

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

June 11, 2024, 3:30 pm

ZOOM + District Education Office

33046 Fourth Avenue, Mission, BC V2V 1S5

Pages

1. CALL TO ORDER

This meeting and Mission Public School District is located on the Traditional, Ancestral, Unsurrendered, and Shared territories of Stó:lō people, of Leq'á:mel, Semá:th, Máthxwi, Sq'éwlets and Qwó:lt'el First Nations, stewards of this land since time immemorial.

Halq'eméylem is the language of this land and of Stó:lō ancestors. The place from where Halq'eméylem (Upriver dialect) originates is Leq'á:mel. The language comes from the land, and it has been this way since time immemorial.

2. ADOPTION OF AGENDA

3. DELEGATIONS/PRESENTATIONS

4. CURRICULUM

5. UNFINISHED BUSINESS

5.1	Final Draft Budget Bylaw Review	Action	1 - 44
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6. STAFF REPORTS

6.1	MSS Replacement Project Progress Review	Information	45 - 51
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To Review Project presentation to convey next steps, and the Communication and Engagement Plan

7. NEW BUSINESS

8. MINUTES OF PREVIOUS MEETINGS

8.1	Special Committee of the Whole RE:2024-25 Budget Meeting Minutes, May 28, 2024	Action	52 - 54
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9. INFORMATION ITEMS

10. ADJOURNMENT

ITEM 5.1	Action	File No.
TO:	Committee of the Whole	
FROM:	D. Welsh, Director of Finance	C. Becker, Secretary-Treasurer
SUBJECT:	2024-2025 Preliminary Budget	

Recommendation

THAT the following resolutions be forwarded to the June 18th Board Meeting for consideration.

THAT the required three (3) readings and adoption of School District No. 75 (Mission) Annual Budget Bylaw for the fiscal year 2024/2025 be carried out in one meeting.

THAT School District No. 75 (Mission) Annual Budget Bylaw for the fiscal year 2024/2025 be approved as read a first time.

THAT School District No. 75 (Mission) Annual Budget Bylaw for the fiscal year 2024/2025 be approved as read a second time.

THAT School District No. 75 (Mission) Annual Budget Bylaw for the fiscal year 2024/2025 be approved as read a third time and finally adopted.

1. Summary:

Attached is the 2024-2025 DRAFT Annual (Preliminary) Budget Bylaw, and the supporting 2024-2025 Preliminary Budget Document, reflecting the updates presented and discussed in the May 28, 2024 Committee of the Whole budget meeting.

2. Background:

The Annual Budget for the school district must be approved before June 30th each year. Over the previous months, the school district has reviewed and summarized the budget information for the next school year. Considering the feedback received, the budget has been summarized for presentation and adoption of the ministry Budget Bylaw. The supplemental Budget Document provides detailed information on the budget and the operational plans to support the Board's strategic objectives.

At the May 28th budget meeting, the Board resolved **THAT this budget as presented with the reduction options be forwarded to the June 18, 2024, Board of Education Public Meeting for approval.**

3. Options:

The budget must be approved by bylaw. Any additional amendments to the bylaw would need to be made as soon as possible and returned to a special board meeting prior to June 30, 2024 to meet the Ministry timelines for budget approval. The Budget Bylaw will also be amended in February 2025 once the final enrolment and funding is determined, and therefore, additional amendments could be processed with the amended budget.

4. Analysis and Impact:

a. Alignment with the [Strategic Plan](#):

- i. Honouring Culture and Territory
- ii. Future Orientation
- iii. Student-Centred Learning
- iv. Effective Learning Environments
- v. Quality Teaching and Leadership

b. **Alignment with the Equity Path:**

[Q'pethet Ye Tel:exw](#), Gathering to Understand: A Framework for Creating a Culture of Equity

c. Policy, Legislation, Regulation

d. Organizational Capacity

e. Risks

i. Organizational

ii. Reputational

iii. Strategic

f. Benefits

i. Organizational

ii. Reputational

iii. Strategic

5. **Public Participation:**

6. **Implementation:**

7. **Attachments:**

a. 2024-2025 Annual Budget Bylaw (Draft)

b. 2024-2025 Preliminary Budget Document

Annual Budget

School District No. 75 (Mission)

June 30, 2025

School District No. 75 (Mission)

June 30, 2025

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 75 (MISSION) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 75 (Mission) Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$106,248,291 for the 2024/2025 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 2024/2025.

READ A FIRST TIME THE 18th DAY OF JUNE, 2024;

READ A SECOND TIME THE 18th DAY OF JUNE, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 18th DAY OF JUNE, 2024;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 75 (Mission) Annual Budget Bylaw 2024/2025, adopted by the Board the 18th DAY OF JUNE, 2024.

Secretary Treasurer

School District No. 75 (Mission)

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

	2025 Annual Budget	2024 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	6,777,000	6,654,375
Adult	6,000	5,750
Total Ministry Operating Grant Funded FTE's	6,783,000	6,660,125
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	94,471,795	92,921,102
Other	493,350	511,843
Tuition	2,195,000	2,320,000
Other Revenue	2,360,513	2,514,596
Rentals and Leases	211,650	211,650
Investment Income	650,000	650,000
Amortization of Deferred Capital Revenue	3,252,863	3,252,863
Total Revenue	103,635,171	102,382,054
Expenses		
Instruction	84,669,018	84,844,561
District Administration	4,652,547	4,309,374
Operations and Maintenance	14,830,137	14,431,918
Transportation and Housing	1,610,399	1,425,071
Debt Services	86,190	60,836
Total Expense	105,848,291	105,071,760
Net Revenue (Expense)	(2,213,120)	(2,689,706)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,737,126	2,023,083
Budgeted Surplus (Deficit), for the year	(475,994)	(666,623)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(475,994)	(666,623)
Budgeted Surplus (Deficit), for the year	(475,994)	(666,623)

School District No. 75 (Mission)

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

	2025 Annual Budget	2024 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	88,025,483	85,251,741
Special Purpose Funds - Total Expense	13,270,396	15,297,361
Capital Fund - Total Expense	4,552,412	4,522,658
Capital Fund - Tangible Capital Assets Purchased from Local Capital	400,000	325,000
Total Budget Bylaw Amount	106,248,291	105,396,760

Approved by the Board

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

School District No. 75 (Mission)

Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(2,213,120)</u>	<u>(2,689,706)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Local Capital	(400,000)	(325,000)
From Deferred Capital Revenue	(3,109,057)	(3,109,057)
Total Acquisition of Tangible Capital Assets	<u>(3,509,057)</u>	<u>(3,434,057)</u>
Amortization of Tangible Capital Assets	4,466,222	4,461,822
Total Effect of change in Tangible Capital Assets	<u>957,165</u>	<u>1,027,765</u>
Acquisitions of Prepaid Expenses	(200,000)	(200,000)
Use of Prepaid Expenses	200,000	200,000
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(1,255,955)</u></u>	<u><u>(1,661,941)</u></u>

School District No. 75 (Mission)

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	83,480,573	80,094,340
Other	303,976	300,840
Tuition	2,195,000	2,320,000
Other Revenue	270,713	255,000
Rentals and Leases	211,650	211,650
Investment Income	650,000	650,000
Total Revenue	87,111,912	83,831,830
Expenses		
Instruction	72,254,285	70,381,915
District Administration	4,271,440	3,964,484
Operations and Maintenance	9,943,156	9,527,628
Transportation and Housing	1,556,602	1,377,714
Total Expense	88,025,483	85,251,741
Net Revenue (Expense)	(913,571)	(1,419,911)
Budgeted Prior Year Surplus Appropriation	1,737,126	2,023,083
Net Transfers (to) from other funds		
Local Capital	(375,000)	(320,000)
Other	(448,555)	(283,172)
Total Net Transfers	(823,555)	(603,172)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 75 (Mission)

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

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	82,310,535	77,945,580
ISC/LEA Recovery	(240,713)	(225,000)
Other Ministry of Education and Child Care Grants		
Pay Equity	725,901	725,901
Student Transportation Fund	188,900	188,900
Support Staff Benefits Grant	55,180	55,180
FSA Scorer Grant	13,000	13,000
Labour Settlement Funding		1,333,708
Integrated Child and Youth (ICY)	427,770	57,071
Total Provincial Grants - Ministry of Education and Child Care	83,480,573	80,094,340
Provincial Grants - Other	303,976	300,840
Tuition		
Continuing Education	245,000	270,000
International and Out of Province Students	1,950,000	2,050,000
Total Tuition	2,195,000	2,320,000
Other Revenues		
Funding from First Nations	240,713	225,000
Miscellaneous		
Pay for service - Riverside	5,000	5,000
Other	25,000	25,000
Total Other Revenue	270,713	255,000
Rentals and Leases	211,650	211,650
Investment Income	650,000	650,000
Total Operating Revenue	87,111,912	83,831,830

School District No. 75 (Mission)

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Salaries		
Teachers	33,605,925	32,890,590
Principals and Vice Principals	5,300,483	5,016,100
Educational Assistants	9,368,900	9,256,458
Support Staff	9,502,340	9,152,230
Other Professionals	3,043,019	2,816,662
Substitutes	3,986,797	3,986,797
Total Salaries	64,807,464	63,118,837
Employee Benefits	15,417,392	14,668,818
Total Salaries and Benefits	80,224,856	77,787,655
Services and Supplies		
Services	2,721,918	2,519,029
Student Transportation	19,000	19,000
Professional Development and Travel	685,088	617,113
Dues and Fees	99,000	97,000
Insurance	200,000	195,000
Supplies	2,625,467	2,598,123
Utilities	1,450,154	1,418,821
Total Services and Supplies	7,800,627	7,464,086
Total Operating Expense	88,025,483	85,251,741

School District No. 75 (Mission)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	27,016,648	646,840	58,900	637,000		2,669,797	31,029,185
1.03 Career Programs	699,700	158,311	38,500	431,300		20,000	1,347,811
1.07 Library Services	1,291,300					25,000	1,316,300
1.08 Counselling	1,271,300						1,271,300
1.10 Inclusive Education	2,767,932	63,345	7,976,200	914,340	220,085	837,000	12,778,902
1.30 English Language Learning	79,345	27,810	154,100				261,255
1.31 Indigenous Education	450,300	289,739	1,099,200	40,600			1,879,839
1.41 School Administration		3,911,734		1,432,500	75,911	150,000	5,570,145
1.60 Summer School	29,400						29,400
1.62 International and Out of Province Students			42,000	113,500	185,606		341,106
Total Function 1	33,605,925	5,097,779	9,368,900	3,569,240	481,602	3,701,797	55,825,243
4 District Administration							
4.11 Educational Administration		202,704		157,200	779,546		1,139,450
4.40 School District Governance					101,634		101,634
4.41 Business Administration				515,300	1,092,434	5,000	1,612,734
Total Function 4	-	202,704	-	672,500	1,973,614	5,000	2,853,818
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				105,300	483,155	25,000	613,455
5.50 Maintenance Operations				4,017,900		205,000	4,222,900
5.52 Maintenance of Grounds				322,900		10,000	332,900
5.56 Utilities							-
Total Function 5	-	-	-	4,446,100	483,155	240,000	5,169,255
7 Transportation and Housing							
7.41 Transportation and Housing Administration				49,400	104,648		154,048
7.70 Student Transportation				765,100		40,000	805,100
Total Function 7	-	-	-	814,500	104,648	40,000	959,148
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	33,605,925	5,300,483	9,368,900	9,502,340	3,043,019	3,986,797	64,807,464

School District No. 75 (Mission)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	31,029,185	7,160,224	38,189,409	1,426,668	39,616,077	38,869,994
1.03 Career Programs	1,347,811	330,549	1,678,360	286,470	1,964,830	1,721,569
1.07 Library Services	1,316,300	313,190	1,629,490	42,900	1,672,390	1,647,710
1.08 Counselling	1,271,300	308,290	1,579,590	5,500	1,585,090	1,587,860
1.10 Inclusive Education	12,778,902	3,266,662	16,045,564	329,865	16,375,429	15,766,699
1.30 English Language Learning	261,255	62,596	323,851	5,000	328,851	293,209
1.31 Indigenous Education	1,879,839	471,518	2,351,357	301,820	2,653,177	2,513,294
1.41 School Administration	5,570,145	1,228,011	6,798,156	214,700	7,012,856	6,980,831
1.60 Summer School	29,400	7,130	36,530		36,530	35,050
1.62 International and Out of Province Students	341,106	80,249	421,355	587,700	1,009,055	965,699
Total Function 1	55,825,243	13,228,419	69,053,662	3,200,623	72,254,285	70,381,915
4 District Administration						
4.11 Educational Administration	1,139,450	243,949	1,383,399	209,400	1,592,799	1,380,629
4.40 School District Governance	101,634	25,409	127,043	71,500	198,543	191,033
4.41 Business Administration	1,612,734	363,164	1,975,898	504,200	2,480,098	2,392,822
Total Function 4	2,853,818	632,522	3,486,340	785,100	4,271,440	3,964,484
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	613,455	131,037	744,492	316,150	1,060,642	927,347
5.50 Maintenance Operations	4,222,900	1,093,483	5,316,383	1,473,000	6,789,383	6,550,483
5.52 Maintenance of Grounds	332,900	88,077	420,977	222,000	642,977	630,977
5.56 Utilities	-	-	-	1,450,154	1,450,154	1,418,821
Total Function 5	5,169,255	1,312,597	6,481,852	3,461,304	9,943,156	9,527,628
7 Transportation and Housing						
7.41 Transportation and Housing Administration	154,048	34,985	189,033	9,600	198,633	193,845
7.70 Student Transportation	805,100	208,869	1,013,969	344,000	1,357,969	1,183,869
Total Function 7	959,148	243,854	1,203,002	353,600	1,556,602	1,377,714
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	64,807,464	15,417,392	80,224,856	7,800,627	88,025,483	85,251,741

