



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

Tuesday, March 12, 2019

7:30 pm

School Board Office

811 Ontario Street, New Westminister

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.

	Pages
1. <u>ADOPTION OF THE AGENDA</u> (7:30pm)	
Recommendation: THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda for the March 12, 2019 Regular School Board meeting.	
2. <u>APPROVAL OF THE MINUTES</u> (7:32pm)	
a. Approval of Minutes from the February 26, 2019 Regular Meeting	6
b. Business Arising from the Minutes	
3. <u>COMMENT & QUESTION PERIOD FROM VISITORS</u> (7:35pm)	
4. <u>CORRESPONDENCE</u> (7:55pm)	
a. Dr. Frank Blye, Ph.D. - Closure of New West Clinic - February 22, 2019	12
b. Jen Arbo - Music Program - February 26, 2019	14
c. JJ Lee - Access and Equity in Music Education for SD40 Students - February 26, 2019	16
d. Melissa Stephens - Support for Music Education in New Westminister Schools - February 26, 2019	20

5. BOARD COMMITTEE REPORTS

- a. Combined Education and Operations Policy & Planning Committee, (8:00pm)
March 5, 2019

i. Comments from the Committee Chairs, Trustees Dhaliwal and Connelly

ii. Approval of the March 5, 2019 Combined Education and Operations Policy & Planning Committee Minutes 22

Recommendation:
THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the March 5, 2019 Combined Education and Operations Policy & Planning Committee meeting.

iii. Board and Committee Meeting Calendar - September 2019 to June 2020 (K. Morris) 25

Recommendation:
THAT the Board of Education of School District No. 40 (New Westminster) approve the Board and Committee Meeting Calendar 2019-2020 as presented.

iv. Board Policy Revision: Policy 7 Board Operations & Policy 8 Board Committees (Chair Gifford) 27

Recommendation:
THAT the Board of Education of School District No. 40 (New Westminster) approve the revised Board Policy 7 (Board Operations) and Policy 8 (Board Committees)

6. REPORTS SENIOR MANAGEMENT

- a. Superintendent Report (K. Hachlaf) (8:10pm)
- b. BCSTA Budget 2019 Overview (K. Hachlaf) (8:25pm) 45
- c. January 2019 Financial Update (K. Morris) (8:35pm) 49

i. Budget Bylaw Reading 1

Recommendation:

The School District No. 40 (New Westminster) Annual Budget Bylaw for the 2019-2020 year in the amount of \$80,814,611 be given

FIRST READING.

e. District Calendar 2019-2020 & Draft Holiday Periods 2020-2024 (M. Naser) (8:55pm)

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the 2019/2020 District Calendar as presented;

AND THAT the Board of Education of School District No. 40

(New Westminster) approve the draft holiday periods for the 2020/2021-2023/2024 period as presented.

2019-2020 School Calendar

67

2021-2022 School Calendar

68

2022-2023 School Calendar

69

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) adopt three readings of the 522 Fader Street Purchase Bylaw 2019.

Recommendation:

First and Second reading of the Bylaw

THAT the Board of Education School District No. 40 (New Westminster) approve first and second reading of the 522 Fader Street Purchase Bylaw 2019.

Recommendation:

Third and Final reading of the Bylaw

THAT the Board of Education of School District No. 40 (New Westminster) approve third reading, reconsideration and final adoption of the 522 Fader Street Purchase Bylaw 2019.

Recommendation:

THAT the Board of Education of School District No.40 (New Westminster) accept three readings of Capital Plan Bylaw No. 2019/20-CPSD40-01 at the March 12, 2019 Regular Board Meeting.

Recommendation:

THAT the Board of Education of School District No.40 (New Westminster) approve Capital Plan Bylaw No. 2019/20-CPSD40-01 the Bylaw as read a first and second time.

Recommendation:

THAT the Board of Education of School District No.40 (New Westminster) approve Capital Plan Bylaw No. 2019/20-CPSD40-01 as read a third time, reconsidered, and finally adopted.

7. TRUSTEE REPORTS

8. **QUESTION PERIOD (15 Minutes)** (9:45pm)

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

9. **NOTICE OF MEETINGS** (10:00pm)

Tuesday, April 2, 2019: Education Policy & Planning Committee, 7:30pm –
Lord Tweedsmuir Elementary School

Thursday, April 4, 2019: Long-Range Facilities Plan Community Consultation,
6:00-8:30pm - Lord Tweedsmuir Elementary School Gym

Saturday, April 6, 2019: Strategic Planning Community Session #1, Planning,
9:00am-11:30am - Fraser River Middle School Gym

Tuesday, April 9, 2019: Operations Policy & Planning Committee, 7:30pm –
School Board Office

Wednesday, April 10, 2019: District Volunteer Appreciation Event, 7:00pm –
Qayqayt Elementary School

Wednesday, April 17, 2019: Strategic Planning Community Session #2,
6:00pm-8:30pm - Herbert Spencer Elementary School Gym

Monday, April 29, 2019: Strategic Planning Community Session #3, 6:00pm-
8:30pm - Queensborough Middle School Gym

April 30, 2019: School Board Meeting, 7:30pm – School Board Office

Reminder: National Day of Mourning, April 28, 2019

10. **REPORTING OUT FROM IN-CAMERA BOARD MEETING** (10:05pm)

11. **ADJOURNMENT** (10:10pm)

**MINUTES OF THE REGULAR OPEN MEETING
OF THE NEW WESTMINSTER BOARD OF EDUCATION**

Tuesday, February 26, 2019, 7:30 PM

School Board Office

811 Ontario Street, New Westminister

PRESENT	Anita Ansari, Vice Chair	Karim Hachlaf, Superintendent
	Dee Beattie, Trustee	Kim Morris, Secretary-Treasurer
	Danielle Connelly, Trustee	Caroline Manders, Recording Secretary
	Gurveen Dhaliwal, Trustee	Guests:
	Mark Gifford, Chair	Janet Andrews, New Westminister District Labour Council
REGRETS	Maya Russell, Trustee	Neal Adolph, United Way of the Lower Mainland
	Mary Lalji, Trustee	Wendy Cooper, NWSS Music Auxiliary
	Maryam Naser,	Kai Smith, Teacher (SOGI)
	Associate Superintendent	Dr. Selina Tribe, Douglas College
		Carmen Woo, Teacher (SOGI)

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.

1. ADOPTION OF THE AGENDA

The meeting was called to order at 7:38 pm.

Add: Items 3a. Pink Shirt Day
 6b.vii - New Westminister School Menstrual Initiative
 6b.viii - Advocacy to BCSTA - Free-Vending & Ongoing Supply of
 Hygiene Products in BC Girls' & Universal Bathrooms

2019-024

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminister) adopt the amended agenda for the February 26, 2019 Regular School Board meeting.

CARRIED UNANIMOUSLY

2. APPROVAL OF THE MINUTES

a. January 29, 2019 Regular Meeting

2019-025

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes as distributed for the January 29, 2019 Regular School Board meeting.

CARRIED UNANIMOUSLY

b. Business Arising from the Minutes

Nil.

3. PRESENTATIONS

a. Pink Shirt Day Presentation

Teachers Kai Smith and Carmen Woo provided an overview of the types of Sexual Orientation and Gender Identity (SOGI) activities and projects taken place within the District.

Two students from École Glenbrook Middle School, spoke about the school's Gay-Straight Alliance (GSA) Club and the positive effect it has had within the community and the school, as well as the connection of the GSA to the New Westminster Secondary School LGBTQ club to share experiences across schools.

b. NWSS Music Auxiliary Parent Group - Music Program at New Westminster Secondary School

Wendy Cooper of the NWSS Music Auxiliary Parent Group, introduced a performance by the students' Noxious Obs Society. Lyrics accompanying the music asked the Board of Education to support musical programs within the District. The audience also addressed the Board and impressed upon it the importance of the arts in schools and the request to support financially.

c. United Way of the Lower Mainland - Period Promise

Neal Adolph of the Lower Mainland United Way presented the Period Promise.

New Westminster Schools Menstrual Initiative will help vulnerable people and remove barriers for students to attend school.

Dr. Selina Tribe addressed the Board and thanked the Trustees for being progressive and being an ally in this initiative.

Janet Andrews, New Westminster District Labour Council, reiterated the importance of this initiative.

4. COMMENT & QUESTION PERIOD FROM VISITORS

Members of the audience confirmed the importance of the arts in schools and the ability to provide the music program to as many students as possible.

5. CORRESPONDENCE

Correspondence was received.

6. BOARD COMMITTEE REPORTS

a. Education Policy & Planning Committee, February 5, 2019

i. Comments from the Committee Chair, Trustee Dhaliwal

Trustee Dhaliwal acknowledged the information shared by the audience regarding the importance of the music program.

ii. Approval of the February 5, 2019 Education Policy & Planning Committee Minutes

2019-026

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the February 5, 2019 Education Policy & Planning Committee meeting.

CARRIED UNANIMOUSLY

iii. District Gifted Education Program

2019-027

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to include markers of gifted / highly-able or twice-exceptional learners as part of the on-going Special Education Review.

CARRIED UNANIMOUSLY

2019-028

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to identify learning enrichment options for gifted / highly-able or twice-exceptional learners.

CARRIED UNANIMOUSLY

b. Operations Policy & Planning Committee, February 12, 2019

i. Comments from the Committee Chair, Trustee Connelly

Nil.

ii. Approval of the February 12, 2019 Operations Policy and Planning Committee Minutes

2019-029

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the February 12, 2019 Operations Policy & Planning Committee meeting.

CARRIED UNANIMOUSLY

iii. 2018-2019 Amended Budget

2019-030

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) adopt three readings of the Amended Budget Bylaw for fiscal year 2018/2019.

CARRIED UNANIMOUSLY

2019-031

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve first and second reading of the Amended Budget Bylaw for fiscal year 2018/2019.

CARRIED UNANIMOUSLY

2019-032

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approve third reading, reconsideration and final adoption of the Amended Budget Bylaw for fiscal year 2018/2019.

CARRIED UNANIMOUSLY

iv. Development of Child Care Spaces

Chair Gifford thanked Secretary-Treasurer Morris and Superintendent Hachlaf for their work to advance this initiative.

2019-033 Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to pursue the addition of child care spaces by applying for Ministry of Children and Families new spaces funding as presented on February 12, 2019, and by pursuing partnership with the City of New Westminster for McBride Elementary School, as presented,

AND FURTHER

The addition of child care spaces as presented, be at no cost to the Board;

AND FURTHER

Staff be directed to develop a plan for Board approval, to expand school-age child care within existing schools' space.

CARRIED UNANIMOUSLY

v. Trustee Remuneration

2019-034

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster), in recognition of the January 1, 2019 taxation change to the treatment of Trustee stipends, Trustee stipends be increased by eleven (11) percent;

AND FURTHER, that the increase be a one-time adjustment;

AND FURTHER, that the increase be effective January 1, 2019.

CARRIED UNANIMOUSLY

vi. Live Streaming Public Board Meetings

2019-035

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to implement the live streaming solution as presented;

AND FURTHER, that a review of the project be undertaken 4 months after implementation.

CARRIED UNANIMOUSLY

vii. New Westminster School Menstrual Initiative

2019-036

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) recommend that the District offer free menstrual products district wide and that Staff be directed to implement as presented, by September 2019, and communicate with school Principals to ensure a successful implementation.

AND that the Board of Education of School District No. 40 (New Westminster) endorse the Period Promise Pledge.

CARRIED UNANIMOUSLY

- viii. Advocacy to BCSTA - Free-Vending & Ongoing Supply of Hygiene Products in BC Girls' & Universal Bathrooms

2019-037

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) submit a substantive motion to the 2019 British Columbia School Trustees Association AGM, asking BCSTA to request that the Ministry of Education and the Ministry of Finance provide funding to all districts to purchase, install and supply free tampon and pad dispensers in girls' and universal bathrooms in every school in the Province.

CARRIED UNANIMOUSLY

Meeting recessed at 8:45pm: The Board of Education signed the United Way Period Promise Pledge.

Meeting reconvened at 9:00pm

7. REPORTS SENIOR MANAGEMENT

a. Superintendent Report

Superintendent Hachlaf provided highlights of his school visits and events he attended in February.

i. City of New Westminster Advisory Committees Update

A list identifying members of District staff assigned to the various civic committees in New Westminster was received.

ii. The Early Action Initiatives Grant-Leading Mentally Healthy Schools in BC

Superintendent Hachlaf announced that New Westminster Schools has been awarded an Early Action Initiatives Grant (EAI) for \$33,000 to support mental health and well-being promotion in the school community. Funding will be used to design action plans to develop an evidence-based, inclusive approach for promotion of mental health and wellness.

By consensus, mental health initiatives are to be included in the strategic plan update.

b. School Drug & Alcohol Counselor Update

Superintendent Hachlaf provided answers to the questions posed at the January 29, 2019 Regular Open Board meeting as follows:

Student clients have been contacted by the new Fraser Health provider. There will be one point-of-contact.

Outreach services will provide the same service and will be available to meet wherever needed: school, home, coffee shop, etc.

Superintendent Hachlaf indicated that monitoring of transition of services will rely on staff, as the people working closest to student receiving the services, to report on the transition.

