



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

Tuesday, January 21, 2020

7:00 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>	7:00 PM
Recommendation: THAT the agenda for the January 21, 2020 Open Operations Policy and Planning Committee meeting be adopted as distributed.	
2. <u>Correspondence</u>	7:05 PM
3. <u>Comment & Question Period from Visitors</u>	7:10 PM
4. <u>Reports from Senior Management</u>	
a. Capital Projects Update	7:20 PM
i. New Westminister Secondary School (D. Crowe / G. Lachmuth)	3
b. Operations Update (B. Ketcham)	7:30 PM
January 2020 Operations Update	11
December 31, 2019 Financial Report	13
c. Budget Update (B. Ketcham)	7:40 PM 15

d. Trustee Remuneration (B. Ketcham) 7:55 PM 38

i. Board Policy 7 - Board Operations 39

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to accept the revised Policy #7 Board Operations.

e. Living Wage Verbal Update - Timeline for Implementation 8:05 PM
(R. Weston)

5. General Announcements 8:15 PM

6. New Business 8:20 PM

7. Old Business

a. Childcare Verbal Update (M. Naser) 8:25 PM

8. Question Period (15 Minutes) 8:35 PM

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

9. Adjournment 8:50 PM

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 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 approximately \$59,100,000

6. Communications

a) General

- NWSS staff and administrators continue to be consulted on classroom requirements, project updates and transition plan to new school. Transition Team meetings held on an ongoing basis.
- Weekly stakeholder consultation meetings are ongoing regarding delivery of civil works and asphalt paving between Massey Theatre and Moody Park Arena (Works completed December 2019).
Representation from SD #40 Project Team, City of New West (Engineering), Graham DB, Massey Theatre Society, Moody Park Arena, NWSS Principal.

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

7. Procurement

- Completed

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

Over the course of October/November/December:

- **Civil works:**
 - Majority of civil works have been completed between the Massey Theatre and Moody Park Arena, as per City of New West requirement. Asphalt paving of laneway between Theatre and Arena was completed mid-December.
 - Most civil works to Maintenance/IT building have also been completed.
- **Concrete Work** – All concrete works, including exterior retaining wall along service lane have been completed.
- **Structural Steel Construction** –COMPLETED.
- **Roadworks** – laneway road-base sub-excavation, reconstruction and bottom-lift paving has been completed.
- **Drywall** – Interior walls on all floors progressing well.
- **Exterior boarding** - completed around the Theatre and moving towards gymnasium. Exterior cladding has arrived.
- **Exterior Glazing** – window installation is well underway on all floors.
- **M/IT Building** – foundations and footings are completed. Commencing with superstructure.

Looking into January/February:

Roadworks – preparing to commence installation of full Signalization at intersection of 8th Avenue and laneway between Massey Theatre/Moody Park Arena. Final design works being completed with City of New West and Graham Design-Builders. Also preparing for Pedestrian activated signal on 6th Street access to new school.

- **Interior** – drywall, electrical, plumbing and heating duct installation – ongoing.
- **Maintenance/IT (MIT) Building** – superstructure continues. Building is scheduled for completion in April 2020.
- **Site workers** – current level is 120 – 140. Additional drywall crews have been added to Contractor's crew compliment.

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



View from Roof Cam on Massey Theatre



Exterior view from Massey Theatre



View of Glazing Installation



View of 3rd Floor drywall installation.



View of Level 2 floor area



Sprinkler System - Level 2



Asphalt Paving on Laneway between Massey Theatre/Moody Park Arena

Capital Projects, Operations and Planning

Lord Tweedsmuir Elementary

The Lord Tweedsmuir Seismic project work and deficiencies was 100% completed as at December 07, 2019.

Other Projects

Lord Kelvin Elementary

Sprinkler piping refit replacing all dry-system piping and straps tees is not finished will be completed by the end of January 2020.

NWSS

We have been working on compiling all inventory for NWSS in preparation for the move. The report is almost complete and will be finished by end of January 2020.

We have also been working on MI Voice Office 250 VoIP Platform Description new phone system for NWSS and a new voice mail system for the district.

