



**THE BOARD OF EDUCATION
School District #33 (Chilliwack)
Regular Public Board Meeting
(Live Streamed and Recorded)**

AGENDA

February 13, 2024

5:30 pm

1. CALL TO ORDER – School District Office

- 1.1. Call to Order – **Welcome, Acknowledgment of Traditional Territory and Diversity Statement**
- 1.2. Adoption of the Agenda
(THAT the agenda be adopted as circulated.)
- 1.3. Reading and Approval of the Minutes
(THAT the minutes of the January 23, 2024 Regular Board Meeting be approved as circulated.)

2. INFORMATION ITEMS

- 2.1. Budget Advisory Committee Report – Minutes
- 2.2. Budget Advisory Committee Report – Quarterly Financial Report
- 2.3. Trustee Written Reports
- 2.4. BCSTA Report

3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

4. ACTION ITEMS

- 4.1. 2023-2024 Amended Annual Budget – 2nd and 3rd Reading and Adoption
- 4.2. Appointment of Financial Auditor

5. MEETING SUMMARIES

6. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

7. SUPERINTENDENT’S UPDATE

8. ADJOURNMENT

8.1. Next Board of Education Meeting: March 12, 2024 at 5:30pm



**MINUTES OF THE REGULAR MEETING
The Board of Education
School District #33 (Chilliwack)**

Date of Meeting: Tuesday, January 23, 2024

Location: School District Office

Members Present:

Chair	Willow Reichelt
Vice-Chair	Carin Bondar
Trustee	Heather Maahs
Trustee	Margaret Reid
Trustee	David Swankey
Trustee	Teri Westerby

Regrets: Trustee Richard Procee

Staff Present:

Superintendent	Rohan Arul-pragasam
Secretary Treasurer	Simone Sangster
Assistant Secretary Treasurer	Mark Friesen
Assistant Superintendent	Paula Jordan
Assistant Superintendent	Kirk Savage
Assistant Superintendent	Dave Manuel
Assistant Director of HR	Rachael Green
Executive Assistant	Talana McInally

1. CALL TO ORDER

1.1. Call to Order

The Board Chair called the meeting to order at 5:31 p.m. – **Welcome, Acknowledgment of Traditional Territory and Diversity Statement**

1.2. Adoption of the Agenda

228.23 Moved by: Trustee Bondar
Seconded by: Trustee Swankey

THAT the agenda be adopted as circulated.

CARRIED

1.3. Approval of the Minutes

229.23 Moved by: Trustee Westerby
Seconded by: Trustee Bondar

THAT the minutes of the December 5, 2023 Special Regular (Elections) and Regular Board Meetings be approved as circulated.

CARRIED

Meeting Recessed at 5:33 pm (Technical difficulties)
Meeting called back to order at 5:51 pm

Technical difficulties resulted in a new livestream link shared on the website and District Facebook page.

2. INFORMATION ITEMS

2.1. Budget Advisory Committee Report

The Board received a report and the draft minutes of the January 11, 2024 Budget Advisory Committee.

2.2. Trustee Written Reports

Trustees submitted written reports listing key activities they've attended since the last public board meeting as well as upcoming events.

2.3. BCSTA Report

Trustee Reid provided an update on matters related to the BCSTA.

3. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING THE AGENDA

- No comments or questions were received

Meeting Recessed at 5:57 pm (Technical difficulties)
Meeting called back to order at 6:04 pm

Due to the technical difficulties with the livestream, the Board resumed the Public Board Meeting without the livestream in accordance with Policy 170, item 3.1.

4. ACTION ITEMS

4.1. 2023 – 2024 Amended Annual Budget – 1st Reading

230.23 Moved by: Trustee Bondar
Seconded by: Trustee Reid

THAT the Board of Education approve the first reading of 2023-2024 Amended Annual Budget Bylaw per below:

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) (called the "Board") to adopt the Amended Annual Budget of the Board

for the fiscal year 2023/2024 pursuant to section 113 of the School Act , R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act ").

1. The Board has complied with the provisions of the Act , Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 33 (Chilliwack) Amended Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of **\$227,126,284** for the 2023/2024 fiscal year was prepared in accordance with the Act.

Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2023/2024.

CARRIED

For: Bondar, Reichelt, Reid, Swankey, Westerby
Opposed: Maahs

4.2. Policy 520 – Public Interest Disclosures (Amendment)

231.23 Moved by: Trustee Bondar
Seconded by: Trustee Swankey

THAT the Board of Education amend Policy 520 Public Interest Disclosures as presented.

CARRIED

5. MEETING SUMMARIES

Meeting summaries were provided listing In-Camera and/or Special In-Camera and Learning Session items since the last Regular Public Board Meeting.

6. PUBLIC PARTICIPATION – COMMENTS/QUESTIONS CONCERNING AGENDA ITEMS

- Student Clubs and School Spaces for Clubs
- Amended Budget – Allocation for Bank Fees
- Amended Budget – Numeracy and Human Social Initiatives
- Amended Budget – Psych Assessments, budget allocation of PVP, CBIEP Initiative
- Indigenous community feedback on proposed CSS change in Indigenous Room

7. SUPERINTENDENT’S REPORT

The Superintendent provided an update on key items and events in the district since the last public board meeting.

8. ADJOURNMENT

The meeting was adjourned at 7:15 p.m.

