

**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
Operations Policy and Planning Committee
AGENDA**

Tuesday, April 9, 2019

7:30 pm

School Board Office

811 Ontario Street, New Westminster

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

	Time	Pages
1. <u>Approval of Agenda</u>	(7:30pm)	
Recommendation: THAT the agenda for the April 9, 2019 Open Operations Policy and Planning Committee meeting be adopted as distributed.		
2. <u>Correspondence</u>	(7:32pm)	
3. <u>Comment & Question Period from Visitors</u>	(7:34pm)	
4. <u>Reports from Senior Management</u>	(7:44pm)	
a. 2019-2020 Preliminary Budget		
i. Stakeholder Submission Presentations (10 mins. each)		3
- Canadian Union of Public Employees - Marcel Marsolais, President, CUPE Local 409	(7:50pm)	
- New Westminster Principals' & Vice Principals' Association (information only)	(8:00pm)	
- New Westminster Teachers' Union - Eric Young, President	(8:10pm)	

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) place Bylaw reading No. 2 in the amount of \$81,334,628 on the floor; and further; that the Board postpone carrying Bylaw No. 2 to April 30, 2019 Regular Open Board of Education meeting.

ii. Superintendent's Recommendation (K. Hachlaf) (8:30pm) 10

5. General Announcements (9:00pm)

6. New Business (9:02pm)

a. Youth Trade Capital Equipment Program Final ITA Funding Letter (K. Morris) 27

7. Old Business

a. Board Policy Revision: Policy 7 Board Operations (M. Gifford) (9:07pm) 29

8. Question Period (15 Minutes) (9:15pm)

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

9. Adjournment (9:30pm)



BOARD OF EDUCATION
SCHOOL DISTRICT
NO 40 NEW WESTMINSTER
OPERATIONS POLICY & PLANNING COMMITTEE

RE: CANADIAN UNION OF
PUBLIC EMPLOYEES
LOCAL 409 - 2019/2020
BUDGET SUBMISSION

Cupe 409's 350 members that include clerical, IT, custodians, trades, gardening, aboriginal cultural workers, education assistants, child & youth care workers, crossing guard's, noon hour supervisors, bus attendant's and food service workers provide safe, healthy learning environments, and instructional support as education assistants working directly with children with diverse and complex needs. Education workers ensure that our schools are safe for children during and after school is in session.

As the board is aware underfunding in the K – 12 sector have been substantial and chronic that has resulted in cutbacks in crucial areas in our district. One of the most noticeable is in custodial services partially due to the elimination of day custodians and the erosion of positions and claw back of hours to complete their expanded cleaning areas has left custodial staff significantly overworked. Understaffing and overwork in this function has resulted in a health and safety issue for our workers, staff and students.

These and similar concerns are taking place in the context of wage increases that are not keeping pace with inflation in our region.

CUPE clerical workers include payroll, accounting, benefits, human resource, maintenance, tech services, buyer, dispatch and records clerk all provide vital administrative services to our growing student population. Recently the creation of precarious positions primarily for clerical workers on the front lines in our schools, faced with unreasonable workloads in positions well under 35 hours a week.

Education Assistants whose hours of work from bell to bell are below a living wage and make it impossible to consult with colleague's in regards to student Individual Education Plans.

Aboriginal Education support staffing is at an all time low making impossible for our workers to address the crucial emphasis on Truth and Reconciliation Commission. Their role is to enhance public education in order to facilitate reconciliation for all our students is extremely challenging with the current limited hours allotted at numerous school locations.

Our trades, Information Technologists, utility grounds /gardeners and cafeteria chefs provide healthy learning environments that also result in student achievement but at this time are understaffed to meet the demands.



In closing we request that the board focus on restoring and increasing CUPE education workers hours of work and create additional positions to address unreasonable workloads. This will ensure recruitment of new skilled workers and the retainment of dedicated long-term employees that will benefit our school community and result in savings for the district overall.

Respectfully Submitted on behalf of CUPE Local 409
Supporting the Students of New Westminster since 1950.

Marcel Marsolais
President, Canadian Union of Public employees
Local 409

New Westminster Principals' and Vice-Principals' Association

April 1, 2019

To 2019 Operations Policy and Planning Committee:

Re: NWPVPA Priority Identification for 2019/20 Budget Development Process

We would like to begin by thanking the Operations Policy and Planning Committee for this opportunity to provide input for the 2019-2020 budget development process. As Chairs of the New Westminster Principal and Vice-Principals' Association (NWPVPA), we have consulted with our administrative colleagues and look forward to sharing their thoughts with you as we continue to work together towards our District vision that *New Westminster Schools is a place where students love to learn*. We continue to embrace the values of *collaboration, engagement, equity, inclusion, innovation, integrity* as we move forward with this process. While budget decisions are never easy, we are confident that these values, together with our district vision and mission statements will be at the forefront of any decision regarding the budget process for all stakeholder groups.

Students, teachers, support staff, administrators, and parents are all impacted by any budget decisions. The NWPVPA has identified three priorities including Inclusive Education support, improved instructional practice, and the ability to provide leadership and lead change. These priorities are based on our desire *to enable each student to learn in a safe, engaging and inclusive environment*.

An inclusive education model requires sufficient resources to effectively implement and has increased site based administrative responsibilities. In all of our schools, there are children whose needs require significant support from a team of education professionals including those in speciality areas (Counsellors, District Psychologists, Speech and Language, Behaviour Specialists, Educational Assistants with specialized skill sets, etc.). Supporting these children and their families is critical for each child's success at school. School-based administrators do their best to ensure that Education and/or Support Plans are being developed and implemented, staffing is in place, and that proper resources are available within our district for each child at this time. We appreciate the District's continued efforts to build capacity, seek out specialists to support our students, and provide resources to meet a variety of learning needs. We hope these efforts will continue to be supported within this next fiscal year and we would welcome the opportunity to continue to encourage collaborative and adaptive learning environments.

Our next priority concerns instructional practice and student support. Curriculum development and implementation of instructional initiatives such as 'Assessment for Learning' and differentiated instruction practices are important aspects of instruction as we embrace the redesigned curriculum, framework for assessment and new reporting expectations. Many of the recommendations demonstrate what is best practice for all learners. Examples of support to be considered include: social and emotional learning resources and materials, ongoing in-service and professional development opportunities, collaboration opportunities for both teachers and support staff, supporting resources for differentiated instructional strategies (i.e. high interest leveled readers), time to develop and implement effective assessment for learning practices,

and opportunities for work experience. Supporting the effective and continued implementation of these strategies requires staffing support at all levels.

It has been challenging to effectively support continuous improvement within our school communities as we try to balance the managerial and instructional leader responsibilities. We want to be able to support our teachers and support staff as they develop students' skills in the areas of core competencies (thinking, communication and social/personal competencies), curricular competencies and learning standards for all New West Schools learners. Our ability to provide leadership and lead change has been impacted by the current staffing replacement shortages. Supervision of learning is a powerful way to provide instructional leadership as we engage in instructional conversations based on student learning, academic achievement, curriculum and curriculum planning, classroom environment, assessment and professional responsibilities. These complex components put together translate into improving a school's instructional capacity that directly impacts student learning. If we are going to best serve the needs of all educational partners and most importantly students, we do need a reasonable adjustment that adds school level administrative time. We strongly believe the combined leadership capacity of administrators, teachers, support staff, parents and students is essential to building and sustaining a professional learning community.

Thank you for the opportunity to provide feedback and input on behalf of the New Westminster Principals and Vice Principals' Association.

Sincerely,

Karen Catherwood
Jen Richter
Co-Chairs
New Westminster Principals' and Vice-Principals' Association



New Westminster Teachers' Union

April 1, 2019

To: District Operations Policy and Planning Committee

Re: District Budget Priorities for the 2019-2020 School Year

Thank you for this opportunity to provide our input into the 2019-2020 school district budget. The New Westminster Teachers' Union appreciates the collaborative processes with the New Westminster School Board that we have in place to improve the lives of students, teachers, and support staff within our district.

In the fall of this school year, the NWTU surveyed our members to ask what they feel they need to provide the best service to the students of New Westminster. We divided the survey into classroom needs, school needs, and staffing concerns. The following is the top concerns of New Westminster teachers.

Classroom needs

Teachers identified the following needs:

- Flexible seating, furniture, and accessories
- Chromebooks
- Technology that students need to access the curriculum through Google Read and Write e.g. headsets, iPads, Chromebooks
- Comprehensive list of standard classroom supplies
- Textbooks (print and online)
- Self-regulation tools (e.g., beanbag chairs, wobble chairs, fidgets, noise-blocking headsets)

Teachers try to provide the best learning atmosphere possible for their students. Classrooms are no longer arranged in fixed rows with teachers instructing at the front of the classroom. As such, there is a need for more flexible seating and furniture i.e. desks and chairs that are easily moveable. Each school was given a budget to purchase such items, but unfortunately, the need has outstripped the available funding. Coupled with this is the need for beanbag chairs and wobble chairs to assist with student self-regulation.

Further, while we recognize that the school district has purchased many carts of Chromebooks in the past years, there is still a need to purchase more and to replace those that are no longer working. Ideally, there should be one Chromebook cart for every two classrooms, but this is not the case in all schools. For example, at New Westminster Secondary School, there are only six Chromebook carts for teachers to book for their students, and demand is always more than supply. As the new curriculum emphasizes inquiry, students need access to Chromebooks help with the process.

