



REGULAR OPEN MEETING OF THE BOARD

Tuesday, November 28, 2017

7:30 pm – School Board Office

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

The New Westminister 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

1. ADOPTION OF THE AGENDA

2. APPROVAL OF THE MINUTES

- a) Approval of Minutes from the October 24, 2017 Regular Meeting
- b) Business Arising from the Minutes

Encl Pg 1

3. QUESTION AND COMMENT PERIOD

4. CORRESPONDENCE FOR INFORMATION

- a) Letter from City of New Westminister
- b) Office of the Ombudsperson

Encl pg 5

Encl pg 7

5. BOARD COMMITTEE REPORTS

- a) **Education Policy & Planning Committee, November 7, 2017**
 - i. Comments from the Committee Chair, Trustee Ewen
 - ii. Approval of the November 7, 2017 Education Policy and Planning Committee Minutes

Encl Pg 16

Recommendation: THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes from the November 7, 2017 Education Policy & Planning Committee meeting.

iii. Public Consultation Process on May Day Task Force Recommendation

THAT the Education Policy and Planning Committee recommend to the Board of Education that the school board invite the city to partner in the public consultation to determine the future observation of May Day and the recommendation from the School board May Day Task Force be forwarded to this process.

b) Operations Policy and Planning Committee, November 14, 2017

- i. Comments from the Acting Committee Chair, Vice-Chair Gifford
- ii. Approval of the November 14, 2017 Operations Policy and Planning Committee Minutes

Encl Pg 18

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the November 14, 2017 Operations Policy & Planning Committee meeting.

iii. Student Trustee

Recommendation: THAT the Education Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) refer this matter to staff for formal comments.

6. **REPORTS SENIOR MANAGEMENT**

- a) Capital Purchases (K. Lorenz)
- b) Bussing Survey (K. Lorenz)
- c) Value Statements (P. Duncan)

*Encl Pg 20**Encl Pg 40**Encl Pg 42*7. **NEW BUSINESS**

- a) Board Office

Recommendation That the New Westminster Board of Education direct the Superintendent to postpone purchasing and deployment of the portable for the Board Office until there is a comprehensive plan in place, approved by the Board, for the placement of non-enrolling district staff.

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

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

10. **NOTICE OF MEETINGS**

Dec 5, 2017: Combined Education and Operations Policy & Planning Committee, 7:30 pm
Dec 12, 2017: School Board Meeting, 7:30 pm – School Board Office

11. **REPORTING OUT FROM IN-CAMERA MEETING**12. **ADJOURNMENT**

MINUTES OF THE **REGULAR MEETING OF THE
NEW WESTMINSTER BOARD OF EDUCATION**
HELD **TUESDAY, OCTOBER 24, 2017** AT 7:30 P.M.
SCHOOL BOARD OFFICE, 811 ONTARIO STREET

PRESENT: Ms. J. Campbell, Trustee
Mr. M. 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. K. Hachlaf, Associate Superintendent
Mr. R. Weston, Director of Human Resources
Ms. B. Scott, Director of Programs and Planning
Ms. P. Samra, Recording Secretary

Regrets: Mr. C. Cook, Trustee

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:

2017-123

THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda for the October 24, 2017 Regular School Board.

Carried Unanimously.

2. APPROVAL OF THE MINUTES

a) *Board Meeting Minutes for Approval*

Moved and Seconded:

2017-124

THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes from the September 26, 2017 School Board meeting.

Carried Unanimously.

b) *Business Arising from the Minutes*

There was no business arising from the minutes.

3. STUDENT RECOGNITION

a) *Queensborough Middle School – Orange Shirt Day*

Queensborough Middle School students, Mahirah Afsheen, Sophia Avena, CJ Cook, and Mansimran Lall presented on Orange Shirt Day.

4. COMMENT AND QUESTION PERIOD

Visitors were welcomed and provided the opportunity to address the Board

5. CORRESPONDENCE FOR INFORMATION

The Board received correspondence from the city of New Westminster in regards to 813-823 Caranarvon and 800 Columbia Street.

6. BOARD COMMITTEE REPORTS

a) Education Policy & Planning Committee

- i. Education Committee Chair Michael Ewen provided an update from the Education Policy and Planning Committee meeting held on October 3, 2017.
- ii. Approval of the October 3, 2017 Education Policy and Planning Committee Minutes.

Moved and Seconded:

2017-125

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the October 3, 2017 Education Policy and Planning Committee meeting.

Carried Unanimously.

b) Operations Policy & Planning Committee

- i. Committee Chair, James Janzen, provided an update from the Operations Policy and Planning Committee meeting held October 10, 2017.
- ii. Approval of the October 10, 2017 Operations Policy and Planning Committee Minutes.

Moved and Seconded:

2017-126

THAT the Board of Education for School District No. 40 (New Westminster) approve the minutes from the Operations Policy and Planning Committee meeting held October 10, 2017.

Carried Unanimously.

- iii. Business Company

Moved and Seconded:

2017-127

THAT the Board of Education for School District No. 40 (New Westminster) as the sole shareholder of the School District No. 40 Business Company take steps to dissolve the Business Company;

AND THAT the Board of Education direct the Secretary Treasurer to pay all outstanding liabilities of the business company to a maximum of \$40,000;

AND THAT the Secretary Treasurer be asked to take all necessary steps to minimize costs to dissolve the business company by requesting the Ministry of Education waive the reporting requirements under the Part 6.1 of the School Act.

Carried Unanimously.

Moved and Seconded:

THAT the Board of Education for School District No. 40 (New Westminster) table this motion to the next Operations meeting.

Motion Failed.

iv. Hume Park

Moved and Seconded:

2017-128

THAT the Board of Education of School District No. 40 (New Westminster) direct the Secretary Treasurer to take the appropriate steps to inform the ministry of the decision of the Board of Education for School District No. 40 (New Westminster) to reopen the facility located at 521 Fader Street, as Hume Park School.