Other

We have had a very busy week clearing snow and ice at all our sites but are staff did a great job keeping up. The warmer weather is starting to give us problems with down spouts over-flowing and water going in the classrooms at NWSS.

Finance

The finance department is currently working on rolling over the new calendar year for payroll and ensuring everyone's banks are replenished and up to date.

We have been working with the Director of Capital Projects on updating the budget reporting for NWSS.

We are also in the midst of the amended budget and working to make various adjustments necessary based on what has happened or planned to happen during the rest of the year.

Strategic Planning

Finance team and Operations team have been meeting monthly to ensure progress is being made on the targets until the end of June.

The finance team has had 2 HR and Payroll meetings to improve process and client service. These meetings have been productive in identifying bottle necks and finding ways to fix them.

Finance has also adjusted certain forms that are external facing with schools surrounding employee reimbursements and are formalizing turnaround times which will help with client-service.

Operations team is currently working on target goals planning training of staff February 14, 2020, completion of projects per 5 year capital plan. Access accessibility for all sites, Evaluate the number of apprentices for the maintenance department, Establish Green team at Middle schools and elementary schools, Success in obtaining new, replacement or expansion projects based on the districts submission of the 5 year capital plan

Ministry & Other Submissions: December 2019 & January 2020

Submitted to:	Description	Date
Ministry of Education	Statement of Financial Information	December 31, 2019
Ministry of Education	Government Reporting Entity (GRE) Report	December 11, 2019
Ministry of Education	Capital – Data Maintenance Report	January 17, 2020

Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Range: 201901 End Date: JULY 31, 2018 To 202006 End Date: DECEMBER 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	-25,902,438	-62,799,325	-62,799,325	-36,896,887	58.75	-25,188,645	-62,284,003	-37,095,358	59.56
629	OTHER MINISTRY OF EDUCATION GRANTS	-292,331	-1,275,983	-1,247,483	-955,152	76.57	-119,005	-746,237	-627,232	84.05
641	PROVINCIAL GRANTS OTHER	-95,543	0	0	95,543	0.00	-61,000	-112,000	-51,000	45.54
643	SUMMER SCHOOL FEES	-45,802	-90,000	-90,000	-44,198	49.11	-90,827	-90,000	827	-0.92
644	CONTINUING EDUCATION	-16,068	-257,100	-257,100	-241,032	93.75	-56,546	-200,000	-143,454	71.73
645	INSTRUCTIONAL CAFETERIA REVENUE	-54,006	-130,000	-130,000	-75,994	58.46	-52,795	-130,000	-77,205	59.39
647	OFFSHORE TUITION FEES	-2,181,362	-3,726,000	-3,726,000	-1,544,638	41.46	-2,157,024	-4,184,289	-2,027,265	48.45
649	MISCELLANEOUS REVENUE	-26,121	-281,050	-281,050	-254,929	90.71	-65,379	-126,050	-60,671	48.13
651	COMMUNITY USE OF FACILITIES	-121,340	-230,000	-230,000	-108,660	47.24	-123,985	-200,000	-76,015	38.01
661	INTEREST ON SHORT TERM INVESTMENT	-228,265	-400,000	-400,000	-171,735	42.93	-243,405	-400,000	-156,595	39.15
670	APPROPRIATED SURPLUS	0	-928,832	-928,832	-928,832	100.00	0	-1,625,236	-1,625,236	100.00
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	Grand Total	-28,963,276	-70,118,290	-70,089,790	-41,126,514	58.68	-28,160,346	-70,097,815	-41,937,469	59.83