Students that need to use Google Read and Write to access the curriculum also need the technology that will allow them to do so. The purchase of headsets would assist these students in being able to use the adaptive technology they need to succeed. Further, these students need personal iPads or Chromebooks to be carried with them throughout the day as they complete tasks in class. Some students also need noise-blocking headsets to assist in with their self-regulation.

Lastly, new teachers, as well as teachers new to a school, should not walk into an ‘empty’ classroom. Teachers should not have to pay out of their own pocket for such things as individual student whiteboards, markers, math manipulatives, visuals (e.g., alphabets, calendars, etc.), flip chart easels, carpets, resources for play-based learning, and leveled literacy materials within classroom libraries. In addition, all teachers, especially newer ones, should have access to current textbooks to help guide them through their planning of the ‘new’ curriculum. Textbooks contain far more than leveled reading material and reading response comprehension questions; they also contain excellent expert teacher ideas for lesson differentiation and suggested activities for critical thinking and student communication through social interaction with peers. Ideally, each student would also have access to their own copy of a textbook for each subject and not need to share with other students.

School needs

Teachers identified the following needs:

- Photocopiers
- Laminator
- Art, math, science, and ADST supplies
- Easy to use reading assessment kit (more than one per school)

While the revised curriculum has been implemented from kindergarten to grade 9, it has been largely left up to the classroom teacher to source resources. For example, textbook publishers have not caught up to the revised curriculum and schools have not had the funds to replace textbooks that do meet the new curricular competencies and Big Ideas. Because of this, teachers are having to photocopy more materials for their students. Teachers are telling us that the photocopiers provided are not adequate to do the job, nor is the paper budget to do the actual photocopying.

Further, with the elimination of the district laminator, all teachers do not have equitable access to a laminator to preserve their classroom resources. Some schools have purchased smaller laminators, but not all have. These smaller laminators do not do the same quality job as the large district laminator, nor are they capable of laminating larger items such as posters, most of which teachers purchase out of their own money to decorate their classrooms.

Teachers have also identified the need for art, science, math, and ADST supplies for their classes. For example, an art supply room needs to have paint and paper of all sizes, but it should also include art materials for teachers to introduce students to other types art media; more than just 2-D art activities. Our schools should also have the tools and technology needed to assist teachers in implementing the math, science, and applied design skills and technology (ADST) curriculum with their students. We have been told that consistency in the amount and types resources available to teachers among schools varies. Every student’s teacher should have equal access to tools and technology which only help to engage students and enhance student learning.

Teachers are also requesting an easy to use reading assessment kit to use and to have more than one in each school. While assessment kits were recently purchased, it was not widely publicized and not all teachers were made aware of this. The kits that were purchased may have ended up in a teacher’s classroom and the other teachers at the school would not know that it had even arrived.

Staffing concerns

Teachers identified the following concerns:

- Education assistants
- Custodial
- Enrolling teachers to improve class size and composition
- Resource/learning support teachers

Over half of the teachers who completed our survey saw a need for more education assistants for their schools. With increasingly complex learners in our classrooms, there is a need for more education assistants. Because of the chronic shortage of EAS, resource and learning support teachers are sometimes pulled from their own jobs to cover for an EA, which ultimately results in less support for other students needing it.

Teachers are also requesting more custodial support. Most sites do not have a day custodian, and the administrator is responsible for clean up if a student vomits or has an accident in the washrooms. This is not good use of an administrator's time, nor should it be their job. Day custodians provide another set of eyes and ears in a building and help us keep our schools safe and clean on a daily basis. Lastly, teachers are asking for the hiring of more teachers, both enrolling, and non-enrolling teachers. The hiring of more classroom teachers would help improve class size and composition issues (Article D.2 Class Size and Composition), and the hiring of more resource/learning support teachers would assist classroom teachers in ensuring their students with complex needs are being supported in the best ways possible.

It should be noted that since our staffing ratios language (Article D.1 Staffing Formula) was put back into our contract, after being illegally stripped away by the previous provincial government, these ratios have not been met for the majority of the time over the last two school years. Further, on an almost daily basis non-enrolling teachers (i.e., Learning Support Teachers (Resource and ELL), Teacher-Librarians, and Counsellors) are regularly reassigned to cover absent classroom teachers. Our members tell us it adds to their overall workload, adds stress and workplace uncertainty, and lowers employee morale, as these changes typically happen at the last minute and the work they planned on completing must be put aside. Our members tell us this also adds a sense of guilt, as they feel responsible to the students and teachers they support, and feel personally responsible when they are unable to provide service to the students and teachers they support.

The NWTU feels this problem could be alleviated with the hiring of more contract (temporary and continuing) teachers teaching on call (TTOC), as well as staffing non-enrolling teachers well beyond the minimum staffing requirements indicated in our Collective Agreement. Thank you once again for the opportunity to provide input into the budgeting process. We look forward to working together to provide the best learning environment for our students.

Respectfully,



Eric Young
President, New Westminster Teachers' Union

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New Westminster Schools

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2019-2020 Preliminary Budget - Superintendent's Recommendations
MODEL 5-1
OPERATING April 9, 2019

	BUDGET DOLLARS							
	A	B	C	D	E	F	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 Recommendations - April 9/19	2019-2020 Preliminary	Total Change
Funded FTE	6,798			6,761		19	6,780	-18
Inclusion Students	318			307		15	322	4
Operating Grant	62,284,003	62,284,003		235,552		1,225,396	63,744,951	1,460,948
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
		-					0	
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	1,225,396	69,119,016	-783,443

BUDGET DOLLARS							
A	B	C	D	E	F	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 Recommendations - April 9/19	2019-2020 Preliminary	Total Change
Teachers	30,363,207	30,363,207	400,000		-893,665	29,869,542	-493,665
Principals Vice Principals	3,599,590	3,599,590			-37,938	3,561,652	-37,938
Educational Assistants	5,271,558	5,271,558			497,961	5,769,519	497,961
Noon Hour Supervisors	114,400	114,400			31,188	145,588	31,188
Aboriginal Support Workers	197,031	197,031			39,147	236,178	39,147
Chef Assistants	126,731	126,731			1,573	128,304	1,573
Bus Attendants	35,661	35,661			445	36,106	445
Clerical	2,190,776	2,190,776			26,964	2,217,740	26,964
Maintenance	683,479	683,479			142,873	826,352	142,873
Grounds	272,349	272,349			-53,699	218,650	-53,699
Custodial	1,205,925	1,205,925			161,446	1,367,371	161,446
Info Tech	324,059	324,059			-2,148	321,911	-2,148
Crossing Guards	116,048	116,048			1,297	117,345	1,297
Other Professionals	2,473,327	2,473,327			240,748	2,714,075	240,748
Trustees	171,398	171,398			7,209	178,607	7,209
Substitutes	1,632,454	1,632,454			20,406	1,652,860	20,406
Sub-Total - Salaries	48,777,993	48,777,993	0	400,000	0	49,361,800	583,807
Benefits	12,711,077	12,711,077		100,000	-156,107	12,654,970	-56,107
Sub-Total - Salaries & Benefits	61,489,070	61,489,070	0	500,000	0	62,016,770	527,700

BUDGET DOLLARS							
A	B	C	D	E	F	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 Recommendations - April 9/19	2019-2020 Preliminary	Total Change
Supplies & Services							
Services	1,606,018	1,606,018			-174,337	1,431,681	-174,337
Student Transportation	136,000	136,000			34,500	170,500	34,500
Professional Development & Travel	545,250	545,250			-24,850	520,400	-24,850
Rentals & Leases	223,000	223,000			169,998	392,998	169,998
Dues & Fees	262,900	262,900			-29,750	233,150	-29,750
Insurance	110,000	110,000			11,000	121,000	11,000
Supplies	3,385,021	3,385,021			-1,414,705	1,970,316	-1,414,705
Utilities	1,245,200	1,245,200			117,000	1,362,200	117,000
Capital Assets Purchased Transfers	900,000	900,000			0	900,000	0
Sub-Total - Supplies & Services	8,413,389	8,413,389	0	0	0	7,102,245	-1,311,144
Total Expenditures	69,902,459	69,902,459	0	500,000	0	69,119,015	-783,444
Surplus/(Deficit)	0	0	-1,431,380	-1,077,459	0	2,508,839	0

2019-2020 Preliminary Budget - Superintendent's Recommendations

MODEL 5-1

OPERATING April 9, 2019

Revenue:

- Regular and inclusion enrolment updated to reflect increases

Expense:

