



## PUBLIC MEETING OF THE BOARD OF EDUCATION

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

Date: Wednesday, June 19, 2024  
Time: 6:00 p.m.

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*"Education is the key to unlocking the world. It is the passport to freedom" – Oprah Winfrey*

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### A G E N D A

#### A. OPENING PROCEDURES

ITEM 1

1. Territory Acknowledgement
2. Call to Order
3. Correspondence
  - Letter from Minister, R. Singh, to Board Chairs re: Anti-Semitism
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](mailto:board@sd42.ca) by no later than 5:30pm on June 19, 2024. 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.*

- Building Safer Communities Program 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
  - a) Chairperson's Update ITEM 3
2. Superintendent of Schools
3. Secretary Treasurer
  - a) Five-Year Capital Plan 2025/26 to 2029/30 ITEM 4
4. Board Committee Reports
  - a) Budget
  - b) Finance
  - c) Facilities Planning
  - d) Board Policy Development

- i. Policy Review Update ITEM 5

**F. INFORMATION ITEMS**

- 1. Chairperson
- 2. Superintendent of Schools
  - a) Superintendent's Update ITEM 6
  - b) School District's Financial Allocation to DPAC 2023/24 ITEM 7
- 3. Secretary Treasurer
  - a) Secretary Treasurer's Update ITEM 8
- 4. Board Committee Reports
  - a) Budget
  - b) Finance
  - c) Facilities Planning
  - d) Board Policy Development
- i. Policy Review Update ITEM 9

**G. TRUSTEE MOTIONS AND NOTICES OF MOTIONS**

**H. TRUSTEE REPORTS**

- 1. BC School Trustees Association
  - a) Capital Working Group ITEM 10

**I. QUESTION PERIOD ITEM 11**

*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](mailto:board@sd42.ca) by no later than 5:30 pm on June 19, 2024. 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 12

**K. ADJOURNMENT**



**ITEM 1**

To: **Board of Education**

From: Chairperson  
Elaine Yamamoto

Re: **OPENING PROCEDURES**

Date: June 19, 2024  
(Public Board Meeting)

**Decision**

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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*

- Letter from Minister, R. Singh, to Board Chairs re: Anti-Semitism

**RECOMMENDATION:**

**THAT the Board receive the correspondence, for information.**

Attachment

4. *APPROVAL OF AGENDA*

**RECOMMENDATION:**

**THAT the Agenda be approved as circulated.**

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](mailto:board@sd42.ca) by no later than 5:30 p.m. on June 19, 2024. 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 May 15, 2024 Public Board meeting be approved as circulated.**



June 6, 2024

Ref: 299735

Dear Board Chairs and Superintendents:

I want to bring your attention to an area that I and the team at the Ministry of Education and Child Care are aware of in schools and in community over the last year. There are several incidents that have raised concerns about anti-Semitism in BC classrooms and schools that I am compelled to raise with you, the leaders of our K-12 education system.

I know the commitment to ensuring all students have access to safe, inclusive, and quality learning environments that support them to achieve their best, is a commitment shared across the education sector. This is my top priority as Minister.

As Board Chairs and Superintendents, you know that the responsibility for providing appropriate and relevant learning opportunities for students is a district responsibility. I know and respect that districts value having this autonomy at the local level to deliver education to the many diverse communities across British Columbia. This approach has ensured we can continue to provide students with a world-class education.

How students receive their education can differ between districts, schools, and even between classrooms. Where it aligns with learning standards of the curriculum, individual educators may decide to teach about current events or human rights topics from all around the world in their classrooms. Classrooms should be a space where students learn about complex subjects, but it must be done in a way that does not cause harm to students.

This teaching must be trauma-informed and age-appropriate. Students in British Columbia come from a diverse range of cultural, religious, and ideological backgrounds, and my expectation is that teachers will work to ensure that all students feel welcomed, supported, and safe in the classroom so that their curiosity can thrive.

*Erase* includes resources for teachers to support trauma-informed practices in the classroom. The Ministry of Education and Child Care has developed training for teachers on trauma-informed and compassionate practices through a [Trauma-Informed Practice](#) webpage.

It is also important for teachers to use significant professional judgement and expertise when determining what topics and issues to address, in which grades, and to ensure topics are taught in a careful, respectful, and age-appropriate manner.

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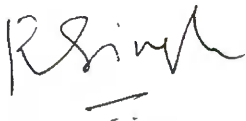
In addition, boards of education are responsible for determining how learning resources are chosen for use in schools, and boards must also have policies and procedures for choosing learning resources. I encourage you to have conversations in your district about ensuring that your teachers are following local learning resources policies and are choosing culturally responsive, age-appropriate resources to support the learning in their classrooms.

When issues or concerns in classrooms arise, my expectation is that school districts, as the direct employers of teachers, take them seriously and take prompt action. As a regulated profession, teachers must abide by their [Professional Standards for BC Educators](#), which, among other things, require them to treat all students equitably and with respect, understand the subjects they teach and implement effective instructional practices. Under section 16 of the [School Act](#), superintendents are required to report any conduct by a teacher that causes significant emotional harm to a student to the Commissioner for [Teacher Regulation](#). Superintendents are also required to report any conduct by a teacher they consider to be in breach of the Standards to the Commissioner if it is in the public interest to do so.

The Ministry of Education and Child Care has connected with a number of school districts where concerns were raised and understand that swift actions were taken to investigate and address incidents that were brought forward. I commend this responsiveness and expect that all school districts will work effectively with educators to review classroom environments, teaching lessons, and materials, where needed, to ensure we are best meeting the learning needs of every student in the classroom.

Please continue to keep Jennifer McCrea, Assistant Deputy Minister, System Liaison and Supports Division ([Jennifer.McCrea@gov.bc.ca](mailto:Jennifer.McCrea@gov.bc.ca)) apprised if incidents of concern arise. Thank you for all your work to keep students safe and learning.

Sincerely,



Rachna Singh  
Minister



**MINUTES OF THE  
PUBLIC BOARD OF EDUCATION MEETING  
Wednesday, May 15, 2024 (6:00 PM)  
Boardroom, District Education Office**

**IN ATTENDANCE:**

Chairperson – Elaine Yamamoto	Superintendent – Teresa Downs
Trustee – Hudson Campbell	Secretary Treasurer – Richard Rennie
Trustee – Gabriel Liosis	Deputy Superintendent – Cheryl Schwarz
Trustee – Mike Murray	Assistant Secretary Treasurer – Iris Mo
Trustee – Pascale Shaw	Senior Manager, Communications – Irena Pochop
Trustee – Katie Sullivan	Executive Coordinator – Rebecca Lyle

**ABSENT:**

Vice Chairperson – Kim Dumore

**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 6:00pm.

The Chairperson welcomed and thanked everyone for attending.

3. Correspondence4. 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](mailto:board@sd42.ca) by no later than 5:30pm on May 15, 2024.

No Public Input was received.

**B. APPROVAL OF MINUTES****Moved/Seconded**

THAT the Minutes of the May 1, 2024, Public Board Meeting be approved as circulated.

**CARRIED**

**C. PRESENTATIONS**

1. Ridge Meadows College

The Manager, Ridge Meadows College, Will Carne presented on the Ridge Meadows College (RMC) program in the district. RMC’s strategic priorities include proud students, high quality talent and connection with the community. New and upcoming programs were shared along with the number of course enrollments and projected enrollments for 2018/19 to 2024/25.

**Moved/Seconded**

THAT the Board receive the Ridge Meadows College presentation, for information.

**CARRIED**

**D. DELEGATIONS**

**E. DEFERRED ITEMS**

**F. DECISION ITEMS**

1. Chairperson
2. Superintendent of Schools

- a) School Fees Schedule and Specialty Academy Fees Schedule 2024/25

Assistant Superintendent Ken Cober reported on school fees and specialty academy fees for 2024/25.