Operating Fund - Year to Date Expense to Budget Summary

G.L. Period Range: 201901 End Date: JULY 31, 2018 To 202006 End Date: DECEMBER 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	1,830,172	0	1,830,172	3,552,923	1,722,751	48.49	1,820,196	0	1,820,196	3,599,590	1,779,394	49.43
110	TEACHERS SALARIES	11,855,089	0	11,855,089	30,058,836	18,203,747	60.56	11,766,104	0	11,766,104	30,356,751	18,590,647	61.24
120	SUPPORT STAFF SALARIES	2,475,726	0	2,475,726	5,615,546	3,139,820	55.91	2,549,252	0	2,549,252	5,252,058	2,702,806	51.46
123	EDUCATIONAL ASSISTANTS SALARIES	2,200,847	0	2,200,847	5,769,519	3,568,672	61.85	2,013,065	0	2,013,065	5,270,343	3,257,278	61.80
130	OTHER PROFESSIONAL SALARIES	1,357,954	0	1,357,954	2,903,030	1,545,076	53.22	1,205,536	0	1,205,536	2,644,725	1,439,189	54.42
140	SUBSTITUTE SALARIES	905,853	0	905,853	1,662,860	757,007	45.52	791,230	0	791,230	1,658,604	867,374	52.30
200	EMPLOYEE BENEFITS	4,706,635	0	4,706,635	12,716,097	8,009,462	62.99	4,539,595	0	4,539,595	12,725,627	8,186,032	64.33
310	SERVICES	1,029,716	91,746	1,121,462	2,243,923	1,122,461	50.02	975,334	134,154	1,109,488	2,002,008	892,520	44.58
312	LEGAL COSTS	44,680	0	44,680	135,000	90,320	66.90	21,745	0	21,745	135,000	113,255	83.89
330	STUDENT TRANSPORTATION	63,136	66,984	130,120	202,149	72,029	35.63	58,077	118,487	176,564	179,150	2,586	1.44
340	PROFESSIONAL DEVELOPMENT & TRAVEL	394,863	2,715	397,578	523,115	125,537	24.00	445,005	2,715	447,720	559,800	112,080	20.02
360	RENTALS & LEASES	143,978	1	143,979	224,000	80,021	35.72	157,355	33,586	190,941	278,500	87,559	31.44
370	DUES & FEES	71,788	0	71,788	83,150	11,362	13.66	105,303	0	105,303	117,900	12,597	10.68
390	INSURANCE	108,972	0	108,972	121,000	12,028	9.94	21,541	0	21,541	111,000	89,459	80.59
510	SUPPLIES	826,668	226,884	1,053,552	2,082,455	1,028,903	49.41	905,676	487,803	1,393,479	2,658,731	1,265,252	47.59
540	UTILITIES	195,390	6,203	201,593	443,800	242,207	54.58	187,486	6,700	194,186	459,800	265,614	57.77
551	GAS - HEAT	93,373	0	93,373	407,500	314,127	77.09	73,915	0	73,915	441,500	367,585	83.26
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	103,438	0	103,438	270,900	167,462	61.82	96,435	0	96,435	270,900	174,465	64.40
570	GARBAGE & RECYCLE	23,137	11,185	34,322	89,000	54,678	61.44	32,309	13,846	46,155	89,000	42,845	48.14
580	FURNITURE & EQUIPMENT REPLACEMENT	123,229	30,744	153,973	437,653	283,680	64.82	39,877	16,400	56,277	139,770	83,493	59.74
590	COMPUTER & EQUIPMENT REPLACEMENT	449,905	32,232	482,137	497,334	15,197	3.06	306,110	70,415	376,525	1,097,058	720,533	65.68
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	Grand Total	29,004,549	468,694	29,473,243	70,089,790	40,616,547	57.95	28,111,146	884,106	28,995,252	70,097,815	41,102,563	58.64