Carried.

v. Duty to Document

Moved and Seconded:

2017-129

THAT the motion regarding duty to document be referred to staff and ask staff to inquire with the Office of the Information and Privacy Commissioner if they have available, or could refer the Board to, any guidance or resources that would be applicable to developing a duty to document policy.

Moved and Seconded:

2017-130

THAT the motion from the Operations Committee meeting referred to in the prior motion be include in the minutes to read

THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) that the Board develop a Duty to Document Policy on the Duty to Document Board decisions and retention of School District decision making records, and that the Board determine what areas and/or what items should be specified in such a policy.

AND THAT the Board would like to refer staff to find best practices for duty to document at a school district level

Carried Unanimously.

7. REPORTS FROM SENIOR MANAGEMENT

a) Student Enrollment and Staffing Update

Director of Human Resources, Robert Weston and Director of Administration, Programs & Planning, presented student enrollment numbers and staffing update for 2017-2018.

b) May Day Task Force

Moved and Seconded:

2017-131

THAT the Board of Education of School District No. 40 (New Westminster) send out the May Day recommendations for public consultation.

AND THAT the Board of Education of School district No. 40 (New Westminster) direct staff to conduct inquiries to determine if there are any community organizations interested in assuming responsibility of the May day ceremony in Queen's Park and/or the selection of the Royal Suites.

Carried Unanimously.

8. NEW BUSINESS

a. *Student Trustee*

Moved and Seconded:

2017-132

THAT the Board of Education of School District No. 40 (New Westminster) appoint no more than two Student Trustees, and one Aboriginal Student Trustee, to sit on the Board of Education.

Moved and Seconded:

2017-133

THAT the Board of Education of School District No. 40 (New Westmisnter) refer the motion to the Education Committee Meeting

6. TRUSTEE REPORTS

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

7. QUESTION PERIOD

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

8. NOTICE OF MEETINGS

Nov 7, 2017: Education Policy & Planning Committee, 7:30 pm – École Herbert Spencer Elementary

Nov 14, 2017: Operations Policy & Planning Committee, 7:30 pm – School Board Office

Nov 28, 2017: School Board Meeting, 7:30 pm – School Board Office

11. REPORTING OUT FROM IN-CAMERA MEETING

No report.

12. ADJOURNMENT

The meeting be adjourned at 10:26 pm.

Chairperson

Secretary Treasurer

November 10, 2017

Ms. Kelly Slade-Kerr
Chair
Board of Education
School District 40

Dear Trustee Slade-Kerr,

Re: Findings from the May Day Task Force

Thank you for providing the City of New Westminster with a copy of the report from the May Day Task Force. May Day is a valued community tradition, and one that contributes to New Westminster's heritage, history and sense of place. It is perhaps one of the most recognizable and long standing New Westminster traditions.

Over the years, the delivery of May Day has been a three-way partnership between the City of New Westminster, School District 40 and the many parents and children participating in May Day festivities. Indeed, each year, the City of New Westminster financially contributes in direct funding, in-kind services and the hosting of the annual May Day banquet. We are fully prepared to continue to support May Day as we have in past years.

The City acknowledges the School District's operational challenges to deliver the May Day festivities. Notwithstanding, given the timing of the May Day Task Force report, City Council does not believe there is enough time to engage the community in the changes being proposed before the 2018 May Day Celebration. We recommend that for continuity and clarity, the School District continue with May Day in the same format undertaken in 2017. This will provide more time for a thorough community engagement process and allow for opportunities to explore all options to address the School District's operational challenges surrounding this event.

Given that the City of New Westminster did not participate in the May Day Task Force, we will look forward to hearing the comments and input from the community regarding May Day.

Sincerely

A handwritten signature in black ink, consisting of a large, stylized 'J' followed by a horizontal line that curves slightly upwards at the end.

Jonathan Cote
MAYOR
City of New Westminster

November 14, 2017

Ms. Kelly Slade-Kerr
Chair
School District 40 (New Westminster)
811 Ontario Street
NEW WESTMINSTER BC V3M 0J7

Dear Ms. Kelly Slade-Kerr,

RE: Quarterly Report July 1 – September 30, 2017

I am pleased to provide you with the enclosed documents detailing the complaint files our Office closed for School District 40 (New Westminster) between July 1 and September 30, 2017. This is the second quarterly report sent out under our enhanced reporting process as part of our Office's Prevention Initiatives program. I hope you will find this additional information useful for ongoing service and program improvement within your organization.

Enclosed you will find a detailed report containing the following:

- The number of files our Office closed in the last quarter regarding your organization and the category under which these files were closed, including both investigated and non-investigated complaints. We have also included a description of our closing categories to assist you in interpreting the data provided.
- Copies of all closing summaries from investigated files that were closed during the last quarter, indexed with the file number, complainant name, and the contact person within your organization for the matter we investigated.
- If applicable, a summary of the issue types identified in complaints that were closed in the last quarter. This issues tracking data is only available for select authorities or groups of authorities with sufficient complaint volume to implement issues tracking. This information provides these public agencies with a breakdown of specific categories of issues that are being reported to our Office. This data is provided for both investigated and non-investigated complaints. We continue to refine the issue categories we are tracking for each organization. For more information about the specific issues and trends we are tracking in our complaints for School District 40 (New Westminster), or to provide feedback on the categories, please contact us.