**Moved/Seconded**

THAT the Board approve the following proposed fee schedule for the 2024/25 year:

<b>Fee Category</b>	<b>Fee Description</b>	<b>Proposed 2024/25 Rate</b>
Elementary	School Supplies Fee	\$ 60
Secondary - School Fees	Student Fee	\$ 35
Secondary - School Fees	Athletics	\$ 35
Secondary - School Fees	Yearbook	\$ 65
Continuing Education	Student Fee	\$ 20
Continuing Education	Optional Grad Ceremony Fee	\$ 30
Continuing Education	Graduated Resident Course Fee	\$ 650
Summer Learning	Textbook Deposit (Grades 10–12)	\$ 75
Graduated Resident	Graduated Resident Student Fee	\$ 650
Secondary - Specialty Academies	Basketball	\$ 500
Secondary - Specialty Academies	Digital Arts	\$ 75
<b>Secondary - Specialty Academies</b>	<b>Interdisciplinary Arts</b>	<b>\$ 200</b>
<b>Secondary - Specialty Academies</b>	<b>Soccer</b>	<b>\$ 850</b>
<b>Secondary - Specialty Academies</b>	<b>Softball</b>	<b>\$ 2,000</b>
Secondary - Trade Program Course Fees	Automotive	\$ 275
Secondary - Trade Program Course Fees	Carpentry	\$ 900
Secondary - Trade Program Course Fees	Culinary	<b>\$ 950</b>

Secondary - Trade Program Course Fees	Framing	\$ 900
Secondary - Trade Program Course Fees	Hair Design	\$ 3,665
<b>Secondary - Trade Program Course Fees</b>	<b>Metal Fabrication</b>	<b>\$ 600</b>
<b>Secondary - Trade Program Course Fees</b>	<b>Plumbing</b>	<b>\$ 900</b>
Secondary - International Bacculaureate	Grade 11 Full Diploma Fee	\$ 600
Secondary - International Bacculaureate	Grade 12 Individual Exam Fee	\$ 120
Secondary - International Bacculaureate	Grade 12 Full Diploma Fee	\$ 600

**CARRIED**

Fees presented in bold font in the table above have changed from the 2023/24 rate whereas other fees remain unchanged from the 2023/24 rate.

3. Secretary Treasurer

a) Eligible School Sites Proposal

The Secretary Treasurer reported that the Eligible School Sites Proposal is a required component of the capital plan submission. The report estimates the number of eligible school sites required for the School District including approximate number, location and cost of school sites proposed to be included in the 2024/25 Capital Plan. The report specifically estimates that one new site in the Silver Valley Area be acquired for a future elementary school.

**Moved/Seconded**

THAT the Board approve the following eligible school sites proposal:

WHEREAS the Board of Education of School District No. 42 (Maple Ridge – Pitt Meadows) (the “Board”) has consulted with the City of Maple Ridge and the City of Pitt Meadows on these matters;

IT IS RESOLVED THAT:

1. Based on information from local government, the Board estimates there will be approximately 11,775 new development units constructed in the School District over the next 10 years, as presented in Schedule ‘A’;
2. These 11,775 new development units will be home to an estimated 1,934 school age children, as presented in Schedule ‘A’;
3. The Board expects one (1) new school site over the ten-year period, will be required as the result of this growth in the school district. The site acquisitions will be generally located as presented in Schedule ‘B’;
4. According to Ministry of Education and Child Care site standards, the Board expects that the eligible school sites will require a total acquisition of 3.42 hectares (8.45 acres) of land, as presented in Schedule ‘B’. This site should be purchased within the next year and, at current serviced land costs, the land will cost approximately \$26.09 million; and
5. The Eligible School Sites Proposal as adjusted be incorporated in the 2024/25 Capital Plan, and submitted to the Ministry of Education and Child Care.

**CARRIED**

4. Board Committees and Advisory Committee Reports

- a) Budget
- b) Finance
- c) Facilities Planning



d) Board Policy Development

i. Policy Review Update

The Secretary Treasurer reported that non-substantive changes were incorporated in the policy reviewed by the Board Policy Development Committee and presented to the Board for approval.

**Moved/Seconded**

THAT the Board approve the following updated policy:

- 9500: Suspension and Exclusion of Students from School

**CARRIED**

- e) Education Advisory
- f) Aboriginal Education Advisory
- g) Accessibility Advisory

**G. INFORMATION ITEMS**

1. Chairperson
2. Superintendent of Schools

a) Superintendent's Update

The Superintendent shared that the Board had a recent opportunity to connect with students and staff from the Connex program for secondary school students. The Superintendent further shared a video presentation created by the communication department highlighting the Continuing Education program.

**Moved/Seconded**

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

**CARRIED**

b) Enhancing Student Learning Feedback Report

Superintendent Downs provided highlights on the feedback report received in February 2024 from the Ministry of Education and Child Care on the District's September 2023 Supporting All Learners: Enhancing Student Learning Report.

**Moved/Seconded**

THAT the Board receive the Enhancing Student Learning Feedback Report for information.

**CARRIED**

3. Secretary Treasurer

a) Secretary Treasurer's Update

The Secretary Treasurer provided an update on the Eric Langton Elementary Replacement and Expansion Project explaining that site preparation will begin next week with the necessary security measures in place for students and staff.

**Moved/Seconded**

THAT the Board receive the Secretary Treasurer's Update, for information.

**CARRIED**

b) Environmental Sustainability Update & Climate Change Accountability Report

The Manager, Energy and Environmental Sustainability reported that the school district has developed an Environmental Sustainability Plan that outlines energy conservation measures to further reduce emissions from facilities, school district operations and vehicle feet. The goals of the Environmental Sustainability Plan are to reduce greenhouse gas emissions by 22% by 2026 and to improve building efficiency by 20% by 2026. An overview of projects completed in 2023/24 was provided.

The Manager, Energy and Environmental Sustainability further reported that the draft 2023 Climate Change Accountability Report which summarizes the school district's emissions profile, the total offsets to reach net-zero emissions, the actions taken in calendar year 2023 to minimize the District's greenhouse gas emissions, and plans to continue reducing emissions in 2024 and beyond will be, once finalized, submitted to the Climate Action Secretariat and posted to the school district website.

**Moved/Seconded**

THAT the Board receive the 2023/24 Environmental Sustainability Update and 2023 Climate Change Accountability Report, for information.

**CARRIED**

4. Board Committees and Advisory Committee Reports

- a) Budget
- b) Finance
- c) Facilities Planning
- d) Board Policy Development

i. Policy Review Update

The Secretary Treasurer reported that the Board Policy Development Committee met, reviewed, and is proposing substantive changes to Policy 4101: General Banking, Policy 4410: Travel Expenses, and Policy 6600: Naming of School District Facilities and summarized the updates made to the existing policies. Input from education partners and the public is now invited. The Board Policy Development Committee will review all the input received before the policies are presented to the Board for approval on June 19, 2024.

**Moved/Seconded**

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

- 4101: General Banking
- 4410: Travel Expenses, as amended
- 6600: Naming of School District Facilities

**CARRIED**

- e) Education Advisory
- f) Aboriginal Education Advisory
- g) Accessibility Advisory

**H. TRUSTEE MOTIONS AND NOTICES OF MOTIONS**

**I. TRUSTEE REPORTS**

**J. QUESTION PERIOD**

A question was received and answered on the following topic:

- GFL contract provision for a presentation to educate students and staff on waste stream programs, as referenced in the Climate Change Accountability Report 2023 Draft.

**K. OTHER BUSINESS**

**L. ADJOURNMENT**

**Moved/Seconded**

THAT the Board adjourn the meeting.

**CARRIED**

The Public Board meeting adjourned at 8:16pm.