School District No. 75 (Mission)

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

	<u>2025</u> <u>Annual Budget</u>	<u>2024 Amended</u> <u>Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	10,991,222	12,826,762
Other	189,374	211,003
Other Revenue	2,089,800	2,259,596
Total Revenue	<u>13,270,396</u>	<u>15,297,361</u>
Expenses		
Instruction	12,414,733	14,462,646
District Administration	381,107	344,890
Operations and Maintenance	420,759	442,468
Transportation and Housing	53,797	47,357
Total Expense	<u>13,270,396</u>	<u>15,297,361</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 75 (Mission)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Annual Facility Grant	Learning Improvement Fund	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead
	\$	\$	\$	\$	\$		\$	\$	\$
Deferred Revenue, beginning of year				1,000,000					
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	249,559	291,442			160,000	31,850	246,219	456,462	289,360
Provincial Grants - Other									
Other			70,000	2,000,000					
	249,559	291,442	70,000	2,000,000	160,000	31,850	246,219	456,462	289,360
Less: Allocated to Revenue	249,559	291,442	70,000	2,000,000	160,000	31,850	246,219	456,462	289,360
Deferred Revenue, end of year	-	-	-	1,000,000	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	249,559	291,442			160,000	31,850	246,219	456,462	289,360
Provincial Grants - Other									
Other Revenue			70,000	2,000,000					
	249,559	291,442	70,000	2,000,000	160,000	31,850	246,219	456,462	289,360
Expenses									
Salaries									
Teachers								19,600	
Principals and Vice Principals							67,465		
Educational Assistants		244,900						338,200	
Support Staff	47,331				126,000				109,600
Other Professionals									
Substitutes							8,000		124,252
	47,331	244,900	-	-	126,000	-	75,465	357,800	233,852
Employee Benefits	15,777	46,542			34,000		14,170	92,650	47,138
Services and Supplies	186,451		70,000	2,000,000		31,850	156,584	6,012	8,370
	249,559	291,442	70,000	2,000,000	160,000	31,850	246,219	456,462	289,360
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 75 (Mission)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Classroom Enhancement Fund - Staffing	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Federal Safe Return to Class / Ventilation Fund	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund	MCFD Early Years
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		40,000		30,000	50,000	15,000			65,000
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	8,063,479	13,797	52,000	11,250		19,000	175,000	796,804	
Provincial Grants - Other									64,374
Other									
	8,063,479	13,797	52,000	11,250	-	19,000	175,000	796,804	64,374
Less: Allocated to Revenue	8,063,479	53,797	52,000	41,250	50,000	34,000	175,000	796,804	129,374
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	8,063,479	53,797	52,000	41,250	50,000	34,000	175,000	796,804	
Provincial Grants - Other									129,374
Other Revenue									
	8,063,479	53,797	52,000	41,250	50,000	34,000	175,000	796,804	129,374
Expenses									
Salaries									
Teachers	6,450,783								
Principals and Vice Principals							143,479		
Educational Assistants									
Support Staff									65,400
Other Professionals								77,250	
Substitutes									
	6,450,783	-	-	-	-	-	143,479	77,250	65,400
Employee Benefits	1,612,696						30,130	19,313	17,000
Services and Supplies		53,797	52,000	41,250	50,000	34,000	1,391	700,241	46,974
	8,063,479	53,797	52,000	41,250	50,000	34,000	175,000	796,804	129,374
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 75 (Mission)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	MCFD Middle Years	BEST	HP Childcare Centre	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year	60,000	20,000		1,280,000
Add: Restricted Grants				
Provincial Grants - Ministry of Education and Child Care				10,856,222
Provincial Grants - Other				64,374
Other			19,800	2,089,800
	-	-	19,800	13,010,396
Less: Allocated to Revenue	60,000	-	19,800	13,270,396
Deferred Revenue, end of year	-	20,000	-	1,020,000
Revenues				
Provincial Grants - Ministry of Education and Child Care				10,991,222
Provincial Grants - Other	60,000			189,374
Other Revenue			19,800	2,089,800
	60,000	-	19,800	13,270,396
Expenses				
Salaries				
Teachers				6,470,383
Principals and Vice Principals				210,944
Educational Assistants	24,100			607,200
Support Staff				348,331
Other Professionals				77,250
Substitutes				132,252
	24,100	-	-	7,846,360
Employee Benefits	6,300			1,935,716
Services and Supplies	29,600		19,800	3,488,320
	60,000	-	19,800	13,270,396
Net Revenue (Expense)	-	-	-	-

School District No. 75 (Mission)

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2025

	2025 Annual Budget			2024 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Amortization of Deferred Capital Revenue	3,252,863		3,252,863	3,252,863
Total Revenue	3,252,863	-	3,252,863	3,252,863
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	4,466,222		4,466,222	4,461,822
Debt Services				
Capital Loan Interest		86,190	86,190	60,836
Total Expense	4,466,222	86,190	4,552,412	4,522,658
Net Revenue (Expense)	(1,213,359)	(86,190)	(1,299,549)	(1,269,795)
Net Transfers (to) from other funds				
Local Capital		375,000	375,000	320,000
Capital Loan Payment		448,555	448,555	283,172
Total Net Transfers	-	823,555	823,555	603,172
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	400,000	(400,000)	-	
Principal Payment				
Capital Loan	362,365	(362,365)	-	
Total Other Adjustments to Fund Balances	762,365	(762,365)	-	
Budgeted Surplus (Deficit), for the year	(450,994)	(25,000)	(475,994)	(666,623)

BUDGET 2024/2025



Mission Public School District is located on the Traditional, Ancestral, Unsurrendered, and Shared territories of Stó:lō people, of Leq'á:mel, Semá:th, Máthxwi, Sq'éwlets and Qwó:lt'l'el First Nations, stewards of this land since time immemorial.

Halq'eméylem is the language of this land and of Stó:lō ancestors. The place from where Halq'eméylem (Upriver dialect) originates is Leq'á:mel. The language comes from the land, and it has been this way since time immemorial.

Preliminary Budget 2024/25

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Budget Process

As per the School Act, school districts are required to submit a balanced budget each year. The budget process commences in February and is completed by the end of June with the approval of the preliminary budget.

As required by Public Sector Accounting Standards (PSAS) and the Ministry of Education and Child Care, the school district reports revenue and expenses under three separate funds: the operating fund, the special purpose fund, and the capital fund.

OPERATING FUND: The operating fund includes ministry grants and other revenues used to fund instructional programs, school and district administration, facilities operations, maintenance, and transportation.

SPECIAL PURPOSE FUND: The special purpose fund includes separate, identifiable funds designated for a specific use or program. These funds are received from the Ministry of Education and Child Care, and other sources, with restrictions on how the funds may be spent.

CAPITAL FUND: The capital fund includes a combination of ministry capital grants, locally generated funds (which are transferred from the operating fund to cover other capital expenditures), and school site acquisition charges from local municipalities. These funds are used for facility operations including construction, enhancement, and maintenance of buildings, fields, infrastructure, and land purchases for future school development.

Budget Implementation, Monitoring, and Reporting

After the preliminary budget is approved, there will invariably be new and updated information available that may impact the district's financial operations. These changes are consolidated and reflected in the amended budget, which requires board approval and submission to the ministry by the end of February.

The district has established administrative procedures and controls with respect to budget implementation and reporting based on best practices. In adherence to these processes and procedures, the board allows management the appropriate flexibility to make the financial changes necessary to meet the unforeseen operational needs of the district and to fully maximize its financial resources.

Financial updates are presented to the board quarterly. These updates include a high-level summary of the budget and actuals-to-date, significant financial variances or changes from the previous quarter, staffing changes, and any other information that will assist the board in performing their governance duties.

At the end of the fiscal year (June 30), management prepares a financial statement discussion and analysis report (FSD&A) in addition to the annual financial statements. The FSD&A provides detailed information on the variances between the budget and actual financial results.

Student Enrolment

Determining student enrolment is the first step in preparing the annual budget, as most revenue streams are tied to student enrolment. The preliminary budget includes enrolment based on estimates submitted to the Ministry in February, as well as a projection for international students, and any required adjustments based on more recent data that indicates significant changes from the February forecast.

The following information summarizes projected and previous years enrolment in the core funding groups. A more detailed breakdown is provided in the appendix.



									Amended Budget	Prelim Budget
Enrolment Group - Full Year	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Basic Allocation										
K-12 Standard Schools	5,535	5,713	5,866	5,890	5,936	5,668	6,200	6,273	6,386	6,485
Continuing Education (CE)	90	87	102	92	94	103	58	63	60	68
Alternate Schools (Alt)	100	100	87	89	89	95	91	102	97	97
Distributed Learning (DL)	174	160	150	147	161	502	154	129	117	132
Standard + CE + Alt + DL	5,899	6,059	6,205	6,218	6,280	6,368	6,504	6,567	6,659	6,782
Inclusive Education										
Inclusive Education L1	6	6	8	7	7	6	5	4	3	3
Inclusive Education L2	271	292	306	327	345	357	392	419	476	500
Inclusive Education L3	63	90	70	83	107	126	139	155	155	165
Indigenous Education										
Indigenous Education	1,025	1,079	1,115	1,073	1,112	1,089	1,123	1,158	1,184	1,175
English Language Learning										
English Language Learning	317	371	346	340	312	357	339	323	324	335

Revenue

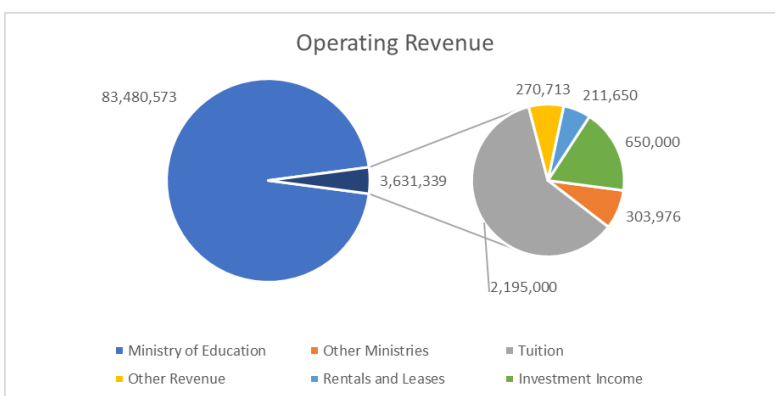
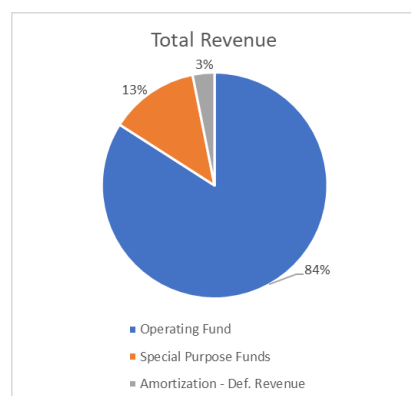


This section highlights the changes to budgeted revenue, including adjustments to operating grants, which are primarily due to funded wage and benefit increases and enrolment increases. A summary of the changes is presented below.

Per ministry directive, the preliminary budget does not include funding for remedy related to classrooms that exceed class size and composition ratios; however, these costs and the related funding will be reflected in the amended budget, once estimates are available.

The preliminary budget also does not include full funding from the province related to labour settlement funding. Wage lifts defined in the collective agreements for teachers and support staff, and estimated wage lifts for *non-educator* exempt personnel, have been funded through an increase to the student funding rates. However, funding for wage lifts for *educator* administrator and exempt roles, and cost of living (COLA) increases for all employee groups, has not been confirmed by the ministry in time for preliminary budget presentation. This funding is estimated at approximately \$700K-\$800K. As a result, the preliminary budget currently reflects a draw from surplus to offset the related compensation costs, and this will be adjusted in the amended budget once the funding amount is confirmed.

Total Revenue Summary	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
Operating Fund	\$ 68,264,522	\$ 72,148,650	\$ 76,905,344	\$ 83,831,830	\$ 87,111,912	\$ 3,280,082	3.91%
Special Purpose Funds	11,222,479	10,203,928	12,622,838	15,297,361	13,270,396	(2,026,965)	-13.25%
Capital Fund	339,226	194,936	210,710	-	-	-	-
Amortization - Def. Revenue	2,973,354	3,018,809	3,123,694	3,252,863	3,252,863	-	0.00%
	\$ 82,799,581	\$ 85,566,323	\$ 92,862,586	\$ 102,382,054	\$ 103,635,171	\$ 1,253,117	1.22%
\$ change from Prior Year	3,778,612	2,766,742	7,296,263	16,815,731	1,253,117		
% change from Prior Year	4.78%	3.34%	8.53%	19.65%	1.22%		



Operating Fund

Revenue	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
Operating Fund							
Grants							
Ministry of Education	\$ 65,892,174	\$ 68,747,077	\$ 73,159,535	\$ 80,094,340	\$ 83,480,573	\$ 3,386,233	4.23%
Other Ministries	362,317	450,725	315,481	300,840	303,976	3,136	1.04%
	66,254,491	69,197,802	73,475,016	80,395,180	83,784,549	3,389,369	4.22%
Tuition	1,398,001	2,300,936	2,323,048	2,320,000	2,195,000	(125,000)	-5.39%
Other Revenue	312,557	318,882	303,375	255,000	270,713	15,713	6.16%
Rentals and Leases	216,660	216,477	203,688	211,650	211,650	-	0.00%
Investment Income	82,813	114,553	600,217	650,000	650,000	-	0.00%
	\$ 68,264,522	\$ 72,148,650	\$ 76,905,344	\$ 83,831,830	\$ 87,111,912	\$ 3,280,082	3.91%
\$ change from Prior Year	1,175,587	3,884,128	4,756,694	11,683,180	3,280,082		
% change from Prior Year	1.75%	5.69%	6.59%	16.19%	3.91%		

Grants

Operating fund grants have increased from the prior year, primarily due to increased enrolment and increased grant rates related to funded wage and benefit increases.