The Ombudsperson's Prevention Initiatives Team, established at the end of July 2017 as a three-year pilot program, offers proactive engagement and consultation with public authorities to address program and service issues with the goal of preventing problems and improving public administration. As part of this program, the team is pleased to offer quarterly interactive webinars to discuss administrative fairness issues and effective complaints handling. Our first webinar series was held with representatives from a number of public authorities in September 2017, and can be viewed online at <https://www.youtube.com/watch?v=Z3BPZoQvVgA>. To sign up for our next webinar on "Fairness in Action – Aspects of Procedural Fairness", scheduled for

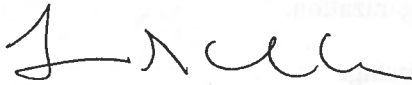
December 12, 2017, at 10am, or to receive notifications about future webinars and other opportunities being offered by the Prevention Initiatives Team, please contact us. We ask that you extend this invitation to anyone in your organization who may be interested in attending these webinars. Upcoming events will also include fairness training workshops and online learning courses.

The Prevention Initiatives Team is available to respond to inquiries from public authorities who wish to engage in a proactive way with our Office outside of the context of a specific complaint file. For example, the team is available to deliver presentations to public agency staff, consult on program design and complaints handling, and assist with individual issues that may be contributing to systemic problems or unfairness in service delivery within your organization.

If you would like to schedule a presentation for your staff, provide feedback on the issues we are tracking for your organization, or request a consultation with the Prevention Initiatives Team, please contact us at consult@bcombudsperson.ca.

I sincerely hope that our new quarterly reporting process and proactive engagement will be useful to your organization. I look forward to receiving your feedback.

Yours sincerely,



Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures

1. Enquiries	0
2. Complaints with No Investigation	1
<i>a. Statute barred (FIPPA, Police Act, etc.)</i>	0
<i>b. Not a matter of administration</i>	0
<i>c. Voluntary Referral</i>	0
<i>d. Pre-empted by existing statutory right of appeal, objection or review</i>	0
<i>e. Refused (discretion)</i>	
• More than one year between event and complaint	0
• Insufficient personal interest	0
• Available remedy	0
• Frivolous/vexatious/trivial matter	0
• Can consider without further investigation	0
• No benefit to complainant or person aggrieved	1
• Complaint abandoned	0
• Complaint withdrawn	0
3. Early Resolution Investigations	0
<i>a. Pre-empted by existing statutory right of appeal, objection or review</i>	0
<i>b. Investigation ceased (discretion) - No findings</i>	
• Insufficient personal interest	0
• Available remedy	0
• No benefit to complainant or person aggrieved	0
• Complaint settled	0
4. Complaint Investigations	0
<i>a. Not a matter of administration</i>	0
<i>b. Pre-empted by existing statutory right of appeal, objection or review</i>	0
<i>c. Investigation ceased (discretion) - No findings</i>	
• More than one year between event and complaint	0
• Insufficient personal interest	0
• Available remedy	0
• Frivolous/vexatious/trivial matter	0
• Can consider without further investigation	0
• No benefit to complainant or person aggrieved	0
• Complaint abandoned	0
• Complaint withdrawn	0
• Complaint settled	0

d. Investigation completed - Findings - Substantiated	
• Remedied in whole	0
• Remedied in part	0
• Not remedied	0
• Recommendations made - remedy to be implemented over time	0
e. Investigation completed - Findings - Not substantiated	0
5. Ombudsperson Initiated Investigations	0
a. Investigation ceased (discretion) - No findings	0
b. Investigation completed - Findings - Substantiated	
• Remedied in whole	0
• Remedied in part	0
• Not remedied	0
• Recommendations made - remedy to be implemented over time	0
c. Investigation completed - Findings - Not substantiated	0

31/10/2017

Closed Complaint Files: 13

Issue	Number of Times Issue Reported	Percentage of Closed Complaints with Issue
Board of Education	0	0.0%
Employment	0	0.0%
Enrolment/Registration	2	15.4%
School Closures	0	0.0%
School District Complaints Process	4	30.8%
Section 177 bans	0	0.0%
Special Education Funding	0	0.0%
Student Exclusion	1	7.7%
Student Suspension	1	7.7%
Other	5	38.5%
Total Number of Issues	13	

Additional Information:

- Issues listed above were identified through complaint files (both investigated and non-investigated complaints) closed by our Office between July 1, 2017 and September 30, 2017.
- We have provided aggregate issue information for all school districts, rather than a breakdown of the issues identified for each school district. This is to protect the confidentiality of persons making complaints to our Office, given the low volume of closed complaints for some school districts.
- We have tracked all issues raised by each complaint file. This includes all investigated issues, both substantiated and not substantiated. It also includes issues we did not investigate.
- A complaint file may have more than one issue, so the number of issues may exceed the number of complaint files.
- The "Percentage of Closed Complaints with Issue" column provides the percentage of closed complaint files that included the listed issue. As the percentage provided is based on the total number of closed complaint files, not the total number of issues, the percentages total may exceed 100%.
- This information is provided on a confidential basis for quality assurance purposes. It is not intended to be used to identify persons who have reported a complaint to the Office of the Ombudsperson. Section 16 of the *Ombudsperson Act* protects persons making a complaint under the Act.
- Issue categories are being developed by our Office on an ongoing basis. We welcome your input on how we might improve our issues tracking categories and framework.
- We welcome your organization to contact us with any additional feedback, suggestions or questions.

Available remedy

We may decline or discontinue investigation of a complaint where the law or an existing administrative procedure sets out an available process that may provide an adequate remedy for the complaint. This may include review or complaint processes that are established in policy or legislated review or appeal processes with limited grounds that are not considered to be "on the merits" (see "Pre-empted" category above). Before we decline a complaint based on a referral to an available process, we first consider the applicability of that process to the specific issues raised in the complaint as well as whether the complainant has any reasonable basis for not pursuing the referral. Considerations in this regard may include the urgency of the matter or the complainant's capacity to pursue the referral in the circumstances.

Can consider without further investigation

This section is used to discontinue an investigation when, upon consideration of the circumstances and the available evidence, we reach a conclusion that further investigation is not necessary.

Complaint abandoned

We may decline or discontinue investigation of a complaint when the complainant will not respond to our attempts to contact them or where the person refuses to provide appropriate contact information.

