



REGULAR OPEN MEETING OF THE BOARD

Tuesday, April 25, 2017

7:30 pm – School Board Office

Location: 811 Ontario Street, New Westminster
(corner of 8th Street and Royal Avenue)

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

AGENDA

One minute silence in honour of “Day of Mourning for Workers Killed and Injured on the Job

1. ADOPTION OF THE AGENDA

2. APPROVAL OF THE MINUTES

- a) Approval of Minutes from the March 28, 2017 Regular Meeting *Encl Pg 1*
- b) Approval of Minutes from the April 11, 2017 Special Meeting *Encl Pg 4*
- c) Business Arising from the Minutes

3. VISITORS

4. CORRESPONDENCE FOR ACTION

- a) DPAC re Increased Engagement with Parents *Encl Pg 5*

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) hold its monthly Education Policy and Planning Committee meetings at New Westminster Schools on a rotational basis hosted by the respective school's Parent Advisory Committee.

5. CORRESPONDENCE FOR INFORMATION

- a) City of New Westminster re Sanctuary Schools Policy *Encl Pg 7*

6. BOARD COMMITTEE REPORTS

- a) **Education Policy and Planning Committee, April 4, 2017**
 - i. Comments from the Committee Chair, Trustee Ewen
 - ii. Approval of the April 4, 2017 Education Policy and Planning Committee Minutes *Encl Pg 8*

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the April 4, 2017 Education Policy & Planning Committee meeting.

b) Operations Policy and Planning Committee, April 11, 2017

- i. Comments from the Committee Chair, Trustee Janzen
- ii. Approval of the April 11, 2017 Operations Policy and Planning Committee Minutes

Encl Pg 9

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the April 11, 2017 Operations Policy & Planning Committee meeting.

- ii. Report on Home Learners Program Portable (P. Duncan)
- iii. Report on AEDs (Automated External Defibrillators) (P. Duncan) *Encl Pg 16*
- iv. Operating Budget 2017/18 (K. Lorenz) *Encl Pg 18*

Recommendation #1: THAT the Board of Education of School District No. 40 (New Westminster) accept three readings, reconsideration and final approval of the 2017/18 Operating Budget at the April 25, 2017 Regular Board Meeting.

Recommendation #2: THAT the Board of Education of School District No. 40 (New Westminster) approve first and second reading of the 2017/18 Operating Budget as presented.

Recommendation #3: THAT the Board of Education of School District No. 40 (New Westminster) approve the third reading, reconsideration and final adoption of the 2017/18 Operating Budget as presented.

- v. Board Policy Handbook - attached

THAT the Board of Education of School District No. 40 (New Westminster) approve the revised Board Policy Handbook, effective April 25, 2017.

7. REPORTS SENIOR MANAGEMENT

- a) Queensborough Busing Report (K. Lorenz) *Encl Pg 33*
- b) Draft 2017/18 School Board/Committee Meeting Schedule (P. Duncan) *Encl Pg 35*

8. OTHER BUSINESS

- a) Audit Committee (M. Ewen) *Encl Pg 37*

THAT the Board of Education of School District No. 40 (New Westminster) direct the Superintendent report to the May Operations Committee on a proposed process, including timelines and composition for the establishment of an Audit Committee.

9. TRUSTEE REPORTS**10. QUESTION PERIOD (15 minutes)**

Questions to the Chair on matters that arose during the meeting.

11. NOTICE OF MEETINGS

May 2, 2017: Education Policy & Planning Committee, 7:30 pm – School Board Office

May 16, 2017: Operations Policy & Planning Committee, 7:30 pm – School Board Office

May 23, 2017: Special Board Meeting re Mission, Vision & Values, 6:30 pm

May 30, 2017: School Board Meeting, 7:30 pm – School Board Office

12. REPORTING OUT FROM IN-CAMERA MEETING

13. ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF THE
NEW WESTMINSTER BOARD OF EDUCATION
HELD TUESDAY, MARCH 28, 2017 AT 7:30 P.M.
SCHOOL BOARD OFFICE, 800 ONTARIO STREET**

PRESENT: Ms. J. Campbell, Trustee
Mr. M. Ewen, Trustee
Mr. C. Cook, Trustee
Mr. M. Gifford, Vice Chair
Mr. J. Janzen, Trustee
Ms. M. Lalji, Trustee
Ms. K. Slade-Kerr, Chair

Ms. J. Grant, Associate Superintendent
Mr. K. Lorenz, Secretary Treasurer
Ms. B. Basden, Recording Secretary

Chair Slade-Kerr recognized and acknowledged the Qayqayt First Nations, as well as the Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. ADOPTION OF THE AGENDA

Moved and Seconded:

2017-032

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the March 28, 2017 Regular School Board meeting as amended by adding 5a)ii) Correspondence from the New Westminster & District Labour Council.

Carried Unanimously.

2. APPROVAL OF THE MINUTES

a) *Board Meeting Minutes for Approval:*

Moved and Seconded:

2017-033

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the February 28, 2017 School Board meeting as presented.

Carried Unanimously.

b) *Business Arising from the Minutes*

There was no business arising from the minutes.

3. STUDENT RECOGNITION

Hannah Brine, École Glenbrook Middle School student, was recognized for her poetry published in a book titled 65: A Book of Poems. Hannah read one of her favourite poems from her book that was published in honour of her cousin Eva Markvoort who lost her battle with Cystic Fibrosis in 2010. All proceeds from the sale Hannah's book will be donated to the Cystic Fibrosis Foundation.

4. VISITORS

Visitors were welcomed and provided the opportunity to address the Board.

Open Board Meeting
March 28, 2017

5. CORRESPONDENCE

The Board received correspondence from the BC Professional Fire Fighters' Association; community members related to the district's Sanctuary Schools Policy; and from the New Westminster District & Labour Council.

Moved and Seconded:

2017-034

THAT the Board of Education for School District No. 40 (New Westminster) declare April 28th as the Official Day of Mourning for Workers Killed and Injured on the Job"; AND THAT in honour of the Day of Mourning the Board will observe one minute of silence at the April 25, 2017 Regular Board Meeting.

Carried Unanimously.