Ministry of Education Grant Rates (per student)	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
Basic Allocation	7,560	7,885	7,885	8,625	8,915	290	3.25%
Distributed Learning	6,100	6,360	6,360	6,960	7,200	240	3.33%
Continuing Education	7,560	7,885	7,885	8,625	8,915	290	3.25%

Operating Fund Grants	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
Provincial Grants							
Operating Fund							
Ministry of Education							
Operating Grant	\$ 63,232,408	\$ 67,997,526	\$ 69,282,965	\$ 77,945,580	\$ 82,310,535	\$ 4,364,955	5.60%
Other							
ISC/LEA Recovery	(175,290)	(265,080)	(240,713)	(225,000)	(240,713)	(15,713)	6.98%
Early Career Mentorship	140,000	-	-	-	-	-	
Early Learning Framework	2,486	2,486	952	-	-	-	#DIV/0!
Equity Scan	-	-	14,881	-	-	-	
Extreme Weather Grant	-	18,821	-	-	-	-	
FSA	12,964	12,964	14,464	13,000	13,000	-	0.00%
Labour Settlement	-	-	2,749,033	1,333,708	-	(1,333,708)	-100.00%
Pay Equity	725,901	725,901	725,901	725,901	725,901	-	0.00%
Funding for Graduated Adults	21,405	11,946	10,688	-	-	-	
Support Staff Benefits	52,433	53,613	55,076	55,180	55,180	-	
Transportation Supplement	188,900	188,900	188,900	188,900	188,900	-	0.00%
Teacher Labour Settlement	1,690,967	-	-	-	-	-	
Integrated Child and Youth			357,388	57,071	427,770	370,699	
	2,659,766	749,551	3,876,570	2,148,760	1,170,038	(978,722)	-45.55%
	65,892,174	68,747,077	73,159,535	80,094,340	83,480,573	3,386,233	4.23%
Provincial Other							
Art Starts	-	6,375	4,500	4,500	4,500	-	0.00%
BCPSEA	-	-	19,526	-	-	-	
Other	-	15,000	-	-	-	-	
Industry Training Authority	215,699	278,300	133,140	139,200	139,200	-	0.00%
BC Council for International Ed			4,250				
UFV	146,618	151,050	154,065	157,140	160,276	3,136	2.00%
	362,317	450,725	315,481	300,840	303,976	3,136	1.04%
Total Provincial Operating Grants	\$ 66,254,491	\$ 69,197,802	\$ 73,475,016	\$ 80,395,180	\$ 83,784,549	\$ 3,389,369	4.22%
\$ change from Prior Year	\$ 2,211,209	\$ 2,943,311	\$ 4,277,214	\$ 6,920,164	\$ 3,389,369		
% change from Prior Year	3.45%	4.44%	6.18%	9.42%	4.22%		

Regular Operating Grant

The following table is based on the projected enrolment submitted to the Ministry in February and the updated grant tables provided by the Ministry.

Regular Operating Grant Calculation	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
Regular Learning Students	\$ 42,851,970	\$ 48,889,464	\$ 49,459,648	\$ 55,077,633	\$ 57,813,775	\$ 2,736,142	4.97%
Other Learning Students	4,465,620	2,128,308	2,098,020	2,146,925	2,401,120	254,195	11.84%
Inclusive Education Support	8,948,089	10,167,809	10,775,000	13,319,754	14,389,632	1,069,878	8.03%
Indigenous Education	1,633,500	1,757,495	1,812,270	2,024,640	2,079,750	55,110	2.72%
English Language Learning	542,640	537,315	530,899	562,140	601,325	39,185	6.97%
Salary Differential	943,562	790,286	785,315	833,843	827,419	(6,424)	-0.77%
Unique Geographic Factors	3,586,725	3,671,149	3,764,241	3,922,738	4,042,230	119,492	3.05%
Curriculum/Learning Support	55,305	55,700	57,572	57,907	59,034	1,127	1.95%
Indigenous Education Council				-	96,250	96,250	#DIV/0!
Holdback Allocation	204,997	-	-				
	\$ 63,232,408	\$ 67,997,526	\$ 69,282,965	\$ 77,945,580	\$ 82,310,535	4,364,955	5.60%
\$ change from Prior Year	2,009,433	4,765,118	1,285,439	8,662,615	4,364,955		
% change from Prior Year	3.28%	7.54%	1.89%	12.50%	5.60%		
Total Funded Students	6,407	6,538	6,566	6,660	6,777	117	1.75%
Rate per funded student	9,869	10,401	10,552	11,703	12,146	443	3.78%
\$ change from Prior Year	198	532	151	1,151	443		
% change from Prior Year	2.05%	5.39%	1.45%	10.91%	3.78%		

Other Revenue

Other revenue is budgeted for tuition fees from the International and Continuing Education programs, facility rentals, investment income, and miscellaneous other revenue sources.

Other Revenues	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
Tuition							
Continuing Education	335,477	398,275	200,938	270,000	245,000	(25,000)	-9.26%
International & Out of Province	1,059,124	1,900,411	2,122,110	2,050,000	1,950,000	(100,000)	-4.88%
Summit Distance Learning	3,400	2,250					
Total Tuition	1,398,001	2,300,936	2,323,048	2,320,000	2,195,000	(125,000)	-5.39%
\$ change from prior year	(924,030)	902,935	22,112	(3,048)	(125,000)		
% change from prior year	-39.79%	64.59%	0.96%	-0.13%	-5.39%		
Other Revenue Operating							
LEA Funding - First Nations	175,290	265,080	240,713	225,000	240,713	15,713	6.98%
Miscellaneous							
DOM Clarke Theatre	59,843					-	
Other Revenue	37,570	27,125	36,964	25,000	25,000	-	0.00%
Pay for Service - Riverside	25,004	8,727	9,748	5,000	5,000	-	0.00%
Transportation Fees	14,850	17,950	15,950			-	
	312,557	318,882	303,375	255,000	270,713	15,713	6.16%
\$ change from prior year	(81,508)	6,325	(15,507)	(48,375)	15,713		
% change from prior year	-20.68%	2.02%	-4.86%	-15.95%	6.16%		
Rentals and Leases	216,660	216,477	203,688	211,650	211,650	-	0.00%
Investment Income	82,813	114,553	600,217	650,000	650,000	-	0.00%
Gain on Sale of Capital Assets			131,398				
	299,473	331,030	935,303	861,650	861,650	-	0.00%
\$ change from prior year	(30,084)	31,557	604,273	(73,653)	-		
% change from prior year	-9.13%	10.54%	182.54%	-7.87%	0.00%		

Special Purpose Funds

Special purpose grants, which are targeted for specific programs and initiatives and funded primarily by the province, continue to increase. As a result, special purpose funding has become a very significant component of overall revenue in recent years.

Revenue	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
Special Purpose Fund							
Grants							
Ministry of Education	\$ 10,228,501	\$ 8,807,314	\$ 10,020,139	\$ 12,826,762	\$ 10,991,222	\$ (1,835,540)	-14.31%
Other Ministries	68,533	82,013	95,061	211,003	189,374	(21,629)	-10.25%
	10,297,034	8,889,327	10,115,200	13,037,765	11,180,596	(1,857,169)	-14.24%
Other Revenue	925,445	1,314,601	2,507,638	2,259,596	2,089,800	(169,796)	-7.51%
	\$ 11,222,479	\$ 10,203,928	\$ 12,622,838	\$ 15,297,361	\$ 13,270,396	\$ (2,026,965)	-13.25%
\$ change from Prior Year	2,483,739	(1,018,551)	2,418,910	5,093,433	(2,026,965)		
% change from Prior Year	28.42%	-9.08%	23.71%	49.92%	-13.25%		

The following table details the grant revenue budgeted within the special purpose funds. Revenue recognition is based on expenditure during the year, with unspent funds carried forward as deferred revenue. A more detailed breakdown of annual funding budgeted for the special purpose funds is provided in the appendix. As noted previously, the funding for remedy costs related to class size and composition criteria is updated with the amended budget, as the province does not confirm this funding until the fall.

Special Purpose Funds - Grants	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
Ministry of Education							
Annual Facility Grant	249,513	244,250	249,559	249,559	249,559	-	0.00%
Classroom Enhancement							
Overhead	259,203	259,203	268,897	283,686	289,360	5,674	2.00%
Staffing	5,179,216	6,175,271	6,600,851	7,905,372	8,063,479	158,107	2.00%
Remedies	743,007	734,301	1,055,664	1,213,743	-	(1,213,743)	
	6,181,426	7,168,775	7,925,412	9,402,801	8,352,839	(1,049,962)	-11.17%
Community Link	416,933	412,254	425,014	448,905	456,462	7,557	1.68%
Changing Results (CR4YC)	1,049	1,423	3,141	39,387	41,250	1,863	4.73%
Early Learning and Child Care	-	-	102,348	247,652	175,000	(72,652)	-29.34%
Feeding Futures				800,105	796,804	(3,301)	-0.41%
FN Student Transportation	13,064	9,302	4,542	47,357	53,797	6,440	13.60%
Learning Improvement	225,361	231,682	244,357	291,080	291,442	362	0.12%
Mental Health in Schools	74,270	122,845	52,000	52,000	52,000	-	
Official Languages (OLEP)	100,479	94,470	331,380	657,224	246,219	(411,005)	-62.54%
Ready, Set, Learn	25,053	36,486	33,478	38,456	31,850	(6,606)	-17.18%
Strengthening Early Years	-	-	985	37,015	34,000	(3,015)	-8.15%
Student and Family Affordability	-	-	436,497	253,317	-	(253,317)	-100.00%
Safe Return to School	434,860	210,900	-	-	-	-	
Safe Return to Class	2,360,906	130,033	42,468	81,343	50,000	(31,343)	-38.53%
Strong Start	145,587	144,894	168,958	180,561	160,000	(20,561)	-11.39%
	10,228,501	8,807,314	10,020,139	12,826,762	10,991,222	(1,835,540)	-14.31%
Provincial Other							
MCFD Early Years	58,771	82,013	84,799	150,590	129,374	(21,216)	-14.09%
MCFD Middle Years	6,276	-	-	60,175	60,000	(175)	-0.29%
PSB Mentorship Grant	-	-	10,262	238	-	(238)	-100.00%
POPFASD C.A.R.S.	3,486	-	-	-	-	-	
	68,533	82,013	95,061	211,003	189,374	(21,629)	-10.25%
Total Provincial SPF Grants	\$ 10,297,034	\$ 8,889,327	\$ 10,115,200	\$ 13,037,765	\$ 11,180,596	\$ (1,857,169)	-14.24%
\$ change from Prior Year	\$ 3,014,991	\$ (1,407,707)	\$ 1,225,873	\$ 2,922,565	\$ (1,857,169)		
% change from Prior Year	41.40%	-13.67%	13.79%	0.288928049	-14.24%		

Other (non-provincial) revenues within the special purpose grants are summarized below:

Other Revenues	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
Other Revenue							
Special Purpose Fund							
Scholarships & Bursaries	18,800	60,005	95,340	100,000	70,000	(30,000)	-30.00%
HP Childcare Centre	-	-	26,764	22,736	19,800	(2,936)	-12.91%
Decoda Literacy	-	-	-	9,266	-		
School Generated Funds	906,645	1,254,596	2,385,534	2,127,594	2,000,000	(127,594)	-6.00%
	925,445	1,314,601	2,507,638	2,259,596	2,089,800	(169,796)	-7.51%
\$ change from prior year	(531,252)	389,156	1,193,037	(248,042)	(169,796)		
% change from prior year	-36.47%	42.05%	90.75%	-9.89%	-7.51%		

Expenses

This section highlights the changes to the operating and special purpose fund expenses. Operating fund expenses have increased primarily due to forecast enrolment growth, increased staffing, wage and benefit increases, inflation, and the use of surplus for a variety of initiatives. A summary of the changes is presented below, and further detail is provided in the appendix.

Expenses	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
By Fund							
Operating Fund	65,812,940	70,057,552	76,518,950	85,251,741	88,025,483	2,773,742	3.25%
Special Purpose Fund	11,118,942	10,094,986	12,622,838	15,297,361	13,270,396	(2,026,965)	-13.25%
Capital Fund	4,324,584	4,303,900	4,406,232	4,522,658	4,552,412	29,754	0.66%
	81,256,466	84,456,438	93,548,020	105,071,760	105,848,291	776,531	0.74%

Functional Reporting

Expenses are reported in five functional areas: Instruction, District Administration, Operations and Maintenance, Transportation and Housing, and Debt Services. Amortization for capital expenses is reported under Operations and Maintenance and Transportation but has been separated for this budget report presentation to assist with the review and comparison of expenses over time.

