



**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
SPECIAL OPEN MEETING OF THE BOARD
AGENDA**

Tuesday, May 11, 2021

9:05 pm

Via Webex Livestream

The New Westminster School District recognizes and acknowledges the Qayqayt First Nation, as well as all Coast Salish peoples on whose traditional and unceded territories we live, we learn, we play and we do our work.

			Pages
1.	<u>Approval of Agenda</u>	9:05 PM	
Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the agenda for the May 11, 2021 Special Open board meeting.			
2.	<u>2021-2022 Budget Bylaw - Reading 1 & 2 (B. Ketcham)</u>	9:08 PM	2
Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve FIRST and SECOND reading of the 2021-2022 Budget as presented.			
3.	<u>Trustee Remuneration (B. Ketcham)</u>	9:13 PM	18
4.	<u>Adjournment</u>	9:20 PM	

Annual Budget

School District No. 40 (New Westminster)

June 30, 2022

School District No. 40 (New Westminster)

June 30, 2022

Table of Contents

Bylaw	1
Annual Budget - Revenue and Expense - Statement 2	2
Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Annual Budget - Operating Revenue and Expense - Schedule 2	5
Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source	6
Schedule 2B - Annual Budget - Schedule of Operating Expense by Object	7
Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object	8
Annual Budget - Special Purpose Revenue and Expense - Schedule 3	10
Schedule 3A - Annual Budget - Changes in Special Purpose Funds	11
Annual Budget - Capital Revenue and Expense - Schedule 4	14

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2021/2022 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. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 40 (New Westminster) Annual Budget Bylaw for fiscal year 2021/2022.
3. The attached Statement 2 showing the estimated revenue and expense for the 2021/2022 fiscal year and the total budget bylaw amount of \$88,181,498 for the 2021/2022 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2021/2022.

READ A FIRST TIME THE 11th DAY OF MAY, 2021;

READ A SECOND TIME THE 11th DAY OF MAY, 2021;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF MAY, 2021;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 40 (New Westminster) Annual Budget Bylaw 2021/2022, adopted by the Board the 25th DAY OF MAY, 2021.

Secretary Treasurer

School District No. 40 (New Westminster)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	6,773.250	6,581.250
Adult	185.000	205.313
Other	-	-
Total Ministry Operating Grant Funded FTE's	6,958.250	6,786.563
Revenues	\$	\$
Provincial Grants		
Ministry of Education	77,172,166	77,906,602
Other	118,788	118,788
Tuition	1,856,840	1,758,240
Other Revenue	1,069,825	1,059,491
Rentals and Leases	219,667	169,667
Investment Income	240,000	245,000
Amortization of Deferred Capital Revenue	4,891,002	2,585,551
Total Revenue	85,568,288	83,843,339
Expenses		
Instruction	70,671,550	69,348,792
District Administration	3,359,068	3,317,825
Operations and Maintenance	12,652,519	10,526,437
Transportation and Housing	257,547	260,408
Total Expense	86,940,684	83,453,462
Net Revenue (Expense)	(1,372,396)	389,877
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,181,391	115,068
Budgeted Surplus (Deficit), for the year	808,995	504,945
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	808,995	504,945
Budgeted Surplus (Deficit), for the year	808,995	504,945

School District No. 40 (New Westminster)

Annual Budget - Revenue and Expense
Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	72,362,902	68,077,176
Operating - Tangible Capital Assets Purchased	500,000	500,000
Special Purpose Funds - Total Expense	9,244,961	11,754,444
Special Purpose Funds - Tangible Capital Assets Purchased	220,814	997,570
Capital Fund - Total Expense	5,332,821	3,621,842
Capital Fund - Tangible Capital Assets Purchased from Local Capital	520,000	203,366
Total Budget Bylaw Amount	88,181,498	85,154,398

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

DRAFT

School District No. 40 (New Westminster)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2022

	2022 Annual Budget \$	2021 Amended Annual Budget \$
Surplus (Deficit) for the year	(1,372,396)	389,877
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(720,814)	(1,497,570)
From Local Capital	(520,000)	(203,366)
From Deferred Capital Revenue	(22,891,971)	(20,601,000)
Total Acquisition of Tangible Capital Assets	(24,132,785)	(22,301,936)
Amortization of Tangible Capital Assets	5,332,821	3,621,842
Total Effect of change in Tangible Capital Assets	(18,799,964)	(18,680,094)
Acquisitions of Prepaid Expenses	160,000	160,000
Use of Prepaid Expenses	(160,000)	(160,000)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(20,172,360)	(18,290,217)