Complaint investigations

When we investigate a complaint, we notify the authority being investigated.

This notice includes the essential details of the complaint and the identity of the complainant. Investigations may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the *Ombudsperson Act*.

Complaint settled

We may cease investigating a complaint when we have achieved a settlement of the complaint. The *Ombudsperson Act* provides specific authority for the Ombudsperson to consult with authorities to attempt settlement of complaints once an investigation is commenced. When an investigation leads us to conclude that action on the part of the authority is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.

Complaint withdrawn

We may decline or discontinue investigation of a complaint when the complainant indicates that they do not wish us to proceed with in an investigation. This may be used to close a complaint file when the complainant has achieved a resolution of the matter through their own efforts after filing a complaint with our office.

Complaints with no investigation

Our office does not investigate every complaint it receives. First, we have to determine whether we have authority to investigate the complaint under the *Ombudsperson Act* and whether other legislation may limit our authority. We also have discretion to decline to investigate for reasons specified in the *Ombudsperson Act*. We share the details of a complaint and the identity of complainants with an authority only when we investigate the complaint. The details of complaints closed without investigation are kept confidential and we report only statistical summary information on non-investigated files to authorities and the public through our quarterly and annual reports.

Early Resolution investigations

Early Resolution investigations provide an expedited process (generally within two weeks) to deal with complaints when an opportunity appears to exist for the authority to take immediate action to resolve less complex issues, before we enter into a full, formal investigation. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.

Enquiry

Many people who contact us indicate that they are not calling to make a complaint, but are seeking information or advice. They may be gathering information about our process or available review options in anticipation of a future complaint, seeking advice about how to approach a dispute, or simply looking for information about a government program. These contacts are classified as Enquiries to distinguish them

from Complaints which are requests that our office investigate.

Frivolous/vexatious/trivial matter

We may decline or discontinue investigation of a complaint where we conclude it is frivolous or vexatious, not made in good faith, or concerns a trivial matter. In practice this provision is used extremely rarely.

Insufficient personal interest

We may decline or discontinue investigation of a complaint when the person who makes the complaint is not the person primarily affected by it, and does not have sufficient personal interest in the matter. Sometimes friends or relatives make a complaint on behalf of the person directly concerned without the person's knowledge or consent. In these cases we ask the person making the complaint to get consent from the person directly affected before we will accept their complaint. This category is also used when individuals make complaints about matters discussed in the media that they believe indicate government wrongdoing but do not have a direct personal interest in the matter. An investigation on the Ombudsperson's own initiative may be considered in these circumstances if an investigation appears to be in the public interest.

More than one year between event and complaint

We may decline or discontinue investigation of a complaint arising from a matter that occurred more than one year before we receive the complaint. However, we carefully review such cases to determine whether an investigation should still be carried out, and typically only decline an investigation under this

provision where there are evident difficulties in investigation arising from the delay in the complaint being made to our office.

No benefit to complainant or person aggrieved

We may decline or discontinue investigation of a complaint when we are able to conclude that commencing or continuing an investigation would not benefit the complainant or person aggrieved. This may include circumstances where we are able to conclude based on evidence available before commencing an investigation that the complaint will not be substantiated. It may also include complaints where no corrective action beyond what has already occurred is merited even if investigation may confirm a technical error or other flaw in the administrative process. We may also conclude that there is no benefit to continuing an investigation when all available evidence has been reviewed but is insufficient to support either a determination of fault or error on the part of the public authority that would justify corrective action, or a conclusion that the complaint is not substantiated.

Not a matter of administration

The Ombudsperson has jurisdiction to investigate decisions or recommendations made, acts done or omitted, or procedures used by public authorities. These are referred to as “matters of administration” to distinguish them from the functions of the legislature or the courts. While most complaints about a public authority relate to one of these matters, a small number of complaints are closed on the basis that they do not relate to an identifiable matter of administration.

Not substantiated

When the evidence obtained in a complaint investigation leads us to a clear conclusion that an authority has not acted unfairly with respect to the matter under investigation, we make a finding that the complaint is not substantiated.

Ombudsperson Initiated investigations

The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.

Pre-empted by existing statutory right of appeal, objection or review

Our jurisdiction to investigate is limited where there is a right of appeal, objection or review on the merits of the case available in respect of the matter complained about. The right itself, as well as the court or tribunal that hears the appeal or objection or conducts the review, must both be established under a statute or regulation. The appeal, objection or review must also be “on the merits” of the case, meaning that processes where the review is limited to errors of law or procedural fairness do not trigger this limitation. As a result the availability of judicial review or internal complaint mechanisms created by policy do not limit our jurisdiction.

Refused/Investigation ceased (discretion)

The Ombudsperson Act sets out a number of circumstances in which we may exercise discretion to either decline to investigate a complaint or discontinue an investigation after it has started.

Statute barred

There are a small number of statutes that specifically limit the jurisdiction of the Ombudsperson to investigate. While most of these limitations are specific to particular authorities, the *Freedom of Information and Protection of Privacy* (FIPPA) specifically limits the Ombudsperson's authority to investigate matters relating to the administration of that act. Complaints about authorities that relate to FIPPA are closed under this category and referred to the Office of the Information and Privacy Commissioner.

Substantiated

When a complaint investigation leads us to conclude that action on the part of the authority is required to resolve the complaint, and we are unable to reach a voluntary agreement to settle the complaint with the authority, the Ombudsperson may exercise the authority under the *Ombudsperson Act* to make formal findings of administrative unfairness and make formal recommendations on the basis of those findings. The Ombudsperson may also report those findings and recommendations and the basis for them in a public report to the legislature. The specific authority for the findings and recommendations that may be made by the Ombudsperson is set out in section 23 of the *Ombudsperson Act* and explained in more detail in our *Code of Administrative Justice* which is available on our website.