8.1. Next Board of Education Meeting Date

**Tuesday, February 13, 2024
5:30 p.m.
School District Office**

Board Chair

Secretary-Treasurer

BOARD OF EDUCATION

INFORMATION REPORT

DATE: February 13, 2024
TO: Board of Education
FROM: David Swankey, Budget Advisory Committee Chair
RE: **BUDGET ADVISORY COMMITTEE MINUTES**

The Board of Education will receive the Budget Advisory Committee Minutes of February 8, 2024.

Minutes



REPORT OF THE BUDGET ADVISORY COMMITTEE

Meeting Held Thursday, February 8, 2024 – 4:00 p.m.

School District Office

Attendance:

Committee Members:	David Swankey Heather Maahs Debbie Street Nicole Driscoll Jessica Clarke Niki Wiens Jenna Kaplan Scarlett Mahadeo	Trustee (Chair) Trustee CUPE CPVPA DPAC Management Group Student Rep – GWG Student Rep – CSS
Staff:	Mark Friesen Kevin Josephson Talana McInally	Assistant Secretary Treasurer Manager of Financial Reporting and Analytics Executive Assistant (Recorder)
Regrets:	Bulvant Singh Melissa Zhang	Community Rep Student Rep – SSS
Absent:	Rohan Arul-pragasam Simone Sangster Richard Procee Reid Clark	Superintendent Secretary Treasurer Trustee CTA

1. **Call to Order**

Chair Swankey called the meeting to order at 4:04 p.m. – Welcome and Indigenous Land Acknowledgement.

2. **Approval of Agenda**

The Agenda was approved by unanimous consent.

3. **Approval of Minutes**

The Agenda of the January 11, 2024 meeting were approved by unanimous consent.

4. **Review of December Quarterly Report**

Manager of Finance Kevin Josephson reviewed the Quarterly Financial Report as of December 31, 2023. The Quarterly report, based on the Draft Amended Budget, shows a

favourable variance of \$343,124. There was discussion and explanations were provided for any material variances.

Going forward, the quarterly reports will include projected variance(s) to the end of the year.

5. **Outline of 2024-25 Preliminary Budget Timelines**

The Assistant Secretary Treasurer provided information and timelines regarding the Preliminary Budget process.

6. **Discuss Preliminary Public Budget Presentation Plan**

The committee provided the following input:

- New programs – e.g. Feeding Futures and Child Care
- Special Purpose Funds
- Infographics
- Operating surplus – factor in how preliminary budget is affected by the 3.5% commitment
- Funding allocations – what's driven by enrollment/ratios vs. discretionary
- Future priorities/initiatives

The draft public budget presentation will be shared with the committee at its April 4th meeting and will be presented on Tuesday, April 16, 2024 at 5:30 p.m. during the Public Board meeting.

7. **Adjournment**

The meeting was adjourned 5:08 p.m.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: February 13, 2024
TO: Board of Education
FROM: Simone Sangster, Secretary Treasurer
RE: BUDGET ADVISORY COMMITTEE REPORT

The Board of Education will receive the December 2023 Quarterly Report and Written Financial Report as presented to the Budget Advisory Committee on February 8, 2024.

Chilliwack School District

Quarterly Financial Report - July 1, 2023 to December 31, 2023

OPERATING FUND	Year-to-Date Jul 1, 2023 to Dec 31, 2023				AMEND ANNUAL BUDGET 2023-2024
	Y-T-D AMENDED BUDGET 2023/24	July to Dec ACTUALS	Variance Favourable (Unfavourable)	%	
REVENUE					
Provincial Grants, Ministry of Education	67,814,426	67,821,598	7,172	0.0%	176,561,015
LEA/Direct Funding From First Nations	1,116,493	1,116,496	3	0.0%	2,791,232
Provincial Grants, Other	80,000	98,060	18,060	22.6%	200,000
International Student Tuition	807,800	875,417	67,617	8.4%	2,020,000
Other Revenue	455,340	453,865	(1,475)	-0.3%	583,280
Rentals & Leases	75,000	81,596	6,596	8.8%	150,000
Investment Income	589,998	649,172	59,174	10.0%	1,180,000
Total Revenue	70,939,057	71,096,204	157,147	0.2%	183,485,527
EXPENSE					
Salaries					
Teachers	29,290,009	29,740,902	(450,893)	-1.5%	73,956,665
Principals & Vice-Principals	4,827,332	4,834,843	(7,511)	-0.2%	9,887,132
Education Assistants	6,824,455	6,932,079	(107,624)	-1.6%	16,975,832
Support Staff	7,481,514	7,594,973	(113,459)	-1.5%	16,518,606
Other Professionals	1,989,851	2,027,393	(37,542)	-1.9%	4,231,042
Substitutes	3,422,958	3,137,832	285,126	8.3%	8,253,104
Total Salaries	53,836,119	54,268,022	(431,903)	-0.8%	129,822,381
Employee Benefits	12,231,735	11,558,930	672,805	5.5%	32,289,217
Total Salary & Benefits	66,067,855	65,826,953	240,902	0.4%	162,111,598
Services & Supplies	8,888,455	8,943,379	(54,924)	-0.6%	19,809,647
Total Expense	74,956,309	74,770,332	185,978	0.2%	181,921,245
Net Revenue (Expense)	(4,017,252)	(3,674,127)	343,124	0.46%	1,564,282
School Surpluses Included	210,313	210,313	-		525,783
Indigenous Ed Surplus Included	4,271	4,271	-		10,678
Capital Asset Purchases	-	-	-		(1,542,655)
Surplus (Deficit) for Year	(3,802,668)	(3,459,543)	343,124		558,088
SERVICE & SUPPLIES BREAKDOWN:					
Services	2,542,134	2,633,533	(91,398)	-3.6%	5,170,206
Student Transportation	49,035	63,342	(14,307)	-29.2%	104,800
Professional Development & Travel	620,571	709,016	(88,445)	-14.3%	1,406,460
Rentals & Leases	-	-	-	100.0%	25,000
Dues & Fees	163,953	131,944	32,009	19.5%	271,331
Insurance	356,871	343,011	13,860	3.9%	360,757
Supplies	4,196,297	4,165,908	30,389	0.7%	9,841,593
Utilities	959,593	896,625	62,968	6.6%	2,629,500
Total Services & Supplies	8,888,455	8,943,379	(54,924)	-0.6%	19,809,647