8. TRUSTEE REPORTS

The Trustees provided highlights of events they attended in February.

9. QUESTION PERIOD (15 Minutes)

The public was given the opportunity to ask questions on matters that arose during the meeting.

10. NOTICE OF MEETINGS

March 5, 2019: Combined Education and Operations Policy & Planning Committee,
7:30pm – Herbert Spencer Elementary School

March 12, 2019: School Board Meeting, 7:30pm – School Board Office

11. REPORTING OUT FROM IN-CAMERA BOARD MEETING

Nil.

12. ADJOURNMENT

The meeting adjourned at 9:55pm.

Chair

Secretary-Treasurer

From: [Frank Blye](#)
To: educ-faculty-information@lists.ubc.ca
Cc: [Karim Hachlaf](#); [Board of Education](#)
Subject: closure of New West Clinic
Date: Friday, February 22, 2019 2:03:05 PM
Attachments: [image001.png](#)

Hello everyone,

After long discussions with the Department of Educational & Counselling Psychology, and Special Education, and our partner the New Westminster School District, I am announcing the closure of the New Westminster UBC Counselling Centre on **June 30, 2020**.

The New Westminster UBC Counselling Centre was initiated in 1974 by Dr. John Friesen and Dr. Myrne Nevison from the Counselling Psychology program at the University of British Columbia and the New Westminster School District, with the aid of funding from the provincial government. Since then it has been an exemplar of an effective community-university partnership. The Centre has provided quality counselling, consultation, and referral services to thousands of children, adolescents, adults and families from New Westminster and surrounding cities, and has provided excellent supervised counsellor training opportunities for hundreds of masters and doctoral students from the Counselling Psychology Program in the Faculty of Education at the University of British Columbia. The Centre has set a standard of excellence in counsellor education that has been recognized nationally and internationally. Counsellor educators have visited from across Canada and from other countries. University training centres have been created based on this community model of training and service.

The Faculty and the University greatly appreciates the excellent level of cooperation and support that the New Westminster School District has provided over the past 45 years. It also highly values the connection and collaboration with the many schools and community agencies that have referred clients to the Centre.

The University of British Columbia is currently engaged with the Faculty in plans to create a new counsellor training centre on the UBC campus, which is scheduled to open in September of 2020.

Best,

Blye

Dr. Blye Frank PhD

Dean, Professor

Faculty of Education (UBC-V and UBC-O) | Office of the Dean

The University of British Columbia | Vancouver Campus | Unceded Musqueam territory

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Special Advisor to the Dean on Education Innovation, Faculty of Medicine



THE UNIVERSITY OF BRITISH COLUMBIA

Tuum Est – It is yours

Clara Ng

Assistant Dean, Finance

Phone 604 827 1507 | clara.ng@ubc.ca



February 26, 2019

Dear Superintendent Hachlaf and Trustees Ansari, Beattie, Connelly, Dhaliwal, Gifford, Lalji, and Russell;

I wish to call your attention to a matter that is most critical that requires your attention and resources. I understand a delegate will be appearing before you at the meeting tonight, and I wish to provide my support for Wendy Cooper and express my own concerns as I am not able to make the meeting.

Recently, I have developed a greater understanding of the lack of resources allocated to arts programming in district schools, specifically band instruction in the middle school levels, which is impacting the high school levels greatly.

My son [REDACTED] announced he wanted to learn trumpet. The trumpet is by no means an inexpensive instrument, so after borrowing a trumpet from a friend and paying \$200 to have it serviced, we managed to secure a high-school student that we could hire to give private lessons to our son. Now, more than a year later, he is diligent in ensuring he practices daily, and continues to have weekly lessons, now with a high school music teacher. This passion has been ignited and if we were without the means, it would have been put off until he entered middle school.

As it is, we are stretching financially to make music education a part of his week, and it is good fortune that we have had the ingenuity to borrow an instrument and find a teacher willing to give private lessons for a reasonable fee. All that said, learning in a group and with peers is immensely valuable, and complements private lessons very much. Learning an instrument requires constant work - it is not something that can be picked up for a month here and there; it is a commitment, just as sports and dance are.

However, we recently learned that at his catchment middle school [REDACTED], students who are in French Immersion would have greater access to band than students who are in the regular stream because of scheduling, and that band instruction is not available to all students who wish to take it, and that it is offered only term-by-term. Additionally, band is not available to all students at middle school - it is only available for grade 7 and 8.

I was told that there are three contributing factors for this:

1. Scheduling - a school-based adjustment of the schedule and block system [REDACTED] means that there is less time for band and that students may only participate for half the year
2. Resources - a half time staff position was removed and there is no budget for instruments or repairs to instruments
3. Planning: There is no district-wide arts delivery plan or administration who can provide efficiencies and consistencies. It is my understanding that we have a district wide

technology staff person, and we also recently have hired a district wide nutrition program instructor - why is there no district wide arts administrator?

Musical education teaches patience, creativity, teamwork, and also depending upon your instrument, supports education for patterning, physics, and practical life skills. Have you ever had to learn how to give your trumpet a bath or had to understand what force is required from your body to “growl” your trumpet?

It is well documented the value that musical education can have for any child, and even more so for children who suffer from anxiety, shyness, and social challenges. Additionally, the link between arts education and STEM focused curriculum is also very deep, going so far as to encourage the use of the acronym STEAM rather than STEM.

I have been on the PAC for McBride Elementary for five years and the chair for the past three. I am well aware of the financial and volunteer support the PAC has given to the musical program at McBride, focused on choir and an annual winter concert at the elementary level. To think the exposure to musical education will end as my son enters middle school is heartbreaking.

I have three concrete asks of you as the Board of Trustees and Superintendent of Schools:

- 1) Immediately and with great haste, conduct a study looking for efficiencies and recommendations on how to deliver a district-wide arts program, for music and arts that can be implemented for the 2019/2020 school year.
- 2) Set a district-wide policy about scheduling so that every student in the district has equitable access to band all year round - not term or semester based, and not based on the particular decision of the individual school's administrator
- 3) Allocate budget for ample staffing and resources (supplies, repairs, and venue rentals) based on student need, and not some formula. This budget should be viewed as no less integral than ADST or health and wellness curriculum.

I implore you to take action on this matter and not delay. Our district is in the enviable position to be able to deliver high quality instruction and to have some flexibility with our budget in an inclusive and accessible way. There are children for whom music is as vitally important to them as core curriculum and in fact, make it through core curriculum because of access to music. Thank you for your consideration.

Sincerely,

Jen Arbo

Board of Trustees
School District 40 New Westminster
Tuesday, February 26, 2019

Dear Board of Trustees:
Access and Equity in Music Education for SD40 Students

My name is JJ Lee. I am the father of [REDACTED] two students enrolled in music classes at New Westminster Secondary. I am an active member of the Music Auxiliary.

I support Wendy Cooper's presentation to your board.

In addition, I want to let you know what I saw and learned about access and equity at NWSS Senior Jazz Band's incredible performance during the Surrey Schools Jazz Festival at Sullivan Heights Secondary (Feb. 22 and 23).

The band made it into the showcase finals facing off against the Kwalikum Secondary band. The NWSS band had the audience whooping, cheering, and on its feet at the end of the first song. The band's second song was also very strong.

Then Kwalikum took the stage. I can only presume but as Kwalikum's excellent performance unfolded, I began to feel, to witness, privilege in action.

I could not help but think their wonderful set was founded on private lessons, access to fine and well-maintained instruments, ample practice time, either at home or on school grounds, and the full support of its school and the players' parents.

Of course, NWSS has many advantages. Our amazing teaching staff, a philosophy of music for all, and a strong and growing Music Auxiliary are something of which to be proud (if I may say so).

However, there are structural and operational choices made by the district and/or the school that have clearly put a ceiling on the NWSS music programs especially in the area of excellence/achievement, equity and access.

The district is limiting the number of students and the number of opportunities to enrol in band. Once engaged in the music education process, not enough has been done by the district to address areas of equity in music. In addition, I'm not sure if the link between socio-economic privilege and music achievement has been made in district or school budgetary decisions around the music program.

For example, in one section of one of the jazz bands, I know of only one player who lives in a family-owned home. All the rest are renters. That has an impact on achievement when a family has to make a choice between allowing their child to practice or facing threatened or actual eviction.

As it stands, most of the responsibility to help students with:

1. gaining access to good instrument that are well-maintained,
2. traveling to conferences or festivals where music development and leadership skills can grow by leaps and bounds,
3. and having opportunities to perform locally in professional quality venues;

has fallen upon the **New Westminster Music Auxiliary**.

In fact, I believe the Aux, though initially formed to provide encouragement and equitable access to travel has taken on some core operational expenses in lieu of cuts by the district. This deterioration needs to stop. To wit:

1. SD 40 no longer pays for the music program bookings at the Massey Theatre (that diverts Music Aux funding from equity initiatives)

2. SD 40 has not paid in years for the repair of musical instruments even though many of those instruments are assets gifted to the district by the Music Aux and while the operational budget it does receive could be spent on repairs it would be at the expense of other core music spending areas (in other words, the funding model needs to be revisited)
3. There are no formal arrangements/programs available for drop-in practice spaces for musicians who may not be able to play at home as many live in high-density apartments (note: there may be jam programs offered by Massey, the Arts Council, or the City but it is not clear that NWSS music students have been consulted on the design and scheduling of such programs/responses, nor are they aware of those programs)

While not an exhaustive list (and forgive me if some of the facts are in some way incorrect), certainly, much has been decided and done that undermines the potential of NWSS Music and music students who do not have the same level of socio-economic privilege as students in other outstanding secondary music programs.

I can attest that the Auxiliary does as much as it can to address those differences but it can't meet the challenges and overcome barriers to music and excellence on its own.

I kindly request that the School District 40 adopt budgetary principles and access-equity policies that will allow not only **broad** participation in music education at primary, middle, and secondary schools, but also reasonable access and equity to **excellence** in music.

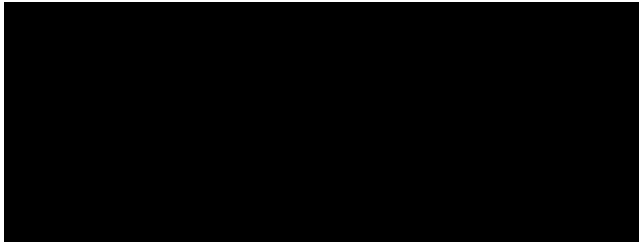
The past accolades of the program are a credit to the teachers and the students who have shown an incredible love for school and music. But why are we asking them to achieve so much with one hand tied behind their backs?

I can not accept that average family income and home ownership should be the determining factor for how much our students achieve in music. It would be patently unfair.

We as a school community need to address the inequity and correct decisions that have limited our students' potential.

Thank you for your time and consideration.

Kind regards,



James-Jason (JJ) Lee

Board of Trustees
New Westminster Schools, SD40
811 Ontario Street
New Westminster, BC V3M 0J7

February 26, 2019

Dear Board of Trustees:

Support for Music Education for Students in New Westminster Schools

My name is Melissa Stephens. I'm the mother of twin boys [REDACTED] at New Westminster Secondary, and I'm writing in support of Wendy Cooper's presentation to your board regarding music education in the district.

My sons had never picked up an instrument before they started band in Grade 7 at Qayqayt (a full year program). They are now [REDACTED] budding musicians. They love the band programs at NWSS. Look for them at lunch or after school, and you'll find them in the band room. It's a vital part of their school experience, and I can't imagine what they'd do without it.

The bottom line is, New Westminster Schools has a stellar, award winning music program that has a reputation within and beyond the district, but it's suffering due to funding cuts and lack of administrative support and foresight.

Please, increase funding to the music programs. I understand that funding is based on a per student basis, and that principle is applied to all programs regardless of how resource intensive each program may be. While that funding is equal, it doesn't bring about equity. Students in language arts, for example, need books, perhaps visits from authors, field trips to see plays. All of these enrich their learning, but they don't cost as much as the upkeep and maintenance of musical instruments and equipment, travel for performance and competitive opportunities, rights to sheet music, clinician visits and workshops. With equal funding language arts might flourish, and music perish. The music student's access to excellence in education is diminished. This is not to suggest we take money away from

language arts, which is vital to our students, but an example, to suggest that we reconfigure how we manage resources and the approach to budgeting.

Students also need access to full year music classes. Once a child decides they are interested in music, they should have access to it every semester in the school year. Truncating music classes impedes the student's mastery of their instrument. Students who can achieve in music come out of school with high self-esteem even if they are not star students in other subjects. Ms. Cooper addresses more fully these issues and many others in her letter.

Every student in New Westminster deserves access to music education and all the benefits it brings (increased social, emotional, and academic achievement). I urge the board to work with teachers, students, and parents to make music in New West Schools the best it can be.

Thank you for your time and consideration.

Sincerely,

A black rectangular redaction box covering the signature of Melissa Stephens.

