



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

Tuesday, September 17, 2019

7:30 pm

School Board Office

811 Ontario Street, New Westminister

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

	Pages
1. <u>Approval of Agenda</u>	7:30 PM
Recommendation: THAT the agenda for the September 17, 2019 Open Operations Policy and Planning Committee meeting be adopted as distributed.	
2. <u>Presentations</u>	
a. NWSS Cycling Access (Gary Carlson & Patrick Parkes, HUB New Westminister)	7:35 PM 3
3. <u>Correspondence</u>	7:50 PM
4. <u>Comment & Question Period from Visitors</u>	7:55 PM
5. <u>Reports from Senior Management</u>	
a. Capital Projects Update	8:05 PM
i. New Westminister Secondary School (D. Crowe & G. Lachmuth)	21
b. Operations Update (K. Morris)	8:15 PM
i. July-September 2019 Operations Update	28
ii. June 30, 2019 Financial Report	31

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|----|---|---------|----|
| c. | 2020-2021 International Program Fees Review (K. Morris) | 8:25 PM | 35 |
|----|---|---------|----|

Recommendation:

THAT the Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of the revised fees for the International Education Program as follows: \$15,000 annual fee plus medical \$900 and monthly homestay \$950, effective July 2020 for new students.

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|----|---|---------|----|
| d. | Revised Administrative Procedure 501 - Management of School Budgets (K. Morris) | 8:35 PM | 39 |
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6.	<u>General Announcements</u>	8:45 PM	
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7.	<u>New Business</u>		
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| a. | Consider Motions to BCSTA (Trustee Connelly) | 8:50 PM | |
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- | | | | |
|----|--------------------------------------|---------|----|
| b. | 2019-2020 Amended Budget (K. Morris) | 9:00 PM | 40 |
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8.	<u>Old Business</u>	9:10 PM	
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9.	<u>Question Period (15 Minutes)</u>	9:15 PM	
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Questions to the Chair on matters that arose during the meeting.

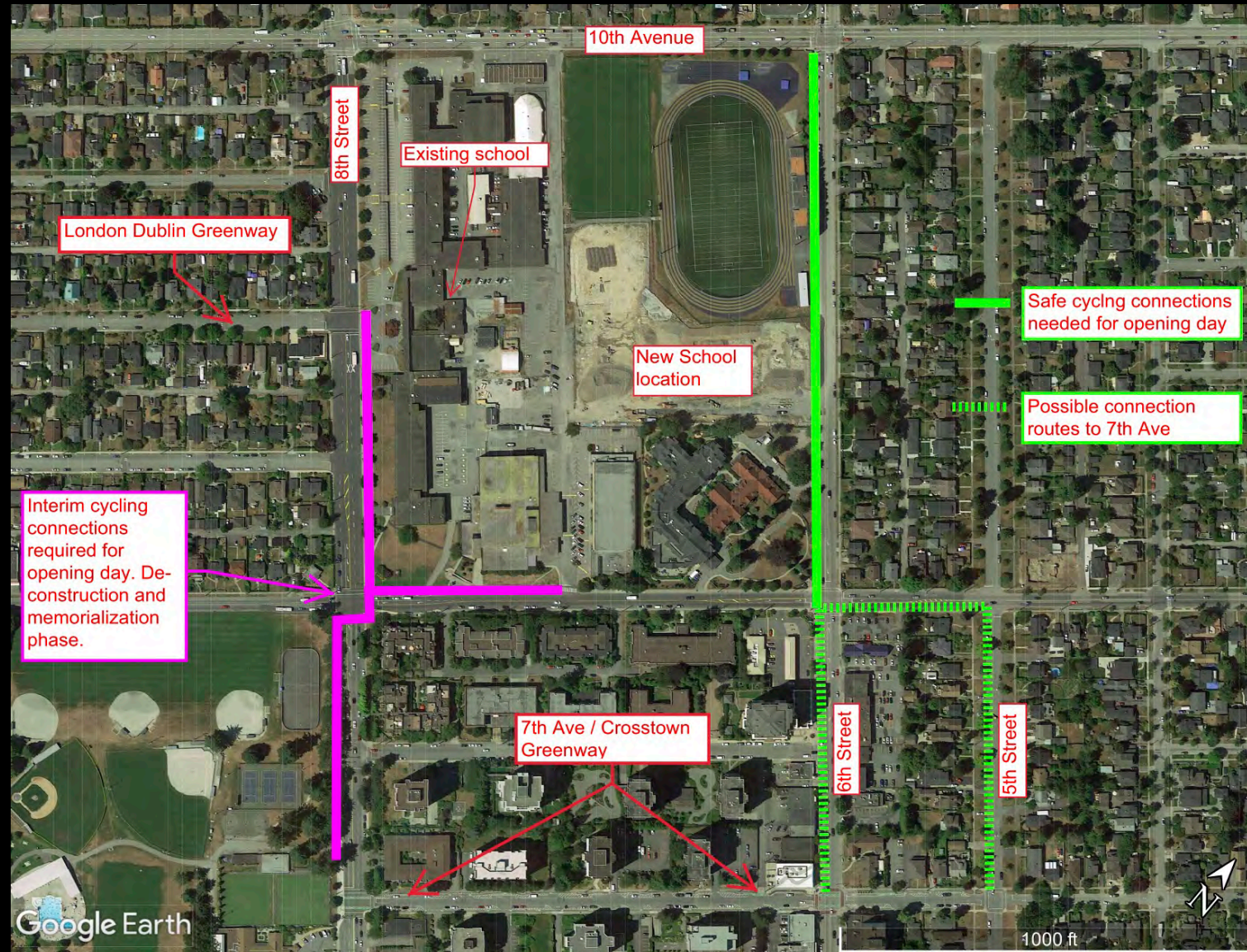
10.	<u>Adjournment</u>	9:30 PM	
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Healthier, happier, more connected communities