Quarterly Financial Report December 2023

January 31, 2024

This report is provided in accordance with [Policy 610](#): Financial Planning and Reporting Policy; “Throughout the fiscal year, management will provide regular reporting which will compare actual and forecasted expenditures to the budget plan.”

This report is based on our Preliminary Budget which creates some significant variances due to financial changes that have occurred since it was prepared. Future Quarterly Reports will be based on the Amended Budget and will be more in line with current realities.

The year-to-date budget has been trended to correspond with how we anticipate costs and revenues to be incurred.

REVENUES

Provincial Grants, Ministry of Education and Child Care – Amount received through government grants in line with Ministry of Education and Child Care announcements

LEA/Direct Funding From First Nations – Amended budget and First Nation invoicing amounts adjusted to match the nominal roll spring count of students and the Ministry per pupil amount.

Provincial Grants, Other – The variance is in Skilled Trades BC (previously Industry Training Authority) grants for students enrolled in Trades Programs, and is due to timing.

International Students – International student numbers are coming in a little higher than budgeted. Our expectation is that we will be right on budget at year end.

Rental & Leases – Rental income is down significantly from last year’s December figure of \$118,000. This year’s budget reflects current rental challenges.

Investment Income – Income up is a net of budgeted interest rates of approximately 4% but actual rates of 5.5% with cash on deposit \$3 million lower than anticipated.

WAGES & BENEFITS

Teachers – The teacher wage expense is over budget by \$451,243 of which approximately \$370,000 is the average teacher wage currently \$439 over the budgeted amount.

Principals & Vice-Principals – The Principal and Vice-Principal wage expense is in line with budget.

Education Assistants – Student Services has been aggressively deploying emergency EA's to schools. In addition the district was more successful than previous years in starting the year with a full complement of EA's.

Other Professionals – Vacation payouts make up the additional Other Professionals expense.

Substitutes – Substitute expense is up significantly in actual dollars from last year, \$3,137,833 in 23/24 vs \$2,236,817 in 22/23. This was expected and budgeted for and we are under budget by \$285,000. The dollar figure is up in part due to the better availability of EA's this year, non-certified TOC's being available from the beginning of the year and the wage increase. In addition more teachers were hired thanks to additional CEF money.

Employee Benefits – The positive variance in benefits is a combination of the CPP and EI expense being fully paid for many employees offset by higher than expected wage expenses adding additional corresponding benefit expenses.

SERVICES & SUPPLIES

Services are \$91,000 over budget. Maintenance, Schools, and Transportation are over budget while Ed Admin is under budget.

Student Transportation is above budget as we continue to lease buses while we wait for our promised buses to arrive and be deployed. Lease charges are over \$52,000 so far this year.

Professional Development & Travel expenses are above budget. We started the year up due to the Day of Truth and Reconciliation and summer retreats, however we are trending back towards budget.

Dues & Fees are tracking below budget. Many dues are charged at the beginning of the year.

Insurance costs have increased due to additional schools and the rise in pooled claims in the education sector. Most of the expense is incurred at the year beginning.

SERVICES & SUPPLIES
Continued

Supplies are tracking to budget. Schools (\$109,000) and Indigenous Education (\$56,000) are under budget while maintenance (-\$21,000), transportation (-\$71,000) and district (-\$43,000) spending is over budget.

Utilities are under budget with natural gas expense (\$79,000) and electricity (\$31,000) under budget, while Water and Sewer (-\$33,000) and Garbage (-\$14,000) are over budget.

OTHER ITEMS

School Surpluses Included – With our school-based budgeting, we allow schools to carry over any prior year surplus. This is added to our year end reserves but gets transferred out for the schools to use in the current year.

Indigenous Ed Surplus – The supplemental Indigenous Ed funding is targeted, and any surplus is treated similarly to school surpluses. It is added to our year end reserves but gets transferred out for Indigenous Programs to use in the current year.

Capital Asset Purchases – This is for purchases of capital equipment, vehicles, and portables.

TRUSTEE REPORT

Trustee: Heather Maahs

Report Date: Feb 6th

NOTICE OF MOTION

Notice of Motion #1:

THAT the Superintendent provide a report to the Board, on the academic reading and math skills in middle school students, since the grade reconfiguration was implemented in our district.