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Elaine Yamamoto, Chairperson

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Richard Rennie, Secretary Treasurer



**ITEM 2**

To: **Board of Education**

From: Chairperson  
Elaine Yamamoto

Re: **BUILDING SAFER COMMUNITIES  
PROGRAM PRESENTATION**

Date: June 19, 2024  
(Public Board Meeting)

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**Information**

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**BACKGROUND:**

The following staff have prepared a presentation on the Building Safer Communities Program:

- Sherri Skerratt, District Principal, Safe and Caring Schools, SD42
- Trish Umlah, District Vice Principal, Safe and Caring Schools, SD42
- Steve Wiebe, Principal, District Alternate School, SD42
- Melissa Malo, Project Lead Prevention and Intervention Coordinator, Building Safer Communities, City of Maple Ridge

**RECOMMENDATION:**

**THAT the Board receive for information the presentation on the Building Safer Communities Program.**



**ITEM 3**

To: **Board of Education**

From: Chairperson  
Elaine Yamamoto

Re: **CHAIRPERSON'S UPDATE**

Date: June 19, 2024  
(Public Board Meeting)

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**Information**

**RECOMMENDATION:**

**THAT the Board receive the Chairperson's Update, for information.**



**ITEM 4**

To: **Board of Education**

From: Secretary Treasurer  
Richard Rennie  
Director of Facilities  
Louie Girotto

Re: **FIVE-YEAR CAPITAL PLAN 2025/26**

Date: June 19, 2024  
(Public Board Meeting)

**Decision**

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**BACKGROUND/RATIONALE**

The Ministry of Education and Childcare (MECC) 2025/26 Capital Plan Instructions identify that the deadline for 2025/26 Major Capital Plan submission to MECC is June 30, 2024. The MECC is seeking submissions for the following major capital and building envelope programs applicable to SD42:

- Seismic Mitigation Program (SMP)
- School Expansion Program (EXP)
- School Replacement Program (REP)
- Child Care (CC) – Major
- Building Envelope Program (BEP)

The 2025/26 Minor Capital Plan submission deadline to the MECC is September 30, 2024. The MECC is seeking submissions for the following minor capital programs applicable to SD42:

- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Playground Equipment Program (PEP)
- Food Infrastructure Program (FIP)
- Child Care (CC) – Minor

The proposed major capital projects to be submitted as part of the Five-Year Capital Plan 2025/26 are presented in this report and total \$722 million. Minor capital projects will be presented to the Board for approval in September 2024.

**Strategic Facilities Plan**

To ensure that future capital plan submissions to the MECC accurately reflect the priorities and needs of the school district, the comprehensive school district [Strategic Facilities Plan](#), approved by the Board in March 2022, was updated in consultation with local First Nations, Métis community, urban Indigenous organizations, education partners, post-secondary institutions, stakeholders, people with diverse lived experiences, the public, and the two municipalities of Maple Ridge and Pitt Meadows. It identifies and rationalizes current and future capital requirements for school sites, new schools, and facility upgrades based on building conditions, seismic vulnerability, and ongoing maintenance/life cycle costs, as well as new initiatives.

**MAJOR CAPITAL PROJECTS**

**Seismic Mitigation Program (SMP)**

The MECC identifies the highest priority projects that should be considered for major capital investment. Critical to this identification is an assessment of current seismic risk.

The seismic risk rating criteria established by Engineers and Geoscientists BC (EGBC) for public schools is as follows:

- **High 1 (H1):** Structures at highest risk of widespread damage or structural failure; not repairable after event. Structural and non-structural upgrades are required.
- **High 2 (H2):** Structures at high risk of widespread damage or structural failure; likely not repairable after the event. Structural and non-structural upgrades are required.
- **High 3 (H3):** Isolated failure to building elements (such as walls) is expected, building likely not repairable after the event. Structural and non-structural upgrades are required.
- **Medium:** Isolated damage to building elements is expected; non-structural elements (such as bookshelves and lighting) are at risk of failure. Non-structural upgrades may be required.
- **Low:** Least vulnerable structure; isolated damage may be expected with the building probably repairable after the event. Non-structural upgrades may be required.

The school district engaged a structural engineer to conduct seismic rapid assessments to determine the current seismic risk of our facilities. As of 2020, twelve schools were identified as having H1 to H3 classifications. The schools listed below have been included and remain in our Capital Plan.

Program	Type	Priority	Facility/Site	Project Description	Estimated Cost
SMP	Upgrade	1**	Harry Hooge Elementary	Seismic upgrade 1 block H3 this would be done in conjunction with a building addition to increase capacity to 80K/600E	\$ 1,486,898
SMP	Upgrade	1	Maple Ridge Elementary	Seismic upgrade of 1 block H1, 2 blocks H2 & 1 block H3	\$ 11,115,057
SMP	Upgrade	2	Highland Park Elementary	Seismic upgrade of 2 blocks H2 & 1 block H3 (to be combined with EXP)	\$ 6,884,319
SMP	Upgrade	3	Pitt Meadows Elementary	Seismic upgrade of 2 blocks H1, 1 block H2 & 1 block H3 (to be combined with REP project)	\$ 12,214,955
SMP	Upgrade	4	Alouette Elementary	Seismic upgrade of 1 block H1 & 1 block H2 (to be combined with BEP project)	\$ 11,133,807
SMP	Upgrade	5	Glenwood Elementary	Seismic upgrade of 1 block H1	\$ 7,019,651
SMP	Upgrade	6	Davie Jones Elementary	Seismic upgrade of 1 block H2 & 1 block H3	\$ 2,880,494
SMP	Upgrade	7	Albion Elementary	Seismic upgrade of 4 blocks rated as high	\$ 5,800,000
SMP	Upgrade	8	Mount Crescent Elementary (MRSS Annex)	Seismic upgrade of 5 (of 6) seismic blocks rated H1 to H3	\$ 12,287,438
				<b>Program Total</b>	<b>\$ 70,822,619</b>

\*\* Project has been supported by the MECC for development of a project definition report.

**School Expansion Program (EXP)**

EXP projects include new schools, additions to existing schools, and site acquisitions for a new or expanded school to accommodate student enrolment in a permanent education setting.

The projected continued increase of enrolment over the next decade confirms the need for elementary and secondary school expansion for six projects as outlined in the following table.

Program	Type	Priority	Facility/Site	Project Description	Estimated Cost
EXP	Addition	1**	Harry Hooge Elementary	Addition to increase capacity from 465 to 680 (80K/600E) to be completed with seismic upgrade	\$ 15,719,436
EXP	Addition	1	Golden Ears Elementary	Addition in increase capacity from 515 to 710 (20K/175E new and suitable for prefabrication)	\$ 31,452,805
EXP	Addition	2	Blue Mountain Elementary	Addition to increase capacity from 320 to 680 (60K/300E new and suitable for prefabrication)	\$ 46,293,683
EXP	Addition	3	Samuel Robertson Technical Secondary	Addition to increase capacity from 600 to 1,300 (700 new)	\$ 114,791,106
EXP	Addition	4	Highland Park Elementary	Addition to increase capacity from 395 to 680 (60K/300E new and to be combined with SMP project)	\$ 36,634,649
EXP	New Site	1	Silver Valley Elementary Site	Area land site for a new 660 capacity K to 7 Elementary school	\$ 26,090,000
EXP	New School	1	Silver Valley Elementary	New Elementary School for 660 (60K/600E new)	\$ 92,314,732
EXP	New School	2	East Albion Elementary	New Elementary School for 395 (20K/375E new)	\$ 71,052,016
<b>Program Total</b>					<b>\$ 434,348,427</b>

\*\* Project has been supported by the MECC for development of a project definition report.



**School Replacement Program (REP)**

REP projects include full or partial replacement/renovation schools and must be supported by a recent building condition assessment and engineering reports substantiating that the school building or portion of a school has reached or will shortly reach the end of its expected useful life.

The following major renovation projects are included in the capital plan:

Program	Type	Priority	Facility/Site	Project Description	Estimated Cost
REP	Replacement	1**	Pitt Meadows Secondary	A school replacement of 1,100	\$ 138,533,066
REP	Renovation	1	Pitt Meadows Elementary	Major renovation for school with a high facility condition index (to be combined with SMP project)	\$ 7,231,214
REP	Renovation	1	Mount Crescent Elementary (MRSS Annex)	A school renovation/replacement of 20K/375E.	\$ 68,291,059
<b>Program Total</b>					<b>\$ 214,055,339</b>

\*\* Project has been supported by the MECC for development of a project definition report.

**Building Envelope Program (BEP)**

The BEP program is available to provide specific funding for remediation of known building envelope issues at schools that were built between the years of 1985 and 2000 that have undergone a Building Envelope Condition Assessment (BECA) by BC Housing and that are on BC Housing’s list of eligible schools.

Program	Type	Priority	Facility/Site	Project Description	Estimated Cost
BEP	Upgrade	1**	Fairview Elementary	Building envelope upgrade 1987 & 89 additions	\$ 1,513,336
BEP	Remediation	1**	Pitt Meadows Elementary	Building envelope remediation	\$ 543,290
BEP	Upgrade	1	Alouette Elementary	Building envelope upgrade of 1992 & 93 additions (to be combined with SMP project)	\$ 856,680
<b>Program Total</b>					<b>\$ 2,913,306</b>

\*\* Projects have been supported by the MECC and BC Housing will be contacting the School District regarding the next steps in the project development.