6. BOARD COMMITTEE REPORTS

a) *Combined Education and Operations Policy & Planning Committee*

- i. Education Committee Chair Michael Ewen, provided an update from the Combined Education & Operations Policy and Planning Committee meeting held March 7, 2017.
- ii. Approval of the March 7, 2017 Combined Education & Operations Policy and Planning Committee Minutes.

Moved and Seconded:

2017-035

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the March 7, 2017 Education Policy and Planning Committee meeting as amended to indicate when Committee Chair Ewen stepped down as Chair and replaced with Board Chair Slade-Kerr.

Carried Unanimously.

7. REPORTS FROM SENIOR MANAGEMENT

a) *District Calendar 2017/18*

Moved and Seconded:

2017-036

THAT the Board of Education of School District No. 40 (New Westminster) approve the District Calendar 2017/18 as presented.

Carried Unanimously.

b) *2017/18 Provincial Funding Grant Announcement*

Secretary Treasurer Lorenz provided an update on the 2017/18 Provincial Funding Grant Announcement.

Open Board Meeting
March 28, 2017

c) **2017/18 Five-Year Capital Plan Bylaw**

Moved and Seconded:

2017-037

THAT the Board of Education of School District No. 40 (New Westminster) accept three readings, reconsideration and final adoption of Capital Bylaw No. 17/18-CP-SD40-01.

Carried Unanimously.

Moved and Seconded:

2017-038

THAT the Board of Education of School District No. 40 (New Westminster) approve first and second reading of Capital Bylaw No. 17/18-CP-SD40-01.

Carried Unanimously.

Moved and Seconded:

2017-039

THAT the Board of Education of School District No. 40 (New Westminster) approve third reading, reconsideration and final adoption of Capital Bylaw No. 17/18-CP-SD40-01.

Carried Unanimously.

8. **TRUSTEE REPORTS**

Trustees spoke to the various meetings and events they attended over the past month.

9. **QUESTION PERIOD**

Members of the public were provided the opportunity to ask questions of the Board.

10. **NOTICE OF MEETINGS**

11. **REPORTING OUT FROM IN-CAMERA MEETING**

12. **ADJOURNMENT**

The meeting be adjourned at 8:40 pm

Chairperson

Secretary Treasurer



MINUTES OF THE **SPECIAL MEETING OF THE
NEW WESTMINSTER BOARD OF EDUCATION**
HELD **TUESDAY, APRIL 11, 2016** AT 7:25 P.M.
SCHOOL BOARD OFFICE, 811 ONTARIO STREET

PRESENT: Ms. J. Campbell, Trustee
Mr. C. Cook, Trustee
Mr. E. Ewen, Trustee
Mr. M. Gifford, Vice Chair
Mr. J. Janzen, Trustee
Ms. M. Lalji, Trustee
Ms. K. Slade-Kerr, Chair

Mr. P. Duncan, Superintendent of Schools
Mr. K. Lorenz, Secretary Treasurer
Ms. B. Basden, Recording Secretary

Chair Slade-Kerr recognized and acknowledged the Qayqayt First Nations, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. ADOPTION OF THE AGENDA

Moved and Seconded:

2017-040

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the April 11, 2017 Special Open Board Meeting as amended by adding 2b) Approval of Purchase Order #1561 (Stephen McNicholls Consulting).

Carried Unanimously.

2. APPROVAL OF PURCHASE ORDERS OVER \$100,000

a) A.P. Floors (\$170,624.44)

Moved and Seconded:

2017-041

THAT the Board of Education of School District No. 40 (New Westminster) approve Purchase Order No. 1453 to A.P. Floors, in the amount of \$170,624.44 for flooring materials and labour for Lord Kelvin Elementary School.

Carried Unanimously.

b) Stephen McNicholls Consulting (\$123,200.00)

Moved and Seconded:

2017-042

THAT the Board of Education of School District No. 40 (New Westminster) approve Purchase Order No. 1561 to Stephen McNicholls Consulting, in the amount of \$123,200.00 for Mechanical Consulting Services at Lord Tweedsmuir Elementary School, for HVAC upgrade.

Carried Unanimously.

3. ADJOURNMENT

The meeting adjourned at 7:30 pm

Chairperson

Secretary Treasurer

New Westminster School Board Chair Kelly Slade-Kerr
New Westminster School Board
811 Ontario Street
New Westminster
V3M 0J7

Dear New Westminster School Board Chair Slade-Kerr,

I am writing on behalf of the New Westminster District Parent Advisory Council to request that, as Chairperson for the New Westminster School Board, you will bring forward two ideas with the potential to increase engagement between parents and the New Westminster School Board.

I have discussed these ideas with Superintendent Pat Duncan and it is at his suggestion that I am writing to you to bring this forward to the other school board trustees.

The engagement ideas are as follows:

That the Education Policy Committee Board meetings be conducted at local New Westminster schools on a rotational basis and hosted by the respective schools' Parent Advisory Committee.

That the New Westminster School Board Facebook page be reactivated and updated on a frequent basis to impart information to those parents on Facebook.

Ideally both of these initiatives would be implemented for the 2017/18 school year.

Please let me know if and when you will bring this forward for the consideration of the New Westminster School Board and if you request my presence at the meeting.

Thank you for considering these ideas.

Sincerely,

Karon Trenaman
New Westminster District Parent Advisory Chair

CC Superintendent Pat Duncan



Supplement to: **REGULAR BOARD MEETING**

Date: April 25, 2017

Submitted by: Kelly Slade-Kerr and Mark Gifford

Item: **Requiring Action** ☒ **For Information** ☐

SUBJECT: DPAC Correspondence re Engagement

Background:

The attached correspondence was delivered to the Chair of the Board on April 9, 2017 with a request that it be brought to the attention of the Board. The District Parent Advisory Council has two proposals to increase engagement between parents and the School Board: (a) Education Policy and Planning Committee meetings be conducted at New Westminster Schools on a rotational basis and hosted by the respective school's Parent Advisory Committee and (b) the New Westminster School Board Facebook page be reactivated and be updated on a frequent basis to provide information to those parents on Facebook.

The Board is interested in increasing parent engagement. The Superintendent advises that the Communications Officer intends to re-active the district Facebook page for September 2017 as part of the District's communications plan. In our view, holding a monthly Board committee meeting at local schools on a rotating basis in partnership with the school PAC is easy to organize and will significantly enhance parent engagement.