Expenses	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
By Function							
Instruction	63,711,015	66,589,678	74,999,585	84,844,561	84,670,118	(174,443)	-0.21%
District Administration	3,088,751	3,281,077	3,812,806	4,309,374	4,651,447	342,073	7.94%
Operations and Maintenance	9,332,246	9,150,453	9,023,597	9,970,096	10,363,915	393,819	3.95%
Transportation	1,139,096	1,326,266	1,385,112	1,425,071	1,610,399	185,328	13.00%
Debt Servicing	-	1,210	24,599	60,836	86,190	25,354	
Amortization	3,985,358	4,107,754	4,302,321	4,461,822	4,466,222	4,400	0.10%
	81,256,466	84,456,438	93,548,020	105,071,760	105,848,291	776,531	0.74%

Object Reporting: Salaries, Benefits, Services & Supplies, Amortization

In addition to functional reporting, expenses are classified by the type of expense object. These codes have been summarized into three categories: Wages and Benefits; Services and Supplies; and Amortization. The object reporting details the cost increases between staffing related expenses and costs for service and supplies. Additional details are presented in the appendix.

Expenses	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
By Object Code							
Salaries and Wages							
Teachers	32,679,849	32,955,085	35,639,642	39,347,188	40,076,308	729,120	1.85%
Principals and Vice Principals	4,235,675	4,603,581	4,827,596	5,197,100	5,511,427	314,327	6.05%
Education Assistants	6,611,663	7,103,468	7,959,629	10,054,458	9,976,100	(78,358)	-0.78%
Support Staff	8,123,004	8,137,956	8,445,492	9,487,376	9,850,671	363,295	3.83%
Other Professionals	1,996,864	2,008,315	2,431,140	2,891,662	3,120,269	228,607	7.91%
Substitutes	2,231,400	2,892,216	3,701,665	4,241,192	4,119,049	(122,143)	-2.88%
	\$ 55,878,455	\$ 57,700,621	\$ 63,005,164	\$ 71,218,976	\$ 72,653,824	1,434,848	2.01%
Benefits	12,898,613	13,390,166	15,060,716	16,637,766	17,353,108	715,342	4.30%
Total Employment Expenses	68,777,068	71,090,787	78,065,880	87,856,742	90,006,932	2,150,190	2.45%
Services and Supplies	8,494,040	9,256,687	11,155,220	12,692,360	11,288,947	(1,403,413)	-11.06%
Debt Servicing	-	1,210	24,599	60,836	86,190	25,354	41.68%
Amortization	3,985,358	4,107,754	4,302,321	4,461,822	4,466,222	4,400	0.10%
	\$ 81,256,466	\$ 84,456,438	\$ 93,548,020	\$105,071,760	\$ 105,848,291	776,531	0.74%
Employment Expenses as a % of Total	84.64%	84.17%	83.45%	83.62%	85.03%		
Benefits as a % of Employment Expenses	23.08%	23.21%	23.90%	23.36%	23.88%		
Services and Supplies as a % of Total	10.45%	10.96%	11.92%	12.08%	10.67%		

Employment Expenses

Approximately 85% of the School District expenses are related to staffing. There are two primary considerations that drive costs related to staffing: The number of employees (staffing plan), and the cost of the salaries, wages, and benefits.

The following table summarizes the staffing plan. The staffing plan will be updated as staffing adjusts in September and updated with the amended budget.

2024/25 Staffing Budget	Instruction								Administration			Ops/Mtc/Trans			Total
	Teacher			PVP	EA	Support	Other Professional	Total Instruction	Admin Support	Other Professional	Total Administration	Support	Other Professional	Total Ops/Mtc/Trans	
Classroom Teachers	Non-Enrolling Teachers	Sub-Total Teachers													
District Based		35.20	35.20	6.20	44.16			85.56	14.54	27.00	41.54	48.81	2.00	50.81	177.91
School Based	312.12	76.20	388.32	31.60	166.72	53.76	1.00	641.40			-	37.28		37.28	678.68
TOTAL	312.12	111.40	423.52	37.80	210.88	53.76	1.00	726.96	14.54	27.00	41.54	86.09	2.00	88.09	856.59
% of Total Staff	36.4%	13.0%	49.4%	4.4%	24.6%	6.3%	0.1%	84.9%	1.7%	3.2%	4.8%	10.0%	0.2%	10.3%	100.0%

Services and Supplies

Services and supplies have averaged approximately 11% of total budget expense over the past few years. The preliminary budget reflects a reduction, primarily due to the removal of expenditures related to remedy, which will be determined in the fall and included with the amended budget. Considering this annual anomaly, services and supplies expenses are generally increasing due to inflationary pressures.

Amortization

Amortization expense is included in the consolidated budget and reported in the capital fund. The amount budgeted for amortization is based on accounting guidelines and cannot be altered.

Local Capital

Although building and equipment capital costs are expensed in the capital accounts by amortizing the costs over the useful life of the asset, annually funds are allocated from the operating fund to acquire capital assets.

The following chart summarizes the planned allocation of funds from operations for local capital purposes. Any funds unused at the end of the year remain within the local capital account.

Local Capital Expenditure Plan	Amended Budget	Preliminary Budget
	2023/2024	2024/2025
Prior Year Local Capital Fund Balance	\$ 896,961	\$ 600,000
Transfer from Operating Fund	603,172	823,555
Total funds available for Local Capital	1,500,133	1,423,555
Planned Expenditures		
Project expenditures	378,412	400,000
Capital loan payments	283,172	448,555
	\$ 661,584	\$ 848,555
Anticipated Fund Balance - End of Year	838,549	575,000

In addition to local capital, the School District receives funding from the province for major capital expenditures. These capital transactions are recorded at year end with the financial statements in the capital schedules; these capital expenditures are not included in the School District’s annual budget bylaw directly, but rather, are included as amortization over the estimated useful life of the capital asset.



Additional Needs

The following table summarizes additional needs that have been identified but not included in the budget:

Additional Needs Identified (Not Included in Budget)	
One Time Additional Needs	
Dust collector system - Ferndale	800,000
Transportation - Inclusive education bus	100,000
Transportation - Indigenous education van	100,000
Riverside expansion	100,000
Portables	400,000
Print Shop	40,000
Subtotal	1,540,000
Recurring Additional Needs	
Psychologist (1 FTE)	120,000
Children and youth in care advocate - Indigenous focus (.4 FTE)	48,000
Speech language pathologist (.6 FTE)	72,000
Occupational Therapist - Fraser Valley child development centre (.2 FTE)	40,000
EA - Mentor (.2 FTE)	10,000
Intensive literacy support	100,000
Business/data systems manager (1 FTE)	125,000
IT technicians (1 FTE)	95,000
IT manager (1 FTE)	125,000
Indigenous liaison worker language support - Operating budget (2 FTE)	140,000
Work experience coordinator (1 FTE)	65,000
Subtotal	940,000
Total Additional Needs	\$ 2,480,000

Multi-Year Financial Plan

The multi-year operating plan below spans the 2024/25 – 2026/27 fiscal years. Information will be provided once available.

Appendix

A. Statement of Operations

Statement of Operations	Actuals			Amended Budget	Preliminary Budget	Change from prior year amended budget	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
Revenue							
Provincial Grants	\$ 76,890,751	\$ 78,282,065	\$ 83,669,528	\$ 93,432,945	\$ 94,965,145	1,532,200	1.64%
Other Revenue	2,935,476	4,265,449	5,937,966	5,696,246	5,417,163	(279,083)	-4.90%
Other Capital Revenue	-	-	131,398	-	-	-	
Amortization Deferred Capital Revenue	2,973,354	3,018,809	3,123,694	3,252,863	3,252,863	-	0.00%
	82,799,581	85,566,323	92,862,586	102,382,054	103,635,171	1,253,117	1.22%
Expenses							
Instruction	63,711,015	66,589,678	74,999,585	84,844,561	84,670,118	(174,443)	-0.21%
District Administration	3,088,751	3,281,077	3,812,806	4,309,374	4,651,447	342,073	7.94%
Operations and Maintenance	9,332,246	9,150,453	9,023,597	9,970,096	10,363,915	393,819	3.95%
Transportation	1,139,096	1,326,266	1,385,112	1,425,071	1,610,399	185,328	13.00%
Amortization	3,985,358	4,107,754	4,302,321	4,461,822	4,466,222	4,400	0.10%
Debt Services	-	1,210	24,599	60,836	86,190	25,354	41.68%
	81,256,466	84,456,438	93,548,020	105,071,760	105,848,291	776,531	0.74%
Surplus (Deficit)	\$ 1,543,115	\$ 1,109,885	\$ (685,434)	\$ (2,689,706)	\$ (2,213,120)	476,586	-17.72%
Operating Surplus (Deficit)	2,451,582	2,091,098	386,394	(1,419,911)	(913,571)		
Special Purpose Surplus (Deficit)	103,537	108,942	-	-	-		
Capital Surplus (Deficit)	(1,012,004)	(1,090,155)	(1,071,828)	(1,269,795)	(1,299,549)		
	\$ 1,543,115	\$ 1,109,885	\$ (685,434)	\$ (2,689,706)	\$ (2,213,120)	476,586	-17.72%

B. Operating Surplus (Deficit) Reconciliation

Statement of Operations	Actuals			Amended Budget	Preliminary Budget
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Operating Surplus (Deficit) Reconciliation					
Annual Operating Surplus (Deficit)	\$ 2,451,582	\$ 2,091,098	\$ 386,394	\$ (1,419,911)	\$ (913,571)
Transfer (to) / from Restricted Reserves	(1,113,535)	715,574	(23,479)	490,417	34,233
Transfer (to) / from Unrestricted Surplus	(790,796)	(1,777,327)	401,153	1,532,666	1,702,893
Transfer (to) / from Capital	(7,751)	(110,331)	(181,177)	-	-
Transfer (to) / from Local Capital	(539,500)	(919,014)	(582,891)	(603,172)	(823,555)
Net Operating Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ (0)

C. Summary of Reserves

Reserves and Surplus Balances	Actuals			Amended Budget	Preliminary Budget
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Reserves and Surplus Balances after Transfers					
Restricted Reserves	\$ 1,538,471	\$ 822,897	\$ 846,376	\$ 355,960	\$ 321,726
Unrestricted Surplus	1,881,459	3,658,786	3,257,633	1,724,966	1,027,629
Total Operating Surplus / Reserves	\$ 3,419,930	\$ 4,481,683	\$ 4,104,009	\$ 2,080,926	\$ 1,349,355
Local Capital Account					
Fund Balance at Start of the Year	\$ 677,607	\$ 666,871	\$ 1,098,733	\$ 896,961	\$ 600,000
Transfer to / from the Fund	539,500	919,014	582,891	603,172	823,555
Expenditures from the Fund	(550,236)	(487,152)	(784,663)	(661,584)	(848,555)
Balance at the end of the Year	\$ 666,871	\$ 1,098,733	\$ 896,961	\$ 838,549	\$ 575,000

D. Statements - Operating Fund, Special Purpose Funds, Capital Fund

Operating Fund	Actuals			Amended Budget	Preliminary Budget	Change from prior year amended budget	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
Revenue							
Provincial Grants	\$ 66,254,491	\$ 69,197,802	\$ 73,475,016	\$ 80,395,180	\$ 83,784,549	3,389,369	4.22%
Other Revenue	2,010,031	2,950,848	3,430,328	3,436,650	3,327,363	(109,287)	-3.18%
	<u>68,264,522</u>	<u>72,148,650</u>	<u>76,905,344</u>	<u>83,831,830</u>	<u>87,111,912</u>	<u>3,280,082</u>	<u>3.91%</u>
Expenses							
Instruction	54,021,414	57,199,272	62,945,566	70,381,915	72,254,285	1,872,370	2.66%
District Administration	2,916,276	3,144,359	3,753,868	3,964,484	4,271,440	306,956	7.74%
Operations and Maintenance	7,778,154	8,390,021	8,438,946	9,527,628	9,943,156	415,528	4.36%
Transportation	1,097,096	1,323,900	1,380,570	1,377,714	1,556,602	178,888	12.98%
	<u>65,812,940</u>	<u>70,057,552</u>	<u>76,518,950</u>	<u>85,251,741</u>	<u>88,025,483</u>	<u>2,773,742</u>	<u>3.25%</u>
Operating Surplus (Deficit)	\$ 2,451,582	\$ 2,091,098	\$ 386,394	\$ (1,419,911)	\$ (913,571)	506,340	-35.66%

Special Purpose Funds	Actuals			Amended Budget	Preliminary Budget	Change from prior year amended budget	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
Revenue							
Provincial Grants	\$ 10,297,034	\$ 8,889,327	\$ 10,115,200	\$ 13,037,765	\$ 11,180,596	(1,857,169)	-14.24%
Other Revenue	925,445	1,314,601	2,507,638	2,259,596	2,089,800	(169,796)	-7.51%
	<u>11,222,479</u>	<u>10,203,928</u>	<u>12,622,838</u>	<u>15,297,361</u>	<u>13,270,396</u>	<u>(2,026,965)</u>	<u>-13.25%</u>
Expenses							
Instruction	9,350,375	9,390,406	12,054,019	14,462,646	12,415,833	(2,046,813)	-14.15%
District Administration	172,475	136,718	58,938	344,890	380,007	35,117	10.18%
Operations and Maintenance	1,554,092	565,496	505,339	442,468	420,759	(21,709)	-4.91%
Transportation	42,000	2,366	4,542	47,357	53,797	6,440	13.60%
	<u>11,118,942</u>	<u>10,094,986</u>	<u>12,622,838</u>	<u>15,297,361</u>	<u>13,270,396</u>	<u>(2,026,965)</u>	<u>-13.25%</u>
Surplus (Deficit)	\$ 103,537	\$ 108,942	\$ -	\$ -	\$ -	-	-