Denmark



What we're asking for, and why

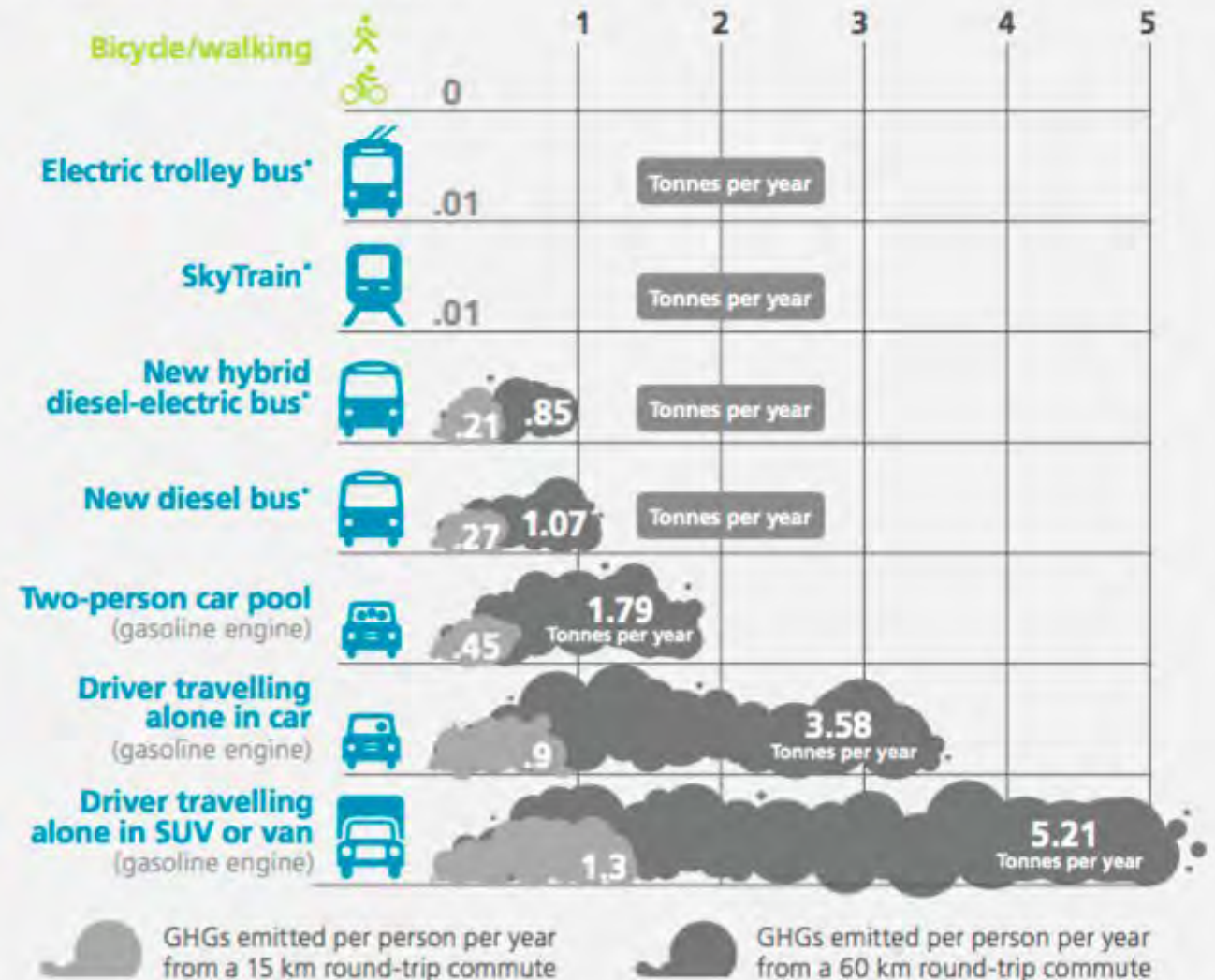


The big picture

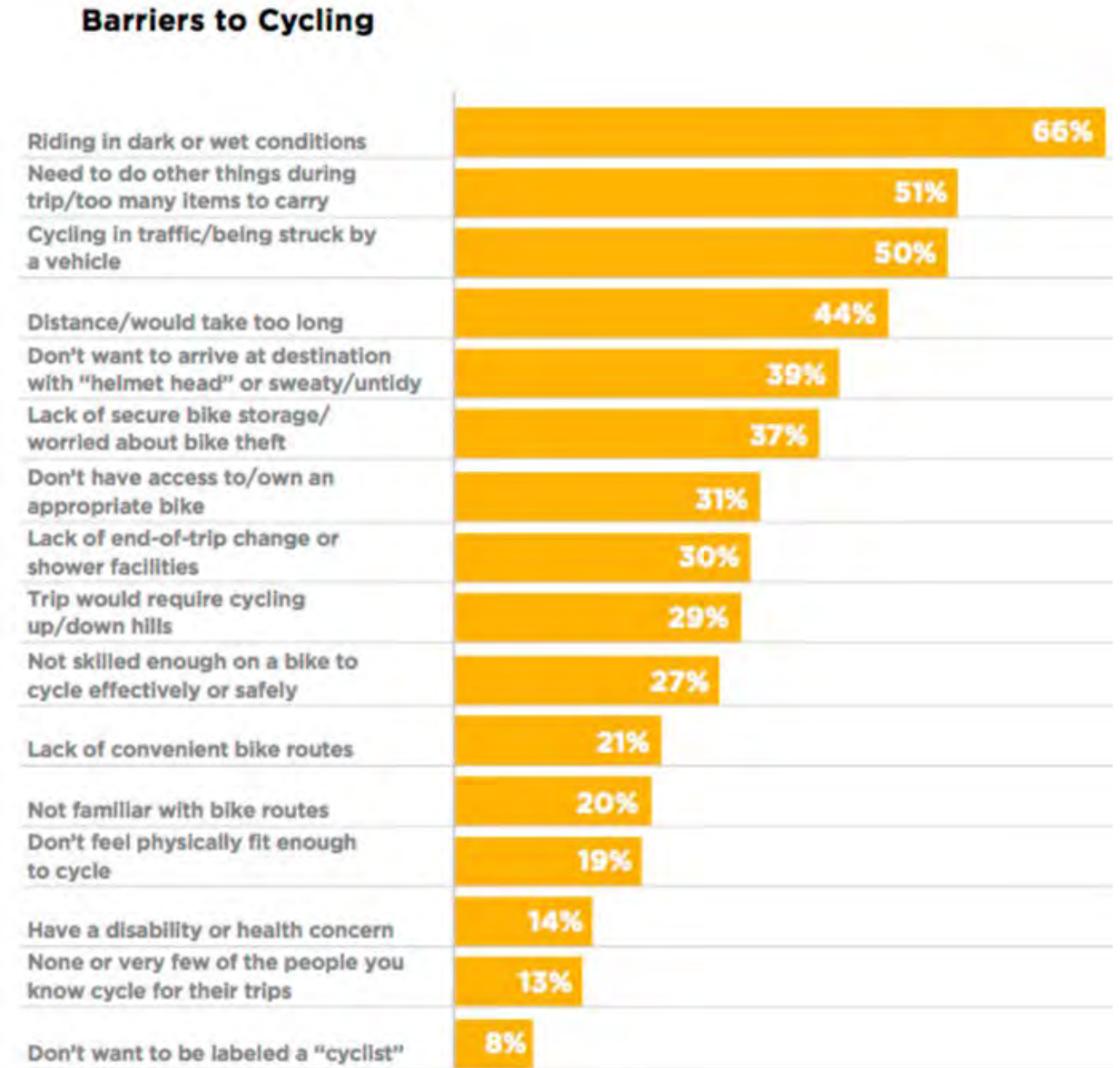
Cycling is a
necessary part of
the solution

