School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

PUBLIC MEETING
OF THE BOARD OF EDUCATION

District Education Office
22225 Brown Avenue
Maple Ridge BC V2X 8N6

Date: Wednesday, March 5, 2025
Time: 6:00pm

"Education is what remains after one has forgotten what one has learned in school." - Albert Einstein

A G E N D A

A. OPENING PROCEDURES — ITEM 1

1. Territory Acknowledgement
2. Call to Order
3. Correspondence
4. Approval of Agenda
5. Invitation for Public Input to matters on the Agenda - *Members of the public can provide input on decision items on the public meeting Agenda by emailing board@sd42.ca by no later than 5:30pm on March 5, 2025. The email subject line should read: INPUT regarding Decision Item. All public input received will be shared with trustees electronically. This agenda item has a time limit of 10 minutes.*
6. Approval of Minutes

B. PRESENTATIONS - *Individuals and groups invited by the Board to make presentations on any subject pertinent to Board business. Time limits for individual presentations will be established to allow all speakers to present within the time limit for this item. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.*

1. Student Voice — ITEM 2

C. DELEGATIONS – *the Board will receive delegations on any subject pertinent to Board business provided the item has been placed on the agenda by the Agenda Preparation Committee. Time limits for individual delegations will be established to allow all registered delegations to present within the time limit for this item. The Board will ordinarily receive for information the item presented and may take action after due deliberation. This agenda item has a time limit of 20 minutes including questions; extension is at the discretion of the Board.*

D. DEFERRED ITEMS

E. DECISION ITEMS

1. Chairperson
2. Superintendent of Schools
   - a) Strategic Plan Update — ITEM 3
3. Secretary Treasurer
   - a) Regular Board Meeting Schedule for 2025/26 — ITEM 4
4. Board Committee Reports
   - a) Finance
     - i. Facility Rental and Licensing Fees for 2025/26 — ITEM 5
     - ii. 2024/25 Amended Annual Budget and Second Quarter Financial Statements — ITEM 6
   - b) Facilities Planning
   - c) Board Policy Development

d) Education Advisory
e) Indigenous Education Community Gathering
f) Accessibility Advisory

5. Indigenous Education Council

F. INFORMATION ITEMS

1. Chairperson
2. Superintendent of Schools

a) Superintendent's Update ITEM 7

5. Secretary Treasurer

a) Trustee Remuneration for 2025/26 ITEM 8

4. Board Committee Reports

a) Finance
b) Facilities Planning
c) Board Policy Development

i. Policies for Consultation ITEM 9

d) Education Advisory

i. Receiving Minutes ITEM 10

e) Indigenous Education Community Gathering
f) Accessibility Advisory

5. Indigenous Education Council

G. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

H. TRUSTEE REPORTS

1. BC School Trustees Association
2. District Parent Advisory Council ITEM 11
3. City of Pitt Meadows Community Support & Accessibility Committee ITEM 12
4. Ridge Meadows Overdose Community Action Table ITEM 13
5. Maple Ridge Pitt Meadows Arts Council ITEM 14

I. QUESTION PERIOD ITEM 15

Question period will be restricted to questions only – statements and debate will not be permitted. Questions, with the exception of Trustee questions, will be limited to one question per person. Members of the public can submit questions for the board by emailing them to board@sd42.ca by no later than 5:30 pm on March 5, 2025. The email subject line should read: QUESTION PERIOD. All questions received before the start of the question period will be answered in the order they are received. This agenda item has a time limit of 10 minutes; extension is at the discretion of the board.

J. OTHER BUSINESS

1. Public Disclosure of Closed Meeting Business ITEM 16

K. ADJOURNMENT

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Public Board Meeting
March 5, 2025
Decision Memo
Item #1

From: Elaine Yamamoto, Board Chairperson

Topic: **Opening Procedures**

1. TERRITORY ACKNOWLEDGEMENT

We would like to acknowledge that this meeting is taking place on the shared traditional and unceded territories of Katzie First Nation and Kwantlen First Nation. We welcome and recognize all First Nations, Métis, and Inuit students and families in our schools and community. We welcome and recognize the many different cultures that are represented in our schools and community.

2. CALL TO ORDER

3. CORRESPONDENCE

4. APPROVAL OF AGENDA

Recommendation:

THAT the Agenda be approved as presented.

5. INVITATION FOR PUBLIC INPUT TO MATTERS ON THE AGENDA

Members of the public can provide input on decision items on the public meeting Agenda by emailing *board@sd42.ca* by no later than 5:30 p.m. on March 5, 2025. The email subject line should read: INPUT regarding Decision Item. All public input received will be shared with trustees electronically. This agenda item has a time limit of 10 minutes.

6. APPROVAL OF MINUTES

Recommendation:

THAT the Minutes of the February 12, 2025 Public Board meeting be approved as presented.

(**Attachment**)

ATTACHMENT

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

MINUTES OF THE
PUBLIC BOARD OF EDUCATION MEETING
Wednesday, February 12, 2025 (6:00 PM)
Boardroom, District Education Office

IN ATTENDANCE:

Chairperson – Elaine Yamamoto
Vice Chairperson – Kim Dumore
Trustee – Hudson Campbell
Trustee – Gabriel Liosis
Trustee – Pascale Shaw
Trustee – Mike Murray

Superintendent – Teresa Downs
Secretary Treasurer – Richard Rennie
Deputy Superintendent – Cheryl Schwarz
Assistant Secretary Treasurer – Iris Mo
Senior Manager, Communications – Irena Pochop
Executive Coordinator – Rebecca Lyle

ABSENT:
Trustee – Katie Sullivan

A. OPENING PROCEDURES

1. Territory Acknowledgement

The Chairperson acknowledged that this meeting is taking place on the shared traditional and unceded territories of Katzie First Nation and Kwantlen First Nation. The Chairperson welcomed and recognized all First Nations, Métis, and Inuit students and families in our schools and community. The Chairperson welcomed and recognized the many different cultures that are represented in our schools and community.

2. Call to Order

The Chairperson called the Public Board meeting to order at 6:01pm.

The Chairperson welcomed and thanked everyone for attending.

3. Correspondence

- Letter from Min. Beare to Board Chairs (Cybersecurity Threats)
- Letter from Min. Beare & Min. Ma to Board Chairs (Establishment of Ministry of Infrastructure)
- Letter to Min. Herbert (BC Summer and Winter Games)

Discussion ensued.

Moved/Seconded
THAT the board chairperson write a letter to Minister Beare requesting clarification on the resources and training provided to school districts to maintain an appropriate security posture to ensure a safe digital learning environment.
CARRIED

Moved/Seconded
THAT the Board receive the correspondence, for information.
CARRIED

4. Approval of Agenda

Moved/Seconded
THAT the Agenda be approved as circulated.
CARRIED

5. Invitation for Public Input to matters on the Agenda

The Chairperson advised that members of the public were able to provide input on decision items on the Agenda by emailing board@sd42.ca by no later than 5:30pm on February 12, 2025.

No public input was received.

6. Approval of Minutes

Moved/Seconded
THAT the Minutes of the January 15, 2025, Public Board Meeting be approved as circulated.
CARRIED

B. PRESENTATIONS

1. Afterschool Programming

The Program Manager of Community Connections and Healthy Living, Hannah MacDonald, and Assistant Superintendent, David Vandergugten, presented to the Board on after-school programming and shared the goals of the program, the current offerings, and further shared that the programs and services offered in the district support the four key community school threads: community development, lifelong learning, social and emotional learning, and health and wellness.

Moved/Seconded
THAT the Board receive for information the presentation on Afterschool Programming.
CARRIED

C. DELEGATIONS

1. Maple Ridge Montessori Society

The Montessori Society President, Dawn Beavon, presented to the Board on the five main areas of the Montessori Program, hosted at Hammond Elementary School, and shared the enrolment numbers of the program within the School District.

Moved/Seconded
THAT the Board receive for information the presentation on the Maple Ridge Montessori Society.
CARRIED

D. DEFERRED ITEMS

E. DECISION ITEMS

1. Chairperson
2. Superintendent of Schools

    a) Non-Resident Student Fees for 2026/27

Assistant Superintendent, Ken Cober, presented the non-resident student fees for the district's international education program for 2026/27 with a summary of market analysis done on 2025/26 non-resident fees charged by neighbouring school districts, and proposed fees for 2026/27 in comparison to approved 2025/26 fees.

Moved/Seconded
THAT the Board approve the following 10-month academic program fees for non-resident students for 2026/27:

10 Month Academic Fee Description	2026/27 Proposed Fees
Application	$ 200
Annual Tuition - Elementary	$ 16,200
Annual Tuition - Secondary	$ 15,700
Annual Homestay Administration	$ 350
Annual Homestay - Secondary	$ 12,000
Annual Homestay - Elementary	$ 14,000
Custodianship (annual)	$ 250
Annual Medical Insurance	$ 1,300
Secondary Student Orientation	$ 150
Soccer Academy ($550 per semester)	$ 1,000
Basketball Academy ($550 per semester)	$ 1,000
International Baccalaureate (per year for 2 years)	$ 1,500
One-Year Graduation	$ 2,000
Special Diet Requests	$ 200
Validations	$ 200
Summer Medical Insurance - Summer Learning	$ 120
Summer Medical Insurance - MSP Extending Students	$ 240
Refund Processing	$ 200
Deferrals and/or Cancellations	$ 500
Airport fee for Program Start and End	included

AND FURTHER THAT the Board approve the following Continuing Education, Online Learning, and Summer Learning course fees for non-resident students for 2026/27.

2026/27 Fees per Course	
Secondary	$1,300
Elementary	$800

CARRIED

b) 2022-2026 Operational Plan Updates

The Superintendent of Schools and the Secretary Treasurer presented a high-level overview of the operational plan updates and highlights on the progress completed up to January 31, 2025 and noted that the operational plans are aligned with the strategic priorities set by the Board through the strategic plan.

Moved/Seconded
THAT the Board approve the Operational Plan Updates for the Board of Education, Education, Business Division, Human Resources Department, and Information Technology Department.
CARRIED

3. Secretary Treasurer
4. Board Committee Reports

a) Finance

i. Appointment of Financial Statement Auditor

The Secretary Treasurer reported that the Finance Committee of the Whole is recommending that the Board appoint KPMG as financial statement auditors for the fiscal years ending June 30, 2025, 2026, and 2027.

Moved/Seconded
THAT the Board appoint KPMG LLP as auditors for the Board for the three fiscal years ending June 30, 2025, 2026 and 2027, and direct the Secretary Treasurer to promptly notify the auditor and the Minister of Education and Child Care of the appointment.
CARRIED

b) Facilities Planning
c) Board Policy Development
d) Education Advisory

i. Board/Authority Authorized Courses

The Superintendent reported that the Ministry of Education and Child Care mandated, effective July 2, 2019, that all grade 10, 11 and 12 Board Authority/Authorized courses align with revised Ministry requirements and be documented using the Ministry of Education and Child Care's "BC Graduation Program Board/Authority Authorized (BAA) Course Form".

Moved/Seconded
1. THAT the Board approve Board Authority/Authorized Course: Black Studies 12.
2. THAT the Board approve Board Authority/Authorized Course: Volleyball Athletic Development 11.

CARRIED

e) Indigenous Education Community Gathering
f) Accessibility Advisory

5. Indigenous Education Council

F. INFORMATION ITEMS

1. Chairperson

a) Chairperson's Update

The Chairperson provided an update on the January 23, 2025 BCSTA Fraser Valley Branch meeting and also shared that Trustee Liosis was elected as branch president.

Moved/Seconded
THAT the Board receive the Chairperson's Update, for information.
CARRIED

2. Superintendent of Schools

a) Superintendent's Update

The Superintendent provided an update on 2023/24 completion data.

Moved/Seconded
THAT the Board receive the Superintendent's Update, for information.
CARRIED

b) Framework For Enhancing Student Learning: Report Feedback

The Superintendent shared the feedback received for the school district's September 2024 Supporting All Learners: Enhancing Student Learning Report and discussed next steps.

Moved/Seconded
THAT the Board receive for information the Framework for Enhancing Student Learning Report Feedback.
CARRIED

c) Annual Review: Continuing Education & Ridge Meadows College

The Principal of Riverside Centre, Tricia McCuaig, and Vice Principal of Riverside Centre and English Language Learning, Diane Wadden, presented on continuing education. The Manager of Programs and Operations for Ridge Meadows College, Will Carne, then provided an update on new initiatives and program developments.

Moved/Seconded
1. THAT the Board receive the update on the Continuing Education program for information.
2. THAT the Board receive the update on Ridge Meadows College for information.

CARRIED

3. Secretary Treasurer

a) Enrolment Projections for 2025/26 to 2028/29

The Secretary Treasurer reported the enrolment projections for 2025/26, 2026/27, 2027/28, and 2028/29. K-12 enrolment is projected to increase by 94 FTE in 2025/26, 261 FTE in 2026/27, 161 FTE in 2027/28, and 173 FTE in 2028/29.

The enrolment projections for 2025/26 to 2027/28 will be submitted to the Ministry of Education and Child Care (MECC) and will form the basis of preliminary operating grants to be announced by the Ministry of Education and Child Care by March 15, 2025.

Moved/Seconded
THAT the Board receive the Enrolment Projections for 2025/26 to 2028/29 for information.
CARRIED

4. Board Committees and Advisory Committee Reports

a) Finance
b) Facilities Planning
c) Board Policy Development

i. Policy for Consultation

The Secretary Treasurer reported that the Board Policy Development Committee met, reviewed, and is proposing updates to the following policy outlined in the agenda package: Policy 5400: Student Transportation Provided by the Board. Input from education partners and the public is invited from February 13 to noon on April 3, 2025. The Board Policy Development Committee will review all the input received before the proposed policy is presented to the Board for approval on April 16, 2025.

Moved/Seconded
THAT the Board receive the following policy for information and continuation of the consultation process:

- 5400: Student Transportation Provided by the Board

CARRIED

d) Education Advisory

i. Receiving Minutes of Meeting

Moved/Seconded
THAT the Board receive the Education Advisory Committee minutes for the meeting held on January 22, 2025, for information.
CARRIED

e) Indigenous Education Community Gathering
f) Accessibility Advisory

5. Indigenous Education Council

G. TRUSTEE MOTIONS AND NOTICES OF MOTIONS

1. Trustee Motion: Student Voice

Moved/Seconded
THAT the Board:

- Repeal the January 15, 2025 motion regarding Student Voice Working Group; and
- Approve the following motion for submission to the 2025 B.C. School Trustees Association Annual General Meeting:

"THAT the BCSTA conduct an environmental scan of best practices for incorporating Student Voice in board governance across all school districts and develop resources to support boards of education in building capacity within their student voice structures."
CARRIED

2. Trustee Motion: Substance Education Curriculum

Moved/Seconded
THAT the Board approve the following motion for submission to the 2025 B.C. School Trustees Association Annual General Meeting:

"BE IT RESOLVED:

- *That the BCSTA advocate to the MECC (Ministry of Education and Child Care) for a revision to the Substance Education curriculum, ensuring that it addresses the ongoing opioid crisis with a focus on harm reduction, substance use prevention, and mental health support and that a review be conducted to assess whether this education should remain solely within Physical and Health Education or be integrated across multiple areas of learning;*

- *And further that the BCSTA advocate to the MECC (Ministry of Education and Child Care) for sufficient funding to support the timely and effective implementation of this revised curriculum, ensuring that it reflects current public health realities and equips students with the knowledge and resources necessary to navigate the challenges of substance use."*

CARRIED

H. TRUSTEE REPORTS

BC School Trustees Association: Comprehensive Healthy Schools Working Group
Trustee Dumore reported on the December 19, 2024 meeting and highlighted the recently released One Province, One Plan Report.

Ridge Meadows Education Foundation
Trustee Murray referred to the written memo for highlights on the January 20, 2025 meeting and the Foundation's 2023/24 annual report on the SD42 Fund under its administration.

Moved/Seconded
THAT the Board receive the Ridge Meadows Education Foundation's 2023/24 annual report on earnings, expenses, and distributions of the SD42 Fund, for information.
CARRIED

District Parent Advisory Council
Trustee Dumore reported on the January 23, 2025 meeting and shared how nice it was to have representatives from MRTA, CUPE, AND CPF at the meeting.

I. QUESTION PERIOD

No questions were received.

J. OTHER BUSINESS

K. ADJOURNMENT

Moved/Seconded
THAT the Board adjourn the meeting.
CARRIED

The Public Board Meeting adjourned at 8:44pm.

_____ _____
Elaine Yamamoto, Chairperson Richard Rennie, Secretary Treasurer

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Public Board Meeting
March 5, 2025
Information Memo
Item #2

From: Elaine Yamamoto, Chairperson

Topic: **Student Voice**

BACKGROUND

The following staff member has prepared a presentation on Student Voice:

- Lisa Kania, Vice Principal, Thomas Haney Secondary school

RECOMMENDATION

THAT the Board receive for information the presentation on Student Voice.

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Public Board Meeting
March 5, 2025
Decision Memo
Item #3

From: Teresa Downs, Superintendent of Schools

Topic: **Strategic Plan Update**

BACKGROUND

The Board's annual work plan states that the Board will consider updates to the strategic plan at their March meeting.