This should include cohorts from before and after the grade reconfiguration was implemented.

The Chance Alternate middle school's student population should be included in this data (as the school was closed at the same time grade reconfiguration took place).

Please provide a timeline for when the Board will receive this report.

Notice of Motion #2:

THAT the Superintendent provide a report to the Board, on the academic reading and math acquisition skills in elementary school students, since the closure of the pull-out programs at Bernard Elementary and McCammon Elementary.

This report will be for all elementary students and should include all cohorts.

Please provide a timeline for when the Board will receive this report.

TRUSTEE REPORT

Trustee: Willow Reichelt

Report Date: February 7, 2024

KEY ACTIVITIES SINCE LAST BOARD MEETING

List of key dates/activities related to the Trustee role, including school visits and school initiatives/events, committee attendance, conference attendance, etc.

- **January 29 and February 5: Chair/Vice Chair Meetings**
- **January 25: Partner Dinner with CTA**
- **January 27: BCSTA Fraser Valley Branch Learning Session**
- **January 30: Ad Hoc Committee on Policy 141**
- **January 30: Provincial Board Chairs Call**
I sent my notes to trustees via email.
- **January 31: Partner Dinner with DPAC**
- **February 6: Board Working Session – Code of Conduct**
- **February 6: Ad Hoc Committee on Policy 141**

TRUSTEE REPORT

Trustee: David Swankey

Report Date: February 6th, 2024

KEY ACTIVITIES SINCE LAST BOARD MEETING

List of key dates/activities related to the Trustee role, including school visits and school initiatives/events, committee attendance, conference attendance, etc.

- Jan 23rd – Met with BCSTA Climate Action Working Group
 - Discussion focused on board's governance role in climate action, and engaging member boards in the FV Branch.
- Jan 24th – Attended Ministry of Education and Child Care engagement on Inclusive Child Care Strategies
- Jan 25th – Attended Board Partners Mtg with the CTA
- Jan 27th – Participated in BCSTA Leadership/Learning Series hosted by FV Branch
- Jan 29th – Chaired BCSTA Fraser Valley Branch AGM in MRPM
 - Two motions are being submitted to the BCSTA with the endorsement of FV Branch
 - Branch elections were held, and the executive committee has been renewed for the year.
- Jan 30th – Attended Board Learning Session
 - <https://sd33.bc.ca/board-strategic-learning-sessions-2023-2024>
- Jan 30th – Participated in Policy 140 working committee review.
- Jan 30th – Attended Board Partners Mtg with CPVPA
- Jan 31st – Attended Board Partners Mtg with DPAC
- Feb 1st – Chaired BCSTA Legislative Committee Mtg
- Feb 1st – Attended BCSTA Board of Directors/Branch Presidents Mtg as FV Branch President
- Feb 1st – Attended Xwelitem Siyáya: Allyship and Reconciliation Building at UFV
- Feb 6th – Participated in Board working session – Code of Conduct
- Feb 6th – Participated in Policy 140 working committee review.

UPCOMING EVENTS OF INTEREST TO THE BOARD

- Feb 7th-8th – 3rd Annual Canadian Health and Wellbeing in Developmental Disabilities Conference
 - <https://www.healthandwellbeingindd.ca/?fbclid=IwAR2In7xKUzp1r1noA5N-HxycpMEIejkstS4RaEAY2-dKlvhdaSURjNyCGAs>
- Feb 16th-17th – BCSTA Legislative Committee is convening to prep for AGM 2024
- April 18th-21st – BCSTA AGM
- Jan-Dec - Xwelitem Siyáya: Allyship and Reconciliation Building facilitated by UFV
 - <https://www.ufv.ca/peace-and-reconciliation/allyship-building-program/>

TRUSTEE REPORT

Trustee: Teri Westerby

Report Date: February 8th 2024

KEY ACTIVITIES SINCE LAST BOARD MEETING

List of key dates/activities related to the Trustee role, including school visits and school initiatives/events, committee attendance, conference attendance, etc.

- January 9th – MCFD Lunch meeting: focus on Children and Youth in Care in the Chilliwack School District.
- January 16th - Board learning session: Human Rights presentation by Harris and Co.
- January 24th – Attended a PAC meeting at Sardis Elementary school as Liason Trustee.
- January 25th – Board partner meeting with Chilliwack Teachers Association.
- January 27th – BCSTA FV Branch meeting and learning session.
- January 29th – BCSTA FV Branch Annual General Meeting in Maple Ridge.
- January 30th – Board learning session – Transitions: a Strategic Plan update.
- January 30th – Board partner meeting with the Chilliwack Principals and Vice Principals Association.
- January 31st – Board partner meeting with the District Parent Advisory Committee.
- February 1st - Xwelítəm Siyáya: Allyship and Reconciliation Building at UFV (ongoing)
- February 5th – District committee meeting: Accessibility Committee for Inclusive Education
- February 6th – Board working session: Code of Conduct.

BOARD OF EDUCATION

INFORMATION REPORT

DATE: February 7, 2024
TO: Board of Education
FROM: Margaret Reid, BCSTA Representative
RE: BCSTA REPORT

Margaret Reid, BCSTA Representative, will provide a BCSTA update.