Recommendation:

THAT the Board of Education for School District No. 40 (New Westminster) hold its monthly Education Policy and Planning Committee meetings at New Westminster Schools on a rotational basis hosted by the respective school's Parent Advisory Committee



Jonathan X. Côté
Mayor

March 9, 2017

Pat Duncan
Superintendent of Schools
School District No. 40 (New Westminster)
811 Ontario Street
New Westminster, BC V3M 0J7

Dear Superintendent Duncan,

Re: Sanctuary Schools Policy

On behalf of New Westminster City Council, I am writing to congratulate you on the unanimous approval of your Sanctuary Schools Policy, which officially recognizes that students with precarious immigration status or no immigration status can access an education in School District 40.

As the first school district in BC to adopt such a policy, School District 40 is a leader in promoting a welcoming and safe place for all students. We are proud to stand with you in supporting the values of inclusion and diversity.

Yours truly,

Jonathan X. Côté
Mayor



PRESENT: Mr. M. Ewen, Committee Chair
Mr. C. Cook, Trustee
Mr. J. Janzen, Trustee
Ms. M. Lalji, Trustee
Ms. K. Slade-Kerr, Board Chair
Ms. J. Grant, Associate Superintendent
Mr. K. Lorenz, Secretary Treasurer
Ms. M Naser, Director of Instruction, Learning & Innovation
Mr. C. Nicholson, Director of Instruction, Learning Services
Ms. P. Samra, Recording Secretary

Regrets: Ms. J. Campbell, Trustee, Mr. M. Gifford, Trustee, Mr. P. Duncan, Superintendent of Schools

1. ADOPTION OF THE AGENDA

Moved and Seconded:

THAT the agenda for the April 4, 2017 Open Education Policy and Planning Committee meeting be adopted as presented.

Carried Unanimously.

2. PRESENTATION

a) *RCAP Project: Calling on the Medicine Wheel*

RCAP teachers Caitlyn James and Kelly Ranford, presented the RCAP Project: Calling on the Medicine Wheel, along with their students.

b) *Digital Portfolio*

Sonia Maglio, Marie Stevens and Amy Bothwell, teachers at the School District, introduced the digital portfolio, FreshGrade.

3. REPORTS FROM SENIOR MANAGEMENT

a) *Teaching and Learning in Diverse Classrooms*

Associate Superintendent Janet Grant, Director of Instruction, learning & Innovation, Maryam Naser, and Director of Instruction, Learning Services, Chris Nicholson, presented the priorities for the coming year from the Techer and Learning in Diverse Classrooms document.

b) *School Goals*

Associate Superintendent Janet Grant shared the School Learning Plan Goals of each school throughout the New Westminister School District.

4. ADJOURNMENT

The meeting adjourned at 9:30 PM.



New
Westminster
Schools

MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION
OPERATIONS POLICY & PLANNING COMMITTEE
HELD TUESDAY, APRIL 11, 2017 AT 7:30 PM
SCHOOL BOARD OFFICE, 800 ONTARIO STREET

PRESENT: Ms. Jonina Campbell, Trustee
Mr. C. Cook, Trustee
Mr. M. Ewen, Trustee
Mr. M. Gifford, Board Vice Chair
Mr. J. Janzen, Committee Chair
Ms. M. Lalji, Trustee
Ms. K. Slade-Kerr, Board Chair

Mr. P. Duncan, Superintendent of Schools
Mr. K. Lorenz, Secretary Treasurer
Ms. B. Basden, Recording Secretary

Chair Janzen recognized and acknowledged the Qayqayt First Nations, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. **ADOPTION OF THE AGENDA**

Moved and Seconded:

THAT the agenda for the April 11, 2017 Open Operations Policy and Planning Committee meeting be as amended by adding 2b) Home Learners Program Delegation.

Carried Unanimously.

2. **DELEGATION**

a) DPAC re AEDs (Automated External Defibrillators)

Beth Ott, New Westminister DPAC Past Chair, attended the meeting with Chris Chong from St. John's Ambulance, to promote the use of AEDs (Automated External Defibrillators) in district schools.

Trustee Cook requested the issue of AED's be referred to staff for a report.

b) Home Learners Program

A delegation of parents and staff from the Home Learners Program attended the meeting regarding the move of the portable on the Hume Park site.

Moved and Seconded:

THAT the Board of Education for School District No. 40 (New Westminister) direct senior staff to bring a report to the Board at their April 25th meeting on the issue of moving the portable currently located at Hume Park.

Carried Unanimously.

3. **DRAFT BUDGET 2017/18**

The Committee received a number of documents as background information for the Budget 2017/18 presentation. Secretary Lorenz highlighted sections of the budget and responded to questions from the Trustees.

Moved and Seconded:

THAT the Operations Policy and Planning Committee recommend that the Board of Education of School District No. 40 (New Westminster) approve the 2017/18 Operating Budget as presented.

Carried Unanimously.

4. **REPORTS FROM SENIOR MANAGEMENT**

a) *Monthly Financial Update at February, 28, 2017.*

Secretary Treasurer Lorenz presented the Operating Fund – Year to Date Expense to Budget Summary for the month ending February 28, 2017.

b) *Maintenance & Capital Projects Update*

The Committee received the monthly update on Maintenance and Capital Projects.

5. **PROPOSED POLICY HANDBOOK REVIEW** (cont'd)

Policy 11: BOARD DELEGATION OF AUTHORITY

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 11 "Board Delegation of Authority" under the preamble by adding: "In the absence of Board policy in cases where an immediate administrative response is required the Superintendent will: 1. If time permits, consult with the Board Chair and Vice Chair; 2) Inform the Board as soon as is practicable and at the next regular meeting, of the action taken and the nature of the emergent issues and, where warranted, the need for policy in the event of future occurrences; and 3) The action must be taken with regard for the tenor of the Board's foundational statements."

Motion Failed.

Policy 12: ROLE OF THE SUPERINTENDENT

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 12 "Role of the Superintendent" under "Background" by adding at the end of the paragraph "The Superintendent shall:"

Carried Unanimously.

Operations Policy and Planning Committee
April 11, 2017

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 12 "Role of the Superintendent" under Specific Areas of Responsibility #1 Student Learning Clause 1.2 to read "Support instructional strategies, assessment and resources that reflect sensitivity to diversity and incorporate themes such as inclusion, receipt and acceptance."