Our strategic plan (**Attachment**) spans the period 2022/23 to 2026/27. It is based on a rolling four-year planning cycle that includes an annual review and update process. The most recent update to the strategic plan was made in April 2023 when the strategic directions, priorities, and goals were updated to include Equity.

A review of current school growth plans, departmental operational plans, and the evidence documented within the Supporting All Learners: Enhancing Student Learning Report indicates areas for refinement within the strategic priorities and goals as part of our strategic planning cycle and commitment to continuous growth and improvement.

Recommended Revised Strategic Priorities and Goals

Our strategic priorities are designed to support every learner and the effectiveness of the system. We will achieve these priorities through strategic and operational alignment in planning, processes, policies, and procedures.

1. **Literacy and Numeracy**
   Improve literacy and numeracy outcomes for students.
2. **Equity**
   Improve learning outcomes and levels of safety, care and belonging for every learner. Ensure equitable decision-making processes and resource allocation.
3. **Social-Emotional Learning**
   Cultivate resilience, self-awareness, and interpersonal skills to improve the social and emotional well-being of all learners.
4. **Assessment**
   Improve assessment practices to support personalized learning, inform instruction, and drive continuous improvement.
5. **Innovation**
   Expand and integrate innovative practices.
6. **Sustainability**
   Improve long-term system sustainability.

Engagement

It is recommended that staff engage with each partner group, as well as the Indigenous Education Community Gathering table, to discuss the changes reflected in the recommended revised strategic priorities and goals, explain the rationale, and gather input. This feedback will then be presented at an upcoming board meeting.

RECOMMENDATION

THAT the Board direct staff to engage with First Nations and partners on the proposed changes to the strategic plan and bring the feedback to a future meeting.

ATTACHMENT

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

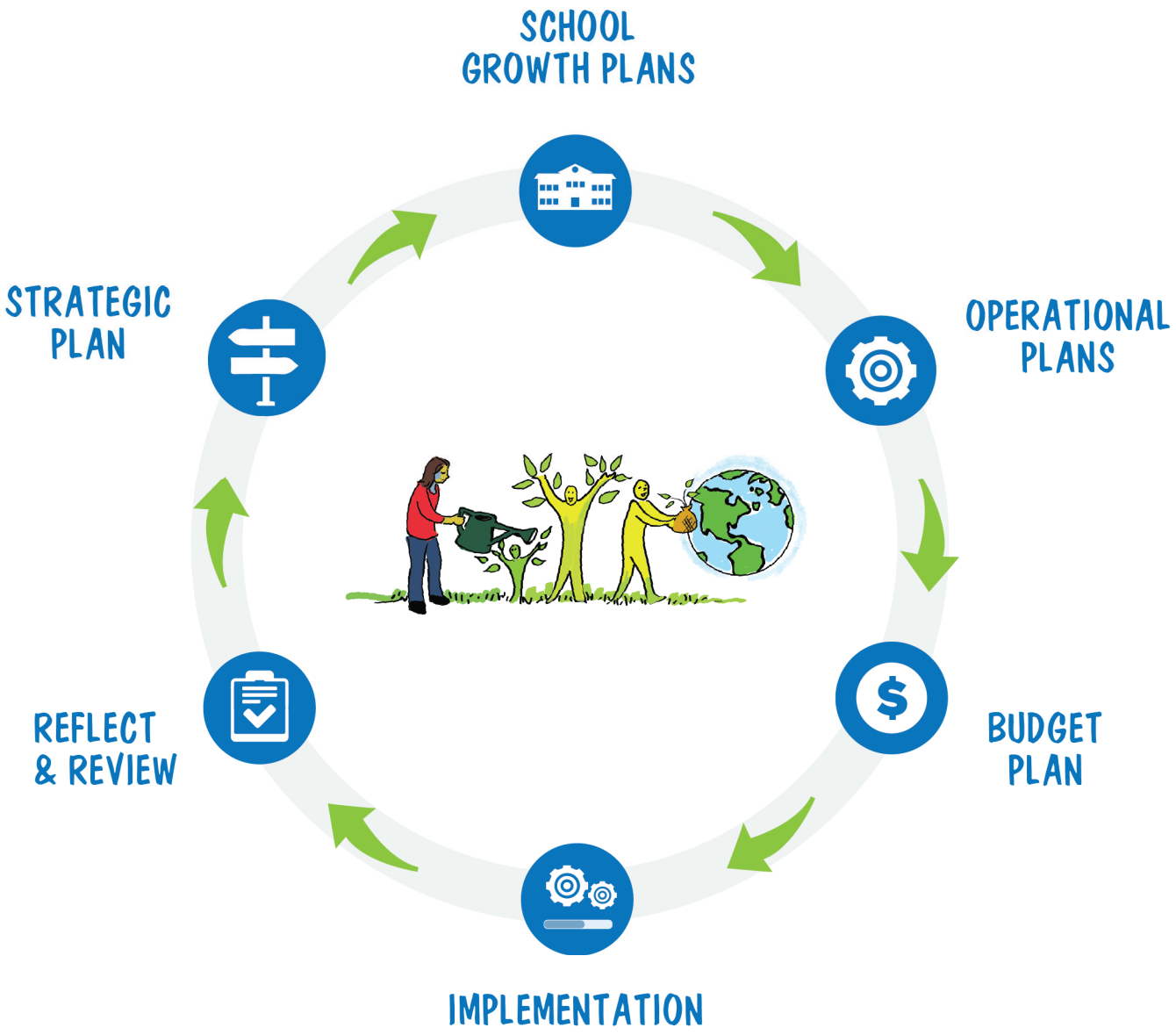
STRATEGIC PLAN

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42

Updated April 2023

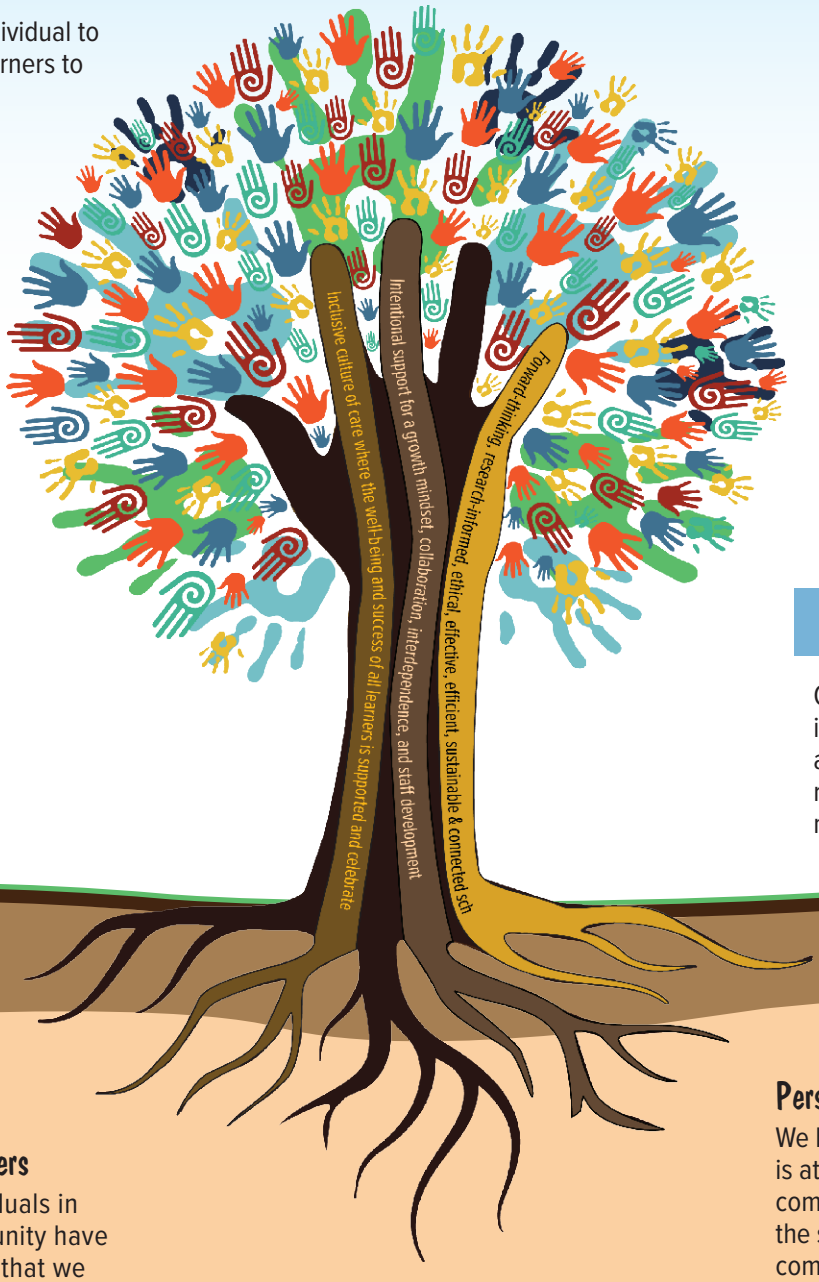
STRATEGIC **PLANNING CYCLE**

Our strategic planning process is based on a rolling four-year planning cycle that includes an annual review and update process. The current plan spans the period 2022/23 to 2026/27.



VISION

Our vision is for every individual to feel valued and for all learners to reach their potential.



MISSION

Our mission is to support all individuals in their development as successful learners, and as respectful, caring and responsible members of society.

OUR VALUES

Responsibility to all learners

We believe that all individuals in our school district community have the capacity to learn and that we are responsible for supporting their learning.

Uniqueness of each individual

We value the uniqueness of each learner and embrace diverse ways of learning. We foster a variety of instructional methods and provide support to all learners so that they can realize their potential.

Diverse learning opportunities

We value choices for all learners, equity of access to all programs, and a holistic approach to learning. We encourage learning opportunities beyond the classroom. We support life-long learning.

Culture and community

We celebrate our many cultures and seek ways to appreciate and embrace diversity. We encourage interdependence and collaboration within the school district community. We value community partnerships.

Personal and social responsibility

We believe that a sense of belonging is at the heart of our school district community and is fundamental to the success of all learners. We are committed to acting as responsible stewards within our community. We cultivate a culture of care within our school district community, and seek to develop the leadership and citizenship capacity of all learners.

High expectations for success

We value the ability of all learners to set high expectations for themselves and to describe personal success. We believe success is measured through credible evidence of learning and rigorous self-assessment. We are committed to supporting all learners in achieving personal success.

STRATEGIC **DIRECTIONS**

In achieving our mission, our vision and living our values, we are guided by three strategic directions. These strategic directions are developed out of school growth plans, departmental operational plans, the strategic facilities plan, student forum, and feedback collected from partner groups, through round tables, and through broader consultation.

1. INCLUSIVE CULTURE OF CARE AND BELONGING WHERE THE WELL-BEING, DIVERSITY, IDENTITY, AND SUCCESS OF ALL LEARNERS IS SUPPORTED AND CELEBRATED.
2. INTENTIONAL SUPPORT FOR A GROWTH MINDSET, COLLABORATION, INTERDEPENDENCE, AND STAFF DEVELOPMENT.
3. FORWARD-THINKING, RESEARCH-INFORMED, EFFECTIVE, EFFICIENT, SUSTAINABLE, VALUE-BASED AND CONNECTED SCHOOL DISTRICT.

STRATEGIC **PRIORITIES AND GOALS**

The following are our strategic priorities and related goals for supporting all learners. For detailed departmental goals and strategies, see our Operational Plans.

1. **EQUITY:** Improved learning outcomes and improved levels of safety, care and belonging for every learner.
2. **LITERACY:** Improved literacy outcomes.
3. **SOCIAL EMOTIONAL LEARNING:** Improved levels of social and emotional well-being.
4. **ASSESSMENT AND REPORTING:** Improved assessment and reporting practices.
5. **SECONDARY INNOVATION:** Improved levels of engagement and graduation.
6. **ALIGNMENT:** Align planning, processes, policies, and procedures to improve efficiency and effectiveness of the system, and support the success of all learners.

Responsibility to all learners

Personal and social responsibility

Uniqueness of each individual

High expectations for success

Diverse learning opportunities

Culture and community

OUR STRUCTURE

Effective and efficient support structures are a key component of maintaining our learning focus. With core values as our foundation, and a clear mandate to support teaching and learning, Maple Ridge - Pitt Meadows aims to build capacity in all areas

ADMINISTRATION

- Implement the board's policies and operational decisions through the education and business services of the district
- Provide educational and business leadership
- Implement the board's strategic plan
- Design, implement and monitor administrative policies and procedures

GOVERNANCE

- Engage the community to build and maintain a school system that reflects local priorities, values and expectations
- Set direction for achievement in the district; allocate available resources and monitor performance
- Develop policies and assess the district's compliance with the policies

FINANCE

- Design, implement and monitor financial policies, procedures, systems and internal controls
- Prepare financial statements, budgets and forecasts
- Monitor and report on financial performance

INFORMATION TECHNOLOGY

- Technology as a tool to support instruction
- Design and manage IT infrastructure
- Develop enabling IT policies and procedures

HUMAN RESOURCES

- Provide employment related services to support employees
- Build and strengthen relationships to promote positive employee and labour relations
- Implement and deliver HR practices that support the district's goals and objectives

FACILITIES

- Provide support services needed to deliver the safe, secure and effective operational environment required for the effective delivery of educational services
- Maintain and care for schools, administrative buildings and grounds
- Plan, design and manage construction projects

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Public Board Meeting
March 5, 2025
Decision Memo
Item #4

From: Richard Rennie, Secretary Treasurer

Topic: **Regular Board Meeting Schedule for 2025/26**

BACKGROUND

In accordance with Policy 2400: School Board Meeting Proceedings, the following schedule is proposed for the Board of Education's 2025/26 regular public and closed Board meeting dates to support its work as outlined in the Board of Education Annual Work Plan (**Attachment**):

- Wednesday, September 17, 2025
- Wednesday, October 15, 2025
- Wednesday, November 12, 2025
- Wednesday, December 3, 2025
- Wednesday, January 14, 2026
- Wednesday, February 11, 2026
- Wednesday, March 4, 2026
- Wednesday, April 15, 2026
- Wednesday, April 29, 2026
- Wednesday, May 13, 2026
- Wednesday, June 17, 2026

During the year, additional board meetings may be called with 48 hours' notice.

The proposed Board committee meeting and workshop schedule for 2025/26 will be presented at an upcoming meeting.

RECOMMENDATION

THAT the Board approve the regular Board meeting schedule for 2025/26 as proposed.

BOARD OF EDUCATION ANNUAL WORK PLAN

SEPTEMBER

- ☑ Approve Audited Financial Statements
- ☑ Approve Five-Year Capital Plan for Minor Capital Programs
- ☑ Approve Supporting All Learners: Enhancing Student Learning Annual Report
- ☑ Receive Audit Findings Report
- ☑ Receive Student Transportation Update
- ☑ Receive Summer Learning Update
- ☑ Receive Executive Compensation Disclosure Report
- ☑ Receive Board Policy Development Committee Work Plan
- ☑ Receive Whistleblower Protection Policy Annual Report
- ☑ Complete Conflict of Interest Declarations
- ☑ Consider Motions for BCSTA Provincial Council

OCTOBER

- ☑ Approve Statement of Financial Information
- ☑ Complete Board Self Evaluation
- ☑ Represent Board at BCSTA Provincial Council Meeting
- ☑ Consider Motions for BCSTA Annual General Meeting

NOVEMBER

- ☑ Issue Annual Chairperson Report
- ☑ Elect Board Chairperson and Vice Chairperson
- ☑ Receive Enrolment Update
- ☑ Represent Board at BCPSEA Symposium
- ☑ Attend BCSTA Trustee Academy

DECEMBER

- ☑ Approve First Quarter Financial Statements
- ☑ Approve Preliminary Budget Process and Consultation Timeline
- ☑ Receive Chairperson's Trustee Appointments to Committees and Community Liaison Groups
- ☑ Consider Motions for BCSTA Provincial Council and Annual General Meeting

JANUARY

- ☑ Approve School Growth Plans
- ☑ Approve Motions to BCSTA Annual General Meeting
- ☑ Receive Ministry Funding Update
- ☑ Complete Financial Disclosure Act Statement of Disclosure Forms
- ☑ Represent Board at BCPSEA Annual General Meeting

FEBRUARY

- ☑ Approve Board and Departmental Operational Plan Updates
- ☑ Approve Board/Authority Authorized Courses and Programs of Choice
- ☑ Approve Non-Resident Student Fees
- ☑ Approve Second Quarter Financial Statements
- ☑ Adopt Amended Annual Budget Bylaw
- ☑ Receive Three-Year Enrolment Projection
- ☑ Represent Board at BCSTA Provincial Council Meeting

MARCH

- ☑ Approve Facility Rental Fee Rates
- ☑ Approve Board Meeting Schedule
- ☑ Approve Trustee Remuneration
- ☑ Receive Ministry Funding Estimate for upcoming year
- ☑ Receive Input from the Indigenous Education Council on Budget Priorities
- ☑ Receive Input from Partner Groups and Students on Budget Priorities
- ☑ Receive Enhancing Student Learning Feedback Report
- ☑ Consider Updates to the Strategic Plan
- ☑ Represent Board at BCSTA Meeting
- ☑ Represent Board at Ministry of Education and Child Care Liaison Meeting

APRIL

- ☑ Receive Proposed Preliminary Budget
- ☑ Engage in Budget Consultation Process
- ☑ Approve Preliminary Budget Changes and Budget Bylaw
- ☑ Approve Annual Facilities Grant Spending Plan
- ☑ Attend the BCSTA Annual General Meeting

MAY

- ☑ Approve Third Quarter Financial Statements
- ☑ Approve School Fees and Specialty Academy Fees
- ☑ Approve Eligible School Sites Proposal
- ☑ Approve Joint First Nation Student Transportation Plan
- ☑ Approve Financial Statement Audit Plan
- ☑ Receive Environmental Sustainability Update and Climate Change Accountability Report
- ☑ Engage with Secondary Students for Input

JUNE

- ☑ Approve Five-Year Capital Plan for Major Capital Programs and Building Envelope Program
- ☑ Complete Superintendent Evaluation and Growth Plan
- ☑ Receive Annual District Parent Advisory Council Report

Continued on next page.