Budget Update

January 21, 2020

Operations Policy & Planning Committee



New
Westminster
Schools

Process

New West Schools					
Budget Process: 2020-2021					
Date	Location	Time	Event	Attendees	Goal
26-Nov-19	SBO	7:00 PM	Regular Open Board Meeting	Board	Approval of the 2020/21 budget process
03-Dec-19	SBO	7:00 PM	Operations Policy & Planning Committee	Committee Members	Review ThoughtExchange process planned for January 2020
Winter Break - December 23 - January 3					
13-Jan-20	N/A	N/A	Thought Exchange engagement process	N/A	Collect community and stakeholder feedback (January 13 - 17)
16-Jan-20	SBO	7:30 AM	District Leadership Team	Staff, PVP	Budget Process Overview
TBD (early Feb)	TBD	TBD	Student Symposium	Trustees/Staff/Students	Collect student feedback
11-Feb-19	SBO	7:30 PM	Operations Policy & Planning Committee	Committee Members	Public and student engagement results
3 -Year Enrolment Projections to MOE - February 15					
18-Feb-20	TBD	6:00 PM	Talking Tables Dinner Meeting	Trustees, Staff, PVP/Stakeholders/Students	Facilitated Discussion Dinner Meeting
25-Feb-20	SBO	7:00 PM	Regular Open Board Meeting	Board	Approval of the Amended Budget for 2019/20
03-Mar-20	SBO	7:00 PM	Combined Ed and Ops Policy & Planning Committee	Committee Members	Estimated Structural Surplus/Deficit
10-Mar-20	SBO	7:00PM	Regular Open Board Meeting	Board	Superintendent's recommendations and stakeholder submission presentations
Ministry Funding Announcement - March 13					
Spring Break - March 16 - 27					
07-Apr-20	SBO	7:00 PM	Special Meeting (if required)	Board	Review of funding model annouced for 2020/21 by Ministry fo Education and discussion of forseen impacts
21-Apr-20	SBO	7:00 PM	Operations Policy & Planning Committee	Committee Members	
21-Apr-20	SBO	Post Ops	Regular Open Board Meeting - SPECIAL	Board	Complete 1st and 2nd reading of budget bylaw
23-Apr-20	SBO	4:30 PM	District Leadership Team	Staff, PVP	Superintendent's Recommendations Review
28-Apr-20	SBO	7:00 PM	Regular Open Board Meeting	Board	Complete 3rd reading of budget bylaw
Staffing Processes Commence - May 1					
19-May-20	SBO	7:00 PM	Operations Policy & Planning Committee	Committee Members	20/21 Process Debrief & Improvements to Be Made
Ministry Submission Deadline - June 30					

2020-21 ThoughtExchange Update

LINK: [HTTPS://MY.THOUGHTEXCHANGE.COM/SCROLL/885041528](https://my.thoughtexchange.com/scroll/885041528)

QUESTION: GUIDED BY THE FOUR DIRECTIONS OF OUR STRATEGIC PLAN, HOW CAN WE BEST TARGET RESOURCES (IN 2020-21) TO ENSURE THE SUCCESS OF ALL STUDENTS AT NEW WESTMINSTER SCHOOLS?

LIVE FROM JANUARY 13 TO 24 (EXTENDED)

FOCUSED MORE ON BUDGET V. LAST YEAR WHERE THE FOCUS WAS ON THE STRATEGIC PLAN

2020-21 Other Budget Updates

- **TALKING TABLES EVENT PLANNED FOR FEBRUARY 18, 2020 AND IS BEING HELD AT DOUGLAS COLLEGE**
- **STUDENT SYMPOSIUM WILL BE TAKING PLACE ON FEBRUARY 21, 2020**
- **EMT AND DLT HELD ON JANUARY 27 AND 30 RESPECTIVELY AND WILL INCLUDE BUDGET UPDATES**
- **WORK HAS STARTED TO COMMENCE OVER THE ENROLMENT ESTIMATES FOR THE 2020-2021 YEAR. FINANCE, HR AND LEARNING SERVICES TEAMS ARE WORKING CLOSELY TOGETHER.**

Superintendent Recommendations

Incorporate

- Student Learning Accountability, Initiatives & Directions
- ThoughtExchange Feedback
- Student Symposium Feedback
- Talking Tables Feedback

Recommend

- Aligned to the Board's strategic plan
- Core to Organizational Function
- Advances student learning

Operating Fund



New Funding Formula

THERE HAS STILL BEEN NO NEW INFORMATION ABOUT THE FUNDING FORMULA SINCE THE LAST UPDATE IN NOVEMBER.

DISTRICTS HAVE NOT YET BEEN INFORMED AS TO WHEN UPDATED INFORMATION MAY BE SHARED.