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the motion to amend Board Policy Handbook Policy 12 "Role of the Superintendent" under Specific Areas of Responsibility #1 Student Learning Clause 1.2 to read "Support instructional strategies, assessment and resources that reflect mission, vision and goals of the District."

Carried Unanimously.

Main motion as Amended:

THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 12 "Role of the Superintendent" under Specific Areas of Responsibility #1 Student Learning Clause 1.2 to read "Support instructional strategies, assessment and resources that reflect mission, vision and goals of the District."

Carried Unanimously.

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 12 "Role of the Superintendent" under Specific Areas of Responsibility #4 Personnel Management by adding Clause 4.2 "Monitor and improve the performance of all staff"; and by renumbering the remainder of the items.

Motion Failed.

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 12 "Role of the Superintendent" under Specific Areas of Responsibility #8 Organizational Leadership and Management Clause 8.1 to read "Promote at all times a high standards of collaborative professional leadership, effective human relations, and a spirit of educational innovation and advancement throughout the district".

Carried Unanimously.

Policy 15: RECRUITMENT AND SELECTION OF PERSONNEL

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 15 "Recruitment and Selection of Personnel" by:

- *adding at the beginning of the preamble "The Board believes that the recruitment and selection of District Personnel is a shared responsibility between the Board and the Superintendent";*
- *adding at the end of the first paragraph of the preamble "To this end, the recruitment, selection and hiring of professional staff will occur through a multi-step process.*
- *adding in the middle of the preamble "Recruitment: All professional staff vacancies will be advertised in appropriate professional publications, internally and externally. Advertisements will include statements of essential and desirable qualifications. A minimum of two weeks must be allowed for advertising vacancies, except in exceptional circumstances for unanticipated vacancies, which may require shortening advertisement times to no less than one week.*
- *adding in the middle of the preamble "Screening: The intent of the screening process is to identify all candidates for interviewing and will be composed of up to two representatives from each of the stakeholder groups and the other members of the senior management team. The Screening committee recommendations are consultative and do not bind the Superintendent or the Board. The Screening Committee will make its recommendations to the Superintendent.*
- *adding in end of the preamble: "Specifically: The following process will be followed for Assistant Superintendent and Secretary Treasurer positions: 1.1 The Superintendent will use a screening committee to conduct initial interviews; 1.2 The screening committee will recommend candidates to be interviewed by the selection committee; 1.3 The Board and Superintendent shall constitute the selection committee; 1.4 The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority vote of the trustees; 1.5 These positions shall have a role description and the person occupying each of the positions shall have a written contract of employment; 1.6 The compensation grid will be determined by the Board and placement on the grid by the Superintendent; AND THAT, the Superintendent is delegated full authority to recruit and select staff for all other positions.*

Motion Failed.

Policy 19: RESTRICTED AND NON-RESTRICTED SURPLUS FUNDS

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 19 "Restricted and Non-Restricted Surplus Funds" under the preamble by adding to the last line of the 2nd paragraph, "....at the discretion of the Board".

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the proposed amendment to Board Policy Handbook Policy 19 "Restricted and Non-Restricted Surplus Funds" under the preamble by changing the word "discretion" to "direction".

Carried Unanimously.

Main motion as Amended:

THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 19 "Restricted and Non-Restricted Surplus Funds" under the preamble by adding to the last line of the 2nd paragraph, "....at the direction of the Board".

Carried Unanimously.

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 19 "Restricted and Non-Restricted Surplus Funds" under 2) Restricted Surplus Funds, by changing "contingency funds equal to \$500,000" to read "contingency funds equal to \$1,000,000.

Motion Failed.

Moved and Seconded:

THAT the Operations Policy and Planning Committee recommend that the Board of Education for School District No. 40 (New Westminster) approve the revised Policy Handbook effective April 25, 2017.

Carried Unanimously.

6. CITY COMMITTEE ASSIGNMENTS

This item was deferred to another meeting.

7. GENERAL ANNOUNCEMENTS

There were no general announcements.

Operations Policy and Planning Committee
April 11, 2017

8. **NEW BUSINESS**

There was no new business.

9. **ADJOURNMENT**

The meeting adjourned at 9:50 p.m.

DRAFT

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Report to the Board of Education on Automated External Defibrillators (AED's)

April 20, 2017

Background Information

Current Practice in the New Westminster School District:

- All students with health concerns have Medical Alerts on file with comprehensive information regarding conditions, medications, and emergency plans as necessary. Fraser Health Nursing Support Services are involved with students with more serious medical concerns, providing training and on-going support as necessary. Presently, Nursing Support does not have anyone on their caseload where the provision of an AED in the student's school is a required or recommended part of their Medical plan. Instead, in their experience any children in danger of heart attacks have had surgically implanted internal defibrillators.

Metro School Districts

A survey of the surrounding School Districts (Table 1.0) revealed that presently 4 of 9 (44%) have AED's in all school sites, whereas 3 of the 9 districts are site specific – i.e. the schools have AED's based on specific student need. Two of the School Districts surveyed currently do not have AED's in any of their schools.

Table 1.0 Survey of Surrounding Districts

District	AEDs y/n	Location
Abbotsford (SD34)	Y	All sites
Burnaby (SD 41)	N	Note: has not had need
Coquitlam (SD43)	Y	All sites
Delta (SD37)	Y	All sites
North Vancouver (SD 44)	Y	One for child specific need; under review for district wide
Richmond (SD 38)	N	Note: the district does not support AEDs in schools
Surrey (SD 36)	Y	Child specific based on medical documentation
Vancouver (SD 37)	Y	Child specific based on medical documentation
West Vancouver (SD45)	Y	All sites



OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Although the likelihood of a student suffering a Sudden Cardiac Arrest (SCA) while at school is far less likely than that of an adult (staff member, parent or community user group), the evidence is conclusive that the use of AED's does save lives and can significantly improve survival rates of individuals suffering from a SCA.

Factors to consider when contemplating the placement of AEDs in schools are the ongoing cost to keep responder's training current and the ongoing maintenance cost for the AEDs (inspection, software updates, electrode and battery replacement).