ONGOING ENGAGEMENT AND ADVOCACY

- ☑ Engage in Trustee Professional Development
- ☑ Engage in Advocacy Initiatives
- ☑ Engage with Local Governments (municipal and first nations)
- ☑ Engage with Students, Staff, and School Communities
- ☑ Prepare and Issue Advocacy Letters
- ☑ Represent Board at BCSTA Branch Meetings
- ☑ Represent Board in Committees and Community Liaison Groups
- ☑ Recognize Students and Staff
- ☑ Attend School and District Functions
- ☑ Attend Employee Recognition Events
- ☑ Attend Community Events

OTHER ITEMS SCHEDULED AS NEEDED

- ☑ Develop and Approve Board Policies and Bylaws
- ☑ Approve Ad Hoc Capital Project Bylaws
- ☑ Approve Budget Changes
- ☑ Approve Collective Bargaining Plans
- ☑ Approve Disposition of Real Property (land and buildings)
- ☑ Approve Exempt Compensation Framework
- ☑ Approve Local Education Agreements
- ☑ Approve Motions to BCSTA Provincial Council
- ☑ Approve School District Calendars
- ☑ Approve Strategic Facilities Plan
- ☑ Appoint Financial Statement Auditor
- ☑ Ratify Collective Agreements
- ☑ Ratify Principal and Vice Principal Appointments
- ☑ Receive Indigenous Education Council Advice
- ☑ Receive Operational Updates
- ☑ Receive Principal and Vice Principal Cohort Placements
- ☑ Receive Student and Staff Presentations
- ☑ Hear Appeals
- ☑ Issue Chairperson Updates

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Public Board Meeting
March 5, 2025
Decision Memo
Item #5

From: Richard Rennie, Secretary Treasurer
Louie Girotto, Director of Facilities

Topic: **Facility Rental and Licensing Fees for 2025/26**

BACKGROUND

Board Policy 10400: Community and Commercial Use of School Facilities and Grounds specifies that Board facilities will be made available to outside users for a fee that, at a minimum, ensures full cost recovery of direct and indirect costs incurred and to be incurred by the Board because of making that use available.

Procedure 10400.1: Rental Fees and User Information specifies that full cost recovery rental rates are based on budgeted facilities operations and maintenance annual costs for regular hours of operations (6:00am to 4:00pm, 10 months/year) plus estimated deferred maintenance costs. The rental rates are calculated based on either the full cost recovery per square metre per hour or market rates. Market rental rates for private and commercial use are determined by conducting an annual market analysis. The NPO-Preferred rate applies to rental groups whose activities primarily involve school-aged children (under 19) and are organized by a Non-Profit Organization.

The rental rates for 2024/25 are summarized in the following table.

User Group	Rental Rate	2024/25 Hourly Rental Rate per Square Metre (sqm)
Licensed Child Care	Partial cost recovery	9.68 cents
NPO-Preferred	Full cost recovery	10.30 cents
NPO	Full cost recovery + 20%	12.36 cents
Private	Market Rate – 20%	Average of 31 cents
Commercial	Market Rate	Average of 38 cents

PROPOSED RENTAL AND LICENSING FEES FOR 2025/26

Proposed Rental Rates for Classrooms, Multi-Purpose Rooms, Libraries and Gyms

In early 2025, staff surveyed the hourly rental rates of the cities of Maple Ridge, Pitt Meadows and six surrounding school districts. The proposed 2025/26 commercial market rates represent the average of these market rates for 2024/25, after excluding the highest and lowest values, plus a 2% inflation adjustment and are as follows.

Commercial Market Rates (Hourly)			
Type of Room	2024/25 Current Rate	2025/26 Proposed Rate	Change
Classroom	$ 38	$ 35	-7.9%
Multipurpose Room	$ 67	$ 50	-25.4%
Library	$ 75	$ 62	-17.3%
Elementary Gym	$ 95	$ 80	-15.8%
Secondary Gym	$ 168	$ 164	-2.4%

The rental rates for NPO-Preferred are proposed to increase by 8.1% from 10.30 to 11.13 cents per sqm per hour for 2025/26, based on current year's full cost recovery calculations prepared in accordance with Board procedure 10400.1 Rental Fees. When applied to NPO and combined with the proposed commercial rates above, the proposed rental rates to become effective July 1, 2025, are as follows.

Proposed Rental Rates 2025/26		
User Group	**Rental Rate**	**Hourly Rental Rate per Square Metre (sqm)**
NPO-Preferred	Full cost recovery	11.13 cents
NPO	Full cost recovery + 20%	13.36 cents
Private	Commercial – 20%	Average of 26 cents
Commercial	Market Rate	Average of 33 cents

Proposed Rental Rates 2025/26						
User Group	**Regular Classroom**	**Large Classroom**	**Multi-purpose Room**	**Library**	**Small Gym**	**Large Gym**
Space Size (square metre)	*80*	*100*	*151*	*180*	*375*	*750*
NPO-Preferred	$ 8.90	$ 11.13	$ 16.81	$ 20.03	$ 41.74	$ 83.48
NPO	$ 10.68	$ 13.36	$ 20.17	$ 24.04	$ 50.09	$ 100.18
Private	$ 28.00	$ 35.00	$ 40.00	$ 49.60	$ 64.00	$ 131.20
Commercial	$ 35.00	$ 43.75	$ 50.00	$ 62.00	$ 80.00	$ 164.00

Proposed Rental Rates for Filming

The City of Maple Ridge offers a film liaison service that provides film production companies with a "one-stop shop" for all their location scouting, permits and licenses. The school district leverages this service when advertising school properties to the film industry.

To ensure that rental rates for filming in our school district remain competitive, a review of rental rates for filming on school property was completed. Based on this market analysis, it is proposed that rental rates for filming for 2025/26 remain unchanged from current 2024/25 rates as outlined in the following table.

Category for Filming	2024/25 Current Rate	2025/26 Proposed	Change
Prep Day	$ 1,300	$ 1,300	$ -
Film Day Interior	$ 2,500	$ 2,500	$ -
Film Day Exterior	$ 1,700	$ 1,700	$ -
Parking	$ 550	$ 550	$ -

Proposed New Rental Rates for Parking Lots

There has been a growing demand for exclusive-use parking lot rentals within the school district. At present, the district does not have a standardized rate for parking lot usage, except for film purposes. To explore potential revenue opportunities, a market analysis of parking lot rental in neighboring school districts was conducted in early 2025 to set the 2025/26 proposed parking lot rental rates as outlined in the following table. The proposed commercial rates are based on the average market rates, and the proposed rate for private use is 20% less than the proposed rate for commercial use per Board policy.

Parking Lot	Private	Commercial
Proposed Rate Per Hour for 2025/26	$ 58.00	$ 72.00

Proposed New Rental Rates for Garibaldi Theatre

To maintain and upgrade the theatre technology, it is proposed that the theatre will be available for rental during periods outside of the school's programming schedule. Clients will be responsible for covering the costs associated with having a school district staff member on-site for supervision throughout the rental and any personnel required to operate the lighting system.

Staff surveyed the current rental rates of several comparable theatres. The proposed 2025/26 theatre rental rates, as outlined in the following table, reflect the average market rate.

Garibaldi Theatre	Rate Per Hour	Rate Per Day
Proposed Rate 2025/26	$ 220	$ 1,400

It's proposed that an hourly rate of $220 applies for a minimum two-hour rental, with an up to a maximum daily rate of $1,400.

Proposed Facility Licensing Rate for Child Care

Procedure 10400.2: Use of School Facilities and Grounds for Licensed Child Care indicates that licensing fees charged to child care providers using Board facilities and grounds should cover both direct and indirect costs associated with providing access. These costs include facility operations and maintenance, administrative expenses, and estimated deferred maintenance and capital replacement costs.

It is proposed that the facility child care licensing full-cost recovery rate of 10.65 cents per square metre per hour applies, representing a 10% increase from the rate approved by the Board for 2024/25, outlined in the following table.

Licensing Rate for Child Care	2024/25 Current Rate	2025/26 Proposed Rate	Change
Hourly Rate per Square Metre	9.68 cents	10.65 cents	0.97 cents

RECOMMENDATION

THAT the Board approve the proposed facility rental and licensing fees for 2025/26, as presented.

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Public Board Meeting
March 5, 2025
Decision Memo
Item #6

From: Finance Committee of the Whole

Topic: **2024/25 Amended Annual Budget and Second Quarter Financial Statements**

BACKGROUND

On May 1, 2024, the Board approved the 2024/25 preliminary budget bylaw for the operating, special purpose, and capital funds. The preliminary budget was based on preliminary estimates of enrolment, funding and other revenue and expenditure factors.

The 2024/25 amended annual budget (**Attachment A**) has been prepared in accordance with Ministry of Education and Child Care (MECC) instructions. The second quarter financial statements showing actual revenue and expenses to December 31, 2024 are also provided (**Attachment B**).

This report provides an analysis of changes to revenue and expense estimates included in the 2024/25 amended annual budget. The updated revenue and expense estimates include revenue and expenses changes resulting from changes to enrolment, revenue changes announced by the MECC in January 2025, projected revenue and expense changes, and proposed additional budget changes to achieve a balanced budget.

OPERATING FUND

The following table summarizes the changes between the 2024/25 amended annual operating budget and the 2024/25 preliminary annual operating budget (**Amended Budget Schedule 2**).

2024/25 Operating Fund Budget ($ millions)			
	Preliminary Budget	**Amended Budget**	**Change**
Revenue	$ 210.12	$ 213.85	$ 3.73
Expense	(211.00)	(216.80)	(5.80)
Capital Assets Purchased	(0.32)	(0.92)	(0.60)
Transfer to Local Capital	(1.08)	(1.30)	(0.22)
Use of Prior Year Surplus	2.28	5.17	2.89
Balance	$ 0.00	$ (0.00)	$ (0.00)

Operating Revenue - $3.73M increase

Ministry of Education and Child Care Grants - $3.38M increase

Based on the interim January operating grants announcement, total operating grant funding from the MECC is $193.63M. This represents an increase of $2.01M from the preliminary budget as detailed in the following table.

MECC Operating Grant	Preliminary Budget		Amended Budget		Change	
	Enrolment	Funding	Enrolment	Funding	Enrolment	Funding
July 2024 Enrolment Count						
Grade 1-7	480	$ 122,400	533	$ 135,915	53	$ 13,515
Grade 8-9	330	84,150	305	77,775	(25)	(6,375)
Grade 10-12	480	242,400	766	386,830	286	144,430
Supplemental		138,933		216,704	-	77,771
Cross-enrolment, grade 8-9			10	5,050	10	5,050
Total Summer Learning	**1,290**	**587,883**	**1,614**	**822,274**	**324**	**234,391**
September 2024 Enrolment Count						
Standard schools	16,220	144,601,300	16,140	143,891,443	(80)	(709,857)
Continuing education	2	17,830	2	17,830	(0)	-
Alternate schools	255	2,273,325	294	2,621,010	39	347,685
Online learning	20	144,000	14	101,700	(6)	(42,300)
Home schooling	20	5,000	21	5,250	1	250
Course challenges	35	9,765	37	10,323	2	558
Total September Enrolment Based Funding	**16,552**	**147,051,220**	**16,509**	**146,647,556**	**(44)**	**(403,664)**
September 2024 Unique Student Needs						
Inclusive education - Level 1	12	608,760	15	760,950	3	152,190
Inclusive education - Level 2	1,080	25,995,600	1,169	28,137,830	89	2,142,230
Inclusive education - Level 3	365	4,438,400	388	4,718,080	23	279,680
English language learning	1,642	2,947,390	1,592	2,857,640	(50)	(89,750)
Indigenous education	1,423	2,518,710	1,389	2,458,530	(34)	(60,180)
Adult education	28	159,320	28	157,898	-	(1,422)
Equity of opportunity (vulnerable students)		499,444		497,612	-	(1,832)
Total Supplement for Unique Student Needs	**4,550**	**37,167,624**	**4,581**	**39,588,540**	**31**	**2,420,916**
Salary differential supplement						(246,356)
Total MECC Operating Grant Change - January Interim Funding Announcement						**$ 2,005,287**

The salary differential funding has decreased by $0.25M due to a lower-than-anticipated average educator salary for our school district compared to the provincial average (from $36 lower than the annual provincial average to $296 lower than the annual provincial average, per educator). At September 30, 2024, the average annual educator salary in our school district was $97,455 compared to the provincial average educator salary of $97,751.

Other ministry grants have increased by $1.33M. This is primarily due to labour settlement funding of $1.91M announced in June 2024 offset by $0.58M of funding for Integrated Child and Youth Teams (ICY) to support ICY expenses in 2024/25 that was received and recognized as revenue in 2023/24.

Other Revenue - $0.35M increase

Tuition revenue is projected to be $0.22M lower than in the preliminary budget primarily due to lower-than-expected enrolment of fee-paying students in Ridge Meadows College by $0.24M, offset by an increase of $0.02M in international education enrolment.

Rentals and leases revenue is projected to be $0.02M higher than in the preliminary budget due to the 2024/25 additional child care space in the Webster's Corners Elementary multi-purpose room.

Other revenue is projected to be $0.43M higher than the preliminary budget, primarily due to the introduction of WorkSafeBC (WSBC) incentive for earning their Certificate of Recognition (COR) valued at $0.25M, increase in Before and After School Programing of $0.09M, Career Prep enrolment of $0.07M and other miscellaneous revenue $0.02M.

The Local Education Agreement (LEA) funding within 'Other Revenue' is receivable for First Nation students living on reserve. It increased $0.12M and is offset by an equal reduction in MECC funding.

Expenses - $6.61M increase

Salaries and Benefits - $3.41M increase

Significant changes in salaries and benefits include a $2.19M increase of education assistants to support higher than anticipated enrolment for students with disabilities and diverse abilities, and general wage rate increases not reflected in the preliminary budget due to the timing of the MECC's labour settlement funding announcement.

The following table details the changes in salary and benefit costs.

Salary and Benefits Changes (millions $)	
Staffing changes:	
Increase 1.917 FTE teachers	$ 0.23
Increase 0.028 FTE principal/vice principal	0.01
Increase 38.243 FTE education assistants	2.19
Increase 0.737 FTE support staff	0.04
Decrease 0.594 FTE associated support staff	(0.07)
Decrease 0.292 FTE other professional	(0.06)
Other ongoing salary and benefit changes:	
Teacher average salary decrease	(0.33)
Portion of 3% wage increase announced in June 2025, not included in preliminary budget	2.00
Benefit plan rate changes - WSBC	(0.34)
Benefit plan rate changes - others	0.01
Employee future benefits adjustment	(0.04)
Ridge Meadows College program instructor staffing bank decrease	(0.13)
Teacher medical leave of absence adjustment provision not utilized	(0.16)
Other one-time salary and benefit changes:	
Use of prior year appropriated surplus for departmental staffing banks	0.31
Utilization of staffing bank for teachers and support staff	(0.32)
Other miscellaneous adjustments	0.07
	$ 3.41

Staffing full-time equivalent (FTE) changes are summarized in the following table:

Staff FTE	Preliminary Budget	Ongoing Change	One-Time Change	Amended Budget
Teachers	894.335	(3.117)	5.034	896.252
Principals/VPs	66.467	0.028		66.495
Educational Assistants	572.498	37.751	0.492	610.741
Support Staff	346.383	0.378	(0.235)	346.526
Other Professionals	55.300		(0.292)	55.008
Trustees	7.000			7.000
	1,941.983	**35.040**	**4.999**	**1,982.022**

Teachers – Budget increase of $0.71M due to a 1.917 FTE increase in teacher staffing of $0.18M and a 1% salary rate cost of living adjustment (COLA) of $0.84M, offset by a $0.15M reduction in teacher average salary and a $0.16M reduction in leave of absence (LOA) bank to match anticipated need.

