24, 2023	Motion	Attachment	Pages 34-41
<b>6. RECEIPT OF RECORDS OF IN CAMERA MEETING</b>			
6.1 Summary of In Camera Meeting, May 24, 2023	Motion	Attachment	Pages 42-43
<b>7. BUSINESS ARISING FROM THE MINUTES</b>			
7.1 Notice of Motion: Amend Trustee School Liaison Rationale, Purpose & Parameters Agreement	Motion	Attachment	Pages 44-47
<b>8. CORRESPONDENCE RECEIVED</b>			
- There was no correspondence received.			
<b>9. SUPERINTENDENT OF SCHOOL'S MONTHLY REPORT – JUNE 2023</b>	Motion	Attachment	Pages 48-51
<b>10. INDIGENOUS EDUCATION REPORT – JUNE 2023</b>	Motion	Attachment	Pages 52-55
<b>11. STANDING COMMITTEE REPORTS</b>			
11.1 <u>Business Committee Report</u> (Trustee Ed Harrison)			
11.1.1 Business Committee Meeting Minutes, June 7, 2023	Motion	Attachment	Pages 56-58
11.1.2 2024-2025 Five-Year Plan Intake – Call for Projects	Motion	Attachment	Pages 59-60
11.1.3 Draft Preliminary 2023-2024 Annual Budget Bylaw	Bylaw Readings	Attachment	Pages 61-77
11.2 <u>Education Committee Report</u> (Trustee Karen Jonkman)			
11.2.1 Education Committee Meeting Minutes, June 7, 2023	Motion	Mtg. Handout	
<b>12. NEW BUSINESS</b>			
12.1 Draft 2023-2024 Internal Administrative Calendar	Motion	Attachment	Pages 78-79
<b>13. TRUSTEE REPORTS</b>			
13.1 Board Chair Report – June 2023	Motion	Attachment	Pages 80-81
13.2 Trustee Reports	Information	Verbal	
<b>14. QUESTION PERIOD</b>			
<b>15. ADJOURNMENT</b>			



**MEETING AGENDA ITEM #4.1**

Action: Information: X  
Meeting: Regular Meeting Date: June 14, 2023  
Topic: **Presentations: Skeena Valley Seniors Society & Abbeyfield Canada regarding Affordable Housing for Seniors in Terrace**

**Background/Discussion:**

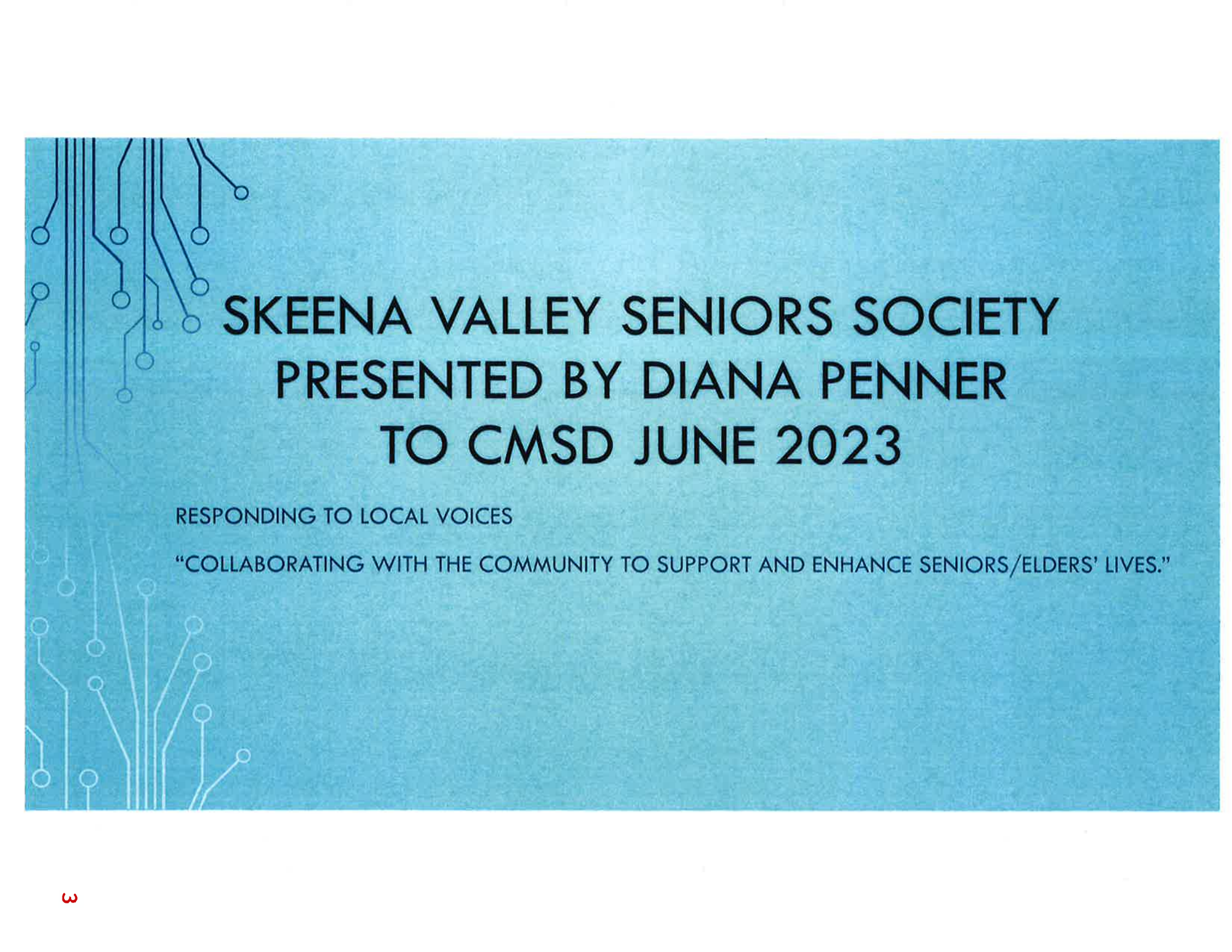
In accordance with the presentation protocol for the school district's Regular Board of Education Meetings, a request received in early June 2023 was granted to the Skeena Valley Seniors Society and Abbeyfield Canada to present to the Board at the Regular Board Meeting scheduled on June 14, 2023.

Skeena Valley Seniors Society have been lobbying for affordable housing for seniors in Terrace and have expressed interest in the former Kiti K'Shan School as a possible building for senior housing. Abbeyfield Canada is a society supporting the Skeena Valley Seniors Society in their quest for affordable housing for seniors in Terrace.

**Recommended Action:**

For information only.

Presented by: Board Chairperson

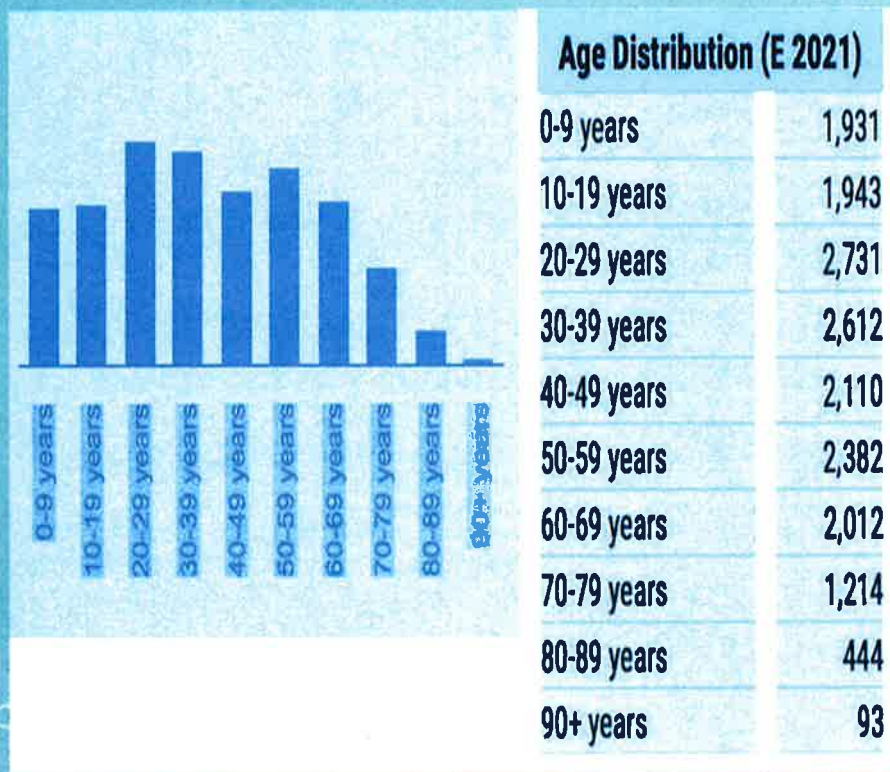


# SKEENA VALLEY SENIORS SOCIETY PRESENTED BY DIANA PENNER TO CMSD JUNE 2023

RESPONDING TO LOCAL VOICES

“COLLABORATING WITH THE COMMUNITY TO SUPPORT AND ENHANCE SENIORS/ELDERS’ LIVES.”

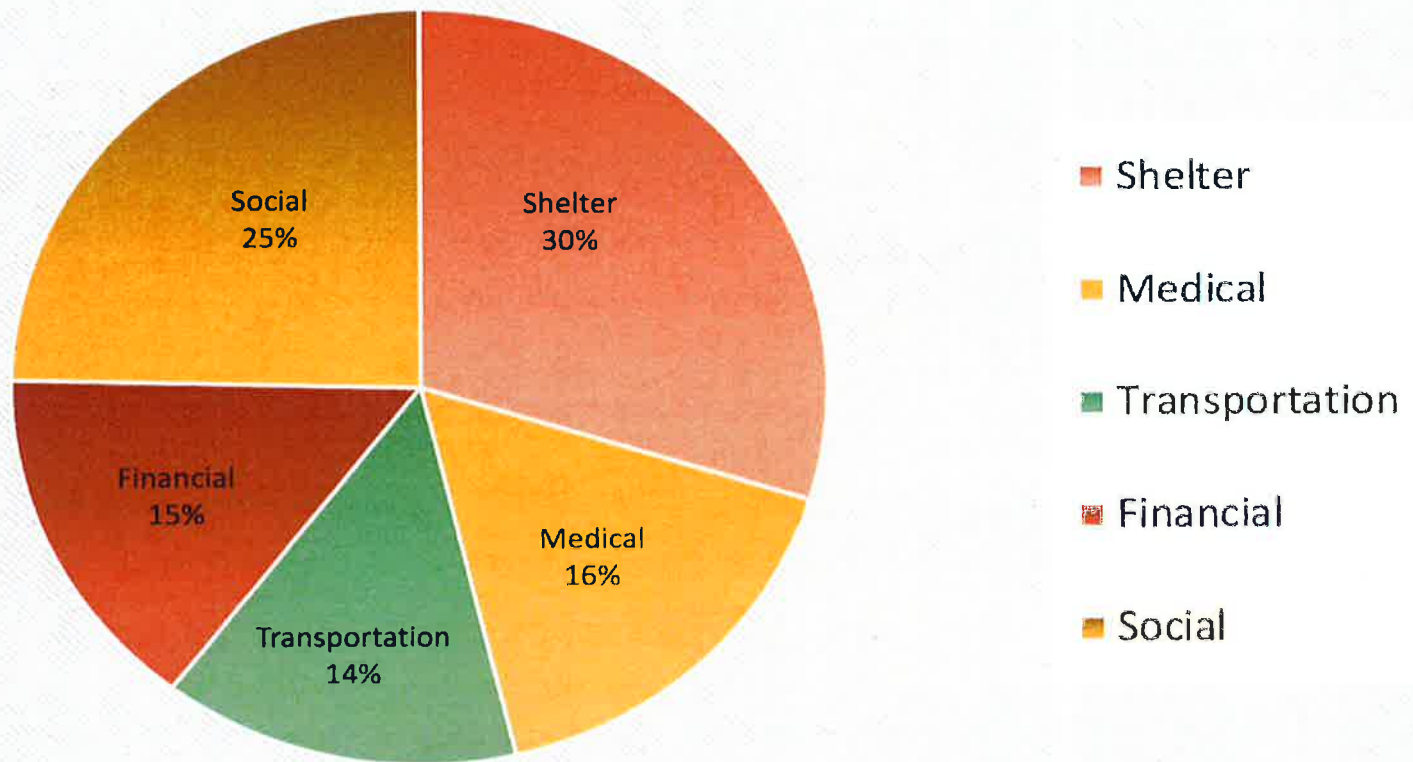
# BRAINSTORMING SESSION OCTOBER 2022



Our seniors – over 60 # 3,763  
 Collectively representing 21.5%  
 1 in 5  
 of our community is a senior  
 (3,763/17,472 2021 census)