AS WE MOVE IN TO PRELIMINARY BUDGET SEASON, DISTRICTS WILL HAVE TO MAKE ESTIMATES ON WHAT ANTICIPATED FUNDING WILL LOOK LIKE

DISTRICTS MAY BE “WINNERS” OR “LOSERS”

Current Operating Grant

[HTTPS://WWW2.GOV.BC.CA/ASSETS/GOV/EDUCATION/ADMINISTRATION/RESOURCING-MANAGEMENT/K12FUNDING/19-20/19-20-SD40-UPDATED-DECEMBER-2019.PDF](https://www2.gov.bc.ca/assets/gov/education/administration/resourcing-management/k12funding/19-20/19-20-SD40-UPDATED-DECEMBER-2019.pdf)

Provincial Totals

78% allocated through the Basic Allocation

Basic Allocation	
Common per student amount for every FTE student enrolled by school type	
Standard School: \$7,468 per school age FTE	Continuing Education: \$7,468 per school age FTE
Alternate School: \$7,468 per school age FTE	Distributed Learning: \$6,100 per school age FTE

15% allocated to recognize unique student enrolment

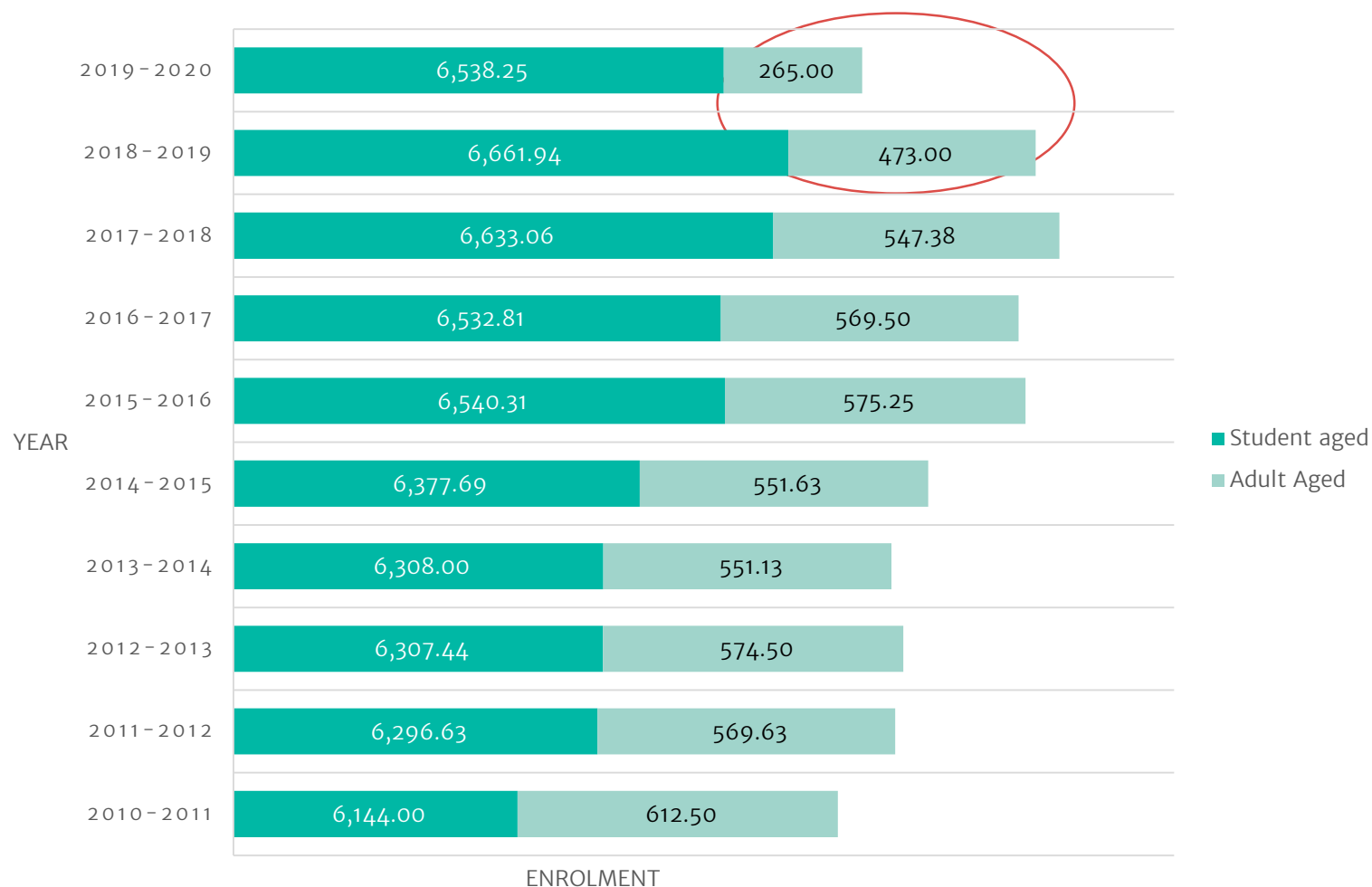
Unique Student		
Additional per student funding to address uniqueness of district enrolment and support additional programming		
Level 1 Special Needs: \$42,200 per student	Level 2 Special Needs: \$20,200 per student	Level 3 Special Needs: \$10,250 per student
English/French Language Learning: \$1,495 per student	Aboriginal Education: \$1,450 per student	Adult Education: \$4,773 per FTE
	Vulnerable Students: in addition to CommunityLINK	