Principals / Vice Principals – Budget increase of $0.23M due to a 3% salary rate increase funded from a labour settlement grant announced in June 2024; it wasn't included in the preliminary budget due to grant announcement timing.

Educational Assistants – Budget increase of $1.81M due to an enrolment-driven ongoing increase of $1.58M (37.751 FTE) for Education Assistants (EA), plus a 1% salary rate COLA increase of $0.23M. In addition, some Kindergarten EAs have been extended one-time to June 30, 2025 by utilizing EA budget savings realized from EA vacancies and unpaid leaves.

Support Staff – Budget increase of $0.15M includes a 1% salary rate COLA increase of $0.13M, one time increase of 1,040 hours to the grounds labourer bank of $0.03M, and other changes of -$0.01M.

Other Professionals – Budget increase of $0.10M is due to various factors, including a 1% salary rate increase of $0.05M, one-time maternity leave top-up $0.05M and one-time vacancy savings of 0.292 FTE used for casual professional employees (no $ impact).

Benefits – Budget increase of $0.40M due to the above staffing changes offset by a reduction in benefit rate for all employee groups of $0.33M due primarily to a lower 2025 WSBC rate.

Services and Supplies - $2.38M increase

The increase in services and supplies budgets is primarily due to Board-approved one-time funding from restricted operating surplus for 2023/24 for specific expenditures in 2024/25 of $2.35M.

A summary of ongoing and one-time changes to services and supplies budgets is provided in the following tables.

Services and Supplies Ongoing Changes 2024/25 ($ millions)		
Enrolment driven expenditures		
School budget allocations	$	0.01
Ridge Meadows College		0.01
Before and After School programming		0.09
Career Prep Trades		0.27
Indigenous Education		(0.06)
International Education		(0.09)
Supplemental Funding		0.08
Insurance		0.07
Snow removal/grounds supplies		0.05
Utilities		(0.03)
Departmental Reallocations to capital and staffing banks		(0.02)
Other departmental projection changes		(0.12)
TOTAL ONGOING CHANGES	**$**	**0.26**

Services and Supplies One-Time Changes 2024/25 ($ millions)		
Appropriated Funds from 2023/24		
Targeted funding - Indigenous education	$	0.23
School budget balances		0.39
Contractual professional development		0.26
Financial provisions		0.10
Multi-year grants and projects in progress		0.72
Purchase order commitments		0.05
Support for school growth plans		0.23
Support for operational plans		0.27
Facility renovations and new classroom setup		0.10
		2.35
Other Changes		
School-based supplies reallocations to capital and TTOC staffing banks		(0.05)
Integrated Child & Youth Teams 2023/2024 revenue offset		(0.58)
Top up Emergent Expenditure		0.20
Indigenous Education 2023/2024 carryforward utilized for staffing		(0.14)
Departmental reallocations and projection changes		0.24
Insurance deductibles		0.06
Increase in HVAC professional services		0.24
Microsoft software voucher rebates		(0.20)
		(0.23)
TOTAL ONE-TIME CHANGES	**$**	**2.12**

Capital Assets Purchased - $0.59M increase

Budgets for the purchase of capital assets have increased by $0.59M to reflect reallocations from other expense categories as spending plans are finalized for schools and departments. The table below summarizes the changes in capital assets purchased:

Capital Assets Purchased Changes 2024/25 ($ millions)	
Funds for specific expenditures carried forward from 2023/24	
School budget balances	$ 0.03
Support multi-year grants and projects in progress	0.02
Purchase order commitments	0.05
Support school growth plans	0.01
Support for operational plans	0.07
Facilities renovations and new classroom setup	0.05
One-time reallocation from operating to capital for school-based supplies	0.04
One-time reallocation from operating to capital for departments	0.02
One-time departmental projection changes	0.32
Ongoing reallocation from capital to operating for supplies	(0.02)
	$0.59

Operating Surplus

Prior to considering any amended budget changes for transfers to the Local Capital Fund, the amended budget changes described above result in an available surplus of $0.22M.

Transfer to Local Capital Fund

A recent assessment of enterprise risks has identified the reliability of the existing Enterprise Resource Planning (ERP) system as an emerging risk due to inadequate support and investment from the service provider and evolving operational needs. To mitigate this risk and ensure long-term operational stability, it is prudent to reserve capital funds to support the planning, development and implementation of a new ERP system. While required funding for an ERP system replacement has not yet been determined, it is expected to exceed $1M and this amended budget includes a transfer of the available operating surplus of $0.22M to the Local Capital Fund for ERP system replacement.

Budget Surplus (Deficit)

Ongoing expenses in the preliminary budget exceeded ongoing revenue by $2.20M, creating a structural deficit in the Operating Fund. As shown in the following table, the structural deficit has been reduced by amended budget changes to $0.89M.

2024/25 Operating Surplus (Deficit) Operating Revenue Less Expenses ($ millions)			
	Ongoing	**One-Time**	**Balance**
Preliminary Budget Surplus (Deficit)	$ (2.20)	$ 2.20	$ -
Amended Budget Changes	1.32	(1.32)	-
Amended Budget Surplus (Deficit)	$ (0.89)	$ 0.89	$ -

Further reductions to ongoing operating expenses and/or increases to operating revenue are needed to eliminate the structural deficit and support a sustainable budget.

SPECIAL PURPOSE FUND

The Special Purpose Fund include funds received from the MECC and other sources that have been designated for specific purposes.

The following table summarizes the changes between the 2024/25 preliminary budget and the 2024/25 amended budget for special purpose funds. Additional information regarding special purpose funds can be found in **Amended Budget Schedules 3 & 3A**.

2024/25 Special Purpose Fund Budget ($ millions)	Preliminary Budget	Amended Budget	Change
Deferred Revenue, beginning of year	**$ 1.60**	**$ 2.43**	**$ 0.83**
Restricted Grants	32.49	38.67	6.18
Expenses	(32.30)	(38.95)	(6.65)
Capital Assets Purchased	(0.19)	(0.24)	(0.05)
Deferred Revenue, end of year	**$ 1.60**	**1.91**	**$ 0.31**

The amended budget reflects the Classroom Enhancement Fund (CEF) allocation granted by the MECC based on the school district's Fall 2024 report of CEF entitlements which amount to $28.30M for the year ($23.46M for 190.932 FTE teachers, $0.81M for overhead, and $4.03M for remedies).

The following table summarizes the budgeted changes in Special Purpose Funds revenue by fund.

2024/25 Special Purpose Funds Budget ($ Millions)	Preliminary Budget	Deferred Revenue from 2023/24	Other Changes	Amended Budget
Annual Facility Grant (AFG)	$ 0.52	$ -	$ -	$ 0.52
Learning Improvement Fund	0.68	-	-	0.68
Scholarships and Bursaries	0.04	0.17	-	0.21
School Generated Funds	4.80	1.33	-	6.13
StrongStart	0.26	-	-	0.26
Ready, Set, Learn	0.06	-	-	0.06
Official Languages in Education Protocol (OLEP)	0.25	0.08	0.06	0.39
CommunityLINK	0.63	0.01	-	0.64
CEF - Overhead	0.81	-	0.02	0.83
CEF - Staffing	21.81	-	1.87	23.68
CEF - Remedies	-	-	4.04	4.04
First Nation Student Transportation	0.07	0.03	-	0.10
Mental Health in Schools	0.05	0.10	-	0.15
Changing Results for Young Children	0.01	-	-	0.01
SEY2KT (Early Years to Kindergarten)	0.02	0.01	-	0.03
Early Care and Learning (ECL)	0.17	0.04	-	0.21
Feeding Futures Fund	1.86	0.14	-	2.00
Youth Education Support (YES)	0.35	0.41	-	0.76
Early Childhood Education Dual Credit Program	0.05	0.01	-	0.06
Health Career Grants	0.05	0.03	0.19	0.27
Student & Family Affordability	-	0.07	-	0.07
	$ 32.49	**$ 2.43**	**$ 6.18**	**$ 41.10**

CAPITAL FUND

The acquisition of tangible capital assets is summarized in **Amended Budget Statement 4**.

The tangible capital assets purchased budget of $1.16M reflects the projected total tangible capital assets purchased from the Operating Fund $0.92M and the Special Purpose Fund of $0.24M.

The acquisition of tangible capital assets from deferred capital revenue of $22.67M represents estimated spending for provincially funded capital projects as outlined in the following table.

Facility Name	Project Description	Provincial Funding	Prior Years' Spending	2024/25 Spending Budget	Total Spending
		($ millions)			
Blue Mountain Elementary	Prefabricated addition (5 classrooms)	$ 7.50	$ -	$ 0.60	$ 0.60
Eric Langton Elementary	Seismic replacement and expansion	48.16	3.54	16.32	19.86
Edith McDermott Elementary	School Enhancement Program - HVAC upgrade	0.90		0.90	0.90
Edith McDermott Elementary	Carbon Neutral Capital Program - HVAC upgrades	0.55		0.55	0.55
Edith McDermott Elementary	Universally accessible playground equipment	0.20		0.20	0.20
Edith McDermott Elementary	Food Infrastructure Program - kitchen equipment	0.06		0.06	0.06
Garibaldi Secondary	Food Infrastructure Program - kitchen equipment	0.03		0.03	0.03
Golden Ears Elementary	Prefabricated addition (8 classrooms)	12.00		0.80	0.80
Pitt Meadows Secondary	Seismic replacement	143.88	0.31	0.40	0.71
Various Sites	Food Infrastructure Program - kitchen equipment	0.02		0.02	0.02
Various Sites	AFG Miscellaneous mechanical repairs	0.31		0.31	0.31
Alexander Robinson Elementary	AFG Upgrade digital control (DCC) controls	0.09		0.09	0.09
Garibaldi Secondary	AFG Theatre lighting	0.02		0.02	0.02
Garibaldi Secondary	AFG Refinish gymnasium floors	0.05		0.05	0.05
Garibaldi Secondary	AFG Parking lot paving repairs	0.11		0.11	0.11
Golden Ears Elementary	AFG Wall carpet removal	0.10		0.10	0.10
Kanaka Creek Elementary	AFG Variable air volume box airflow sensors	0.01		0.01	0.01
Laity View Elementary	AFG Replace hard flooring in four classrooms	0.05		0.05	0.05
Laity View Elementary	AFG Replace roof top Unit RTU-1	0.08		0.08	0.08
Laity View Elementary	AFG Replace boilers	0.15		0.15	0.15
Maple Ridge Elementary	AFG Replace flooring in two washrooms and vestibule to exit door	0.01		0.01	0.01
Maple Ridge Secondary	AFG Replace DHW lines - Phase 1	0.05		0.05	0.05
Mount Crescent Elementary	AFG Roof replacement – Sections 7 & 9	0.08		0.08	0.08
Operations Building	AFG Replace boilers	0.09		0.09	0.09
Riverside Centre	AFG Upgrade digital control (DCC) controls	0.15		0.15	0.15
Samuel Robertson Technical School	AFG DDC panel upgrade	0.14		0.14	0.14
Samuel Robertson Technical School	AFG Reroof portable 9	0.08		0.08	0.08
Thomas Haney Secondary	AFG DDC panel upgrade	0.15		0.15	0.15
Webster's Corners Elementary	AFG Repair buckling metal cladding	0.04		0.04	0.04
Webster's Corners Elementary	AFG Reroof sections 1-1 a, b & c	0.22		0.22	0.22
Westview Secondary	AFG Reroof sections 16, 17, 23 and 24 a & b.	0.79		0.79	0.79
Whonnock Elementary	AFG Tank liner	0.02		0.02	0.02
Total		**$ 216.09**	**$ 3.85**	**$ 22.67**	**$ 26.52**

The capital revenue and expenditure amended budget (**Schedule 4**) includes changes to amortization of deferred capital revenue and amortization of tangible assets that reflect current increased projections for tangible capital assets purchased in 2024/25. The changes to local capital revenue and expenditure are also included in Schedule 4. Only the 2024/25 estimated spending is included in Schedule 4 of the amended budget.

Local Capital

The budget changes for the Local Capital Fund are outlined in the following table.

($ millions)	2024/25 Preliminary Budget	2024/25 Budget Changes	2024/25 Amended Budget
Contingency reserve held in Local Capital	$ 2.02	$ 0.09	$ 2.11
IT capital plan	0.85	1.80	2.65
Facilities equipment and vehicles	0.18	0.03	0.21
Childcare capital	0.17	0.02	0.19
Emergency preparedness	0.01		0.01
Virtual Boardroom	0.01		0.01
Enterprise Resource Planning	-	0.22	0.22
Implementation of Strategic Facilities Plan			
New temporary classrooms	1.83	0.62	2.45
Capital planning	0.29	(0.09)	0.20
Sustainability upgrades	0.60	0.28	0.88
Renewal other facilities	0.59	0.53	1.12
Capital cost share - Eric Langton Elementary	0.70		0.70
Total Local Capital	**$ 7.25**	**$ 3.50**	**$ 10.75**

The budgeted acquisition of tangible capital assets from local capital of $3.63M reported in Schedule 4 represents estimated spending for Board-approved uses of local capital. The largest local capital spending budget includes IT capital plan of $1.45M (reducing its balance from $2.65M to $1.20M), and new temporary classrooms of $1.48M (reducing its balance from $2.45M to $0.97M).

Contingency Reserve

The Board is responsible for ensuring the district is protected financially from extraordinary circumstances that would negatively impact school district operations and the education of students. To discharge this responsibility, the Board has established a contingency reserve from the available operating surplus, which will be used to mitigate any negative impact such circumstances might cause.

Existing school district budgets are not sufficient to support the procurement or timely replacement of school district assets. The budget required to complete the building maintenance projects identified through facility condition assessments far exceeds the annual facilities grant and the capital funding for building enhancement projects received by the school district. This means that the deferred maintenance for school district facilities continues to grow and the facility condition index for school district facilities continues to deteriorate.

Major equipment failures must be covered by the contingency reserve. These include, but are not limited to, the following: building envelope remediation, roof repairs or replacement, boiler replacements, server replacements, shop equipment replacements. In addition, the Board is responsible for any cost overruns incurred on MECC funded capital projects, and this is the only fund available to cover such costs.

The Board policy requires that a contingency reserve of at least 1% of operating expenditures and not exceeding 3% of operating expenditures shall be maintained ($2.17M to $6.51M of amended budgeted operating expenditures). The current balance of $2.11M equates to 0.97% of the amended budget operating expenditures.

RECONCILIATION OF ALL FUNDS

The following table shows the 2024/25 amended budget reconciliation between all funds.

($ millions)	Operating Fund	Special Purpose Fund	Capital Fund	All Funds
Revenues				
Provincial Grants - MECC	$ 197.67	$ 33.99	$ -	$ 231.66
Provincial Grants - Other	0.42			0.42
Federal Grants	0.36			0.36
Tuition	11.22			11.22
Other Revenue	1.69	5.20		6.89
Rentals and Leases	0.83			0.83
Investment Income	1.66			1.66
Amortization of Deferred Capital Revenue			6.88	6.88
	213.85	39.19	6.88	259.92
Expenses				
Salaries and Benefits	198.03	31.54		229.57
Services and Supplies	18.77	7.41		26.18
Amortization of Capital Assets			10.94	10.94
	216.80	38.95	10.94	266.69
Interfund Transfers	2.22	0.24	(2.46)	-
Surplus (Deficit) for the year	(5.17)	0.00	(1.60)	(6.77)
Accumulated Surplus, beginning of year	5.17		81.40	86.57
Accumulated Surplus, end of year	$ -	$ -	$ 79.80	$ 79.80

RISKS TO PROJECTIONS

Revenue

The provincial operating grant included in these estimates may not be the same as the operating grant finalized by the MECC in June 2025. The main factors that create variances of provincial funding are actual funded enrolment in February and May 2025, Classroom Enhancement Fund allocations, and other provincial funding announcements made during the remainder of 2024/25.

Expenses

The salaries and benefits estimates are based on estimated average salaries for teachers, specific salaries for other employee groups, and known benefit rate changes. Actual average salary and benefit costs will vary from these estimates.

These estimates assume that all costs related to the implementation of the restored Maple Ridge Teachers' Association collective agreement language will be fully funded by the MECC through the Classroom Enhancement Fund.

On September 4, 2024, the BC Public School Employers' Association (BCPSEA) announced a change in direction regarding access to Employment Standards Act paid sick leave for casual employees, including teachers teaching on call and casual education assistants, whereby they may be eligible for paid illness or injury leave if they are offered a shift but must decline because they are ill or injured. BCPSEA will be working with the unions to determine retroactive liability arising from the decision. The impact of this change in BCPSEA advise is not yet known and not reflected in the second quarter financial statements.

Changes in weather patterns, delays in implementing the Energy Management Plan, and unexpected utilities rate or consumption increases may result in increased utilities costs.

Capital Projects

Due to their magnitude, capital projects have the potential to significantly impact the financial position of the school district. There is no process to assess the risk of the entire capital program; individual project risk assessments must be done on a continuous basis. Project agreements with the MECC contain contingencies to mitigate financial risk. Smaller projects consider contingency requirements when building the overall project budget and are managed internally. The contingency reserve for local capital of $2.11M is available to mitigate the residual risk for capital projects.