- All staffing levels adjusted for 19/20 needs including teacher, education assistant, PVP and clerical staffing formulas
- CUPE and Teacher wages Increased by May 1, 2019 Economic Stability Dividend
- No other collective agreement increases reflected as a result of bargaining; assuming increases will be funded separately
- Excluded and PVP Increases resulting from executive compensation thaw
- 1 FTE Custodial increase from 18/19 surplus remains
- Education Assistant hours for Inclusion Level 2 Autism students increased by 25%
- International and Island Discovery Home Learner Program downsize reflected in wages, benefits and services & supplies
- 2018/2019 Initiatives from 16/17 Surplus Funds eliminated
- 2019/2020 Initiatives embedded into operating (no surplus required)
 - Teacher Coaches \$300,000
 - Innovation Grants \$10,000
 - Flexible Learning Environments \$100,000
 - Student Advisory \$15,000
 - Increase to School Allocations for Learning Resources, Curricular Travel and Small School Supplement \$104,000
 - Enrolment Growth Classroom Furniture & Equipment Fund \$48,000
- Alignment of professional development coding and budgets established
- Alignment of technology budget, including all software licensing, coding and budgets established
- No surplus used in balancing the budget; sustainable: revenue = expenses; no supplement required
- Maintains planned technology refresh \$387,000, of which \$300,000 goes directly to schools
- 5.0 FTE teachers reallocated from operating to Classroom Enhancement Fund resulting from 18/19 ruling SLP's and Psych's

2019-2020 Preliminary Budget - Draft 2 Superintendent's Recommendations
Services & Supplies

Account	Sub-Program Description	Description	2018-2019 Status Quo	2019-2020 Draft Draft 2 Changes	2
1-00-1-02-000-310		PROFESSIONAL SERVICES	59,813	-\$9,813	50,000
1-00-1-02-000-340		TRAVEL/MEALS/REG	20,000	\$10,000	30,000
1-00-1-02-000-349		PROFESSIONAL DEVELOPMENT	312,000		312,000
1-00-1-02-000-370		DUES & FEES	34,500	-\$10,500	24,000
1-00-1-02-000-431		TELEPHONE	6,500	\$500	7,000
1-00-1-02-000-432		LEASE - PHOTOCOPIERS	5,000	\$2,637	7,637
1-00-1-02-000-434		COPIER COSTS	7,000	\$1,000	8,000
1-00-1-02-000-510		GENERAL SUPPLIES	228,997	-\$103,997	125,000
1-00-1-02-000-512		FOOD SUPPLIES/NOURISHMENT PROGRAM	50,000	-\$50,000	-
1-00-1-02-000-580	NEW	CLASSROOM EQUIPMENT - ENROLMENT GROWTH		\$48,000	48,000
1-00-1-02-000-591		TECHNOLOGY EQUIP. REFRESH HRD	535,496	-148,046	387,450
1-00-1-02-000-594		EDUCATIONAL SOFTWARE	235,496	-\$95,664	139,832
1-00-1-02-060-510	Innovation Grant	GENERAL SUPPLIES	8,000	-\$8,000	-
1-00-1-02-063-310	FSA	PROFESSIONAL SERVICES	8,187		8,187
1-00-1-02-074-510	ADST	GENERAL SUPPLIES	33,000	-\$33,000	-
1-00-1-02-103-510	Mental Health MOE Jan '19	GENERAL SUPPLIES	33,000	-\$33,000	-
1-00-1-02-148-510	Numeracy	GENERAL SUPPLIES	100,000	-\$100,000	-
1-00-1-02-149-510	Indigenizing Curriculum	GENERAL SUPPLIES	10,000	-\$10,000	-
1-00-1-02-150-310	Mental Health Dinner Series	PROFESSIONAL SERVICES	10,000	-\$10,000	-
1-00-1-02-151-310	Curriculum Implement/Pro-D	PROFESSIONAL SERVICES	15,000	-\$15,000	-
1-00-1-02-151-510	Curriculum Implement/Pro-D	GENERAL SUPPLIES	15,000	-\$15,000	-
1-00-1-02-355-330	May Day	TRANSP/FIELD TRIP EXP	9,500		9,500
1-00-1-02-060-510	19/20 Initiative	INNOVATION GRANTS		\$10,000	10,000
1-00-1-02-143-510	19/20 Initiative	PHYSICAL LEARNING ENVIRONMENTS - FURNITURE		\$100,000	100,000
1-00-1-02-000-510	19/20 Initiative	STUDENT ADVISORY		\$15,000	15,000
1-01-1-02-xxx-510		SCHOOLS - Kelvin	78,512	(9,768)	68,744
1-02-1-02-xxx-510		SCHOOLS - Spencer	81,356	(13,612)	67,744
1-03-1-02-xxx-510		SCHOOLS - McBride	63,037	(2,188)	60,850
1-04-1-02-xxx-510		SCHOOLS - Tweedsmuir	65,878	(12,416)	53,462
1-05-1-02-xxx-510		SCHOOLS - Queen Elizabeth	81,154	(16,794)	64,360
1-06-1-02-xxx-510		SCHOOLS - Hume Park Homer Learner	114,737	(7,212)	107,525
1-08-1-02-xxx-510		SCHOOLS - NWSS	368,490	(101,555)	266,935
1-08-1-02-xxx-510		SCHOOLS - NWSS - Cafeteria (Offset by Revenue)	130,000	-	130,000
1-09-1-02-xxx-510		SCHOOLS - Howay	26,350	(1,783)	24,567
1-10-1-02-xxx-510		SCHOOLS - Connaught	24,290	10,706	34,996
1-17-1-02-xxx-510		SCHOOLS - Glenbrook	124,340	(31,967)	92,373
1-18-1-02-xxx-510		SCHOOLS - Queensborough	62,364	(13,191)	49,173
1-48-1-02-xxx-510		SCHOOLS - FRMS	83,175	(11,104)	72,071
1-32-1-02-xxx-510		SCHOOLS - Island Discovery Home Learner	277,000	-\$277,000	-
1-47-1-02-xxx-510		SCHOOLS - Qayqayt	95,340	(20,495)	74,845
1-xx-1-02-xxx-510		SCHOOLS - RCAP	3,828	1,818	5,646
1-xx-1-02-xxx-510		SCHOOLS - SIGMA	13,390	(3,721)	9,669
1-xx-1-02-xxx-510		SCHOOLS - POWER	2,628	6,309	8,937
1-xx-1-02-xxx-510		SCHOOLS - Adult/On-Line Virtual	139,165		139,165
Classroom Instruction			3,571,523	(958,857)	2,612,666
1-00-1-03-000-310		PROFESSIONAL SERVICES	30,000	(10,000)	20,000
1-00-1-03-000-340		TRAVEL/MEALS/REG	600		600
1-00-1-03-000-431		TELEPHONE	800		800
1-00-1-03-000-510		GENERAL SUPPLIES	3,000		3,000
1-00-1-03-073-310	ADST	PROFESSIONAL SERVICES	-		-
1-00-1-03-073-340	ADST	TRAVEL/MEALS/REG	-		-
1-00-1-03-073-431	ADST	TELEPHONE	-		-
1-00-1-03-073-510	ADST	GENERAL SUPPLIES	-		-
1-08-1-03-xxx-xxx		NWSS	4,559	(4,559)	-
Career Prep			38,959	(14,559)	24,400
1-01-1-07-xxx-xxx		SCHOOLS - Kelvin	500	(500)	-
1-02-1-07-xxx-xxx		SCHOOLS - Spencer	3,000	(3,000)	-
1-03-1-07-xxx-xxx		SCHOOLS - McBride	750	(750)	-
1-04-1-07-xxx-xxx		SCHOOLS - Tweedsmuir	700	(700)	-
1-05-1-07-xxx-xxx		SCHOOLS - Queen Elizabeth	1,500	(1,500)	-
1-08-1-07-xxx-xxx		SCHOOLS - NWSS	7,500	(7,500)	-
1-09-1-07-xxx-xxX		SCHOOLS - Howay	-	-	-
1-10-1-07-xxx-xxx		SCHOOLS - Connaught	213	(213)	-
1-17-1-07-xxx-xxx		SCHOOLS - Glenbrook	4,500	(4,500)	-
1-18-1-07-xxx-xxx		SCHOOLS - Queensborough	1,000	(1,000)	-
1-47-1-07-xxx-xxx		SCHOOLS - Qayqayt	4,100	(4,100)	-
1-48-1-07-xxx-xxx		SCHOOLS - FRMS	1,300	(1,300)	-
Library			25,063	(25,063)	-
1-00-1-08-000-340		TRAVEL/MEALS/REG	2,500	(1,300)	1,200
1-00-1-08-000-431		TELEPHONE	500	-	500
1-00-1-08-000-510		GENERAL SUPPLIES	16,000	(10,000)	6,000
1-00-1-08-049-340	Drug & Alcohol	TRAVEL/MEALS/REG	1,050	450	1,500
1-00-1-08-049-431	Drug & Alcohol	TELEPHONE	800	-	800
1-00-1-08-049-510	Drug & Alcohol	GENERAL SUPPLIES	2,150	(650)	1,500
1-00-1-08-057-431	UBC Counselling	TELEPHONE	3,500	(2,900)	600