Capital Fund	Actuals			Amended Budget	Preliminary Budget	Change from prior year amended budget	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
Revenue							
Provincial Grants	\$ 339,226	\$ 194,936	\$ 79,312	\$ -	\$ -	-	-
Gain on Sale	\$ -	\$ -	\$ 131,398	\$ -	\$ -	-	-
Amortization	2,973,354	3,018,809	3,123,694	3,252,863	3,252,863	-	0.00%
	<u>3,312,580</u>	<u>3,213,745</u>	<u>3,334,404</u>	<u>3,252,863</u>	<u>3,252,863</u>	<u>-</u>	<u>0.00%</u>
Capital Fund - Object Reporting							
Services and Supplies	339,226	194,936	79,312	-	-	-	-
Capital Loan Interest	-	1,210	24,599	60,836	86,190	25,354	41.68%
Amortization	3,985,358	4,107,754	4,302,321	4,461,822	4,466,222	4,400	0.10%
	<u>4,324,584</u>	<u>4,303,900</u>	<u>4,406,232</u>	<u>4,522,658</u>	<u>4,552,412</u>	<u>29,754</u>	<u>0.66%</u>
Surplus (Deficit)	\$ (1,012,004)	\$ (1,090,155)	\$ (1,071,828)	\$ (1,269,795)	\$ (1,299,549)	(29,754)	2.34%

E. Revenue – All Funds

Revenue	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
Operating Fund							
Grants							
Ministry of Education	\$ 65,892,174	\$ 68,747,077	\$ 73,159,535	\$ 80,094,340	\$ 83,480,573	\$ 3,386,233	4.23%
Other Ministries	362,317	450,725	315,481	300,840	303,976	3,136	1.04%
	66,254,491	69,197,802	73,475,016	80,395,180	83,784,549	3,389,369	4.22%
Tuition	1,398,001	2,300,936	2,323,048	2,320,000	2,195,000	(125,000)	-5.39%
Other Revenue	312,557	318,882	303,375	255,000	270,713	15,713	6.16%
Rentals and Leases	216,660	216,477	203,688	211,650	211,650	-	0.00%
Investment Income	82,813	114,553	600,217	650,000	650,000	-	0.00%
	\$ 68,264,522	\$ 72,148,650	\$ 76,905,344	\$ 83,831,830	\$ 87,111,912	\$ 3,280,082	3.91%
\$ change from Prior Year	1,175,587	3,884,128	4,756,694	11,683,180	3,280,082		
% change from Prior Year	1.75%	5.69%	6.59%	16.19%	3.91%		
Special Purpose Fund							
Grants							
Ministry of Education	\$ 10,228,501	\$ 8,807,314	\$ 10,020,139	\$ 12,826,762	\$ 10,991,222	\$ (1,835,540)	-14.31%
Other Ministries	68,533	82,013	95,061	211,003	189,374	(21,629)	-10.25%
	10,297,034	8,889,327	10,115,200	13,037,765	11,180,596	(1,857,169)	-14.24%
Other Revenue	925,445	1,314,601	2,507,638	2,259,596	2,089,800	(169,796)	-7.51%
	\$ 11,222,479	\$ 10,203,928	\$ 12,622,838	\$ 15,297,361	\$ 13,270,396	\$ (2,026,965)	-13.25%
\$ change from Prior Year	2,483,739	(1,018,551)	2,418,910	5,093,433	(2,026,965)		
% change from Prior Year	28.42%	-9.08%	23.71%	49.92%	-13.25%		
Capital Fund							
Ministry of Education Grant	\$ 339,226	\$ 194,936	\$ 79,312	\$ -	\$ -	\$ -	0.00%
Amortization	2,973,354	3,018,809	3,123,694	3,252,863	3,252,863	-	-
Gain on Sale of Assets			131,398	-	-	-	#DIV/0!
	\$ 3,312,580	\$ 3,213,745	\$ 3,334,404	\$ 3,252,863	\$ 3,252,863	\$ -	0.00%
\$ change from Prior Year	119,286	(98,835)	120,659	39,118	-		
% change from Prior Year	3.74%	-2.98%	3.75%	1.22%	0.00%		
Total Revenue	82,799,581	85,566,323	92,862,586	102,382,054	103,635,171	\$ 1,253,117	1.22%

F. Operating Fund Revenue – Reconciliation of Changes from 2023/24

Operating Revenue	Increase (Decrease)
Operating Grant	
Enrolment - Regular schools	853,928
Enrolment - Inclusive education	618,120
Enrolment - Distance learning	104,835
Enrolment - Continuing education	72,234
Enrolment - Indigenous education	(15,390)
Enrolment - English language learning	19,085
Rate change - Basic allocation (Reg, CE, Alt, DL)	1,959,340
Rate change - Inclusive education	460,030
Rate change - Indigenous education	70,500
Rate change - English language learning	20,100
Geographic factors supplement	119,492
Curriculum and learning support fund	1,127
Salary differential supplement	(6,424)
Equity of opportunity supplement	(8,272)
Other MOE Grant	
Integrated child and youth program	370,699
Indigenous education council	96,250
Local education agreement	(15,713)
Labour settlement funding (reflected in rate increase)	(1,333,708)
Other Provincial	
UFV operating agreement	3,136
Other Revenue	
Local education agreement	15,713
Tuition	
International education	(100,000)
Riverside trades program	(25,000)
Grand Total	3,280,082

G. Expenses – All Funds

Expenses	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
By Fund							
Operating Fund	65,812,940	70,057,552	76,518,950	85,251,741	88,025,483	2,773,742	3.25%
Special Purpose Fund	11,118,942	10,094,986	12,622,838	15,297,361	13,270,396	(2,026,965)	-13.25%
Capital Fund	4,324,584	4,303,900	4,406,232	4,522,658	4,552,412	29,754	0.66%
	<u>81,256,466</u>	<u>84,456,438</u>	<u>93,548,020</u>	<u>105,071,760</u>	<u>105,848,291</u>	<u>776,531</u>	<u>0.74%</u>
Expenses	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
By Function							
Instruction	63,711,015	66,589,678	74,999,585	84,844,561	84,670,118	(174,443)	-0.21%
District Administration	3,088,751	3,281,077	3,812,806	4,309,374	4,651,447	342,073	7.94%
Operations and Maintenance	9,332,246	9,150,453	9,023,597	9,970,096	10,363,915	393,819	3.95%
Transportation	1,139,096	1,326,266	1,385,112	1,425,071	1,610,399	185,328	13.00%
Debt Servicing	-	1,210	24,599	60,836	86,190	25,354	
Amortization	3,985,358	4,107,754	4,302,321	4,461,822	4,466,222	4,400	0.10%
	<u>81,256,466</u>	<u>84,456,438</u>	<u>93,548,020</u>	<u>105,071,760</u>	<u>105,848,291</u>	<u>776,531</u>	<u>0.74%</u>
Expenses	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
By Object Code							
Salaries and Wages							
Teachers	32,679,849	32,955,085	35,639,642	39,347,188	40,076,308	729,120	1.85%
Principals and Vice Principals	4,235,675	4,603,581	4,827,596	5,197,100	5,511,427	314,327	6.05%
Education Assistants	6,611,663	7,103,468	7,959,629	10,054,458	9,976,100	(78,358)	-0.78%
Support Staff	8,123,004	8,137,956	8,445,492	9,487,376	9,850,671	363,295	3.83%
Other Professionals	1,996,864	2,008,315	2,431,140	2,891,662	3,120,269	228,607	7.91%
Substitutes	2,231,400	2,892,216	3,701,665	4,241,192	4,119,049	(122,143)	-2.88%
	<u>\$ 55,878,455</u>	<u>\$ 57,700,621</u>	<u>\$ 63,005,164</u>	<u>\$ 71,218,976</u>	<u>\$ 72,653,824</u>	<u>1,434,848</u>	<u>2.01%</u>
Benefits	12,898,613	13,390,166	15,060,716	16,637,766	17,353,108	715,342	4.30%
Total Employment Expenses	68,777,068	71,090,787	78,065,880	87,856,742	90,006,932	2,150,190	2.45%
Services and Supplies	8,494,040	9,256,687	11,155,220	12,692,360	11,288,947	(1,403,413)	-11.06%
Debt Servicing	-	1,210	24,599	60,836	86,190	25,354	41.68%
Amortization	3,985,358	4,107,754	4,302,321	4,461,822	4,466,222	4,400	0.10%
	<u>\$ 81,256,466</u>	<u>\$ 84,456,438</u>	<u>\$ 93,548,020</u>	<u>\$ 105,071,760</u>	<u>\$ 105,848,291</u>	<u>776,531</u>	<u>0.74%</u>
Employment Expenses as a % of Total	84.64%	84.17%	83.45%	83.62%	85.03%		
Benefits as a % of Employment Expenses	23.08%	23.21%	23.90%	23.36%	23.88%		
Services and Supplies as a % of Total	10.45%	10.96%	11.92%	12.08%	10.67%		

H. Expenses – Operating Fund

Operating Fund Expenses	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
By Function							
Instruction	54,021,414	57,199,272	62,945,566	70,381,915	72,254,285	1,872,370	2.66%
District Administration	2,916,276	3,144,359	3,753,868	3,964,484	4,271,440	306,956	7.74%
Operations and Maintenance	7,778,154	8,390,021	8,438,946	9,527,628	9,943,156	415,528	4.36%
Transportation	1,097,096	1,323,900	1,380,570	1,377,714	1,556,602	178,888	12.98%
	<u>\$ 65,812,940</u>	<u>\$ 70,057,552</u>	<u>\$ 76,518,950</u>	<u>\$ 85,251,741</u>	<u>\$ 88,025,483</u>	<u>2,773,742</u>	<u>3.25%</u>
Instruction							
Teacher Salaries	27,220,109	27,790,165	30,159,972	32,890,590	33,605,925	715,335	2.17%
Principal / Vice Principal Salaries	4,155,650	4,539,492	4,666,085	4,952,300	5,097,779	145,479	2.94%
Education Assistant Salaries	5,901,883	6,610,320	7,324,169	9,256,458	9,368,900	112,442	1.21%
Support Staff Salaries	2,599,649	2,774,786	3,067,383	3,455,330	3,569,240	113,910	3.30%
Other Professionals Salaries	166,411	144,695	143,869	414,976	481,602	66,626	16.06%
Substitutes Salaries	1,848,812	2,474,026	3,183,435	3,701,797	3,701,797	-	0.00%
	<u>41,892,514</u>	<u>44,333,484</u>	<u>48,544,913</u>	<u>54,671,451</u>	<u>55,825,243</u>	<u>1,153,792</u>	<u>2.11%</u>
Benefits	9,818,189	10,366,925	11,675,217	12,610,217	13,228,419	618,202	4.90%
Total Salaries and Benefits	51,710,703	54,700,409	60,220,130	67,281,668	69,053,662	1,771,994	2.63%
Services and Supplies	2,310,711	2,498,863	2,725,436	3,100,247	3,200,623	100,376	3.24%
	<u>\$ 54,021,414</u>	<u>\$ 57,199,272</u>	<u>\$ 62,945,566</u>	<u>\$ 70,381,915</u>	<u>\$ 72,254,285</u>	<u>1,872,370</u>	<u>2.66%</u>
Administration							
Principal / Vice Principal Salaries	-	-	54,775	63,800	202,704	138,904	
Support Staff Salaries	553,542	585,142	595,942	653,100	672,500	19,400	2.97%
Other Professionals Salaries	1,516,036	1,523,638	1,832,195	1,915,626	1,973,614	57,988	3.03%
Substitutes Salaries	6,451	9,701	26,537	5,000	5,000	-	0.00%
	<u>2,076,029</u>	<u>2,118,481</u>	<u>2,509,449</u>	<u>2,637,526</u>	<u>2,853,818</u>	<u>216,292</u>	<u>8.20%</u>
Benefits	377,276	444,161	535,878	585,890	632,522	46,632	7.96%
Total Salaries and Benefits	2,453,305	2,562,642	3,045,327	3,223,416	3,486,340	262,924	8.16%
Services and Supplies	462,971	581,717	708,541	741,068	785,100	44,032	5.94%
	<u>\$ 2,916,276</u>	<u>\$ 3,144,359</u>	<u>\$ 3,753,868</u>	<u>\$ 3,964,484</u>	<u>\$ 4,271,440</u>	<u>306,956</u>	<u>7.74%</u>
Operations & Maintenance							
Support Staff Salaries	3,664,474	3,646,862	3,742,846	4,320,300	4,446,100	125,800	2.91%
Other Professionals Salaries	219,145	254,378	362,587	384,460	483,155	98,695	25.67%
Substitutes Salaries	126,811	231,105	296,792	240,000	240,000	-	0.00%
	<u>4,010,430</u>	<u>4,132,345</u>	<u>4,402,225</u>	<u>4,944,760</u>	<u>5,169,255</u>	<u>224,495</u>	<u>4.54%</u>
Benefits	961,723	970,550	1,042,269	1,253,697	1,312,597	58,900	4.70%
Total Salaries and Benefits	4,972,153	5,102,895	5,444,494	6,198,457	6,481,852	283,395	4.57%
Services and Supplies	2,806,001	3,287,126	2,994,452	3,329,171	3,461,304	132,133	3.97%
	<u>\$ 7,778,154</u>	<u>\$ 8,390,021</u>	<u>\$ 8,438,946</u>	<u>\$ 9,527,628</u>	<u>\$ 9,943,156</u>	<u>415,528</u>	<u>4.36%</u>
Transportation							
Support Staff Salaries	575,683	686,207	704,408	723,500	814,500	91,000	12.58%
Other Professionals Salaries	83,727	85,604	92,489	101,600	104,648	3,048	3.00%
Substitutes Salaries	55,346	39,428	52,110	40,000	40,000	-	
	<u>714,756</u>	<u>811,239</u>	<u>849,007</u>	<u>865,100</u>	<u>959,148</u>	<u>94,048</u>	<u>10.87%</u>
Benefits	187,600	190,346	209,165	219,014	243,854	24,840	11.34%
Total Salaries and Benefits	902,356	1,001,585	1,058,172	1,084,114	1,203,002	118,888	10.97%
Services and Supplies	194,740	322,315	322,398	293,600	353,600		0.00%
	<u>\$ 1,097,096</u>	<u>\$ 1,323,900</u>	<u>\$ 1,380,570</u>	<u>\$ 1,377,714</u>	<u>\$ 1,556,602</u>	<u>178,888</u>	<u>12.98%</u>