An effective AED Program will include:

- Placing AEDs in the optimum location based on a site assessment of the facility
- Training of staff and volunteers
- Ensuring a comprehensive inspection and maintenance program exists and is followed
- Documentation of use, inspection, maintenance, and post-use procedures

As AED training is currently part of first aid courses, brand-specific training can be kept to an orientation level for individuals already trained in first aid. At each site, the safety committee can incorporate monthly assessments of the AED as part of their site safety inspections.

Recommendation

The New Westminster School District will purchase AED's for installation in each of our school and district buildings as soon as practicable. Before the installation of the AED's, the District will consult with both the New Westminster Teachers Union (NWTU) and the Canadian Union of Public Employees Local 409 (CUPE 409). The New Westminster School District will also provide the necessary training required for the correct use of the AED's.

- 2017-2018 Budget Implication
 - Cost of AED's \$30,000
 - Cost of training \$ 5,000



OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Annual Budget

School District No. 40 (New Westminster)

June 30, 2018

- Review the current budget and determine if any changes are needed.
- Review the current budget and determine if any changes are needed.
- Review the current budget and determine if any changes are needed.
- Review the current budget and determine if any changes are needed.

As the Superintendent of Schools, I have the honor to present to you the annual budget for the School District No. 40 (New Westminster) for the year ending June 30, 2018. The budget is based on the current financial position of the district and the projected needs for the coming year. It is a balanced budget, meaning that the total revenue is equal to the total expenses.

The budget is divided into two main sections: the operating budget and the capital budget. The operating budget covers the day-to-day expenses of the district, while the capital budget covers the costs of major capital projects.

The operating budget is divided into three main categories: personnel, materials, and other operating expenses. Personnel is the largest category, accounting for approximately 60% of the total operating budget. Materials account for approximately 20%, and other operating expenses account for approximately 20%. The capital budget is divided into two main categories: major capital projects and minor capital projects. Major capital projects account for approximately 80% of the total capital budget, while minor capital projects account for approximately 20%.

- Personnel: \$1,200,000
- Materials: \$200,000
- Other operating expenses: \$200,000
- Major capital projects: \$500,000
- Minor capital projects: \$100,000

School District No. 40 (New Westminster)

June 30, 2018

Table of Contents

Bylaw	1
Annual Budget - Revenue and Expense - Statement 2	2
Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Annual Budget - Operating Revenue and Expense - Schedule 2	5
Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source	6
Schedule 2B - Annual Budget - Schedule of Operating Expense by Object	7
Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object	8
Annual Budget - Special Purpose Revenue and Expense - Schedule 3	10
Schedule 3A - Annual Budget - Changes in Special Purpose Funds	11
Annual Budget - Capital Revenue and Expense - Schedule 4	13

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2017/2018 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 40 (New Westminster) Annual Budget Bylaw for fiscal year 2017/2018.
3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$79,015,276 for the 2017/2018 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 2017/2018.

READ A FIRST TIME THE 25th DAY OF APRIL, 2017;

READ A SECOND TIME THE 25th DAY OF APRIL, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF APRIL, 2017;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 40 (New Westminster) Annual Budget Bylaw 2017/2018, adopted by the Board the 25th DAY OF APRIL, 2017.

Secretary Treasurer

School District No. 40 (New Westminster)

Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	6,639,750	6,537,688
Adult	584,000	506,750
Total Ministry Operating Grant Funded FTE's	7,223,750	7,044,438
Revenues	\$	\$
Provincial Grants		
Ministry of Education	68,620,030	62,961,466
Federal Grants		13,605
Tuition	5,160,000	5,311,824
Other Revenue	1,760,000	1,914,500
Rentals and Leases	170,000	165,000
Investment Income	101,000	202,000
Amortization of Deferred Capital Revenue	2,100,000	1,632,389
Total Revenue	77,911,030	72,200,784
Expenses		
Instruction	65,745,972	60,353,281
District Administration	3,358,735	3,311,421
Operations and Maintenance	9,408,398	8,688,572
Transportation and Housing	236,377	235,467
Total Expense	78,749,482	72,588,741
Net Revenue (Expense)	(838,452)	(387,957)
Budgeted Allocation (Retirement) of Surplus (Deficit)	488,469	1,038,487
Budgeted Surplus (Deficit), for the year	(349,983)	650,530
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(349,983)	650,530
Budgeted Surplus (Deficit), for the year	(349,983)	650,530

School District No. 40 (New Westminster)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	67,886,743	65,877,957
Operating - Tangible Capital Assets Purchased	50,000	850,000
Special Purpose Funds - Total Expense	8,145,962	4,681,209
Special Purpose Funds - Tangible Capital Assets Purchased	215,794	195,716
Capital Fund - Total Expense	2,716,777	2,029,575
Total Budget Bylaw Amount	79,015,276	73,634,457

Approved by the Board

Signature of the Chairperson of the Board of Education	Designed
Signature of the Superintendent	Designed
Signature of the Secretary Treasurer	Date Signed

DRAFT

School District No. 40 (New Westminster)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(838,452)	(387,957)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(265,794)	(1,045,716)
Total Acquisition of Tangible Capital Assets	(265,794)	(1,045,716)
Amortization of Tangible Capital Assets	2,716,777	2,029,575
Total Effect of change in Tangible Capital Assets	2,450,983	983,859
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	1,612,531	595,902

School District No. 40 (New Westminster)

Schedule 2

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	61,658,274	59,657,146
Tuition	5,160,000	5,311,824
Other Revenue	360,000	355,500
Rentals and Leases	170,000	165,000
Investment Income	100,000	200,000
Total Revenue	67,448,274	65,689,470
Expenses		
Instruction	57,620,088	55,732,306
District Administration	3,358,735	3,311,421
Operations and Maintenance	6,688,320	6,615,540
Transportation and Housing	219,600	218,690
Total Expense	67,886,743	65,877,957
Net Revenue (Expense)	(438,469)	(188,487)
Budgeted Prior Year Surplus Appropriation	488,469	1,038,487
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(50,000)	(850,000)
Total Net Transfers	(50,000)	(850,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 40 (New Westminster)