BOARD OF EDUCATION

DECISION REPORT

DATE: February 13, 2024
TO: Board of Education
FROM: Simone Sangster, Secretary Treasurer
RE: **2023-2024 AMENDED ANNUAL BUDGET – 2nd & 3rd READING & ADOPTION**

The Assistant Secretary Treasurer and I presented the 2023-2024 Amended Annual Budget for Board consideration and first reading at the Board's January 23rd Regular Meeting. Under district Bylaw, the budget requires three readings. This evening, we bring the budget forward for Board consideration and second and third readings. The amended budget must be approved and submitted to the Province by February 28, 2024; therefore, the Board's three readings must be completed by that date so that the amended budget can be filed with the Ministry by the deadline.

The Amended Budget was also presented for review and input to the board at the January 11th Budget Advisory Committee meeting and at the Board January 16th Board Learning Session.

RECOMMENDATION:

THAT the Board of Education approve the second and third reading and adoption of the 2023-2024 Amended Annual Budget Bylaw per below:

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the School Act , R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act ").

1. The Board has complied with the provisions of the Act , Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 33 (Chilliwack) Amended Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of **\$227,126,284** for the 2023/2024 fiscal year was prepared in accordance with the Act.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2023/2024.

Amended Annual Budget

School District No. 33 (Chilliwack)

June 30, 2024

DRAFT

School District No. 33 (Chilliwack)

June 30, 2024

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

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2023/2024 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 33 (Chilliwack) Amended Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$227,126,284 for the 2023/2024 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2023/2024.

READ A FIRST TIME THE _____ DAY OF _____, 2024;

READ A SECOND TIME THE _____ DAY OF _____, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2024;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 33 (Chilliwack) Amended Annual Budget Bylaw 2023/2024, adopted by the Board the _____ DAY OF _____, 2024.

Secretary Treasurer

School District No. 33 (Chilliwack)

Statement 2

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

	2024 Amended Annual Budget	2024 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	15,317,500	14,983,700
Adult	20,500	20,000
Other	98,880	90,625
Total Ministry Operating Grant Funded FTE's	15,436,880	15,094,325
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	204,752,428	188,947,217
Other	304,163	200,000
Tuition	2,020,000	2,170,000
Other Revenue	7,001,612	6,197,551
Rentals and Leases	150,000	250,000
Investment Income	1,230,000	1,215,000
Amortization of Deferred Capital Revenue	9,842,649	9,909,668
Total Revenue	225,300,852	208,889,436
Expenses		
Instruction	182,617,211	172,346,985
District Administration	5,864,322	5,225,136
Operations and Maintenance	31,657,060	30,185,595
Transportation and Housing	5,445,036	5,115,044
Total Expense	225,583,629	212,872,760
Net Revenue (Expense)	(282,777)	(3,983,324)
Budgeted Allocation (Retirement) of Surplus (Deficit)	536,461	3,003,305
Budgeted Surplus (Deficit), for the year	253,684	(980,019)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)	619,292	
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(365,608)	(980,019)
Budgeted Surplus (Deficit), for the year	253,684	(980,019)

School District No. 33 (Chilliwack)

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

	2024 Amended Annual Budget	2024 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	181,921,516	179,796,583
Special Purpose Funds - Total Expense	29,571,064	19,484,878
Capital Fund - Total Expense	14,091,049	13,591,299
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,542,655	300,000
Total Budget Bylaw Amount	227,126,284	213,172,760

Approved by the Board

Signature of the Chairperson of the Board of Education	Date Signed
DR	FT
Signature of the Superintendent	Date Signed
RA	FT
Signature of the Secretary/Treasurer	Date Signed
FT	FT

School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2024

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(282,777)</u>	<u>(3,983,324)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Local Capital	(1,542,655)	(300,000)
From Deferred Capital Revenue	<u>(9,819,614)</u>	<u>(3,443,427)</u>
Total Acquisition of Tangible Capital Assets	(11,362,269)	(3,743,427)
Amortization of Tangible Capital Assets	<u>11,689,437</u>	<u>11,189,687</u>
Total Effect of change in Tangible Capital Assets	327,168	7,446,260
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	44,391	3,462,936

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School District No. 33 (Chilliwack)

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2024

	Operating Fund	Special Purpose Fund	Capital Fund	2024 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	6,981,919	73,261	54,851,348	61,906,528
Changes for the year				
Net Revenue (Expense) for the year	1,564,011		(1,846,788)	(282,777)
Interfund Transfers				
Local Capital	(1,481,180)		1,481,180	-
Net Changes for the year	<u>82,831</u>	<u>-</u>	<u>(365,608)</u>	<u>(282,777)</u>
Budgeted Accumulated Surplus (Deficit), end of year	<u>7,064,750</u>	<u>73,261</u>	<u>54,485,740</u>	<u>61,623,751</u>

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School District No. 33 (Chilliwack)

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

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	176,561,015	170,085,727
Other	200,000	200,000
Tuition	2,020,000	2,170,000
Other Revenue	3,374,512	3,207,551
Rentals and Leases	150,000	250,000
Investment Income	1,180,000	1,180,000
Total Revenue	183,485,527	177,093,278
Expenses		
Instruction	154,077,786	153,318,724
District Administration	5,864,322	5,225,136
Operations and Maintenance	17,390,871	16,914,547
Transportation and Housing	4,588,537	4,338,176
Total Expense	181,921,516	179,796,583
Net Revenue (Expense)	1,564,011	(2,703,305)
Budgeted Prior Year Surplus Appropriation	536,461	3,003,305
Net Transfers (to) from other funds		
Local Capital	(1,481,180)	(300,000)
Total Net Transfers	(1,481,180)	(300,000)
Budgeted Surplus (Deficit), for the year	619,292	-