Figure 2

Metro Vancouver commuting modes and GHG emissions



Safety is
a major deterrent
for would-be cyclists

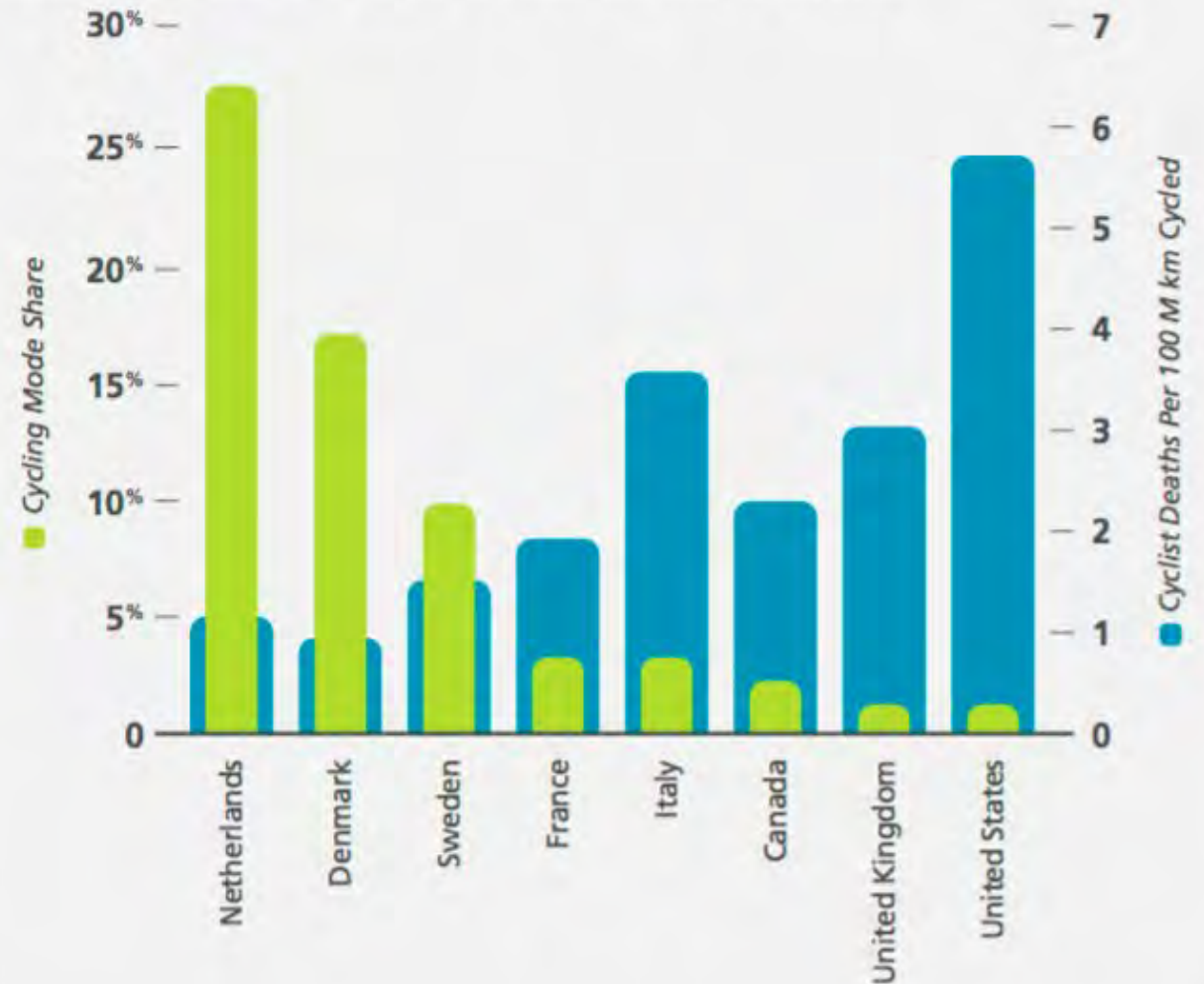


Safety concerns
are justified

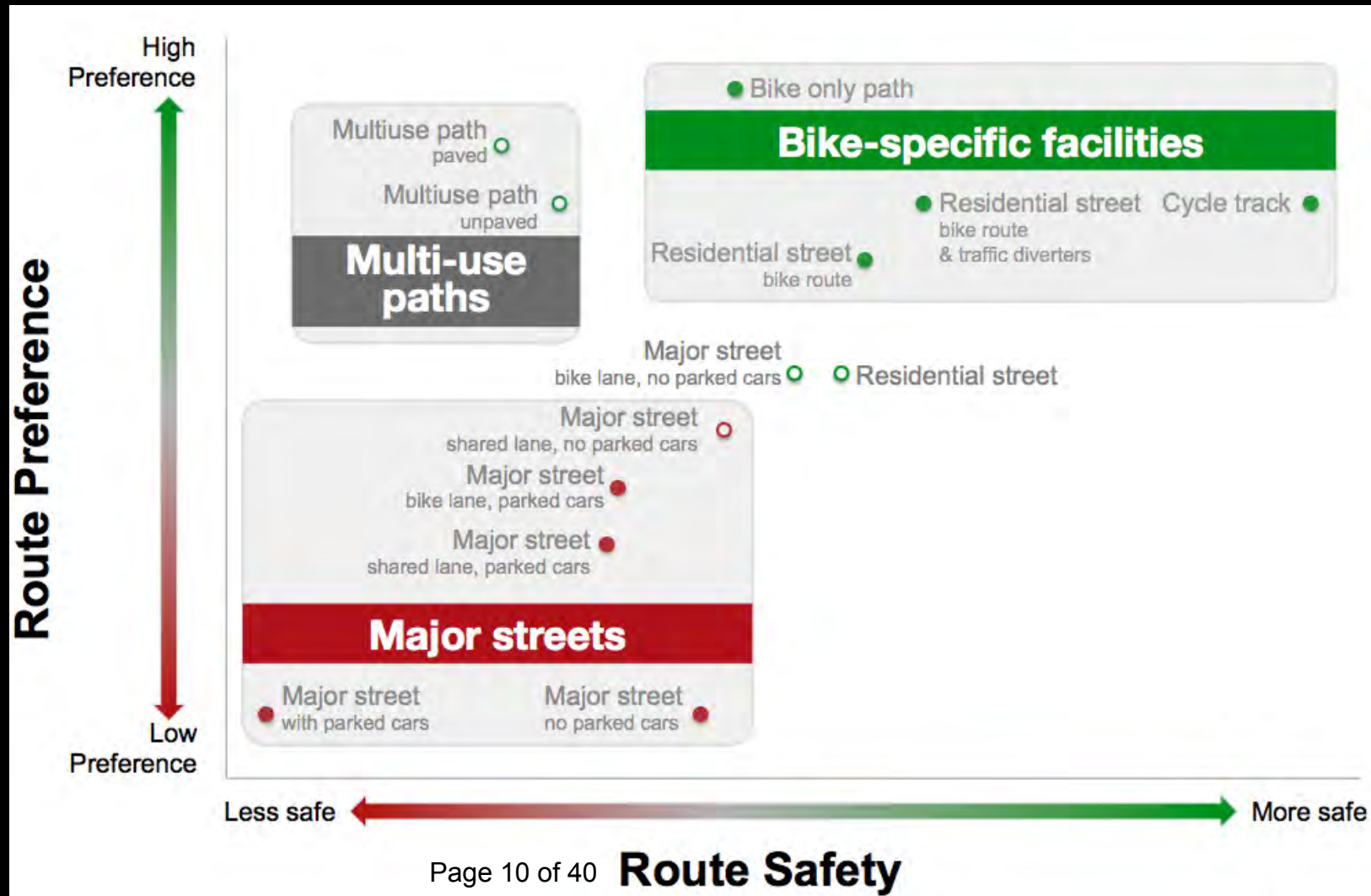
Figure 4

Safety in numbers: relationship between cycling rates and traffic fatalities

Source: Pucher, J. and Buehler, R., "Making Cycling Irresistible: Lessons from The Netherlands, Denmark and Germany", *Transport Reviews*, July 2008



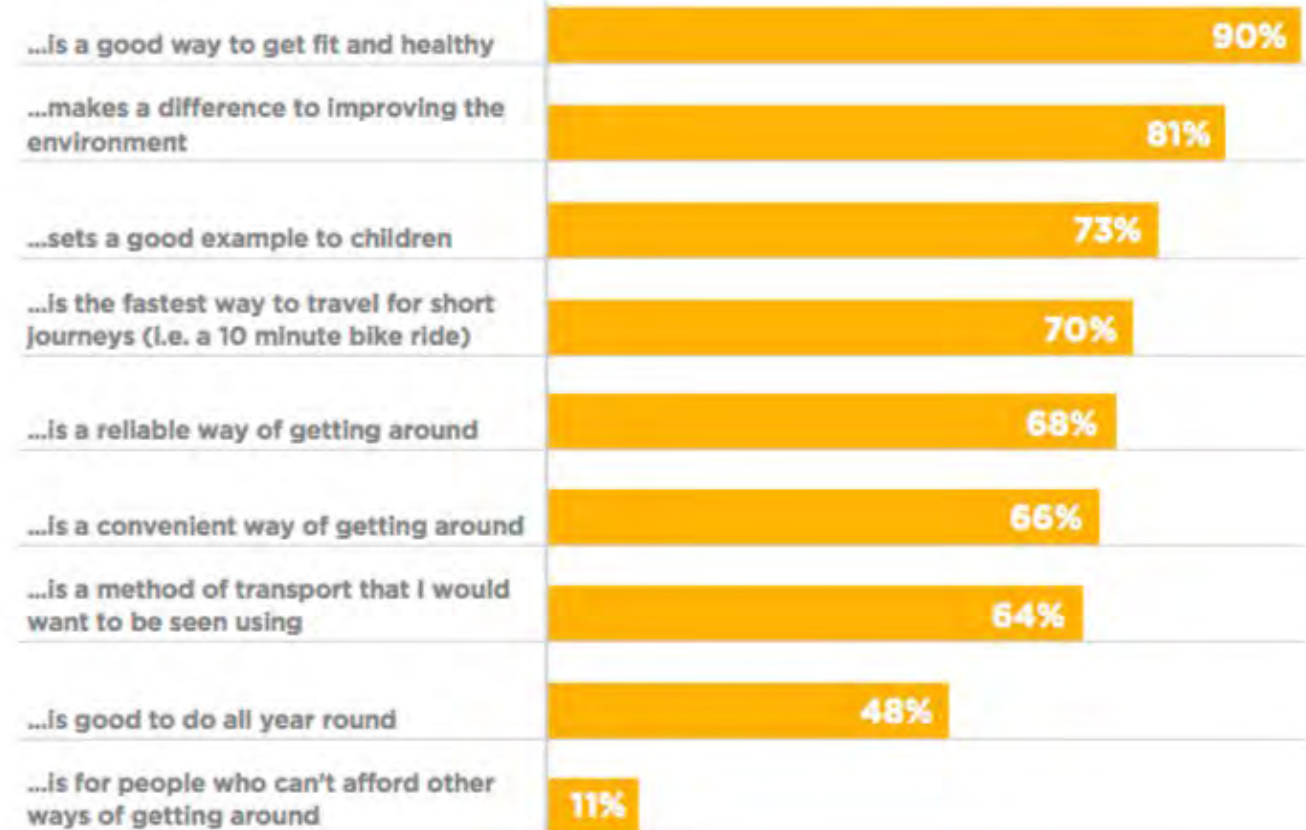
Separation from car traffic makes cycling safer and more attractive



Despite lack of infrastructure, cycling is viewed positively

Cycling Perceptions

Cycling...



As educators, it “sets a good example to children” when we support cycling, especially in the context of curricular “core competencies”:

Creative Thinking

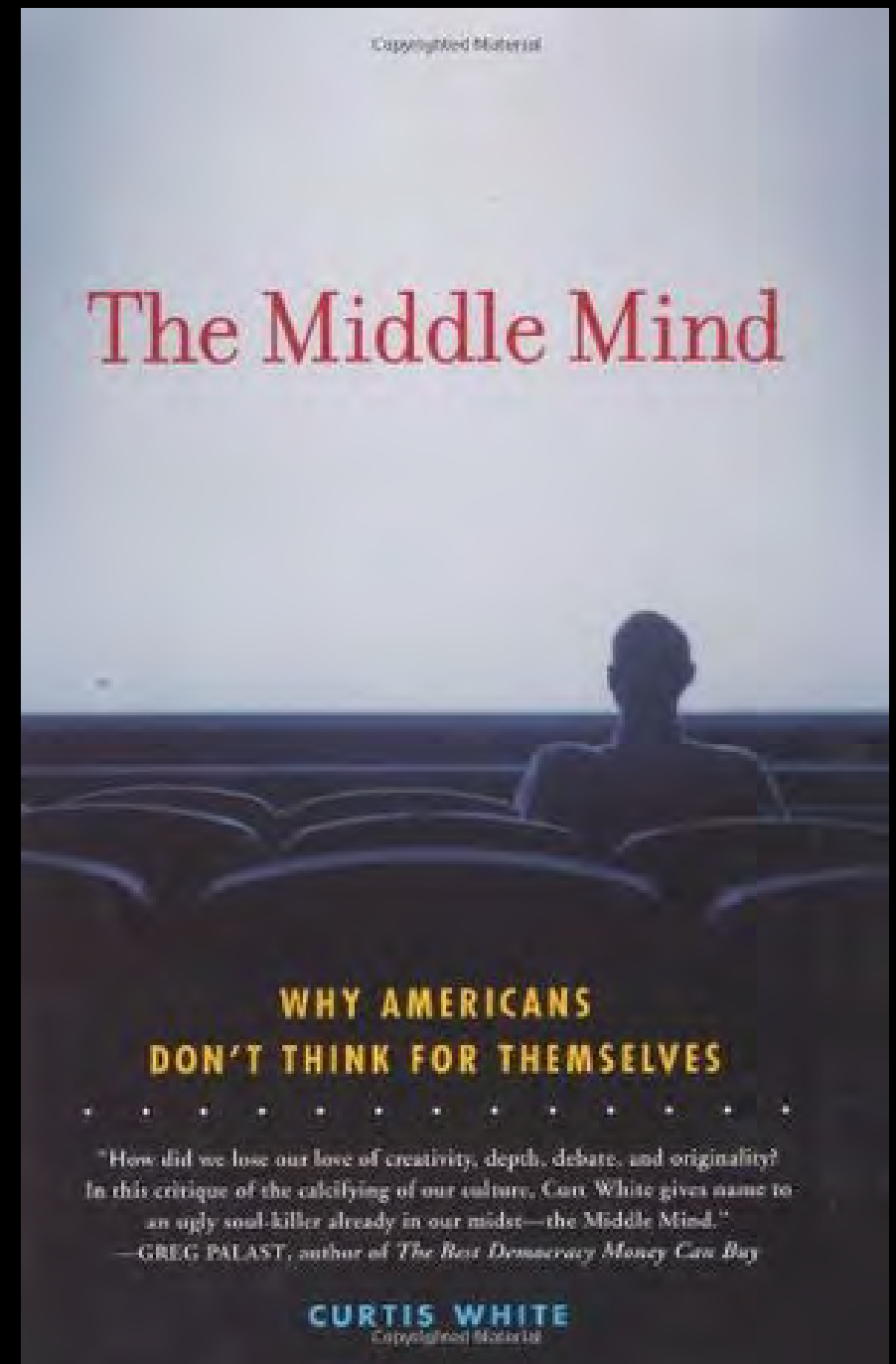
Critical Thinking

Social Responsibility

“imagination as a social force
that allows for both critique
and reinvention”

“I don’t build a house without
seeing an end to the present
social order.”