# OUR NEEDS ASSESSMENT DETERMINED.....

Skeena Valley Seniors Society Brainstorming Session 10/17/22



## FALL/WINTER SURVEY OF IDENTIFIED SENIORS ISSUES

- Held in several venues.
- Anonymous
- Seniors could choose one on one assisted or independent
- Close ended survey with an open comment option
- 100% of seniors surveyed identified housing as a crucial need.



## FOLLOW UP

- **Raise issues to Community**
- Presentation to BC Transit on Transportation needs
- Presentation to City of Terrace on Transport & Housing needs
- Presentation to Regional District Kitimat Stikine on Transport & Housing needs
- Presentation to MLA & MP on Transport & Housing needs
- Presentation to Hospital Board on Medical and Long term care needs.
- Presentation to Seniors Advocate, Old Age Pensioners Assc. Prov. & Federal

## CONDUCT AVAILABLE INVENTORY STOCK

- Determine
  - Shortage of affordable land
  - Vacant buildings in existence were not designated for housing.
  - Political will does not support designated Seniors Housing

## WHAT WE DISCOVERED

- Political will for mixed housing
  - Request seniors housing - blended with group or daycare housing
- Need for Daycare
  - Request shared space in seniors housing for a daycare space
- Vacant buildings can be successfully re-purposed
  - Request consideration of blending housing and daycare in a re-purposed vacant building

# RE-PURPOSE KITIK'SHAN SCHOOL



## OPPORTUNITY TO WORK TOGETHER

- SVSS requests the opportunity to :
- Present CMSD & Minister of Education with business plan to repurpose KitiKShan School into a community facility
  - To address and compliment before and after childcare component of Min of Ed.
  - To provide housing for seniors in an alternative housing structure.
  - Create a pilot project that melds community and aging into a complimentary shared structure.

THANK YOU





Housing for Our Ageing Demographic

A Unique – Small Scale Model for Shared Accommodation



Regional District of  
**Kitimat-Stikine**

JP Melville  
Rhonda Flanagan  
Linda Dryden

Executive Director  
Director Operations  
Abbeyfield

– Abbeyfield Canada  
– Abbeyfield Canada  
– Abbeyfield BC

May 23 & 26, 2023

## How We Can Contribute





Seven Sisters.....

## Terrace Considerations

### Existing Buildings



Kiti K'Shan...

# Terrace Considerations

## Community Development Institute Report Growing Risk

Growth Rate at 3% population.  
Income distribution is healthy at 75% over \$50K

However....  
Shelter costs 18% increase since 2016  
& generally high... with many over 30% of income

Interesting:  
Displacement from Coachman Apartments  
New lot availability vs. cost of development

## Skeena Valley Seniors Society

Shelter – primary concern at 30%

## What is Abbeyfield?

## Shared Accommodation

- A home for 12-15 elderly, independent persons
- Living on low to moderate income
- Small scale
- Not-for-profit charity
- Volunteer operated
- With full time hired house keeper / cook

## **International Family (100's)**

**South Africa  
Belgium  
Poland  
Australia  
Canada  
New Zealand  
United Kingdom**

## What We Address

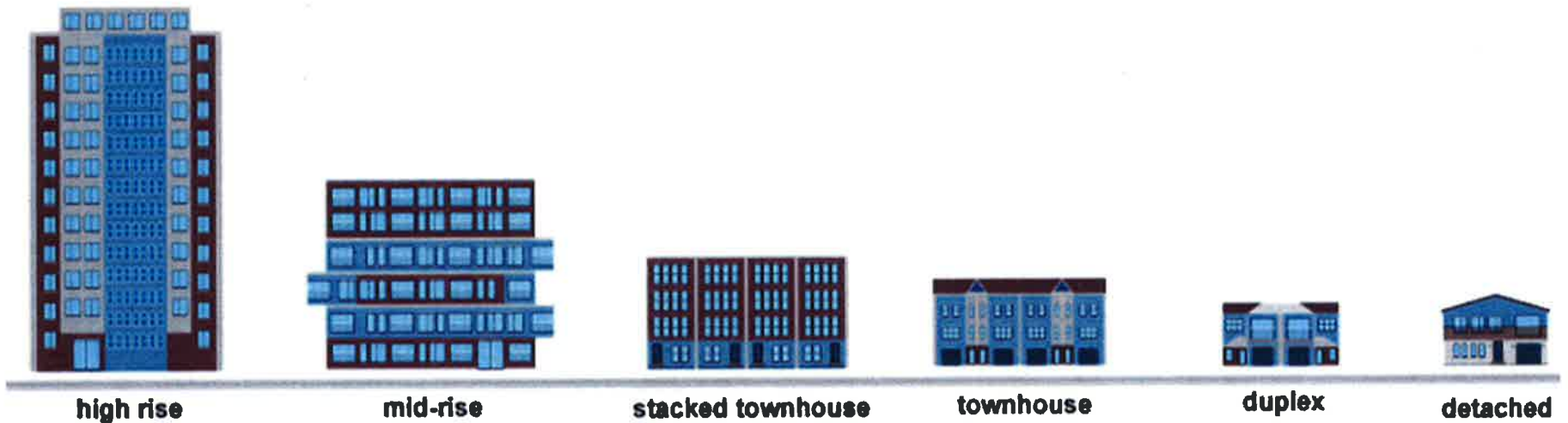
## Loneliness

## A Financial Alternative



- **Seniors Ageing in Place**
  - Creation new housing supply
  - Relieve existing housing stock for young new home buyers
  
- **Canada's Homelessness Strategy Directive**
  - Pre-empting / prevention homelessness
  - Housing placement / supportive housing
  - Place based
  
- **Pandemic – Covid-19**
  - Two Covid-19 cases, Two Lockdowns – No Direct Deaths
  - Housing concept allows for social inclusion (family bubble)
  - Easy to limit and restrict social contact including with health care

## Create Where You Want



An Abbeyfield House can be built in almost any style.

## Established Houses (20)



# Active Communities



## British Columbia

- Armstrong
- Duncan
- Fort St. John
- Golden
- Kelowna
- Port Alberni
- Sidney
- Vancouver
- Vernon
- Victoria (Demezey)
- Victoria (St. Peter's)

## Alberta

- High River

## Saskatchewan

- Prince Albert
- Saskatoon

## Ontario

- Caledon
- Durham
- Ottawa
- Toronto

## Ontario Provisional

- 5+

## Numbers (minimums)

Estimated Property Equity	\$35,000,000
Independent Seniors Served	275
Annual Revenues Gross	\$3,860,000
Cost Savings Per Year Tax Dollars for Abbeyfielders NOT in Long Term Care	\$20,000,000

Estimated Years OUT of Long Term Care	4
Estimated Minimum Savings to Canadians over 4 Years	\$80,000,000

# Duncan - Existing



Vancouver Island

# Sudbury – Proposed



Indigenous, francophone, anglophone

# Kitchener – Proposed



urban high density infill

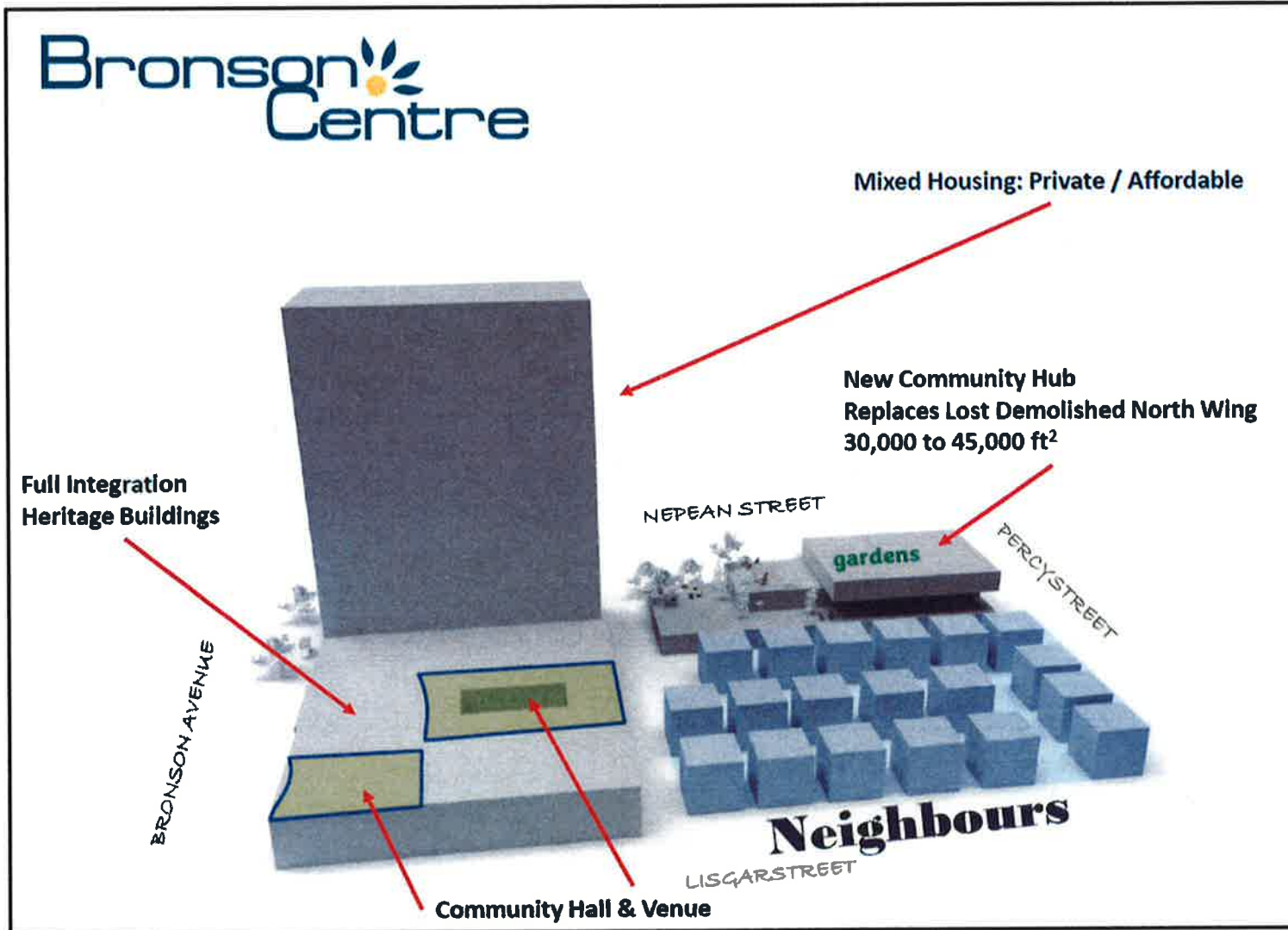


# Lakeside – In Development



rural community

# Community Hub



Immigrant Polish / Afro-Caribbean



Many Thanks

**Linda & JP & Rhonda**

info@abbeyfield.ca

613-237-0713

211 Bronson Avenue, Ottawa, ON, K1R 6H5

www.abbeyfield.ca



**MEETING AGENDA ITEM #5.1**

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	June 14, 2023
Topic:	<b>Minutes of the Regular Meeting of the Board, May 24, 2023</b>		

**Background/Discussion:**

Minutes as attached.