School District No. 40 (New Westminster)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget \$	2021 Amended Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education	68,656,391	66,089,588
Other	118,788	118,788
Tuition	1,856,840	1,758,240
Other Revenue	119,825	95,825
Rentals and Leases	219,667	169,667
Investment Income	230,000	230,000
Total Revenue	71,201,511	68,462,108
Expenses		
Instruction	61,441,647	57,609,406
District Administration	3,359,068	3,317,825
Operations and Maintenance	7,319,275	6,908,799
Transportation and Housing	242,912	241,146
Total Expense	72,362,902	68,077,176
Net Revenue (Expense)	(1,161,391)	384,932
Budgeted Prior Year Surplus Appropriation	2,181,391	115,068
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(500,000)	(500,000)
Local Capital	(520,000)	
Total Net Transfers	(1,020,000)	(500,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 40 (New Westminster)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	67,599,871	63,153,865
Other Ministry of Education Grants		
Pay Equity	521,853	521,853
Funding for Graduated Adults	419,860	344,860
Student Transportation Fund	6,073	6,073
Support Staff Benefits Grant	100,547	
Teachers' Labour Settlement Funding		1,904,750
Early Career Mentorship Funding		150,000
FSA	8,187	8,187
Total Provincial Grants - Ministry of Education	68,656,391	66,089,588
Provincial Grants - Other	118,788	118,788
Tuition		
Summer School Fees	940	940
Continuing Education	14,900	32,000
International and Out of Province Students	1,841,000	1,725,300
Total Tuition	1,856,840	1,758,240
Other Revenues		
Miscellaneous		
Cafeteria	100,000	50,000
Miscellaneous	19,825	45,825
Total Other Revenue	119,825	95,825
Rentals and Leases	219,667	169,667
Investment Income	230,000	230,000
Total Operating Revenue	71,201,511	68,462,108

School District No. 40 (New Westminster)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Salaries		
Teachers	32,475,879	30,443,251
Principals and Vice Principals	4,008,096	3,853,581
Educational Assistants	6,518,302	6,278,286
Support Staff	5,664,963	5,423,595
Other Professionals	2,938,536	2,786,344
Substitutes	1,556,398	1,552,231
Total Salaries	53,162,174	50,337,288
Employee Benefits	12,799,287	11,632,157
Total Salaries and Benefits	65,961,461	61,969,445
Services and Supplies		
Services	1,970,663	1,888,628
Student Transportation	63,280	75,007
Professional Development and Travel	508,865	447,461
Rentals and Leases	239,000	239,400
Dues and Fees	112,200	109,900
Insurance	123,726	124,026
Supplies	2,102,601	2,094,803
Utilities	1,281,106	1,128,506
Total Services and Supplies	6,401,441	6,107,731
Total Operating Expense	72,362,902	68,077,176

School District No. 40 (New Westminster)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2022

	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	27,210,600	1,116,920		189,201		588,593	29,105,314
1.03 Career Programs	333,090			142,584			475,674
1.07 Library Services	262,378			43,946		7,032	313,356
1.08 Counselling	605,200				53,714	18,302	677,216
1.10 Special Education	2,302,861		6,518,302	50,203	157,008	730,525	9,758,899
1.30 English Language Learning	987,900					5,000	992,900
1.31 Indigenous Education	134,004			212,273		1,000	347,277
1.41 School Administration		2,891,176		1,414,440	148,307	86,407	4,540,330
1.60 Summer School	100,712					3,060	103,772
1.61 Continuing Education	138,634			52,024			190,658
1.62 International and Out of Province Students	400,500			56,336	375,931		832,767
1.64 Other							-
Total Function 1	32,475,879	4,008,096	6,518,302	2,161,007	734,960	1,439,919	47,338,163
4 District Administration							
4.11 Educational Administration				5,202	539,708	8,000	552,910
4.40 School District Governance					253,619		253,619
4.41 Business Administration				422,738	947,595	15,320	1,385,653
Total Function 4	-	-	-	427,940	1,740,922	23,320	2,192,182
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				59,808	339,559		399,367
5.50 Maintenance Operations				2,616,121	123,095	86,700	2,825,916
5.52 Maintenance of Grounds				244,902			244,902
5.56 Utilities							-
Total Function 5	-	-	-	2,920,831	462,654	86,700	3,470,185
7 Transportation and Housing							
7.70 Student Transportation				155,185		6,459	161,644
Total Function 7	-	-	-	155,185	-	6,459	161,644
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	32,475,879	4,008,096	6,518,302	5,664,963	2,938,536	1,556,398	53,162,174

DRAFT - Not Finalized

May 06, 2021 15:37

School District No. 40 (New Westminster)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2022