Voluntary referral

Some complaints are brought to us when the matter at issue is at an early stage and there may be opportunities for the complainant to resolve their concerns by raising them directly with the staff of the authority. When there is no specific

formal process available to the complainant to do so, we may suggest other avenues such as contacting a supervisor about service complaints, or writing a letter to a senior official. If a complainant agrees to postpone their complaint to pursue such an opportunity, we close the complaint as a voluntary referral.



MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION
EDUCATION POLICY & PLANNING COMMITTEE
HELD **TUESDAY, NOVEMBER 7, 2017** AT 7:30 P.M.
HERBERT SPENCER ELEMENTARY, 605 SECOND STREET,
NEW WESTMINSTER

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

Mr. P. Duncan, Superintendent
Mr. K. Hachlaf, Associate Superintendent
Ms. P. Samra, Recording Secretary

Chair Ewen 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 November 7, 2017 Open Education Policy and Planning Committee meeting be adopted as amended by changing 3c) Public Consultation Process on May Day Task Force Recommendations to 3b)

Carried Unanimously.

2. PRESENTATION

a) *Digital Portfolios*

Teacher Piera Fairley presented on the digital portfolio, Fresh Grade.

3. REPORTS FROM SENIOR MANAGEMENT

a) *Career Programs Report*

Associate Superintendent Karim Hachlaf, Career Programs Coordinator Karen Crosby and department head Gary Pattern presented on the Youth apprenticeship programs at NWSS.

b) *Public Consultation Process on May Day Task Force Recommendation*

Moved and Seconded:

THAT the Education Policy and Planning Committee recommend to the Board of Education that the school board invite the city to partner in the public consultation to determine the future observation of May Day and the recommendation from the School board May Day Task Force be forwarded to this process.

Carried Unanimously.

c) *Value Statement*

This item was deferred until the December 5, 2017 Operations/Education Policy and Planning Committee meeting.

4. **NEW BUSINESS**

a. Student Trustee

This item was deferred until the November 14, 2017 Operations Policy and Planning Committee meeting

5. **ADJOURNMENT**

The meeting adjourned at 10:10pm.



New
Westminster
Schools

MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION
OPERATIONS POLICY & PLANNING COMMITTEE
HELD TUESDAY, NOVEMBER 14, 2017 AT 7:30 P.M.
SCHOOL BOARD OFFICE, 811 ONTARIO STREET, NEW WESTMINSTER

PRESENT: Ms. J. Campbell, Trustee
Mr. C. Cook, Trustee
Mr. M. Ewen, Trustee
Mr. M. Gifford, Board Vice Chair
Ms. M. Lalji, Trustee
Mr. K. Lorenz, Secretary Treasurer
Mr. K. Hachlaf, Associate Superintendent
Ms. P. Samra, Recording Secretary
Regrets: Pat Duncan, Superintendent; James Janzen, Trustee; Kelly-Slade-Kerr, Board Chair

In the absence of Committee Chair Janzen and Board Share Slade-Kerr, Vice Chair Gifford chaired the In-Camera Operations meeting

Vice-Chair Gifford 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 November 14, 2017 Open Operations Policy and Planning Committee meeting be adopted as presented.

Carried Unanimously.

2. REPORTS FROM SENIOR MANAGEMENT

a) Operations Update

Secretary Treasurer Lorenz presented the monthly operations update.

b) International Program Report

Director of International Education, Karen Klein presented the board with an update on the New Westminster School's International Program.

c) HR Report

Director of Human Resources, Robert Weston, provided the board with the first annual Human Resources report.

3. GENERAL ANNOUNCEMENTS

There were no general announcements.

4. **NEW BUSINESS**

a) **Student Trustee**

Moved and Seconded:

THAT the Education Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) that they appoint no more than two Student Trustees, and one Aboriginal Student Trustee to sit on the Board of Education.

Replacement Motion:

Moved and Seconded:

THAT the Education Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) refer this matter to staff for formal comments.

Carried Unanimously.

5. **ADJOURNMENT**

The meeting adjourned at 10:45 p.m.

Accounting for Capital Purchases

Capital purchases are any durable goods costing over \$5,000. They are treated slightly differently from other expenses in our budgeting and financial reporting documents.

Budget Detail and Flexibility

Dollar amounts provided in the budget for regular expenses and capital items represent high level estimates, made several months to over a year before activities are undertaken. Actual costs will vary. As well, departmental managers and school principals are given broad discretion to move amounts between cost categories (including capital items) as needed to accomplish objectives. Managers may overspend in one area and underspend in another to address changing needs. An example of this was when the maintenance department increased overtime approvals last year to address inclement weather conditions, and then reduced spending in other areas in order to remain within its overall budget envelope. However, Special purpose funds such as the Annual Facility Grant and/or Bylaw funds are restricted to a specific purpose and can not be spent on other activities.

Departmental Accountability

Budget flexibility does not mean money can or will be redirected between schools and/or departments. Each department is accountable for meeting its objectives within the budget envelope it has been given. Funds are not moved between the functions of Instruction, Operations, or Administration without board approval. For example, Operations and Maintenance has a total annual budget of \$9,408,398 as listed on Statement 2 of the attached budget. Managers in maintenance may adjust spending within the function from one category to another, such as spending more on capital purchases and less on service agreements or supplies. However, funds from the instructional budget of \$65,745,972 would never be moved into operations.

Expense Recognition of Capital Items

Items that are capitalized do not show up as expenses in the annual budget process or the financial statements. Instead they are recorded as a transfer and subsequently expensed over the expected life of item. Attached is a copy of the 2017/2018 Budget with estimates of transfers for the coming year highlighted. I have also attached a copy of the requisition and purchase order for the portable structure recently purchased.