**Recommended Action:**

**THAT** the minutes of the Regular Meeting of the Board held on May 24, 2023 be approved.

Presented by: Secretary Treasurer

**REGULAR MEETING OF THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT 82 (COAST MOUNTAINS)**

**WEDNESDAY, MAY 24, 2023 – 5:00 P.M.  
VIRTUAL MEETING VIA ZOOM**

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**PRESENT WERE:**

Chair - M. Warcup  
- S. Duncan-Green  
- W. Jones  
- E. Harrison  
Vice Chair - K. Jonkman  
- M. Maxim  
- J. Sundell

Superintendent of Schools  
Secretary Treasurer  
Recording Secretary

- A. Callaghan  
- G. Fuller  
- C. Gagnon

**DISTRICT STAFF PRESENT:**

Director of Instruction, Indigenous Education  
Director of Instruction, Graduation & Innovation  
Director of Instruction, Learner Support  
Director of Facility Services

- R. Clifton  
- G. Lawlor  
- J. Nieckarz  
- R. Schibli

Board Chair Warcup acknowledged with respect the school district's business being conducted on the unceded traditional territories of the Gitksan, Haisla, Nisga'a, Ts'msyen, Lheidli T'enneh, Musqueam, Squamish, and Tsleil-Waututh Peoples. Board Chair Warcup shared that Trustee Sundell and Superintendent Callaghan were attending the meeting virtually from Prince George and Vancouver respectively. We are honoured to work with their children and privileged to live on these lands.

Board Chair Warcup extended a warm welcome to staff, partner groups and guests who joined the meeting. The meeting was also livestreamed through CMSD82's YouTube Channel.

Board Chair Warcup welcomed the following representatives to share a presentation on Rotary's Northwest Adventures in Healthcare held May 14-16, 2023 in Terrace: Carol Leclerc, Rotary Club of Terrace Skeena Valley, Brian Downie, Rotary Club of Terrace, Brad Leier, Northern Health, and Geoff McKay, Administrator, Northwest Trades & Employment Training Centre. Board Chair Warcup shared it was an excellent presentation and extended the Board's appreciation to Ms. Leclerc and Messrs. Downie, Leier and McKay for attending the meeting and sharing this engaging, informative and fun opportunity for grades 10 and 11 students.

**1. CALL TO ORDER**

Board Chair Warcup called the meeting to order at 5:26 p.m.

**2. DECLARATION OF QUORUM**

A quorum was declared.

**3. APPROVAL OF AGENDA**

Motion #8447

**THAT** the agenda be amended with the addition of the following agenda item:

- Item #11.2, Notice of Motion – Amend Trustee School Liaison Rationale, Purpose & Parameters Agreement

Carried  
All in Favour

**4. APPROVAL OF MINUTES OF PRIOR MEETING**

**4.1 Regular Meeting, April 25, 2023**

Motion #8448

**THAT** the minutes of the Regular Meeting of the Board held on April 25, 2023 be approved.

Carried  
All in Favour

**5. RECEIPT OF RECORDS OF IN CAMERA MEETING**

**5.1 Summary of In Camera Meeting, April 25, 2023**

Motion #8449

**THAT** the Summary of the In Camera Meeting of the Board held April 25, 2023 be approved.

Carried  
All in Favour

**6. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes to report.

**7. CORRESPONDENCE**

There was no correspondence received.

**8. SUPERINTENDENT OF SCHOOL'S MONTHLY REPORT – MAY 2023**

Motion #8450

**THAT** the Superintendent of School's Monthly Report to the Regular Board Meeting of May 24, 2023 be received as presented.

Carried  
All in Favour

**9. INDIGENOUS EDUCATION REPORT – MAY 2023**

Motion #8451

**THAT** the Board receive for information the Indigenous Education Report for May 2023.

Carried  
All in Favour

**10. STANDING COMMITTEE REPORTS**

**10.1 Business Committee Report (Trustee Ed Harrison)**

**10.1.1 Business Committee Meeting Minutes, May 10, 2023**

Motion #8452

**THAT** the minutes of the Business Committee Meeting held on May 10, 2023 be received for information.

Carried  
All in Favour

**10.1.2 Quarterly Financial Statements, March 31, 2023**

Motion #8453

**THAT** the Board receive for information the Quarterly Financial Statements as at March 31, 2023.

Carried  
All in Favour

**10.1.3 Ministry Adjusted Funding Allocations, February 2023**

Motion #8454

**THAT** the Board receive for information the Ministry of Education and Child Care Adjusted Funding Allocations for February 2023.

Carried  
All in Favour

**10.1.4 Ministry Approval – 2021-2022 Indigenous Education Fund Carry Forward**

Motion #8455

**THAT** the Board receive the Deputy Minister of Education and Child Care's correspondence granting approval pursuant to Section 106.4(2) of the *School Act* for the Board of Education for Coast Mountains School District 82 to underspend its 2021-2022 school year Indigenous Education targeted funds in an amount up to \$508,338.

Carried  
All in Favour

**10.2 Education Committee Report (Trustee Karen Jonkman)**

**10.2.1 Education Committee Meeting Minutes, May 10, 2023**

Motion #8456

**THAT** the minutes of the Education Committee Meeting held on May 10, 2023 be received for information.

Carried  
All in Favour



**10.2.2 Field Trip Board Approval in Principle (2 Requests)**

Motion #8457

**THAT** the Board approve in principle the Hazelton Secondary School Out-of-Country Field Trip to Greece, May 17-25, 2024.

Carried  
All in Favour

Motion #8458

**THAT** the Board approve in principle the Mount Elizabeth/Middle Secondary School Out-of-Country Field Trip to Rome and Greece with extension to Pompeii and Delphi, Spring Break 2025.

Carried  
All in Favour

**10.2.3 Board/Authority Authorized (BAA) Courses (2 Requests)**

Motion #8459

**THAT** the Board approve the Forensic Science Course Grade 11 Level as a Board/Authority Authorized (BAA) Course commencing the 2023-2024 school year as submitted by Mount Elizabeth Middle/Secondary School.

Carried  
All in Favour

Motion #8460

**THAT** the Board approve the Leadership Course Grade 11/12 Level as a Board/Authority Authorized (BAA) Course commencing the 2024-2025 school year as submitted by Caledonia Secondary School.

Carried  
All in Favour

**11. NEW BUSINESS**

**11.1 2023-2024 Annual Facilities Grant (AFG) Expenditure Plan**

Motion #8461

**THAT** the Board receive for information the 2023-2024 Annual Facilities Grant (AFG) Expenditure Plan.

Carried  
All in Favour

**11.2 Notice of Motion – Amend Trustee School Liaison Rationale, Parameters & Purpose Agreement**

Motion #8462

**THAT** the Board amend the Trustee School Liaison Rationale, Parameters & Purpose Agreement for presentation at the June 14, 2023 Regular Board Meeting.

Carried  
All in Favour

**12. TRUSTEE REPORTS**

**12.1 Board Chair Report – May 2023**

Motion #8463

**THAT** the Board receive for information the Board Chair Report for May 2023.

Carried  
All in Favour

**12.2 Trustee Reports**

Trustees reported on their activities since the last meeting.

**13. QUESTION PERIOD**

There were no questions presented.

**14. ADJOURNMENT**

The next hybrid Regular Board of Education Meeting will be held on Wednesday, June 14, 2023 in Stewart at Bear Valley School.

The meeting was adjourned at 6:22 p.m.

\_\_\_\_\_  
Board of Education Chair

\_\_\_\_\_  
Secretary Treasurer

DRAFT



**MEETING AGENDA ITEM #6.1**

Action:           X                                   Information:

Meeting:       Regular                         Meeting Date:       June 14, 2023

Topic:           **Summary of In Camera Meeting of the Board, May 24, 2023**

**Background/Discussion:**

Summary as attached.

**Recommended Action:**

**THAT** the Summary of the In Camera Meeting of the Board held on May 24, 2023 be approved.

Presented by: Secretary Treasurer



**SUMMARY OF PROCEEDINGS AND DECISIONS MADE AT THE  
IN CAMERA MEETING OF THE BOARD OF EDUCATION  
SCHOOL DISTRICT 82 (COAST MOUNTAINS)  
HELD MAY 24, 2023  
PURSUANT TO SECTION 72(3) OF THE *SCHOOL ACT***

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The Board of Education:

1. Discussed a property issue.
2. Discussed personnel issues.
3. Discussed legal issues.



**MEETING AGENDA ITEM #7.1**

Action: X Information:  
Meeting: Regular Meeting Date: June 14, 2023  
Topic: **Notice of Motion: Amend Trustee School Liaison Rationale, Purpose & Parameters Agreement**

**Background/Discussion:**

At the May 24, 2023 Regular Board Meeting, the following Notice of Motion was passed by the Board.

*THAT the Board amend the Trustee School Liaison Rationale, Purpose & Parameters agreement as adopted for implementation at the April 25, 2023 Regular Board Meeting.*

Subsequent to this motion, Trustees were asked to provide input or feedback pertaining to the revision of the wording within the Trustee Liaison Rationale, Purpose and Parameters agreement. Trustees Mike Maxim, Karen Jonkman and Margaret Warcup provided input.

For Trustees' consideration, an *amended* Trustee School Liaison Rationale, Purpose & Parameters agreement is presented, as attached, in consideration of the input received.

**Recommended Action:**

**THAT** the Board approve the amended Trustee School Liaison Rationale, Purpose & Parameters agreement as presented June 14, 2023.

Presented by: Board Chairperson



## **PROPOSED AMENDMENTS TO THE: TRUSTEE SCHOOL LIAISON – RATIONALE, PURPOSE & PARAMETERS**

While a Trustee serves the communities they are elected to represent, a Trustee's primary role is to act as a member of the corporate Board.

The *School Act* gives no individual authority to an individual Trustee. As a member of the corporate Board, Trustees are accountable to the public for collective decisions of the Board, and for the delivery and quality of education services.