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	29,105,314	7,046,921	36,152,235	1,937,447	38,089,682	35,730,266
1.03 Career Programs	475,674	116,619	592,293	32,091	624,384	621,677
1.07 Library Services	313,356	75,585	388,941	40,039	428,980	404,213
1.08 Counselling	677,216	154,807	832,023	17,400	849,423	754,056
1.10 Special Education	9,758,899	2,594,162	12,353,061	177,955	12,531,016	11,718,763
1.30 English Language Learning	992,900	232,242	1,225,142	3,000	1,228,142	1,232,702
1.31 Indigenous Education	347,277	76,946	424,223	49,877	474,100	388,110
1.41 School Administration	4,540,330	992,525	5,532,855	38,455	5,571,310	5,441,956
1.60 Summer School	103,772	31,077	134,849	5,681	140,530	127,751
1.61 Continuing Education	190,658	43,474	234,132		234,132	226,920
1.62 International and Out of Province Students	832,767	199,531	1,032,298	233,100	1,265,398	958,442
1.64 Other	-	-	-	4,550	4,550	4,550
Total Function 1	47,338,163	11,563,889	58,902,052	2,539,595	61,441,647	57,609,406
4 District Administration						
4.11 Educational Administration	552,910	101,056	653,966	220,229	874,195	849,881
4.40 School District Governance	253,619	25,665	279,284	81,700	360,984	338,453
4.41 Business Administration	1,385,653	263,013	1,648,666	475,223	2,123,889	2,129,491
Total Function 4	2,192,182	389,734	2,581,916	777,152	3,359,068	3,317,825
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	399,367	79,346	478,713	112,226	590,939	610,772
5.50 Maintenance Operations	2,825,916	678,009	3,503,925	1,317,682	4,821,607	4,465,806
5.52 Maintenance of Grounds	244,902	63,721	308,623	49,000	357,623	362,354
5.56 Utilities	-	-	-	1,549,106	1,549,106	1,469,867
Total Function 5	3,470,185	821,076	4,291,261	3,028,014	7,319,275	6,908,799
7 Transportation and Housing						
7.70 Student Transportation	161,644	24,588	186,232	56,680	242,912	241,146
Total Function 7	161,644	24,588	186,232	56,680	242,912	241,146
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	53,162,174	12,799,287	65,961,461	6,401,441	72,362,902	68,077,176

DRAFT - Not Finalized

May 06, 2021 15:37

School District No. 40 (New Westminster)

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2022

	2022 Annual Budget	2021 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	8,515,775	11,817,014
Other Revenue	950,000	935,000
Total Revenue	9,465,775	12,752,014
Expenses		
Instruction	9,229,903	11,739,386
Operations and Maintenance	15,058	15,058
Total Expense	9,244,961	11,754,444
Net Revenue (Expense)	220,814	997,570
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(220,814)	(997,570)
Total Net Transfers	(220,814)	(997,570)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 40 (New Westminster)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2022

	Annual Facility Grant	Learning Improvement Fund	Aboriginal Education Technology	Special Education Equipment	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn
	\$	\$	\$	\$	\$	\$	\$	\$	
Deferred Revenue, beginning of year	-	-	-	20,899	388,141	-	865,029	-	20,000
Add: Restricted Grants									
Provincial Grants - Ministry of Education	235,872	235,363	-	-				96,000	19,600
Other					110,000		800,000		
	235,872	235,363	-	-	110,000	-	800,000	96,000	19,600
Less: Allocated to Revenue	235,872	235,363	-	20,899	120,000	-	850,000	96,000	39,600
Deferred Revenue, end of year	-	-	-	-	378,141	-	815,029	-	-
Revenues									
Provincial Grants - Ministry of Education	235,872	235,363	-	20,899	120,000			96,000	39,600
Other Revenue							850,000		
	235,872	235,363	-	20,899	120,000	-	850,000	96,000	39,600
Expenses									
Salaries									
Teachers									
Principals and Vice Principals									
Educational Assistants		187,533							
Support Staff								66,729	
Other Professionals									
Substitutes								1,000	5,000
	-	187,533	-	-	-	-	-	67,729	5,000
Employee Benefits								24,803	1,000
Services and Supplies	15,058	47,830	-	20,899	120,000		850,000	3,468	33,600
	15,058	235,363	-	20,899	120,000	-	850,000	96,000	39,600
Net Revenue (Expense) before Interfund Transfers	220,814	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(220,814)								
	(220,814)	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 40 (New Westminster)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2022