I. Operating Fund Expenses – Reconciliation of Changes from 2023/24

Operating Expense	Increase (Decrease)
Teacher	
Wage adjustments	1,249,273
FTE change	(474,600)
Severance	(59,338)
PVP	
Wage adjustments	150,277
FTE change	134,106
EA	
Wage adjustments	105,100
FTE change	8,642
Support	
Wage adjustments	253,200
FTE change	96,310
Other Prof	
Wage adjustments	103,142
FTE change	123,216
Benefits	
Employer paid taxes and benefits	747,873
Services	
Software services	110,000
Contract services	66,057
Agent fees	20,000
Legal services	19,832
Bank charges	10,000
Medical fees	(23,000)
PD & Travel	
Meetings and conferences	47,000
Contract pro-D	29,975
Student activity fees	(9,000)
Dues & Fees	
Membership dues	2,000
Insurance	
Property insurance	5,000
Supplies	
Transportation fleet	89,500
Instructional supplies	40,047
Food supplies	(10,000)
Re-allocation	(92,203)
Utilities	
Utility services	31,333
Grand Total	2,773,742

J. Expenses – Special Purpose Funds

Special Purpose Fund Expenses	Actuals			Amended Budget	Preliminary Budget	Change	
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	\$	%
By Function							
Instruction	9,689,601	9,390,406	12,054,019	14,462,646	12,415,833	(2,046,813)	-14.15%
District Administration	172,475	136,718	58,938	344,890	380,007	35,117	10.18%
Operations and Maintenance	1,214,866	565,496	505,339	442,468	420,759	(21,709)	-4.91%
Transportation	42,000	2,366	4,542	47,357	53,797	6,440	13.60%
	<u>\$ 11,118,942</u>	<u>\$ 10,094,986</u>	<u>\$ 12,622,838</u>	<u>\$ 15,297,361</u>	<u>\$ 13,270,396</u>	<u>(2,026,965)</u>	<u>-13.25%</u>
By Special Purpose Fund							
Annual Facility Grant	249,513	244,250	249,559	249,559	249,559	-	0.00%
Learning Improvement	225,361	231,682	244,357	291,080	291,442	362	0.12%
Scholarships & Bursaries	18,800	60,005	95,340	100,000	70,000	(30,000)	-30.00%
School Generated Funds	889,912	1,254,596	2,385,534	2,127,594	2,000,000	(127,594)	-6.00%
Strong Start	145,587	144,894	168,958	180,561	160,000	(20,561)	-11.39%
Ready, Set, Learn	25,053	36,486	33,478	38,456	31,850	(6,606)	-17.18%
Official Languages (OLEP)	100,479	94,470	331,380	657,224	246,219	(411,005)	-62.54%
Community Link	416,933	412,254	425,014	448,905	456,462	7,557	1.68%
Classroom Enhancement - Overhead	259,203	259,203	268,897	283,686	289,360	5,674	2.00%
Classroom Enhancement - Staffing	5,179,216	6,175,271	6,600,851	7,905,372	8,063,479	158,107	2.00%
Classroom Enhancement - Remedies	743,007	734,301	1,055,664	1,213,743	-	(1,213,743)	-100.00%
Changing Results (CR4YC)	1,049	1,423	3,141	39,387	41,250	1,863	4.73%
Early Learning and Child Care	-	-	102,348	247,652	175,000	(72,652)	-29.34%
FN Student Transportation	473	2,366	4,542	47,357	53,797	6,440	13.60%
Mental Health in Schools	74,270	122,845	52,000	52,000	52,000	-	-
Safe Return to School	434,860	210,900	-	-	-	-	-
Safe Return to Class	2,286,693	28,027	42,468	81,343	50,000	(31,343)	-38.53%
Strengthening Early Years	-	-	985	37,015	34,000	(3,015)	-8.15%
Student and Family Affordability	-	-	436,497	253,317	-	(253,317)	-100.00%
Feeding Futures	-	-	-	800,105	796,804	(3,301)	-
HP Childcare Centre	-	-	26,764	22,736	19,800	(2,936)	-12.91%
POPFASD - C.A.R.S.	3,486	-	-	-	-	-	-
PSB Mentorship Grant	-	-	10,262	238	-	(238)	-100.00%
MCFD Early Years	58,771	82,013	84,799	150,590	129,374	(21,216)	-14.09%
MCFD Middle Years	6,276	-	-	60,175	60,000	(175)	-0.29%
Decoda Literacy	-	-	-	9,266	-	(9,266)	-100.00%
	<u>\$ 11,118,942</u>	<u>\$ 10,094,986</u>	<u>\$ 12,622,838</u>	<u>\$ 15,297,361</u>	<u>\$ 13,270,396</u>	<u>(2,026,965)</u>	<u>-13.25%</u>
By Object Code							
Teachers	5,459,740	5,164,920	5,479,670	6,456,598	6,470,383	13,785	0.21%
Principals and Vice Principals	80,025	64,089	106,736	181,000	210,944	29,944	16.54%
Education Assistants	709,780	493,148	635,460	798,000	607,200	(190,800)	-23.91%
Support Staff	729,656	444,959	334,913	335,146	348,331	13,185	3.93%
Other Professionals	11,545	-	-	75,000	77,250	2,250	-
Substitutes	193,980	137,956	142,791	254,395	132,252	(122,143)	-48.01%
	<u>7,184,726</u>	<u>6,305,072</u>	<u>6,699,570</u>	<u>8,100,139</u>	<u>7,846,360</u>	<u>(253,779)</u>	<u>-3.13%</u>
Benefits	1,553,825	1,418,184	1,598,187	1,968,948	1,935,716	(33,232)	-1.69%
Total Salaries and Benefits	8,738,551	7,723,256	8,297,757	10,069,087	9,782,076	(287,011)	-2.85%
Services and Supplies	2,380,391	2,371,730	4,325,081	5,228,274	3,488,320	(1,739,954)	-33.28%
	<u>11,118,942</u>	<u>10,094,986</u>	<u>12,622,838</u>	<u>15,297,361</u>	<u>13,270,396</u>	<u>(2,026,965)</u>	<u>-13.25%</u>

K. Enrolment

Enrolment Group (FTE)	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Amended	Prelim
									Budget	Budget
									2023/24	2024/25
September - Basic Allocation										
K-12 Standard Schools	5,535	5,713	5,866	5,890	5,936	5,668	6,200	6,273	6,386	6,485
Continuing Education (CE)	24	16	14	11	17	17	16	6	12	10
Alternate Schools (Alt)	100	100	87	89	89	95	91	102	97	97
Distributed Learning (DL)	102	101	91	83	103	409	89	54	65	65
Standard + CE + Alt + DL	5,761	5,930	6,058	6,073	6,145	6,189	6,397	6,434	6,559	6,657
September - Unique Student Needs										
Level 1 Inclusive Education	6	6	8	7	7	6	5	4	3	3
Level 2 Inclusive Education	266	283	299	319	332	345	378	400	471	490
Level 3 Inclusive Education	62	79	70	77	90	108	126	134	145	155
English Language Learning	317	371	346	340	312	357	339	323	324	335
Indigenous Education	1,025	1,079	1,115	1,073	1,112	1,089	1,123	1,158	1,184	1,175
Non-Graduated Adults	-	3	3	2	3	1	2	0	1	1
February										
Continuing Education	35	31	41	43	33	47	19	28	25	25
Continuing Education - Non-Graduated Adults	3	3	4	3	3	3	2	1	1	1
Distributed Learning (Gr K-9)	15	20	17	23	14	29	12	5	5	5
Distributed Learning (Gr 10-12)	35	13	16	21	21	37	26	32	25	30
Distributed Learning - Non-Graduated Adults	1	1	1	2	2	2	2	2	1	1
Level 1 Inclusive Education	-	-	-	-	-	-	-	-	-	-
Level 2 Inclusive Education	5	9	7	8	13	12	14	19	5	10
Level 3 Inclusive Education	1	11	-	6	17	18	13	21	10	10
Newcomer Refugees	-	-	-	-	7	-	-	4	-	-
ELL (Newcomer Refugees)	-	-	-	-	-	-	-	-	-	-
May										
Continuing Education - School-Age	29	34	39	35	40	34	21	27	20	30
Continuing Education - Non-Graduated Adults	-	3	3	1	2	2	2	2	2	2
Distributed Learning (Gr K-9)	5	9	14	7	5	3	1	1	-	-
Distributed Learning (Gr 10-12)	15	14	12	10	15	21	22	35	20	30
Distributed Learning - Non-Graduated Adults	1	2	1	1	1	2	2	1	1	1

L. Special Purpose Fund Grants – Annual Funding

All Funds	Actuals					Amended Budget	Preliminary Budget
	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Provincial - Ministry of Education							
Annual Facility Grant	249,513	249,513	249,513	244,250	249,559	249,559	249,559
Learning Improvement	231,069	226,311	225,361	231,682	244,357	291,080	291,442
Strong Start	160,000	160,790	160,000	160,000	160,000	160,000	160,000
Ready, Set, Learn	29,400	33,071	31,850	31,850	31,850	31,850	31,850
Official Languages (OLEP)	96,453	97,561	99,497	109,545	380,310	593,219	246,219
Community Link	389,950	393,607	404,511	412,254	425,014	448,905	456,462
Classroom Enhancement - Overhead	292,193	290,774	259,203	259,203	268,897	283,686	289,360
Classroom Enhancement - Staffing	4,716,526	4,929,479	5,223,201	6,209,296	6,600,851	7,905,372	8,063,479
Classroom Enhancement - Remedy	667,085	826,855	743,007	734,301	1,055,664	1,213,743	-
FN Student Transportation		25,858	6,710	13,549	14,351	13,797	13,797
Mental Health in Schools		28,500	52,000	122,845	52,000	52,000	52,000
Changing Results (CR4YC)			11,250	11,250	11,250	11,250	11,250
Safe Return to School			484,741	161,019			
Safe Return to Class			2,489,612	125,138			
Student and Family Affordability					689,814		
Strengthening Early Years					19,000	19,000	19,000
Early Learning and Child Care					175,000	175,000	175,000
Feeding Futures						800,105	796,804
Subtotal	6,832,189	7,262,319	10,440,456	8,826,182	10,377,917	12,248,566	10,856,222
Provincial - Other Ministry							
POPFASD - C.A.R.S.	10,187						
MCFD Early Years		82,933	82,933	83,658	90,058	85,832	64,374
MCFD Middle Years	20,733	22,578	18,391	19,529	19,546		
PSB Mentorship Grant					10,500		
Subtotal	30,920	105,511	101,324	103,187	120,104	85,832	64,374
Other							
Scholarships & Bursaries	60,195	31,200	63,585	128,140	1,200	70,000	70,000
School Generated Funds	1,847,427	1,499,874	949,002	1,382,075	2,366,274	2,000,000	2,000,000
HP Childcare Centre				9,900	19,800	19,800	19,800
Decoda Literacy						9,266	
Subtotal	1,907,622	1,531,074	1,012,587	1,520,115	2,387,274	2,099,066	2,089,800
Total All Funds	\$ 8,770,731	\$ 8,898,904	\$ 11,554,367	\$ 10,449,484	\$ 12,885,295	\$ 14,433,464	\$ 13,010,396