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Account	Sub-Program Description	Description	2018-2019 Status Quo	2019-2020 Draft Draft 2 Changes	2
1-00-1-08-057-510	UBC Counselling	GENERAL SUPPLIES	2,500	(500)	2,000
1-00-1-08-057-513	UBC Counselling	COPY/PRINT/PAPER/SUP	2,200	(2,200)	-
1-08-1-08-xxx-xxx		Schools - NWSS	1,000	(1,000)	-
Counselling			32,200	(18,100)	14,100
1-00-1-10-000-310		PROFESSIONAL SERVICES	66,000	11,000	77,000
1-00-1-10-000-340		TRAVEL/MEALS/REG	9,000	-	9,000
1-00-1-10-000-348		EA TRAINING	50,000	(50,000)	-
1-00-1-10-000-370		DUES & FEES	4,000	-	4,000
1-00-1-10-000-431		TELEPHONE	1,000	-	1,000
1-00-1-10-000-510		GENERAL SUPPLIES	84,000	(64,000)	20,000
Inclusion			214,000	(103,000)	111,000
1-00-1-30-000-340		TRAVEL/MEALS/REG	1,000	-	1,000
1-00-1-30-000-510		GENERAL SUPPLIES	2,000	-	2,000
ELL			3,000	-	3,000
1-00-1-31-000-324		HONORARIA/COUNSELLING	1,800	(800)	1,000
1-00-1-31-000-340		TRAVEL/MEALS/REG	3,000	1,000	4,000
1-00-1-31-000-431		TELEPHONE	2,480	(480)	2,000
1-00-1-31-000-510		GENERAL SUPPLIES	3,000	3,754	6,754
Aboriginal Education			10,280	3,474	13,754
1-00-1-41-000-310		PROFESSIONAL SERVICES	62,000	(45,000)	17,000
1-00-1-41-000-413		BANK CHARGES (Credit Card Fees for Schools)	13,000		13,000
1-00-1-41-000-431		TELEPHONE	1,000	-	1,000
1-01-1-41-xxx-xxx		SCHOOLS - Kelvin	400	(400)	-
1-02-1-41-xxx-xxx		SCHOOLS - Spencer	4,950	(4,950)	-
1-03-1-41-xxx-xxx		SCHOOLS - McBride	7,960	(7,960)	-
1-04-1-41-xxx-xxx		SCHOOLS - Tweedsmuir	7,964	(7,964)	-
1-05-1-41-xxx-xxx		SCHOOLS - Queen Elizabeth	1,500	(1,500)	-
1-06-1-41-xxx-xxx		SCHOOLS - Hume Park Homer Learner	-	-	-
1-08-1-41-xxx-xxx		SCHOOLS - NWSS	5,000	(5,000)	-
1-09-1-41-xxx-xxX		SCHOOLS - Howay	-	-	-
1-10-1-41-xxx-xxx		SCHOOLS - Connaught	600	(600)	-
1-17-1-41-xxx-xxx		SCHOOLS - Glenbrook	-	-	-
1-18-1-41-xxx-xxx		SCHOOLS - Queensborough	2,111	(2,111)	-
1-47-1-41-xxx-xxx		SCHOOLS - Qayqayt	1,000	(1,000)	-
1-48-1-41-xxx-xxx		SCHOOLS - FRMS	5,700	(5,700)	-
School Admin			113,185	(82,185)	31,000
1-00-1-62-000-310		PROFESSIONAL SERVICES	8,000	(50,000)	(42,000)
1-00-1-62-000-326		GRADUATION EXPENSE	4,000	-	4,000
1-00-1-62-000-330		TRANSP/FIELD TRIP EXP	25,000	-	25,000
1-00-1-62-000-340		TRAVEL/MEALS/REG	60,000	-	60,000
1-00-1-62-000-349		PROFESSIONAL DEVELOPMENT	3,000	-	3,000
1-00-1-62-000-369		COMMISSIONS	150,000	-	150,000
1-00-1-62-000-370		DUES & FEES	5,000	-	5,000
1-00-1-62-000-394		HOMESTAY SERV	65,000	-	65,000
1-00-1-62-000-395		ORIENT/HOMESTAY	15,000	-	15,000
1-00-1-62-000-413		BANK CHARGES	1,800	-	1,800
1-00-1-62-000-430		OFFICE/COMMUNICATION SER	3,000	-	3,000
1-00-1-62-000-431		TELEPHONE	8,000	-	8,000
1-00-1-62-000-432		LEASE - PHOTOCOPIERS	2,500	-	2,500
1-00-1-62-000-433		POSTAGE	500	-	500
1-00-1-62-000-434		COPIER COSTS	1,200	-	1,200
1-00-1-62-000-435		MARKETING	39,800	(4,800)	35,000
1-00-1-62-000-438		ADVERTISING	1,000	-	1,000
1-00-1-62-000-510		GENERAL SUPPLIES	2,000	-	2,000
1-00-1-62-000-513		COPY/PRINT/PAPER/SUP	200	-	200
1-01-1-62-xxx-xxx		SCHOOLS - Kelvin	250	(250)	-
1-02-1-62-xxx-xxx		SCHOOLS - Spencer	1,750	(1,750)	-
1-03-1-62-xxx-xxx		SCHOOLS - McBride	250	(250)	-
1-08-1-62-xxx-xxx		SCHOOLS - NWSS	64,000	(64,000)	-
1-09-1-62-xxx-xxX		SCHOOLS - Howay	750	(750)	-
1-10-1-62-xxx-xxx		SCHOOLS - Connaught	1,000	(1,000)	-
1-17-1-62-xxx-xxx		SCHOOLS - Glenbrook	1,750	(1,750)	-
1-18-1-62-xxx-xxx		SCHOOLS - Queensborough	250	(250)	-
1-47-1-62-xxx-xxx		SCHOOLS - Qayqayt	750	(750)	-
1-48-1-62-xxx-xxx		SCHOOLS - FRMS	2,000	(2,000)	-
International			467,750	(127,550)	340,200
Instruction			4,475,960	(1,325,840)	3,150,120
1-00-4-11-000-310		PROFESSIONAL SERVICES	63,000	(63,000)	-
1-00-4-11-000-340		TRAVEL/MEALS/REG	32,000	-	32,000
1-00-4-11-000-349		PROFESSIONAL DEVELOPMENT	5,000	-	5,000
1-00-4-11-000-370		DUES & FEES	6,000	-	6,000
1-00-4-11-000-420		DATA PROCESSING SERVICES	23,000	64,363	87,363
1-00-4-11-000-430		OFFICE/COMMUNICATION SER	37,000	(15,000)	22,000