Trustees must always be guided by the Trustee Code of Conduct including confidentiality and the Oath of Office.

Trustees must represent the best interests of the entire School District. This representation must supersede any conflicting loyalty such as that to advocacy or interest groups, other Boards or staff, or as a user of the School District's services.

Liaison assignments for individual Trustees provides an opportunity for increased communication between Trustees and school communities. Schools within the School District are divided between Trustees to ensure the Trustees have knowledge of their electoral area liaison schools and the programs and initiatives that are achieving the School District's goals.

The rationale, purposes and parameters of Trustees, being the liaison between the Board and assigned schools, is provided as follows:

1. To provide the Board with an opportunity to have a 'face' and a presence at each school:
  - ~~The Trustee Liaison participates in school activities as requested or invited by the School Principal;~~
  - **The Superintendent of Schools will ask School Principals to engage Trustees in their schools as appropriate.**
  - **School Principals will request or invite their Trustee Liaison to school activities.**
  - **The Trustee Liaison can also contact their School Principal to arrange a school visit.**
  - The Trustee Liaison must not speak on behalf of the Board. The Board communication policy and procedures must be followed.
  - Trustees can show appreciation and support and help celebrate student, staff, and community successes. Parents, caregivers, and community members are then aware of their Trustee Liaison contact.
  - School visits provide an opportunity for Trustees to become acquainted with or knowledgeable about schools and can help facilitate communication between the school community and the Board by listening to members of the school community as decisions or strategic goals by the Board are put into practice in the school community.
  - When the Trustee Liaison hears any emerging issues at assigned schools or sites, it is their responsibility to advise the Superintendent for immediate handling.

... continued



2. The role of the Trustee Liaison is not intended to undermine or supersede the role of the School Principal, PAC Chair or other staff. A Trustee Liaison does not interfere with:
  - The day-to-day operations of the school;
  - The defined process for resolution of parent/caregiver concerns is outlined in CMSD82 Policy 1070: Concerns by Parents/Guardians; or,
  - Through other processes for discussing concerns by the school or district staff.
3. Trustees must respect the Chief Executive Officer's (Superintendent of Schools) responsibility for the day-to-day administration of the School District. Trustees must refer complaints or criticisms received to the Superintendent of Schools, who will inform the appropriate individual(s). Complaints and criticisms from parents, staff or the public for the Superintendent of Schools should be forwarded to the Executive Assistant to the Superintendent (250-638-4401) for the Superintendent's handling.
4. Trustees must *not* attempt to exercise individual authority over the organization except as explicitly set forth in Board policies. Trustees will recognize that they *do not* direct staff.
5. Attendance at school events by the Trustee Liaison would vary in detail from school to school, and this would be clearly defined through discussion with the School Principal, and possibly other school groups, as is deemed appropriate by the principal.
6. Trustees will be clear, that as an individual Trustee, they have no authority. Issues or questions will be dealt with through usual processes. If the issue is in the area of the Board's governance role and responsibility, it can be brought to the Board for consideration.
7. Should a Trustee wish to visit a school that is not included within their specific school assignment, they may do so with an *invitation* from that school's Principal. Such a request should be initiated by contacting the Superintendent of Schools.
8. In summary, the role of Trustee Liaison is intended to strengthen the bond and further communications between schools and the Board in a manner that demonstrates the work of Boards while clearly respecting the role and authority of school administrators and staff.

**Trustee Liaison Checklist:**

- Become familiar with and adhere to the Trustee Code of Conduct.
- Ensure clarity and understanding of the Trustee Liaison role. Liaison school visits should be with a purpose or intent.
- Contact the School Principal ahead of time to arrange a visit, where possible. Do not drop by the school uninvited.

... continued





**AMENDED TRUSTEE LIAISON – RATIONALE, PURPOSE & PARAMETERS**

**Trustee Liaison Checklist:** *(continued)*

- Be cautious about interrupting the learning environment. Staff will understand that they do not need to interrupt their day-to-day activities when a Trustee visits their school.
- When first appointed, the Trustee Liaison is encouraged to introduce themselves to the school administration and staff.
- The Trustee Liaison will be provided with a CMSD82 visitor badge/lanyard which should be worn at all times when visiting a school.
- The Trustee Liaison must ensure they sign in and sign out at the school's main office in adherence to the School Visitor Safety Protocol.
- The School Principal will ensure the Trustee Liaison receives a copy of the school newsletter and/or bulletins.
- Trustees will attempt to visit each liaison school at least two-three times in the school year.
- Where possible, the Trustee Liaison will take part in activities at other schools throughout the district by *invitation or as requested*.
- Attend school PAC meetings *when invited*. The Superintendent's Office will contact the school PAC Chair with the Trustee Liaison appointments. The PAC Chair will contact the Trustee Liaison for their availability for PAC meetings.

I, \_\_\_\_\_, **acknowledge I have read and will abide by the Trustee Liaison rationale, purpose and parameters** hereby ~~accept and will adhere to the Trustee Liaison rationale, purpose and parameters as outlined in this document.~~

\_\_\_\_\_  
Trustee Signature

\_\_\_\_\_  
Date



**MEETING AGENDA ITEM #9.**

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	June 14, 2023
Topic:	<b>Superintendent of School's Monthly Report – June 2023</b>		

**Background/Discussion:**

Attached for reference is the Superintendent of School's Monthly Report for presentation at the June 14, 2023 Regular Board Meeting as prepared by Superintendent Callaghan.

The Superintendent of School's Monthly Report will be shared with all staff and partner groups as well as posted to the school district website following the Regular Board Meeting.

**Recommended Action:**

**THAT** the Superintendent of School's Monthly Report to the Regular Board Meeting of June 14, 2023 be received as presented.

Presented by: Superintendent of Schools

# Superintendent's Report to the Board

## June 2023



@CoastMountainsSchoolDistrict



@CoastMountainsSchools



@CoastMtnSD

## A Message from the Superintendent

Ama Sah / Ya'uc / Good Day,

The final few weeks of the school year are upon us and, in many classrooms, children are working closely with teachers and support staff to reflect on their growth since September. In some cases, learners are participating in year-end cumulative assessments and projects to consolidate their learning and demonstrate what they know, understand and can do. When shared later this month, report cards will communicate to parents, guardians and caregivers a summary of the learner's achievement using reporting codes and comments.

Congratulations are extended to all those learners graduating from our secondary schools this month throughout the district. Graduation is a celebration and recognition of all that learners have accomplished during their school experience, and they should be proud of their efforts. It is also a special time for those family members, friends and other essential allies who have supported our graduates up to this point in their lives. Thank you, too, for your care and commitment over the years.

As I reflect on my first year as Superintendent in Coast Mountains School District, it has been a wonderful experience, both personally and professionally. The traditional territories of the Northwest are visually stunning and the communities are both culturally diverse and welcoming. I have learned a great deal about our organization within the provincial educational context, but certainly there is still so much more learning to come! I have much gratitude to all those who have supported my growth thus far and those who are working diligently in the service of our 4200 learners and their families. Coast Mountains School District, together with its many partners, is focused on children and committed to making the necessary improvements to better meet the academic, social-emotional and well-being needs of all children.

To all Coast Mountains School District learners, families, staff and partners, I hope you have a fun-filled and safe summer. I encourage you where possible, to rest and recharge, but also to stay curious and find opportunities to grow within your areas of passion.

I look forward to connecting with you again in September.

Regards,

Aaron Callaghan  
Superintendent,  
Coast Mountains School District



### Upcoming Dates

June 14 – Hybrid Board Meeting (Stewart)  
June 21 – National Indigenous Peoples Day  
June 21 – Hybrid Board Meeting (Terrace - if required)  
June 28 – Last Day of School for Learners  
June 29 – Administrative Day  
September 5 – First Day of School

*Coast Mountains School District acknowledges with respect the lands on which we live, work, play & learn as the traditional & unceded territories of the Gitksan, Haisla, Nisga'a & Ts'msyen Peoples.*

# Superintendent's Report to the Board

## June 2023



### Strategic Plan - Engage, Ignite, Empower

Several budget priority items aligning with the Strategic Plan were presented to the district's Budget Working Group for consideration this past month. These included **Recruitment & Retention, K-3 Literacy Strategy, Numeracy, Land & Place-based Learning, Student Mental Health & Well-being, Reconciliation & Anti-Racism, and the District Data Dashboard**. Additionally, **New Curriculum Initiatives** was also identified as a budget priority, aligning with the implementation of the new Indigenous-Focused Graduation Requirement beginning in September 2023.

Indicators of growth (baseline) for year 1 of the Strategic Plan implementation will be compiled for review over the summer and will be shared in the September report.



### New Reporting Order – Resources for Parents

Beginning in the fall, report cards and the way teachers communicate about student learning will be changing to align with the provincial curriculum. This is a result of the new K-12 Student Reporting Policy Framework released by the Ministry of Education and Child Care in 2022. The framework addresses the frequency of reporting, the use of a proficiency scale, reporting codes, written comments, graduation status update, reporting on student behaviour and engagement of students in the self-assessment and goal setting processes. Learn more about the Reporting Order by accessing the new provincial resource guide for parents and caregiver at <https://bit.ly/AssessmentBC>.

### National Indigenous Peoples Day

Wednesday June 21<sup>st</sup> is National Indigenous Peoples Day, a time to celebrate the diverse cultures, histories, experiences, voices and accomplishments of First Nations, Metis and Inuit peoples. Previously referred to as National Aboriginal Day, the name shifted to include the term 'Indigenous' in 2017 to better reflect peoples' connection to the traditional territories and their collective experience of colonization.

Coast Mountains' school communities will be celebrating on this day, many with the support of Elders, Knowledge Holders, Matriarchs and others from local Nations and partner groups. Thank you to all those involved in making this a joyful day of learning and cultural appreciation for the children of Coast Mountains School District.



# Superintendent's Report to the Board

## June 2023



### School Administrative Update

Congratulations to Shylah Marshall who will be assuming the role of Principal of Majagaleehl Gali Aks Elementary School in the fall.

### School District Employees Provide Input

Approximately 160 school and district staff members across all employee groups recently provided input on their personal and professional growth needs for the 2023-24 school year. With 90% of the respondents supporting learners directly in schools, the group prioritized their needs across the existing strategic plan goal areas and identified their preferred ways of engagement. Priority focus areas included:

- Numeracy & Literacy
- Employee Wellness
- Safe, Caring & Welcoming Schools
- Inclusion
- Indigenous Cultural Learning

Most respondents suggested opportunities be available during the school district's professional learning dates throughout the year, while a significant number also noted interest in *shared learning circles*, *professional learning communities* and in *working with a mentor/coach*.

Using Thought Exchange, about 140 thoughts were crafted by participants with more than 3000 ratings in total. Themes reinforced what was identified above, with additional input around restorative classrooms and collaborative time for teachers.

The district team will now use this information to create a professional learning menu to be shared with employees in the fall. Thanks to those who participated!

### Follow Coast Mountains School District on Social Media



@CoastMountainsSchoolDistrict



@CoastMountainsSchools



@CoastMtnSD



June is both Pride Month & Indigenous History Month in Coast Mountains School District.

Learners at Caledonia Secondary participated in an Indigenous Photoshoot organized by Support Worker Stephanie Louie.