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	60,746,601	58,594,287
Other Ministry of Education Grants		
Pay Equity	521,853	521,853
Funding for Graduated Adults	30,000	33,096
Transportation Supplement	6,073	6,073
Carbon Tax Grant	50,000	43,927
Return of Administrative Savings	295,560	295,560
FSA Exam Funding	8,187	8,187
Economic Stability Dividend		154,163
Total Provincial Grants - Ministry of Education	61,658,274	59,657,146
Tuition		
Summer School Fees	120,000	121,824
Continuing Education	240,000	240,000
International and Out of Province Students	4,800,000	4,950,000
Total Tuition	5,160,000	5,311,824
Other Revenues		
Miscellaneous		
Cafeteria	130,000	130,000
Apprenticeships	50,000	45,500
Miscellaneous	180,000	180,000
Total Other Revenue	360,000	355,500
Rentals and Leases	170,000	165,000
Investment Income	100,000	200,000
Total Operating Revenue	67,448,274	65,689,470

School District No. 40 (New Westminster)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Salaries		
Teachers	31,682,876	29,971,793
Principals and Vice Principals	3,021,732	3,236,519
Educational Assistants	4,405,334	4,483,021
Support Staff	5,539,026	5,313,144
Other Professionals	2,118,648	2,143,082
Substitutes	1,493,104	1,717,118
Total Salaries	48,260,720	46,864,677
Employee Benefits	12,346,103	12,273,839
Total Salaries and Benefits	60,606,823	59,138,516
Services and Supplies		
Services	1,781,880	2,049,880
Student Transportation	137,000	100,000
Professional Development and Travel	491,400	471,400
Rentals and Leases	260,000	260,000
Dues and Fees	129,000	129,000
Insurance	111,000	111,000
Interest	-	-
Supplies	3,231,140	2,501,961
Utilities	1,138,500	1,116,200
Total Services and Supplies	7,279,920	6,739,441
Total Operating Expense	67,886,743	65,877,957

School District No. 40 (New Westminster)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

	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	27,600,165	756,886		115,416		950,980	29,423,447
1.03 Career Programs	19,728			116,214		4,540	140,482
1.07 Library Services	352,271			62,671		26,605	441,547
1.08 Counselling	462,118			37,497	47,800	33,408	580,823
1.10 Special Education	1,356,051	126,092	4,405,334			241,497	6,128,974
1.30 English Language Learning	569,674			177,668		39,272	608,946
1.31 Aboriginal Education	98,642			1,337,156		9,229	285,539
1.41 School Administration		2,028,914		48,721		122,454	3,488,524
1.62 International and Out of Province Students	1,224,227	109,840			247,478	42,516	1,672,782
Total Function 1	31,682,876	3,021,732	4,405,334	1,895,343	295,278	1,470,501	42,771,064
4 District Administration							
4.11 Educational Administration				40,278	553,633	226	594,137
4.40 School District Governance					158,998		158,998
4.41 Business Administration				668,035	720,029	5,939	1,394,003
Total Function 4	-	-	-	708,313	1,432,660	6,165	2,147,138
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				93,626	278,855	524	373,005
5.50 Maintenance Operations				2,578,368	111,855	14,439	2,704,662
5.52 Maintenance of Grounds				169,104		947	170,051
5.56 Utilities							-
Total Function 5	-	-	-	2,841,098	390,710	15,910	3,247,718
7 Transportation and Housing							
7.41 Transportation and Housing Administration				94,272		528	94,800
Total Function 7	-	-	-	94,272	-	528	94,800
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	31,682,876	3,021,732	4,405,334	5,539,026	2,118,648	1,493,104	48,260,720

School District No. 40 (New Westminster)

Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2018

Schedule 2C

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	29,423,447	7,697,174	37,120,621	2,944,240	40,064,861	38,395,858
1.03 Career Programs	140,482	36,750	177,232	34,400	211,632	210,260
1.07 Library Services	441,547	105,342	546,889		546,889	349,983
1.08 Counselling	580,823	132,908	713,731	35,000	748,731	924,224
1.10 Special Education	6,128,974	1,387,645	7,516,619	97,500	7,614,119	9,518,309
1.30 English Language Learning	608,946	195,049	803,995	3,000	806,995	3,000
1.31 Aboriginal Education	285,539	74,697	360,236	12,280	372,516	370,556
1.41 School Administration	3,488,524	891,136	4,379,660	200,000	4,579,660	4,867,905
1.62 International and Out of Province Students	1,672,782	426,903	2,099,685	575,000	2,674,685	1,092,211
Total Function 1	42,771,064	10,947,604	53,718,668	3,901,420	57,620,088	55,732,306
4 District Administration						
4.11 Educational Administration	594,137	155,426	749,563	77,000	826,563	944,445
4.40 School District Governance	158,998	4,000	162,998	98,500	261,498	253,057
4.41 Business Administration	1,394,003	364,671	1,758,674	512,000	2,270,674	2,113,919
Total Function 4	2,147,138	524,097	2,671,235	687,500	3,358,735	3,311,421
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	373,005	97,578	470,583	138,000	608,583	607,993
5.50 Maintenance Operations	2,704,662	707,539	3,412,201	1,284,500	4,696,701	4,613,442
5.52 Maintenance of Grounds	170,051	44,485	214,536	30,000	244,536	277,905
5.56 Utilities	-	-	-	1,138,500	1,138,500	1,116,200
Total Function 5	3,247,718	849,602	4,097,320	2,591,000	6,688,320	6,615,540
7 Transportation and Housing						
7.41 Transportation and Housing Administration	94,800	24,800	119,600	100,000	219,600	218,690
Total Function 7	94,800	24,800	119,600	100,000	219,600	218,690
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	48,260,720	12,346,103	60,606,823	7,279,920	67,886,743	65,877,957

School District No. 40 (New Westminster)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	6,961,756	3,304,320
Federal Grants		13,605
Other Revenue	1,400,000	1,559,000
Total Revenue	8,361,756	4,876,925
Expenses		
Instruction	8,125,884	4,620,975
Operations and Maintenance	20,078	60,234
Total Expense	8,145,962	4,681,209
Net Revenue (Expense)	215,794	195,716
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(215,794)	(195,716)
Total Net Transfers	(215,794)	(195,716)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 40 (New Westminster)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2018