7% allocated to recognize unique district factors

Unique District				
Additional funding to address uniqueness of district factors				
Small Community: for small schools located a distance away from the next nearest school	Low Enrolment: for districts with low total enrolment	Rural Factor: located some distance from Vancouver and the nearest large regional population centre	Climate Factor: operate schools in colder/ warmer climates additional heating or cooling requirements	Sparseness Factor: operate schools that are spread over a wide geographic area
Student Location Factor: based on population density of school communities			Supplemental Student Location: Level 1 and 2 special needs enrolment	
Salary Differential: Funding to districts that have higher average educator salaries				
Funding Protection / Enrolment Decline				
Enrolment Decline: funding to districts experiencing enrolment decline of at least 1% when compared to the previous year			Funding Protection: funding to ensure that no district experiences a decline in operating grants greater than 1.5% when compared to the previous September	
CSF Supplement – district receives a 15% funding premium on allocated funding				

0.1% allocated to buffer the effects of declining enrolment

Enrolment



Decrease in enrolment from 2018-19 by approximately 225 students – mainly resulting from a decrease in continuing education from 220 to 88 and reduction in the Island Discovery Program of 215 students

Revenue Changes (2019-20)

September 2019 Enrolment Count											
							Enrolment	Enrolment (post 1701)	Difference	Funding Level	Change in Funding
	Standard						6,236.75	6,246.69	9.94	\$ 7,468	\$ 74,213
	Continuing Education (student aged)						2.88	2.63	- 0.25	\$ 7,468	-\$ 1,867
	Alternate						128.00	87.00	- 41.00	\$ 7,468	-\$ 306,188
	Distributed Learning						175.00	147.94	- 27.06	\$ 6,100	-\$ 165,081
	Home Schooling						14.00	-	- 14.00	\$ 250	-\$ 3,500
	Course Challenges						7.00	10.00	3.00	\$ 233	\$ 699
	Total Enrolment Based Funding (Setpember)						6,563.63	6,494.25	- 69.38		-\$ 401,724
	Supplement for Enrolment Decline										\$ 105,133
	Supplement for Unique Student Needs										
	Special Needs (L1, 2 and 3)										\$ 537,450
	ELL						1,250.00	1,289.00	39.00	\$ 1,495	\$ 58,305
	Indigenous						300.00	270.00	- 30.00	\$ 1,450	-\$ 43,500
	Adult Education						218.25	88.13	- 130.13	\$ 4,773	-\$ 621,087
	Supplement for Salary Differential						\$ 1,596,671	1,265,160			-\$ 331,511
	Total September 2019 enrolment count										-\$ 696,934
February and May 2020 Enrolment Count (only Continuing Education shown as no change to other estimates)											
	School Aged Continuing Education						3.00	4.38	1.38	\$ 7,468	\$ 10,269
	Adult Aged Continuing Education						328.00	176.88	- 151.13	\$ 4,773	-\$ 721,320
	Change in Funding										-\$ 1,407,985