Respectfully,
Kevin Lorenz
Secretary-Treasurer

Annual Budget

School District No. 40 (New Westminster)

June 30, 2018

School District No. 40 (New Westminster)

June 30, 2018

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 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;

(Corporate Seal)

Chairperson of the Board

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)

Statement 2

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

Date Signed

May 2, 2017

Signature of the Superintendent

Date Signed

May 10, 2017

Signature of the Secretary Treasurer

Date Signed

May 2/17

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)

Schedule 2A

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	247,478	122,454	3,488,524
1.62 International and Out of Province Students	1,224,227	109,840				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				668,035	158,998	5,939	158,998
4.41 Business Administration				708,313	1,432,660	6,165	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

	Annual Facility Grant	Learning Improvement Fund	Aboriginal Education Technology	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP
Deferred Revenue, beginning of year	\$ -	\$ -	\$ -	\$ 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	19,600	149,244
Less: Allocated to Revenue	235,872	243,477	-	-	100,000	1,300,000	96,000	25,514	167,270
Deferred Revenue, end of year	-	-	-	28,017	294,054	1,295,293	-	-	-
Revenues	235,872	243,477	-	-	100,000	1,300,000	96,000	25,514	167,270
Provincial Grants - Ministry of Education	235,872	243,477	-	-	100,000	1,300,000	96,000	25,514	167,270
Other Revenue	-	-	-	-	-	-	-	-	-
Expenses									
Salaries	-	-	-	-	-	-	-	-	-
Teachers	-	182,607	-	-	-	-	-	-	77,000
Educational Assistants	-	-	-	-	-	-	-	-	-
Support Staff	-	-	-	-	-	-	68,000	-	-
Other Professionals	-	-	-	-	-	-	-	-	-
Substitutes	-	-	-	-	-	-	-	-	-
Employee Benefits	20,078	60,870	-	-	100,000	1,300,000	2,000	25,514	38,000
Services and Supplies	20,078	243,477	-	-	100,000	1,300,000	96,000	25,514	52,270
Net Revenue (Expense) before Interfund Transfers	215,794	-	-	-	-	-	-	-	-
Interfund Transfers	(215,794)	-	-	-	-	-	-	-	-
Tangible Capital Assets Purchased	(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)

Community LINK	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	1,300,000
1,609,989	-	63,756	92,500	4,346,489	4,000	76,889	8,070,462
-	-	-	-	-	20,275	-	8,361,756
1,609,989	-	63,756	92,500	4,346,489	4,000	76,889	1,400,000
1,609,989	-	63,756	92,500	4,346,489	4,000	76,889	8,361,756
488,000	-	47,800	70,000	2,957,449	-	-	3,640,249
400,000	-	-	-	-	-	-	582,607
65,000	-	-	-	-	-	-	65,000
100,000	-	-	-	300,223	-	60,000	528,223
5,000	-	-	-	-	-	-	5,000
1,038,000	-	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)
-	-	-	-	-	-	-	-

School District No. 40 (New Westminster)
 Amended Annual Budget - Changes in Special Purpose Funds
 Year Ended June 30, 2017

	CommunityLINK	Coding and Curriculum Implementation	Arts in Education	INAC	Textile Recycling	United Way	TOTAL
	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	109,209	-	-	13,605	19,275	26,889	2,007,797
Add: Restricted Grants							
Provincial Grants - Ministry of Education	1,490,005	63,756	5,000	-	5,000	75,000	3,256,805
Other District Enticed	-	-	-	-	-	-	85,000
	1,490,005	63,756	5,000	-	5,000	75,000	1,300,000
Less: Allocated to Revenue							
Deferred Revenue, end of year	109,209	-	-	13,605	4,000	100,000	4,876,925
	1,490,005	63,756	5,000	13,605	20,275	1,889	1,772,677
Revenues							
Provincial Grants - Ministry of Education	1,490,005	63,756	-	13,605	-	-	3,304,320
Federal Grants	-	-	-	-	-	-	13,605
Other Revenue	1,490,005	63,756	5,000	13,605	4,000	100,000	1,559,000
	1,490,005	63,756	5,000	13,605	4,000	100,000	4,876,925
Expenses							
Salaries	469,482	-	-	-	-	-	1,267,121
Teachers	385,060	-	-	-	-	-	572,717
Educational Assistants	59,222	-	-	-	-	-	127,222
Support Staff	95,600	-	-	-	-	75,000	170,600
Other Professionals	5,000	-	-	-	-	-	35,000
Substitutes	1,014,364	-	-	-	-	75,000	2,172,660
	263,735	63,756	5,000	13,605	4,000	25,000	656,923
Employee Benefits	211,906	63,756	5,000	13,605	4,000	100,000	1,851,626
Services and Supplies	1,490,005	63,756	5,000	13,605	4,000	100,000	4,681,209
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	195,716
Interfund Transfers							
Tangible Capital Assets Purchased	-	-	-	-	-	-	(195,716)
Net Revenue (Expense)	-	-	-	-	-	-	-

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

School District No. 40 (New Westminster)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2017

	2017 Amended Annual Budget			2017 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		2,000	2,000	2,000
Amortization of Deferred Capital Revenue	1,632,389		1,632,389	1,234,272
Total Revenue	1,632,389	2,000	1,634,389	1,236,272
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,012,798		2,012,798	1,413,468
Transportation and Housing	16,777		16,777	16,777
Total Expense	2,029,575	-	2,029,575	1,430,245
Net Revenue (Expense)	(397,186)	2,000	(395,186)	(193,973)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,045,716		1,045,716	200,000
Total Net Transfers	1,045,716	-	1,045,716	200,000
Other Adjustments to Fund Balances				
Tangible Capital Assets WIP Purchased from Local Capital	156,032	(156,032)	-	
Total Other Adjustments to Fund Balances	156,032	(156,032)	-	
Budgeted Surplus (Deficit), for the year	804,562	(154,032)	650,530	6,027

LegaSuite GUI - POM - Purchase Requisition Maintenance (This image has been scaled to fit the page.)