### **Child Care Program (CC)**

Commencing in 2024, the MECC is seeking submissions for child care projects as part of the 2025/26 Capital Plan. Eligible major CC projects include the following:

- Creation of new child care spaces
- Conversion/renovation of existing K-12 spaces for the creation of new CC spaces with a funding request greater than \$500,000

Though no CC projects have been identified for inclusion in the 2025/26 Major Capital Plan, CC projects for the following school sites will be considered for inclusion in future capital plan submissions for integration with other major capital projects once feasibility can be confirmed:

- Pitt Meadows Secondary
- Silver Valley Elementary
- East Albion Elementary
- Mount Crescent Elementary
- Samuel Robertson Technical Secondary

### **RECOMMENDATION**

**THAT the Board approve the Major Capital Program projects and Building Envelope Program projects for the Five-Year Capital Plan 2025/26 for submission to the Ministry of Education and Child Care.**



<p>5780: Information Technology and Communication Systems – Appropriate Use <b>(Attachment C)</b></p>	<p>Updates include:</p> <ul style="list-style-type: none"> <li>• a broadened scope that includes remote access and file backups</li> <li>• more explicit outlining of various conditions of use including confidentiality and privacy</li> <li>• prohibition on use of technology and systems for bullying and harassment</li> <li>• restriction on inputting personal or sensitive information into third-party applications</li> <li>• guidelines for student cell phone and digital device use in classrooms</li> <li>• emphasis on responsible and respectful use of social media within the school community</li> </ul>
<p>6600: Naming of School District Facilities <b>(Attachment D)</b></p>	<p>Updates include:</p> <ul style="list-style-type: none"> <li>• clarifying guidance criteria for the naming process, enhancing transparency and consistency in decision-making</li> <li>• explicitly including consideration for local First Nations, Métis, and Inuit perspectives in the naming process, emphasizing respectful engagement with Indigenous Elders or representatives</li> <li>• adding guidance for the consultation process, including considerations for geographical features, Indigenous context and history, and community input through surveys or public forums</li> </ul>

Input on these policies from education partners and the public was invited from May 16 to June 10, 2024. Input was received during this consultation process and considered in the revised policies.

The Committee is now recommending that the Board approve these updated policies.

**RECOMMENDATION:**

**THAT the Board approve the following updated policies:**

- **4101: General Banking**
- **4410: Travel Expenses**
- **5780: Information Technology and Communication Systems – Appropriate Use**
- **6600: Naming of School District Facilities**



## SD 42 POLICY: 4101

### GENERAL BANKING

#### PHILOSOPHY:

The Board of Education (~~the~~ ("Board")) recognizes that consideration must be given to utilizing banking services in a financially responsible and administratively efficient manner to safeguard ~~Board~~ the Board's monetary assets. Funds raised and held by Parent Advisory Councils are not assets of the Board and, therefore, are not covered by this policy.

#### AUTHORITY:

The Board assigns the responsibility for the implementation of the General Banking policy to the Secretary Treasurer.

The Secretary ~~Treasurer~~ or designate:

- Selects and appoints one or more financial institutions to provide general banking services for all bank accounts of the school district, including school-based accounts.
- ~~Establishes the terms, conditions and, operating arrangements for all district and school bank accounts;~~
- Approves procedures for all district and school bank accounts ~~;~~
- ~~Appoints one or more financial institutions which shall provide general banking services;~~
- Maintains an inventory of all ~~district and site~~ bank accounts in use; of the school district.
- Has the authority to delegate the responsibility for the operation of bank accounts to district and school administrators.

#### GUIDING PRINCIPLES:

~~The Board will have knowledge of and authorization rights over all bank accounts containing district funds or school funds.~~

~~The Board reserves the right to select and specify the financial institution(s) with which district and school accounts are held.~~

1. To promote efficiencies the Board's vision is to minimize the number Banking relationships shall be established with reputable financial institutions that offer competitive services and ensure the safety and security of funds.

The selection of financial institutions ~~at which the district and schools hold accounts.~~

~~To operate in a financially responsible manner, the Board seeks to minimize~~ shall be based on factors such as the institution's reputation, financial institution stability, service quality, fees, minimize investment risk, and ensure cash balances earn adequate interest.

- 5.2. The purpose and proximity to the district's location of banking services is for the deposit, transfer, withdrawal and investment of Board funds administration.

3. Financial transactions shall be conducted in accordance with applicable laws, regulations, and board policies.
4. Authorization procedures shall be established to ensure that only authorized individuals are permitted to initiate, approve, or execute financial transactions on behalf of the Board.
5. All expenditures shall be supported by appropriate documentation, such as invoices, receipts, or purchase orders, and shall be reviewed and approved in accordance with established procedures.
6. The school shall maintain accurate and up-to-date financial records, including detailed ledgers, journals, and bank reconciliations, to facilitate financial reporting and auditing.
- 6.7. Investment of school district funds ~~must~~shall comply with ~~the~~Policy 4105 – InvestmentInvestments.

**APPROVED: January 24, 2018**

**REVIEWED: ~~June 2021~~UPDATED: June 19, 2024**



## SD 42 POLICY: 4410

## TRAVEL EXPENSES

**PHILOSOPHY**

The Board of Education ("Board") believes that travel may be necessary for employees and trustees and that appropriate expenses incurred during such travel must be reimbursed. In incurring expenses ~~employees and trustees and staff~~ will be cognizant of their accountability for public funds and always utilize optimum discretion in ensuring the appropriateness and efficiency of expenditures.

**Authority****AUTHORITY**

The Board authorizes the Superintendent and the Secretary Treasurer to develop and implement all procedures related to travel expenses.

**Guiding Principles****GUIDING PRINCIPLES**

District issued credit card and direct billings to the District should be used to pay for school district expenses whenever possible. ~~Travel miles or other~~ Loyalty points earned on school district travel or other expenses are to be utilized for school district business only.

When choosing the means and route of transportation, the most direct or cost-effective option should be chosen.

Travel advances may be requested for items that cannot be paid for with a district issued credit card or through direct billing to the District. The approval of the supervisor is required.

All expense claims must be submitted in a format prescribed by the school district immediately following the trip or no later than monthly.

**Automobile-Vehicle Travel**

1. Employees ~~and trustees who are~~ required to ~~travel by automobile will use their personal vehicles to carry out Board business shall~~ be reimbursed ~~for travel~~ at the ~~rate of \$0.68/business km. as adjusted from time to time to be equal to reasonable per kilometer allowance prescribed by the higher of the rate negotiated in either the MRTA or CUPE contract. Canada Revenue Agency (CRA), or by the rate negotiated in the CUPE or MRTA collective agreement of the employee if higher.~~

~~2.~~ Trustees will be reimbursed for travel by automobile outside of the District at the rate of \$0.68/business km. as adjusted from time to time to be equal to the higher of the rate negotiated in either the MRTA or CUPE contract.

a. For eStaff employees provided with a flat rate vehicle allowance for travel within Metro Vancouver, the per kilometer allowance will be limited to will be reimbursed for travel by automobile outside of Metro Vancouver at the rate of \$0.68/business km. as adjusted from time to time to be equal to the higher of the rate negotiated in either the MRTA or CUPE contract.

~~3.~~b. For trustees provided with a flat rate vehicle allowance for travel within the school district, the per kilometer allowance will be limited to travel outside of the school district.

~~4.~~2. Business kilometres shall be calculated for travel between school district workplaces or for travel to an alternative workplace or for travel to meetings or other events required by the ~~school district.~~District. When an employee is required to respond to an after regular business hours emergency situation at a school district site other than their regular place of work, business kilometers shall be calculated between the employee's home and the district site they were called out to. Travel ~~to/from between the employee's~~ home ~~from/to the employees' and~~ regular place of work will not be reimbursed. For travel outside the school district, business kilometers shall be calculated from the point of origin or the District Education Office, whichever is closest to the destination.

~~5.~~3. Employees/trustees who require the use of a rental vehicle for the ~~purposes~~purpose of conducting business, and if it is the most efficient and cost-effective means of transportation, should acquire the type of vehicle most fitting to the need at the lowest cost. Approval of the supervisor should be sought prior to renting the vehicle and the cost should be charged to a district issued credit card. Rentals not charged to a district issued credit card must be pre-approved by the Secretary Treasurer or designate.