Melissa Stephens

**MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION
COMBINED EDUCATION & OPERATIONS POLICY AND PLANNING COMMITTEE**

**Tuesday, March 5, 2019, 7:30 PM
Herbert Spencer Elementary School
605 Second Street, New Westminster**

PRESENT	Anita Ansari, Vice Chair	Karim Hachlaf, Superintendent
	Dee Beattie, Trustee	Kim Morris, Secretary-Treasurer
	Danielle Connelly, Trustee	Maryam Naser, Associate Superintendent
	Gurveen Dhaliwal, Trustee	Robert Weston, Executive Director of Human Resources
	Mark Gifford, Chair	Guests:
	Maya Russell, Trustee	Bruce Cunnings, Director of Instruction, Learning Services
REGRETS	Mary Lalji, Trustee	Suzanne Cameron, Principal, Herbert Spencer Elementary
		Tracy Gates, Vice Principal, Herbert Spencer Elementary

Chair Connelly 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. Approval of Agenda

The meeting was called to order at 7:32pm.

Moved and Seconded

THAT the agenda for the March 5, 2019 Combined Education and Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Correspondence

- a. BCSTA 2019 Budget Overview-Feb.25, 2019
Correspondence was received.

3. Presentation

- a. Herbert Spencer Elementary School Learning Plan
Suzanne Cameron, Principal, provided an introduction relative to how students are helping to change the process of assessment.
Tracy Gates, Vice Principal and teacher of technology (Grades 1-5), introduced an app for students to design, create and build their own video games using the core competencies.
Two students demonstrated how they created their game based on the fairytale Rapunzel and played a level of the game.

4. Comment & Question Period from Visitors

Three special needs parents addressed the Board with concerns regarding their children.

Trustee Dhaliwal and Superintendent Hachlaf acknowledged the parents' concerns and appreciation for the feedback. The parents were encouraged to stay for the Special Education Review Update, which with consensus of the Board was moved up the agenda to be item 5a.

5. **Reports from Senior Management**

a. Special Education Review March Update

Director of Instruction, Learning Services Cunnings and Associate Superintendent Naser provided the update, including the process for the review and how the data will be collected. Stakeholder engagement will include focus groups; Thoughtexchange; school and district process.

The process will include the following:

- comprehensive review of special education services and programs
- special education review advisory group
- data collection
- schools; district; consultation
- guiding document outlining directions for improvement

Concern was expressed regarding the lack of one-on-one interviews with parents who may not be comfortable sharing private information in public. It was confirmed that there will be an opportunity for parents to provide feedback in a private setting. An independent consultant will also be engaged to assist with obtaining the feedback in some cases.

b. January 31, 2019 Financial Update

Secretary-Treasurer Morris reviewed the revenues and expenses as at January 31, 2019.

c. Operations Update

A cleanliness review across the District is taking place, which will inform part of the budget process as it moves forward. This report should be ready soon so it can be included in the budget review.

i. 2019-2020 Preliminary Budget

a. Community Engagement Summary - Talking Tables, February 21, 2019

Secretary-Treasurer Morris provided a summary of the Talking Tables event. A [detailed report](#) of all the compiled feedback has been posted on the District website.

b. Structural Surplus/Deficit

Secretary-Treasurer Morris provided a detailed overview of the 2019-2020 preliminary budget process. The [budget presentation](#) and [Budget Draft 1 – Structural Surplus/Deficit](#) are posted on the District website.

Enrolment projections, the estimated operating grant and other revenue, have been calculated. The details of five forecast models using various assumption for expenses were reviewed.

Trustees asked a variety of questions, and areas of further analysis related to the international program, cleanliness review, Fine Arts, school allocation working group, learning initiatives, teacher grid analysis, attrition, equity of technology and school fees.

The Board will be asked to give first reading to the 2019-2020 Preliminary Budget by-law on March 12, 2019.

Superintendent's recommendations will be presented at the April 9, 2019 Operations Policy & Planning meeting, with a Special Open Board meeting to follow to put second reading of the Budget bylaw on the floor.

Superintendent Hachlaf indicated that this budget process will provide opportunities for detail and the big picture.

- ii. Board and Committee Meeting Calendar - September 2019 to June 2020

Moved and Seconded.

THAT the Combined Education and Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of the Board and Committee Meeting Calendar 2019-2020 as presented.

CARRIED UNANIMOUSLY

6. General Announcements

Nil.

7. New Business

- a. Board Policy Revision: Policy 7 Board Operations (M. Gifford)

Draft revisions to Policy 7, Board Operations were reviewed. Edits were suggested for item 6. Trustee In-Service Sessions; item 7.5, third paragraph; and item 10.4.

Once revisions are finalized, the corresponding edits will be applied as appropriate for Policy 8, Board Committees.

Chair Gifford indicated that due to time constraints prior to the March 12, 2019 Board meeting, that District staff provide edits for review prior to inclusion in the Board meeting package.

MOTION AMENDED

Moved and Seconded

THAT the Combined Education and Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to bring forward the draft Policy 7, Board Operations, as amended, to the Board meeting on March 12, 2019.

CARRIED UNANIMOUSLY

8. Adjournment

The meeting adjourned at 10:19pm.

BOARD MEETING SCHEDULE "DRAFT - SUBJECT TO CHANGE"

September 2019 to June 2020

Tues.	Aug 27	- sometimes an In-Camera meeting only before school opens	
Tues.	Sept 03	- no meeting 1st day of school	
Tues.	Sept 10	Education Policy/Planning Committee	7:30 PM
Tues.	Sept 17	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	Sept 24	Board Meetings (In-Camera & Open)	6:30 PM
Tues.	Oct 01	- as required/at call of the Chair	tbd
Tues.	Oct 08	Education Policy/Planning Committee	7:30 PM
Tues.	Oct 15	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	Oct 22	- as required/at call of the Chair	tbd
Tues.	Oct 29	Board Meetings (In-Camera & Open) - Last Meeting of 2019 Board	6:30 PM
Tues.	Nov 5	Education Policy/Planning Committee	7:30 PM
Tues.	Nov 12	- as required/at call of the Chair	tbd
Tues.	Nov 19	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	Nov 26	Board Meetings (In-Camera & Open) -Inaugural Meeting	6:30 PM
Tues.	Dec 03	In-Camera Ops & Open Combined Ed & Ops	6:30 PM
Tues.	Dec 10	Board Meetings (In-Camera & Open)	6:30 PM
Tues.	Dec 17	- as required/at call of the Chair	tbd
Tues.	Dec 24	- winter break	
Tues.	Dec 31	- winter break	
Tues.	Jan 07	- as required/at call of the Chair	tbd
Tues.	Jan 14	Education Policy/Planning Committee	7:30 PM
Tues.	Jan 21	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	Jan 28	Board Meetings (In-Camera & Open)	6:30 PM
Tues.	Feb 04	Education Policy/Planning Committee	7:30 PM
Tues.	Feb 11	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	Feb 18	- as required/at call of the Chair	tbd
Tues.	Feb 25	Board Meetings (In-Camera & Open)	6:30 PM

BOARD MEETING SCHEDULE *"DRAFT - SUBJECT TO CHANGE"*

September 2019 to June 2020

Tues.	March 03	<i>In-Camera Ops & Open Combined Ed & Ops</i>	6:30 PM
Tues.	March 10	Board Meetings (In-Camera & Open)	6:30 PM
Tues.	March 17	<i>- spring break</i>	
Tues.	March 24	<i>- spring break</i>	
Tues.	March 31	<i>- as required/at call of the Chair</i>	<i>tbd</i>
Tues.	April 07	<i>- as required/at call of the Chair</i>	<i>tbd</i>
Tues.	April 14	Education Policy/Planning Committee	7:30 PM
Tues.	April 21	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	April 28	Board Meetings (In-Camera & Open)	6:30 PM
Tues.	May 05	Education Policy/Planning Committee	7:30 PM
Tues.	May 12	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	May 19	<i>- as required/at call of the Chair</i>	<i>tbd</i>
Tues.	May 26	Board Meetings (In-Camera & Open)	6:30 PM
Tues.	June 02	Education Policy/Planning Committee	7:30 PM
Tues.	June 09	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	June 16	<i>Retirement Dinner</i>	<i>tbd</i>
Tues.	June 23	Board Meetings (In-Camera & Open)	6:30 PM
Tues.	June 30	<i>- as required/at call of the Chair</i>	<i>tbd</i>

BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. If a quorum is not present within fifteen minutes of the time appointed for the meeting, then the meeting shall stand adjourned.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when public interest is best-served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes public interest can be enhanced by having members of the public participate at Board meetings.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as inaugural, regular, special, or closed (in-camera). The Board may also hold informal meetings from time to time for the purposes of general discussion, meeting with other individuals or groups, or for information gathering and sharing.

The Board has adopted specific policy governing the conduct of its formal meetings.

1. Board Composition and Elections

As indicated in Trustee Elections By-law No. 2018-TE-SD40-02 attached as Appendix A seven trustees are elected at large to the Board of Education for a four-year term. The one electoral area for the district is the Municipality of New Westminster. Therefore, all trustees are elected at large.

2. Inaugural Meeting and Subsequent Annual Meeting

2.1 Inaugural Meeting

2.1.1 An inaugural meeting of the Board of Education shall be convened by the Secretary-Treasurer or designate on the first Tuesday of November the month following Trustee elections, or as soon thereafter as it is convenient. The order of business shall include:

2.1.1.1 Report of Retiring Chair

2.1.1.2 Statement of the Returning Officer;

2.1.1.3 To make a prescribed oath of office, by oath or solemn affirmation;

2.1.1.3.1 Each trustee will take the oath of office immediately following the call to order of the inaugural meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

2.1.1.4 Election of Chair and Vice Chair;

2.1.1.5 Election of BCSTA Provincial Council delegate and alternate delegate;

2.1.1.6 Election of BCPSEA representative and alternate.

(Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote.)

2.2 Annual Meeting

2.2.1 Each year thereafter during the term of office, the Board of Education shall hold a meeting on the first Tuesday in November. This meeting shall be convened by the Secretary-Treasurer or designate. The order of business shall include:

2.2.1.1 Report of Retiring Chair

2.2.1.2 Election of Chair and Vice Chair;

2.2.1.3 Election of BCSTA Provincial Council delegate and alternate delegate;

2.2.1.4 Election of BCPSEA representative and alternate.

(Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote.)

3. Regular Meetings

- 3.1 The purpose of the regular Board meeting is for the Board to conduct its business. Meetings will be open to the public and representatives of the press.
- 3.2 Regular meetings of the Board shall be held on the fourth Tuesday of each month at 7:30 p.m. at the Board Office (811 Ontario St.), except where the Chair has indicated in the notice of meeting that the meeting shall be held in some other place or at some other time. Schedules for Board meetings are available on the District website.
- 3.3 All trustees, staff, and members of the public are expected and required to conduct the business of the Board with proper decorum and in a respectful manner.
- 3.4 No business shall be conducted by the Board unless upon a motion of a Trustee, seconded by another Trustee.

4. Special Meetings

- 4.1 Meetings other than regular meetings will be termed "special" meetings, including special in-camera meetings.
- 4.2 A special meeting of the Board may be called by the Chair or, where the Chair is not available, by the Vice-Chair.
- 4.3 A special meeting of the Board will be called at the request of 2/3 of the trustees in office.
- 4.4 No business shall be conducted at a special meeting other than that for which the meeting is called without the consent of two-thirds of the sitting Trustees.

5. In-camera Meetings

- 5.1 In-Camera meetings of the Board may be held with the public and others excluded as provided for in the *School Act*, and only the following matters may be considered at such meetings:
 - 5.1.1 Salary claims and adjustments and the consideration of requests of employees and Board Officers with respect to collective bargaining procedures;
 - 5.1.2 Accident claims and other matters where Board liability may arise;
 - 5.1.3 Legal opinions respecting the liability or interest of the Board;
 - 5.1.4 The conduct, efficiency, discipline, suspension, termination or retirement of employees;
 - 5.1.5 Medical Examiner's examinations and medical reports;
 - 5.1.6 Matters pertaining to individual pupils including the conduct, discipline, transfers, resignations, promotions and demotions;
 - 5.1.7 Staff changes including appointments, transfers, resignations, promotions and demotions;

- 5.1.8 Purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures;
- 5.1.9 Lease, sale or exchange of real property prior to finalization thereof;
- 5.1.10 Matters pertaining to the safety, security or protection of Board property;
- 5.1.11 Such other matters where the Board, by motion, decides that the public interest so requires.
- 5.2 Regular In-Camera meetings of the Board shall be held prior to regular Open meeting of the Board on the fourth Tuesday (if necessary) of each month and prior to Committee Meetings, if required, from 6:30 - 7:30 pm or such other time as noted in the agenda.
- 5.3 In-Camera meetings may be called at other times by following the notice of procedures set out in this Policy.
- 5.4 The Board may, by motion, recess a regular meeting in progress for the purpose of meeting in closed session.
- 5.5 The Board shall, as the last item of business at each In-Camera meeting, consider a motion to make public such information that it deems to be no longer in the public interest to exclude from the public purview.
- 5.6 The Board Chair and Superintendent shall establish items on the agenda for each in-camera meeting. The agenda shall generally follow the order outlined below.
 - 5.6.1 Adoption of the Agenda
 - 5.6.2 Minutes for Approval
 - 5.6.3 Reports from Senior Management
 - 5.6.4 Other Business
 - 5.6.5 Items to be Reported out at Open Meeting
 - 5.6.6 Notice of Meetings
 - 5.6.7 Adjournment

Length of Meetings

All regular Board meetings and in-camera meetings described in Section 3 and 5 shall adjourn by 10:00pm, unless in either case, the time limit is extended to 10:30pm by two-thirds majority vote, and beyond 11:00pm by unanimous consent of all trustees present. Adjournment time for special meetings, referred to in Section 4 shall be determined by those members present.