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1-00-4-11-000-431		TELEPHONE	3,300	200	3,500
1-00-4-11-000-510		GENERAL SUPPLIES	71,000	(15,000)	56,000
1-00-4-11-000-520		BOOKS & GUIDES	16,000	(8,000)	8,000
1-00-4-11-000-580		EQUIP. REPLACEMENT (OVER \$ 5,000)	1,870	(870)	1,000
1-00-4-11-000-590		COMP.EQUIP. (OVER \$5,000)	136	364	500
1-00-4-11-082-510	Communications	GENERAL SUPPLIES	-	-	-
Educational Admin			258,306	(36,943)	221,363
1-00-4-40-000-310		PROFESSIONAL SERVICES	22,000	-	22,000
1-00-4-40-000-340		TRAVEL/MEALS/REG	15,000	-	15,000
1-00-4-40-000-3xx		NEW: Public Consultation	15,000	-	15,000
1-00-4-40-000-370		DUES & FEES	30,800	-	30,800
1-00-4-40-000-420		DATA PROCESSING SERVICES	14,118	(5,718)	8,400
1-00-4-40-000-510		GENERAL SUPPLIES	500	-	500
1-00-4-40-000-590		COMP.EQUIP. (OVER \$5,000)	2,000	-	2,000
Governance			99,418	(5,718)	93,700
1-00-4-41-000-310		PROFESSIONAL SERVICES	35,000	(5,000)	30,000
1-00-4-41-000-311		AUDIT	57,000	(27,000)	30,000
1-00-4-41-000-312		LEGAL	55,000	-	55,000
1-00-4-41-000-340		TRAVEL/MEALS/REG	14,000	(5,000)	9,000
1-00-4-41-000-349		PROFESSIONAL DEVELOPMENT	-	5,000	5,000
1-00-4-41-000-370		DUES & FEES	2,100	-	2,100
1-00-4-41-000-413		BANK CHARGES	4,641	-	4,641
1-00-4-41-000-420		DATA PROCESSING SERVICES	131,000	27,039	158,039
1-00-4-41-000-431		TELEPHONE	14,000	-	14,000
1-00-4-41-000-432		LEASE - PHOTOCOPIERS	2,000	-	2,000
1-00-4-41-000-433		POSTAGE	1,000	-	1,000
1-00-4-41-000-434		COPIER COSTS	500	-	500
1-00-4-41-000-510		GENERAL SUPPLIES	41,000	(26,000)	15,000
1-00-4-41-000-580		EQUIP. REPLACEMENT (OVER \$ 5,000)	-	4,000	4,000
Business Admin			357,241	(26,961)	330,280
1-00-4-42-000-310		PROFESSIONAL SERVICES	5,000	2,500	7,500
1-00-4-42-000-312		NEW: LEGAL	80,000		80,000
1-00-4-42-000-319		CRIMINAL RECORD CHECK	9,500	(4,500)	5,000
1-00-4-42-000-340		TRAVEL/MEALS/REG	3,600	2,400	6,000
1-00-4-42-000-3xx		NEW: BARGAINING/NEGOTIATIONS	14,000	(4,000)	10,000
1-00-4-42-000-349		NEW: PROFESSIONAL DEVELOPMENT	-	8,000	8,000
1-00-4-42-000-370		DUES & FEES	5,000	2,500	7,500
1-00-4-42-000-420		DATA PROCESSING SERVICES	42,000	(42,000)	-
1-00-4-42-000-431		TELEPHONE	4,714	286	5,000
1-00-4-42-000-432		LEASE - PHOTOCOPIERS	3,000	(1,000)	2,000
1-00-4-42-000-434		COPIER COSTS	3,000	(1,000)	2,000
1-00-4-42-000-510		GENERAL SUPPLIES	24,000	(9,000)	15,000
1-00-4-42-000-520		BOOKS & GUIDES	1,000	1,500	2,500
1-00-4-42-000-549		SERVICE RECOGNITION	10,000	(5,000)	5,000
1-00-4-42-000-590		COMP.EQUIP. (OVER \$5,000)	2,000	1,000	3,000
1-00-4-42-397-310	Health & Safety	PROFESSIONAL SERVICES	10,000	64,260	74,260
1-00-4-42-397-340	Health & Safety	TRAVEL/MEALS/REG	-	-	-
1-00-4-42-397-370	Health & Safety	DUES & FEES	5,000	(1,250)	3,750
1-00-4-42-397-420	Health & Safety	DATA PROCESSING SERVICES	24,000	(19,000)	5,000
1-00-4-42-397-510	Health & Safety	GENERAL SUPPLIES	5,000	2,500	7,500
1-00-4-42-397-519	Health & Safety	MEDICAL ERGONOMIC ACCOMMODATION	5,000	7,500	12,500
1-00-4-42-397-580	Health & Safety	EQUIP. REPLACEMENT (OVER \$ 5,000)	10,000	(8,000)	2,000
1-00-4-42-397-590	Health & Safety	COMP.EQUIP. (OVER \$5,000)	-		-
1-00-4-42-398-510	Confined Spaces	GENERAL SUPPLIES	-		-
Human Resources			265,814	(2,304)	263,510
Administration			980,779	(71,926)	908,853
1-00-5-41-000-310		PROFESSIONAL SERVICES	10,000	(5,000)	5,000
1-00-5-41-000-340		TRAVEL/MEALS/REG	2,000	1,600	3,600
1-00-5-41-000-390		INSURANCE	80,000	10,000	90,000
1-00-5-41-000-420		DATA PROCESSING SERVICES	5,000	(400)	4,600
1-00-5-41-000-431		TELEPHONE	5,000		5,000
1-00-5-41-000-432		LEASE - PHOTOCOPIERS	2,500		2,500
1-00-5-41-000-434		COPIER COSTS	500		500
1-00-5-41-000-510		GENERAL SUPPLIES	15,000	(6,000)	9,000
1-00-5-41-000-513		COPY/PRINT/PAPER/SUP	2,000	(800)	1,200
Operations Admin			122,000	(600)	121,400
1-00-5-50-000-310		PROFESSIONAL SERVICES	40,565	(65)	40,500
1-00-5-50-000-321		EQUIP.SERVICE REPAIRS	-	5,000	5,000
1-00-5-50-000-340		TRAVEL/MEALS/REG	-	3,000	3,000
1-00-5-50-000-390		INSURANCE	30,000		30,000
1-00-5-50-000-397		INSURANCE DEDUCTIBLE	1,000		1,000
1-00-5-50-000-431		TELEPHONE	10,000		10,000
1-00-5-50-000-510		GENERAL SUPPLIES	20,000		20,000
1-00-5-50-000-515		GAS & OIL VECHILE	50,000		50,000

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1-00-5-50-000-516		VEHICLE REPAIRS	30,000		30,000
1-00-5-50-000-543		MISC. MAINTENANCE	46,000		46,000
1-00-5-50-000-552		CARBON TAX EXPENSE	50,000		50,000
1-00-5-50-000-580		EQUIP. REPLACEMENT (OVER \$ 5,000)	105,000	(45,000)	60,000
1-00-5-50-505-310	Electrical	PROFESSIONAL SERVICES	-	5,000	5,000
1-00-5-50-505-510	Electrical	GENERAL SUPPLIES	15,000	-	15,000
1-00-5-50-510-310	Fire Protection	PROFESSIONAL SERVICES	18,000		18,000
1-00-5-50-510-510	Fire Protection	GENERAL SUPPLIES	12,000		12,000
1-00-5-50-520-510	Glass	GENERAL SUPPLIES	3,500		3,500
1-00-5-50-522-510	Architectural Hardware	GENERAL SUPPLIES	15,000		15,000
1-00-5-50-525-510	Hardware	GENERAL SUPPLIES	5,000		5,000
1-00-5-50-530-310	Heating	PROFESSIONAL SERVICES	15,000		15,000
1-00-5-50-530-510	Heating	GENERAL SUPPLIES	15,000		15,000
1-00-5-50-535-510	Locks	GENERAL SUPPLIES	10,000		10,000
1-00-5-50-540-510	Lumber	GENERAL SUPPLIES	5,000		5,000
1-00-5-50-542-510	P/A Clocks	GENERAL SUPPLIES	5,000		5,000
1-00-5-50-545-510	Painting	GENERAL SUPPLIES	5,000		5,000
1-00-5-50-550-310	Plumbing	PROFESSIONAL SERVICES	5,000		5,000
1-00-5-50-550-510	Plumbing	GENERAL SUPPLIES	16,000		16,000
1-00-5-50-555-310	Roofing	PROFESSIONAL SERVICES	5,000		5,000
1-00-5-50-556-310	Window Coverings	PROFESSIONAL SERVICES	2,500		2,500
1-00-5-50-560-310	Security	PROFESSIONAL SERVICES	22,000		22,000
1-00-5-50-590-510	Uniforms	GENERAL SUPPLIES	6,000		6,000
Maintenance			562,565	(32,065)	530,500
1-00-5-51-000-310		PROFESSIONAL SERVICES	5,000	(2,500)	2,500
1-00-5-51-000-321		EQUIP.SERVICE REPAIRS	-	15,000	15,000
1-00-5-51-000-340		TRAVEL/MEALS/REG	1,500		1,500
1-00-5-51-000-431		TELEPHONE	2,500	500	3,000
1-00-5-51-000-510		GENERAL SUPPLIES	1,500		1,500
1-00-5-51-000-514		CUSTODIAL SUPPLIES	160,000	(15,000)	145,000
1-00-5-51-000-580		EQUIP. REPLACEMENT (OVER \$ 5,000)	10,000		10,000
1-00-5-51-590-510	Uniforms	GENERAL SUPPLIES	-	2,000	2,000
Custodial			180,500	-	180,500
1-00-5-52-000-310		PROFESSIONAL SERVICES	10,000	(5,000)	5,000
1-00-5-52-000-360		RENT/LEASE OF EQUIPMENT	5,000	1,000	6,000
1-00-5-52-000-510		GENERAL SUPPLIES	2,000		2,000
1-00-5-52-000-570		GARBAGE	16,000		16,000
1-00-5-52-506-510	Fencing	GENERAL SUPPLIES	1,000	1,000	2,000
1-00-5-52-524-310	Grounds	PROFESSIONAL SERVICES	2,000	3,000	5,000
1-00-5-52-524-510	Grounds	GENERAL SUPPLIES	5,435	19,565	25,000
Grounds			41,435	19,565	61,000
1-00-5-54-000-310		PROFESSIONAL SERVICES	-		-
1-00-5-54-000-321		EQUIP.SERVICE REPAIRS	-	8,000	8,000
1-00-5-54-000-340		TRAVEL/MEALS/REG	5,000		5,000
1-00-5-54-000-349		PROFESSIONAL DEVELOPMENT	5,000		5,000
1-00-5-54-000-420		DATA PROCESSING SERVICES	-		-
1-00-5-54-000-421		BUSINESS SOFTWARE YR LICENSES	295,000	12,491	307,491
1-00-5-54-000-431		TELEPHONE	7,000		7,000
1-00-5-54-000-510		GENERAL SUPPLIES	16,000		16,000
1-00-5-54-000-590		COMP.EQUIP. (OVER \$5,000)	-		-
1-00-5-54-000-595		INFRASTRUCTURE TECHNOLOGY HARDWARE	160,000	(110,000)	50,000
Information Technology			488,000	(89,509)	398,491
100-556-000-5xx		ELECTRICITY	443,800		443,800
100-556-000-5xx		NATURAL GAS	407,500		407,500
100-556-000-5xx		CARBON TAX	50,000		50,000
100-556-000-5xx		WATER & SEWAGE	270,900		270,900
100-556-000-5xx		GARBAGE & RECYCLE	73,000		73,000
Utilities			1,245,200	-	1,245,200
1-00-5-57-048-362	Columbia Square	BUILDING LEASE	218,000	\$0	218,000
1-00-5-57-000-432		COPIER LEASE from School Budget to District		\$152,361	152,361
Leases			218,000	152,361	370,361
Maintenance & Operations			2,857,700	49,752	2,907,452
1-00-7-70-000-332		TRANSPORTATION ASST'N	136,000		136,000
1-00-7-70-000-510		GENERAL SUPPLIES			-
Transportation			136,000	-	136,000
Transportation			136,000	-	136,000
Total Operating Services & Supplies			8,450,439	(1,348,014)	7,102,425

1-00-1-02-000-580 Capitalize Furniture & Technology (675,000)