Purchase Requisition Inquiry

Year	2018	Requested	15-Nov-2017
Requisition #	2189	Required	15-Dec-2017
Location	500	Maximum \$	0.00
Ship To	SCHOOL DISTRICT NO. 40 NEW WESTMINSTER	Total \$	146125.00
Attention	MAINTENANCE	Balance \$	
Supplier	FORT MODULAR INC		

Line 1 of 6

Quantity	Measure	Description	Estimated Price	G/L Account Number	Note	Rev	Status
1.00		Purchase 1 renovated 30' x 52' modular building for Board office site As per quote #P17-0166-M.	146125.000				PO
	DESC	Attention Dino Stiglich		2-85-8-83-000-781			
	DESC	This Purchase Order # must appear on all documentation including the Packing Slips and Invoice. Payment may be delayed due to additional processing.					
	DESC	Invoices should be sent to accounting@sd40.bc.ca					



New
Westminster
Schools

PURCHASE ORDER

School District 40 (New Westminster)

811 Ontario Street
New Westminster, B.C. V3M 0J7
Phone number 604-517-6240

INVOICE INSTRUCTIONS:

1. Invoice each order separately showing the PURCHASE ORDER NUMBER and the SHIP TO information.
2. Invoices must be mailed to:
School District 40 (New Westminster)
811 Ontario Street
New Westminster, B.C.
V3M 0J7

PURCHASE ORDER NUMBER
(Valid only when number assigned)

4651

The shipping label and packing slip must include this PURCHASE ORDER NUMBER and the SHIP TO information below

VENDOR: 17719
FORT MODULAR INC
29303 MARSH MCCORMICK ROAD

ABBOTSFORD, BC
V4X 2B4

FAX #: **PH. #:** (604) 381-3678

SHIP TO:
SCHOOL DISTRICT NO. 40 NEW WES
BOARD OFFICE
811 ONTARIO STREET

NEW WESTMINSTER, BC
V3M 0J7

FAX #: **PH. #:**

Qty	Units	Description	Unit Price	Amount
1		Purchase 1 renovated 30' x 52' modular building for Board office site. As per quote #P17-0166-M. 285883000781 TERMS: 25% deposit due upon order confirmation. Attention Dino Stiglich This Purchase Order # must appear on all documentation including the Packing Slips and Invoice. Payment may be delayed due to additional processing time if the P.O. # is not indicated on the Invoice. Invoices should be sent to accounting@sd40.bc.ca For more information, please contact Sharon Grant, Buyer: smgrant@sd40.bc.ca or phone 604-517-6243. GST (68% REBATE) PST	146125.00	146,125.00
				7,306.25
				10,228.75

E-MAILED
NOV 24 2017

PAGE 1 OF 1

TAX CODE INFORMATION

GST = G GST REBATEABLE = B

Total \$ 163,660.00

Order Date: 22-Nov-17
F.O.B.
Deliver On Or Before: 15-Dec-17

Authorized Signature : _____

[Signature]



Background

On June 27thth the board moved to:

Direct Senior Admin. To revisit the survey related to transportation of students from Queensborough to NWSS; and that the survey: 1) provided in multiple languages; 2) made available at Queensborough schools and New Westminster Secondary School; 3) made accessible online and 4) based on an overall interest in bus service.

The Attached survey was made available at the high school, Queensborough school offices, and on the district website in Punjabi, Tagalog, and simplified Chinese. It was also mailed out to the parents of students with a home address in Queensborough. The District received a total of fifty-nine responses. Fifty-eight were completed in English and one was completed in Tagalog. A total of forty-one respondents indicated they would be interested in a school bus service from Queensborough to the high school. Thirty-one respondents indicated their children were currently travelling by transit. Ten parents expressed an interest in arranging some sort of Ride share program. Comments on the survey related for the most part, to the reliability of Translink services and late or over full busses.

Providing a bussing service to and from Queensborough that would be sufficiently robust to surpass the service levels provided by Translink would require a significant investment of resources. Transportation funding from the Ministry is extremely limited and dollars would have to be re-directed from other areas to fund such an initiative.

Respectfully,

Kevin Lorenz
Secretary-Treasurer

Queensborough Transportation Survey

Dear Parent/Guardian,

The New Westminster Board of Education is seeking information on modes of transportation for students who reside in Queensborough and attend New Westminster Secondary School. Parents in the Queensborough area are asked to complete and return the survey to any local school office by November 15th, 2017. You can also scan and email the completed survey to survey@sd40.bc.ca. A summary of the survey results will be shared with TransLink and the City of New Westminster's Transportation Committee. The District does not share personal information. Thank you.

Section 1:

1) _____ Number of children who live in my household who attend NWSS in 2017/2018 (grades 9-12)

2) My children travel to NWSS by (please v):

a. ☐ TransLink

i. ☐ am only

ii. ☐ pm only – directly after school

iii. ☐ am/pm – directly after school

iv. ☐ other, please specify _____

b. ☐ car – parent/adult driver

c. ☐ car – student driver

d. ☐ carpool

e. ☐ walk/bike

f. ☐ other, please specify _____

Section 2: If you are interested in a bus service from Queensborough to the High School for 2018-2019 school year, please fill out the section below:

1. How many children in your family would require this service? _____

Section 3:

Are you interested in an organized ride share in which parents share driving students to NWSS?

☐ Yes ☐ No

Section 4:

If your child currently uses public transit, please share with us any concerns (examples of missed, delayed, or full busses). If you are interested in further information around the results of this survey please include your name and contact information

Name (please print): _____

Phone: _____

Email: _____

- ਪੰਜਾਬੀ ਵਿੱਚ ਬੱਸ ਸਰਵੇ: <http://bit.ly/2ghZks6>
- Survey Tungkol sa Bus – Tagalog: <http://bit.ly/2hFzElK>
- 巴士服務中文問卷: <http://bit.ly/2ymVxQT>



New
Westminster
Schools

Confirming Our District Foundational Statements

Draft Value Statements

November 28, 2017

A Mission statement is intended to answer the question:

“Why do we exist as an organization?”