Monitor Existing Budget AND Build the 2020–21 Budget

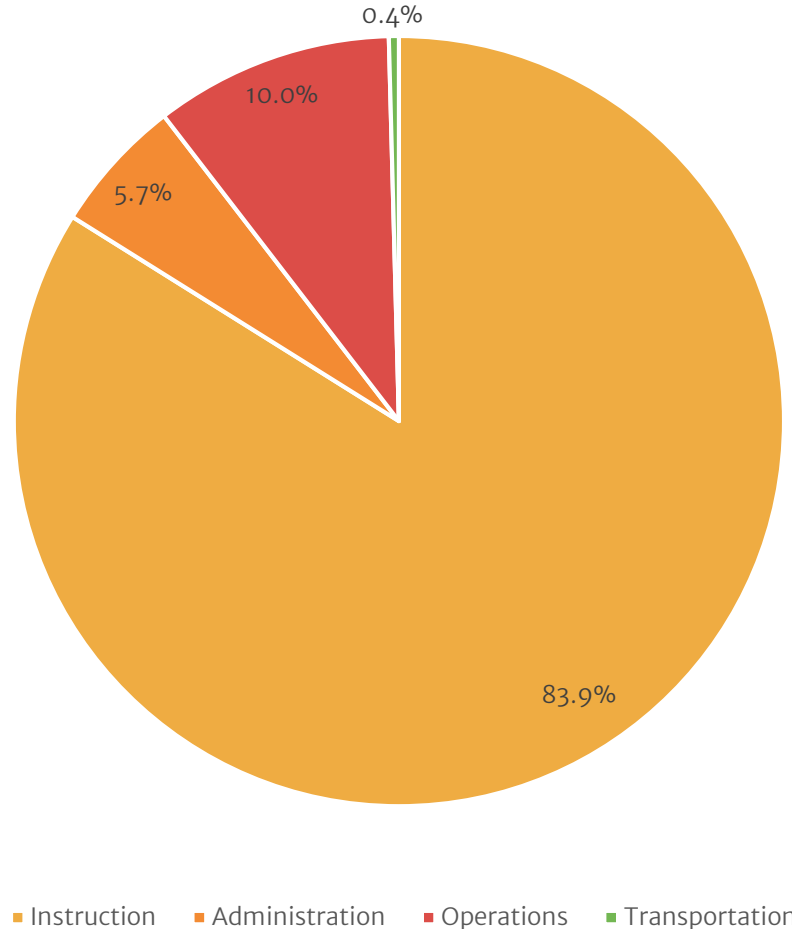
Revenues are adjusted

Expenses are reviewed by department and adjusted if necessary

- DISTRICT IS EFFICIENTLY UTILIZING SPECIAL PURPOSE FUNDS SUCH AS CEF, LINK, AFG**
- TWEEDS PROJECT HAS ALLOWED THE DISTRICT TO CHARGE SOME PAYROLL COSTS FOR STAFF WORKING ON THE PROJECT**
- INCREASING THE PRECISION OF PAYROLL AND BENEFIT COSTS**
- DISTRICT HAS TAKEN STEPS TO RIGHT-SIZE PROGRAMS DUE TO CHANGES IN FUNDING OF THE PROGRAMS**