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1-00-5-50-000-580		Capitalize Vehicles	(100,000)		
1-00-5-50-000-580		Capitalize Technology	(125,000)		
Total Capital Purchases			(900,000)		

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		2019-2020 Draft	
Account	Description		2
1-00-1-02-000-310	PROFESSIONAL SERVICES	50,000	
1-00-1-02-063-310	PROFESSIONAL SERVICES	8,187	
1-00-1-03-000-310	PROFESSIONAL SERVICES	20,000	
1-00-1-10-000-310	PROFESSIONAL SERVICES	77,000	
1-00-1-41-000-310	PROFESSIONAL SERVICES	17,000	
1-00-1-62-000-310	PROFESSIONAL SERVICES	(42,000)	
1-00-4-11-000-310	PROFESSIONAL SERVICES	-	
1-00-4-40-000-310	PROFESSIONAL SERVICES	22,000	
1-00-4-40-000-3xx	NEW: Public Consultation	15,000	
1-00-4-41-000-310	PROFESSIONAL SERVICES	30,000	
1-00-4-42-000-310	PROFESSIONAL SERVICES	7,500	
1-00-4-42-000-3xx	NEW: BARGAINING/NEGOTIATIONS	10,000	
1-00-4-42-397-310	PROFESSIONAL SERVICES	74,260	
1-00-5-41-000-310	PROFESSIONAL SERVICES	5,000	
1-00-5-50-000-310	PROFESSIONAL SERVICES	40,500	
1-00-5-50-510-310	PROFESSIONAL SERVICES	18,000	
1-00-5-50-530-310	PROFESSIONAL SERVICES	15,000	
1-00-5-50-550-310	PROFESSIONAL SERVICES	5,000	
1-00-5-50-555-310	PROFESSIONAL SERVICES	5,000	
1-00-5-50-556-310	PROFESSIONAL SERVICES	2,500	
1-00-5-50-560-310	PROFESSIONAL SERVICES	22,000	
1-00-5-51-000-310	PROFESSIONAL SERVICES	2,500	
1-00-5-52-000-310	PROFESSIONAL SERVICES	5,000	
1-00-5-52-524-310	PROFESSIONAL SERVICES	5,000	
1-00-5-54-000-310	PROFESSIONAL SERVICES	-	
1-00-4-41-000-311	AUDIT	30,000	
1-00-4-41-000-312	LEGAL	55,000	
1-00-4-42-000-312	NEW: LEGAL	80,000	
1-00-4-42-000-319	CRIMINAL RECORD CHECK	5,000	
1-00-5-50-000-321	EQUIP.SERVICE REPAIRS	5,000	
1-00-5-51-000-321	EQUIP.SERVICE REPAIRS	15,000	
1-00-5-54-000-321	EQUIP.SERVICE REPAIRS	8,000	
1-00-1-31-000-324	HONORARIA/COUNSELLING	1,000	
1-00-1-62-000-394	HOMESTAY SERV	65,000	
1-00-1-62-000-395	ORIENT/HOMESTAY	15,000	
1-00-4-11-000-420	DATA PROCESSING SERVICES	87,363	
1-00-4-40-000-420	DATA PROCESSING SERVICES	8,400	
1-00-4-41-000-420	DATA PROCESSING SERVICES	158,039	
1-00-4-42-000-420	DATA PROCESSING SERVICES	-	Included in 441
1-00-4-42-397-420	DATA PROCESSING SERVICES	5,000	
1-00-5-41-000-420	DATA PROCESSING SERVICES	4,600	
1-00-5-54-000-420	DATA PROCESSING SERVICES	-	
1-00-5-54-000-421	BUSINESS SOFTWARE YR LICENSES	307,491	
1-00-1-62-000-430	OFFICE/COMMUNICATION SER	3,000	
1-00-4-11-000-430	OFFICE/COMMUNICATION SER	22,000	
1-00-1-02-000-431	TELEPHONE	7,000	
1-00-1-03-000-431	TELEPHONE	800	
1-00-1-08-000-431	TELEPHONE	500	
1-00-1-08-049-431	TELEPHONE	800	
1-00-1-08-057-431	TELEPHONE	600	
1-00-1-10-000-431	TELEPHONE	1,000	
1-00-1-31-000-431	TELEPHONE	2,000	
1-00-1-41-000-431	TELEPHONE	1,000	
1-00-1-62-000-431	TELEPHONE	8,000	
1-00-4-11-000-431	TELEPHONE	3,500	
1-00-4-41-000-431	TELEPHONE	14,000	
1-00-4-42-000-431	TELEPHONE	5,000	
1-00-5-41-000-431	TELEPHONE	5,000	

2019-2020 Preliminary Budget - Draft 2 Superintendent's Recommendations
Services & Supplies

		2019-2020 Draft	
Account	Description	2	
1-00-5-50-000-431	TELEPHONE	10,000	
1-00-5-51-000-431	TELEPHONE	3,000	
1-00-5-54-000-431	TELEPHONE	7,000	
1-00-1-62-000-433	POSTAGE	500	
1-00-4-41-000-433	POSTAGE	1,000	
1-00-1-02-000-434	COPIER COSTS	8,000	
1-00-1-62-000-434	COPIER COSTS	1,200	
1-00-4-41-000-434	COPIER COSTS	500	
1-00-4-42-000-434	COPIER COSTS	2,000	
1-00-5-41-000-434	COPIER COSTS	500	
1-00-1-62-000-435	MARKETING	35,000	
1-00-1-62-000-438	ADVERTISING	1,000	
1-00-1-41-000-413	BANK CHARGES (Credit Card Fees for Schools)	13,000	
1-00-1-62-000-413	BANK CHARGES	1,800	
1-00-4-41-000-413	BANK CHARGES	4,641	
1-00-1-62-000-326	GRADUATION EXPENSE	4,000	1,431,681
1-00-1-02-355-330	TRANSP/FIELD TRIP EXP	9,500	
1-00-1-62-000-330	TRANSP/FIELD TRIP EXP	25,000	
1-00-7-70-000-332	TRANSPORTATION ASST'N	136,000	170,500
1-00-1-02-000-340	TRAVEL/MEALS/REG	30,000	
1-00-1-03-000-340	TRAVEL/MEALS/REG	600	
1-00-1-08-000-340	TRAVEL/MEALS/REG	1,200	
1-00-1-08-049-340	TRAVEL/MEALS/REG	1,500	
1-00-1-10-000-340	TRAVEL/MEALS/REG	9,000	
1-00-1-30-000-340	TRAVEL/MEALS/REG	1,000	
1-00-1-31-000-340	TRAVEL/MEALS/REG	4,000	
1-00-1-62-000-340	TRAVEL/MEALS/REG	60,000	
1-00-4-11-000-340	TRAVEL/MEALS/REG	32,000	
1-00-4-40-000-340	TRAVEL/MEALS/REG	15,000	
1-00-4-41-000-340	TRAVEL/MEALS/REG	9,000	
1-00-4-42-000-340	TRAVEL/MEALS/REG	6,000	
1-00-4-42-397-340	TRAVEL/MEALS/REG	-	
1-00-5-41-000-340	TRAVEL/MEALS/REG	3,600	
1-00-5-50-000-340	TRAVEL/MEALS/REG	3,000	
1-00-5-51-000-340	TRAVEL/MEALS/REG	1,500	
1-00-5-54-000-340	TRAVEL/MEALS/REG	5,000	
1-00-1-10-000-348	EA TRAINING	-	
1-00-1-02-000-349	PROFESSIONAL DEVELOPMENT	312,000	
1-00-1-62-000-349	PROFESSIONAL DEVELOPMENT	3,000	
1-00-4-11-000-349	PROFESSIONAL DEVELOPMENT	5,000	
1-00-4-41-000-349	PROFESSIONAL DEVELOPMENT	5,000	
1-00-4-42-000-349	NEW: PROFESSIONAL DEVELOPMENT	8,000	
1-00-5-54-000-349	PROFESSIONAL DEVELOPMENT	5,000	520,400
1-00-5-52-000-360	RENT/LEASE OF EQUIPMENT	6,000	
1-00-1-02-000-432	LEASE - PHOTOCOPIERS	7,637	
1-00-1-62-000-432	LEASE - PHOTOCOPIERS	2,500	
1-00-4-41-000-432	LEASE - PHOTOCOPIERS	2,000	
1-00-4-42-000-432	LEASE - PHOTOCOPIERS	2,000	
1-00-5-41-000-432	LEASE - PHOTOCOPIERS	2,500	
1-00-5-57-000-432	COPIER LEASE from School Budget to District	152,361	
1-00-5-57-048-362	BUILDING LEASE	218,000	392,998
1-00-1-62-000-369	COMMISSIONS	150,000	
1-00-1-02-000-370	DUES & FEES	24,000	
1-00-1-10-000-370	DUES & FEES	4,000	
1-00-1-62-000-370	DUES & FEES	5,000	
1-00-4-11-000-370	DUES & FEES	6,000	
1-00-4-40-000-370	DUES & FEES	30,800	
1-00-4-41-000-370	DUES & FEES	2,100	