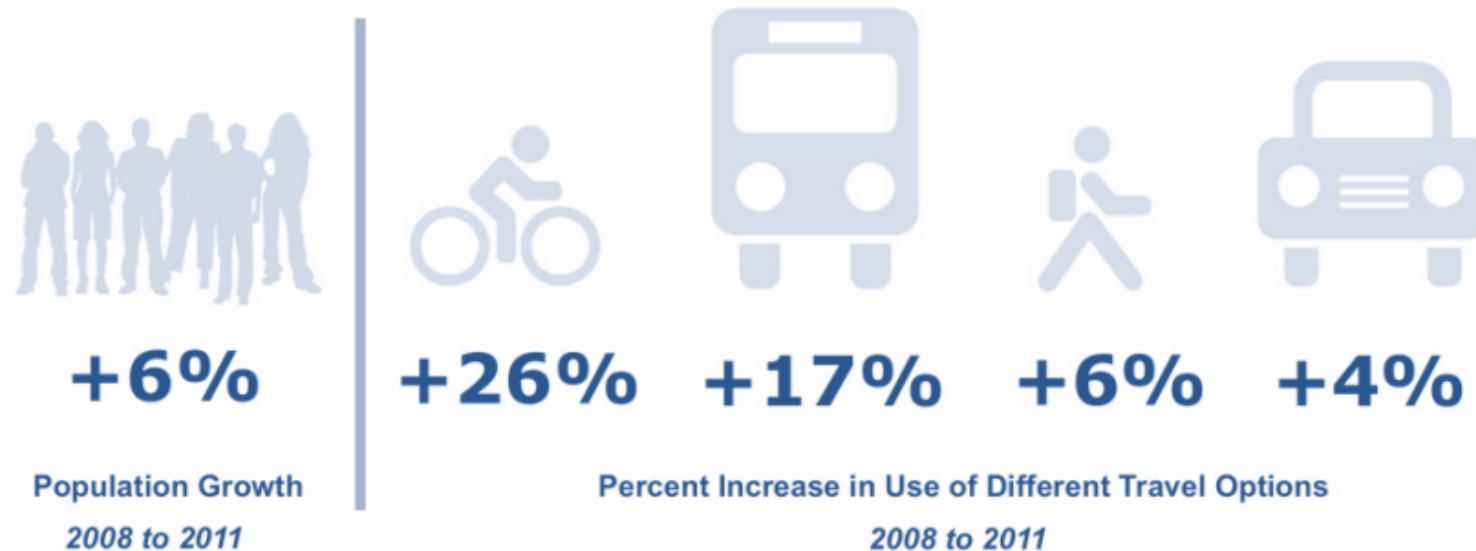
— Frank Lloyd Wright



Things are going to have to change, anyway

Figure 2

Percentage Growth in Travel by Mode for Metro Vancouver

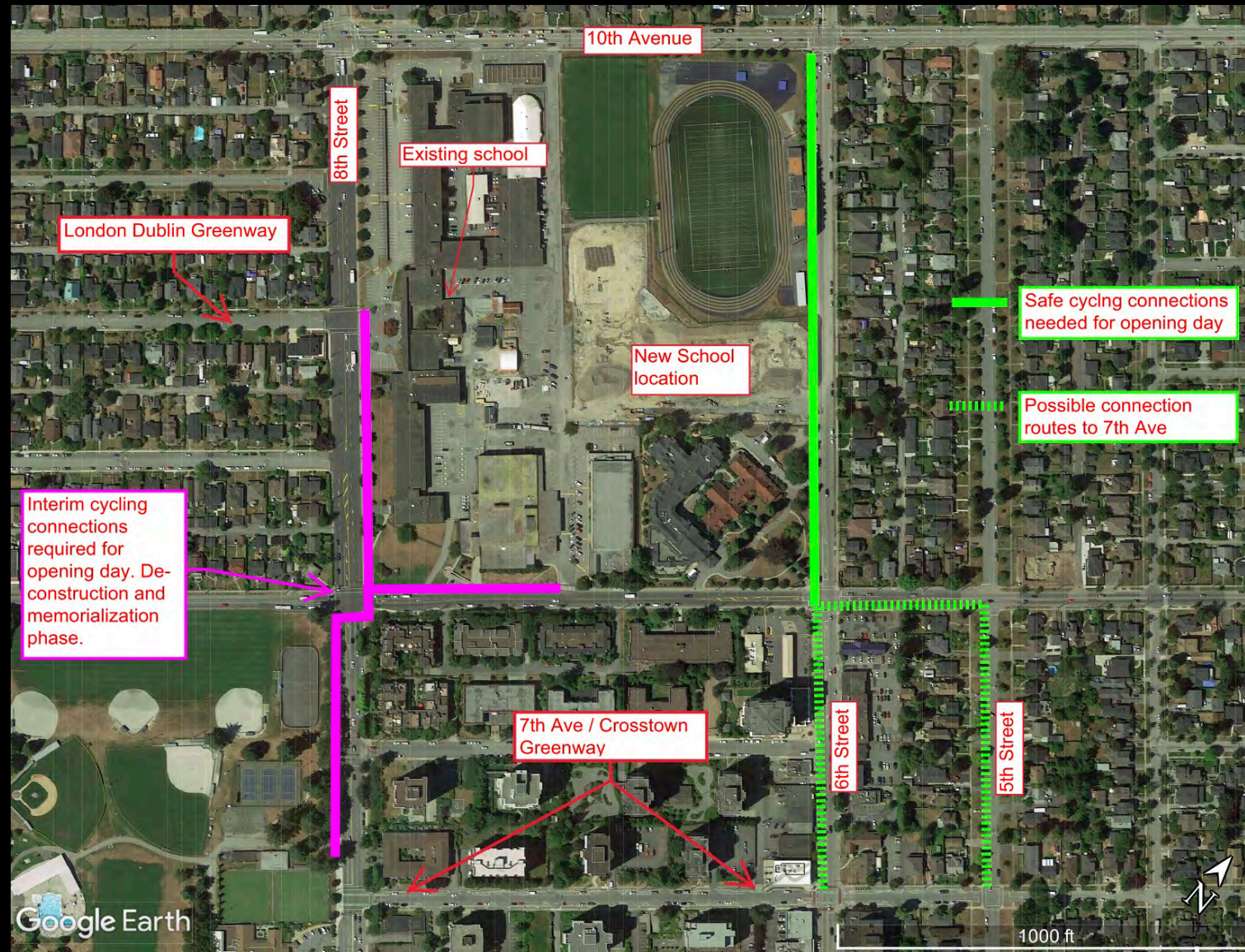


Data: 2011 Metro Vancouver Regional
Trip Diary Survey conducted by TransLink

Visit the Buzzer blog for more info at buzzer.translink.ca

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For further reading:

- “Ten common myths about bike lanes...” by Peter Walker at *The Guardian*
<https://www.theguardian.com/environment/bike-blog/2019/jul/03/ten-common-myths-about-bike-lanes-and-why-theyre-wrong>
- “Canada’s Cars World’s Worst Gas Guzzlers...” by Blake Shaffer at *The Tyee*
<https://thetyee.ca/Analysis/2019/05/23/Canada-Cars-Gas-Guzzlers/>
- “The Alarming Impact Roads Have on Cognitive Development” by Eric Jaffee at *Citylab.com*
<https://www.citylab.com/transportation/2015/03/the-alarming-impact-busy-roads-have-on-cognitive-development/386947/>
- “Dementia risk linked to living near high-traffic roads” at *CBC News*
<https://www.citylab.com/transportation/2015/03/the-alarming-impact-busy-roads-have-on-cognitive-development/386947/>
- “How green are electric cars?” at *The Guardian*
<https://www.theguardian.com/football/ng-interactive/2017/dec/25/how-green-are-electric-cars>
- “‘We live in a car culture’... drivers ‘dehumanize’ riders” by Ahmar Khan at *CBC News*
<https://www.cbc.ca/news/canada/manitoba/manitoba-cyclist-dehumanization-controversy-1.5122474>



Supplement to: **OPERATIONS POLICY & PLANNING COMMITTEE**

Date: September 17, 2019

Submitted by: Patrick Parkes, HUB New Westminister

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

Subject: Safe Cycling Access to New Westminister Secondary School

Background:

At the time of presentation content submission (August 14, 2019), HUB New Westminister was unaware of specific plans for separated bicycle lanes to and around the new NWSS. We feel that for the safety of all commuters to and around the school, it is imperative that separated bicycle lanes are in place at the school's opening. Furthermore, we are concerned that on-site bicycle amenities will be under-used if students and staff do not feel safe commuting to the school by bicycle. This presentation will outline the need for separated bicycle lanes, and the need to request action from New Westminister's Mayor and Council.

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminister) that the Board endorse HUB New Westminister's request for separated bicycle lanes to and around the new NWSS, and that the Board communicate its support for this request directly to New Westminister's Mayor and Council.