M. Staffing - Schools

Schools	24/25 Preliminary Budget - School Based Staffing (FTE)																																		
	Teacher													Instruction										EA				Support						Ops	
	Classroom Teacher	Additional Prep	Librarian	Counselor	SPED Resource	Learning Assistance	Halq emeylem	ELL Support	International	Curriculum Assessment	Work Experience	Athletic Director	Technology Support	Total Teachers	PVP - Admin	PVP - Teach	Total PVP	Education Assistant	Lab Assistant	Total EA	Admin Support	Supervision Assistant	Career Advisor	Kitchen Assistant	Safe School Liaison	Total Support	Other Professional	Total Instruction	Building Service Worker	Total School Staff					
Albert McMahon	21.40	0.40	1.00	-	2.40	1.00	-	-	-	-	-	-	26.20	1.40	0.60	2.00	19.29	-	19.29	7.14	1.31	1.43	-	-	-	2.74	-	50.23	1.75	51.98					
Cherry Hill	12.60	0.10	1.00	-	1.00	1.00	-	-	-	-	-	-	15.70	1.20	0.80	2.00	7.14	-	7.14	1.00	1.00	-	-	-	2.00	-	26.84	1.50	28.34						
Christine Morrison	18.40	-	1.00	-	1.20	1.00	-	-	-	-	-	-	21.60	1.40	0.60	2.00	10.00	-	10.00	1.14	1.00	-	-	-	2.14	-	35.74	1.75	37.49						
Deroche	4.20	-	0.40	-	0.50	0.50	-	-	-	-	-	-	5.60	1.00	-	1.00	3.57	-	3.57	1.00	0.57	-	-	-	1.57	-	11.74	0.81	12.55						
Dawdney	6.20	0.10	0.40	-	0.50	0.50	-	-	-	-	-	-	7.70	1.00	-	1.00	3.57	-	3.57	0.89	0.50	-	-	-	1.39	-	13.66	1.19	14.85						
Edwin S Richards	16.20	-	1.00	-	1.00	1.00	-	-	-	-	-	-	19.20	1.20	0.80	2.00	5.00	-	5.00	1.11	0.71	-	-	-	1.83	-	28.03	1.63	29.65						
Fraserview	-	-	-	-	0.80	0.80	-	-	-	-	-	-	7.60	1.00	-	1.00	2.36	-	2.36	1.00	0.14	-	-	-	1.14	-	12.10	1.00	13.10						
Hatzic	12.40	-	1.00	-	1.00	0.80	-	-	-	-	-	-	15.20	1.00	-	1.00	5.71	-	5.71	1.00	0.71	-	-	-	1.71	-	23.63	1.38	25.00						
Hatzic Middle	36.43	-	1.00	-	3.57	2.43	-	0.14	0.14	0.14	-	-	44.00	3.00	-	3.00	15.71	-	15.71	3.00	2.00	-	-	-	7.00	-	69.72	4.63	74.35						
Heritage Park Middle	34.86	-	1.00	-	3.00	1.00	-	0.14	0.14	-	-	-	41.14	3.00	-	3.00	13.36	-	13.36	3.00	2.00	-	-	-	7.00	-	64.50	6.13	70.63						
Hillside	18.60	0.80	1.00	-	0.40	1.00	-	-	-	-	-	-	21.80	1.20	0.80	2.00	4.29	-	4.29	1.20	0.86	-	-	-	2.06	-	30.14	1.69	31.83						
Mission Central	17.50	0.40	1.00	-	1.60	1.00	-	-	-	-	-	-	21.50	1.40	-	1.40	12.14	-	12.14	1.29	1.00	-	-	-	2.29	-	37.33	1.63	38.95						
Mission Secondary	59.29	-	1.00	-	4.00	7.00	3.00	0.29	0.57	0.29	1.00	-	76.43	4.00	-	4.00	23.39	1.00	23.39	5.00	2.00	1.00	2.00	1.00	11.00	1.00	115.82	6.33	122.15						
Riverside	6.15	-	-	-	-	-	-	-	-	-	-	-	6.15	1.00	-	1.00	0.47	-	0.47	2.00	-	-	-	-	2.00	-	9.62	0.88	10.50						
Sheredale	6.40	-	0.40	-	0.50	0.40	-	-	-	-	-	-	7.70	1.00	-	1.00	3.57	-	3.57	0.89	0.61	-	-	-	1.50	-	13.77	1.00	14.77						
Slave Falls	6.20	0.10	0.40	-	0.50	0.50	-	-	-	-	-	-	7.70	1.00	-	1.00	5.71	-	5.71	0.89	0.29	-	-	-	1.18	-	15.59	0.81	16.40						
Mission Online	4.80	-	-	-	-	-	-	-	-	-	-	-	4.80	-	-	-	-	-	-	1.57	-	-	-	-	1.57	-	6.37	-	6.37						
West Heights	11.50	0.10	0.60	-	1.30	0.70	-	-	-	-	-	-	14.20	1.20	-	1.20	13.57	-	13.57	1.00	0.57	-	-	-	1.57	-	30.54	1.50	32.04						
Windebank	18.70	0.90	1.00	-	2.20	1.00	-	-	-	-	-	-	23.80	1.40	0.60	2.00	17.86	-	17.86	1.20	0.86	-	-	-	2.06	-	45.71	1.69	47.40						
Summer School	0.30	-	-	-	-	-	-	-	-	-	-	-	0.30	-	-	-	-	-	-	-	-	-	-	-	-	-	0.30	-	0.30						
TOTAL	312.12	2.90	13.20	5.80	33.67	17.63	-	0.43	0.71	0.57	1.00	0.29	388.32	27.40	4.20	31.60	165.72	1.00	166.72	29.51	16.25	1.00	5.00	2.00	53.76	1.00	641.40	37.28	678.68						

N. Staffing – District

Department / Program	Instruction										Administration				Operations						Total District Staff						
	Teacher						EA				Administration				Operations												
	Resource Teacher	SPED Resource	Learning Assistance	Speech Path	Psychologist	Counselor	ELL Support	Total Teachers	PVP	Indigenous Liaison	Education Assistant	Youth Care Worker	Total EA	Total Instruction	Senior Leadership	Other Professional	Governance	Admin Support	Total District Admin	Supervisor		Trades/Labour/Tech	Admin Support - Ops	Building Service Worker	Total Support - Ops	Other Professional - Ops	Total Operations
Governance	-	-	-	-	-	-	-	0.60	-	-	-	0.60	-	-	2.00	5.00	-	5.00	-	-	-	-	-	-	-	-	5.00
Administration	-	-	-	-	-	-	-	2.00	-	-	-	2.00	-	-	2.00	-	-	4.00	-	-	-	-	-	-	-	-	4.60
Indigenous Education	4.40	-	-	-	-	-	4.40	2.00	21.00	-	-	21.00	27.40	-	-	-	-	0.83	-	-	-	-	-	-	-	-	28.23
Student Services	-	6.00	2.00	5.50	3.70	7.20	24.40	0.40	5.00	1.79	5.00	6.79	31.59	1.00	1.00	-	0.71	2.71	-	-	-	-	-	-	-	-	34.30
English Language Learning	-	-	-	-	-	-	5.00	0.20	-	3.14	-	3.14	8.34	-	-	-	-	-	-	-	-	-	-	-	-	-	8.34
Curriculum Support	1.20	-	-	-	-	-	1.20	0.60	-	-	-	1.80	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.80
International	-	-	-	-	-	-	-	-	-	0.86	-	0.86	-	-	-	-	-	2.00	4.00	-	-	-	-	-	-	-	4.86
French	-	-	-	-	-	-	-	0.30	-	-	-	0.30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.30
Information Technology	-	-	-	-	-	-	-	0.60	-	-	-	0.60	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.60
Student Records	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	2.00	-	-	-	-	-	-	-	2.00
Health & Safety	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	-	-	-	2.00	-	-	-	-	-	-	-	2.00
Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00
Facilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00
Human Resources	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00
Finance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00
Annual Facility Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00
Strong Start	-	-	-	-	-	-	-	-	-	2.66	-	2.66	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.66
Ready Set Learn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.10
Classroom Enhancement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.10
OLEP (French)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.50
Community Links	0.20	-	-	-	-	-	0.20	-	-	-	6.00	6.00	6.20	-	-	-	-	-	-	-	-	-	-	-	-	-	6.20
Early Years	-	-	-	-	-	-	-	-	-	1.29	-	1.29	1.29	-	-	-	-	-	-	-	-	-	-	-	-	-	1.29
Middle Years	-	-	-	-	-	-	-	-	-	-	0.43	0.43	0.43	-	-	-	-	-	-	-	-	-	-	-	-	-	0.43
Integrated Child and Youth	-	-	-	-	-	-	-	-	-	-	2.00	2.00	2.00	-	-	-	-	-	-	-	-	-	-	-	-	-	4.00
Feeding Futures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00
Early Learning and Child Care	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.90
TOTAL	5.80	6.00	2.00	5.50	3.70	7.20	5.00	35.20	6.20	9.73	13.43	44.16	85.56	7.00	15.00	5.00	14.54	41.54	7.00	36.00	3.00	2.81	48.81	2.00	50.81	177.91	

O. Loan Summary

	<u>Loan Number / Funding Date</u>					<u>Total</u>
	<u>Loan 1</u> <u>Nov 30, 2021</u>	<u>Loan 2</u> <u>Jul 15, 2022</u>	<u>Loan 3</u> <u>Jun 15, 2023</u>	<u>Loan 4</u> <u>Apr 5, 2024</u>	<u>Loan 5</u> <u>Jul 15, 2024</u>	
2024-25 Preliminary Budget:						
Original loan amount	190,000	450,000	480,000	440,000	500,000	2,060,000
Amortization (months)	60	60	60	60	60	60
Interest rate	5.55%	5.55%	5.55%	5.55%	5.55%	5.55%
Payment	38,915	93,239	108,883	101,098	106,420	448,556
Principal reduction	34,008	78,141	89,158	79,377	81,683	362,365
Interest expense	4,907	15,099	19,725	21,721	24,738	86,190
2023-24 Amended Budget:						
Original loan amount	190,000	450,000	480,000	550,000		1,670,000
Amortization (months)	60	60	60	60		60
Interest rate	5.61%	5.61%	5.61%	5.61%		5.61%
Payment	38,915	93,239	108,883	42,134		283,172
Principal reduction	32,154	73,867	84,271	32,044		222,336
Interest expense	6,761	19,372	24,612	10,090		60,836
Payment change (annual):						
Principal	1,854	4,274	4,887	47,333	81,683	140,030
Interest	(1,854)	(4,274)	(4,887)	11,631	24,738	25,354
Total Payment	(0)	0	0	58,964	106,420	165,384

P. Budget Summary

	24/25 Preliminary Budget			23/24 Amended Budget			Change Operating / Special \$	%
	Operating	Special	Total	Operating / Special	Capital	Total		
OPERATING REVENUE								
Grants								
Ministry of Education - Operating	82,310,535	10,991,222	93,301,757	77,945,580	12,826,762	90,772,342	2,529,415	2.79%
Other Ministry of Education	1,170,038		1,170,038	2,148,760		2,148,760	(978,722)	-45.55%
Provincial - Other	303,976	189,374	493,350	300,840	211,003	511,843	(18,499)	-3.61%
Total Grants	83,784,549	11,180,596	94,965,145	80,395,180	13,037,765	93,432,945	1,532,200	1.64%
Tuition	2,195,000		2,195,000	2,320,000		2,320,000	(125,000)	-5.39%
Other Revenue	270,713	2,089,800	2,360,513	255,000	2,259,596	2,514,596	(154,083)	-6.13%
Rental Revenue	211,650		211,650	211,650		211,650	-	0.00%
Investment Income	650,000		650,000	650,000		650,000	-	0.00%
TOTAL OPERATING REVENUE	87,111,912	13,270,396	100,382,308	83,831,830	15,297,361	99,129,191	1,253,117	1.26%
Gain on Disposal of Capital Assets								
Amortization of Deferred Capital								
STATEMENT 2 REVENUE	87,111,912	13,270,396	100,382,308	83,831,830	15,297,361	99,129,191	1,253,117	1.26%
OPERATING EXPENSE								
Salaries								
Teachers	33,605,925	6,470,383	40,076,308	32,890,590	6,456,598	39,347,188	729,120	1.85%
Principals and Vice-Principals	5,300,483	210,944	5,511,427	5,016,100	181,000	5,197,100	314,327	6.05%
Education Assistants	9,368,900	607,200	9,976,100	9,256,458	798,000	10,054,458	(78,358)	-0.78%
Support Staff	9,502,340	348,331	9,850,671	9,152,230	335,146	9,487,376	363,295	3.83%
Other Professionals	3,043,019	77,250	3,120,269	2,816,662	75,000	2,891,662	228,607	7.91%
Substitutes	3,986,797	132,252	4,119,049	3,986,797	254,395	4,241,192	(122,143)	-2.88%
Total Salaries	64,807,464	7,846,360	72,653,824	63,118,837	8,100,139	71,218,976	1,434,848	2.01%
Employee Benefits	15,417,392	1,935,716	17,353,108	14,668,818	1,968,948	16,637,766	715,341	4.30%
Total Salaries and Benefits	80,224,856	9,782,076	90,006,932	77,787,655	10,069,088	87,856,743	2,150,189	2.45%
Services and Supplies								
Services	2,721,918		2,721,918	2,519,029		2,519,029	202,889	8.05%
Student Transportation	19,000		19,000	19,000		19,000	-	0.00%
Professional Development and Travel	685,088		685,088	617,113		617,113	67,975	11.02%
Dues & Fees	99,000		99,000	97,000		97,000	2,000	2.06%
Insurance	200,000		200,000	195,000		195,000	5,000	2.56%
Supplies	2,625,467	3,488,320	6,113,787	2,598,123	5,228,273	7,826,396	(1,712,609)	-21.88%
Utilities	1,450,154		1,450,154	1,418,821		1,418,821	31,333	2.21%
Interest			86,190			60,836		
Amortization			4,466,222			4,461,822		
Total Services and Supplies	7,800,627	3,488,320	11,288,947	7,464,086	5,228,273	12,692,359	4,461,822	0.10%
TOTAL OPERATING EXPENSE	88,025,483	13,270,396	101,295,879	85,251,741	15,297,361	100,549,102	(1,399,012)	-11.06%
Net Operating Surplus (Deficit)	(913,571)	-	(913,571)	(1,419,911)	-	(1,419,911)	751,177	0.74%
Allocation of Surplus	1,737,126		1,737,126	2,023,083		2,023,083	(285,957)	
Allocation (to) from Local Capital	(823,555)		(823,555)	(603,172)		(603,172)	(220,383)	
Projected Operating Surplus/(Deficit)	0	-	0	-	-	(666,623)	(4,400)	

ITEM 6.1	Information	File No.
TO:	Committee of the Whole	
FROM:	C. Becker, Secretary-Treasurer A. Wilson, Superintendent, D. MacLean, Dir. Operations	
SUBJECT:	MSS Replacement Project Progress Review	

1. **Summary:** Staff and Make Projects Consultants will review Project presentation to convey next steps, and the Communication and Engagement Plan.
2. **Background:**
3. **Options:**
4. **Analysis and Impact:**
 1. **Alignment with the [Strategic Plan](#):**
 - a. Honouring Culture and Territory
 - b. Future Orientation
 - c. Student Centred Learning
 - d. Effective Learning Environments
 - e. Quality Teaching and Leadership
 2. **Alignment with the Equity Path:**
[Q'pethet Ye Tel:exw](#), Gathering to Understand: A Framework for Creating a Culture of Equity
 3. Funding Guidelines, Costing, & Budget Impact
 4. Policy, Legislation, Regulation
 5. Organizational Capacity
 - a. Risks
 1. Organizational
 2. Reputational
 3. Strategic
 - b. Benefits
 1. Organizational
 2. Reputational
 3. Strategic
5. **Public Participation:**
6. **Implementation:**
7. **Attachments:** MSS Engagement Plan Final

MISSION SECONDARY SCHOOL

ENGAGEMENT PLAN

June 2024



MAKE

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Engagement Plan

Mission Secondary School – June 2024

1 Summary

The basis of creating this Engagement plan is to develop course of action to best communication with the school community (incl. teachers, department heads, students, parents, etc.), local First Nations groups potential involvement, and any public open house information sessions. The current communications are primarily with the project stakeholders such as Infrastructure BC, the Ministry of Education, and the Mission School District. Information sessions will need to be scheduled and completed with all the groups mentioned above.