2019-2020 Preliminary Budget - Draft 2 Superintendent's Recommendations

Services & Supplies

		2019-2020 Draft	
Account	Description	2	
1-00-4-42-000-370	DUES & FEES	7,500	
1-00-4-42-397-370	DUES & FEES	3,750	233,150
1-00-5-41-000-390	INSURANCE	90,000	
1-00-5-50-000-390	INSURANCE	30,000	
1-00-5-50-000-397	INSURANCE DEDUCTIBLE	1,000	121,000
1-00-1-02-000-510	GENERAL SUPPLIES	125,000	
1-00-1-02-060-510	GENERAL SUPPLIES	-	
1-00-1-02-060-510	INNOVATION GRANTS	10,000	
1-00-1-02-143-510	PHYSICAL LEARNING ENVIRONMENTS - FURNITURE	100,000	
1-00-1-02-000-510	STUDENT ADVISORY	15,000	
1-01-1-02-xxx-510	SCHOOLS - Kelvin	68,744	
1-02-1-02-xxx-510	SCHOOLS - Spencer	67,744	
1-03-1-02-xxx-510	SCHOOLS - McBride	60,850	
1-04-1-02-xxx-510	SCHOOLS - Tweedsmuir	53,462	
1-05-1-02-xxx-510	SCHOOLS - Queen Elizabeth	64,360	
1-06-1-02-xxx-510	SCHOOLS - Hume Park Homer Learner	107,525	
1-08-1-02-xxx-510	SCHOOLS - NWSS	266,935	
1-08-1-02-xxx-510	SCHOOLS - NWSS - Cafeteria (Offset by Revenue)	130,000	
1-09-1-02-xxx-510	SCHOOLS - Howay	24,567	
1-10-1-02-xxx-510	SCHOOLS - Connaught	34,996	
1-17-1-02-xxx-510	SCHOOLS - Glenbrook	92,373	
1-18-1-02-xxx-510	SCHOOLS - Queensborough	49,173	
1-48-1-02-xxx-510	SCHOOLS - FRMS	72,071	
1-32-1-02-xxx-510	SCHOOLS - Island Discovery Home Learner	-	
1-47-1-02-xxx-510	SCHOOLS - Qayqayt	74,845	
1-xx-1-02-xxx-510	SCHOOLS - RCAP	5,646	
1-xx-1-02-xxx-510	SCHOOLS - SIGMA	9,669	
1-xx-1-02-xxx-510	SCHOOLS - POWER	8,937	
1-xx-1-02-xxx-510	SCHOOLS - Adult/On-Line Virtual	139,165	
1-00-1-03-000-510	GENERAL SUPPLIES	3,000	
1-00-1-08-000-510	GENERAL SUPPLIES	6,000	
1-00-1-08-049-510	GENERAL SUPPLIES	1,500	
1-00-1-08-057-510	GENERAL SUPPLIES	2,000	
1-08-1-08-xxx-xxx	Schools - NWSS	-	
1-00-1-10-000-510	GENERAL SUPPLIES	20,000	
1-00-1-30-000-510	GENERAL SUPPLIES	2,000	
1-00-1-31-000-510	GENERAL SUPPLIES	6,754	
1-00-1-62-000-510	GENERAL SUPPLIES	2,000	
1-00-4-11-000-510	GENERAL SUPPLIES	56,000	
1-00-4-11-082-510	GENERAL SUPPLIES	-	
1-00-4-40-000-510	GENERAL SUPPLIES	500	
1-00-4-41-000-510	GENERAL SUPPLIES	15,000	
1-00-4-42-000-510	GENERAL SUPPLIES	15,000	
1-00-4-42-397-510	GENERAL SUPPLIES	7,500	
1-00-4-42-398-510	GENERAL SUPPLIES	-	
1-00-5-41-000-510	GENERAL SUPPLIES	9,000	
1-00-5-50-000-510	GENERAL SUPPLIES	20,000	
1-00-5-50-505-310	PROFESSIONAL SERVICES	5,000	
1-00-5-50-505-510	GENERAL SUPPLIES	15,000	
1-00-5-50-510-510	GENERAL SUPPLIES	12,000	
1-00-5-50-520-510	GENERAL SUPPLIES	3,500	
1-00-5-50-522-510	GENERAL SUPPLIES	15,000	
1-00-5-50-525-510	GENERAL SUPPLIES	5,000	
1-00-5-50-530-510	GENERAL SUPPLIES	15,000	
1-00-5-50-535-510	GENERAL SUPPLIES	10,000	
1-00-5-50-540-510	GENERAL SUPPLIES	5,000	
1-00-5-50-542-510	GENERAL SUPPLIES	5,000	
1-00-5-50-545-510	GENERAL SUPPLIES	5,000	

2019-2020 Preliminary Budget - Draft 2 Superintendent's Recommendations

Services & Supplies

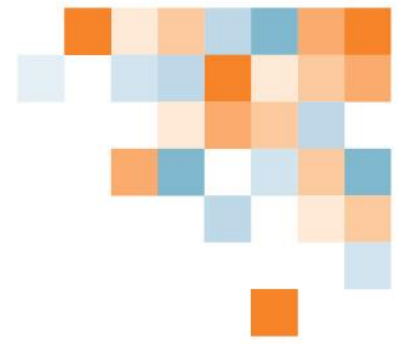
		2019-2020 Draft	
Account	Description		2
1-00-5-50-550-510	GENERAL SUPPLIES	16,000	
1-00-5-50-590-510	GENERAL SUPPLIES	6,000	
1-00-5-51-000-510	GENERAL SUPPLIES	1,500	
1-00-5-51-590-510	GENERAL SUPPLIES	2,000	
1-00-5-52-000-510	GENERAL SUPPLIES	2,000	
1-00-5-52-506-510	GENERAL SUPPLIES	2,000	
1-00-5-52-524-510	GENERAL SUPPLIES	25,000	
1-00-5-54-000-510	GENERAL SUPPLIES	16,000	
1-00-7-70-000-510	GENERAL SUPPLIES	-	
1-00-1-02-000-512	FOOD SUPPLIES/NOURISHMENT PROGRAM	-	
1-00-1-08-057-513	COPY/PRINT/PAPER/SUP	-	
1-00-1-62-000-513	COPY/PRINT/PAPER/SUP	200	
1-00-5-41-000-513	COPY/PRINT/PAPER/SUP	1,200	
1-00-5-51-000-514	CUSTODIAL SUPPLIES	145,000	
1-00-5-50-000-515	GAS & OIL VECHILE	50,000	
1-00-5-50-000-516	VEHICLE REPAIRS	30,000	
1-00-4-42-397-519	MEDICAL ERGONOMIC ACCOMMODATION	12,500	
1-00-4-11-000-520	BOOKS & GUIDES	8,000	
1-00-4-42-000-520	BOOKS & GUIDES	2,500	
1-00-1-02-000-580	CLASSROOM EQUIPMENT - ENROLMENT GROWTH	48,000	
1-00-4-11-000-580	EQUIP. REPLACEMENT (OVER \$ 5,000)	1,000	
1-00-4-41-000-580	EQUIP. REPLACEMENT (OVER \$ 5,000)	4,000	
1-00-4-42-397-580	EQUIP. REPLACEMENT (OVER \$ 5,000)	2,000	
1-00-5-50-000-580	EQUIP. REPLACEMENT (OVER \$ 5,000)	60,000	
1-00-5-51-000-580	EQUIP. REPLACEMENT (OVER \$ 5,000)	10,000	
1-00-4-11-000-590	COMP.EQUIP. (OVER \$5,000)	500	
1-00-4-40-000-590	COMP.EQUIP. (OVER \$5,000)	2,000	
1-00-4-42-000-590	COMP.EQUIP. (OVER \$5,000)	3,000	
1-00-4-42-397-590	COMP.EQUIP. (OVER \$5,000)	-	
1-00-5-54-000-590	COMP.EQUIP. (OVER \$5,000)	-	
1-00-1-02-000-591	TECHNOLOGY EQUIP. REFRESH HRD	387,270	
1-00-1-02-000-594	EDUCATIONAL SOFTWARE	139,832	
CAPITLIZE		(900,000)	
1-00-5-54-000-595	INFRASTRUCTURE TECHNOLOGY HARDWARE	50,000	1,970,316
100-556-000-5xx	ELECTRICITY	443,800	
100-556-000-5xx	NATURAL GAS	407,500	
100-556-000-5xx	CARBON TAX	50,000	
100-556-000-5xx	WATER & SEWAGE	270,900	
100-556-000-5xx	GARBAGE & RECYCLE	73,000	
1-00-5-50-000-543	MISC. MAINTENANCE	46,000	
1-00-4-42-000-549	SERVICE RECOGNITION	5,000	
1-00-5-50-000-552	CARBON TAX EXPENSE	50,000	
1-00-5-52-000-570	GARBAGE	16,000	1,362,200
			6,202,245
1-00-1-02-000-580	Capitalize Furniture & Technology	675,000	
1-00-5-50-000-580	Capitalize Vehicles	100,000	
1-00-5-50-000-580	Capitalize Technology	125,000	900,000
			7,102,245