Teleconference and Video Conferencing

Participation in regularly scheduled Board and Committee meetings via teleconference or

videoconference is not permitted, unless approved by the Board.

If a Trustee cannot attend a meeting the Trustee will provide notice, via email to Chair and Superintendent at their earliest convenience to support ability of staff and Board to prepare appropriately for the meeting.

6. Trustee In-Service Sessions

6.1 Trustee in-service sessions will be held as needed. The Superintendent will set the dates and agenda in consultation with the Board. The purpose of these sessions is to provide an opportunity to receive information in an informal setting, not for decision-making.

6.7. Notice and Agendas

7.1 Forty-eight hours' notice in writing shall be emailed to all Trustees for any meeting of the Board, except the regularly scheduled Board meetings, unless there is unanimous agreement of trustees to waive such notice.

7.2 ~~Prior to each meeting, Administration, in consultation with the Chair and Vice-Chair, shall prepare an agenda for all business to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.~~ Prior to each meeting of the Board or Committee of the Whole, Administration, in consultation with the Chair and Vice-Chair, and relevant Committee Chair, shall prepare an agenda for all business, relevant to the agenda to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.

7.3 The Board Chair and Superintendent shall establish items on the agenda for each regular meeting. The agenda shall generally follow the order outlined below:

- 7.3.1 Adoption of Agenda
- 7.3.2 Approval of Minutes
- 7.3.3 District Presentations
- 7.3.4 Student Presentations
- 7.3.5 Delegations
- 7.3.6 Community Presentations (10 minutes per presentation)
Must be scheduled in advance through the Office of the Secretary Treasurer.
- 7.3.7 Comment and Question Period from Visitors
- 7.3.8 Board Committee Reports
 - 7.3.8.1 Education Policy and Planning Committee
 - 7.3.8.2 Operations Policy and Planning Committee
- 7.3.9 Reports Senior Management
- 7.3.10 Trustee Reports
- 7.3.11 Question Period (15 minutes)
- 7.3.12 Notice of Meetings
- 7.3.13 Reporting Out from In-Camera Meeting
- 7.3.14 Adjournment

7.4 Agenda items for Board meetings may originate from:

- 7.4.1 Board Annual Work Plan
- 7.4.2 Business arising from previous meetings;
- 7.4.3 Business from committee-of-the whole meetings;
- 7.4.4 Business from sub-committee meetings;
- 7.4.5 Superintendent of Schools;
- 7.4.6 Individual Trustees;

- 7.5 ~~The Superintendent, or designate, will be responsible for the preparation of the agenda. Items for the agenda are to be submitted to the Superintendent or designate by the close of business of the Monday of the week, preceding the date of the Board meeting. Items for the agenda are to be submitted to the Superintendent or designate by the close of business of the Monday of the week, preceding the date of the Board meeting. Items should identify whether they are for Information, Discussion, or Decision.~~

In consultation with Board Chair, Vice-Chair, and when applicable, relevant Committee Chair, items will be considered for inclusion on the Agenda provided initial communication with Superintendent or Designate has occurred, and is accompanied by submission of a backgrounder in standard Board format. Backgrounders will be subject to copy edit for clarity and accuracy of information, when necessary.

If it is determined that the item has not been properly prepared for inclusion on the Agenda (e.g. information is not correct, not accurate, not provided in backgrounder format), the Chair will communicate decision and rationale to the Trustee who submitted the item by Tuesday of the week prior to the meeting. If the Trustee does not agree with the decision, they may request it be included on the agenda by resolution at the call of the meeting.

Agenda items, including individual trustee submissions, are not to be shared with the public prior to the agenda being finalized and items have been determined to be “in-camera” or “regular open”.

- 7.6 The agenda and supporting material for each regular Open and In-Camera Board meeting will be provided electronically to all Trustees on the Thursday, preceding the date of the Board meeting;
- 7.7 The agenda and supporting material for each regular Open Board meeting will be made available to the public on the School District web site on the Friday preceding the date of the Board meeting.
- 7.8 All supporting material for Special Open and In-Camera Board meetings will be emailed to Trustees at least 24 hours prior to the time of the Board Meeting.
- 7.9 Where material or motions are introduced at a Board meeting, which has not been made available to Trustees in accordance with section 6.6 and 6.8, a Trustee may call notice on any motion arising from such material and that motion accordingly shall be considered on the agenda of the next Board meeting.
- 7.10 Items proposing board action shall be accompanied with an action request form briefly

outlining the issue, pertinent information and a recommendation.

7.8. Minutes

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

8.1 The minutes shall record:

- 8.1.1 Date, time and place of meeting;
- 8.1.2 Type of meeting (Inaugural, regular or special);
- 8.1.3 Name of presiding officer;
- 8.1.4 Names of those trustees and administration in attendance;
- 8.1.5 Approval of preceding minutes;
- 8.1.6 Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the Board through resolution.
- 8.1.7 Points of order;
- 8.1.8 Appointments;
- 8.1.9 Recommended motions proposed by Committees;
- 8.1.10 Trustee declaration pursuant to Section 56, 57 or 58 of the *School Act*.

8.2 The minutes shall:

- 8.2.1 Be prepared as directed by the Superintendent;
- 8.2.2 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 8.2.3 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

8.3 The Superintendent shall ensure that, upon acceptance by the Board, appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the District are affixed to the concluding page of the minutes.

8.4 The Superintendent shall establish a codification system for resolutions which will:

- 8.4.1 Provide for ready identification as to the meeting at which it was considered;
- 8.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
- 8.4.3 Establish and maintain a file of all Board minutes.

8.5 All Committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report including any recommendations to the Board.

8.6 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

8.7 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.

- 8.8 Upon adoption by the Board, the minutes of meetings other than in-camera meetings shall be open to public scrutiny.

8-9. Motions

- 9.1 No decision shall be made by the Board unless upon a motion of a Trustee, seconded by another Trustee and approved by majority vote.
- 9.2 A motion to vary the agenda to advance an item on the agenda so that it may be dealt with immediately following delegations concerning that item shall be in order.
- 9.3 A Trustee shall not speak other than on the motion under debate. A Trustee shall only speak once on the same motion without the leave of the Board except to explain a part of his or her remarks, which may have been misunderstood, or to raise a point of information or clarification. The mover of the motion, however, may speak again to close debate. Trustees shall not speak to any motion for a period of longer than ten minutes without the leave of the Board.
- 9.4 Every Trustee present at a meeting of the Board has the right and duty to vote except where the Trustees has disqualified himself or herself from the proceedings because of a declared conflict of interest, which shall be recorded. This vote shall either be in the affirmative or the negative. Trustees not voting will be deemed to have voted in the affirmative.
- 9.5 When a motion under consideration entertains several propositions, the vote upon each proposition shall be taken separately, if so requested by any Trustee present.
- 9.6 After the Board has taken a vote on any motion, the Board shall not vote on that motion again at the same meeting.
- 9.7 A reconsideration motion can only be proposed by a trustee who voted with the majority at a previous meeting.
- 9.8 The Chair shall have the same voting rights as any other member
- 9.9 Where the number of votes on a motion is equal, the motion is defeated and the Chair shall so indicate.
- 9.10 All Trustee votes shall be recorded on all votes, except where a secret ballot has been held for election purposes.
- 9.11 The Chair or other presiding officer shall determine all points of procedure except that any ruling may be challenged by any Trustee and decided by a majority vote of the Trustees present. Where a ruling of the chair is challenged, a motion to sustain the chair shall be made and a vote shall be taken forthwith without debate.

9-10. Public Participation

The Board welcomes and provides for a variety of forms of public participation by members of the community. Public participation may be through presentations by a delegation, through formal question/comment periods in regular Board meetings or in the form of written communications. Such opportunities shall not be used to address matters, which must be dealt with in in-camera meetings as noted elsewhere in this policy.

Delegations

- 10.1 The Chair shall rule on the propriety of all presentations and questions and may decline to have a matter heard from a delegation or terminate any presentation or question or refer it to an "in camera" meeting of the Board if that is deemed to be appropriate by the Chair.
- 10.2 A person or group wishing to address the Board on an item not otherwise on the agenda shall provide written notification and a written outline of the presentation to the Secretary-Treasurer by close of business on the Monday of the week preceding the date of the regular Board meeting. The presentation will be listed as a "Delegation" on the agenda of the Regular Board meeting providing the matter is one that is appropriately considered in a public meeting.
- 10.3 Delegations shall have 10 minutes to present to the Board.
- 10.4 The Chair may refer to Robert's Rules of Order to ensure that all voices at the Board table have an opportunity to be heard.

Comment and Question Periods

Each public meeting agenda shall provide for two comment/question periods, one during the meeting and one at the end of the meeting.

- 10.5 The Board will generally reserve decision on a response to the matter raised by a delegation, until the next Board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the Board.
- 10.6 There shall be a "Comment and Question" period on each regular Board meeting agenda during which members of the public may address the Board on any item on the agenda by so advising the Chair at that time. The time limit for such presentations shall be five minutes excluding any responses to questions from Trustees but this time may be extended by resolution of the Board.
- 10.7 During the "Comment and Question" period, questions also may be asked of the Board about items not on the agenda, without notification, but the time limit for putting such questions by any individual shall be two minutes, excluding responses from the Board, unless the Board by resolution consents to an extension of that time.
- 10.8 Any questions asked during the "Comment and Question" period may be responded to at that meeting or an undertaking will be given to provide a response at a future regular meeting. No motions or action will be considered by the Board at the time of presentation: matters requiring action will be referred to a Committee meeting for consideration.
- 10.9 There shall be a Question Period of up to 15 minutes at the end of every regularly scheduled Board meeting, where members of the public may ask a question on matters that arose during that Board meeting. Questions will be directed to the Chair who will respond on behalf of the Board. The Chair may refer the question to staff for an immediate response or a response may be provided at the next regular board meeting.

Correspondence

Correspondence may be sent to the Board as a whole or to individual trustees. Even when

correspondence is addressed to an individual trustee the contents may be more appropriately addressed by the corporate Board. Where correspondence is addressed to the Board or its contents are more appropriately addressed by the corporate Board the following processes shall be adhered to. The intended outcomes of these processes are: to ensure Board correspondence is acknowledged in a timely fashion, the corporate Board is aware of the public input provided and where required, a corporate response is provided in a timely manner.

10.10 Where non-routine correspondence is received that appears to require a formal Board response, that correspondence shall be placed on the agenda of the next regular board meeting together with whatever recommendation for Board action the Superintendent deems appropriate. This correspondence will be noted on the agenda as "Correspondence for Action".

10.11 Where non-routine correspondence is received that does not appear to require a formal Board response, that correspondence, together with any response issued by the Superintendent, shall be circulated to the Trustees. This correspondence will be noted on the agenda as "Correspondence for Information".

10.12 Where an individual trustee receives correspondence that in the trustee's judgement is more appropriately a corporate Board matter, the correspondence will be directed to the Secretary-Treasurer who will acknowledge the correspondence, and act in accordance with 9.8 or 9.9 above.

10-11. Trustee Remuneration and Expenses

11.1 Annual Remuneration

11.1.1 Under Section 71 of the *School Act*, a Board may authorize the payment of remuneration to be paid to trustees by annual resolution of the Board of Education. The *Income Tax Act* allows part of this remuneration to be declared as a tax-free expense allowance.

11.1.2 Trustee remuneration shall be adjusted on an annual basis based on the most recent five-year rolling average of Vancouver's Consumer Price Index, effective January 1st of each year.

11.2 Expenses

11.2.1 Trustees are expected to exercise discretion in incurring expenses within the limit of the annual budget appropriation.

Conference and Travel Expenses

11.2.2 Effective execution of Board responsibilities requires that trustees represent the Board at various meetings and conferences, and that they remain informed through attendance at periodic seminars, conventions and workshops related to their responsibilities. The Board encourages such attendance, and shall include funds in the annual budget to cover expenses.

11.2.3 The Board of Education of School District No. 40 (New Westminster) supports Trustees attending conferences, conventions, seminars and courses of an education nature, within the budget limitations established by the Board.