### **Automobile-Vehicle Insurance**

~~6.~~4. Employees and trustees who utilize their ~~private personal~~ vehicles for Board of Education business must obtain business insurance with third party liability insurance that is not less than \$1 million ~~third party liability or the minimum negotiated in the CUPE or MRTA collective agreement of the employee if higher.~~

~~7.~~5. Claims for increased costs due to the upgrade ~~to business insurance~~ from ~~to and from work insurance~~ to business insurance, must be made annually on the renewal of insurance. For trustees that do not have other employment requiring to and from work insurance, the claim may be for the difference in cost between pleasure use insurance and business insurance.

### **Air Travel Expense**

~~8.~~6. On occasion, due to distance, time commitment, cost, and individual workload, it may be most efficient to use air travel. In all cases, economy class is to be used. Exceptions require the approval of the immediate supervisor.

~~9.~~7. Airline tickets must be billed directly to the school district or purchased through a district issued credit card.



~~10.8.~~ All out of province travel must be approved by the employee's immediate supervisor or in the case of the Superintendent, the Board of Education, prior to the trip.

### Hotel Accommodation

~~11.9.~~ Hotel accommodation must be booked in hotels that offer a government rate wherever feasible. The choice of hotel and room must be safe, economical and in close proximity to where the employee is travelling for business. Exceptions related to unavailability of government rate accommodation require the approval of the immediate supervisor.

~~12.10.~~ Hotel costs should be billed directly to the school district, or a district issued credit card must be used.

~~13.~~ Hotel accommodation should be limited only to the time necessary to conduct Board of education business. If employees/trustees choose to stay longer than the time required to conduct business, the school district is not to be billed for this cost. Employees/~~Trustees~~trustees are not expected to subsidize the District's cost of doing business nor are they expected to incur unnecessary cost for the school district.

## Meals

~~15.12.~~ While on travel involving school district business, the cost of meals will be reimbursed for employees and trustees. Only those meals actually purchased will be reimbursed, and must be accompanied by the detailed bill listing all purchases. If the bill is for more than the claimant, all other individuals' names must be included on the bill. Alcohol cannot be claimed and tips must be limited to 20% maximum.

~~16.13.~~ Recognizing that meals in some urban centres may exceed the prescribed meal allowance, employees/trustees should strive to choose restaurants where prices are not excessive.

~~17.14.~~ Meal allowances may be claimed without receipts if the employee/trustee is entitled to claim the meal. The meal must not have been included as part of a course, meeting or other event. Meal allowances are as follows:

	<b>Travel Within Canada</b>	<b>International Travel</b>	
Breakfast	\$ <del>10</del> <u>15</u> CAD	\$ <del>10</del> <u>15</u> US	Claim if travel starts before 7 am or ends after 7 am
Lunch	\$ <del>14</del> <u>20</u> CAD	\$ <del>14</del> <u>20</u> US	Claim if travel starts before 12 noon or ends after 12 noon
Dinner	\$ <del>30</del> <u>32</u> CAD	\$ <del>30</del> <u>32</u> US	Claim if travel starts before 6 pm or ends after 6 pm

~~18.15.~~ Meal costs and meal allowances for international travel will be reimbursed in Canadian dollars at the exchange rate established by the Secretary Treasurer or designate.

## Miscellaneous Expenses

~~19.16.~~ Costs for parking, internet, and other incidentals will be reimbursed at cost with the provision of a receipt. If receipts are not available, claims will be limited to \$15.00 maximum per item, per day.

~~20.17.~~ Reasonable personal long-distance calls to home will be reimbursed as well as any charge for local calls.

~~21.18.~~ Other transportation The costs such as ~~of~~ taxi, rideshare, ferry, and public transit and toll charges will be reimbursed at cost with the production of receipts.

~~22.19.~~ Extended stays for personal reasons may be attached to trips. However, these require the approval of the supervisor, must be reported as vacation days, must not add additional cost to the District, and must not be charged to a school district credit card.

**APPROVED: February 13, 2013**

~~REVISED: February 8, 2017~~

**UPDATED: June 19, 2024**



## SD 42 POLICY: 5780

**APPROPRIATE USE OF**  
**INFORMATION TECHNOLOGY AND COMMUNICATION SYSTEMS –**

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**APPROPRIATE USE POLICY**

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The Board ~~recognizes the importance of~~ Education ("Board") ~~provides~~ information technology hardware, software and related infrastructure as part of the School District's operations and recognizes the increasing importance of technology tools as a part of the classroom and curriculum. ~~The Board provides on-line systems and on-line resources (information communication technology systems or "ICTS") in supporting ("ITCS") to support~~ the delivery of educational programs, services and ~~the~~ business operations of the School District. ~~district.~~ On-line resources include all material that is accessed through a School District ~~district~~ computer or via the School District ~~district~~ telecommunications network through a personal device.

~~The Board is committed, within available resources, to providing accessible, reliable and secure on-line systems and resources to students, staff and approved guests for the purpose of learning, teaching, and management and administration of School District operations.~~

**CONDITIONS OF USE**

~~All Board policies, procedures, guidelines and codes of conduct apply to those using online systems and resources provided by or on behalf of the School District and all users are expected to comply with them and any applicable laws and restrictions that the Board establishes.~~

1. ~~This policy applies to all employees, students, and public users of the Board's information and communication systems and resources at schools, sites, and workplaces, and includes remote access, file and system backups, confidentiality, ownership, personal use, privacy, prohibited uses, resource approvals, security, and standards.~~
- 1.2. ~~Users may use the ICTS/ITCS for Incidental Personal Use/incidental personal use,~~ provided such use is not characterized as misconduct or does not violate any provision in this policy or any other policy of the Board.
- 2.3. ~~Users are responsible for all activities carried out through their user accounts. All activities must be professional, respectful, and factual.~~
- 3.4. ~~Users bear the sole responsibility~~ are solely responsible for the ~~material~~ content they choose to access, send, or display. ~~Users should be aware while being mindful that the district's IT technology automatically generates a record of use/usage,~~ including date, time, and type of access.

~~4.5.~~ Users will not engage in any activities harmful to the ~~ICTS~~ITCS, such as disrupting services, ~~or~~ intentionally damaging equipment, software, or data belonging to the Board or other users.

~~6.~~ Users will not use ITCS to bully, harass, intimidate, defame, or discriminate against students, parents, guardians, co-workers, or other members of the community.

~~5.~~ Users will respect the privacy of others and not tamper with, open, or read other users' files, passwords, and/or accounts.

~~7.~~ Users will not must not put any personal or sensitive information into third-party applications or websites, which includes generative AI tools like ChatGPT, unless the application or website has been approved for use by the ICTS district.

~~6-8.~~ Users will not use the ITCS to view or display material that contravenes District district policy, the BC Human Rights Act, Criminal Code, Freedom of Information and Protection of Privacy Act (FOIPPA) or any other Federal or Provincial BC Human Rights Code, Criminal Code, Freedom of Information and Protection of Privacy Act or any other federal or provincial law including but not limited to material such as sexually explicit material, obscene or lewd material, or material promoting hate towards individuals or groups based on colour, race, religion, sex, sexual orientation, and ethnic origin or place of origin, unless for Authorized Academic Purposes authorized academic purposes.

~~9.~~ The Board believes that students' personal digital devices, used to communicate or to access the internet such as a cell phones or tablets, can play a vital role and can enhance and support the educational environment for students. The Board further believes that restricting students' personal digital devices in schools may be necessary to ensure students are safe from online harms and are focused on their learning with fewer distractions.

Decisions regarding the use or restriction of use shall be made at the school and classroom level.

Each school's code of conduct shall address all the following matters:

- a. restrictions on the use of students' personal digital devices during the hours of instruction
- b. use of students' personal digital devices for instructional purposes and digital literacy
- c. use of students' personal digital devices that is appropriate to their age and developmental stage
- d. accessibility and accommodation needs
- e. medical and health needs
- f. equity to support learning outcomes

~~7.10.~~ The Superintendent or designate may from time to time exempt a user or department from compliance with this policy where a valid business reason exists.

~~Any breach violation of this policy and associated procedures may result in disciplinary action up to and including termination of employment.~~

~~8.11.~~ The Board recognizes the great potential social ~~networking services~~media may provide to enhance education, communication, and learning. ~~However, we also recognize, and recognizes~~ the potential dangers of such services if used inappropriately.