Our Mission Statement was designed to answer the question:

“What is the fundamental purpose of school?”

New West Schools' Mission Statement reads as follows:

***To enable each student to learn in a safe,
engaging and inclusive environment.***

A vision statement answers the question:

*“What must we become in order to accomplish our
fundamental purpose?”*

New West Schools' Vision Statement reads as follows:

A place where students love to learn.

Values clarify collective commitments - “How must we behave to create the school that will achieve our purpose?” Clarity on this topic guides the individual work of each member of our School District and outlines how each person can contribute to the culture of our District.

Values are the attitudes, behaviors and commitments we demonstrate to advance our mission and vision. For every value we identify, it should be possible to point to many examples from all corners of the School District of that value in action. It is fundamentally important that our articulated value statements are aligned with our Mission and our Vision.

Draft Value Statements

- Curiosity -** Inquisitive thinking, exploration, and investigation are integral to learning. We strive to have our students graduate from grade 12 as curious as when they first began kindergarten.
- Collaboration-** We strive to develop purposeful relationships where we choose to cooperate in order to achieve shared goals and consider each other in our decisions and actions. Genuine collaboration encourages introspection of behavior and communication.
- Engagement -** Learning should be meaningful, purposeful, and relevant to each student. We strive to have students and teachers who are attracted to their work, persist despite challenges and obstacles, and take visible delight in accomplishing their work.
- Equity -** We believe in the principles of equity – all decisions shall be fair, impartial and free from bias or favoritism.

Inclusion - We value, respect and support the needs of every individual and strive to ensure the conditions are in place for each student to exceed their full potential.

Innovation - We value the intellectual habits of mind, such as openness, levels of ideation, autonomy, exploratory behavior, and convergent and divergent thinking. We celebrate the implementation of innovative and creative ideas.

Integrity - We value honesty and truthfulness as demonstrated not only by our words but also by our behaviours and our conduct.

Appendix 1

Current Ministry of Education Mission Statement and Goals of Education



Mission Statement

The purpose of the British Columbia school system is to enable learners to develop their individual potential and to acquire the knowledge, skills, and attitudes needed to contribute to a healthy society and a prosperous and sustainable economy.

-Statement of Education Policy Order - 1989

Goals of Education

Prime Goal of Public Schools Supported by the Family and Community

- Intellectual Development

Goals that are shared among Schools, the Family and Community

- Human and Social Development
- Career Development

-Statement of Education Policy Order - 1989

Attributes of the Public School System

Accessibility – a variety of programs is available in the province to meet the full range of student needs.

Relevance – programs are current, and relevant to the needs of the learner.

Equity – resources are allocated fairly.

Quality – professional teaching and administration are of high quality.

Accountability – resources are allocated in a cost-effective manner; parents and the community are informed of the progress of schools and are involved as partners in planning.

-Statement of Education Policy Order - 1989

Appendix 2

Examples of Value Statements from other BC School Districts

North Vancouver School District (#44)

Trust	We act with integrity. We are open and honest in our communication with one another.
Responsibility	We are accountable for our actions. We support positive change, continuous improvement and the pursuit of excellence.
Respect	We relate to each other with care and appreciation. We honour diversity and recognize the exceptional in everyone.
Collaboration	We develop relationships and affiliations to achieve shared goals and consider each other in our decisions and actions.

Richmond School District (#38)

- Focus on student learning to ensure that each student achieves his or her potential
- Value diversity and be inclusive of all learners
- Contribute to student learning in a meaningful, flexible, respectful, and sustainable manner
- Commit to continuous improvement and life-long learning through the use of an inquiry cycle
- Communicate and inform our community in a way that celebrates and maintains confidence in our schools

Greater Victoria School District (#61)

Engagement	Students are actively engaged in their education and connected to our learning community.
Equity	We give each student the opportunity to fulfill their potential.
Innovation/Positive Change	We are innovative. We constantly seek ways to make positive change.
Integrity	We are ethical and fair.
Openness and Transparency	We are open about the decisions we make and how we make them.
Partnerships	We create open and respectful partnerships with each member of our learning community.
Respect	We respect ourselves, others, and our environment.
Social Responsibility and Justice	It is our shared responsibility to work with and inspire students to create a better world.

West Vancouver School District (#45)

EXCELLENCE	We pursue excellence in everything we do
INCLUSIVENESS	We treat everyone fairly. We respect, reflect and appreciate the diversity in our community.
ACCOUNTABILITY	We strive to be approachable and to make our processes and decisions as open and transparent as possible
AUTHENTICITY	We provide meaningful and relevant learning experiences
INNOVATION	We pursue innovation by encouraging curiosity and a spirit of inquiry
COMMUNITY ENGAGEMENT	We forge connections with our community and welcome their input.
HAPPINESS	We seek happiness in the way we learn and work.

Coquitlam School District (#43)

The Board of Education believes in:

- Public Education and the need to advocate on its behalf;
- Instilling a passion for learning;
- Learners as the most important focus;
- High quality and equitable learning opportunities;
- Innovation, creativity, problem solving, critical thinking and sustainability;
- The essential value of District/Community/Global Partnerships;
- Safe, inclusive and socially responsible learning communities.

Maple Ridge-Pitt Meadows School District (#42)

- Responsibility to all Learners
- Uniqueness of Each Individual
- Personal and Social Responsibility
- High Expectations for Success
- Culture, Community and Citizenship
- Diverse Learning Opportunities

Maple Ridge - Pitt Meadows SCHOOL DISTRICT VALUES

The core values for Maple Ridge-Pitt Meadows School District express our beliefs, what we stand for and how we will conduct ourselves. They are the foundation for our policies, procedures, goals and strategies, as they provide the basis and a reference point for all district activities.