School District No. 33 (Chilliwack)

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

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	174,468,587	168,730,453
ISC/LEA Recovery	(2,791,232)	(2,640,377)
Other Ministry of Education and Child Care Grants		
Pay Equity	864,624	864,624
Funding for Graduated Adults	5,000	5,000
Student Transportation Fund	329,456	329,456
Support Staff Benefits Grant	216,448	220,285
FSA Scorer Grant	14,329	14,329
Labour Settlement Funding	2,953,803	2,058,917
February supplemental special education enrolment	500,000	503,040
Total Provincial Grants - Ministry of Education and Child Care	176,561,015	170,085,727
Provincial Grants - Other	200,000	200,000
Tuition		
International and Out of Province Students	2,020,000	2,170,000
Total Tuition	2,020,000	2,170,000
Other Revenues		
Funding from First Nations	2,791,232	2,640,377
Miscellaneous		
Bus Fees	370,000	353,894
Energy Program	30,000	30,000
Other Miscellaneous	183,280	183,280
Total Other Revenue	3,374,512	3,207,551
Rentals and Leases	150,000	250,000
Investment Income	1,180,000	1,180,000
Total Operating Revenue	183,485,527	177,093,278

School District No. 33 (Chilliwack)

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

	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$
Salaries		
Teachers	73,956,665	77,158,117
Principals and Vice Principals	9,887,132	9,654,663
Educational Assistants	16,975,830	16,885,671
Support Staff	16,518,611	16,220,419
Other Professionals	4,231,309	3,946,286
Substitutes	8,253,103	6,892,178
Total Salaries	129,822,650	130,757,334
Employee Benefits	32,289,218	31,873,105
Total Salaries and Benefits	162,111,868	162,630,439
Services and Supplies		
Services	5,170,206	4,515,399
Student Transportation	104,800	33,000
Professional Development and Travel	1,406,460	1,222,860
Rentals and Leases	25,000	25,000
Dues and Fees	271,331	268,433
Insurance	360,757	353,849
Supplies	9,841,594	8,227,603
Utilities	2,629,500	2,520,000
Total Services and Supplies	19,809,648	17,166,144
Total Operating Expense	181,921,516	179,796,583

School District No. 33 (Chilliwack)

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

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	60,439,347	609,222	-	771,167	-	6,064,132	67,883,868
1.03 Career Programs	-	-	-	927,643	-	548	928,191
1.07 Library Services	1,752,353	81,423	-	26,339	-	55,244	1,915,359
1.08 Counselling	2,641,998	-	-	-	-	24,274	2,666,272
1.10 Special Education	6,840,843	1,192,272	15,483,263	525,022	-	1,097,165	25,138,565
1.30 English Language Learning	670,770	-	-	-	-	6,660	677,430
1.31 Indigenous Education	1,366,942	-	1,466,182	-	122,916	181,184	3,137,224
1.41 School Administration	-	7,713,417	-	2,823,685	421,715	136,497	11,095,314
1.60 Summer School	145,631	-	26,385	-	-	-	172,016
1.61 Continuing Education	-	-	-	-	-	-	-
1.62 International and Out of Province Students	98,781	145,399	-	54,219	50,958	-	349,357
1.64 Other	-	-	-	85,200	-	-	85,200
Total Function 1	73,956,665	9,741,733	16,975,830	5,213,275	595,589	7,565,704	114,048,796
4 District Administration							
4.11 Educational Administration	-	-	-	-	1,026,966	-	1,026,966
4.40 School District Governance	-	-	-	-	178,677	-	178,677
4.41 Business Administration	-	145,399	-	731,739	1,573,623	733	2,451,494
Total Function 4	-	145,399	-	731,739	2,779,266	733	3,657,137
5 Operations and Maintenance							
5.20 Early Learning and Child Care	-	-	-	-	-	-	-
5.41 Operations and Maintenance Administration	-	-	-	105,343	610,501	469,078	1,184,922
5.50 Maintenance Operations	-	-	-	7,321,493	-	32,637	7,354,130
5.52 Maintenance of Grounds	-	-	-	978,875	-	-	978,875
5.56 Utilities	-	-	-	-	-	-	-
Total Function 5	-	-	-	8,405,711	610,501	501,715	9,517,927
7 Transportation and Housing							
7.41 Transportation and Housing Administration	-	-	-	233,427	245,953	-	479,380
7.70 Student Transportation	-	-	-	1,934,459	-	184,951	2,119,410
Total Function 7	-	-	-	2,167,886	245,953	184,951	2,598,790
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	73,956,665	9,887,132	16,975,830	16,518,611	4,231,309	8,253,103	129,822,650

School District No. 33 (Chilliwack)