SCHOOL ALLOCATIONS

LOCATION	10	09	02	01	04	47	05	03	48	17	18	08	08	63	64	06	TOTALS
SCHOOL	Connaught	FW Howay	Herbert Spencer	Lord Kelvin	Lord Tweedsmuir	Qayqayt	Queen Elizabeth	Richard McBride	FRMS	GMS	QMS	NWSS	SIGMA	RCAP	POWER	HLP	
Enrolment (FTE)	179	110	483	483	374	522	455	425	492	641	331	1,742	59	24	45	128	6,493
Description																	
SUPPLIES	12,417	7,631	33,506	33,506	25,944	36,211	31,563	29,482	34,130	44,466	22,961	120,825	4,093	1,665	3,122	107,525	549,048
PHOTOCOPY	2,807	1,725	7,573	7,573	5,864	8,185	7,134	6,664	7,715	10,051	5,190	27,311	925	376	706		99,799
EQUIPMENT	1,713	1,053	4,622	4,622	3,579	4,996	4,354	4,067	4,708	6,134	3,168	16,669	565	230	431		60,911
TELEPHONE	3,500	3,800	4,200	5,200	4,400	6,100	4,500	5,000	6,500	7,000	5,000	35,000	NWSS	1,500	2,000		93,700
POSTAGE	358	220	966	966	748	1,044	910	850	984	1,282	662	3,484	118	48	90		12,730
LEARNING RESOURCES	3,831	1,726	13,103	13,103	9,778	14,292	12,249	11,334	13,377	17,922	8,467	51,494	1,800	732	1,373		174,577
STAFF DEVELOPMENT	659	626	920	920	839	968	935	889	880	997	754	2,127	557	536	553		13,157
CURRICULAR TRAVEL	895	550	2,415	2,415	1,870	2,610	2,275	2,125	2,460	3,205	1,655	8,709	295	120	225		31,824
SMALL SCHOOL BASE	8,378	6,798															15,175
INCLUSION SUPPLIES	439	439	439	439	439	439	439	439	1,317	1,317	1,317	1,317	1,317	439	439		10,975
PROPOSED	34,996	24,567	67,744	68,744	53,462	74,845	64,360	60,850	72,071	92,373	49,173	266,935	9,669	5,646	8,937	107,525	1,061,895
CURRENT less: Copier Lease	21,354	15,572	56,169	56,524	36,929	62,800	51,525	47,967	55,155	80,426	36,033	309,594	13,390	3,828	2,628	107,525	957,419
INCREASE	64%	58%	21%	22%	45%	19%	25%	27%	31%	15%	36%	-14%	-28%	47%	240%	0%	11%
Per PUPIL	196	223	140	142	143	143	141	143	146	144	149	153	164	235	199	840	164
NEW ENROLMENT GROWTH	8,000			8,000	8,000	8,000	8,000				8,000						48,000
																Increase to Schools	104,477 11%
																Enrolment Growth	48,000 5%
																	152,477 16%

2019-2020 Preliminary Budget –Superintendent's Recommendations
MODEL 5-1
OPERATING April 9, 2019

Student FTE	Elementary	Middle	Secondary	Home Learner	Alternate	DL	District To Balance Ratio	District	Total	Community LINK	Learning Improvement Fund	Federal French/OLEP	Strong Start	Classroom Enhancement Fund	Operating
Enrollment	3,020	1,503	1,733	128	128	715			7,227						
International projections	-	-	230	-	-	-			230						
Total	3,020	1,503	1,963	128	128	715			7,457						
Teacher FTE															
Enrolling	144.20	55.80	67.96	3.80	5.02	22.68			299.46					42.55	256.91
International		-	9.02	-	-	-			9.02						9.02
Enrolling adjustment	-	-	-			-			-						-
Total Divisions	144.20	55.80	76.98	3.80	5.02	22.68			308.48	-	-	-	-		265.93
Prep Time Req.	11.20	8.00	9.62	-	0.63				29.45						29.45
VP Teaching Time	(5.10)	(1.80)	-	-	-				(6.90)						(6.90)
Teacher Coach (SQ)	2.00	1.00	-	-	-				3.00						3.00
Non-Enrolling								3.80	3.80			0.40			3.40
Aboriginal Education								1.25	1.25						1.25
Counselling	5.64	2.81	3.24	0.20	0.24				12.13						12.13
Library	4.30	2.14	2.47	-	-			1.00	9.91						9.91
Resource/ELL/LA	24.68	7.91	10.04	0.40	0.44		5.84	5.30	54.61					-	54.61
SLP/Psych								5.00	5.00					5.00	-
Communitiy Link	-	-	0.30	-	2.50			2.66	5.46	5.46					-
Teacher FTE Total	186.93	75.86	102.65	4.40	8.82	22.68	5.84	19.01	426.21	5.46	-	0.40	-	47.55	372.79
18/19 As Of April 1, 2019	182.60	76.30	109.34	4.40	9.19	22.40	-	21.42	425.64	5.96	-	0.40	-	42.55	376.73
Increase / (Decrease)	4.33	(0.44)	(6.69)	-	(0.36)	0.28	5.84	(2.40)	0.56	(0.50)	-	-	-	5.00	(3.94)
CUPE (Hours)															
Secretary 1 (10 mth)	156	82	-	-	-				238						238
Secretary 2 (10 mth)	345	185	70	35	21				656						656
Secretary 1 (12 mth)			35	-	-				35						35
Secretary 2 (12 mth)			35	-	35	80			150						150
Bookkeeper			35	-	-				35						35
Clerical Library			35	-	-				35						35
Childcare Worker	135	75	60	-	90				360	360					-
Aboriginal Support Worker	35	28	56	-	14			35	168						168
Aboriginal Youth Care Worker	-		35	-	-				35						35
Education Assistants	2,503	1,208	1,055	-	-				4,765						4,765
Chef Assistant II	-		105	-	-				105						105
Noon Hour Supervisors	120	35	5	-	-				160						160
Custodian	485	230	280	8	-			10	1,013						1,013
Crossing Guards	110	20	-	-	-				130						130
Lunch Program Worker	13	-	-	-	-				13	13					-
Nutrition Coordinator								35	35	35					-
Learning Services Assistant								35	35						35
Education Assistants – LIF	91	53	35	-	2				181		181				-
Head Strong Start Facilitator	20		-	-	-				20				20		-
Strong Start Facilitator	20	12	-	-	-			8	40				40		-
CUPE Total (Hours)	4,032	1,927	1,841	43	162	80		123	8,208	408	181	-	60	-	7,560
18/19 As Of April 1, 2019	4,125	1,656	1,680	43	170	80		70	7,822	420	179	-	60	-	7,164
Increase / (Decrease)	(105)	272	161	-	-	-		53	381	(13)	2	-	-	-	391
Admin. FTE															
Elementary Principal	8.60			0.20					8.80						
Middle School Principal		3.00							3.00						
Secondary Principal			1.00	-	0.50	0.60			2.10						
Vice-Principal	1.30	1.20	3.80	-				1.00	7.30						
Vice-Principal Teaching	5.10	1.80	-	-	0.50	0.40			7.80						
Admin. FTE Total	15.00	6.00	4.80	0.20	1.00	1.00		1.00	29.00						



March 4, 2019

Ref: 53600-35

To: Secretary-Treasurer and Superintendent
School District No. 40 (New Westminster)

Re: Response to Youth Trade Capital Equipment Program Submission

This letter is to confirm your school district's Youth Trade Capital Equipment Program (YTCEP) submission to the Minister of Education for year 2 funding.

The Ministry of Education, Ministry of Advanced Education, Skills & Training, and the Industry Training Authority (ITA) are pleased to advise support to your school district in the following fiscal allocation amounts:

Confirmed:
2018/19 fiscal (ends March 31, 2019) - \$32,485

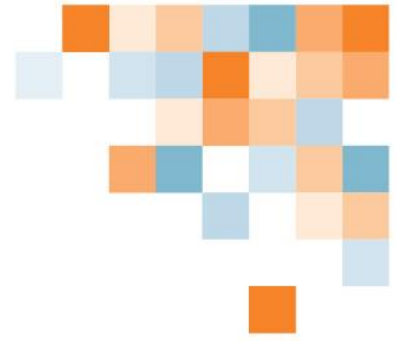
Payments will be made by ITA to your school district through electronic fund transfer by March 31, 2019.

Your school district will be given flexibility to adjust the priority of projects to be completed in each given fiscal year, provided you stay within the approved fiscal capital amount noted above and the original list of projects provided in your YTCEP submission. Please see attached list of project requests for your school district, as originally submitted for the YTCEP.

Key reporting accountabilities for your school district will be to:

- Provide an annual performance report to the ITA by October 31 of each year identifying the capital projects completed and / or acquisition made from the list of priorities;
- Include in your annual report a list of capital projects or acquisitions from the list of priorities which you intend to purchase from the following years' funding envelope;
- Provide in your annual report information on the increased participation and outcomes to your youth trades programs. Capital investments must support increased participation and outcomes from youth trades programs.

ITA will provide you with a reporting template for you to complete for each fiscal year.



Should you have any questions, please do not hesitate to contact Jason Leber, Program Manager (Youth), Industry Training Authority at jleber@itabc.ca.

Sincerely,

Shelley Gray, Interim Chief Executive Officer
Industry Training Authority

cc: Farnaz Riahi, CFO, Industry Training Authority
Jason Leber, Program Manager (Youth), Industry Training Authority
Kim Buchanan, Director, Ministry of Advanced Education and Skills Training
Michael Nyikes, Director, Ministry of Education

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

10.2.111.2.1 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

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

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

DRAFT