- 11.2.4** The Board does not expect that such attendance should be at the personal expense of the Trustee. Actual reasonable costs for meals and costs incurred, while on Board business, may be claimed. Receipts are to be provided along with the purpose of the business or meeting.
- 11.2.5** Trustees may claim, while on Board business:
- 11.2.5.1** Long distance toll charges and cellular phone charge for School Board business telephone calls;
 - 11.2.5.2** Other reasonable requests may be considered at the discretion of the Board.
- 11.2.6** Trustees will inform the Board, in advance, of their intention to attend a conference/seminar or travel on Board business and shall obtain prior approval of the Board for such attendance. Trustees shall book registrations, travel and accommodations in consultation with the Superintendent's office.
- 11.2.7** For travel by private automobile, Trustees may claim the District rate in effect at the time. The maximum amount claimable is limited to the cost of economy airfare between points travelled, when air transportation is available and practical.
- 11.2.8** Cost of airfare is limited to the cost of economy airfare.
- 11.2.9** Travel costs outside of British Columbia must receive prior approval of the Board.
- 11.2.10** Trustees may claim amounts for taxis, parking fees, local mileage, etc. Receipts are to be provided.
- 11.2.11** Lodging
Trustees may claim the government or conference rate of the hotel/motel, less any personal items charged. Receipts are to be provided. If staying with a friend or relative, \$20.00/night may be claimed without a receipt.
- 11.2.12** Meals
Trustees may claim actual reasonable costs. Receipts are to be provided. District practice requires that an actual receipt is provided detailing the purpose of the meeting and who was in attendance. There shall be no reimbursement for alcoholic beverages.
- 11.3** Payment of Expenses
- 11.3.1** Expenses must be submitted on a timely basis to the Secretary Treasurer at least once a month.
 - 11.3.2** For inaugural functions and one spousal meal per conference, spousal expenses may be claimed.
 - 11.3.3** Trustees may seek an advance, the amount of which is determined by Board resolution for out-of-town business engagements of two or more days.
 - 11.3.4** The Secretary-Treasurer and Chair of the Board shall review Trustee expenses. Concerns about Trustee expenses shall be referred to the Board by the Chair. Quarterly print-outs will be provided to all Board members

regarding Trustee expenses.

*Legal Reference: Sections 50, 56, 57, 58, 59, 66, 67, 68, 69, 70, 71, 71(1), 72 School Act
Financial Disclosure Act
Income Tax Act*

DRAFT

SD No. 40 (New Westminster)

Adopted: ~~May 29, 2018~~ March 5, 2019

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)

BOARD COMMITTEES

The Board recognizes its obligations to establish committees as provided for in the CUPE and NWTU collective Agreements. These include two committees identified in the CUPE Collective Agreement, The CUPE Labour/ Management committee and the Personnel committee. One additional committee is identified in the NWTU Agreement, namely the NWTU Grievance Management (Step 3) committee. The purpose, powers and duties and membership are articulated in these collective agreements.

The Board shall be guided by the following principles when establishing committees outside the provisions articulated in collective agreements:

- The Board's decision-making role can be exercised only by the Board as a whole, not by an individual trustee or committee;
- The Board's function is primarily governance, rather than administration or operations;
- Responsibilities placed on trustees are to be closely related to the Board's central role as per Policy 2.

The Board may, consistent with the above principles, designate committees for the consideration of particular problems or issues, with subsequent advice or recommendations to the Board. Committees established by the Board are to assist the Board in doing Board work.

Committee members or representatives shall be named by the Board, normally at the inaugural or first meeting of the year.

Standing Committees

Standing Committees are established to assist the Board with work of an on-going or recurring nature.

There shall be two standing committees of the whole: The Education Policy and Planning Committee of the Whole and the Operations Policy and Planning Committee of the Whole.

1. A quorum of the Committee of the Whole shall be the same as a quorum for the Board.
2. A meeting of the Committee of the Whole shall have the same notice requirement as a Board meeting except that during any meeting of the Board, the Board may resolve itself into Committee of the Whole to consider specific matters.
3. The Chair may preside in the "Committee of the Whole" or appoint another Trustee to chair the meeting. In the absence of the Chairperson, the same procedures shall be followed as apply when the Chair is not present at a Board meeting.

4. The rules of procedure set for regular Board meetings shall be observed in “Committee of the Whole” so far as may be applicable, except that:
 - 4.1 The number of speeches by Trustees to any question shall not be limited; however, no Trustee shall speak for longer than a total time of ten minutes on any question without permission of the Committee;
 - 4.2 The Chair may speak to motions without vacating the Chair;
 - 4.3 Members of the public are welcome to fully participate in discussion, without the right to move or second a motion or to vote, and are subject to the same rules of order and procedure as Trustees;
 - 4.4 Minutes shall be kept of the Committee Business and those minutes shall be presented to the Board for approval at the next Board meeting.
 - 4.5 All motions adopted by the Committee of the Whole or any Sub-Committee shall be presented to the Board. This may be effected by a single motion, but any Trustee may request any specific motion to be dealt with separately. The usual rules of the Board shall apply.
 5. The Chair of the Committee of the Board will be responsible for setting and maintaining the agenda and reporting recommendations to the Board, in writing, prior to the meetings. In addition, the Chair is responsible for ensuring annual work plan items within areas of the committee’s responsibility are addressed in a timely manner to facilitate Board action.
- 5.6. 5.1 Prior to each meeting of the Board or Committee of the Whole, Administration, in consultation with the Chair and Vice-Chair, and relevant Committee Chair, shall prepare an agenda for all business, relevant to the agenda to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.
6. Items for the agenda are to be submitted to the Superintendent or designate by the close of business of the Monday of the week, preceding the date of the Board meeting. Items should identify whether they are for Information, Discussion, or Decision.
- In consultation with Board Chair, Vice-Chair, and when applicable, relevant Committee Chair, items will be considered for inclusion on the Agenda provided initial communication with Superintendent or Designate has occurred, and is accompanied by submission of a backgrounder in standard Board format. Backgrounders will be subject to copy edit for clarity and accuracy of information, when necessary.
- If it is determined that the item has not been properly prepared for inclusion on the Agenda (e.g. information is not correct, not accurate, not provided in backgrounder format), the Chair will communicate decision and rationale to the Trustee who submitted the item by Tuesday of the week prior to the meeting. If the Trustee does not agree with the decision, they may request it be included on the agenda by resolution at the call of the meeting.
- Agenda items, including individual trustee submissions, are not to be shared with the public prior to the agenda being finalized and items have been determined to be “in-camera” or

“regular open”.

6.7. The agenda and supporting material for each Committee of the Board meeting will be provided electronically to all Trustees on the Thursday preceding the meeting.

7.8. The meeting and support material for each Open Committee of the Board meeting will be available to the public on the school district website on the Friday preceding the meeting.

8.9. A Record of Closed (In-Camera) meetings will be prepared and presented at the following public Open Board meeting.

9.10. Public Participation in Committee Meetings: The Board welcomes and provides for public participation by delegations at open committee meetings. Such presentations shall not be used to address matters which must be dealt with in in-camera meetings as noted in Policy 7 section 5. In addition, structures have been defined in legislation and collective agreements to deal with labour management issues. The public participation opportunities at committee meetings are not to be used to deal with such matters. The Board respects and honours employee groups' contracts and official representatives and will therefore deal with labour management issues through defined legislated and collective agreement processes.

9.10.1 The Chair shall rule on the propriety of all presentations and questions and may decline to have a matter heard from a delegation or terminate any presentation or question or refer it to an "in camera" meeting if that is deemed to be appropriate by the Chair.

9.210.2 A person or group wishing to address the Committee on an item not otherwise on the agenda shall provide written notification and a written outline of the presentation to the Secretary-Treasurer by close of business on the Monday of the week preceding the date of the committee meeting. The presentation will be listed as a "Delegation" on the agenda of the committee meeting providing the matter is one that is appropriately considered in a public meeting.

10.3 Delegations shall have 10 minutes to present to the Committee.

9.310.4 The Board will generally reserve decision on a response to the matter raised by a delegation, until the next Board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the Board.

10.11. Education Policy and Planning Committee of the Whole

10.11.1 Purpose

10.1.11.1.1 To allow the Board to explore education matters in much greater depth than can be accomplished in a scheduled regular meeting of the Board.

10.1.211.1.2 To solicit and receive information from the Superintendent and/or designates relevant to the development of various system activities and plans.

10.1.311.1.3 To assist the Board with work of an on-going or recurring nature.

10.211.2 Powers and duties

10.2.11.2.1 Make recommendations for agenda items for subsequent Board meetings.

10.2.211.2.2 Make recommendations to the Board for action.

10.311.3 Membership

10.3.11.3.1 The Board Chair, in consultation with the Board of Education, shall appoint one of the trustees to be the chair of the committee of the board for a one-year term, commencing in January of each year.

10.411.4 Meetings

11.4.1 Monthly, (the first Tuesday of the month). Committee In-Camera meetings will be convened prior to open committee meetings, as required. In-Camera topics are as defined in policy 7 section 5.1.

11.4.2 Length of Meetings

All regular Board meetings and in-camera meetings described in Section 3 and 5 shall adjourn by 10:00pm, unless in either case, the time limit is extended to 10:30pm by two-thirds majority vote, and beyond 11:00pm by unanimous consent of all trustees present. Adjournment time for special meetings, referred to in Section 4 shall be determined by those members present

11.4.4 Teleconference and Video Conferencing

Participation in regularly scheduled Board and Committee meetings via teleconference or videoconference is not permitted, unless approved by the Board.

If a Trustee cannot attend a meeting the Trustee will provide notice, via email to Chair and Superintendent at their earliest convenience to support ability of staff and Board to prepare appropriately for the meeting.

1. Operations Policy and Planning Committee of the Whole

1.1 Purpose

- 1.1.1 To allow the Board to explore operations matters in much greater depth than can be accomplished in a scheduled regular meeting of the Board.
- 1.1.2 To solicit and receive information from the Superintendent and/or designates relevant to the development of various system activities and plans.
- 1.1.3 To assist the Board with work of an on-going or recurring nature.
- 1.1.4 To fulfill the roles, responsibilities and duties of the Audit Committee.

1.2 Powers and duties

- 1.2.1 Make recommendations for agenda items for subsequent Board meetings.
- 1.2.2 Make recommendations to the Board for action.
- 1.2.3 Review the audit tender process.
- 1.2.4 Recommend the appointment of an external auditing firm to the Board.
- 1.2.5 Meet with the internal auditor and external auditors to ensure that:
 - a. The Board has implemented appropriate systems to identify, monitor and mitigate significant business risk.

- b. The appropriate systems of internal control, which ensure compliance with board policies and procedures, are in place and operating effectively.
 - c. The Board's annual financial statements are fairly represented in all material respects in accordance with generally accepted accounting principles.
 - d. Any matter that the external auditors wish to bring to the attention of the Board has been given adequate attention.
 - e. The external audit function has been effectively carried out.
- 1.2.6 Make recommendations pertaining to relevant policies and administrative procedures; and
- 1.2.7 Make recommendations relevant to financial reporting and disclosure processes.
- 1.3 Membership
 - 1.3.1 The Board chair, in consultation with the Board of Education, shall appoint one of the trustees to be the chair of the committee of the board for a one-year term, commencing in January of each year.
 - 1.3.2 For Audit Committee agenda items: additional non-voting members include the internal auditor, and an independent non-voting lay expert, if no trustee is a "financial expert" with relevant expertise and skills exist s on the Board.
- 1.4 Meetings
 - 1.4.1 Monthly, the second Tuesday of the month. Committee In-Camera meetings will be convened prior to open committee meetings, as required. In-Camera topics are as defined in policy 7 section 5.1.
 - 1.4.2 Audit Committee function: annually each, September (financial statement/audit review), February (amended budget performance) and May (audit planning).
 - 1.4.3 Length of Meetings

All regular Board meetings and in-camera meetings described in Section 3 and 5 shall adjourn by 10:00pm, unless in either case, the time limit is extended to 10:30pm by two-thirds majority vote, and beyond 11:00pm by unanimous consent of all trustees present. Adjournment time for special meetings, referred to in Section 4 shall be determined by those members present
 - 1.4.4 Teleconference and Video Conferencing

Participation in regularly scheduled Board and Committee meetings via teleconference or videoconference is not permitted, unless approved by the Board.

If a Trustee cannot attend a meeting the Trustee will provide notice, via email to Chair and Superintendent at their earliest convenience to support ability of staff and Board to prepare appropriately for the meeting.

Special Committees

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Special committees are established to assist the Board on a specific project or a particular purpose. The terms of reference for each special committee will be established at the time of formation.

Resource Personnel

The Superintendent may appoint resource personnel to work with committees, and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Legal Reference: Sections 65, 85 School Act

SD No. 40 (New Westminster)

Adopted: ~~September 25, 2018~~March 12, 2019

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BUDGET 2019 OVERVIEW – FEBRUARY 25, 2019

On February 19, 2019, Minister of Finance Carol James tabled Budget 2019. Under the *Budget Transparency and Accountability Act*, (BTAA), the government is required to table a budget on the third week of February. The BTAA also outlines the contents of the budget, which includes among other things, the Province's economic outlook, three-year revenue, expenditure and debt forecasts, and anticipated spending in all public sector organizations including line ministries, school districts, post-secondary institutions and crown corporations.

The following is an overview of the information provided by the Finance Minister and in the budget documents. Full details of BC Budget 2019 can be found [here](#).

HOW IS THE PROVINCE DOING?

The government is continuing to forecast consistent economic performance, especially in relation to other provinces. Real GDP is expected to grow at 2.4% next year, 2.3%, and 2.1%, respectively, over the next two years.