604.558.2002
bikehub.ca



April 16, 2019

City of New Westminster
511 Royal Avenue
New Westminster, BC
V3L 1H9

Cc: Chair of NWSS PAC

RE: NWSS REPLACEMENT AND CYCLING ACCESS

Dear Mayor Cote and Council,

HUB New Westminster is writing to convey our interest in safer cycling access to and around New Westminster Secondary School. We see an opportunity to move forward on meaningful improvements for cycling connectivity in the area given that the new school is being designed to encourage cycling through on-site bike paths and end of trip facilities. We wish to share our local cycling knowledge in the design process.

Our group is frequently sharing our perspectives on cycling facilities in New Westminster through meetings with and communications to staff, as well as representation on the ActBiPed committee. However we felt compelled to write directly to Council on this topic due to the urgency for the City to make progress on planning and implementing the needed connectivity if students are to have adequate cycling access to the new school by opening day in September 2020.

Our main concern is access to the new school from Sixth Street. This access will serve the students cycling from all eastern neighborhoods. Sixth Street currently lacks any cycling facilities. We anticipate the zone near the new school to be a common passenger drop off/pick up area for students arriving in cars and this activity will generate new traffic on Sixth Street during peak hours of the day. The disorderly nature of school drop-off/pick-up zones make them dangerous for people cycling. For this reason HUB New Westminster strongly advocates for separated bicycle lanes on Sixth Street between Seventh and Tenth Avenues (between the Crosstown Greenway and the boundary with Burnaby).

A separated bike lane on Sixth Street in this area would allow students, teachers and others cycling to access and bypass the school free of the car traffic which will be generated by the new school. Such a lane would support many policies and actions defined in the City's Master Transportation Plan. It would provide a key network link to the City's new school, improve connections to Burnaby and would be a defining element in the envisioned Downtown to Uptown Bike route. The MTP already defines Sixth Street as a "Primary Route" for cycling in the long term.

With existing routes such as the Cross-town Greenway and future routes such as the easy-grade downtown to uptown Greenway students will be able to get very close to the new school by bike from most corners of the City. Now is the time to complete the connections for safe cycling to and around the

new school. HUB New Westminster looks forward to providing input. We wish to meet soon with relevant City personnel to discuss our concerns, and await your reply.

Sincerely,

Andrew Feltham
Fulton Tom
Co-Chairs
HUB New Westminster

HUB Cycling is a not-for-profit charitable organization that works to make cycling better through education, events, and collaboration. We are Metro Vancouver's leader in making cycling an attractive choice for everyone and have close to 3,000 members and more than 38,000 direct supporters. The HUB Cycling New Westminster Local Committee is one of HUB Cycling's 11 volunteer committees that encourages cycling for all ages and abilities (AAA) in municipalities across Metro Vancouver.

1. Project Summary

The existing school facility is approximately 69 years old and it has reached the end of its useful life as well as being classified as H1 high seismic risk. The existing school facility is built on an area that has history of burial usage.

The project consists of design and construction of a 19,837m² replacement facility on the existing School District (SD)-owned property, decommissioning of the existing school, and restoration of the site with appropriate memorialization.

2. Project Structure

The Project Team are identified in Appendix 1.

3. Scope

The new school will accommodate more than 1,900 students with 76 teaching units and an allowable school area of 16,390m², plus Neighbourhood Learning Centre (NLC) space of 2,802m², and a SD Maintenance/IT facility of 645m², for a total gross area of 19,837m² per the CPFA.

There may be sufficient site area to accommodate two playfields and the Maintenance/IT facility is proposed as a stand-alone facility separate from the new school building.

4. Schedule

The following Table 1 sets out target milestone dates.

Table 1 – Tentative Timetable for Key Milestones

Milestone/Deliverable	Target Dates	Revised
RFQ issued	November 24, 2016	-/-
RFP issued	Early March 2017	Late March 2017
Technical submissions	July 2017	September 25, 2017
Financial submissions	August 2017	November 1, 2017
Contract award	September 2017	December 2017
Occupancy	September 2019	September 2020
Demo + Memorialization	September 2020	-/-

5. Budget

Contract expenditures to date total to an aggregate value of \$43,042,000 – On Budget

6. Communications

a) General

- Teachers and Department Heads continue to be consulted on classroom requirements.
- Weekly stakeholder consultation meetings regarding delivery of civil works between Massey Theatre and Moody Park Arena (Works underway August – October 2019).

- Ongoing communications with adjacent stakeholders (one-on-one) and surrounding community by door-to-door flyers (as required) and web updates, as and when required.
- Memorialization Advisory Committee (MAC) met June 5, 2019 – ongoing.

7. Procurement

- Completed

8. Work Completed or Underway - See photos page 5-7

Over the course of July/August:

- **Civil works:**
 - New Storm water and Sanitary lines have been completed between the Massey Theatre and Moody Park Arena, as per City of New West requirement.
 - Structural Steel erection has been completed.
 - Interior wall framing on Main Floor completed.
 - No archeological/environmental issues.
- **Concrete Work** – majority of all slab-on-grade concrete floors on Main Floor have been completed, other than a small section by the Theatre area, which is to be completed in September.
- **Structural Steel Construction** –COMPLETED.
- **M/IT Building** – foundations and footings are completed.

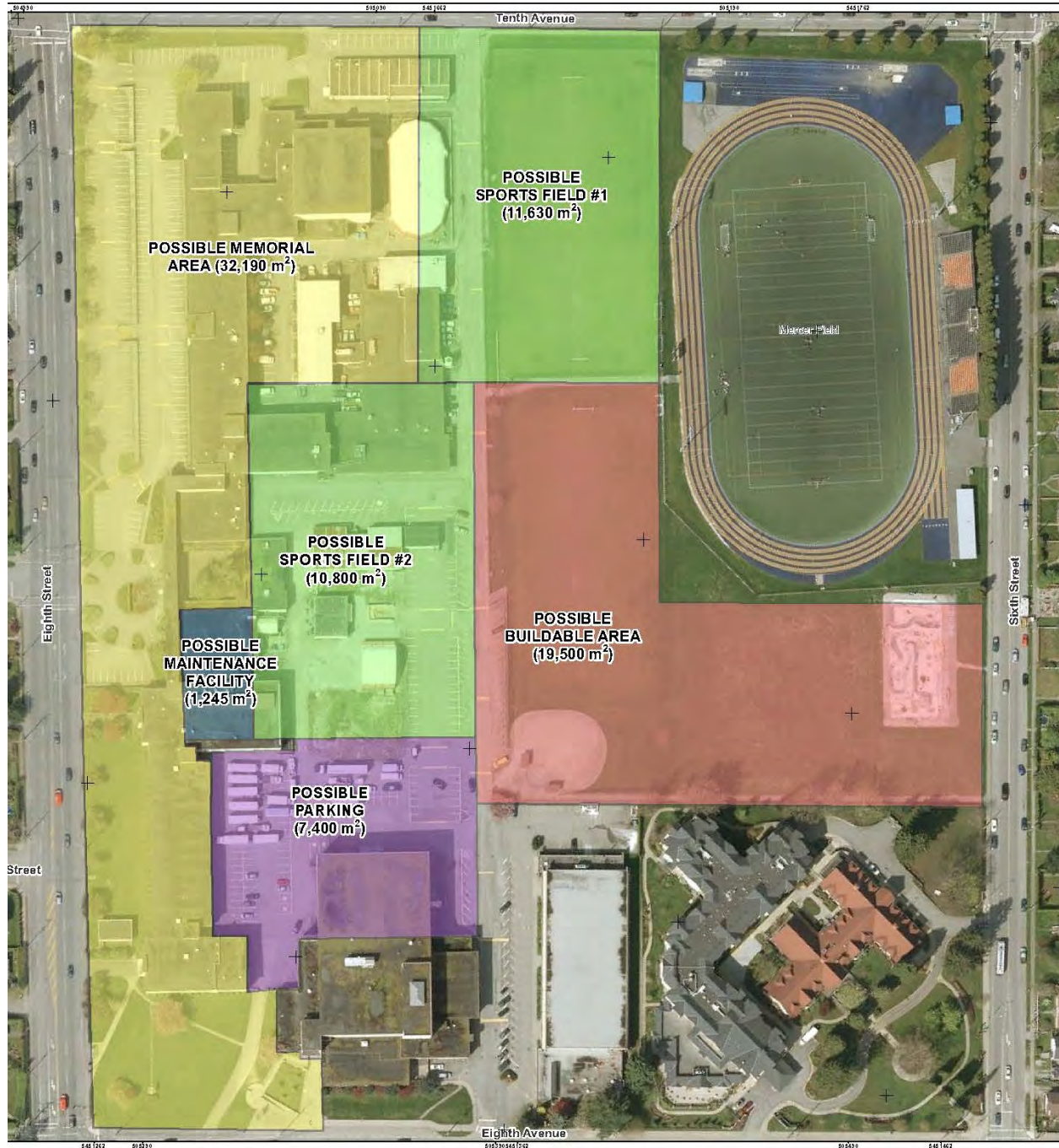
Looking into September/October:

- NWSS – new school year commenced September 3, 2019 with additional Traffic Control Personnel being provided by Graham Construction to ensure safe vehicle and pedestrian traffic flow.
- **Concrete** slab-on-grade floors near the new Theatre to be completed. Final concrete floor work.
- **Interior** wall construction, electrical, plumbing and heating duct construction - ongoing.
- **Maintenance/IT (MIT) Building** – foundation excavation has commenced.
- **Site workers** – current level is 110 – 115 and expected to increase going into September/October.

Notes:

- No changes to “Risk Summary” – all items are “Low Risk”.
- *Work hours for Graham Design-Builders - Monday to Friday from 7:00 a.m. to 5 p.m.*
- Traffic/Pedestrian/Cycling movements through and around worksite on Municipal streets are operating effectively and safely.