**MEETING AGENDA ITEM #10.**

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	June 14, 2023
Topic:	<b>Indigenous Education Report – June 2023</b>		

**Background/Discussion:**

Attached for reference is the Indigenous Education Report for presentation at the June 14, 2023 Regular Board Meeting as prepared by the Director of Instruction, Indigenous Education, Robert Clifton.

A monthly Indigenous Education Report will be provided for inclusion in the agenda package for Regular Board Meetings.

**Recommended Action:**

**THAT** the Board receive for information the Indigenous Education Report for June 2023.

Presented by: Superintendent of Schools



# Indigenous Education Update

## June 2023

Submitted to the Superintendent by Robert Clifton,  
Director of Instruction – Indigenous Education

### Indigenous Education Department – Year-End Celebration Impact

- The Indigenous Education Department (IED) is gathering at the Northwest Trades & Employment Training Centre (NTETC) on June 27 to celebrate the hard work of the IED family and to share the stories of that work. We will be extending invites to Education Coordinators and would also like to extend an invite for Trustees to attend the morning portion of our gathering and then join the Indigenous Education Department for lunch.

### All My Relations Working Group

- As we launch the year-long working group that will focus on transforming structures and processes in how we work together as education stakeholders and Indigenous rights holders for the improvement of a successful educational journey of Indigenous learners in Coast Mountains School District (CMSD), we will be gathering on the afternoon of June 26 to create space to talk about the process and ways in which we will work together, in relation for the betterment of Indigenous children/youth, their caregivers and communities. Invites will be sent to participants next week.

### Community Field Experience – UBC Practicum Students

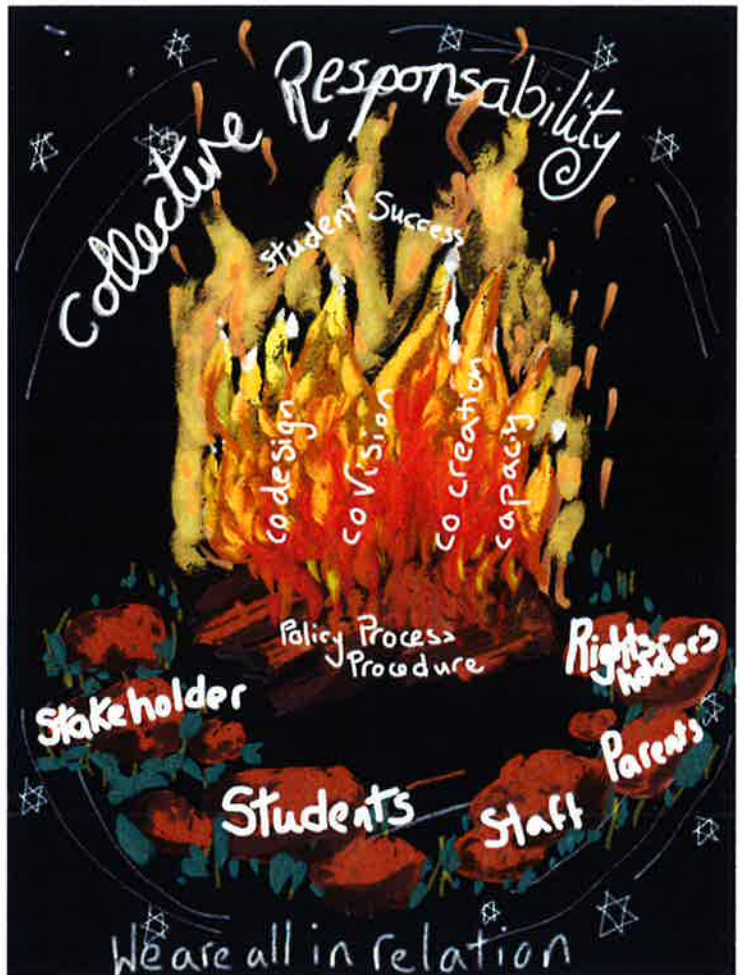
- We would like to acknowledge the hard work of the District Education Team (DET) who supported practicum students who travelled to CMSD for 3-week experiences to experience what our communities and schools have to offer, in hopes they could see themselves starting their career here. I'd like to acknowledge the hard work of Director Geraldine Lawlor who coordinated a myriad of experiences throughout the Hazelton's, Kitimat and Terrace/Thornhill with the support of Executive Assistant Blanche Olson-Wight so that the teacher candidates had a rich experience. Part of this rich experience is to include Indigenous culture, so part of the itinerary was hosted by the IED and included Director Clifton and other DET members and members of the IED to support them having these cultural learning experiences.

### Jointly Convened Annual Meeting

- In May a group representing Coast Mountains School District participated in the Jointly Convened Annual Meeting (JCAM) hosted in Vancouver by First Nations Education Steering Committee (FNESC) and the Ministry of Education and Child Care. Pansy Wright-Simms, Education Coordinator from Gitanmaax First Nation, and Superintendent Callaghan joined Director Clifton for the day long gathering. The purpose of the event was to support the advancement of Reconciliation between First Nations and school districts with intentional dialogue on topics that addressed improving both academic and well-being outcomes for First Nations learners.

## Ministry of Education – Partnership with Shane Safir – Street Data

- Our District Education Team (DET) presented to the Ministry of Education and Child Care and invited school district senior management across BC. We were part of nine districts to explore the impact of student voice. Gratitude to Directors Geraldine Lawlor and Julia Nieckarz and District Principal Philip Baron for investing their time, hearts and spirits to collaborate and to grow our own capacity to do this work.
- The beautiful artwork was created by Director Nieckarz and we didn't present following a PowerPoint, but used the artwork to anchor our conversation in the areas of learning we had.
- Here are some of our main points in our presentation:
  - Constant feedback loops that keep us in-tune with how the recipients of the service feel, they can identify that they are not alone. We need to constantly fuel the sacred fire of collective responsibility that keeps us in relation and connected to each other.
  - One of the frameworks that guide our work is the 5R's which remind us about disrupting or interrupting our colonial programming so that we re-humanize the way we show up to support each other in this work. This work is centered in RELATIONSHIPS that embed: respect, responsibility (not accountability), reciprocity, and relevance.
  - *What is your team's equity challenge? - "In what ways can we enhance collective responsibility for systemic transformation by centering learners in visioning, decision-making and equitable participants in collective actioning of that vision?"*
  - *What did your team want to address? - Learner agency, building capacity across the system to shift the way that school is something that happens to you, not with you ... and create an iterative, generative processes that align with Indigenous ways of knowing and being.*
  - **STUDENTS AT THE MARGINS** – Diversity of representation in story weaving .... we are still in the process of creating and holding space for honouring story, this is done across all stakeholders and rightsholders with questions that build capacity for making meaning together, to hold spaces where visioning, radical dreaming about a desired state of educational transformation begin to take shape and materialize.





## CMSD – Indigenous Education Department Handbook

- As promised last month, a copy of the draft of the first half of the extensive handbook for CMSD that situates the work of the Indigenous Education Department is being shared. Director Clifton reminds everyone that this draft version is not for public distribution. We will be seeking feedback that can be provided in the coming two months with a deadline of August 22, so the District Indigenous Education leadership will refine and prepare the handbook with an intended release in the first few months of the upcoming school year.

## Hazelton Secondary School

- Kathy Sawchuk Education Consultant, Louise Ormerod Interim Principal at Hazelton Secondary School (HSS), and Director Clifton met with Pansy Wright-Simms, Education Coordinator and Monica Simms, Education Advisor to discuss the next steps in community engagement to support ongoing learning and transformation at HSS.
- Kathy Sawchuk is returning at the end of June to work with staff to share the results of the work she has done with teachers and to begin collaborating with staff to plan for impact in the coming school year.

## Hazelton Visit – Majagaleeh! Gali Aks Elementary School

- Director Clifton was grateful to be invited by Shylah Marshall to witness the powerful impact of the sharing of language and story with Dr. Jane Smith during Fry-bread Friday. Joining me in the joyful learning through song and story was the new IED Executive Assistant, Lindsay Harder who recounts “that she felt instantly welcomed in a family-like way and the way Dr. Smith engaged learners in a respectful and relational way”.

Sincerely,



Robert Clifton  
Director of Instruction, Indigenous Education

*Coast Mountains School District 82 acknowledges with respect the lands on which we live, work, play and learn as the traditional and unceded territories of the Gitksan, Haisla, Nisga'a and Ts'msyen Peoples.*



**MEETING AGENDA ITEM #11.1.1**

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	June 14, 2023
Topic:	<b>Minutes of the Business Committee Meeting, June 7, 2023</b>		

**Background/Discussion:**

Minutes as attached.

**Recommended Action:**

**THAT** the minutes of the Business Committee Meeting held on June 7, 2023 be received for information.

Presented by: Secretary Treasurer



**BUSINESS COMMITTEE MEETING**  
**Wednesday, June 7, 2023 – 10:30 a.m. to 12:00 p.m.**  
**Virtual via Zoom**

**Committee Members:**

Trustee Ed Harrison (Chair)  
 Aaron Callaghan, Superintendent of Schools  
 Trustee Sonny Duncan-Green  
 Ginger Fuller, Secretary Treasurer  
 Trustee Mike Maxim

**Recording Secretary:**

Blanche Olson-Wight, Executive Assistant

**Guests:**

Kiran Bath, Director of Human Resources  
 Robert Schibli, Director of Facility Services  
 Trustee Margaret Warcup

**MEETING MINUTES**

Items	Action
<p>The meeting was chaired by Trustee Ed Harrison and called to order at 10:31 a.m. Trustee Harrison acknowledged with respect the school district's business being conducted on the traditional and unceded territories of the Gitksan, Haisla, Nisga'a, and Tsimshian, and the honour to work with their children and privilege to live on their land.</p>	
<p><b>1. Previous Meeting Minutes</b>            - May 10, 2023</p>	<p>1. The minutes of the previous Business Committee Meeting held on May 10, 2023 were accepted as presented.</p>
<p><b>2. Human Resources</b>            2.1 Grievance Update – CMTF &amp; CUPE</p>	<p>2.1 Director Bath provided a grievance update relating to the Coast Mountain Teachers' Federation (CMTF) and the Canadian Union of Public Employees Union (CUPE), Local 2052. CUPE has no grievances. CMTF current numbers are 15-Step 1 &amp; Step 2 grievances, 0-Step 3 grievances.  <b>Information only; no action required.</b></p>
<p><b>3. Facilities/Transportation/OH&amp;S</b>            3.1 Monthly Facilities Report, June 2023</p>	<p>3.1 Director Schibli spoke to the Major and Minor Capital Plan submissions and provided a summary of the accepted and proposed projects in the submission. Some current projects have come in under budget allowing for additional projects to proceed. Ongoing maintenance at schools was discussed; the bussing contractor has changes happening within their organization.  <b>Information only; no action required.</b></p>
<p>3.2 District Joint OH&amp;S Committee Meeting Minutes – May 16, 2023</p>	<p>3.2 Secretary Treasurer Fuller presented the May 16, 2023 District Joint OH&amp;S Committee Meeting minutes for information..  <b>Information only; no action required.</b></p>
<p>3.3 2024-2025 Five-Year Plan Intake – Call for Projects</p>	<p>3.3 Director Schibli spoke to the 2024-2025 Five-Year Plan Intake – Call for Projects, Coast Mountains School District will request funding support for projects under the School Replacement Program (REP), School Expansion Program (EXP), School Enhancement Program (SE).</p>