The overall budget by year three of the fiscal plan will be \$62 billion, which is a \$10 billion increase in spending over the last couple of years (approximately a five per cent year-over-year increase). Increased spending can only be sustained with a corresponding increase to revenues (e.g., strong economic performance, increased tax revenue).

The government is now forecasting a surplus of \$374 million in 2018/19. The forecast allowance of \$500M remains in place, which means that if other risks do not materialize for the remainder of the year, the actual budget surplus will be \$874 million. Budget 2019 is projecting a surplus in each of the next three years – \$274 million in 2019/20; \$287 million in 2020/21; and \$585 million in 2021/22.

The province's overall debt is continuing to rise in each of the next three years due to borrowing for capital infrastructure (to \$82 billion by 2021). Taxpayer-supported debt to GDP is increasing over the planning period (from 14.9% to 16.1%) but remains relatively low in comparison to other provinces.

WHAT THE BUDGET INCLUDED?

- Approximately \$4 billion is being set aside to cover increases in wages and benefits for the approximately 300,000 workers covered under collective agreements in the public sector, including teachers and support staff.
- A new BC Child Opportunity Benefit – starting in October 2020 – that will provide families with one child up to \$1,600 per year, two children up to \$2,600 and three children up to \$3,400.
- Eliminating interest on British Columbia student loans. As of Feb. 19, 2019, all BC student loans will stop accumulating interest.
- Fully eliminating MSP premiums on Jan. 1, 2020.
- Increasing income and disability assistance rates by an additional \$50 per month, meaning a total increase of \$150 per month or \$1,800 per year since Budget Update 2017.
- Investing \$26 million in income and disability assistance enhancements to the BC Employment Assistance program.
- Investing \$6 million annually to provide respite services for parents who provide care for children with disabilities.
- Investing \$85 million to support children in care by increasing support payments for foster parents, adoptive parents, and extended family members caring for children and by ensuring children in care benefit from provincial tax benefits.
- Improving mental health care for British Columbians with a \$74-million investment that funds new initiatives focused on prevention and early intervention for children, youth and young adults.
- Investing \$18 million to continue making Adult Basic Education and English Language Learning free and accessible for people looking to upgrade their skills and get ahead.
- Adding \$21 million to expand BC Transit and handyDART services to help people safely commute in over 30 urban and rural communities in the province.

WHAT DO WE THINK THIS MEANS FOR K-12 EDUCATION?

The Ministry of Education's total operating budget will be \$6.569 billion in 2019/20 and will be receiving a \$552 million in additional operating funding over the next three years. The budget is up slightly from the \$409 million three-year increase set in Budget 2018.

Investments in K-12 education, include:

- \$325 million for enrollment growth.
- \$58 million under the Classroom Enhancement Fund.
- \$73 million for the impact of the Employer Health Tax.
- \$31 million in independent school funding.
- \$2 million for the Economic Stability Dividend and Sustainable Services Negotiating Mandate.

- \$9 million for an initial investment in new early learning initiatives to support Government's Child Care BC initiative.
- \$2 million for the Teachers Act Special Account.
- \$33 million one-time reduction in 2020/21 as a result of re-profiling the timing of grants to other partners.

Provincial borrowing for capital spending will total \$2.432 billion over the next three years (compared to \$1.757 billion three-year total in last year's budget). This funding includes:

- \$1.12 billion for expansion and replacement projects.
- \$791 million to accelerate the Seismic Mitigation Program.
- \$502 million to invest in asset rehabilitation and maintenance.
- \$15 million for the annual \$5 million Playground Equipment Program.

The carbon tax that school districts are required to pay will also increase by \$5 per ton effective April 1, 2019 to \$40 and by \$5 per ton each year to 2021 to \$50.00 per ton.

While Budget 2019 included a \$9-million-per-year increase to deal with increasing demand for existing child care programs, Budget 2019 did not address the campaign promise of \$10 a day daycare, or any role that school districts may have in providing these services in school facilities moving forward.

WHAT DO WE THINK THIS ALL MEANS?

The Ministry of Education's operating budget has increased primarily to cover off the cost of additional enrollment, and meeting existing collective agreement requirements (e.g. class size and composition requirements). The Ministry also received \$73 million in funding to offset the impact of the Employer Health Tax on school districts. Inflationary pressures, as well as costs related to carbon tax increases, were not included in this year's budget. The government is making a historical investment in capital infrastructure, which has resulted in a significant increase to the Ministry of Education's capital budget, rising to \$2.432 billion over the next three years.

School districts are anticipated to receive their individual budgets on Friday, March 15. The impact of the above budget additions on individual districts will depend on a number of factors including, but not limited to, projected enrollment growth for 2019/2020.

APPENDIX

- **EXCERPT FROM MINISTRY OF FINANCE BUDGET 2019: THREE YEAR FISCAL PLAN, INVESTING IN K-12 EDUCATION**
 - As K-12 enrolment is projected to continue to grow, Budget 2019 provides an additional \$550 million over three years to the Ministry of Education to support public education. Budget 2019 also provides \$31 million over three years for independent schools, where enrolment is also growing.
 - Public school funding includes an additional \$58 million over three years for the Classroom Enhancement Fund, to reflect the 2016 Supreme Court of Canada decision on class size and composition. A total of \$423 million is now allocated annually which has already enabled the hiring of over 4,000 teachers, including 700 special education teachers and 160 more teacher psychologists and counsellors, since 2017.
- [The Ministry of Education's 2019/20 - 2021/22 Service Plan \(PDF download\)](#)

Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Range: 201801 End Date: JULY 31, 2017 To 201907 End Date: JANUARY 31, 2019

	Description	Revenues	Original Budget	Bud Remain \$	Bud Remain %	2018 Ytd Exp	2018 Annual Budget	Bud Remain \$	2018 % Remaining
619	OTHER FEDERAL GRANTS	-1,735	0	1,735	0.00	0	0	0	0.00
621	OPERATING GRANT MINISTRY OF EDUCAT	-31,523,816	-61,585,932	-30,062,116	48.81	-30,655,948	-60,471,507	-29,815,559	49.31
629	OTHER MINISTRY OF EDUCATION GRANTS	-257,946	-616,113	-358,167	58.13	-314,726	-960,567	-645,841	67.24
641	PROVINCIAL GRANTS OTHER	-63,500	0	63,500	0.00	-75,100	-100,000	-24,900	24.90
643	SUMMER SCHOOL FEES	-90,827	-120,000	-29,173	24.31	-140,561	-140,562	-1	0.00
644	CONTINUING EDUCATION	-66,911	-200,000	-133,089	66.54	-109,915	-240,000	-130,085	54.20
645	INSTRUCTIONAL CAFETERIA REVENUE	-61,529	-130,000	-68,471	52.67	-62,327	-130,000	-67,673	52.06
647	OFFSHORE TUITION FEES	-2,504,511	-3,584,000	-1,079,489	30.12	-4,898,607	-4,880,000	18,607	-0.38
649	MISCELLANEOUS REVENUE	-68,798	-230,000	-161,202	70.09	-75,916	-230,000	-154,084	67.22
651	COMMUNITY USE OF FACILITIES	-143,573	-200,000	-56,427	28.21	-147,204	-250,000	-102,796	41.12
661	INTEREST ON SHORT TERM INVESTMENT	-288,586	-100,000	188,586	-188.59	-197,422	-200,000	-2,578	1.29
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	Grand Total	-35,071,732	-66,766,045	-31,694,313	47.47	-36,677,726	-67,602,636	-30,924,910	45.75

Operating Fund - Year to Date Expense to Budget Summary

G.L. Period Range: 201801 End Date: JULY 31, 2017 To 201907 End Date: JANUARY 31, 2019

	Description	YTD Exp	YTD Com	YTD Exp + Com	Orig Budget	Bud Remain \$	Bud Remain %	2018 YTD Exp	2018 Ytd Comm	2018 Total Exp.	2018 Final Budget	2018 Bud Remaining	2018 Bud %
105	PRINCIPALS & VP SALARIES	2,034,681	0	2,034,681	3,404,592.00	1,369,911	40.24	2,070,056	0	2,070,056	3,477,995	1,407,939	40.48
110	TEACHERS SALARIES	14,895,959	0	14,895,959	30,089,734.00	15,193,775	50.49	14,204,486	0	14,204,486	30,799,642	16,595,156	53.88
120	SUPPORT STAFF SALARIES	2,921,593	0	2,921,593	5,629,562.00	2,707,969	48.10	2,993,884	0	2,993,884	5,561,961	2,568,077	46.17
123	EDUCATIONAL ASSISTANTS SALARIES	2,519,948	0	2,519,948	4,722,864.00	2,202,916	46.64	2,234,044	0	2,234,044	4,636,047	2,402,003	51.81
130	OTHER PROFESSIONAL SALARIES	1,469,230	0	1,469,230	2,589,109.00	1,119,879	43.25	1,325,828	0	1,325,828	2,344,201	1,018,373	43.44
140	SUBSTITUTE SALARIES	921,769	0	921,769	1,349,817.00	428,048	31.71	834,419	0	834,419	1,372,706	538,287	39.21
200	EMPLOYEE BENEFITS	5,746,887	0	5,746,887	12,388,969.00	6,642,082	53.61	5,688,980	0	5,688,980	12,079,069	6,390,089	52.90
310	SERVICES	1,067,320	124,879	1,192,199	1,631,755.00	439,556	26.94	1,084,841	216,175	1,301,016	1,660,930	359,914	21.67
312	LEGAL COSTS	91,734	0	91,734	30,000.00	-61,734	-205.78	3,473	0	3,473	30,000	26,527	88.42
330	STUDENT TRANSPORTATION	68,381	122,590	190,971	157,000.00	-33,971	-21.64	47,591	21,720	69,311	157,800	88,489	56.08
340	PROFESSIONAL DEVELOPMENT & TRAVEL	434,699	2,715	437,414	496,400.00	58,986	11.88	427,859	4,344	432,203	498,300	66,097	13.26
360	RENTALS & LEASES	183,569	26,248	209,817	260,000.00	50,183	19.30	146,081	35,071	181,152	260,000	78,848	30.33
370	DUES & FEES	71,015	0	71,015	130,800.00	59,785	45.71	93,751	13	93,764	130,800	37,036	28.31
390	INSURANCE	98,077	0	98,077	131,000.00	32,923	25.13	83,738	0	83,738	131,000	47,262	36.08
510	SUPPLIES	1,043,709	475,558	1,519,267	2,965,810.00	1,446,543	48.77	1,104,938	594,329	1,699,267	2,549,135	849,868	33.34
540	UTILITIES	253,716	6,474	260,190	443,800.00	183,610	41.37	263,359	3,034	266,393	443,800	177,407	39.97
551	GAS - HEAT	177,060	0	177,060	278,500.00	101,440	36.42	118,459	0	118,459	278,500	160,041	57.47
555	CARBON TAX EXP	0	0	0	50,000.00	50,000	100.00	0	0	0	50,000	50,000	100.00
560	WATER & SEWAGE	116,179	0	116,179	270,900.00	154,721	57.11	127,253	0	127,253	270,900	143,647	53.03
570	GARBAGE & RECYCLE	38,872	13,688	52,560	73,000.00	20,440	28.00	35,106	8,425	43,531	73,000	29,469	40.37
580	FURNITURE & EQUIPMENT REPLACEMENT	77,329	3,133	80,462	81,000.00	538	0.66	59,350	7,746	67,096	286,150	219,054	76.55
590	COMPUTER & EQUIPMENT REPLACEMENT	380,241	283,207	663,448	1,023,000.00	359,552	35.15	587,114	180,543	767,657	1,005,550	237,893	23.66
591	TANGIBLE CAPITAL ASSETS PURCHASED	0	0	0	0.00	0	0.00	51,496	24,167	75,663	0	-75,663	0.00
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	Grand Total	34,611,968	1,058,492	35,670,460	68,197,612.00	32,527,152	47.70	33,586,106	1,095,567	34,681,673	68,097,486	33,415,813	49.07

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 2019/2020 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 2019/2020.
3. The attached Statement 2 showing the estimated revenue and expense for the 2019/2020 fiscal year and the total budget bylaw amount of \$80,814,611 for the 2019/2020 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2019/2020.

READ A FIRST TIME THE 12th DAY OF MARCH, 2019;

READ A SECOND TIME THE ____ DAY OF _____, 2019;

READ A THIRD TIME, PASSED AND ADOPTED THE ____ DAY OF _____, 2019;

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 2019/2020, adopted by the Board the ____ DAY OF _____, 2019.