Use of social media within the school community must be responsible and professional, ensuring confidentiality, respectful conduct, and compliance with laws and policies including this policy and associated procedures.

**AUTHORITY**

The authority to develop, communicate and implement procedures related to this policy is delegated to the Superintendent of Schools.

**APPROVED: January 29, 2014**

**~~AMENDED: November 18, 2015~~**

**~~REVIEWED: May 2021~~ UPDATED: June 19, 2024**

**SD 42 POLICY: 6600****NAMING OF SCHOOL DISTRICT FACILITIES****PHILOSOPHY**

The Board of Education ("Board") believes that school district facilities should be named in reference to historical, geographical or operational characteristics. Consideration will be given to names that will have significant meaning to students, First Nations, ~~Métis, Inuit, and Urban Indigenous people~~ and ~~other members of the~~ community ~~members~~.

**AUTHORITY**

The Board assigns the responsibility for the implementation of this policy to the Superintendent and authorizes the Superintendent to establish procedures that will guide the implementation of this policy.

**GUIDING PRINCIPLES**

Except where otherwise determined by the Board, new schools or ~~d~~istrict facilities will be named in reference to historical, geographical or operational characteristics.

The naming or re-naming of school district facilities should involve a broad-based constituency consultation and should consider ~~local~~ First Nations, ~~Métis, and Inuit~~ ~~and Urban Indigenous~~ perspectives.

~~Wherever possible, if the facility is to be named in honour of a person, the consent of the individual or the closest surviving relatives will be obtained.~~

The process of naming a new building will begin as soon as possible after the school site has been purchased and where construction is scheduled in the Board's current capital plan.

During the consultation process, the Board will ensure the following are considered:

- Geographical features of the site that contribute to a sense of identity and connection with the local environment such as the name of a prominent natural feature, historical landmark, or relevant geographical aspect.
- Indigenous context and history of the region, with respectful engagement with local Indigenous Elders or other Indigenous representatives.
- Community input gathered through surveys, public forums, or other inclusive methods to ensure a diverse range of perspectives.

When an existing facility undergoes a major change of use, the Board may consider a name change for the facility.

An effort will be made to avoid confusion that may be caused by having schools with similar names.

Naming opportunities when individuals, businesses, organizations, and others provide a contribution in exchange for naming recognition associated with a school district owned asset are subject to the Naming Privileges Policy of the Province of British Columbia.

In all cases, the final decision on naming a ~~s~~School ~~d~~istrict facility will be made by the Board.

**APPROVED: June 19, 2019**  
**UPDATED: June 19, 2024**



**ITEM 6**

To: **Board of Education**

From: Superintendent  
Teresa Downs

Re: **SUPERINTENDENT'S UPDATE**

Date: June 19, 2024  
(Public Board Meeting)

**Information**

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**BACKGROUND:**

The Superintendent will provide the Board with a verbal update. The update will include the following topic:

- Reflections from 100 days

**RECOMMENDATION:**

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





**ITEM 7**

To: **Board of Education**

From: Superintendent  
Teresa Downs

Re: **SCHOOL DISTRICT'S FINANCIAL  
ALLOCATION TO DPAC**

Date: June 19, 2024  
(Public Board Meeting)

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**Information**

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**Background/Rationale:**

In 2006, the Board approved the allocation of \$65 per school Parent Advisory Council (PAC) for a total budget allocation of \$1,778 for membership with the BC Confederation of Parent Advisory Councils (BCCPAC). This increased the funding allocated to support PACs and the District Parent Advisory Council (DPAC) from \$2,143 to \$3,921 which is provided directly to DPAC to support DPAC organized activities for PAC's and parents.

The Board does not receive any provincial funding specifically targeted for PACs or DPAC. The provincial government, however, does provide funding through the Community Gaming Grant program directly to school PACs and DPAC. Applications are accepted each year, between April 1 – June 30, with funding awarded in the Fall. Funding amounts are based on school enrolment numbers at a rate of \$20 per student. Funds may only be used for extracurricular activities such as grad ceremonies, grad memorabilia, club and sports team uniforms, field trips, PAC spirit or community events, books and games for non-instructional times. Further details on this program are outlined on the following website:

- <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/pac-dpac-grants>

In June 2023, with the return of school activities to pre-pandemic levels, former Superintendent Dhillon agreed to reinstate the allocation of \$3,921 to DPAC on an annual basis, commencing for the 2023/24 year, on the condition that DPAC submit an annual report to the Board in June on how these funds have been spent along with a request to the Superintendent for continued funding. DPAC's funding report for 2023/24 and proposed spending plan for 2024/25 (**Attachment A**) is presented to the Board for information.

**RECOMMENDATION**

**THAT the Board receive the DPAC's funding report for 2023/24 and proposed spending plan for 2024/25, for information.**

**FINANCIAL REPORT:**

	<b>2023/24</b>	<b>2024/25</b>
District funding for 2023/24	\$ 3,921	
Spending to date for 2023/24:		
BCCPAC memberships for PACs (\$75 x 28)	(2,100)	
BCCPAC memberships for DPAC	(150)	
BCCPAC Conference and AGM	(324)	
Appreciation coffee, tea, dessert	(305)	
Projected spending for the remainder of 2023/24	-	
Projected surplus for 2023/24 requested to carry forward to 2024/25	1,042	\$ 1,042
Projected district funding for 2024/25		3,921
Projected total district funding available for 2024/25		4,963
Projected spending for 2024/25:		
BCCPAC memberships for PACs (\$100 x 31)		(3,100)
Contribution to Awards Dinner budgeted at \$2,000		(1,863)
Projected surplus for 2024/25		\$ -

**SUPPORTING COMMENTS:**

A significant amount of the District funding is allocated for the payment of the BCCPAC membership fees to bolster our District’s voice at the provincial level. At the most recent BCCPAC AGM, there was a resolution passed to increase the fees for PAC from \$75 per PAC to \$100 and for DPAC from \$150 to \$200. The DPAC appreciates the District's continued support of DPAC with this funding allocation and are committed to putting them to good use.



**ITEM 8**

To: **Board of Education**

From: Secretary Treasurer  
Richard Rennie

Re: **SECRETARY TREASURER'S UPDATE**

Date: June 19, 2024  
(Public Board Meeting)

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**Information**

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**RECOMMENDATION:**

**THAT the Board receive the Secretary Treasurer's Update, for information.**



**ITEM 9**

To: **Board of Education**

From: Board Policy Development  
Committee

Re: **POLICY REVIEW UPDATE**

Date: June 19, 2024  
(Public Board Meeting)

**Information**

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**BACKGROUND/RATIONALE:**

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 June 12, 2024, the Committee met, reviewed, and is proposing updates to the following policies to provide greater clarity and conciseness:

- 4100: Revenue Generation (**Attachment A**)
- 4910: Financial Reporting and Administration of School Generated Funds (**Attachment B**)
- 5310: Disposal of Surplus Assets (**Attachment C**)

Input from education partners and the public is invited from June 20 to September 6, 2024. After receiving input, the Committee will have another opportunity to review the policies before they are presented to the Board for approval on September 18, 2024.

**RECOMMENDATION:**

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

- **4100: Revenue Generation**
- **4910: Financial Reporting and Administration of School Generated Funds**
- **5310: Disposal of Surplus Assets**

Attachments



## SD 42 POLICY: 4110

## REVENUE GENERATION

**PHILOSOPHY:**

The Board of Education ("Board") actively will pursue revenue generation opportunities and grant opportunities to supplement government funding.

The Board is willing to consider open to school district for-profit initiatives, public-private partnerships and joint-ventures, endorsements, sponsorships, and other types of business relationships that provide extra additional funding for the school district. However, these initiatives must align be compatible with the Board's mandate to provide a quality education for the K-12 students in our jurisdiction. The and must protect the integrity of the public school system. E must be protected and every initiative must respect the school district's privileged relationship with its students, parents, and staff.

**AUTHORITY:**

The Board assigns the responsibility for delegates the implementation of the Revenue Generation this policy to the Superintendent of Schools and the Secretary Treasurer, and authorizes the Superintendent of Schools and the Secretary Treasurer to shall establish procedures that will to guide the its implementation of this policy.