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

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Amended Annual Budget	2024 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	67,883,868	16,515,573	84,399,441	8,270,952	92,670,393	90,987,238
1.03 Career Programs	928,191	267,254	1,195,445	354,583	1,550,028	1,608,722
1.07 Library Services	1,915,359	471,082	2,386,441	150,448	2,536,889	2,937,704
1.08 Counselling	2,666,272	659,557	3,325,829		3,325,829	2,877,092
1.10 Special Education	25,138,565	6,738,586	31,877,151	986,580	32,863,731	33,554,085
1.30 English Language Learning	677,430	167,794	845,224	21,610	866,834	1,585,788
1.31 Indigenous Education	3,137,224	819,706	3,956,930	1,075,620	5,032,550	5,058,842
1.41 School Administration	11,095,314	2,576,859	13,672,173	143,892	13,816,065	13,662,385
1.60 Summer School	172,016	41,148	213,164	7,000	220,164	9,000
1.61 Continuing Education	-	-	-	5,750	5,750	2,250
1.62 International and Out of Province Students	349,357	82,276	431,633	597,925	1,029,558	875,039
1.64 Other	85,200	23,305	108,505	51,490	159,995	160,579
Total Function 1	114,048,796	28,363,140	142,411,936	11,665,850	154,077,786	153,318,724
4 District Administration						
4.11 Educational Administration	1,026,966	197,160	1,224,126	201,360	1,425,486	1,076,932
4.40 School District Governance	178,677	23,930	202,607	164,814	367,421	359,764
4.41 Business Administration	2,451,494	577,614	3,029,108	1,042,307	4,071,415	3,788,440
Total Function 4	3,657,137	798,704	4,455,841	1,408,481	5,864,322	5,225,136
5 Operations and Maintenance						
5.20 Early Learning and Child Care	-	-	-	-	-	-
5.41 Operations and Maintenance Administration	1,184,922	156,161	1,341,083	297,609	1,638,692	1,072,280
5.50 Maintenance Operations	7,354,130	2,013,981	9,368,111	2,126,908	11,495,019	11,666,272
5.52 Maintenance of Grounds	978,875	256,285	1,235,160	392,500	1,627,660	1,655,995
5.56 Utilities	-	-	-	2,629,500	2,629,500	2,520,000
Total Function 5	9,517,927	2,426,427	11,944,354	5,446,517	17,390,871	16,914,547
7 Transportation and Housing						
7.41 Transportation and Housing Administration	479,380	121,052	600,432	114,800	715,232	622,348
7.70 Student Transportation	2,119,410	579,895	2,699,305	1,174,000	3,873,305	3,715,828
Total Function 7	2,598,790	700,947	3,299,737	1,288,800	4,588,537	4,338,176
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	129,822,650	32,289,218	162,111,868	19,809,648	181,921,516	179,796,583

School District No. 33 (Chilliwack)

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

	<u>2024 Amended Annual Budget</u>	<u>2024 Annual Budget</u>
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	25,789,801	16,459,878
Other	104,163	
Other Revenue	3,627,100	2,990,000
Investment Income	50,000	35,000
Total Revenue	<u>29,571,064</u>	<u>19,484,878</u>
Expenses		
Instruction	28,539,425	19,028,261
Operations and Maintenance	1,003,953	456,617
Transportation and Housing	27,686	
Total Expense	<u>29,571,064</u>	<u>19,484,878</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

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School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
Deferred Revenue, beginning of year	\$ 547,336	\$ 7,219	\$ 2,536	\$ 342,419	\$ 1,278,965	\$ 25,879	52,893	\$ 63,877	\$ 18,910
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	456,617	638,668				224,000	51,450	317,941	764,105
Provincial Grants - Other				120,000	3,500,000				
Other				10,000	40,000				
Investment Income									
	456,617	638,668	-	130,000	3,540,000	224,000	51,450	317,941	764,105
Less: Allocated to Revenue Recovered	1,003,953	645,887	2,536	130,000	3,540,000	249,879	104,343	381,818	783,015
Deferred Revenue, end of year	-	-	-	342,419	1,278,965	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	1,003,953	645,887	2,536			249,879	104,343	381,818	783,015
Provincial Grants - Other									
Other Revenue				120,000	3,500,000				
Investment Income				10,000	40,000				
	1,003,953	645,887	2,536	130,000	3,540,000	249,879	104,343	381,818	783,015
Expenses									
Salaries									
Teachers									
Principals and Vice Principals									
Educational Assistants		495,883						57,217	576,619
Support Staff						177,498			
Other Professionals									
Substitutes									
	-	495,883	-	-	-	177,498	-	57,217	576,619
Employee Benefits		150,004				46,502		13,734	164,624
Services and Supplies	1,003,953		2,536	130,000	3,540,000	25,879	104,343	310,867	41,772
	1,003,953	645,887	2,536	130,000	3,540,000	249,879	104,343	381,818	783,015
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	Early Childhood Education Dual Credit Program	Student & Family Affordability
Deferred Revenue, beginning of year	\$	\$ 24,231	\$	\$ 299,699	\$ 18,223	\$ 5,439	\$ 37,462	\$ 100,905	\$ 454,562
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	427,537	19,601,035	306,314		51,000	11,250	55,400		
Provincial Grants - Other									
Other									
Investment Income									
	427,537	19,601,035	306,314	-	51,000	11,250	55,400	-	-
Less: Allocated to Revenue	427,537	19,601,035	306,314	27,686	69,223	16,689	92,862	100,905	454,562
Recovered		24,231		99,223					
Deferred Revenue, end of year	-	-	-	172,790	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	427,537	19,601,035	306,314	27,686	69,223	16,689	92,862	100,905	454,562
Provincial Grants - Other									
Other Revenue									
Investment Income									
	427,537	19,601,035	306,314	27,686	69,223	16,689	92,862	100,905	454,562
Expenses									
Salaries									
Teachers		15,808,630							
Principals and Vice Principals									
Educational Assistants							72,548		
Support Staff	73,201								
Other Professionals	12,041								
Substitutes	276,873								
	362,115	15,808,630	-	-	-	-	72,548	-	-
Employee Benefits	22,086	3,792,405					20,314		
Services and Supplies	43,336		306,314	27,686	69,223	16,689		100,905	454,562
	427,537	19,601,035	306,314	27,686	69,223	16,689	92,862	100,905	454,562
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 33 (Chilliwack)