Figure 1 – Anticipated Location of Major Site Uses (January 2017)



Appendix 1 – Project Team

- **School District #40:**
 - o Karim Hachlaf, Superintendent
 - o Murray McLeod, NWSS Principal
 - o Dave Crowe, Director, Capital Projects
 - o Grant Lachmuth (Black Wolf Consulting Inc.), Project Officer

New Westminster Secondary School Replacement Project SD 40 Board Report #24



Exterior View by new Theatre



Exterior view from Sixth Street



View of Gymnasium



View of 3rd Floor wall construction.



View of Interior and CTE area



Maintenance/IT Building footings

Capital Projects, Operations and Planning

Lord Tweedsmuir Elementary

The Lord Tweedsmuir Seismic is on schedule. Unitech has completed all the classrooms on the second and third floor and has completed all seismic connections and shear walls. The flooring has been installed in all classrooms and hallways while the library carpet tile will need more time and the music room and hallway will still need to be completed. In the meantime, the school will use the two portables.

The new elevator has been completed and passed final inspection September 10, 2019.

Civil work has been completed along with paving and siding.

Unitech is ahead of schedule we should have all seismic work and deficiencies completed by the end of October.

Herbert Spencer Elementary

Upgrade of new boilers and hot water tanks to 'on demand' system with new pumps and controls. The work was completed over summer funded from AFG (Annual Facility Grant).

Flooring replacement funded from SEP (School Enhancement Project) is complete. Gym floor has been refinished and new lines painted funded from AFG. Three modulars were painted and new lighting installed on the entrance stairway. The tech room was repainted and rewired.

Air Ducting cleaning of HVAC system was completed over the summer.

Glenbrook Middle

Replaced gas fired roof top units to hot water over the summer and all new DDC controls. The commissioning of the units will be done by the middle of September.

Lord Kelvin Elementary

Complete boiler and air handler upgrade completed. All classroom are completed with new air handler units and controls. Piping has been completed while work continues on the new boiler room which will be completed by mid-September.



Sprinkler piping refit replacing all dry system piping and straps tees is underway and will be completed by the end of September.

Other Completed Projects

- 3 portables moved from Tweedsmuir Elementary to Lord Kelvin Elementary (2 portables) and Qayqayt Elementary (1 portable) to meet enrolment growth demands;
- Fire intrusion alarm replacement and touch pads – all school sites;
- Fire Safety Plans updated to all sites and replacement of ABC fire extinguishers; and
- Queensborough Middle School air duct cleaning;
- \$60,000 renovation and furniture replacement at Tweedsmuir portable housing Inclusion itinerant staff.

Work Order Requests September 2018 – August 2019

- 2,865 work requests submitted
- 2,518 work requests completed

Custodian equipment purchased with extra \$20,000 surplus funds in 2019–2020 Budget for staff to ensure the right tools are available for efficiency and worker safety:

- 20 tool kits
- 1 ride on auto scrubber
- 4 burnishers
- 7 Oreck's 10 inch scrub machines
- 3 swing machines
- 1 wet vacuum

All custodians are supplied with yellow reflective jackets embroidered with staff on the back for any outdoor work, especially during dusk or dark.

A thank you BBQ was held at the Maintenance Shop to thank maintenance and custodial crews for all the hard work required to make schools welcoming for all students in Fall 2019. Job well done!

Staff continues to work on planning for future projects.



Ministry & Other Submissions: June 6 to September 12, 2019

Submitted to:	Description	Date
Ministry of Education	Updated 2019/2020 Enrolment Projections	June 14, 2019
Ministry of Education	Mercer Actuarial Data for Employee Future Benefits	July 15, 2019
Ministry of Education	Quarterly Consolidated Financial Statement (GRE)	July 17, 2019
Ministry of Education	2018/2019 Classroom Enhancement Fund Spend Report	July 19, 2019
Ministry of Education	Richard McBride Replacement Project Cash Analysis	July 25, 2019
Ministry of Education	2018/2019 Federal French Fund Spending Report	July 25, 2019
Ministry of Education	Portable Inventory	September 10, 2019

Other

2018/2019 Financial Year End and External Audit

KPMG auditors were on-site for two weeks mid-July. While the audit results will be presented at the September Board meeting, the audit was successful and efficient. Staff is putting the final details on the notes to the financial statements and final publication in preparation for September 24's presentation.

The entire finance staff, led by James Pocher, Assistant Secretary-Treasurer, can take credit for the quantity and quality of work, and efficiency of audit.



L to R: James Pocher | Kim Morris | Sylvia Chang, Senior Accounts Clerk | Marites (Tess) Manalo, Accounts Clerk | Sharon Grant, Buyer | Leslie Nichol, Business Process Advisor | Courtney Bowen, Records Clerk | Rupri Samra, Payroll Clerk | Raman Dhillon, Senior Payroll Clerk

Partnerships with City

Between July and September, staff met twice with City staff to discuss potential sites for future elementary and middle schools as adopted in the Board's long-range facilities plan.

In September, a City planner and the Secretary-Treasurer met to discuss School Site Acquisition Charges.

On-Line Donations

Functionality to donate to the district, an individual school, and/or a specific initiative on-line is now available at <https://newwestschools.ca/contact-us/donations/>.

Internal School Account Audits

2019/2020 schools scheduled for internal audit:

- Glenbrook Middle School
- Fraser River Middle School
- Queensborough Middle School
- New Westminster Secondary School (mid-year and year end)

Thank you to James Pocher, Assistant Secretary-Treasurer and Leslie Nichol, Business Process Advisor, for leading this important internal control.

Queen Elizabeth Elementary School Traffic Safety

Parking at Roma Hall has been extended to January 2020. Needs for these additional parking spaces will be monitored throughout the year in consultation with the Principal.

Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Range: 201801 End Date: JULY 31, 2017 To 201913 End Date: JUNE 30, 2019

	Description	Revenues	Original Budget	Revised Budget	Bud Remain \$	Bud Remain %	2018 Ytd Revenue	2018 Annual Budget	Bud Remain \$	2018 % Remaining
619	OTHER FEDERAL GRANTS	-1,735	0	0	1,735	0.00	0	0	0	0.00
621	OPERATING GRANT MINISTRY OF EDUCAT	-61,823,816	-61,585,932	-62,284,003	-460,187	0.74	-60,461,756	-60,471,507	-9,751	0.02
629	OTHER MINISTRY OF EDUCATION GRANTS	-1,097,188	-616,113	-746,237	350,951	-47.03	-1,146,179	-960,567	185,612	-19.32
641	PROVINCIAL GRANTS OTHER	-153,896	0	-112,000	41,896	-37.41	-113,700	-100,000	13,700	-13.70
643	SUMMER SCHOOL FEES	-90,827	-120,000	-90,000	827	-0.92	-140,561	-140,562	-1	0.00
644	CONTINUING EDUCATION	-114,558	-200,000	-200,000	-85,442	42.72	-174,721	-240,000	-65,279	27.20
645	INSTRUCTIONAL CAFETERIA REVENUE	-129,659	-130,000	-130,000	-341	0.26	-128,852	-130,000	-1,148	0.88
647	OFFSHORE TUITION FEES	-4,220,490	-3,584,000	-4,184,289	36,201	-0.87	-4,887,314	-4,880,000	7,314	-0.15
649	MISCELLANEOUS REVENUE	-66,359	-230,000	-126,050	-59,691	47.36	-110,603	-230,000	-119,397	51.91
651	COMMUNITY USE OF FACILITIES	-216,374	-200,000	-200,000	16,374	-8.19	-250,540	-250,000	540	-0.22
661	INTEREST ON SHORT TERM INVESTMENT	-516,776	-100,000	-400,000	116,776	-29.19	-312,379	-200,000	112,379	-56.19
670	APPROPRIATED SURPLUS	0	-1,431,567	-1,625,236	-1,625,236	100.00	0	0	0	0.00
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	Grand Total	-68,431,678	-68,197,612	-70,097,815	-1,666,137	2.38	-67,726,605	-67,602,636	123,969	-0.18

Operating Fund - Year to Date Expense to Budget Summary
G.L. Period Range: 201801 End Date: JULY 31, 2017 To 201913 End Date: JUNE 30, 2019