**GUIDING PRINCIPLES:**

1. **Alignment with District Values and Educational Goals:** 1.0 — The Superintendent and the Secretary Treasurer or Designate are to examine All reasonable revenue generation and grant opportunities must align with the values and educational goals and values of that may be of financial benefit to the school district.
2. **Approval and Oversight:** 1.1 — All agreements will be for a specified period and must be approved by the Superintendent, and the Secretary Treasurer or their Designate to ensure they meet the district's standards and objectives.
3. **Equitable Opportunities:** 1.2 — With the eExcept for ion of initial pilot projects, opportunities must be offered equitably to as many a broad range of potential partners as possible. A pilot project must not be longer than exceed 12 months in duration without the approval of the Superintendent or Secretary Treasurer.
4. **Ethical Standards:** 1.3 — All initiatives must be conducted according adhere to the highest ethical standards and be respect ful of community standards norms and values.
5. **Prohibited Initiatives:** 1.4 — A partnership will not be considered with a business substantially Any Initiatives involving in the sale of alcohol, tobacco, cannabis, or materials inappropriate for children must not be considered are strictly prohibited.
6. **Approval of Materials:** 1.5 — All materials distributed to students, staff and parents must be receive prior approved ed by the Superintendent and Secretary Treasurer, or their Designate.

7. **Use of District Identity:** ~~1.6~~—Any reference to or use of the school district's name, logo, motto, slogan, mission statement, or reputation must be approved by the Superintendent, ~~and~~ the Secretary Treasurer, or ~~their~~ Designate.
8. **Quality Standards:** ~~1.7~~All sponsored products, materials and services must meet specifications and standards used by the ~~s~~School ~~d~~District ~~in the~~for similar purchases ~~of similar goods and services~~.

**APPROVED: January 24, 2018**

**UPDATED/REVIEWED: ~~June 202~~MayJune 19, 2024**



## SD 42 POLICY: 4910

## FINANCIAL REPORTING AND ADMINISTRATION ~~OF~~ SCHOOL GENERATED-BASED FUNDS

### PHILOSOPHY:

~~While the~~ Board of Education ("Board") ~~will~~ provides, through the annual budget, financial support for school activities that are ~~an~~ integral ~~part of~~ the school's curricular program, ~~it does not~~ recognize the value of ~~that certain additional~~ activities ~~may be carried out by the school to that~~ enrich the overall school program, ~~the Board acknowledges that~~. These ~~additional activities may require additional funding and to this end the schools~~ may need to undertake ~~suitable~~ fund-raising activities ~~of a suitable nature~~. ~~Funds generated through these activities must be managed responsibly.~~

~~The Board of Education recognizes that considerable sums of monies are being collected and disbursed in school district schools.~~

~~All funds from any and all activities of the school including school based associations is shall be classified as a school based funds and is shall be subject to this policy. The school principal is responsible for such funds and for the maintenance of financial records in accordance with applicable legislation, Board policy and procedures.~~

### AUTHORITY:

The Board ~~assigns the responsibility for~~ delegates the implementation of ~~the Financial Reporting and Administration - School Based Funds~~ this policy to the Secretary Treasurer. ~~The and authorizes the~~ Secretary Treasurer, in consultation with the Superintendent, ~~shall to~~ establish procedures ~~that to will~~ guide ~~the its~~ implementation ~~of this policy~~.

### GUIDING PRINCIPLES:

1. ~~Deposits:~~ ~~Any All School Generated F~~ funds raised for a school by its student body or employees, and all funds received by the school from external clubs, organizations, parent groups, individuals or any other external source ~~shall must~~ be deposited in a school bank account approved by the Secretary Treasurer or ~~their~~ designate.
2. ~~Oversight:~~ ~~The principal has overall supervision of all School Generated Funds.~~
2. ~~Purpose:~~ All funds raised or received by a school are under the over-all supervision of the principal of that school.
3. The ~~school~~ principal ~~is responsible for~~ ~~must~~ ensuring that funds raised are ~~expended used~~ for their ~~intended~~ purpose ~~for which they were raised and for ensuring that school~~

~~based and maintain accurate~~ financial records ~~are maintained in accordance with applicable as per~~ legislation, Board policy and procedures.

4. **Audits:** All ~~school-based~~ financial transactions and statements ~~for School Generated Funds~~ are subject to audit ~~as provided for under~~ in accordance with the School Act and ~~the provisions of Board procedures~~ Policy.

#### **DEFINITION**

**School Generated Funds** – Funds collected by the school’s student body and/or employees to be administered by the school principal to fund activities that directly benefit the students in the school. These funds are raised at the school level through fundraising, cafeteria revenue, school store revenue, and various other activities. School Generated Funds do not include funds raised by external parties, such as parent advisory councils, unless they are formally donated to the school for administration by the school principal.

**APPROVED: January 24, 2018**

**REVIEWED/UPDATED: ~~June 2021~~ May June 19, 2024**





## SD 42 POLICY: 5310

### DISPOSAL OF SURPLUS ASSETS

#### Philosophy PHILOSOPHY

The Board of Education ("Board") ~~believes~~ is committed to managing its assets responsibly. ~~Surplus~~ that assets that are surplus to the needs of no longer needed by the School District should ~~are to~~ be disposed of in a manner that is fair and beneficial to the school district at fair market value.

#### Authority AUTHORITY

The Board authorizes the Secretary Treasurer to develop ~~and, \_~~ implement and oversee all procedures ~~\_required~~ for the disposal of surplus assets, and to determine the appropriate method for disposal of such assets.

#### Guiding Principles GUIDING PRINCIPLES

##### Best Interests of the District:

1. ~~It is the general intent of the Board to~~ The disposal of surplus assets should serve in a manner that is in the best interests of the school district.
2. Fair Market Value: ~~Surplus a~~ Assets that are surplus to the needs of the School District are to be disposed of at fair market value.

~~Method of Disposal:~~ under the direction of t ~~The~~ Secretary Treasurer or Designate shall who ~~will~~ determine s the appropriate method for disposal of such assets.

~~2.3.~~ When planning for the disposal of surplus assets, the Secretary Treasurer or Designate shall consider s:

- In cases of replacement, surplus assets may be offered for trade-in purposes with proceeds used to reduce the cost of the replacement items.
- The disposal of a Medium with Information Capacity must be done in a manner to protect the privacy and security of the stored information.
- If sale of the item has proven unsuccessful, ~~the item it~~ may be donated, recycled, or discarded.
- If the item has no residual value or the estimated cost (in time and resources) of selling it exceeds its estimated fair market value, it may be donated, recycled, or discarded.

~~3.4.~~ Records: The Secretary Treasurer shall \_shall\_ maintains accurate records of all in respect ~~to~~ surplus asset dispositions.

## **Definitions** **DEFINITIONS**

**Assets** – items with an initial cost over \$1,000 in the following categories: computer hardware, servers, photocopiers, related peripherals, vehicles, office furniture and equipment, classroom furniture and equipment, and shop equipment.

**Medium with Information Capacity** – Material ~~on which data are or may be recorded such as~~ capable of storing data, such as paper, ~~punched cards,~~ magnetic tapes, hard drives, thumb drives, hand-held devices, magnetic disks, optical disks, etc.

**APPROVED: March 10, 2021**

**UPDATED: ~~May~~ June 19, 2024**



**ITEM 10**

To: **Board of Education**

From: Trustee  
Mike Murray

Re: **BCSTA CAPITAL WORKING GROUP**

Date: June 19, 2024  
(Public Board Meeting)

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**Information**

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**Date of meeting:** May 27, 2024

**Items discussed:**

- Trustee Murray met with BCSTA President, Carolyn Broady, BCSTA Executive Director Suzanne Hoffman, Ministry of Education and Child Care Assistant Deputy Minister, Chris Brown and MECC Executive Director Capital Division, Damien Crowell to deliver the recommendations from the BCSTA Capital Working Group to the Ministry.
- Trustee Murray used a power point (**Attachment A**) to present the most significant recommendations contained in the full report.
- President Broady has now released the full report to all boards of education and the public along with this media release: <https://bcsta.org/media-release-report-highlights-urgent-need-for-school-maintenance-funding/>

**Items referred to the Board of Education:**

President Broady has encouraged Boards of Education to go over the report with their local MLAs given the coming provincial elections. Trustee Murray reviewed the report with local MLAs, Lisa Beare and Bob D'Eith on Monday, June 10.