Major capital projects in progress and valued > $1M are outlined in the following table:

Project Name	Project Type	Project Cost
Pitt Meadows Secondary	Seismic Replacement	$ 143,883,931
Eric Langton Elementary	Seismic Replacement and Expansion	48,857,528
Golden Ears Elementary	8 Prefabricated Classrooms	12,000,000
Blue Mountain Elementary	5 Prefabricated Classrooms	7,500,000
Total Project Cost		**$ 212,241,459**

RECOMMENDATION

(1) THAT the School District No. 42 (Maple Ridge – Pitt Meadows) 2024/25 Amended Annual Budget Bylaw be given three reading at this meeting. (vote must be unanimous)

(2) THAT the School District No. 42 (Maple Ridge – Pitt Meadows) 2024/25 Amended Annual Budget Bylaw be given first reading.

(3) THAT the School District No. 42 (Maple Ridge – Pitt Meadows) 2024/25 Amended Annual Budget Bylaw be given a second reading.

(4) THAT the School District No. 42 (Maple Ridge – Pitt Meadows) 2024/25 Amended Annual Budget Bylaw be given a third reading, passed and adopted on this 5th day of March 2025.

ATTACHMENT A

Amended Annual Budget

School District No. 42 (Maple Ridge-Pitt Meadows)

June 30, 2025

School District No. 42 (Maple Ridge-Pitt Meadows)

June 30, 2025

Table of Contents

Bylaw 1

Amended Annual Budget - Revenue and Expense - Statement 2 2

Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4 4

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1 5

Amended Annual Budget - Operating Revenue and Expense - Schedule 2 6

Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source 7

Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Object 8

Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object 9

Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3 11

Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds 12

Amended Annual Budget - Capital Revenue and Expense - Schedule 4 15

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE-PITT MEADOWS) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act* , R.S.B.C., 1996, c. 412 as amended from time to time (called the "*Act* ").

1. The Board has complied with the provisions of the *Act* , Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.

2. This bylaw may be cited as School District No. 42 (Maple Ridge-Pitt Meadows) Amended Annual Budget Bylaw for fiscal year 2024/2025.

3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of $271,469,795 for the 2024/2025 fiscal year was prepared in accordance with the *Act* .

4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE 5th DAY OF MARCH, 2025;

READ A SECOND TIME THE 5th DAY OF MARCH, 2025;

READ A THIRD TIME, PASSED AND ADOPTED THE 5th DAY OF MARCH, 2025;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 42 (Maple Ridge-Pitt Meadows) Amended Annual Budget Bylaw 2024/2025, adopted by the Board the 5th DAY OF MARCH, 2025.

Secretary Treasurer

School District No. 42 (Maple Ridge-Pitt Meadows)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	**16,498.500**	**16,545.000**
Adult	**68.750**	**69.000**
Other	**200.500**	**161.250**
Total Ministry Operating Grant Funded FTE's	**16,767.750**	16,775.250
Revenues	**$**	$
Provincial Grants		
Ministry of Education and Child Care	**231,659,770**	221,750,677
Other	**417,800**	300,800
Federal Grants	**362,900**	319,910
Tuition	**11,218,921**	11,435,010
Other Revenue	**6,888,166**	6,336,497
Rentals and Leases	**825,904**	809,844
Investment Income	**1,662,500**	1,662,500
Amortization of Deferred Capital Revenue	**6,882,573**	6,752,983
Total Revenue	**259,918,534**	249,368,221
Expenses		
Instruction	**224,645,401**	213,690,033
District Administration	**8,692,916**	7,967,221
Operations and Maintenance	**32,430,617**	31,486,702
Transportation and Housing	**916,641**	842,741
Total Expense	**266,685,575**	253,986,697
Net Revenue (Expense)	**(6,767,041)**	(4,618,476)
Budgeted Allocation (Retirement) of Surplus (Deficit)	**5,168,458**	2,288,316
Budgeted Surplus (Deficit), for the year	**(1,598,583)**	(2,330,160)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	**(1,598,583)**	(2,330,160)
Budgeted Surplus (Deficit), for the year	**(1,598,583)**	(2,330,160)

School District No. 42 (Maple Ridge-Pitt Meadows)

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	**216,795,797**	211,001,369
Operating - Tangible Capital Assets Purchased	**921,474**	328,975
Special Purpose Funds - Total Expense	**38,949,716**	32,302,778
Special Purpose Funds - Tangible Capital Assets Purchased	**237,000**	190,000
Capital Fund - Total Expense	**10,940,062**	10,682,550
Capital Fund - Tangible Capital Assets Purchased from Local Capital	**3,625,746**	4,133,905
Total Budget Bylaw Amount	**271,469,795**	258,639,577

Approved by the Board

Signature of the Chairperson of the Board of Education — Date Signed

Signature of the Superintendent — Date Signed

Signature of the Secretary Treasurer — Date Signed

School District No. 42 (Maple Ridge-Pitt Meadows)

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	$	$
Surplus (Deficit) for the year	**(6,767,041)**	(4,618,476)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	**(1,158,474)**	(518,975)
From Local Capital	**(3,625,746)**	(4,133,905)
From Deferred Capital Revenue	**(22,669,579)**	**(33,780,618)**
Total Acquisition of Tangible Capital Assets	**(27,453,799)**	(38,433,498)
Amortization of Tangible Capital Assets	**10,940,062**	10,682,550
Total Effect of change in Tangible Capital Assets	**(16,513,737)**	(27,750,948)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	**(23,280,778)**	(32,369,424)

School District No. 42 (Maple Ridge-Pitt Meadows)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
Year Ended June 30, 2025

	Operating Fund	Special Purpose Fund	Capital Fund	2025 Amended Annual Budget
	$	$	$	$
Accumulated Surplus (Deficit), beginning of year	5,168,458		81,398,261	**86,566,719**
Changes for the year				
Net Revenue (Expense) for the year	(2,946,552)	237,000	(4,057,489)	**(6,767,041)**
Interfund Transfers				
Tangible Capital Assets Purchased	(921,474)	(237,000)	1,158,474	**-**
Local Capital	(1,300,432)		1,300,432	**-**
Net Changes for the year	(5,168,458)	-	(1,598,583)	**(6,767,041)**
Budgeted Accumulated Surplus (Deficit), end of year	**-**	**-**	**79,799,678**	**79,799,678**

School District No. 42 (Maple Ridge-Pitt Meadows)

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	$	$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	**197,668,054**	194,452,899
Other	**417,800**	300,800
Federal Grants	**362,900**	319,910
Tuition	**11,218,921**	11,435,010
Other Revenue	**1,693,166**	1,141,497
Rentals and Leases	**825,904**	809,844
Investment Income	**1,662,500**	1,662,500
Total Revenue	**213,849,245**	210,122,460
Expenses		
Instruction	**186,389,575**	182,020,955
District Administration	**8,541,814**	7,849,527
Operations and Maintenance	**21,043,811**	20,360,336
Transportation and Housing	**820,597**	770,551
Total Expense	**216,795,797**	211,001,369
Net Revenue (Expense)	**(2,946,552)**	(878,909)
Budgeted Prior Year Surplus Appropriation	**5,168,458**	**2,288,316**
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	**(921,474)**	**(328,975)**
Local Capital	**(1,300,432)**	**(1,080,432)**
Total Net Transfers	**(2,221,906)**	(1,409,407)
Budgeted Surplus (Deficit), for the year	**-**	-

School District No. 42 (Maple Ridge-Pitt Meadows)

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

	2025 Amended Annual Budget	2025 Annual Budget
	$	$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	**193,631,294**	**191,626,007**
ISC/LEA Recovery	**(613,078)**	**(491,472)**
Other Ministry of Education and Child Care Grants		
Pay Equity	**1,874,965**	**1,874,965**
Funding for Graduated Adults	**154,950**	**154,950**
Student Transportation Fund	**185,990**	**185,990**
Support Staff Benefits Grant	**311,930**	**311,930**
FSA Scorer Grant	**15,693**	**15,693**
Labour Settlement Funding	**1,914,830**	
Integrated Child and Youth Team	**191,480**	**774,836**
Total Provincial Grants - Ministry of Education and Child Care	**197,668,054**	194,452,899
Provincial Grants - Other	**417,800**	**300,800**
Federal Grants	**362,900**	**319,910**
Tuition		
Summer School Fees	**44,650**	**33,490**
Continuing Education	**1,225,288**	**1,467,705**
International and Out of Province Students	**9,948,983**	**9,933,815**
Total Tuition	**11,218,921**	11,435,010
Other Revenues		
Funding from First Nations	**613,078**	**491,472**
Miscellaneous		
Revenue Generation	**64,000**	**79,000**
Partnership Program	**208,190**	**135,800**
Miscellaneous	**387,296**	**102,080**
Transportation	**108,546**	**108,546**
Before and After School Programming	**242,351**	**153,521**
Ridge Meadows College	**9,705**	**11,078**
BC Hydro Grant	**60,000**	**60,000**
Total Other Revenue	**1,693,166**	1,141,497
Rentals and Leases	**825,904**	**809,844**
Investment Income	**1,662,500**	**1,662,500**
Total Operating Revenue	**213,849,245**	210,122,460

School District No. 42 (Maple Ridge-Pitt Meadows)

Amended Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2025

	2025 Amended Annual Budget	2025 Annual Budget
	$	$
Salaries		
Teachers	**90,849,957**	90,135,401
Principals and Vice Principals	**10,078,560**	9,849,018
Educational Assistants	**26,191,046**	24,385,097
Support Staff	**15,204,887**	15,055,332
Other Professionals	**7,772,873**	7,672,162
Substitutes	**6,951,965**	6,934,613
Total Salaries	**157,049,288**	154,031,623
Employee Benefits	**40,976,025**	40,580,389
Total Salaries and Benefits	**198,025,313**	194,612,012
Services and Supplies		
Services	**8,190,018**	6,798,403
Student Transportation	**824,735**	757,960
Professional Development and Travel	**1,240,967**	953,613
Rentals and Leases	**6,457**	2,000
Dues and Fees	**169,873**	165,540
Insurance	**1,038,613**	917,484
Supplies	**4,511,637**	3,987,211
Utilities	**2,788,184**	2,807,146
Total Services and Supplies	**18,770,484**	16,389,357
Total Operating Expense	**216,795,797**	211,001,369

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	$	$	$	$	$	$	$
1 Instruction							
1.02 Regular Instruction	69,666,570	431,573	227,782	586,059	-	3,556,437	**74,468,421**
1.03 Career Programs	395,940	33,480	550,070	-	-	31,786	**1,011,276**
1.07 Library Services	1,505,682	-	-	6,276	-	67,170	**1,579,128**
1.08 Counselling	2,310,858	-	-	-	-	105,696	**2,416,554**
1.10 Inclusive Education	10,027,011	1,973,771	24,099,355	1,803,790	189,023	2,062,440	**40,155,390**
1.20 Early Learning and Child Care	-	-	46,056	8,450	-	-	**54,506**
1.30 English Language Learning	2,527,254	-	-	-	-	108,339	**2,635,593**
1.31 Indigenous Education	748,231	224,845	941,542	56,332	-	39,650	**2,010,600**
1.41 School Administration	-	6,903,148	-	3,150,498	1,000	367,351	**10,421,997**
1.60 Summer School	497,904	17,840	122,945	27,932	-	2,520	**669,141**
1.61 Continuing Education	-	16,740	-	147,044	904,484	10,538	**1,078,806**
1.62 International and Out of Province Students	3,110,865	308,173	-	510,244	254,226	186,873	**4,370,381**
1.64 Other	14,282	-	184,546	-	427,500	-	**626,328**
Total Function 1	**90,804,597**	**9,909,570**	**26,172,296**	**6,296,625**	**1,776,233**	**6,538,800**	**141,498,121**
4 District Administration							
4.11 Educational Administration	-	-	-	52,572	1,319,342	6,000	**1,377,914**
4.20 Early Learning and Child Care	-	-	-	-	-	-	-
4.40 School District Governance	-	-	-	-	455,205	-	**455,205**
4.41 Business Administration	-	168,990	2,750	692,913	2,187,902	54,062	**3,106,617**
Total Function 4	**-**	**168,990**	**2,750**	**745,485**	**3,962,449**	**60,062**	**4,939,736**
5 Operations and Maintenance							
5.20 Early Learning and Child Care	-	-	-	58,370	-	-	**58,370**
5.41 Operations and Maintenance Administration	45,360	-	16,000	204,797	1,476,021	63,859	**1,806,037**
5.50 Maintenance Operations	-	-	-	7,332,142	518,054	289,244	**8,139,440**
5.52 Maintenance of Grounds	-	-	-	543,929	-	-	**543,929**
5.56 Utilities	-	-	-	-	-	-	-
Total Function 5	**45,360**	**-**	**16,000**	**8,139,238**	**1,994,075**	**353,103**	**10,547,776**
7 Transportation and Housing							
7.41 Transportation and Housing Administration	-	-	-	23,539	40,116	-	**63,655**
7.70 Student Transportation	-	-	-	-	-	-	-
7.73 Housing							-
Total Function 7	**-**	**-**	**-**	**23,539**	**40,116**	**-**	**63,655**
9 Debt Services							
9.92 Interest on Bank Loans							-
9.94 Interest on Temporary Borrowing							-
Total Function 9	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total Functions 1 - 9	**90,849,957**	**10,078,560**	**26,191,046**	**15,204,887**	**7,772,873**	**6,951,965**	**157,049,288**

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2025 Amended Annual Budget	2025 Annual Budget
	$	$	$	$	$	$
1 Instruction						
1.02 Regular Instruction	**74,468,421**	18,333,593	**92,802,014**	2,555,037	**95,357,051**	94,983,019
1.03 Career Programs	**1,011,276**	274,354	**1,285,630**	884,408	**2,170,038**	1,842,611
1.07 Library Services	**1,579,128**	391,667	**1,970,795**	192,202	**2,162,997**	2,169,080
1.08 Counselling	**2,416,554**	598,779	**3,015,333**	114,335	**3,129,668**	3,075,897
1.10 Inclusive Education	**40,155,390**	11,134,824	**51,290,214**	828,166	**52,118,380**	49,472,921
1.20 Early Learning and Child Care	**54,506**	16,050	**70,556**	-	**70,556**	70,015
1.30 English Language Learning	**2,635,593**	653,399	**3,288,992**	44,722	**3,333,714**	3,288,588
1.31 Indigenous Education	**2,010,600**	545,799	**2,556,399**	334,207	**2,890,606**	2,699,041
1.41 School Administration	**10,421,997**	2,869,690	**13,291,687**	383,006	**13,674,693**	13,321,470
1.60 Summer School	**669,141**	162,075	**831,216**	15,947	**847,163**	617,331
1.61 Continuing Education	**1,078,806**	201,123	**1,279,929**	308,275	**1,588,204**	1,673,055
1.62 International and Out of Province Students	**4,370,381**	1,087,328	**5,457,709**	2,400,829	**7,858,538**	7,810,587
1.64 Other	**626,328**	164,427	**790,755**	397,212	**1,187,967**	997,340
Total Function 1	**141,498,121**	**36,433,108**	**177,931,229**	**8,458,346**	**186,389,575**	182,020,955
4 District Administration						
4.11 Educational Administration	**1,377,914**	418,541	**1,796,455**	537,243	**2,333,698**	2,294,310
4.20 Early Learning and Child Care	**-**	-	**-**	2,298	**2,298**	2,298
4.40 School District Governance	**455,205**	70,977	**526,182**	244,324	**770,506**	654,715
4.41 Business Administration	**3,106,617**	864,832	**3,971,449**	1,463,863	**5,435,312**	4,898,204
Total Function 4	**4,939,736**	**1,354,350**	**6,294,086**	**2,247,728**	**8,541,814**	7,849,527
5 Operations and Maintenance						
5.20 Early Learning and Child Care	**58,370**	17,190	**75,560**	12,600	**88,160**	87,580
5.41 Operations and Maintenance Administration	**1,806,037**	442,718	**2,248,755**	1,144,056	**3,392,811**	3,269,988
5.50 Maintenance Operations	**8,139,440**	2,551,547	**10,690,987**	2,559,605	**13,250,592**	12,780,071
5.52 Maintenance of Grounds	**543,929**	160,185	**704,114**	355,486	**1,059,600**	949,732
5.56 Utilities	**-**	-	**-**	3,252,648	**3,252,648**	3,272,965
Total Function 5	**10,547,776**	**3,171,640**	**13,719,416**	**7,324,395**	**21,043,811**	20,360,336
7 Transportation and Housing						
7.41 Transportation and Housing Administration	**63,655**	16,927	**80,582**	1,000	**81,582**	82,358
7.70 Student Transportation	**-**		**-**	739,015	**739,015**	688,193
7.73 Housing	**-**		**-**		**-**	-
Total Function 7	**63,655**	**16,927**	**80,582**	**740,015**	**820,597**	770,551
9 Debt Services						
9.92 Interest on Bank Loans			**-**		**-**	-
9.94 Interest on Temporary Borrowing			**-**		**-**	-
Total Function 9	**-**	**-**	**-**	**-**	**-**	-
Total Functions 1 - 9	**157,049,288**	**40,976,025**	**198,025,313**	**18,770,484**	**216,795,797**	211,001,369