Deferred Revenue, beginning of year									
Annual Facility Grant	Learning Improvement Fund	Aboriginal Education Technology	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
-	-	-	28,017	294,054	1,295,293	-	5,914	-	18,026
Add: Restricted Grants									
Provincial Grants - Ministry of Education									
235,872	243,477	-	-	100,000	1,300,000	96,000	19,600	-	149,244
Other District Entered									
235,872	243,477	-	-	100,000	1,300,000	96,000	25,514	-	167,270
-	-	-	28,017	294,054	1,295,293	-	-	-	-
Less: Allocated to Revenue									
Deferred Revenue, end of year									
235,872	243,477	-	-	100,000	1,300,000	96,000	25,514	-	167,270
235,872	243,477	-	-	100,000	1,300,000	96,000	25,514	-	167,270
Revenues									
Provincial Grants - Ministry of Education									
Other Revenue									
235,872	243,477	-	-	100,000	1,300,000	96,000	25,514	-	167,270
Expenses									
Salaries									
Teachers									
Educational Assistants									
Support Staff									
Other Professionals									
Substitutes									
-	182,607	-	-	-	-	68,000	-	-	77,000
20,078	60,870	-	-	100,000	1,300,000	26,000	25,514	-	38,000
20,078	243,477	-	-	100,000	1,300,000	96,000	25,514	-	167,270
215,794	-	-	-	-	-	-	-	-	-
Net Revenue (Expense) before Interfund Transfers									
Interfund Transfers									
Tangible Capital Assets Purchased									
(215,794)	-	-	-	-	-	-	-	-	-
(215,794)	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)									

School District No. 40 (New Westminster)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2018

Schedule 3A

Deferred Revenue, beginning of year

Add: Restricted Grants

Provincial Grants - Ministry of Education

Other

District Entered

Less: Allocated to Revenue

Deferred Revenue, end of year

Revenues

Provincial Grants - Ministry of Education

Other Revenue

Expenses

Salaries

Teachers

Educational Assistants

Support Staff

Other Professionals

Substitutes

Employee Benefits

Services and Supplies

Net Revenue (Expense) before Interfund Transfers

Interfund Transfers

Tangible Capital Assets Purchased

Net Revenue (Expense)

CommunityLINK	Rural Education Enhancement Fund	Coding and Curriculum Implementation	Priority Measures	Classroom Enhancement Fund	Textile Recycling	United Way	TOTAL
\$	\$	\$	\$	\$	\$	\$	\$
109,209	-	63,756	92,500	-	20,275	1,889	1,928,933
1,500,780	-	-	-	4,346,489	4,000	75,000	6,591,462
1,500,780	-	-	-	4,346,489	4,000	75,000	1,300,880
1,609,989	-	63,756	92,500	4,346,489	4,000	76,889	8,361,756
-	-	-	-	-	20,275	-	1,637,639
1,609,989	-	63,756	92,500	4,346,489	4,000	76,889	6,961,756
1,609,989	-	63,756	92,500	4,346,489	4,000	76,889	1,400,080
488,000	-	47,800	70,000	2,957,449	-	-	3,640,249
400,000	-	-	-	-	-	-	582,607
65,000	-	-	-	300,223	-	60,000	65,000
100,000	-	-	-	-	-	-	528,223
5,000	-	-	-	-	-	-	5,000
1,058,000	-	47,800	70,000	3,257,672	-	60,000	4,821,079
270,000	-	15,956	22,500	1,088,817	-	16,889	1,539,032
281,989	-	-	-	-	4,000	-	1,785,851
1,609,989	-	63,756	92,500	4,346,489	4,000	76,889	8,145,962
-	-	-	-	-	-	-	215,794
-	-	-	-	-	-	-	(215,794)
-	-	-	-	-	-	-	(215,794)
-	-	-	-	-	-	-	-

DRAFT - Not Finalized

April 06, 2017 13:20

School District No. 40 (New Westminster)

Schedule 4

Annual Budget - Capital Revenue and Expense
 Year Ended June 30, 2018

	2018 Annual Budget			2017 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		1,000	1,000	2,000
Amortization of Deferred Capital Revenue	2,100,000		2,100,000	1,632,389
Total Revenue	2,100,000	1,000	2,101,000	1,634,389
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,700,000		2,700,000	2,012,798
Transportation and Housing	16,777		16,777	16,777
Total Expense	2,716,777	-	2,716,777	2,029,575
Net Revenue (Expense)	(616,777)	1,000	(615,777)	(395,186)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	265,794		265,794	1,045,716
Total Net Transfers	265,794	-	265,794	1,045,716
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	(350,983)	1,000	(349,983)	650,530



Report to the Board - Queensborough Busing March 28, 2017

Background

Currently New Westminster Schools do not provide bussing services within the district, with the exception of accommodation services provided for students with special needs. At the request of the Board a survey of Queensborough parents was conducted regarding transportation services available for high school students in the Queensborough area.

The survey was distributed by mail to all parents of high school students with an address in Queensborough. The survey was also sent home with grade 8 students at Queensborough Middle school. The results of the Survey are summarized below

Response rate

We received thirty eight returned surveys at the Middle school and nine at the high school. This represents a return rate of 63% (38/60) at the Middle school and 4% (9/213) at the high school.

Question #1 – Current and planned transportation.

Thirty respondents indicated that their children were using or intended to use public transportation to and from the high school. This represents 64% of the total sample. The next highest response was being driven to school by a parent, with eleven responses or 23% of the sample. There were a couple of responses indicating parents carpooled and a few surveys where this question was left blank. But clearly the majority of students rely on Translink for daily service to and from the high school. Eleven respondents noted that Translink busses were often late or full during peak times.

Question #2 – Direct bus service paid by parents.

Twenty of the Forty-seven respondents indicated they would consider using a paid bus service if it was offered next year. There were multiple comments that the cost should be no more that fifty-two dollars, the current price of a concession pass with Translink. Although the actual cost recovery on providing busing service would vary based on a number of factors, the district would not be able to provide busing for students at the same cost as a concession pass without significantly subsidizing the total costs of the service.

Question #3 - Carpooling

Eleven respondents indicated they would be interested in arranging carpooling with other parents. Although this is not a particularly high response rate, there would not be significant costs associated with assisting parents to connect with each other to organize car pools. This could be facilitated in our regular school newsletters and in conjunction with the parent advisory committees at the high school and/or middle school.

Question #4 – Other Comments

No additional comments were provided, except for the feedback regarding late/missed busses and the monthly cost of a district service already noted above in Questions #1 and #2.