As Chair of the Committee, Trustee Murray may be asked to review the report with representatives of the Union of BC Municipalities and representatives of the BC Confederation of Parent Advisory Councils.

**Date of next meeting:** TBA

# Making Progress toward Sustainable Schools – Next Steps

## Recommendations on Capital Funding and Research

- Lifecycle / Deferred Maintenance
- Climate Change
- Student Population Growth
- School Area Standards
- General

*BCSTA Capital Working Group – May 2024*

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## BCSTA Capital Working Group

- **Chantelle Desrosiers** SD23 (Central Okanagan)
  - **Gurveen Dhaliwal**, SD40 (New Westminster)
  - **Nicole Duncan**, SD61 (Greater Victoria)
  - **Mal Gill**, BC School Superintendent's Association
  - **Bob Holmes**, BCSTA Board of Directors, Trustee SD36 (Surrey)
  - **Doug McPhee**, SD 5 (Southeast Kootenay)
  - **Mike Murray**, SD 42 (Maple Ridge and Pitt Meadows), CWG Chair
  - **Mark Regier**, BCSTA Director of Communication
  - **Ray Velestuk**, BC Association of School Business Officials
  - **Allison Watson**, BCSTA Board of Directors, SD 62 (Sooke)
- With thanks to MECC Staff, Chris Brown (ADM) and Damien Crowell Exec. Dir. Capital Division) as well as UBC Engineering students Christopher Wong and Rebecca Yuen

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## A Shared Vision

**Endorsed by:**

- BCSTA Board of Directors
- BCSTA Rural and Remote Working Group
- BCSTA Climate Change Working Group
- BC Association of School Business Officials
- BC School Superintendents Association

*"This report is a thorough document that provides valuable insights into capital planning and funding for schools in British Columbia. The report covers a wide range of relevant topics.....The recommendations provided in the report are thoughtful and measured and are focused on improving the learning conditions for students in BC's public schools. BCASBO supports the recommendations and looks forward to continuing to help advance the work in these important areas."* **Ray Velestuk, President**

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## BCSTA Capital Working Group – Terms of Reference

- Review past resolutions from BCSTA AGMs
- Revisit recommendations from the 2020 Capital Working Group
- Deliver a report with recommendations for consideration by the BCSTA Board and several provincial ministries (primarily the Ministry of Education and Child Care)

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## Capital Working Group Approach

- Identify progress since 2020
- *Identify gaps in funding between what is currently available (in the 2024/2025 budget) and what the sector has identified is needed*
- Identify areas where further review/research is required
- *Identify potential solutions for consideration*
- Acknowledge regional differences

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## School Lifecycle / Deferred Maintenance

- The average Facility Condition Index (FCI) has been reduced (albeit only slightly) and annual funding has increased by roughly \$50M since 2020 (Annual Facilities Grant [AFG], School Enhancement Program [SEP], Carbon Neutral Capital Program [CNCP])
- *\$255M is budgeted for AFG, CNCP, SEP and the Building Envelope Program in 2024/2025*
- Needs identified by VFA Canada \$422M over the next year
- *Requests made in 2023/2024 by the sector \$394M (we suspect the number would be greater except that AFG funding is capped with districts planning to a predetermined funding amount allocated automatically by the ministry)*

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## School Lifecycle /Deferred Maintenance

### Recommendations

- Increase AFG and SEP each year by 3% for new buildings, a further 3% for inflation and 15% for gradual catch up
- *\$179M in 2024/2025 and \$218M in 2025/2026 for AFG*
- *\$85M in 2024/2025 and \$101M in 2025/2026 for SEP*
- *CNCP covered in other recommendations (\$50M + per year)*

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## Climate Change

Funding increased in the Carbon Neutral Capital Program (CNCP) from \$5M in 2020 to \$26.8M in 2024/2025. Bus replacement increased from \$13M to \$23M (\$9M for electric)

*Requests from the sector for 2023/24 for the CNCP totaled \$76M*

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## Climate Change

2021 UBC Capstone Project titled “Reducing Emissions in BC Public Schools” noted current strategies will not meet 2030 provincial targets

*Recommending 450 electric busses, heat pumps for 485 elementary Schools, condensing boilers in 80 elementary schools and 230 secondary schools to meet the target.*

Cost estimated at \$218M (\$40M+ per year) . Early review suggests costs could be much greater.

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## Climate Change

### Recommendations

- That MECC provide technical leadership to work with Facility/Energy Managers to:
  - review the UBC report, for appropriate technologies and costing
  - create a province wide multi year climate mitigation and adaptation plan
  - create emission standards
  - explore outside funding sources
  - fund and implement finalized strategies in the provincial plan

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## Climate Change

### Recommendations (cont'd.)

- Carbon offset purchases be directed to the CNCP
- *Funding for cooling be made available for schools not incorporating heat pumps*
- New Schools be constructed to net zero standards
- *A fund be created for climate adaptation strategies to preserve infrastructure and provide healthy learning conditions in the face of extreme weather events*

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## Student population growth

- Funding for new schools, additions and land acquisition increased from \$195M in 2023 to \$566M in 2024/25 and similar amounts over the next two years
- *1,741 "temporary" portables currently used for instruction. Some portables were added when class size and composition settled in 2017 with no plan to replace them with permanent schools*
- *Five year capital plans submitted in June 2023 by the 25 largest districts total \$7.5B or \$1.5B/yr for new schools, additions and land acquisition. \$1.7B for land acquisition alone*

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## Student population growth

### Recommendations

- Ensure capital program funding for new schools and additions matches projected growth and allows for the replacement of portables over time
- *Implement recommendations from the 2020 BCSTA paper titled School Site Acquisition – Issues and Solutions (to increase school site acquisition charges or replace with Development Cost Charges)*
- In the long term, once the cost of acquisition is 100% covered by development, redirect funding allocated in the provincial budget for land acquisition to new schools and additions or deferred maintenance
- *Pursue dialogue between BCSTA, UBCM and the Ministry of Municipal Affairs addressing the impacts of growth and development on the school system*

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## Student population growth

### Recommendations (cont'd.)

- Continue the recently introduced off cycle approach to fund urgent land acquisitions and pre fabricated classrooms
- Monitor the use of prefabricated classrooms to confirm cost efficiency, timeliness and effectiveness over time
- *Provide funding for portables where capital funding for new schools and additions is not available (so districts don't have to cover the cost from very limited reserves)*

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## Student Population Growth

### Recommendations (cont'd)

- Provide funding for project definition reports up front.
- *Work with the BC Public Sector Employers Association to ensure all districts can use a flexible school day to increase capacity at schools.*

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## School Area Standards

- One district identified a new school was 30% smaller despite accommodating a similar student population
- *Modern schools have many new requirements for:*
  - *more robust food security programs*
  - *strong start and child care (all levels)*
  - *integrated Child and Youth Teams*
  - *calming spaces*
  - *more small spaces to address diverse needs*
  - *dedicated safe space for indigenous learners*
  - *space for specialized staff and programs*
- Neighbourhood Learning Centre allocations are being fully utilized without accommodating all of these needs.

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## School Area Standards

### Recommendations

- *BCSTA to complete a review of school area standards involving education partners*
- *BCSTA to request MECC staff review of recommendations*

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## General

### Recommendation

- *That MECC form a technical advisory committee with facility managers and other district staff to:*
  - *Monitor progress on all aspects of capital programs and funding*
  - *Make further recommendations to MECC on strategies to address growth, climate change, deferred maintenance and school area standards.*
  - *Provide advice on proposed policies*

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## Conclusion

The system has faced chronic underfunding for decades. Progress has been made but much more needs to be done. Please join us in working toward a more sustainable public school infrastructure.

*Thank you!*



**ITEM 11**

To: **Board of Education**

From: Secretary Treasurer  
Richard Rennie

Re: **QUESTION PERIOD**

Date: June 19, 2024  
(Public Board Meeting)

**Information**

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**QUESTION PERIOD** – *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](mailto:board@sd42.ca) by no later than 5:30 pm on June 19, 2024. 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.*

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**ITEM 12**

**RECORD**

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:

**May 1, 2024 Closed**

Territory Acknowledgement	
Call to Order	Meeting called to order at 2:18pm
Motion of Exclusion	Approved
Correspondence	Received
Approval of Agenda	Approved
Approval of Minutes	Approved
Superintendent Information Items	Received
Adjournment	Meeting adjourned at 3:02pm