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule 3

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

	2025 Amended Annual Budget	2025 Annual Budget
	$	$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	**33,991,716**	27,297,778
Other Revenue	**5,195,000**	5,195,000
Total Revenue	**39,186,716**	32,492,778
Expenses		
Instruction	**38,255,826**	31,669,078
District Administration	**151,102**	117,694
Operations and Maintenance	**446,744**	443,816
Transportation and Housing	**96,044**	72,190
Total Expense	**38,949,716**	32,302,778
Net Revenue (Expense)	**237,000**	190,000
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	**(237,000)**	(190,000)
Total Net Transfers	**(237,000)**	(190,000)
Budgeted Surplus (Deficit), for the year	**-**	-

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	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		5,537	176,406	1,332,378			86,078		
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	517,597	678,503			256,000	56,350	305,597	636,848	829,033
Other			35,000	4,800,000					
	517,597	678,503	35,000	4,800,000	256,000	56,350	305,597	636,848	829,033
Less: Allocated to Revenue	517,597	684,040	35,000	4,800,000	256,000	56,350	391,675	636,848	829,033
Deferred Revenue, end of year	-	-	**176,406**	**1,332,378**	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	517,597	684,040			256,000	56,350	391,675	636,848	829,033
Other Revenue			35,000	4,800,000					
	517,597	684,040	35,000	4,800,000	256,000	56,350	391,675	636,848	829,033
Expenses									
Salaries									
Teachers	-	-	-	-	-	20,558	142,045	28,310	-
Principals and Vice Principals	-	-	-	-	-	-	47,476	35,690	230,387
Educational Assistants	-	566,406	-	40,000	182,944	-	-	389,735	-
Support Staff	188,700	-	-	25,000	-	-	-	-	90,473
Other Professionals	-	-	-	-	-	-	-	-	-
Substitutes	-	-	-	20,000	-	-	-	21,651	348,552
	188,700	566,406	-	85,000	182,944	20,558	189,521	475,386	669,412
Employee Benefits	31,300	117,634	-	15,000	65,862	5,162	47,564	133,283	140,121
Services and Supplies	107,597	-	35,000	4,700,000	7,194	30,630	154,590	28,179	19,500
District Entered	-	-		-	-	-	-	-	
	327,597	684,040	35,000	4,800,000	256,000	56,350	391,675	636,848	829,033
Net Revenue (Expense) before Interfund Transfers	190,000	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(190,000)								
Tangible Capital Assets - Work in Progress	-								
Other	-								
	(190,000)	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule 3A

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Early Childhood Education Dual Credit Program	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning
	$	$	$	$	$	$	$	$	$
Deferred Revenue, beginning of year			25,543	101,510	708	14,141	67,686	10,675	37,859
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	23,680,952	4,035,826	70,501	51,000	6,750	45,000	-	19,000	175,000
Other									
	23,680,952	4,035,826	70,501	51,000	6,750	45,000	-	19,000	175,000
Less: Allocated to Revenue	23,680,952	4,035,826	96,044	152,510	7,458	59,141	67,686	29,675	212,859
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	23,680,952	4,035,826	96,044	152,510	7,458	59,141	67,686	29,675	212,859
Other Revenue									
	23,680,952	4,035,826	96,044	152,510	7,458	59,141	67,686	29,675	212,859
Expenses									
Salaries									
Teachers	18,899,403	1,510,610	-	-	-	-	-	-	56,542
Principals and Vice Principals	-	-	-	-	-	-	-	-	-
Educational Assistants	-	-	-	-	1,635	8,350	-	4,000	-
Support Staff	-	-	-	-	-	22,551	-	-	-
Other Professionals	-	-	-	-	-	5,895	-	-	82,000
Substitutes	-	1,510,610	-	3,933	2,556	-	-	5,600	-
	18,899,403	3,021,220	-	3,933	4,191	36,796	-	9,600	138,542
Employee Benefits	4,781,549	1,014,606	-	936	594	6,706	-	2,400	34,709
Services and Supplies	-	-	96,044	147,641	2,673	15,639	67,686	17,675	39,608
District Entered	-	-	-	-		-	-	-	-
	23,680,952	4,035,826	96,044	152,510	7,458	59,141	67,686	29,675	212,859
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased									
Tangible Capital Assets - Work in Progress									
Other									
	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 42 (Maple Ridge-Pitt Meadows)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Feeding Futures Fund	Health Career Grants	YES Foundation	TOTAL
	$	$	$	$
Deferred Revenue, beginning of year	138,501	30,247	405,098	**2,432,367**
Add: Restricted Grants				
Provincial Grants - Ministry of Education and Child Care	1,867,774	241,500		**33,473,231**
Other			360,000	**5,195,000**
	1,867,774	241,500	360,000	**38,668,231**
Less: Allocated to Revenue	2,006,275	271,747	360,000	**39,186,716**
Deferred Revenue, end of year	-	-	**405,098**	**1,913,882**
Revenues				
Provincial Grants - Ministry of Education and Child Care	2,006,275	271,747		**33,991,716**
Other Revenue			360,000	**5,195,000**
	2,006,275	271,747	360,000	**39,186,716**
Expenses				
Salaries				
Teachers	-	57,214	-	**20,714,682**
Principals and Vice Principals	-	-	-	**313,553**
Educational Assistants	327,391	23,000	-	**1,543,461**
Support Staff	-	-	-	**326,724**
Other Professionals	93,655	-	-	**181,550**
Substitutes	4,956	-	-	**1,917,858**
	426,002	80,214	-	**24,997,828**
Employee Benefits	121,242	21,188	-	**6,539,856**
Services and Supplies	1,432,031	150,345	360,000	**7,412,032**
District Entered	-	-	-	-
	1,979,275	251,747	360,000	**38,949,716**
Net Revenue (Expense) before Interfund Transfers	27,000	20,000	-	**237,000**
Interfund Transfers				
Tangible Capital Assets Purchased	(27,000)	(20,000)		**(237,000)**
Tangible Capital Assets - Work in Progress				-
Other				-
	(27,000)	(20,000)	-	**(237,000)**
Net Revenue (Expense)	-	-	-	-

School District No. 42 (Maple Ridge-Pitt Meadows)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2025

	2025 Amended Annual Budget			
	Invested in Tangible Capital Assets	**Local Capital**	**Fund Balance**	2025 Annual Budget
	$	**$**	**$**	$
Revenues				
Amortization of Deferred Capital Revenue	6,882,573		**6,882,573**	6,752,983
Total Revenue	**6,882,573**	**-**	**6,882,573**	6,752,983
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	10,940,062		**10,940,062**	10,682,550
Total Expense	**10,940,062**	**-**	**10,940,062**	10,682,550
Net Revenue (Expense)	**(4,057,489)**	**-**	**(4,057,489)**	(3,929,567)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,158,474		**1,158,474**	518,975
Local Capital		1,300,432	**1,300,432**	1,080,432
Total Net Transfers	**1,158,474**	**1,300,432**	**2,458,906**	1,599,407
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	3,625,746	(3,625,746)	**-**	
Total Other Adjustments to Fund Balances	**3,625,746**	**(3,625,746)**	**-**	
Budgeted Surplus (Deficit), for the year	**726,731**	**(2,325,314)**	**(1,598,583)**	(2,330,160)

School District No. 42 (Maple Ridge-Pitt Meadows)
Schedule of Changes in Operating Fund
Period Ended December 31, 2024

	2024/25 Preliminary Budget	Actual to Dec 31, 2024	2024/25 Amended Budget	2024/25 Budget Change
Operating Revenue by Source		$	$	$
Grants				
Provincial Grants - Ministry of Education and Child Care	$ 191,626,007	77,906,335	193,631,294	2,005,287
Local Education Agreement (LEA) Recovery	(491,472)	(199,830)	(613,078)	(121,606)
Other Ministry of Education and Child Care Grants	3,318,364	1,147,602	4,649,838	1,331,474
Provincial Grants - Other	300,800	145,630	417,800	117,000
Federal Grants	319,910	113,582	362,900	42,990
Total Grants	**195,073,609**	**79,113,319**	**198,448,754**	**3,375,145**
Tuition	11,435,010	5,218,372	11,218,921	(216,089)
Other Revenue	650,025	377,541	1,080,088	430,063
LEA - Direct Funding from First Nations	491,472	296,128	613,078	121,606
Rentals & Leases	809,844	443,022	825,904	16,060
Investment Income	1,662,500	882,610	1,662,500	-
Total Other Revenue	**15,048,851**	**7,217,673**	**15,400,491**	**351,640**
Total Operating Revenue	**210,122,460**	**86,330,992**	**213,849,245**	**3,726,785**
Operating Expense by Type				
Salaries				
Teachers	90,135,401	36,725,174	90,849,958	714,557
Principals and Vice Principals	9,849,018	5,037,464	10,078,561	229,543
Educational Assistants	24,385,097	10,802,392	26,191,045	1,805,948
Support Staff	15,055,332	6,771,221	15,204,885	149,553
Other Professionals	7,672,162	3,861,081	7,772,874	100,712
Substitutes	6,934,613	2,586,577	6,951,965	17,352
Total Salaries	**154,031,623**	**65,783,910**	**157,049,288**	**3,017,665**
Employee Benefits	40,580,389	15,867,606	40,976,025	395,636
Total Salaries and Benefits	**194,612,012**	**81,651,516**	**198,025,313**	**3,413,301**
Services and Supplies				
Services	6,798,403	4,582,850	8,190,018	1,391,615
Student Transportation	757,960	309,063	824,735	66,775
Professional Development and Travel	953,613	602,310	1,240,967	287,354
Rentals and Leases	2,000	3,834	6,457	4,457
Dues and Fees	165,540	139,666	169,873	4,333
Insurance	917,484	647,417	1,038,613	121,129
Supplies	3,987,211	1,898,536	4,511,637	524,426
Utilities	2,807,146	998,391	2,788,184	(18,962)
Total Services and Supplies	**16,389,357**	**9,182,067**	**18,770,484**	**2,381,127**
Total Operating Expenses	**211,001,369**	**90,833,584**	**216,795,797**	**5,794,428**
Interfund & Local Capital				
Tangible Capital Assets Purchased	328,975	104,755	921,474	592,499
Transfer to Local Capital	1,080,432	1,300,432	1,300,432	220,000
Total Interfund and Local Capital	**1,409,407**	**1,405,187**	**2,221,906**	**812,499**
Total Expenses	**212,410,776**	**92,238,771**	**219,017,703**	**6,606,927**
Surplus (Deficit) for the year, before appropriations	**(2,288,316)**	**(5,907,779)**	**(5,168,458)**	**(2,880,142)**
Use of 2023/24 Appropriated Surplus in 2024/25	2,288,316	5,168,458	5,168,458	2,880,142
Operating Surplus (Deficit)	**$ -**	**(739,321)**	**-**	**-**

School District No. 42 (Maple Ridge-Pitt Meadows)
Schedule of Changes in Special Purpose Funds
Period Ended December 31, 2024

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	Community LINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Early Childhood Education Dual Credit Program	Student & Family Affordability	SEY2KT (Early Years to Kindergarten)	ECL (Early Care & Learning)	Feeding Futures Fund	Health Career Grants	Dual Credit Expansion Fund	Youth Education Support Fund	Total
	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
Deferred Revenue, Jul 1, 2024	**-**	**5,537**	**176,406**	**1,332,378**	**-**	**-**	**86,078**	**-**	**-**	**-**	**-**	**25,543**	**101,510**	**708**	**14,141**	**67,686**	**10,675**	**37,859**	**138,501**	**30,247**	**-**	**405,098**	**2,432,367**
Add: Restricted Grants																							
Provincial Grants - MECC	517,597	271,401			179,200	39,445	305,597	254,739	331,613	8,816,371	-	70,501	51,000	4,725	45,000	-	13,300	87,500	1,319,197	50,000	191,500		**12,548,686**
Other			34,609	2,846,265																		109,946	**2,990,819**
Investment Income			-																				**-**
	517,597	271,401	34,609	2,846,265	179,200	39,445	305,597	254,739	331,613	8,816,371	-	70,501	51,000	4,725	45,000	-	13,300	87,500	1,319,197	50,000	191,500	109,946	**15,539,505**
Less: Allocated to Revenue	327,084	298,197	-	1,786,224	107,508	10,514	133,852	254,112	440,137	8,918,505	155,460	80,498	21,127	2,592	26,292	456	9,779	78,412	717,376	4,601	21,770	153,356	**13,547,852**
Deferred Revenue, Dec 31, 2024	**190,513**	**(21,259)**	**211,015**	**2,392,419**	**71,692**	**28,931**	**257,823**	**627**	**(108,524)**	**(102,134)**	**(155,460)**	**15,546**	**131,383**	**2,841**	**32,849**	**67,230**	**14,196**	**46,947**	**740,322**	**75,646**	**169,730**	**361,688**	**4,424,020**
Revenue																							
Provincial Grants - MECC	327,084	298,197			107,508	10,514	133,852	254,112	440,137	8,918,505	155,460	80,498	21,127	2,592	26,292	456	9,779	78,412	717,376	4,601	21,770		**11,608,272**
Other			-	1,786,224																		153,356	**1,939,580**
Investment Income																							**-**
Total Revenue	**327,084**	**298,197**	**-**	**1,786,224**	**107,508**	**10,514**	**133,852**	**254,112**	**440,137**	**8,918,505**	**155,460**	**80,498**	**21,127**	**2,592**	**26,292**	**456**	**9,779**	**78,412**	**717,376**	**4,601**	**21,770**	**153,356**	**13,547,852**
Expenses																							
Salaries																							
Teachers					8,158	56,978	11,516	-	7,269,596	-	-	-	-	-	-	-	22,434	-	962	1,924	-	**7,371,568**
Principals and Vice Principals						23,985	18,407	110,726			-	-	-	-	-	-	-	-		-	-	**153,118**
Educational Assistants	-	227,505		1,316	76,062	69	807	168,039	-	-	-	-		-	-	-	415	-	125,710	2,439	9,522	-	**611,884**
Support Staff	86,850			(4,919)	-			-	37,521		-	-	-	-	15,957	-	-	-	-		-	-	**135,409**
Other Professionals								324	-			-	-	-	1,565	-	-	32,763	50,799			-	**85,451**
Substitutes	-			761	102	-	1,988		218,658	5,437	153,786	-	-	1,731	-	-	495	-	-		704	-	**383,662**
Total Salaries	**86,850**	**227,505**	**-**	**(2,842)**	**76,164**	**8,227**	**83,758**	**198,286**	**366,905**	**7,275,033**	**153,786**	**-**	**-**	**1,731**	**17,522**	**-**	**910**	**55,197**	**176,509**	**3,401**	**12,150**	**-**	**8,741,092**
Employee Benefits	25,779	70,692		694	28,329	1,809	18,144	55,826	73,231	1,643,472	1,674	-	-	370	2,208	-	104	14,272	48,277	333	4,555	-	**1,989,769**
Services and Supplies	59,211		-	1,762,023	3,015	478	31,950	-	-		-	80,498	21,127	491	6,562	456	8,765	8,943	482,612	867	2,011	116,996	**2,586,005**
Total Expenses	**171,840**	**298,197**	**-**	**1,759,875**	**107,508**	**10,514**	**133,852**	**254,112**	**440,137**	**8,918,505**	**155,460**	**80,498**	**21,127**	**2,592**	**26,292**	**456**	**9,779**	**78,412**	**707,398**	**4,601**	**18,716**	**116,996**	**13,316,867**
Net Revenue before Interfund Transfers	**155,244**	**-**	**-**	**26,349**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**9,978**	**-**	**3,054**	**36,360**	**230,985**
Interfund Transfers																							
Tangible Capital Assets Purchased	(155,244)	-	-	(26,349)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(9,978)	-	(3,054)	(36,360)	**(230,985)**
Net Revenue (Expense)	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**

School District No. 42 (Maple Ridge-Pitt Meadows)
Schedule of Changes in Capital Funds
Period Ended December 31, 2024

	2024/25 Amended Annual Budget	2024/25 Actual Results to Dec 31, 2024		
		Invested in Tangible Capital Assets	Local Capital	Fund Balance
Revenue	$	$	$	$
Provincial Grants - MECC				
School Site Acquisition Fees Spent				-
Other Revenue			70,287	70,287
Investment Income			-	-
Amortization of Deferred Capital Revenue	6,882,573	3,407,519		3,407,519
Total Revenue	**6,882,573**	**3,407,519**	**70,287**	**3,477,807**
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	10,940,062	5,361,770		5,361,770
Total Expenses	**10,940,062**	**5,361,770**		**5,361,770**
Capital Surplus (Deficit) for the year	**(4,057,489)**	**(1,954,250)**	**70,287**	**(1,883,963)**
Net Transfers from other funds				
Tangible Capital Assets Purchased	1,158,474	335,741		335,741
Local Capital	1,300,432		1,300,432	1,300,432
Total Net Transfers	**2,458,906**	**335,741**	**1,300,432**	**1,636,173**
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital		1,192,517	(1,192,517)	-
Tangible Capital Assets WIP Purchased from Local Capital		392,772	(392,772)	-
Total Other Adjustments to Fund Balances		1,585,289	(1,585,289)	-
Total Capital Surplus (Deficit) for the period	**(1,598,583)**	**(33,220)**	**(214,570)**	**(247,790)**
Accumulated Capital Surplus, beginning of year		71,985,662	9,412,599	81,398,261
Accumulated Capital Surplus, Dec 31, 2024		**71,952,442**	**9,198,029**	**81,150,471**

Public Board Meeting
March 5, 2025
Information Memo
Item #7

From: Teresa Downs, Superintendent of Schools

Topic: **Superintendent's Update**

BACKGROUND:

The Superintendent will provide the Board with a verbal update.