<p>3.3 2024-2025 Five-Year Plan Intake – Call for Projects (continued)</p>	<p>(SEP), Playground Equipment Program (PEP), and Carbon Neutral Capital Program (CNCP). The Ministry instructs boards of education to adopt separate Board Resolutions, one for the Major Capital Program submission and one for the Minor Capital Program submission in accordance with section 142 (4) of the School Act. Once the assessment of capital plan submissions from all school districts has been completed by the Ministry each school district will be notified with a written response regarding the results of the Ministry's review</p> <p><b>Action: Forward the 2024-2025 Five-Year Plan Intake – Call for Projects with the recommendation for approval of the Annual Five-Year Capital Plan Submission 2024/2025 and approval of the Annual Five-Year Minor Plan Submission 2024/2025 at the next Regular Board Meeting on June 14, 2023.</b></p>
<p><b>4. Board Representations</b> 4.1 BCPSEA 4.2 BCSTA</p>	<p>4.1 No Report 4.2 No Report</p>
<p><b>5. Outstanding Items from Previous Meeting</b></p>	<p>5. There were no outstanding items from the previous meeting.</p>
<p><b>6. Finances</b> 6.1 Monthly Financial Statements, April 30, 2023</p>	<p>6.1 Secretary Treasurer Fuller spoke to the April 30, 2023 Monthly Financial Statements, there were no areas of concern. <b>Information only; no action required.</b></p>
<p><b>7. Budget Working Committee</b> 7.1 2023-2024 Proposed Preliminary Budget</p>	<p>7.1 Secretary Treasurer Fuller shared the 2023-2024 Proposed Preliminary Budget, reviewing revenues and expenditures. Carryover from the previous budget will help to balance shortfalls. A balanced budget will be submitted to the Ministry of Education and Child Care by June 30, 2023.</p> <p><b>Action: Forward the 2023-2024 Proposed Preliminary Budget with the recommendation for approval at the next Regular Board Meeting on June 14, 2023 through bylaw reading.</b></p>
<p><b>8. Next Meeting</b></p>	<p>8. The next Business Committee Meeting will be advised.</p> <p>The meeting was adjourned at 11:35 a.m.</p>



**MEETING AGENDA ITEM #11.1.2**

Action: X Information:  
Meeting: Regular Meeting Date: June 14, 2023  
Topic: **2024-2025 Five-Year Capital Plan Intake – Call for Projects**

**Background/Discussion:**

Annual Five-Year Capital Plan submissions from Boards of Education are used by the Ministry of Education and Child Care to determine which priority Capital Projects may be included in the Ministry's Capital Plan for the following fiscal year. The Capital Plan submissions also provide the Ministry with important insight into future year capital priorities, which can be used for longer term government planning and the determination of potential future capital funding requirements for the public education system.

The Ministry of Education and Child Care has issued a call for projects for the submission of the 2024-2025 Five-Year Capital Plan. The Capital Asset Planning System (MyCAPS) enables the Ministry to issue a "Call for Submissions" for school districts' Five-Year Capital Plans separately for Major Capital projects, Minor Capital projects and building envelope projects, with different submission deadlines. The submission deadlines for 2024-2025 are:

Major Capital Programs – June 30, 2023  
Minor Capital Programs – September 30, 2023  
Building Envelope Program – June 30, 2023

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. School districts may provide all submissions by the June 30, 2023 deadline.

Attached is a summary of the school district's 2024-2025 Five-Year Capital Plan Intake – Call for Projects requiring the Board's approval prior to submission to the Ministry. The Business Committee reviewed the summary at its June 7, 2023 meeting and forwards to the Board for approval.

**Recommended Action:**

**THAT** the Board approve the 2024-2025 Five-Year Capital Plan (Major and Minor Capital Projects) submission to the Ministry of Education's Capital Management Branch.

Presented by: Secretary Treasurer



**2024-2025 Five-Year Plan Intake – Call For Projects**

*INFORMATION – REGULAR BOARD OF EDUCATION MEETING, JUNE 14, 2023*

**From:** Robert Schibli, Director of Facility Services

**Subject:** Ministry of Education and Child Care Capital Plan Submission 2024-2025

The following list summarizes the proposed 2024-2025 Capital Plan intakes for Coast Mountains School District 82. The plans shall be submitted to the Ministry prior to the June 30, 2023 for Major Capital, and September 30, 2023 for Minor Capital submission deadlines. Separate Board resolutions will be required for both the Major and Minor Capital Plan calls for submission.

<b><u>Major Capital Programs (SMP, EXP, REP, RDP, BEP)</u></b>			
<b>Program</b>	<b>Facility</b>	<b>Project Description</b>	<b>Status</b>
School Replacement Program (REP)	Mount Elizabeth Middle Secondary School	Proposed complete replacement of Academic Classroom & Science Wings	Project Definition
School Expansion Program (EXP)	Suwilaawks Community School	Proposed addition of Classrooms	Project Definition

<b><u>Minor Capital Programs (SEP, CNCP, BUS, PEP)</u></b>			
<b>Program</b>	<b>Facility</b>	<b>Project Description</b>	<b>Status</b>
School Enhancement Program (SEP)	Thornhill Primary School	Partial Roof Replacement – Roof 1	Pre-Design
School Enhancement Program (SEP)	Mount Elizabeth Middle Secondary School	Partial Roof Replacement – Roofs 25, 26 & 26A	Pre-Design
School Enhancement Program (SEP)	Caledonia Secondary School	Electrical Service Upgrade	Tender-Ready
Carbon Neutral Capital Program (CNCP))	Suwilaawks Community School	Complete HVAC Replacement – Phase 2	Tender-Ready
School Enhancement Program (SEP)	Kitimat City High	Classroom Unit Ventilators – Phase 2	Tender-Ready
Carbon Neutral Capital Program (CNCP)	Cassie Hall Elementary	Building Envelope Replace	Pre-Design
Carbon Neutral Capital Program (CNCP)	Uplands Elementary	Building Envelope Replace	Pre-Design
Playground Equipment Program (PEP)	Suwilaawks Community School	Universal Design Playground	Pre-Design
Playground Equipment Program (PEP)	Suwilaawks Community School	Universal Design Playground	Pre-Design



# Coast Mountains Board of Education School District 82

## MEETING AGENDA ITEM 11.1.3

Action:	X	Information:	
Meeting:	Regular	Meeting Date:	June 14, 2023
Topic:	<b>Draft Preliminary 2023-2024 Annual Budget Bylaw</b>		

### **Background/Discussion:**

Reference the attached draft preliminary 2023-2024 Annual Budget Bylaw noting the “final version” from the Ministry of Education and Child Care was not available for inclusion in the agenda packages. The 2023-2024 Annual Budget Bylaw final version will be provided to the Board in a meeting handout on June 13, 2023.

As directed by the Board, the Budget Working Committee has fulfilled its mandate and has provided a broad opportunity for input into the decision-making regarding the 2023-2024 Preliminary Annual Budget.

The Business Committee reviewed the draft preliminary Annual Budget at its June 7, 2023 meeting and brings forward for the Board’s consideration and adoption.

Approval is required by the Board to utilize a portion of the restricted Local Capital Reserves in the amount of \$185,000 to provide interim financing over a five-year term to the Facility Services Department towards the purchase of a new sanding truck. The current sanding truck requires considerable maintenance/repairs and is no longer road worthy. It is recommended that a new sanding truck be purchased.

A Bylaw of the Coast Mountains Board of Education School District 82 is required to adopt the annual budget for the fiscal year 2023-2024 pursuant to Section 113 of the *School Act* as detailed in the attached Bylaw.

### **Recommended Action:**

**THAT** the Board approve the transfer of \$185,000 from the Local Capital Reserves to the 2023-2024 Annual Operating Budget to accommodate the purchase of a new sanding truck with interim financing over a five-year term to the Facility Services Department on an agreed schedule and timeline.

**THAT** the 2023-2024 Annual Budget Bylaw and Budget Version (to be confirmed) be read a first time the 14th day of June, 2023.

**THAT** the 2023-2024 Annual Budget Bylaw and Budget Version (to be confirmed) be read a second time the 14th day of June, 2023.

*Unanimous consent is required to proceed to third reading.*

**THAT** the 2023-2024 Annual Budget Bylaw and Budget Version (to be confirmed) be read a third time, passed and adopted the 14th day of June, 2023.

Annual Budget

## **School District No. 82 (Coast Mountains)**

June 30, 2024



# School District No. 82 (Coast Mountains)

June 30, 2024

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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. 82 (COAST MOUNTAINS) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2023/2024 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. 82 (Coast Mountains) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$74,612,607 for the 2023/2024 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 2023/2024.

READ A FIRST TIME THE 14th DAY OF JUNE, 2023;

READ A SECOND TIME THE 14th DAY OF JUNE, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 14th DAY OF JUNE, 2023;

\_\_\_\_\_  
Chairperson of the Board

( Corporate Seal )

\_\_\_\_\_  
Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 82 (Coast Mountains) Annual Budget Bylaw 2023/2024, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.

\_\_\_\_\_  
Secretary Treasurer

# School District No. 82 (Coast Mountains)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	4,219,000	4,161,438
Adult	0.625	0.625
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>4,219,625</b>	<b>4,162,063</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education and Child Care	62,436,522	57,623,321
Other	255,900	95,400
Tuition	13,000	19,500
Other Revenue	7,408,300	7,538,300
Rentals and Leases	570,000	585,000
Investment Income	171,000	171,000
Amortization of Deferred Capital Revenue	2,144,363	2,128,562
<b>Total Revenue</b>	<b>72,999,085</b>	<b>68,161,083</b>
<b>Expenses</b>		
Instruction	54,900,746	52,684,583
District Administration	3,319,746	2,792,536
Operations and Maintenance	13,076,919	12,525,348
Transportation and Housing	2,932,024	2,738,742
<b>Total Expense</b>	<b>74,229,435</b>	<b>70,741,209</b>
<b>Net Revenue (Expense)</b>	<b>(1,230,350)</b>	<b>(2,580,126)</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>462,911</b>	<b>1,215,000</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(767,439)</b>	<b>(1,365,126)</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(767,439)	(1,365,126)
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(767,439)</b>	<b>(1,365,126)</b>

**School District No. 82 (Coast Mountains)**

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	60,577,686	57,236,344
Operating - Tangible Capital Assets Purchased	148,940	
Special Purpose Funds - Total Expense	10,505,007	10,311,734
Special Purpose Funds - Tangible Capital Assets Purchased	36,000	36,000
Capital Fund - Total Expense	3,146,742	3,193,131
Capital Fund - Tangible Capital Assets Purchased from Local Capital	198,232	
<b>Total Budget Bylaw Amount</b>	<b>74,612,607</b>	<b>70,777,209</b>

**Approved by the Board**

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Signed

Signature of the Secretary/Treasurer

Signed

**DRAFT**

**School District No. 82 (Coast Mountains)**

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
<b>Surplus (Deficit) for the year</b>	<u>(1,230,350)</u>	<u>(2,580,126)</u>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(184,940)	(36,000)
From Local Capital	(198,232)	
From Deferred Capital Revenue	<u>(3,223,646)</u>	<u>(3,711,147)</u>
<b>Total Acquisition of Tangible Capital Assets</b>	<u>(3,606,818)</u>	<u>(3,747,147)</u>
Amortization of Tangible Capital Assets	<u>3,146,742</u>	<u>3,193,131</u>
<b>Total Effect of change in Tangible Capital Assets</b>	<u>(460,076)</u>	<u>(554,016)</u>
	<u>-</u>	<u>-</u>
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<u>(1,690,426)</u>	<u>(3,134,142)</u>