Respectfully,

Kevin Lorenz
Secretary-Treasurer

BOARD MEETING SCHEDULE "DRAFT - SUBJECT TO CHANGE"

September 2017 - June 2018

Tues,	Aug	29	- sometimes an In-Camera meeting only before school opens	
Tues,	Sept	05	- typically no meeting 1st day of school	
Tues,	Sept	12	Education Policy/Planning Committee	7:30 PM
Tues,	Sept	19	Operations Committee (In-Camera & Open)	6:30 PM
Tues,	Sept	26	Board Meetings (In-Camera & Open)	6:30 PM
Tues,	Oct	3	Education Policy/Planning Committee	7:30 PM
Tues,	Oct	10	Operations Committee (In-Camera & Open)	6:30 PM
Tues,	Oct	17	- as required/at call of the Chair	tbd
Tues,	Oct	25	Board Meetings (In-Camera & Open)	6:30 PM
Tues,	Oct	31	- as required/at call of the Chair	tbd
Tues,	Nov	07	Education Policy/Planning Committee	7:30 PM
Tues,	Nov	14	Operations Committee (In-Camera & Open)	6:30 PM
Tues,	Nov	21	- as required/at call of the Chair	tbd
Tues,	Nov	28	Board Meetings (In-Camera & Open)	6:30 PM
Tues,	Dec	05	In-Camera Ops & Open Combined Ed & Ops	6:30 PM
Tues,	Dec	12	Board Meetings (In-Camera & Open)	6:30 PM
Tues,	Dec	19	- typically no meeting during winter break	
Tues,	Dec	26	- typically no meeting during winter break	
Tues,	Jan	02	- as required/at call of the Chair	tbd
Tues,	Jan	09	Education Policy/Planning Committee	7:30 PM
Tues,	Jan	16	Operations Committee (In-Camera & Open)	6:30 PM
Tues,	Jan	23	- as required/at call of the Chair	tbd
Tues,	Jan	30	Board Meetings (In-Camera & Open)	6:30 PM
Tues,	Feb	06	Education Policy/Planning Committee	7:30 PM
Tues,	Feb	13	Operations Committee (In-Camera & Open)	6:30 PM
Tues,	Feb	20	- as required/at call of the Chair	tbd
Tues,	Feb	27	Board Meetings (In-Camera & Open)	6:30 PM

BOARD MEETING SCHEDULE "DRAFT - SUBJECT TO CHANGE"

September 2017 - June 2018

Tues,	March 06	<i>In-Camera Ops & Open Combined Ed & Ops</i>	6:30 PM
Tues,	March 13	Board Meetings (In-Camera & Open)	6:30 PM
Tues,	March 20	- typically no meeting during spring break	
Tues,	March 27	- typically no meeting during spring break	
Tues,	April 03	- as required/at call of the Chair	tbd
Tues,	April 10	Education Policy/Planning Committee	7:30 PM
Tues,	April 17	Operations Committee (In-Camera & Open)	6:30 PM
Tues,	April 24	Board Meetings (In-Camera & Open)	6:30 PM
Tues,	May 01	Education Policy/Planning Committee	7:30 PM
Tues,	May 08	Operations Committee (In-Camera & Open)	6:30 PM
Tues,	May 15	- as required/at call of the Chair	tbd
Tues,	May 22	- as required/at call of the Chair	tbd
Tues,	May 29	Board Meetings (In-Camera & Open)	6:30 PM
Tues,	June 05	Education Policy/Planning Committee	7:30 PM
Tues,	June 12	- typically saved for retirement dinner	
Tues,	June 19	Operations Committee (In-Camera & Open)	6:30 PM

Supplement to: BOARD OF EDUCATION MEETING

Date **Tuesday, April 25, 2017**

Submitted by: **Michael Ewen**

Item: Requiring Action For Information

SUBJECT: **Audit Committee**

Background:

Back in November I sent a proposed motion to the Board suggesting the establishment of an Audit Committee. I have included much of what I said at the time here, but since then events have overtaken us, and we are now directed by the Ministry of Education to establish Audit Committees.

I still believe that we need to establish an Audit Committee to help oversee the finances of the School Board and am pleased that the Ministry of Education has taken the if out of the equation and has mandated the establishment of Audit Committees.

In the past decade we have had 4 different Secretary-Treasurers. In the first 3 situations we started off great for a couple of years, but then something happened and we ended up in unanticipated deficits or surpluses, deficits or surpluses **not authorized by the Board**. Despite receiving ongoing monthly reports on the state of our finances the Board was really not in control of our finances from 2012 - 2015.

In **June 2012** we ended the year with an **unanticipated** Unrestricted Operating **Deficit** of **\$2,790.052**

In **June 2013** we ended the year with an **anticipated** Unrestricted Operating Deficit of **\$4,898,109**, if the Board and the new Secretary-Treasure had not acted when we did the deficit had been projected to be \$5.6 million.

In **June 2014** we ended the year with an **unanticipated** Unrestricted Operating **Deficit** of **\$813,400**. The Board did not authorize, nor did it have any knowledge that we were recovering \$4 million of our deficit our that year.

In **June 2015** we ended the year with an **unanticipated** Unrestricted Operating **Surplus** of **\$749,348**, and I am not sure how much of that was anticipated and how much was unanticipated, but I do not believe that the Board made the decision to make the **\$1.6 million savings** in that one year.

In **June 2016** the School Board ended the year with a Unrestricted Operating **Surplus** of **\$1,365,020** (that is the total of the June 2015 surplus of \$749,348 and the June 2016 surplus of \$615,672). In addition the Board has a Board restricted Contingency Fund of \$500,000). That 2015 - 2016 Surplus of \$615,672 was well within the expectations of a \$400,000 surplus that the Board was anticipating.

We seem to be back on track and on the track now.

But I do not think that the Board has the necessary expertise to review the work of the Secretary-Treasurer. We accept the Secretary-Treasurer's information as correct and accurate but we have no ways of ensuring that the information is correct and accurate.

The Auditor General of BC has suggested and the BC Deputy Minister of Education has directed that all School Boards are to establish Audit Committees.

Recommendation:

THAT the Board of Education for School District No. 40 (New Westminster) direct that the Superintendent report to the May Operations Committee on a proposed process, including timelines and composition for the establishment of an Audit Committee.