	Description	YTD Exp	YTD Com	YTD Exp + Com	Budget	Bud Remain \$	Bud Remain %	2018 YTD Exp	2018 Ytd Comm	2018 Total Exp.	2018 Final Budget	2018 Bud Remaining	2018 Bud %
105	PRINCIPALS & VP SALARIES	3,605,528	0	3,605,528	3,599,590	-5,938	-0.16	3,550,998	0	3,550,998	3,477,995	-73,003	-2.10
110	TEACHERS SALARIES	30,312,899	0	30,312,899	30,356,751	43,852	0.14	28,999,034	0	28,999,034	30,799,642	1,800,608	5.85
120	SUPPORT STAFF SALARIES	5,352,931	0	5,352,931	5,252,058	-100,873	-1.92	5,547,554	0	5,547,554	5,561,961	14,407	0.26
123	EDUCATIONAL ASSISTANTS SALARIES	5,498,123	0	5,498,123	5,270,343	-227,780	-4.32	4,947,416	0	4,947,416	4,636,047	-311,369	-6.72
130	OTHER PROFESSIONAL SALARIES	2,615,219	0	2,615,219	2,644,725	29,506	1.12	2,231,752	0	2,231,752	2,344,201	112,449	4.80
140	SUBSTITUTE SALARIES	1,868,376	0	1,868,376	1,658,604	-209,772	-12.65	1,830,766	0	1,830,766	1,372,706	-458,060	-33.37
200	EMPLOYEE BENEFITS	11,833,192	0	11,833,192	12,725,627	892,435	7.01	11,508,720	0	11,508,720	12,079,069	570,349	4.72
310	SERVICES	2,038,202	57,601	2,095,803	2,002,008	-93,795	-4.69	2,073,203	123,832	2,197,035	1,660,930	-536,105	-32.28
312	LEGAL COSTS	116,577	0	116,577	135,000	18,423	13.65	6,257	0	6,257	30,000	23,743	79.14
330	STUDENT TRANSPORTATION	139,436	0	139,436	179,150	39,714	22.17	107,725	5,456	113,181	157,800	44,619	28.28
340	PROFESSIONAL DEVELOPMENT & TRAVEL	572,232	2,715	574,947	559,800	-15,147	-2.71	480,536	0	480,536	498,300	17,764	3.56
360	RENTALS & LEASES	277,032	0	277,032	278,500	1,468	0.53	263,799	0	263,799	260,000	-3,799	-1.46
370	DUES & FEES	95,579	0	95,579	117,900	22,321	18.93	139,688	0	139,688	130,800	-8,888	-6.80
390	INSURANCE	104,506	0	104,506	111,000	6,494	5.85	83,783	0	83,783	131,000	47,217	36.04
510	SUPPLIES	2,391,033	92,748	2,483,781	2,658,731	174,950	6.58	2,421,946	128,967	2,550,913	2,549,135	-1,778	-0.07
540	UTILITIES	508,007	0	508,007	459,800	-48,207	-10.48	521,068	0	521,068	443,800	-77,268	-17.41
551	GAS - HEAT	495,560	0	495,560	441,500	-54,060	-12.24	252,703	0	252,703	278,500	25,797	9.26
555	CARBON TAX EXP	45,568	0	45,568	50,000	4,432	8.86	48,692	0	48,692	50,000	1,308	2.62
560	WATER & SEWAGE	195,175	0	195,175	270,900	75,725	27.95	202,685	0	202,685	270,900	68,215	25.18
570	GARBAGE & RECYCLE	72,028	0	72,028	89,000	16,972	19.07	63,748	2,170	65,918	73,000	7,082	9.70
580	FURNITURE & EQUIPMENT REPLACEMENT	104,857	62,077	166,934	139,770	-27,164	-19.43	85,976	24,023	109,999	286,150	176,151	61.56
590	COMPUTER & EQUIPMENT REPLACEMENT	857,324	54,383	911,707	1,097,058	185,351	16.90	713,108	167,198	880,306	1,005,550	125,244	12.46
591	TANGIBLE CAPITAL ASSETS PURCHASED	0	0	0	0	0	0.00	57,490	0	57,490	0	-57,490	0.00
592	BAD DEBTS	2,153	0	2,153	0	-2,153	0.00	12,919	0	12,919	0	-12,919	0.00
Grand Total		69,101,537	269,524	69,371,061	70,097,815	726,754	1.04	66,151,566	451,646	66,603,212	68,097,486	1,494,274	2.19

Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Range: 201801 End Date: JULY 31, 2017 To 202001 End Date: JULY 31, 2019

	Description	Revenues	Original Budget	Revised Budget	Bud Remain \$	Bud Remain %	2019 Ytd Revenue	2019 Annual Budget	Bud Remain \$	2019 % Remaining
619	OTHER FEDERAL GRANTS	0	0	0	0	0.00	-1,735	0	1,735	0.00
621	OPERATING GRANT MINISTRY OF EDUCAT	-1,899,934	-62,799,325	-62,799,325	-60,899,391	96.97	-1,847,578	-62,284,003	-60,436,425	97.03
629	OTHER MINISTRY OF EDUCATION GRANTS	0	-1,247,483	-1,247,483	-1,247,483	100.00	0	-746,237	-746,237	100.00
641	PROVINCIAL GRANTS OTHER	702	0	0	-702	0.00	0	-112,000	-112,000	100.00
643	SUMMER SCHOOL FEES	-45,802	-90,000	-90,000	-44,198	49.11	-90,106	-90,000	106	-0.12
644	CONTINUING EDUCATION	1,860	-257,100	-257,100	-258,960	100.72	-604	-200,000	-199,396	99.70
645	INSTRUCTIONAL CAFETERIA REVENUE	0	-130,000	-130,000	-130,000	100.00	0	-130,000	-130,000	100.00
647	OFFSHORE TUITION FEES	-246,604	-3,726,000	-3,726,000	-3,479,396	93.38	-245,877	-4,184,289	-3,938,412	94.12
649	MISCELLANEOUS REVENUE	-102	-281,050	-281,050	-280,948	99.96	-24,589	-126,050	-101,461	80.49
651	COMMUNITY USE OF FACILITIES	-22,011	-230,000	-230,000	-207,989	90.43	-7,495	-200,000	-192,505	96.25
661	INTEREST ON SHORT TERM INVESTMENT	-13,584	-400,000	-400,000	-386,416	96.60	-44,624	-400,000	-355,376	88.84
670	APPROPRIATED SURPLUS	0	-921,982	-921,982	-921,982	100.00	0	-1,625,236	-1,625,236	100.00
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Grand Total		-2,225,475	-70,082,940	-70,082,940	-67,857,465	96.82	-2,262,608	-70,097,815	-67,835,207	96.77

Operating Fund - Year to Date Expense to Budget Summary

G.L. Period Range: 201801 End Date: JULY 31, 2017 To 202001 End Date: JULY 31, 2019

	Description	YTD Exp	YTD Com	YTD Exp + Com	Budget	Bud Remain \$	Bud Remain %	2019 YTD Exp	2019 Ytd Comm	2019 Total Exp.	2019 Final Budget	2019 Bud Remaining	2019 Bud %
105	PRINCIPALS & VP SALARIES	311,350	0	311,350	3,552,923	3,241,573	91.24	284,748	0	284,748	3,599,590	3,314,842	92.09
110	TEACHERS SALARIES	86,107	0	86,107	30,058,836	29,972,729	99.71	77,904	0	77,904	30,356,751	30,278,847	99.74
120	SUPPORT STAFF SALARIES	319,978	0	319,978	5,615,546	5,295,568	94.30	326,530	0	326,530	5,252,058	4,925,528	93.78
123	EDUCATIONAL ASSISTANTS SALARIES	50	0	50	5,769,519	5,769,469	100.00	-657	0	-657	5,270,343	5,271,000	100.01
130	OTHER PROFESSIONAL SALARIES	217,206	0	217,206	2,903,030	2,685,824	92.52	199,554	0	199,554	2,644,725	2,445,171	92.45
140	SUBSTITUTE SALARIES	7,952	0	7,952	1,662,860	1,654,908	99.52	-18,762	0	-18,762	1,658,604	1,677,366	101.13
200	EMPLOYEE BENEFITS	371,943	0	371,943	12,716,097	12,344,154	97.08	285,937	0	285,937	12,725,627	12,439,690	97.75
310	SERVICES	246,941	120,928	367,869	2,243,923	1,876,054	83.61	263,477	105,645	369,122	2,002,008	1,632,886	81.56
312	LEGAL COSTS	2,774	0	2,774	135,000	132,226	97.95	0	0	0	135,000	135,000	100.00
330	STUDENT TRANSPORTATION	5,548	99,226	104,774	202,149	97,375	48.17	1,993	0	1,993	179,150	177,157	98.89
340	PROFESSIONAL DEVELOPMENT & TRAVEL	13,538	2,715	16,253	523,115	506,862	96.89	4,918	0	4,918	559,800	554,882	99.12
360	RENTALS & LEASES	39,068	2,715	41,783	224,000	182,217	81.35	21,656	0	21,656	278,500	256,844	92.22
370	DUES & FEES	57,804	0	57,804	83,150	25,346	30.48	48,609	0	48,609	117,900	69,291	58.77
390	INSURANCE	24,342	0	24,342	121,000	96,658	79.88	21,541	0	21,541	111,000	89,459	80.59
510	SUPPLIES	98,627	309,717	408,344	2,075,605	1,667,261	80.33	86,274	155,948	242,222	2,658,731	2,416,509	90.89
540	UTILITIES	10,609	7,560	18,169	443,800	425,631	95.91	3,209	0	3,209	459,800	456,591	99.30
551	GAS - HEAT	5,037	0	5,037	407,500	402,463	98.76	0	0	0	441,500	441,500	100.00
555	CARBON TAX EXP	0	0	0	50,000	50,000	100.00	0	0	0	50,000	50,000	100.00
560	WATER & SEWAGE	9,466	0	9,466	270,900	261,434	96.51	4,579	0	4,579	270,900	266,321	98.31
570	GARBAGE & RECYCLE	3,154	13,658	16,812	89,000	72,188	81.11	11,996	2,075	14,071	89,000	74,929	84.19
580	FURNITURE & EQUIPMENT REPLACEMENT	-83	88,342	88,259	437,653	349,394	79.83	31,308	17,399	48,707	139,770	91,063	65.15
590	COMPUTER & EQUIPMENT REPLACEMENT	41,858	111,280	153,138	497,334	344,196	69.21	9,833	190,916	200,749	1,097,058	896,309	81.70
591	TANGIBLE CAPITAL ASSETS PURCHASED	0	0	0	0	0	0.00	0	0	0	0	0	0.00
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	Grand Total	1,873,269	756,141	2,629,410	70,082,940	67,453,530	96.25	1,664,647	471,983	2,136,630	70,097,815	67,961,185	96.95

Supplement to: OPERATIONS POLICY& PLANNING COMMITTEE**Date:** September 17, 2019**Submitted by:** Karen Klein, Director, International Education**Item:** **Requiring Action** **Yes** ☒ **No** ☐ **For Information** ☐**Subject:** 2020-2021 International Program Fees Review**Background:**

New Westminister Schools offers an International Education Program that is committed to providing students with high academic standards and a challenging educational environment. We believe that through academic preparation and study, personal attention, and integration into the Canadian academic and social environment, we provide our international students with a strong foundation for success in their chosen careers and future endeavors.