# School District No. 82 (Coast Mountains)

Annual Budget - Operating Revenue and Expense  
 Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	53,333,015	48,843,587
Other	95,400	95,400
Tuition	13,000	19,500
Other Revenue	6,132,300	5,971,300
Rentals and Leases	570,000	585,000
Investment Income	120,000	120,000
<b>Total Revenue</b>	<b>60,263,715</b>	<b>55,634,787</b>
<b>Expenses</b>		
Instruction	45,222,817	43,019,724
District Administration	3,074,207	2,766,536
Operations and Maintenance	9,620,854	8,962,820
Transportation and Housing	2,659,808	2,487,264
<b>Total Expense</b>	<b>60,577,686</b>	<b>57,236,344</b>
<b>Net Revenue (Expense)</b>	<b>(313,971)</b>	<b>(1,601,557)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>462,911</b>	<b>1,215,000</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(148,940)	
Local Capital		386,557
<b>Total Net Transfers</b>	<b>(148,940)</b>	<b>386,557</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 82 (Coast Mountains)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source  
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
<b>Provincial Grants - Ministry of Education and Child Care</b>		
Operating Grant, Ministry of Education and Child Care	55,598,232	50,882,019
ISC/LEA Recovery	(5,425,300)	(5,425,300)
Other Ministry of Education and Child Care Grants		
Pay Equity	1,160,795	1,160,795
Funding for Graduated Adults		943
Student Transportation Fund	557,786	557,786
Support Staff Benefits Grant	57,256	57,256
FSA Scorer Grant	8,187	8,187
Early Learning Framework (ELF) Implementation	596	596
Labour Settlement Funding	928,103	1,331,799
Next Generation Network (NGN)	12,780	12,780
Integrated Child and Youth Grant	434,580	170,845
Equity Scan		85,881
<b>Total Provincial Grants - Ministry of Education and Child Care</b>	<b>53,333,015</b>	<b>48,843,587</b>
<b>Provincial Grants - Other</b>	<b>95,400</b>	<b>95,400</b>
<b>Tuition</b>		
International and Out of Province Students	13,000	19,500
<b>Total Tuition</b>	<b>13,000</b>	<b>19,500</b>
<b>Other Revenues</b>		
Funding from First Nations	5,425,300	5,425,300
Miscellaneous		
Grant in Aid - District of Kitimat	60,000	60,000
Concert Series Art Starts	15,000	15,000
City of Terrace	12,000	12,000
Theatre User Levy Fees	5,000	5,000
Refund of EHC Preium Surplus	300,000	350,000
Shared Service Agreements	65,000	54,000
Miscellaneous	250,000	50,000
<b>Total Other Revenue</b>	<b>6,132,300</b>	<b>5,971,300</b>
<b>Rentals and Leases</b>	<b>570,000</b>	<b>585,000</b>
<b>Investment Income</b>	<b>120,000</b>	<b>120,000</b>
<b>Total Operating Revenue</b>	<b>60,263,715</b>	<b>55,634,787</b>

**School District No. 82 (Coast Mountains)**

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	21,679,853	21,359,586
Principals and Vice Principals	3,925,931	3,243,687
Educational Assistants	4,475,900	3,950,613
Support Staff	6,039,932	5,386,948
Other Professionals	2,945,098	2,304,121
Substitutes	1,809,505	1,661,947
<b>Total Salaries</b>	<b>40,876,219</b>	<b>37,906,902</b>
<b>Employee Benefits</b>	<b>9,398,415</b>	<b>8,881,260</b>
<b>Total Salaries and Benefits</b>	<b>50,274,634</b>	<b>46,788,162</b>
<b>Services and Supplies</b>		
Services	1,792,570	1,921,392
Student Transportation	2,529,784	2,421,071
Professional Development and Travel	1,144,281	1,027,663
Rentals and Leases	2,500	2,500
Dues and Fees	91,450	91,450
Insurance	171,831	175,831
Supplies	2,970,636	3,208,275
Utilities	1,600,000	1,600,000
<b>Total Services and Supplies</b>	<b>10,303,052</b>	<b>10,448,182</b>
<b>Total Operating Expense</b>	<b>60,577,686</b>	<b>57,236,344</b>



**School District No. 82 (Coast Mountains)**

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	16,847,506	334,471		373,319		1,121,442	18,676,738
1.03 Career Programs	198,081						198,081
1.07 Library Services	854,345	14,074		258,304		30,996	1,157,719
1.08 Counselling	1,064,258	265,562					1,329,820
1.10 Special Education	2,450,199	65,451	3,350,000	56,220	558,966	388,154	6,868,990
1.31 Indigenous Education	265,464	172,856	1,125,900		373,866		1,938,086
1.41 School Administration		3,073,517		1,008,351		49,913	4,131,781
<b>Total Function 1</b>	<b>21,679,853</b>	<b>3,925,931</b>	<b>4,475,900</b>	<b>1,696,194</b>	<b>932,832</b>	<b>1,590,505</b>	<b>34,301,215</b>
<b>4 District Administration</b>							
4.11 Educational Administration					636,181		636,181
4.40 School District Governance					109,785		109,785
4.41 Business Administration				326,387	683,729		1,010,116
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>326,387</b>	<b>1,429,695</b>	<b>-</b>	<b>1,756,082</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				47,742	457,076		504,818
5.50 Maintenance Operations				3,782,273	111,635	219,000	4,112,908
5.52 Maintenance of Grounds				149,322			149,322
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,979,337</b>	<b>568,711</b>	<b>219,000</b>	<b>4,767,048</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				11,936	13,860		25,796
7.70 Student Transportation				26,078			26,078
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38,014</b>	<b>13,860</b>	<b>-</b>	<b>51,874</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>21,679,853</b>	<b>3,925,931</b>	<b>4,475,900</b>	<b>6,039,932</b>	<b>2,945,098</b>	<b>1,809,505</b>	<b>40,876,219</b>

**School District No. 82 (Coast Mountains)**

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	18,676,738	4,359,452	23,036,190	1,232,515	24,268,705	22,722,547
1.03 Career Programs	198,081	47,539	245,620	236,650	482,270	487,580
1.07 Library Services	1,157,719	273,513	1,431,232	50,000	1,481,232	1,360,187
1.08 Counselling	1,329,820	319,157	1,648,977		1,648,977	1,502,546
1.10 Special Education	6,868,990	1,473,932	8,342,922	393,069	8,735,991	8,585,686
1.31 Indigenous Education	1,938,086	445,760	2,383,846	1,020,780	3,404,626	3,583,563
1.41 School Administration	4,131,781	902,233	5,034,014	167,002	5,201,016	4,777,615
<b>Total Function 1</b>	<b>34,301,215</b>	<b>7,821,586</b>	<b>42,122,801</b>	<b>3,100,016</b>	<b>45,222,817</b>	<b>43,019,724</b>
<b>4 District Administration</b>						
4.11 Educational Administration	636,181	152,683	788,864	424,250	1,213,114	1,150,861
4.40 School District Governance	109,785	6,038	115,823	70,300	186,123	192,004
4.41 Business Administration	1,010,116	255,484	1,265,600	409,370	1,674,970	1,423,671
<b>Total Function 4</b>	<b>1,756,082</b>	<b>414,205</b>	<b>2,170,287</b>	<b>903,920</b>	<b>3,074,207</b>	<b>2,766,536</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	504,818	121,156	625,974	249,161	875,135	834,628
5.50 Maintenance Operations	4,112,908	993,181	5,106,089	1,355,471	6,461,560	5,892,241
5.52 Maintenance of Grounds	149,322	35,837	185,159	309,000	494,159	445,951
5.56 Utilities	-	-	-	1,790,000	1,790,000	1,790,000
<b>Total Function 5</b>	<b>4,767,048</b>	<b>1,150,174</b>	<b>5,917,222</b>	<b>3,703,632</b>	<b>9,620,854</b>	<b>8,962,820</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	25,796	6,191	31,987		31,987	29,097
7.70 Student Transportation	26,078	6,259	32,337	2,595,484	2,627,821	2,458,167
<b>Total Function 7</b>	<b>51,874</b>	<b>12,450</b>	<b>64,324</b>	<b>2,595,484</b>	<b>2,659,808</b>	<b>2,487,264</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>40,876,219</b>	<b>9,398,415</b>	<b>50,274,634</b>	<b>10,303,052</b>	<b>60,577,686</b>	<b>57,236,344</b>

# School District No. 82 (Coast Mountains)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education and Child Care	9,103,507	8,779,734
Other	160,500	
Other Revenue	1,276,000	1,567,000
Investment Income	1,000	1,000
<b>Total Revenue</b>	<b>10,541,007</b>	<b>10,347,734</b>
<b>Expenses</b>		
Instruction	9,677,929	9,664,859
District Administration	245,539	26,000
Operations and Maintenance	309,323	369,397
Transportation and Housing	272,216	251,478
<b>Total Expense</b>	<b>10,505,007</b>	<b>10,311,734</b>
<b>Net Revenue (Expense)</b>	<b>36,000</b>	<b>36,000</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(36,000)	(36,000)
<b>Total Net Transfers</b>	<b>(36,000)</b>	<b>(36,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 82 (Coast Mountains)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$		\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>			1,100,000						
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	308,323	210,447		128,000	33,700	123,804	647,954	336,538	5,994,495
Provincial Grants - Other						160,500			
Other			1,200,000						
Investment Income	1,000								
	309,323	210,447	1,200,000	128,000	33,700	284,304	647,954	336,538	5,994,495
<b>Less:</b> Allocated to Revenue	309,323	210,447	1,200,000	128,000	33,700	284,304	647,954	336,538	5,994,495
<b>Deferred Revenue, end of year</b>	-	-	1,100,000	-	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care	308,323	210,447		128,000	33,700	123,804	647,954	336,538	5,994,495
Provincial Grants - Other						160,500			
Other Revenue			1,200,000						
Investment Income	1,000								
	309,323	210,447	1,200,000	128,000	33,700	284,304	647,954	336,538	5,994,495
<b>Expenses</b>									
Salaries									
Teachers						55,459			4,795,596
Principals and Vice Principals						56,431			
Educational Assistants		168,358					490,538		
Support Staff	244,847			107,120	16,554			28,381	
Other Professionals								68,568	
Substitutes								156,000	
	244,847	168,358	-	107,120	16,554	111,890	490,538	252,949	4,795,596
Employee Benefits	61,212	42,089		20,880	4,139	27,973	122,634	63,238	1,198,899
Services and Supplies	3,264		1,200,000		13,007	144,441	34,782	20,351	
	309,323	210,447	1,200,000	128,000	33,700	284,304	647,954	336,538	5,994,495
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	-	-	-	-
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 82 (Coast Mountains)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Changing Results for Young Children	Seamless Day Kindergarten	Student & Family Affordability	JUST B4	ECL Early Care & Learning	Feeding Futures Fund	District of Kitimat
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>		272,216			202,926				26,238
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	-		6,750	55,800		25,000	175,000	582,554	
Provincial Grants - Other									36,000
Other									
Investment Income									
	-	-	6,750	55,800	-	25,000	175,000	582,554	36,000
<b>Less:</b> Allocated to Revenue	-	272,216	6,750	55,800	202,926	25,000	175,000	582,554	36,000
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	-	<b>26,238</b>
<b>Revenues</b>									
Provincial Grants - Ministry of Education and Child Care		272,216	6,750	55,800	202,926	25,000	175,000	582,554	
Provincial Grants - Other									36,000
Other Revenue									
Investment Income									
	-	272,216	6,750	55,800	202,926	25,000	175,000	582,554	36,000
<b>Expenses</b>									
Salaries									
Teachers									
Principals and Vice Principals							136,469		
Educational Assistants				44,640		20,000			
Support Staff								100,000	
Other Professionals									
Substitutes									
	-	-	-	44,640	-	20,000	136,469	100,000	-
Employee Benefits				11,160		5,000	34,117	25,000	
Services and Supplies		272,216	6,750		202,926		4,414	457,554	
	-	272,216	6,750	55,800	202,926	25,000	175,000	582,554	-
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	-	-	-	36,000
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased									(36,000)
	-	-	-	-	-	-	-	-	(36,000)
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 82 (Coast Mountains)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