RECOMMENDATION:

THAT the Board receive the Superintendent's Update, for information.

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Public Board Meeting
March 5, 2025
Information Memo
Item #8

From: Richard Rennie, Secretary Treasurer

Topic: **Trustee Remuneration for 2025/26**

BACKGROUND

In accordance with Board Policy: 2920 Trustees' Remuneration and associated procedures trustee remuneration may be adjusted for a cost of living adjustment on July 1st each year, based on the Metro Vancouver Consumer Price Index (CPI) differential comparing annual average indexes of the previous two years. The cost of living adjustment will be rounded to the nearest $100.

On May 18, 2022, the Board approved that, for the period 2022 to 2026, trustee remuneration be adjusted on an annual basis effective on July 1 each year based on the Metro Vancouver Consumer Price Index differential for the prior year.

Base trustee remuneration for 2025/26 is calculated as follows:

Trustee remuneration for 2024/25	$ 31,400
CPI Vancouver change for 2024 (2.6%)	800
Trustee remuneration for 2025/26	$ 32,200

In recognition of the added responsibilities of their respective roles, the remuneration paid to the Chairperson is set at $3,000 per annum above the base trustee rate and for the Vice-Chairperson is set at $1,500 per annum above the base trustee rate.

In addition to the base remuneration, all trustees will continue to receive an annual automobile allowance for in district travel of $750.

Total trustee remuneration for 2025/26 is as follows:

Role	Base Remuneration	Automobile Allowance	Total Remuneration
Trustee	$32,200	$750	$32,950
Vice-Chairperson	$33,700	$750	$34,450
Chairperson	$35,200	$750	$35,950

RECOMMENDATION

THAT the Board receive the Trustee Remuneration for 2025/26 for information.

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Public Board Meeting
March 5, 2025
Information Memo
Item #9

From: Board Policy Development Committee
Teresa Downs, Superintendent of Schools

Topic: **Policies for Consultation**

BACKGROUND

The Board Policy Development Committee has developed a work plan for 2022 to 2026 with a goal of reviewing all existing board policies over the four-year term.

On February 26, 2025, the Committee met, reviewed, and is proposing updates to the following policies as outlined in the attachments:

- 7201: Recruitment and Selection of District Leadership Personnel
  - **Attachment A1**: Clean copy of proposed updates
  - **Attachment A2**: Tracked changes version
- 7230: Personal Full-Time Leave of Absence
  - **Attachment B1**: Clean copy of proposed updates
  - **Attachment B2**: Tracked changes version
- 7610: Compensation Administration for Excluded Employees
  - **Attachment C1**: Clean copy of proposed updates
  - **Attachment C2**: Tracked changes version
- 7810: Performance Evaluation for Excluded Employees
  - **Attachment D1**: Clean copy of proposed updates
  - **Attachment D2**: Tracked changes version

Input from education partners and the public will be invited from March 6, 2025 to noon on April 2, 2025. After receiving input, the Committee will have another opportunity to review the proposed policies before they are presented to the Board for approval on April 16, 2025.

RECOMMENDATION

THAT the Board receive the following policies for information and continuation of the consultation process:

- **7201: Recruitment and Selection of District Leadership Personnel**
- **7230: Personal Full-Time Leave of Absence**
- **7610: Compensation Administration for Excluded Employees**
- **7810: Performance Evaluation for Excluded Employees**

SD42 POLICY: 7201

RECRUITMENT AND SELECTION OF DISTRICT LEADERSHIP PERSONNEL

PHILOSOPHY

The Board of Education ("Board") believes that the recruitment and selection of district leadership personnel is a shared responsibility between the Board and the Superintendent of Schools ("Superintendent").

The Board's objective is to consistently hire and retain employees who have a desire for excellence and to ensure that our recruitment and selection practices are viewed as fair and professional to both current employees and external candidates.

The Board wants to enable all employees to reach their potential insofar as this is possible within the organization's objectives. Since each appointment is viewed as a key business decision, the organization will view skills, knowledge, and ability as the major factors in selecting individuals for all district leadership vacancies.

ROLES AND RESPONSIBILITIES

The Board serves a governance role in the recruitment and selection of personnel, and is responsible for setting policy and providing oversight to the process.

The Superintendent is responsible for developing specific recruitment, selection, and assignment procedures for the implementation of this Board policy.

AUTHORITY

The Board has the sole authority to recruit and select an individual for the position of Superintendent.

The Superintendent is delegated full authority to recruit and select staff for all other district leadership positions, including Principals and Vice-Principals.

The Superintendent is delegated full authority to make all decisions regarding the term and/or continuing appointments of all district leadership staff.

At the recommendation of the Superintendent the Board shall ratify the appointments of the following district leadership positions: Secretary Treasurer, Deputy Superintendent, Assistant Superintendents, Directors, Principals and Vice-Principals.

APPROVED: June 26, 2013

UPDATED: March 2025

SD42 POLICY: 7201

RECRUITMENT AND SELECTION OF DISTRICT LEADERSHIP PERSONNEL

PHILOSOPHY

The Board of Education ("Board") believes that the recruitment and selection of ~~District~~district leadership personnel is a shared responsibility between the Board and the Superintendent of Schools~~.~~ ("Superintendent").

The Board's objective is to consistently hire and retain employees who have a desire for excellence and to ensure that our recruitment and selection practices are viewed as fair and professional to both current employees and external candidates.

The Board wants to enable all employees to reach their potential insofar as this is possible within the organization's objectives. Since each appointment is viewed as a key business decision, the organization will view skills, knowledge, and ability as the major factors in selecting individuals for ~~vacant or new positions.~~all district leadership vacancies.

ROLES AND RESPONSIBILITIES

The Board serves a governance role in the recruitment and selection of personnel, and is responsible for setting policy and providing oversight to the process.

The Superintendent is responsible for developing specific recruitment, selection, and assignment procedures for the implementation of this Board policy.

AUTHORITY

The Board has the sole authority to recruit and select an individual for the position of Superintendent ~~of Schools~~.

The Superintendent is delegated full authority to recruit and select staff for all other district ~~based positions, including Secretary Treasurer, Deputy Superintendent, Assistant Superintendents and Directors of Instruction.~~

~~The Superintendent is delegated full authority to recruit and select staff for all school- based~~leadership positions, including Principals and Vice-Principals.

The Superintendent is delegated full authority to make all decisions regarding the term and/or continuing appointments of ~~administrators~~all district leadership staff.

At the recommendation of the Superintendent the Board shall ratify the appointments of the following district leadership positions: Secretary Treasurer, Deputy Superintendent, Assistant Superintendents, Directors, Principals and Vice-Principals.

~~In the event of an unexpected or short-term vacancy, the Superintendent may appoint an 'Acting Principal' or 'Acting Vice-Principal' without going through a formal selection process. Temporary appointments exceeding twenty days will be brought to the Board for ratification at the next scheduled Board meeting.~~

~~Principals and Vice-Principals are authorized to designate a teacher to be in charge when they are absent from the school for less than five days.~~

APPROVED: June 26, 2013

~~AMENDED: December 11, 2019~~UPDATED: March 2025

SD42 POLICY: 7230

PERSONAL FULL-TIME LEAVE OF ABSENCE

PHILOSOPHY

The Board of Education ("Board") recognizes that a continuing employee may apply for a personal full-time leave of absence in accordance with this policy. If a replacement deemed suitable by the Superintendent or designate is available for the full duration of a personal full-time leave of absence then the Superintendent or designate will consider such an application provided that the request aligns with this policy's guiding principles.

AUTHORITY

The Board assigns the responsibility for the implementation of this policy to the Superintendent of Schools.

GUIDING PRINCIPLES

When considering applications from employees for a personal full-time leave of absence, the Superintendent or designate will be guided, but not be limited by:

A. Service Requirement

To be considered for a personal full-time leave of absence, an employee must have continuing status and have provided five or more years of continuous service to School District No. 42.

B. Period of Leave

The personal full-time leave of absence shall be taken for a period which, in the view of the Superintendent or designate, coincides with the staffing demands and work requirements of the affected school or department in question. The personal full-time leave of absence shall be one work year, defined by the employee's position (e.g. 10-month, 12-month).

C. Percent Leave - personal full-time leave of absence

Leave of Absence shall be a full-time leave covering 100% of the employee's assignment.

D. Return to Work

When applying for a personal full-time leave of absence, the employee shall provide the Superintendent or designate with a "return to work date".

1. Only with the written agreement of the Superintendent or designate will an employee be permitted to return to work prior to the "return to work date".
2. The employee may request and the Superintendent or designate will consider extending the personal full-time leave of absence beyond the initial period of leave, for a second full year, as defined in Section B above.
3. The employee must provide the Superintendent or designate with a minimum of three months written notice confirming their "return to work" date. Failure to do so will be considered by the employer as a resignation–effective immediately.

E. Assignment/position upon return to work

The position that the employee assumes on the "return to work date" shall be guided by the employee's collective agreement. For employees not covered by a collective agreement, the assignment/position upon "return to work" shall be determined by the Superintendent or designate prior to commencement of the leave.

F. Cost

The personal full-time leave of absence shall be at no cost to the employer.

G. Benefit Coverage

During the employee's personal full-time leave of absence, the employer will continue benefit coverage only if the employee requests such continuance in writing at the time of the leave application and pays the full premium (both the employee's and employer's share), subject to any applicable benefit policies.

H. Illness During Leave

An employee on a personal full-time leave of absence who experiences an incapacitating illness which prevents a return to work on the "return to work date" shall be entitled to their sick leave benefits commencing on the "return to work date" provided they have sufficient sick leave credits and provided that the employee produces to the Superintendent or designate a disability certificate acceptable to the Superintendent of designate, duly completed by an attending physician.

APPROVED: **November 15, 2017**
UPDATED: March 2025

SD42 POLICY: 7230

PERSONAL FULL-TIME LEAVE OF ABSENCE

PHILOSOPHY:

The Board of Education ("Board") recognizes that ifa continuing employee may apply for a personal full-time leave of absence in accordance with this policy. If a replacement deemed suitable toby the BoardSuperintendent or designate is available for the full duration of a personal full-time leave of absence (LOA) then the BoardSuperintendent or designate will consider such an application, after a period of service with provided that the School District has been successfully undertakenrequest aligns with this policy's guiding principles.

AUTHORITY:

The Board assigns the responsibility for the implementation of the Personal Full Time Leave of Absencethis policy to the Superintendent of Schools and authorizes the Superintendent of Schools to establish procedures that will guide the implementation of this policy.

GUIDING PRINCIPLES:

When considering applications from employees for a personal full-time leave of absence, the Superintendent or designate will be guided, but not be limited by:

A. A. Service Requirement

To be considered for a personal full-time leave of absence, normally an employee must have continuing status and have provided five or more years of continuous service to School District No. 42.

B. B. Period of Leave

The personal full-time leave of absence shall be taken for a period which, in the view of the Superintendent or designate, coincides with the staffing demands and work requirements of the affected school or department in question. The personal full-time leave of absence shall be one work year, defined by the employee's position (e.g. 10-month, 12-month).

C. C. Percent Leave - personal full-time leave of absence

Leave of Absence shall be a full-time leave –covering 100% of the employee's assignment.

D. D. Return to Work

When applying for a personal full-time leave of absence, the employee shall provide the Superintendent or designate with a "return to work date".

1. 1.0 Only with the written agreement of the Superintendent or designate will an employee be permitted to return to work prior to the "return to work date".

2. ~~1.1~~ The employee may request and the Superintendent or designate will consider extending the personal full~~-~~-time leave of absence beyond the initial period of leave, for a second full year, as defined in Section B above.
3. ~~1.2 Failure to~~ The employee must provide ~~written confirmation of "return to work" notice, to be received by~~ the Superintendent or designate ~~at least~~ with a minimum of three months ~~prior to the~~ "written notice confirming their "return to work" date~~"~~,. Failure to do so will be considered by the ~~Board~~employer as a resignation~~-~~ effective immediately.

E. ~~E.~~ Assignment/position upon return to work

The position that the employee assumes on the "return to work date" shall be guided by the ~~employees'~~employee's collective agreement. For employees not covered by a collective agreement, the assignment/position upon "return to work" shall be determined by the Superintendent or designate~~,~~ prior to commencement of the leave.

F. ~~F.~~ Cost

The personal full~~-~~-time leave of absence shall be at no cost to the ~~Board~~employer.

G. ~~G.~~ Benefit Coverage

During the employee's personal full~~-~~-time leave of absence, the ~~Board~~employer will continue benefit coverage only ~~* IF *~~if the employee requests such continuance in writing at the time of the leave application and pays the full premium (both the employee's and employer's share), subject to ~~the~~any applicable benefit policies.

H. ~~H.~~ Illness During Leave

An employee on a personal full~~-~~-time leave of absence who ~~suffers any~~experiences an incapacitating illness which prevents a return to work on the "return to work date" shall be entitled to ~~be paid~~ their sick leave benefits commencing on the "return to work date" provided ~~there are~~they have sufficient sick leave credits and provided that the employee produces to the Superintendent or designate a disability certificate acceptable to the Superintendent of designate, duly completed by an attending physician.

APPROVED: **November 15, 2017**
~~REVIEWED: May 2021~~UPDATED: March 2025

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

SD42 POLICY: 7610

COMPENSATION ADMINISTRATION FOR EXCLUDED EMPLOYEES

PHILOSOPHY

The Board of Education ("Board") supports the development of a compensation framework for all excluded employees that ensures internally and externally equity while remaining competitive. This framework aims to attract high-caliber individuals to excluded positions, retain existing employees, and recognize and encourage strong performance.

At the core of the Board's compensation philosophy is a holistic approach to compensation and rewards – not only traditional, quantifiable elements such as salary and benefits (compensation), but also more intangible elements such as career opportunities, learning and career development, work challenge, and supportive culture (rewards). This total rewards model further integrates with plans that establish the Board's overall education, business, and human resources strategies and objectives.

Inherent in the Board's compensation philosophy are the following objectives:

- To attract and retain qualified, experienced, motivated, and high-potential employees who are committed to the Board's overarching goal of delivering a high-quality public education experience to our students.
- To support employees through the provision of meaningful career growth and development opportunities, and a performance-based organizational culture.
- To maximize within the overall compensation mandate both total compensation and non-monetary benefits to retain, reward and motivate high quality staff.

SCOPE

This policy applies to all excluded employees, defined as those not represented by a bargaining unit or occupying a position that is not covered by collective bargaining under the BC Labour Relations Code. Excluded employee groups include executives, exempt employees, and principals or vice principals including those in "district" designated positions.

ROLES AND RESPONSIBILITIES

The Board serves a governance role in compensation administration for excluded employees and is responsible for setting policy and providing oversight to the process.

The Board is solely responsible for the review and determination of compensation for the position of Superintendent of Schools.

The Superintendent of Schools is responsible for maintaining a competitive compensation structure and, subject to the compensation mandates and policy direction established by the Public Sector Employers' Council (PSEC), the Superintendent of Schools, the Secretary Treasurer and the Director, Human Resources are authorized to periodically update the excluded staff compensation structure for the Board's review and approval.

AUTHORITY

The Board has the sole authority to determine the compensation for the Superintendent of Schools.

The Superintendent of Schools is delegated full authority to establish the compensation for all other district-based excluded positions in accordance with Board approved compensation structure.

GUIDING PRINCIPLES

The Board shall establish and maintain a defensible, credible compensation structure for excluded employees, considering all elements of total compensation.

Compensation programs must comply with all statutory requirements under applicable legislation, including the BC Public Sector Employers Act (PSEA), BC Employment Standards Act, and any other applicable legislation.

The annual base salary component of total compensation be informed by an independent analysis of labour market conditions and provide for sufficient differential above supervised positions to attract and retain high-calibre individuals.

Subject to the compensation mandates and policy direction established by the Public Sector Employers' Council (PSEC), employees covered by this policy shall receive an annual salary increase until they reach 100% of their job rate, provided they have undergone a performance review by their direct supervisor and achieved an acceptable level of performance.

Terms of employment for excluded staff shall be documented in individual employment contracts, as well as letters of appointment, and general terms and conditions of employment approved by the Board.