Amended Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2024

	JUST B4	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund	Health Career Dual Credit Expansion	After School Sports Initiative	Miscellaneous Grants	TOTAL
Deferred Revenue, beginning of year	\$	\$ 2,731	\$	\$	\$	\$ 38,725	\$ 7,100	\$ 3,329,111
Add: Restricted Grants								
Provincial Grants - Ministry of Education and Child Care	25,000	19,000	175,000	1,249,826	50,000			24,424,143
Provincial Grants - Other						65,438		65,438
Other								3,620,000
Investment Income								50,000
	25,000	19,000	175,000	1,249,826	50,000	65,438	-	28,159,581
Less: Allocated to Revenue	25,000	21,731	175,000	1,249,826	50,000	104,163	7,100	29,571,064
Recovered								123,454
Deferred Revenue, end of year	-	-	-	-	-	-	-	1,794,174
Revenues								
Provincial Grants - Ministry of Education and Child Care	25,000	21,731	175,000	1,249,826	50,000			25,789,801
Provincial Grants - Other						104,163		104,163
Other Revenue							7,100	3,627,100
Investment Income								50,000
	25,000	21,731	175,000	1,249,826	50,000	104,163	7,100	29,571,064
Expenses								
Salaries								
Teachers								15,808,630
Principals and Vice Principals			142,412					142,412
Educational Assistants								1,202,267
Support Staff								250,699
Other Professionals				67,360				79,401
Substitutes								276,873
	-	-	142,412	67,360	-	-	-	17,760,282
Employee Benefits			32,588	15,486				4,257,743
Services and Supplies	25,000	21,731		1,166,980	50,000	104,163	7,100	7,553,039
	25,000	21,731	175,000	1,249,826	50,000	104,163	7,100	29,571,064
Net Revenue (Expense)	-	-	-	-	-	-	-	-

School District No. 33 (Chilliwack)

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

	2024 Amended Annual Budget			2024 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	2,401,612		2,401,612	2,401,612
Amortization of Deferred Capital Revenue	9,842,649		9,842,649	9,909,668
Total Revenue	12,244,261	-	12,244,261	12,311,280
Expenses				
Operations and Maintenance	2,401,612		2,401,612	2,401,612
Amortization of Tangible Capital Assets				
Operations and Maintenance	10,860,624		10,860,624	10,412,819
Transportation and Housing	828,813		828,813	776,868
Total Expense	14,091,049	-	14,091,049	13,591,299
Net Revenue (Expense)	(1,846,788)	-	(1,846,788)	(1,280,019)
Net Transfers (to) from other funds				
Local Capital		1,481,180	1,481,180	300,000
Total Net Transfers	-	1,481,180	1,481,180	300,000
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,542,655	(1,542,655)	-	
Total Other Adjustments to Fund Balances	1,542,655	(1,542,655)	-	
Budgeted Surplus (Deficit), for the year	(304,133)	(61,475)	(365,608)	(980,019)

BOARD OF EDUCATION

DECISION REPORT

DATE: February 13, 2024

TO: Board of Education

FROM: Heather Maahs, Chair Audit Committee
Simone Sangster, Secretary Treasurer

RE: **APPOINTMENT OF FINANCIAL AUDITOR**

RECOMMENDATION:

That the Board of Education appoint KPMG LLP as auditor for a five-year term effective with the 2023-24 fiscal year.

BACKGROUND:

Chilliwack School District requires an audit of its annual financial statements, and the current contract with KPMG ended with the 2022-23 fiscal year. The District issued a Request for Proposal, Financial Audit Services on November 17, 2023, with a closing date of December 15, 2023. One proposal was received from KPMG.

The proposal was reviewed and KPMG was deemed a responsive and responsible respondent. Accordingly, we are recommending the Board appoint KPMG as auditor for a five-year term effective with the 2023-24 fiscal year.

MEETING SUMMARIES

In-Camera Meeting – January 23, 2024

Trustees: Willow Reichelt, Carin Bondar, Heather Maahs, Margaret Reid, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Simone Sangster, Allan Van Tassel, Rachael Green, Talana McNally

1. HR Report
2. BCPSEA Report
3. Property Update
4. Superintendent's Evaluation Framework
5. Trustee Conduct
6. Board Communication

Board Learning Session – January 30, 2024

Trustees: Willow Reichelt, Carin Bondar, David Swankey, Teri Westerby

Staff: Rohan Arul-pragasam, Simone Sangster, Paula Jordan, Dave Manuel, Kirk Savage, Sean Wicker, Nicole Driscoll, Shawna Peterson, Karen Allen

Regrets: Heather Maahs, Richard Procee, Margaret Reid

1. Transition Framework
2. ELC Update