Secretary Treasurer

School District No. 40 (New Westminster)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2020

	2020 Budget	2019 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	6,542.625	6,549.125
Adult	582.250	623.000
Total Ministry Operating Grant Funded FTE's	7,124.875	7,172.125
Revenues	\$	\$
Provincial Grants		
Ministry of Education	70,863,558	68,621,552
Other	112,000	163,310
Tuition	3,709,000	3,904,000
Other Revenue	1,721,600	1,970,650
Rentals and Leases	200,000	200,000
Investment Income	400,800	101,000
Amortization of Deferred Capital Revenue	2,300,542	2,145,087
Total Revenue	79,307,500	77,105,599
Expenses		
Instruction	66,651,710	64,995,543
District Administration	3,791,132	3,761,356
Operations and Maintenance	9,570,597	10,142,805
Transportation and Housing	(17,448)	310,107
Debt Services	(281,380)	
Total Expense	79,714,611	79,209,811
Net Revenue (Expense)	(407,111)	(2,104,212)
Budgeted Allocation (Retirement) of Surplus (Deficit)		1,431,567
Budgeted Surplus (Deficit), for the year	(407,111)	(672,645)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)	(712,174)	
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	305,063	(672,645)
Budgeted Surplus (Deficit), for the year	(407,111)	(672,645)

School District No. 40 (New Westminster)

Annual Budget - Revenue and Expense
Year Ended June 30, 2020

	2020 Budget	2019 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	67,705,794	68,147,612
Operating - Tangible Capital Assets Purchased	900,000	50,000
Special Purpose Funds - Total Expense	8,912,538	7,814,363
Special Purpose Funds - Tangible Capital Assets Purchased	200,000	215,794
Capital Fund - Total Expense	3,096,279	3,247,836
Total Budget Bylaw Amount	80,814,611	79,475,605

Approved by the Board

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

School District No. 40 (New Westminster)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt) Year
Ended June 30, 2020

	2020 Budget	2019 Annual Budget
	\$	\$
Surplus (Deficit) for the year	(407,111)	(2,104,212)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,100,000)	(265,794)
From Local Capital		-
Total Acquisition of Tangible Capital Assets	(1,100,000)	(265,794)
Amortization of Tangible Capital Assets	3,096,279	3,084,526
Total Effect of change in Tangible Capital Assets	1,996,279	2,818,732
Acquisitions of Prepaid Expenses		-
Use of Prepaid Expenses		-
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	1,589,168	714,520

School District No. 40 (New Westminster)

Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund Year
Ended June 30, 2020

	Operating Fund	Special Purpose Fund	Capital Fund	2020 Budget	Annual
	\$	\$	\$		\$
Accumulated Surplus (Deficit), beginning of year	5,609,945	-	20,409,925		26,019,870
Changes for the year					
Net Revenue (Expense) for the year	187,826	200,000	(794,937)		(407,111)
Interfund Transfers					
Tangible Capital Assets Purchased	(900,000)	(200,000)	1,100,000		-
Net Changes for the year	(712,174)	-	305,063		(407,111)
Budgeted Accumulated Surplus (Deficit), end of year	4,897,771	-	20,714,988		25,612,759

School District No. 40 (New Westminster)

Schedule 2

Annual Budget - Operating Revenue and Expense Year Ended
June 30, 2020

	2020 Budget	2019 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	63,221,020	62,202,045
Other	112,000	
Tuition	3,709,000	3,904,000
Other Revenue	251,600	360,000
Rentals and Leases	200,000	200,000
Investment Income	400,000	100,000
Total Revenue	67,893,620	66,766,045
Expenses		
Instruction	57,775,044	57,201,258
District Administration	3,791,132	3,761,356
Operations and Maintenance	6,456,671	6,893,116
Transportation and Housing	(35,673)	291,882
Surplus Reduction fr 1819	(281,380)	
Total Expense	67,705,794	68,147,612
Net Revenue (Expense)	187,826	(1,381,567)
Budgeted Prior Year Surplus Appropriation	-	1,431,567
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(900,000)	(50,000)
Total Net Transfers	(900,000)	(50,000)
Budgeted Surplus (Deficit), for the year	(712,174)	-

School District No. 40 (New Westminster)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source Year
Ended June 30, 2020

	2020 Budget	2019 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	62,519,555	61,585,932
Other Ministry of Education Grants		
Pay Equity	521,853	521,853
Funding for Graduated Adults	70,470	30,000
Transportation Supplement	4,251	6,073
Economic Stability Dividend		-
Return of Administrative Savings		-
Carbon Tax Grant	50,000	50,000
FSA Exam Funding	8,187	8,187
Support Staff	46,704	
Mental Health Child Action Initiative	-	-
Salary Differential	-	
Total Provincial Grants - Ministry of Education	63,221,020	62,202,045
Provincial Grants - Other	112,000	-
Federal Grants	-	-
Tuition		
Summer School Fees	90,000	120,000
Continuing Education	200,000	200,000
International and Out of Province Students	3,419,000	3,584,000
Total Tuition	3,709,000	3,904,000
Other Revenues		
Miscellaneous		
Cafeteria	130,000	130,000
Apprenticeship Program	50,000	50,000
Other Miscellaneous	71,600	180,000
Total Other Revenue	251,600	360,000
Rentals and Leases	200,000	200,000
Investment Income	400,000	100,000
Total Operating Revenue	67,893,620	66,766,045

School District No. 40 (New Westminster)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object Year
Ended June 30, 2020

	2020 Budget	2019 Annual Budget
	\$	\$
Salaries		
Teachers	30,763,207	30,089,734
Principals and Vice Principals	3,599,590	3,404,592
Educational Assistants	5,307,219	4,722,864
Support Staff	5,230,798	5,629,562
Other Professionals	2,644,725	2,589,109
Substitutes	1,632,454	1,349,817
Total Salaries	49,177,993	47,785,678
Employee Benefits	12,811,077	12,388,969
Total Salaries and Benefits	61,989,070	60,174,647
Services and Supplies		
Services	1,606,018	2,025,668
Student Transportation	136,000	157,000
Professional Development and Travel	545,250	496,400
Rentals and Leases	223,000	260,000
Dues and Fees	262,900	130,800
Insurance	110,000	131,000
Supplies	3,385,021	3,655,897
Utilities	1,245,200	1,116,200
Model 5 Deductions and Additions	(1,796,665)	
Total Services and Supplies	5,716,724	7,972,965
Total Operating Expense	67,705,794	68,147,612

School District No. 40 (New Westminster)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	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	25,730,718	1,122,416		114,400	4,200	908,833	27,880,567
1.03 Career Programs	87,131			127,440		2,956	217,527
1.07 Library Services	209,398			39,498		6,243	255,139
1.08 Counselling	429,836			2,282	50,072	1,711	483,901
1.10 Special Education	1,797,452		5,307,219		118,797	450,891	7,674,359
1.30 English Language Learning	1,076,853					2,667	1,079,520
1.31 Aboriginal Education	128,502			197,031		10,689	336,222
1.41 School Administration		2,469,764		1,506,623	44,000	99,526	4,119,913
1.60 Summer School	-	7,410					7,410
1.61 Continuing Education	184,229						184,229
1.62 International and Out of Province Students	1,119,088			49,650	398,626	35,179	1,602,543
1.64 Other							-
Total Function 1	30,763,207	3,599,590	5,307,219	2,036,924	615,695	1,518,695	43,841,330
4 District Administration							
4.11 Educational Administration				95,828	456,360	40,000	592,188
4.40 School District Governance					236,613		236,613
4.41 Business Administration				452,010	900,945	16,628	1,369,583
Total Function 4	-	-	-	547,838	1,593,918	56,628	2,198,384
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				95,410	320,158	534	416,102
5.50 Maintenance Operations				2,162,229	114,954	50,094	2,327,277
5.52 Maintenance of Grounds				272,349		965	273,314
5.56 Utilities							-
Total Function 5	-	-	-	2,529,988	435,112	51,593	3,016,693
7 Transportation and Housing							
7.41 Transportation and Housing Administration							-
7.70 Student Transportation				116,048		5,538	121,586
7.73 Housing							-
Total Function 7	-	-	-	116,048	-	5,538	121,586
9 Debt Services							
9.92 Interest on Bank Loans							-
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	30,763,207	3,599,590	5,307,219	5,230,798	2,644,725	1,632,454	49,177,993

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School District No. 40 (New Westminster)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2020

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2020 Annual Budget	2019 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	27,880,567	7,252,013	35,132,580	2,888,473	38,021,053	37,893,734
1.03 Career Programs	217,527	55,055	272,582	38,959	311,541	188,851
1.07 Library Services	255,139	63,758	318,897	25,063	343,960	157,837
1.08 Counselling	483,901	161,180	645,081	32,200	677,281	758,969
1.10 Special Education	7,674,359	1,962,207	9,636,566	214,000	9,850,566	10,071,312
1.30 English Language Learning	1,079,520	270,800	1,350,320	3,000	1,353,320	103,220
1.31 Aboriginal Education	336,222	85,396	421,618	10,280	431,898	421,739
1.41 School Administration	4,119,913	1,031,421	5,151,334	113,185	5,264,519	5,117,382
1.60 Summer School	7,410	1,500	8,910		8,910	
1.61 Continuing Education	184,229	48,500	232,729		232,729	
1.62 International and Out of Province Students	1,602,543	399,704	2,002,247	467,750	2,469,997	2,488,214
1.64 Other	-		-	(1,190,730)	(1,190,730)	
Total Function 1	43,841,330	11,331,534	55,172,864	2,602,180	57,775,044	57,201,258
4 District Administration						
4.11 Educational Administration	592,188	176,736	768,924	258,306	1,027,230	938,845
4.40 School District Governance	236,613	21,754	258,367	99,418	357,785	348,257
4.41 Business Administration	1,369,583	413,479	1,783,062	623,055	2,406,117	2,474,254
Total Function 4	2,198,384	611,969	2,810,353	980,779	3,791,132	3,761,356
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	416,102	104,168	520,270	122,000	642,270	628,287
5.50 Maintenance Operations	2,327,277	661,719	2,988,996	1,195,065	4,184,061	4,899,924
5.52 Maintenance of Grounds	273,314	70,391	343,705	41,435	385,140	248,705
5.56 Utilities	-		-	1,245,200	1,245,200	1,116,200
Total Function 5	3,016,693	836,278	3,852,971	2,603,700	6,456,671	6,893,116
7 Transportation and Housing						
7.41 Transportation and Housing Administration	-		-		-	241,882
7.70 Student Transportation	121,586	31,296	152,882	136,000	288,882	
7.73 Housing	-		-	(324,555)	(324,555)	50,000
Total Function 7	121,586	31,296	152,882	(188,555)	(35,673)	291,882
9 Debt Services						
9.92 Interest on Bank Loans			-	(281,380)	(281,380)	
Total Function 9	-	-	-	(281,380)	(281,380)	-
Total Functions 1 - 9	49,177,993	12,811,077	61,989,070	5,716,724	67,705,794	68,147,612

DRAFT - Not Finalized

March 08, 2019 10:31

School District No. 40 (New Westminster)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense Year
Ended June 30, 2020

	2020 Budget	2019 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	7,642,538	6,419,507
Other		
Other Revenue	1,470,000	1,610,650
Total Revenue	9,112,538	8,030,157
Expenses		
Instruction	8,876,666	7,794,285
Operations and Maintenance	35,872	20,078
Total Expense	8,912,538	7,814,363
Net Revenue (Expense)	200,000	215,794
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(200,000)	(215,794)
Total Net Transfers	(200,000)	(215,794)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 40 (New Westminster)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2020

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK
	\$	\$	\$	\$	\$	\$		\$	\$
Deferred Revenue, beginning of year	-		26,190	436,738	1,160,739		-	-	250,000
Add: Restricted Grants									
Provincial Grants - Ministry of Education	235,872	238,691				96,000	19,600	107,000	1,512,237
Other				120,000	1,300,000				85,000
	235,872	238,691	-	120,000	1,300,000	96,000	19,600	107,000	1,597,237
Less: Allocated to Revenue	235,872	238,691	-	-	1,300,000	96,000	19,600	107,000	1,847,237
Deferred Revenue, end of year	-	-	26,190	556,738	1,160,739	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	235,872	238,691				96,000	19,600	107,000	1,752,237
Other Revenue					1,300,000				95,000
	235,872	238,691	-	-	1,300,000	96,000	19,600	107,000	1,847,237
Expenses									
Salaries									
Teachers								37,259	519,000
Principals and Vice Principals									
Educational Assistants		188,960							473,990
Support Staff						65,079			78,100
Other Professionals									49,150
Substitutes		9,628						2,532	2,477
	-	198,588	-	-	-	65,079	-	39,791	1,122,717
Employee Benefits		40,103				27,137		12,324	285,529
Services and Supplies	35,872				1,300,000	3,784	19,600	54,885	438,991
	35,872	238,691	-	-	1,300,000	96,000	19,600	107,000	1,847,237
Net Revenue (Expense) before Interfund Transfers	200,000	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(200,000)								
	(200,000)	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 40 (New Westminster)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2020

	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing and Remedies	Coding and Curriculum Implementation	Arts in Education	Textile Recycling	Firefighters Donation	United Way	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	-	-	-	-	1,873,667
Add: Restricted Grants								
Provincial Grants - Ministry of Education	418,499	4,774,639						7,402,538
Other				-			75,000	1,580,000
	418,499	4,774,639	-	-	-	-	75,000	8,982,538
Less: Allocated to Revenue	418,499	4,774,639	-	-	-	-	75,000	9,112,538
Deferred Revenue, end of year	-	-	-	-	-	-	-	1,743,667
Revenues								
Provincial Grants - Ministry of Education	418,499	4,774,639	-					7,642,538
Other Revenue							75,000	1,470,000
	418,499	4,774,639	-	-	-	-	75,000	9,112,538
Expenses								
Salaries								
Teachers	15,873	3,639,855						4,211,987
Principals and Vice Principals	24,000							24,000
Educational Assistants	-							662,950
Support Staff	120,000							263,179
Other Professionals							60,000	109,150
Substitutes	145,875	210,206	-					370,718
	305,748	3,850,061	-	-	-	-	60,000	5,641,984
Employee Benefits	62,476	772,054	-				15,000	1,214,623
Services and Supplies	50,275	152,524	-					2,055,931
	418,499	4,774,639	-	-	-	-	75,000	8,912,538
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	200,000
Interfund Transfers								
Tangible Capital Assets Purchased								(200,000)
	-	-	-	-	-	-	-	(200,000)
Net Revenue (Expense)	-	-	-	-	-	-	-	-