2 Introduction

2.1 Background

Objectives

The objectives for the project, as outlined in the Project Objectives document, are as follows:

- Maintain and Enhance the School Identity
- Student Centred Learning
- Community Integration
- Thinking Beyond Today
- Do the Right Thing

Current Communication

Current communication has occurred as follows:

- School community has had various meetings and discussions as led by Jim Pearce, Principal.
- City engagement has occurred through 3 meetings, led by Alan Nicholson.
- First Nations and SWSW Advisory group engagement has occurred through 1 meeting with Vivian Searwar, District Principal of Indigenous Education, and representatives from local First Nations. The meeting was led by Alan Nicholson.
- Public engagement has been largely conducted through online message updates and messaging from the board and local MLAs, etc.

Note that the SWSW Advisory group is the representative body that commonly engages with Mission School District, which represents the Stó:lō, Kwantlen, Leq'á:mel, Matsqui & Sq'éwlets First Nations.

Future engagement is needed to involve the various communities as envisioned below:

Group	Type of Engagement	Objective
School Board	Inform Consult – preliminary thoughts and again once SoR is completed, renaming of school	Provide information and manage expectations
Students (Councils)	Inform Consult – what’s important to you (whiteboard session)	Provide information, generate excitement (eventually, when time is right) Share things that have been done at other schools (slideshow presentation – follow-up session)
District Parents (Advisory) Committee	Inform Consult - preliminary thoughts and again once SoR is completed	Provide information, reassure on disruption & safety, generate excitement (eventually, when time is right)
Parents	Inform Consult – targeted surveys through Engage Portal	Provide information, reassure on disruption & safety, generate excitement (eventually, when time is right)
Staff Union Representatives	Inform Consult - staff planning areas, EA prep spaces, cleaning staff	Provide information, generate excitement, reassure on moving complexities, secure buy-in, avoid layouts/design that don't work well.
Department Heads	Consult – millwork (standardized) & equipment & FFE details (flexible/customized review process) and layouts only, future-proofing design Inform on the rest	Provide information, generate excitement, reassure on moving complexities, secure buy-in, avoid layouts/design that don't work well.

Commented [CL1]: Update this

Commented [CL2]: Highschool, middle school, and DPAC

Engagement Plan

Mission Secondary School – June 2024

Group	Type of Engagement	Objective
SWSW Advisory	Consult – Indigenous Education Centre and Elders area (NLC) – room data sheets, finishes & décor, millwork & equipment, architectural building design elements Consults – for overall facility look/feel, signage language, naming of the school. Inform – on the rest	Provide information, meet expectations for consultation and involvement as part of Truth & Reconciliation healing initiatives.
First Nation Councils	Consult – Indigenous Education Centre and Elders area (NLC) – room data sheets, finishes & décor, millwork & equipment, architectural building design elements Consults – for overall facility look/feel, signage language, naming of the school. Inform – on the rest	Provide information, confirm engagement process with SWSW Advisory, collect any feedback. Offer to meet Manage expectations of budget and voice capturing.
City of Mission	Inform	Provide information, secure commitments to lower risk for design-build RFP competition.
General Public	Inform Consult – targeted surveys through Engage Portal	Provide information, reassure on disruption & safety, generate excitement (eventually, when time is right)
Day Care Operator	Consult – millwork & equipment details, including exterior area Inform – on the rest	Provide information, ensure operator's needs are considered for effective operations.

Commented [CL3]: Speak with the board

Commented [CL4]: Duplicate parents

Commented [CL5]: Heritage park childcare facility as consult

3 Communications Guidelines

Guidelines for developing our communications approach:

- ✓ All messages will be audience-specific
- ✓ Messages will be distributed through an appropriate channel
- ✓ The team will communicate what people need to know before they need to know it
- ✓ Communication will be tailored, based on what people need to know
- ✓ All critical communications must be approved by Mission School District prior to distribution
- ✓ Only the Ministry and the board will be able to distribute official press releases
- ✓ The project team will listen and act on feedback

3.1 Target Audience

The listed groups necessitate formal communication throughout the project, including progress updates and participation in information sessions as necessary.

Group	Communication Modes	Lead
School Board	<ul style="list-style-type: none"> • Meetings and correspondence 	Secretary Treasurer
Students	<ul style="list-style-type: none"> • Announcements; newsletters; signage • School Open House 	School District Staff
District Parents (Advisory) Committee	<ul style="list-style-type: none"> • Meetings and correspondence • Announcements; newsletters; signage 	School District Staff
Parents	<ul style="list-style-type: none"> • Announcements; newsletters; signage • Public Open House 	School District Staff
Staff Union Representatives	<ul style="list-style-type: none"> • Meetings and correspondence • Announcements; newsletters; signage 	School District Staff
Staff	<ul style="list-style-type: none"> • Same as Students, plus: • SoR Prep - Meetings with Department Heads • SoR Prep - Meetings with Facilities Staff • Design Review – IFC Drawings, site walkthroughs (for customized, complex areas) 	CPO
SWSW Advisory	<ul style="list-style-type: none"> • SoR Prep - Workshops – for introducing, developing design principles, confirming SoR content. • Design Review – IFC Drawings, site walkthroughs 	CPO

Commented [CL6]: Highschool, middle school, and DPAC

Engagement Plan

Mission Secondary School – June 2024

Group	Communication Modes	Lead
First Nation Councils	<ul style="list-style-type: none"> Update presentation(s) 	CPO
City of Mission	<ul style="list-style-type: none"> Meetings Written correspondence 	CPO
General Public	<ul style="list-style-type: none"> Public Open House; signage 	CPO
Day care Operator	<ul style="list-style-type: none"> Design Review – IFC Drawings, site walkthroughs 	CPO

4 Communications Plan

4.1 Communications Schedule

ID	Event	Frequency	Date(s)
1	Project Team Meeting	Weekly > Bi-Weekly after Award	As required
2	Project Board Meeting	Monthly	As required
3	Signage	Once	Spring 2025
4	Website Updates (announcements)	TBD	TBD
5	Newsletters	TBD	TBD

4.2 Communications Events

ID	Event	Description	Purpose	Frequency	Date(s)
1	School Board Briefing	Presentation to convey next steps	Receive Feedback, Inform board members	3 meetings	June 11, 2024 November 2024 (<i>before tendering</i>) March 2025 (<i>final Design</i>) January 2026 (<i>start of construction</i>)
2	District Parents Advisory Committee		Receive Feedback, Inform members	2 meetings	June 2024
3	Public Open House		Inform public/parents	3x	March 2025 (<i>once rendering available</i>) 2026 (<i>start of construction</i>) 2028 (<i>6 months prior to opening</i>)
4	School Open House		Inform students	Once	June 2024 (Bluesky) 1 2028 (<i>6 months prior to opening</i>)
5	Department Head Meetings	Workshops – SoR development Page-turn review sessions (IFCs) Site walkthroughs	See Section 2	3-5 meetings	Summer 2024 (3x last week June, bluesky > millwork > follow up) Summer 2026
6	Staff Union Representatives		Receive Feedback, Inform members	2 meetings	(last week June)
7	Facilities Staff Meetings	Workshops – SoR development Page-turn review sessions (IFC) Site walkthroughs	See Section 2	5-8 meetings	Summer 2024 (last week June) Summer 2026 2028

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Commented [CL8]: Highschool, middle school, and DPAC

Commented [CL10]: Angus lead

Commented [CL11]: Follow up w/ Jim - setup separate meeting

Engagement Plan

Mission Secondary School – June 2024

ID	Event	Description	Purpose	Frequency	Date(s)
8	SWSW Advisory	Workshops – SoR development Page-turn review sessions (IFC) Site walkthrough	See Section 2	3-5 meetings	Summer 2024 (when available, after Board meeting) Summer 2026 2028
9	First Nation Councils	Council presentations	Information and assurance of involvement and consultation	1 meeting per council as desired	2025
10	City of Mission	Meetings	Secure commitment for de-risking RFP.	1-2 meetings	Summer 2024
11	Daycare Operator	Meetings	Information, feedback on millwork/equipment/FFE only for operations	2-3 meetings	June/ July 2024 2025 - 2028
12	School Board Publicity Event	Public announcements	Positive publicity for board and ministry, build excitement for community, open house/ display boards, food & drinks	3 meetings	April 2025 (<i>design</i>) 2028 (<i>ribbon cutting</i>) 2029 (<i>ribbon cutting for fields</i>)

Commented [CL12]: Vivienne - set up meeting separate

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

May 28, 2024, 3:30 pm
ZOOM + District Education Office
33046 Fourth Avenue, Mission, BC V2V 1S5

Members Present: Board Chair, Shelley Carter
Board Vice-Chair, Linda Hamel
Trustee, Tracy Loffler
Trustee, Randy Cairns

Members Absent: Trustee, Jash Bains

Staff Present: Superintendent of Schools, Angus Wilson
Assistant Superintendent, Karen Alvarez
Director of Finance, Derek Welsh
Director or Operations, Dana MacLean
Manager, International Education, Terri Szlovicsak
MTU President, Shannon Bowsfield
MPVPA Co-President, Lisa Clarke
CUPE President, Nansy Gibson
Executive Assistant, Ilona Schmidt (Recorder)

1. CALL TO ORDER

MOVED and Seconded THAT Derek Welsh be appointed as an Acting Secretary-Treasurer until June 10, 2024 (or until the return of the Secretary-Treasurer).

CARRIED

The meeting was called to order at 3:30 pm by the Chairperson.

This meeting and Mission Public School District is located on the Traditional, Ancestral, Unsurrendered, and Shared territories of Stó:lō people, of Leq'á:mel, Semá:th, Máthxwi, Sq'éwlets and Qwó:ltl'el First Nations, stewards of this land since time immemorial.

Halq'eméylem is the language of this land and of Stó:lō ancestors. The place from where Halq'eméylem (Upriver dialect) originates is Leq'á:mel. The language comes from the land, and it has been this way since time immemorial.

Regrets for not attending from Trustee Bains and Secretary-Treasurer Becker.

2. ADOPTION OF AGENDA

MOVED and Seconded THAT the Agenda be adopted as presented.

CARRIED

3. DELEGATIONS/PRESENTATIONS

4. CURRICULUM

5. UNFINISHED BUSINESS

5.1 2024-2025 Preliminary Budget Draft Information

MOVED and Seconded THAT this budget as presented with the reduction options be forwarded to the June 18, 2024, Board of Education Public Meeting for approval.

CARRIED

Continued discussion from the previous week. We had an unfunded balance of \$2.1 million, which is estimated to be closer to \$1.4 million once all labour settlement funding is announced.

Staff provided options to reduce spending by \$400,000, to leave us with approximately 1.8% of contingency funds.

The Board requested to spread the reductions evenly across the board.

Reducing estimated cost of EAs by \$100,000, based on the forecast for the current year (no reduction of FTE).

Reducing transfer to local capital \$50,000.

Reducing non-enrolling teaching FTE \$125,000.

Delay hiring Labour Relations Specialist \$125,000.

This year, we have hired more EAs.

Overall, we are forecasting to use approximately \$1 million from the surplus this year, which is better than budget.

If we need to hire additional EAs in the fall, there may be additional related funding as well.

p. 12 Non-enrolling teachers – related to restored language

p. 19 District admin – increase related to Feeding Futures, Early Learning, Indigenous VP, all funded positions

All Trustees have enough information and are in agreement with the information provided.

6. STAFF REPORTS

7. NEW BUSINESS

8. MINUTES OF PREVIOUS MEETINGS

8.1 Special Committee of the Whole Meeting Minutes, May 14, 2024

p. 30 reference to P.12 (add the page for reference). Refer approval of minutes to next meeting.

9. INFORMATION ITEMS

10. ADJOURNMENT

MOVED and Seconded that the Board adjourn the meeting.

CARRIED

The meeting adjourned at 4:00 pm.

Chair, Board of Education

Secretary-Treasurer

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