	<b>Principals &amp; Vice Principals Joint Trust</b>	<b>TOTAL</b>
	\$	\$
<b>Deferred Revenue, beginning of year</b>	83,000	1,684,380
<b>Add: Restricted Grants</b>		
Provincial Grants - Ministry of Education and Child Care		8,628,365
Provincial Grants - Other		160,500
Other	35,000	1,271,000
Investment Income		1,000
	<u>35,000</u>	<u>10,060,865</u>
<b>Less: Allocated to Revenue</b>	40,000	10,541,007
<b>Deferred Revenue, end of year</b>	<u>78,000</u>	<u>1,204,238</u>
<b>Revenues</b>		
Provincial Grants - Ministry of Education and Child Care		9,103,507
Provincial Grants - Other		160,500
Other Revenue	40,000	1,276,000
Investment Income		1,000
	<u>40,000</u>	<u>10,541,007</u>
<b>Expenses</b>		
Salaries		
Teachers		4,851,055
Principals and Vice Principals		192,900
Educational Assistants		723,536
Support Staff		496,902
Other Professionals		68,568
Substitutes		156,000
		<u>6,488,961</u>
Employee Benefits		1,616,341
Services and Supplies	40,000	2,399,705
	<u>40,000</u>	<u>10,505,007</u>
<b>Net Revenue (Expense) before Interfund Transfers</b>	<u>-</u>	<u>36,000</u>
<b>Interfund Transfers</b>		
Tangible Capital Assets Purchased		(36,000)
	<u>-</u>	<u>(36,000)</u>
<b>Net Revenue (Expense)</b>	<u>-</u>	<u>-</u>

# School District No. 82 (Coast Mountains)

Schedule 4

Annual Budget - Capital Revenue and Expense  
Year Ended June 30, 2024

	2024 Annual Budget			2023 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Investment Income		50,000	50,000	50,000
Amortization of Deferred Capital Revenue	2,144,363		2,144,363	2,128,562
<b>Total Revenue</b>	<b>2,144,363</b>	<b>50,000</b>	<b>2,194,363</b>	<b>2,178,562</b>
<b>Expenses</b>				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,146,742		3,146,742	3,193,131
<b>Total Expense</b>	<b>3,146,742</b>	<b>-</b>	<b>3,146,742</b>	<b>3,193,131</b>
<b>Net Revenue (Expense)</b>	<b>(1,002,379)</b>	<b>50,000</b>	<b>(952,379)</b>	<b>(1,014,569)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	184,940		184,940	36,000
Local Capital			-	(386,557)
<b>Total Net Transfers</b>	<b>184,940</b>	<b>-</b>	<b>184,940</b>	<b>(350,557)</b>
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	198,232	(198,232)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>198,232</b>	<b>(198,232)</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(619,207)</b>	<b>(148,232)</b>	<b>(767,439)</b>	<b>(1,365,126)</b>



**MEETING AGENDA ITEM #12.1**

Action: X Information:  
Meeting: Regular Meeting Date: June 14, 2023  
Topic: **Draft 2023-2024 Internal Administrative Calendar**

**Background/Discussion:**

Reference the attached draft 2023-2024 Internal Administrative Calendar.

The draft Internal Administrative Calendar was unavailable for presentation to the Business Committee at its June 7, 2023 meeting and is being forwarded directly to the Board for consideration and acceptance.

**Recommended Action:**

**THAT** the Board accept the 2023-2024 Internal Administrative Calendar.

Presented by: Superintendent of Schools





## DRAFT 2023-2024 Internal Administrative Calendar Coast Mountains Board of Education School District 82

### September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept 4: Labour Day  
Sept 5: First Day of School  
Sept 20: Business Committee Mtg.  
Sept 20: Education Committee Mtg.  
Sept 27: Board of Education Mtgs. (Terrace)

### October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct 2: Truth & Reconciliation Day (observed)  
Oct 9: Thanksgiving  
Oct 11: Business Committee Mtg.  
Oct 11: Education Committee Mtg.  
Oct 25: Hazelton/Kitwanga Teacher-Trustee Mtg.  
Oct 25: Board of Education Mtgs. (Hazelton)

### November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov 8: Business Committee Mtg.  
Nov 8: Education Committee Mtg.  
Nov 10: Remembrance Day (observed)  
Nov 21: Terrace Teacher-Trustee Mtg.  
Nov 21: Board of Education Mtgs. (Terrace)

### December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec 6: Business Committee Mtg.  
Dec 6: Education Committee Mtg.  
Dec 13: Board of Education Mtgs. (Terrace)  
Dec 18-Jan 1: Winter Break

### January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 1: New Year's Day  
Jan 2: Back to School  
Jan 17: Business Committee Mtg.  
Jan 17: Education Committee Mtg.  
Jan 31: Board of Education Mtgs. (Terrace)

### February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb 7: Business Committee Mtg.  
Feb 7: Education Committee Mtg.  
Feb 19: Family Day  
Feb 21: Kitimat Teacher-Trustee Meeting  
Feb 21: Board of Education Mtgs. (Kitimat)

### March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 18-April 1: Spring Break  
March 29: Good Friday  
*Note - There are no Committee Meetings or Board of Education Meetings scheduled in March 2024.*

### April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March 18-April 1: Spring Break  
April 1: Easter Monday  
April 2: Back to School  
April 10: Business Committee Meeting  
April 10: Education Committee Meeting  
April 24: Terrace Teacher-Trustee Mtg.  
April 24: Board of Education Mtgs. (Terrace)

### May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 8: Business Committee Mtg.  
May 8: Education Committee Mtg.  
May 20: Victoria Day  
May 22: Stewart Teacher-Trustee Mtg.  
May 22: Board of Education Mtgs. (Stewart)

### June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 5: Business Committee Mtg.  
June 5: Education Committee Mtg.  
June 19&26: Board of Education Mtgs. (Terrace)  
June 21: National Indigenous Peoples Day  
June 25: Last Day of School

### LEGEND:

\*Dates and times may be subject to change\*

	School/Statutory Holidays
	Business Committee Meeting (10:30am-12:00noon)
	Education Committee Meeting (4pm-6pm)
	Board of Education Meetings
	Teacher-Trustee Meetings (October, November, February, April & May)
	BCSTA & BCPSEA Symposium, Trustee Academy & AGMs:

BCSTA Board Chairs Mtg. - October 19, 2023

BCPSEA Symposium & BCPSEA AGM - Nov. 2-3, 2023 & TBC

BCSTA Trustee Academy & BCSTA AGM - Nov. 23-26, 2023 & April 18-21, 2024

CMSD New Teacher-On-Call Orientation & New Teacher Orientation - TBC



**MEETING AGENDA ITEM #13.1**

Action: X

Information:

Meeting: Regular

Meeting Date: June 14, 2023

**Board Chair Report – June 2023**

**Background/Discussion:**

Attached for Trustees' information is the Board Chair's Report for the month of June 2023 respectfully submitted by Board Chair Margaret Warcup.

A monthly Board Chair Report will be provided for inclusion in the agenda package for future Regular Board Meetings.

**Recommended Action:**

**THAT** the Board receive for information the Board Chair Report for June 2023.

Presented by: Board Chair Warcup



**BOARD CHAIR REPORT**

**JUNE 2023 REGULAR BOARD OF EDUCATION MEETING**

This past month continues to be busy as we come again to another end of school year and anticipation of a summer break. On behalf of the Board of Education, I would like to wish all a restful safe and joyful time over the summer. May there be times that build memories of adventures, friendships and family times. The Board of Education does not meet over the summer months, however, some of our work will continue.

This past month Trustees and administration had the opportunity to participate in a virtual Town Hall Meeting on May 30 relating to CLASS. Class is a service from BCPSEA (British Columbia Public School Employers' Association). BCPSEA is the accredited bargaining agent for our B.C. boards of education for the unionized teaching and support staff in B.C. CLASS provides legal support in administrating our union contracts. This provincial BCPSEA service is evolving with changes in how their responsibilities are being done and seeking feedback from boards of education on how to coordinate services in our province, how to maintain or lower costs to each school district and be of quality support to school districts. I am the provincial Northwest District representative on the BCPSEA Board of Directors and Trustee Karen Jonkman is our Board's BCPSEA Trustee Delegate representative.

We also had the opportunity to attend in person a re-scheduled Northwest Regional Meeting with the BCPSEA Chief Executive Officer and Staff. At this meeting the BCPSEA strategic plan, goals and actions, whom is on the team and what services are provided and a collective bargaining update was given. Of note, as of March 15, 2023, all 72 Collective Agreements 2022-2025 have been negotiated and fully ratified. In this BCPSEA strategic plan the goals include sectoral leadership and service excellence, stakeholder and partner relations, effective resource management and sustainable operations, diversity, equity and inclusion, and reconciliation. Also share at the meeting, is how BCPSEA is taking key actions on diversity, equity and inclusion. A focus of the meeting was a discussion around the major challenge school districts are facing relating to recruitment and retention of educators and support staff. The Northern Recruitment Pilot Program was also discussed.

I would like to end my report for this month by thanking all who participate on our Board Committees. Your participation is appreciated. Of note this past month, the Budget Working Committee has been working hard with leadership support from our Secretary Treasurer Ginger Fuller and her staff. Compliments are given for the use of an online opportunity for parent, community and other stakeholders to give input on our budget. Thank you to all who have participated this past year on our committee work.

Respectfully submitted by,

Trustee Margaret Warcup  
Board Chairperson

# STRATEGIC PLAN 2022-2027

## MISSION

Supporting all learners to achieve their individual success while inspiring a passion for lifelong learning.

## VALUES

Engagement, Culture, Diversity, Relationships, Equity and Well-Being.

## VISION

Learning together, realizing success for all.

## OUR GOALS

### CREATE STUDENT SUCCESS

All students will realize their full potential.

### DIVERSITY

Honour and respect culture, diversity and inclusion.

### ORGANIZATIONAL WELLNESS

Facilitate well-being across CMSD82.



**COAST MOUNTAINS**  
BOARD OF EDUCATION  
SCHOOL DISTRICT 82

*Engage, Ignite, Empower*