APPROVED: January 24, 2018

UPDATED: March 2025

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

~~SD 42~~SD42 POLICY: 7610

COMPENSATION ADMINISTRATION FOR EXCLUDED EMPLOYEES

~~SCOPE~~

~~This policy applies to all excluded employees defined as those employees who are not represented by a bargaining unit or those employees who occupy a position that is not included with or covered by collective bargaining as defined under the BC Labour Relations Code. Excluded employee groups include employees who are designated as executive, exempt, and principal or vice principal (inclusive of "district" designated positions).~~

PHILOSOPHY

The Board of Education ("Board") supports the development of a compensation framework for all excluded employees ~~which~~that ensures ~~that compensation is~~ internally and externally ~~equitable as well as~~equity while remaining competitive~~ in order~~. This framework aims to attract ~~new~~high-caliber individuals ~~of high caliber into~~to excluded positions, retain existing employees, and recognize and encourage ~~individual employee~~strong performance.

At the core of the Board's compensation philosophy is ~~an integrated view of~~a holistic approach to compensation and rewards – not only traditional, quantifiable elements such as salary and benefits (compensation), but also more intangible elements such as career opportunities, learning and career development, work challenge, and supportive culture (rewards). This total rewards model further integrates with plans that establish the Board's overall education, business, and human resources strategies and objectives.

Inherent in the Board's compensation philosophy are the following objectives:

- To attract and retain qualified, experienced, motivated, and high-potential employees who are committed to the Board's overarching goal of delivering a high-quality public education experience to our students.
- To support employees through the provision of meaningful career growth and development opportunities, and a performance-based organizational culture.
- To maximize within the overall compensation mandate both total compensation and non-monetary benefits to retain, reward and motivate high quality staff.

SCOPE

This policy applies to all excluded employees, defined as those not represented by a bargaining unit or occupying a position that is not covered by collective bargaining under the BC Labour Relations Code. Excluded employee groups include executives, exempt employees, and principals or vice principals including those in "district" designated positions.

ROLES AND RESPONSIBILITIES

The Board serves a governance role in compensation administration for excluded employees~~,~~ and is responsible for setting policy and providing oversight to the process.

The Board is solely responsible for the review and determination of compensation for the position of Superintendent of Schools.

The Superintendent of Schools is responsible for maintaining a competitive compensation structure and, subject to the compensation mandates and policy direction established by the Public Sector Employers' Council (PSEC), the Superintendent of Schools~~ and~~, the Secretary Treasurer and the Director, Human Resources are authorized to periodically update the excluded staff compensation structure for the Board's review and approval.

AUTHORITY

The Board has the sole authority to determine the compensation for the~~ position of~~ Superintendent of Schools.

The Superintendent of Schools is delegated full authority to establish the compensation for all other district-based ~~positions, including Secretary Treasurer, Deputy Superintendent, Assistant Superintendent, Director of Human Resources and Directors of Instruction~~excluded positions in accordance with Board approved compensation structure.

GUIDING PRINCIPLES

The Board shall establish and maintain a defensible, credible compensation structure for ~~executive and exempt~~excluded employees, ~~taking into account~~considering all ~~the~~ elements of total compensation.

Compensation programs must ~~ensure compliance~~comply with all statutory requirements under applicable legislation, including the BC Public Sector Employers Act (PSEA), BC Employment Standards Act, and any other applicable legislation.

The annual base salary component of total compensation ~~should reflect~~be informed by an independent analysis of labour market conditions and provide for sufficient differential above ~~positions~~ supervised positions to attract and retain high-calibre individuals~~ of a high calibre~~.

Subject to the compensation mandates and policy direction established by the Public Sector Employers' Council (PSEC), ~~all~~ employees covered by this policy shall receive an annual salary increase until they reach 100% of their job rate, provided ~~that~~ they have ~~had~~undergone a performance review ~~conducted~~ by their direct supervisor and~~ have~~ achieved an acceptable level of performance.

Terms of employment for excluded staff shall be ~~recorded~~documented in individual ~~contracts of~~ employment contracts, as well as letters of appointment, and general terms and conditions of employment approved by the Board.

APPROVED: January 24, 2018

~~REVIEWED: June 2021~~
UPDATED: March 2025

ATTACHMENT D1

SD42 POLICY: 7810

PERFORMANCE EVALUATION FOR EXCLUDED EMPLOYEES

PHILOSOPHY

The Board of Education ("Board") believes that employee performance management is fundamental to its commitment to excellence. The Board encourages the implementation of practices that enable performance feedback and professional growth planning, supporting the success of our excluded employees and, by extension, the success of the School District.

SCOPE

This policy applies to all excluded employees, defined as those not represented by a bargaining unit or occupying a position that is not covered by collective bargaining under the BC Labour Relations Code. Excluded employee groups include executives, exempt employees, and principals or vice principals including those in "district" designated positions.

AUTHORITY

The Board authorizes the Superintendent of Schools to establish procedures for implementing this policy.

GUIDING PRINCIPLES

Employee performance management should be led by the supervisor, recognizing past contributions, assessing current performance, and identifying future growth plans in a timely and ongoing manner.

The purpose of the annual performance evaluation process is to:

- act as a conduit for ongoing performance communication between an employee and their supervisor,
- support the success of new employees within their probationary period,
- set clear performance and growth expectations for the following year,
- recognize and reward exceptional performance, enhancing employee motivation and morale,
- support employees in reaching their optimal performance and professional development,
- establish shared responsibility and accountability for job performance and meeting organizational objectives,
- enhance employee engagement by involving them in the evaluation process, promoting ownership of their performance and development;
- facilitate succession planning, positioning the organization to be prepared for future leadership and critical roles, and;
- support the Board's Compensation Administration for Excluded Employees Policy by informing compensation decisions related to salary increases, promotions, and any other compensation elements based on performance.

Supporting the growth of excluded employees may include coaching, mentorship, and provision of annual professional development funds to be utilized in line with the Board's Professional Development Policy to support relevant training that aligns with professional growth plans.

APPROVED: January 24, 2018

UPDATED: March 2025

SD42 POLICY: 7810

PERFORMANCE EVALUATION FOR EXCLUDED EMPLOYEES

~~SCOPE~~

~~This policy applies to all excluded employees defined as those employees who are not represented by a bargaining unit or those employees who occupy a position that is not included with or covered by collective bargaining as defined under the BC Labour Relations Code. Excluded employee groups include employees who are designated as executive, exempt, and principal or vice principal (inclusive of "district" designated positions).~~

PHILOSOPHY

The Board of Education ("Board") believes that employee performance management is ~~a~~ fundamental ~~expression of the Board's~~to its commitment to excellence.

The Board encourages the implementation of practices that enable performance feedback and professional growth planning~~ in order to support~~, supporting the success of our excluded employees and, ~~in turn~~by extension, the success of the School District.

SCOPE

This policy applies to all excluded employees, defined as those not represented by a bargaining unit or occupying a position that is not covered by collective bargaining under the BC Labour Relations Code. Excluded employee groups include executives, exempt employees, and principals or vice principals including those in "district" designated positions.

AUTHORITY

The Board authorizes the Superintendent of Schools to establish procedures ~~that will guide the implementation of~~for implementing this policy.

GUIDING PRINCIPLES

~~The process of employee~~Employee performance management should ~~accurately celebrate~~be led by the supervisor, recognizing past contributions~~ and achievements already made, identify~~

~~the employee's~~, assessing current ~~level of~~ performance, and ~~clearly identify~~identifying future growth plans in a timely and ongoing ~~basis~~manner.

The purpose of the annual performance evaluation process is to:

- ~~encourage~~ act as a conduit for ongoing performance communication between an employee and their supervisor,
- ~~for new employees,~~ support ~~their~~the success of new employees within their probationary period,
- ~~provide timely feedback with reference to school district and department goals,~~
- ~~communicate specific competencies and~~ set clear ~~standards to establish~~ performance and growth expectations for the following year,
- ~~assist~~recognize and reward exceptional performance, enhancing employee motivation and morale,
- support employees in reaching their optimal performance~~,~~ and ~~to contribute to~~ professional development,
- ~~provide for~~establish shared responsibility and accountability ~~between employees and supervisors for improved~~ for job performance and meeting organizational objectives,
- ~~provide motivation~~enhance employee engagement by involving them in the evaluation process, promoting ownership of their performance and ~~support~~development;
- facilitate succession planning, positioning the organization to be prepared for ~~continuous professional improvement~~future leadership and ~~personal growth~~critical roles, and;
- support the Board's Compensation Administration for Excluded Employees Policy by informing compensation decisions related to salary increases, promotions, and any other compensation elements based on performance.

Supporting the growth of ~~an~~ excluded ~~employee~~employees may include coaching, mentorship, and provision of annual professional development funds to be utilized ~~consistent~~in line with the Board's Professional Development Policy ~~and Procedure for All Excluded Employees~~ to support relevant training that aligns with professional growth plans.

APPROVED: January 24, 2018

~~REVIEWED: June 2021~~

UPDATED: March 2025

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Public Board Meeting
March 5, 2025
Information Memo
Item #10

From: Education Advisory Committee

Topic: **Receive Minutes of Meeting**

RECOMMENDATION

THAT the Board receive the Education Advisory Committee minutes for the meeting held on February 19, 2025, for information.

Attachment

ATTACHMENT

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Minutes of the Education Advisory Committee
February 19, 2025

In Attendance:

1. Welcome

   Jovo Bikic, Susanne Bonny, Trustee Hudson Campbell, Ken Cober, Trish Coft, Teresa Downs, Leanne Dunbar, Jason Franklin, Jennifer Lunoch, Joel Olsen, Chad Raible, Darren Rowell, Chris Schultz-Lorentzen, Cheryl Schwarz, Trustee Pascale Shaw, Michael Scarcella, and David Vandergugten.

2. Recognition of Traditional and Unceded Territories

   The traditional and unceded territories of Katzie First Nation and Kwantlen First Nation were recognized.

3. Education Advisory Committee Minutes, January 22, 2025

   The committee reviewed the minutes from the January 22, 2025 meeting.

4. Board Authority Authorized Courses

   The committee received an update on the approval of BAA: Black Studies and BAA: Volleyball Athletic Development at the February 12, 2025 public board meeting.

5. Framework for Responding to Disruptions in Classrooms and Schools

   The committee worked on the development of a framework for responding to disruptions in classrooms and schools. The committee worked on the creation of a definition, the preamble to the framework, and the development of the framework.

6. Adjournment

   The meeting adjourned at 4:24

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Public Board Meeting
March 5, 2025
Information Memo
Item #11

From: Pascale Shaw, Trustee

Topic: **Trustee Report: District Parent Advisory Council**

Date of Meeting: February 20, 2025

Items Discussed:

Presentation by Cherie Harbour - Family Smart

- Non-profit that offers family and caregiver support for youth with mental health and substance use
- Support workers with "lived experience"
- Can help navigating services available

Superintendent report

- Shared more details on the work being done on teacher librarian changes.

Trustee report

- Encouraging all to read the preliminary budget
- Encouraged to fill out survey
- Encouraged to encourage others to become educated advocates for public education

MRTA report

A number of items were shared including:

- Education advisor committee framework for responding to disruptions in the classroom, which is underway.
- School visits and feedback being received from teachers. It was indicated that there were resonating themes in elementary and high school but also some different concerns such as frustration (high school) with a lack of resources. Remedy, class size, composition was also shared. Lastly, concern was shared about the change in librarian time.

Treasurer report

- Along with regular business the treasurer encouraged all to share their PAC priorities for upcoming budget.

CUPE report

- Shared their concerns that EA's are stretched thin and that clerical is silently suffering due to changes in procedures and processes.
- Encouraging all to use parent portal to cut down on clerical involvement

CSF report

- Information about a grant to create a French advisory committee to encourage French to be taught to a standard was shared.

New business

- Food security survey open until March 14th
- BC schools tool kit available
- Board policy input by March 16th and April 3rd.
- Reminder that PAC and gaming licenses are only for that school and that you cannot allow others to use it.
- Grade 7 leaving ceremonies letter

Action Items referred to the Board of Education:

- none

Date of Next Meeting: March 13, 2025

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Public Board Meeting
March 5, 2025
Information Memo
Item #12

From: Katie Sullivan, Trustee

Topic: **Trustee Report: City of Pitt Meadows Community Support & Accessibility Committee**

Date of Meeting: February 24, 2025

Items Discussed:

Accessibility Plan Update

- In the process of promoting the City of Pitt Meadows Accessibility Plan survey to the community.
- It is available online until March 24. Acceptance of paper copies of survey closes Mar. 21. There will be a second pushout of the survey on Mar. 17.
- Posters and postcards with QR codes are available for distribution to various groups.

Updates from Community Outreach Agencies

- E. Crowdis, PM and Katzie Seniors Network
  - 'Putting on the Glitz" event Mar. 18 – looking for volunteers
- A. Sanchez, Fraser Health
  - Janine Davies is the new executive director of the RM Hospital Foundation
  - Hired a new Medical Health Officer
- K. Rogge, MR & Pm Community Services
  - Stakeholder survey coming out this week
  - 'Girls Night Out' fundraiser May 1st
- P. Ward, City of PM Director of Planning and Development
  - Continue to work on Climate Action Strategy
  - Engineering Team is working on "complete street" project for Harris Road to make it suitable for all: pedestrians, cyclists, commuters, transit, people with accessibility issues
- M. Peretta, Ridge Meadows Senior Society
  - Just completed Education Day with over 160 seniors
  - More and more seniors are moving to MR & PM area. Having to plan for increase
- J. Kloosterboer, Emergency Program Manager
  - Will do presentations on Earthquake Preparedness
- J. Armstrong, Fraser Valley Regional Library
  - Website is being refreshed and will be more mobile and user friendly. Will be released in the next couple of weeks.
  - The library is introducing additional English Language classes
  - Looking into creating sound booths in the library

Action Items referred to the Board of Education:

- City of Pitt Meadows will be contacting SD42 staff regarding distribution of Accessibility Plan Survey

Date of Next Meeting: May 26, 2025

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Public Board Meeting
March 5, 2025
Information Memo
Item #13

From: Kim Dumore, Trustee (Alternate)

Topic: **Trustee Report: Ridge Meadows Overdose Community Action Table**

Date of Meeting: February 14, 2025

Items Discussed:

- **Introduction of New Peer Support Worker**
  - Welcomed Ryan, our new peer support worker, whose expertise and experience are expected to enhance our community support initiatives.
- **BC Coroners Report 2024**
  - Total Unregulated Reported Toxic Drug Deaths: 2,253
    - Represents a 13% decrease over 2023.
  - Demographics:
    - 70% of deaths were reported in the age group 30–59.
    - 81% of these deaths occurred indoors.
  - Primary Source of Consumption:
    - Smoking was identified as the primary method of consumption.
- **Trustee Reported out on**
  - One Province, One Plan
  - Opioid Response Report for SD42
  - Upcoming Motion:
    - Discuss the motion to be introduced at the BCSTA AGM, outlining its objectives and expected outcomes.
- **Recap of Previous Strategic Planning Session**
  - A summary of the key takeaways and decisions from the last strategic planning session was provided.
- **Planning for 2025**
  - Continued efforts and planning for the upcoming year were discussed

Action Items referred to the Board of Education:

- none

Date of Next Meeting: March 14, 2025

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Public Board Meeting
March 5, 2025
Information Memo
Item #14

From: Pascale Shaw, Trustee

Topic: **Trustee Report: Maple Ridge Pitt Meadows Arts Council**

Date of Meeting: February 24, 2025

Items Discussed:

While many items were discussed, some in relation to maintenance and arts council contracts, relevant items to our school district, students and caregivers were:

- Spring break camps are filling up
- New preschool dance program
- Excellence in Arts scholarship deadline to apply March 30th
- 312 school kids coming to Alphabet of Awesome Science

Action Items referred to the Board of Education:

- none

Date of Next Meeting: March 31, 2025

Public Board Meeting
March 5, 2025
Information Memo
Item #15

From: Elaine Yamamoto, Board Chairperson

Topic: **Question Period**

NOTICE TO THE PUBLIC

Question period will be restricted to questions only – statements and debate will not be permitted. Questions, with the exception of Trustee questions, will be limited to one question per person. Members of the public can submit questions for the board by emailing them to board@sd42.ca by no later than 5:30 pm on March 5, 2025. The email subject line should read: QUESTION PERIOD. All questions received before the start of the question period will be answered in the order they are received. This agenda item has a time limit of 10 minutes; extension is at the discretion of the board.

School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

Public Board Meeting
March 5, 2025
Information Memo
Item #16

Topic: **Public Board Record**

R E C O R D

Pursuant to provisions of 72 (1) of the *School Act*, the following report is a general statement of: (a) matters discussed; and (b) the general nature of decisions resolved at the following meetings from which persons other than Trustees or officers of the Board, or both were excluded:

January 15, 2025, Closed

Territory Acknowledgement	
Call to Order	Meeting called to order at 1:30pm
Motion of Exclusion	Approved
Correspondence	Received
Approval of Agenda	Approved as amended
Approval of Minutes	Approved
Secretary Treasurer Information Item	Received
Superintendent of Schools Information Items	Received
Secretary Treasurer Information Item	Received
Adjournment	Meeting adjourned at 3:47pm