Our District is a leader in Canadian international education. We hosted our first international students in 1987 making us one of Canada's longest running public school international education programs. Based on our 32 years of experience and 'know-how," parents can choose New Westminister for their child knowing that they are receiving the support required to be successful away from home.

Over the past 10 years, the tuition fees for the international education program have increased by \$1,000 every 3 years; current fees are \$14,000 per year plus medical \$500 and monthly homestay \$900. The proposed 2020-2021 fees would be \$15,000 per year (increase of \$1,000) plus medical \$900 (increase \$400 due to elimination of the Medical Services Plan premiums for British Columbians, updated payment method for international students was introduced on September 1, 2019) and monthly homestay \$950 (increase of \$50) and would take effect for new students July 2020. Current students have one extra year at the current price.

Included in this Backgrounder is the District's current fee structure, proposed 2020 fee structure as well as a fee comparison chart (2019-2020) for neighbouring districts. At this time, no district has committed to a fee increase for 2020, however, several are considering one.

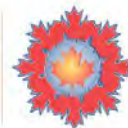
Recommendation:

THAT the Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminister) approval of the revised fees for the International Education Program as follows: \$15,000 annual fee plus medical \$900 and monthly homestay \$950, effective July 2020 for new students.

FEE SCHEDULES – SD40 Historical

	TUITION	MEDICAL	MONTHLY HOMESTAY
2011-2012	\$12,000	\$800	\$800
2012-2013	\$12,000	\$800	\$850
2013-2014	\$12,000	\$800	\$850
2014-2015	\$13,000	\$900	\$850
2015-2016	\$13,000	\$900	\$850
2016-2017	\$13,000	\$900	\$850
2017-2018	\$14,000	\$500	\$900
2018-2019	\$14,000	\$500	\$900
2019-2020	\$14,000	\$500	\$900
2020-2021 (Proposed)	\$15,000	\$900	\$950

medical reduced
when MSP was reduced.
(We still charge for private EHB
& travel insurance)



PROPOSED INTERNATIONAL STUDENT FEES

Effective July 1, 2020

	Program Application Fee (non-refundable)	Tuition	Medical	Airport Pick-Up	Homestay Application Fee (non-refundable)	* Homestay Fees
Full Year K-12 September 01 ~ June 30 includes Orientation	\$ 200	\$15,000	\$ 900	\$ 75	\$ 500	\$ 9,500 * (10 full months)
One Semester: Grades 9 – 12 only Semester I Sept ~ Jan or Semester II Late Jan ~ Jun	\$ 200	\$ 7,700	\$ 360	\$ 75	\$ 300	\$ 4,750 * (5 full months)
Half Year January Start Middle School Grades 6 -8	\$ 200	\$ 9,200	\$ 360	\$ 75	\$ 300	\$ 5,700 * (6 full months)
Half Year January Start Elementary K-5	\$ 200	\$ 9,200	\$ 360	N/A	N/A	N/A
ALL PRICES ARE IN CANADIAN DOLLARS	*Homestay fees are \$950 per month. Partial months (e.g. during August and January orientation week) are payable at \$32 per additional night.					
SEND US YOUR FLIGHT ITINERARY AND HOSTS WILL MEET YOU AT THE AIRPORT!						
- Ten (10) school months are September 1 through June 30. Semester dates are September ~ January, and January/February ~ June. Exact start & end dates change annually. Check website for updates. - Regular student fees and textbook fees are included with tuition. - All programs (Full year or semester) include Orientation activities held the week before classes begin. - Optional course fees, school supplies and field trips are not included, except for activities during Orientation. - Homestay nights during orientation are extra. - Summer school & night school courses are optional and not included in tuition prices - Short-Term Medical is \$60 per month; long-term is a sliding scale						

DEADLINES TO APPLY: April 1 and November 1

Current

2019-2020 International Student Fee Comparison Chart (10-Month/One School Year)				
District	Total (Tuition and Medical)	Application Fee	HS Placement	HS Fee (Monthly)
New Westminster	14,500	200	500	900
Coquitlam	16,500	300	Private Contractors	
Burnaby	15,450	200	550	950
North Vancouver	14,900	200	Private Contractors	
Delta	14,950	200	500	950
Maple Ridge	14,400	200	No Info	930
West Vancouver	15,400	600	No Info	975
Vancouver	15,450	200	525	950
Surrey	14,500	No Info	Private Contractors	
Langley	14,500	200	350	900
Richmond	16,425	Included in "Total" Fee		950
Mission	14,000	250	250	850
Chilliwack	14,500	300	450	900
Abbotsford	14,500	200	450	930
Sunshine Coast	14,100	No Information Published		
Nanaimo	13,500	500	No Info	850
Cowichan	14,400	250	350	850
Greater Victoria	14,600	250	325	975
Saanich	14,650	200	650	925
Sooke	14,550	250	In "Total" Fee	875
Kootenay Lake	14,000	350	750	850
Central Okanagan	13,900	200	400	900
Penticton	13,400	No Information Published		
Averages				
Metro Vancouver	15,055	255	485	938
Fraser Valley	14,333	250	383	893
Vancouver Island	14300	290	441	895
Interior	13766	275	575	875

MANAGEMENT OF SCHOOL BUDGETS

Background

The primary focus of the District's budgeting process is to ensure that adequate human and material resources are provided to support student learning at the school level. Resources are allocated to schools on an equitable basis according to sound education principles.

Procedures

1. 100% of targeted school operating budget surpluses (rollover funds) at year-end may be carried over to the following fiscal year if the surplus is less than 10% of the school operating budget.
2. Up to 30% of targeted school operating budget surpluses (rollover funds) at year-end may be carried over to the following fiscal year if the surplus is greater than 10% of the school operating budget.
3. Special Purpose funds that are permitted to be carried over will be carried over in a manner that distinguishes them from the funds in section 1.
4. Schools are prohibited from incurring Operating budget deficits.
5. Exemptions from this Administrative Procedure may be granted in exceptional circumstances. Requests for exemptions are to be forwarded in writing to the Superintendent for approval.
 - 5.1 A copy of the approved request will be forwarded by the Superintendent to the Secretary-Treasurer.

Reference: Sections 22, 23, 65, 85, 106.2, 106.3, 106.4, 100, 110, 111, 112, 112.1, 113, 114, 115, 117, 118 School Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017 Amended: September 17, 2019

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

2019/2020 Budget Update – OPERATING

		Revenue	Expenses
1 STEP 1: PRELIMINARY BUDGET			
1A 2019–2020 Operating		69,665,034	69,665,034
1B Budgeted Surplus 2017–2018:			
Earthquake Emergency Provisions		100,000	100,000
Teacher Mentor 0.6 FTE		60,495	60,495
Digital Archive Filing		50,000	50,000
Paperless Workflow Project (A/Pay & Inclusion files)		100,000	100,000
Attendance Management Program Coop Student		20,000	20,000
Special Education Review		50,000	50,000
Strategic Plan Project		25,000	25,000
Cleanliness Review: Automation Equipment		20,000	20,000
Budgeted Surplus 2017–2018:		425,495	425,495
1C 2019–2020 Preliminary Budget – Operating (CARRIED April 30, 2019)		70,090,529	70,090,529
2 STEP 2: MONITOR CHANGES			
2A Changes – Amended Budget			
– Fine Arts Surplus Appropriation		129,587	129,587
– Fine Arts Surplus Appropriation – Staffing – Teaching – District 0.5 FTE		50,413	50,413
– 522 Fader Street Rental Revenue		30,000	
– 522 Fader Street Property Taxes			5,000
– School Age K–12 Standard Enrolment Increase		89,616	
– Alternate School Enrolment Decrease		-97,084	
– Continuing Education Decrease (CE Audit–Claiming Methodology)		-336,744	
– Continuing Education Decrease (Enrolment Projection Decrease)		-356,782	
– Distributed Learning Enrolment Decrease		-205,088	
– Special Education Enrolment Decrease		-59,200	
– Refugee & Summer School Enrolment Adjustments Increase		27,697	
– Salary Differential Decrease		-8,041	
– Exempt & PVP Benefits Improvement			18,273
– Staffing – Teaching – QMS 0.3 FTE Increase			30,127
– Staffing – Teaching – FRMS 0.2 FTE Increase			20,085
– Staffing – Teaching – GMS 0.6 FTE Increase			60,254
– Staffing – Teaching – Connaught 1.0 FTE Division Enrolment Reduction			-100,424
– Staffing – Teaching – PALC 4.42 FTE Revised Enrolment Projection Reduction			-443,874
– Staffing – Teaching – NWSS 6.4 FTE Increase			642,714
– Employee Assistance Program Residual		100,000	
– Benefits Adjustment (Benefits Contingency Used / 1819 Comparison / Premium Holiday)			-695,000
– International Insurance Residual		314,146	
– School 1819 Carry Forwards		27,183	27,183
– Innovation Grant 1819 Carry Forward		17,184	17,184
– 18/19 Year End Commitments (Open Purchase Orders)		269,524	269,524
– Teacher Average Salary Adjustment			-38,634
3 STEP 3: PROJECT TO JUNE AND ADJUST AS NECESSARY			
Total Changes:		-7,589	-7,589
Amended Budget to September 12, 2019		70,082,940	70,082,940