School District No. 40 (New Westminster)

Schedule 4

Annual Budget - Capital Revenue and Expense Year Ended
June 30, 2020

	2020 Annual Budget			2019 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Other			-	163,310
Investment Income		800	800	1,000
Amortization of Deferred Capital Revenue	2,300,542		2,300,542	2,145,087
Total Revenue	2,300,542	800	2,301,342	2,309,397
Expenses				
Operations and Maintenance			-	163,310
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,078,054		3,078,054	3,066,301
Transportation and Housing	18,225		18,225	18,225
Total Expense	3,096,279	-	3,096,279	3,247,836
Net Revenue (Expense)	(795,737)	800	(794,937)	(938,439)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,100,000		1,100,000	265,794
Total Net Transfers	1,100,000	-	1,100,000	265,794
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	-	-	-	
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	304,263	800	305,063	(672,645)

2019-2020 Preliminary Budget -Structural Surplus/Deficit

MODEL 5: Revenues Adjusted; Expenses Status Quo Less IDHLP/International Downsizing & Enrolment Staffing Increases

SHORTFALL -712,174

OPERATING March 5, 2019

	BUDGET DOLLARS									
	A	B	C	D	E	F	G	I	J	K
	2018-2019	2019-2020 Status Quo	2017-2018 Carry Forwards	Structural Deficit - March 5/19	1st Reading March 12/19	2nd Reading Supt's Recommend ations - April 9/19	3rd Reading Supt's Recommend ations - April 30/19	second Reading Debate Changes - April 30/19	2019-2020 Preliminary	Total Change
Funded FTE	6,798			6,761					6,761	-37
Operating Grant	62,284,003	62,284,003		235,552					62,519,555	235,552
Pay Equity	521,853	521,853							521,853	0
Student Transportation Fund	4,251	4,251							4,251	0
Provincial Assessment (Formerly FSA)	8,187	8,187							8,187	0
Graduated Adults	70,470	70,470							70,470	0
Carbon Tax Reimbursement	50,000	50,000							50,000	0
Mental Health Child Action Initiative	33,000	33,000		-33,000					0	-33,000
Salary Differential	10,272	10,272		-10,272					0	-10,272
Support Staff	46,704	46,704							46,704	0
ITA/Apprenticeship & Trades	100,000	100,000							100,000	0
UBC Drug & Alcohol Contract	62,000	62,000							62,000	0
Summer School Fees	90,000	90,000							90,000	0
Continuing Education	200,000	200,000							200,000	0
International	4,184,289	4,184,289		-765,289					3,419,000	-765,289
Cafeteria	130,000	130,000							130,000	0
Community Use/Long Term Rentals	200,000	200,000							200,000	0
Interest	400,000	400,000							400,000	0
Workbook Fees & Book Deposits	57,100	57,100							57,100	0
Cultural Program Grant	4,500	4,500							4,500	0
Miscellaneous	14,450	14,450		-4,450					10,000	-4,450
		-								
Surplus	1,431,380	1,431,380	-1,431,380						0	-1,431,380
Total Revenue	69,902,459	69,902,459	-1,431,380	-577,459	0	0	0	0	67,893,620	-2,008,839

Salaries

Teachers	30,363,207	30,363,207		400,000					30,763,207	400,000
Principals Vice Principals	3,599,590	3,599,590							3,599,590	0
Educational Assistants	5,307,219	5,307,219							5,307,219	0
Noon Hour Supervisors	114,400	114,400							114,400	0
Aboriginal Support Workers	197,031	197,031							197,031	0
Clerical - District & School Offices	2,317,507	2,317,507							2,317,507	0
Clerical - Library	39,498	39,498							39,498	0
Maintenance	643,981	643,981							643,981	0
Grounds	272,349	272,349							272,349	0

BUDGET DOLLARS									
A	B	C	D	E	F	G	I	J	K
2018-2019	2019-2020 Status Quo	2017-2018 Carry Forwards	Structural Deficit - March 5/19	1st Reading March 12/19	2nd Reading Supt's Recommend ations - April 9/19	3rd Reading Supt's Recommend ations - April 30/19	second Reading Debate Changes - April 30/19	2019-2020 Preliminary	Total Change
Custodial	1,205,925	1,205,925						1,205,925	0
Info Tech	324,059	324,059						324,059	0
Transportation	116,048	116,048						116,048	0
Other Professionals	2,473,327	2,473,327						2,473,327	0
Trustees	171,398	171,398						171,398	0
Substitutes	1,632,454	1,632,454						1,632,454	0
Sub-Total - Salaries	48,777,993	48,777,993	0	400,000	0	0	0	49,177,993	400,000
Benefits	12,711,077	12,711,077		100,000				12,811,077	100,000
Sub-Total - Salaries & Benefits	61,489,070	61,489,070	0	500,000	0	0	0	61,989,070	500,000
Supplies & Services									
Services	1,606,018	1,606,018						1,606,018	0
Student Transportation	136,000	136,000						136,000	0
Professional Development & Travel	545,250	545,250						545,250	0
Rentals & Leases	223,000	223,000						223,000	0
Dues & Fees	262,900	262,900						262,900	0
Insurance	110,000	110,000						110,000	0
Supplies	3,385,021	3,385,021						3,385,021	0
Utilities	1,245,200	1,245,200						1,245,200	0
Contingency - Independent Learning	0	0						Incl in Supplies	0
Capital Assets Purchased Transfers	900,000	900,000						900,000	0
Surplus	Incl Above	Incl Above	-1,431,380	1,150,000				-281,380	-281,380
Bowen Island Home Learner Program	0	0		-1,190,730				-1,190,730	-1,190,730
International Downsize in Preparation for NWSS Cap	0	0		-324,555				-324,555	-324,555
Sub-Total - Supplies & Services	8,413,389	8,413,389	-1,431,380	-365,285	0	0	0	6,616,724	-1,796,665
Total Expenditures	69,902,459	69,902,459	-1,431,380	134,715	0	0	0	68,605,794	-1,296,665
Surplus/(Deficit)	0	0	0	-712,174	0	0	0	-712,174	-712,174

2019-2020 Proposed School Calendar

September 2019 1

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
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July 2020 11

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November 2019 3

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February 2020 6

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August 2020 12

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2019-2020 PROPOSED School Calendar

KEY

	Statutory Holiday
	Opening Partial Day
	Non-Instructional Day (NI Day)
	Administrative Day
	School Vacation
	Days of Instruction

2019

Tuesday, September 3	- Opening Partial Day
Monday, September 23	- NI Day
Monday, October 14	- Thanksgiving Day
Friday, October 25	- Provincial Pro-D Day
Monday, November 11	- Remembrance Day
Tuesday, November 12	- NI Day
December 23, 2019 – January 3, 2020	- Winter Vacation

2020

Monday, January 6	- Schools reopen
Friday, February 14	- NI Day
Monday, February 17	- Family Day
March 16 – 27	- Spring Break
Monday, March 30	- Schools reopen
Thursday, April 9	- NI Day
Friday, April 10	- Good Friday
Monday, April 13	- Easter Monday
Friday, May 15	- NI Day
Monday, May 18	- Victoria Day
Thursday, June 25	- Last day - students
Friday, June 26	- Administrative Day

DRAFT

Proposed School Calendar

August 2021 - July 2022

August 2021 1						
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May 2022 10						
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June 2022 11						
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July 2022 12						
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KEY

- = Stat Holiday
- = Winter & Spring Break
- = Administrative Day
- = Days of Instruction
- = Summer Break

DRAFT

Proposed School Calendar

August 2022 - July 2023

August 2022 1						
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September 2022 2						
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October 2022 3						
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November 2022 4						
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December 2022 5						
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January 2023 6						
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February 2023 7						
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March 2023 8						
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April 2023 9						
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May 2023 10						
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June 2023 11						
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July 2023 12						
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KEY

- = Stat Holiday
- = Winter & Spring Break
- = Administrative Day
- = Days of Instruction
- = Summer Break

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)

522 FADER STREET PURCHASE BYLAW 2019

WHEREAS Section 96(2) of the *School Act* provides that a board of education may for educational purposes acquire and hold land or improvements within its school district;

AND WHEREAS Section 65(5) of the *School Act* requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw;

AND WHEREAS:

- (i) The Board of Education of School District No. 40 (New Westminster) (the **“Board”**) has entered into a conditional agreement dated for reference December 7, 2018 (the **“Purchase Agreement”**) with the owners of certain land for educational purposes (the **“Proposed School Site”**);
- (ii) The Proposed School Site is located at 522 Fader Street, New Westminster, B.C., and the legal description of the Proposed School Site as follows:

PID: 010-168-699
Lot “A” Suburban Block 2 Plan 16242; and
- (iii) The Board is satisfied that the Proposed School Site will be suitable for the Board’s educational purposes and that the purchase price payable under the Purchase Agreement does not exceed the fair market value of the Proposed School Site;

NOW THEREFORE be it resolved as a Bylaw of the Board that the Board complete the purchase of the Proposed School Site as contemplated in the Purchase Agreement.

BE IT FURTHER resolved as a Bylaw of the Board that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver all funds and documents required to complete the purchase transaction as contemplated by the Purchase Agreement.

This Bylaw may be cited as “School District No. 40 (New Westminster) 522 Fader Street Purchase Bylaw 2019”.

READ A FIRST TIME THE 12th DAY OF MARCH, 2019;

READ A SECOND TIME THE 12th DAY OF MARCH, 2019;

Upon unanimous agreement of the Trustees of the Board in attendance, this Bylaw was read a third time on March 12, 2019, and finally passed and adopted this 12th day of March, 2019.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 40 (New Westminster) 522 Fader Street Purchase Bylaw 2019, adopted by the Board the 12th Day of March, 2019.

Secretary-Treasurer

CAPITAL BYLAW No. 2019/20-CPSD40-01
CAPITAL PLAN 2019/20

A BYLAW by the Board of Education of School District No. 40 (New Westminster) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to sections 143 (2) and 144 (1) of the *School Act*.

WHEREAS in accordance with provisions of the *School Act*, the Minister of Education (hereinafter called the "Minister") has approved the Capital Plan of the Board.

NOW THEREFORE the Board agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute Project Agreement(s) related to the expenditures contemplated by the Capital Plan;
- (b) Upon ministerial approval to proceed, commence the Project(s) and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the Project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2019-20 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated March 1, 2019, is hereby adopted.
- 2. This Bylaw may be cited as School District No. 40 (New Westminster) Capital Bylaw No. 2019/20-CPSD40-01.

READ A FIRST TIME THE 12th DAY OF MARCH, 2019;

READ A SECOND TIME THE 12th DAY OF MARCH, 2019;

READ A THIRD TIME, PASSED AND ADOPTED THE 12th DAY OF MARCH, 2019.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 40 (New Westminster) Capital Bylaw No. 2019/20-CPSD40-01 adopted by the Board the 12th Day of March, 2019.

Secretary-Treasurer

Supplement to: **REGULAR SCHOOL BOARD MEETING**

Date: March 12, 2019

Submitted by: Danielle Connelly, Trustee

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

Subject: Funding Model Review

Background:

British Columbia's Ministry of Education is in the process of reviewing the current funding model for public schools in British Columbia. Part of the review process includes submissions from interested parties, including boards of education in response to their funding model review paper submitted by and independent review panel in May 2018.

New Westminister's school board and senior management team are undertaking a review and will be submitting a response prior to the March 31, 2019 deadline.

Points of consideration will be the three themes identified by the Funding Model Review Panel:

1. Equity of Educational Opportunity
2. Accountability
3. Financial Management

We will be using the following British Columbia School Trustees Association's sample questions to frame our feedback:

- Which recommendations from each theme are viewed as positive by your district? Why?
- Which recommendations from each theme are viewed as concerning for your district? Why?
- Which recommendations from each theme are viewed as needing further consideration? Why?

We will also be using the questions posed by Minister Fleming in his solicitation for feedback letter from January 29, 2019 to frame our feedback submission:

1. List the recommendations in order of importance to your organization. Some recommendations may have multiple components. If your members feel that certain aspects of a particular recommendation are more important than others, please be sure to identify them in order of importance.
2. Specify the recommendations that your organization may want to see implemented earlier, to best support student achievement. Again, if there are aspects of a recommendation that should be implemented earlier, please be sure to identify those components.
3. Identify the recommendations that your association feels are the most challenging to implement and identify specific implications and concerns associated with those recommendations. Where possible, please provide meaningful supporting evidence.

Recommendation:

Nil.