			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
	OLEP	CommunityLINK	Fund - Overhead	Fund - Staffing	Fund - Remedies	Transportation	in Schools	Young Children
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	-	-	-	-	-
Add: Restricted Grants								
Provincial Grants - Ministry of Education	140,094	1,580,583	373,060	5,645,804			28,500	-
Other		25,000						
	140,094	1,605,583	373,060	5,645,804	-	-	28,500	-
Less: Allocated to Revenue	140,094	1,605,583	373,060	5,645,804	-	-	28,500	-
Deferred Revenue, end of year	-	-	-	-	-	-	-	-
Revenues								
Provincial Grants - Ministry of Education	140,094	1,580,583	373,060	5,645,804			28,500	-
Other Revenue		25,000						
	140,094	1,605,583	373,060	5,645,804	-	-	28,500	-
Expenses								
Salaries								
Teachers	81,000	540,211		4,652,220			22,800	
Principals and Vice Principals			24,000					
Educational Assistants								
Support Staff		556,689	164,118					
Other Professionals		75,054						
Substitutes		5,000	79,484					
	81,000	1,176,954	267,602	4,652,220	-	-	22,800	-
Employee Benefits	24,000	293,991	67,024	993,584			5,700	
Services and Supplies	35,094	134,638	38,434					
	140,094	1,605,583	373,060	5,645,804	-	-	28,500	-
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-
Interfund Transfers								
Tangible Capital Assets Purchased								
	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-

School District No. 40 (New Westminster)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2022

	Safe Return to School Grant	Federal Safe Return to Class Fund	United Way	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	1,294,069
Add: Restricted Grants				
Provincial Grants - Ministry of Education				8,354,876
Other			75,000	1,010,000
	-	-	75,000	9,364,876
Less: Allocated to Revenue	-	-	75,000	9,465,775
Deferred Revenue, end of year	-	-	-	1,193,170
Revenues				
Provincial Grants - Ministry of Education				8,515,775
Other Revenue			75,000	950,000
	-	-	75,000	9,465,775
Expenses				
Salaries				
Teachers				5,296,231
Principals and Vice Principals				24,000
Educational Assistants				187,533
Support Staff				787,536
Other Professionals			60,000	135,054
Substitutes				90,484
	-	-	60,000	6,520,838
Employee Benefits			15,000	1,425,102
Services and Supplies				1,299,021
	-	-	75,000	9,244,961
Net Revenue (Expense) before Interfund Transfers	-	-	-	220,814
Interfund Transfers				
Tangible Capital Assets Purchased				(220,814)
	-	-	-	(220,814)
Net Revenue (Expense)	-	-	-	-

School District No. 40 (New Westminster)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2022

	2022 Annual Budget			2021 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Other Revenue			-	28,666
Investment Income		10,000	10,000	15,000
Amortization of Deferred Capital Revenue	4,891,002		4,891,002	2,585,551
Total Revenue	4,891,002	10,000	4,901,002	2,629,217
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	5,318,186		5,318,186	3,602,580
Transportation and Housing	14,635		14,635	19,262
Total Expense	5,332,821	-	5,332,821	3,621,842
Net Revenue (Expense)	(441,819)	10,000	(431,819)	(992,625)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	720,814		720,814	1,497,570
Local Capital		520,000	520,000	
Total Net Transfers	720,814	520,000	1,240,814	1,497,570
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	520,000	(520,000)	-	
Total Other Adjustments to Fund Balances	520,000	(520,000)	-	
Budgeted Surplus (Deficit), for the year	798,995	10,000	808,995	504,945

Supplement to: **SPECIAL OPEN SCHOOL BOARD MEETING**

Date: May 11, 2021

Submitted by: Bettina Ketcham, Secretary-Treasurer

Item: **Requiring Action** **Yes** ☐ **No** ☐ **For Information** ☒

Subject: Trustee Remuneration

Background:

The Board of Education follows [Board Policy 7 – Board Operations](#) which states that the Board may authorize the payment of remuneration to be paid to trustees by an annual resolution of the Board of Education. Trustee stipend increases, if approved, will come in to effect on July 1 of each year and are to be based on the most recent five-year rolling average of the Vancouver Consumer Price Index (CPI).

The average rolling CPI for the past five years is 2.06%. If applied, the following would be the effect on trustee remuneration:

Position	Annual Current Stipend	Increase to stipend	Stipend with CPI increase
Chairperson	\$28,772	\$593	\$29,364
Vice-Chairperson	\$27,011	\$556	\$27,568
Trustee	\$25,251	\$520	\$25,771

The increase overall to the budget is \$3,750 plus benefits for a total of \$4,312.

For perspective, both the CUPE and Teachers Union, as part of their collective agreements receive a 2% increase annually. Exempt and PVP groups are also proposed at the 2% wage increase to avoid compression.

If trustees would like to enact the increase, a motion must be moved, seconded and carried.