Information is gathered about the following year and potentially adjusted

Operating Expenses



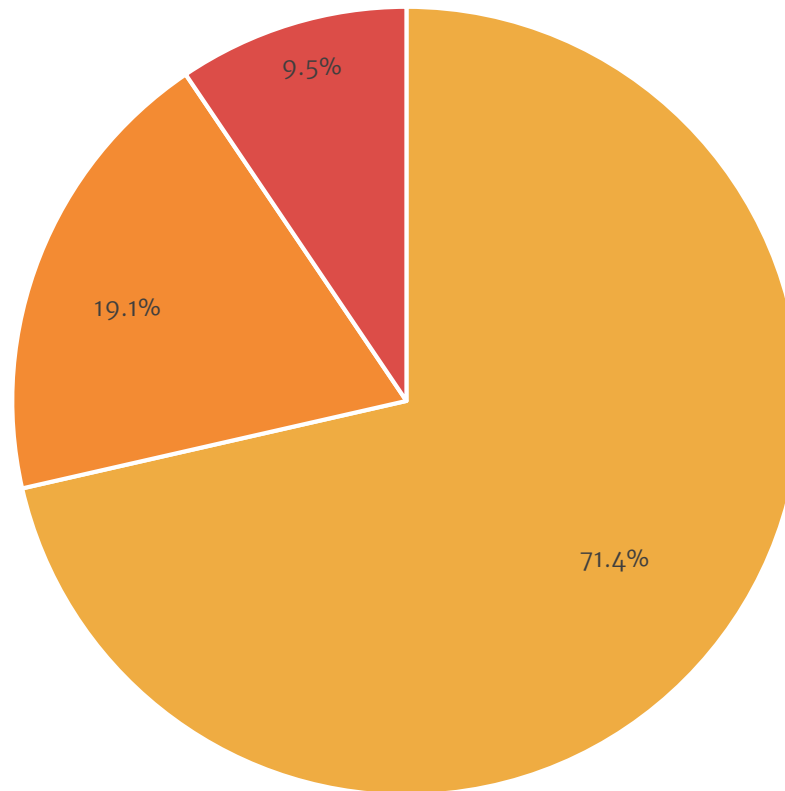
Instruction – relates to **delivery of learning experiences**: Teachers, Principals and Vice-Principals, Education Assistants, technology for the classroom, textbooks, curricular and extra curricular travel

Administration – relates to **running the district**: Superintendent, learning and special education leaders, finance, human resources, payroll, software, legal, audit

Operations – relates to the **maintenance and upkeep of buildings, grounds and technology**: plumbers, electricians, carpenters, custodians, groundspeople, computer technicians

Transportation – relates to **getting students to and from school each day** bus contractors, crossing guards and bus monitors

Operating Expenses

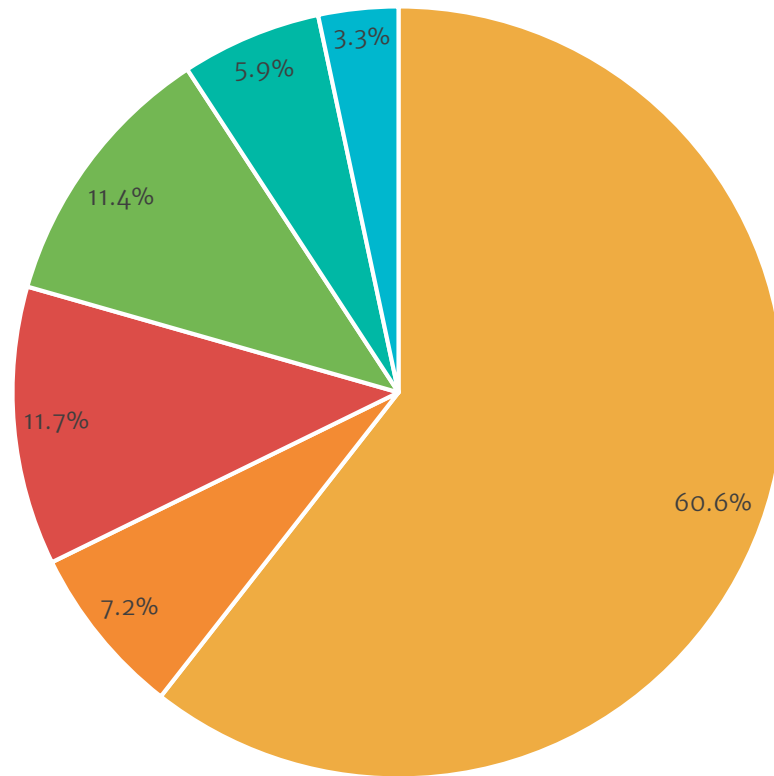


■ Wages ■ Benefits ■ Services & Supplies

Paying people their wages and benefits takes up approximately **90.5%** of the budget

Paying for **everything else** (services and supplies) like technology, textbooks, fuel, travel, toilet paper, library books etc etc takes up the remaining **9.5%**

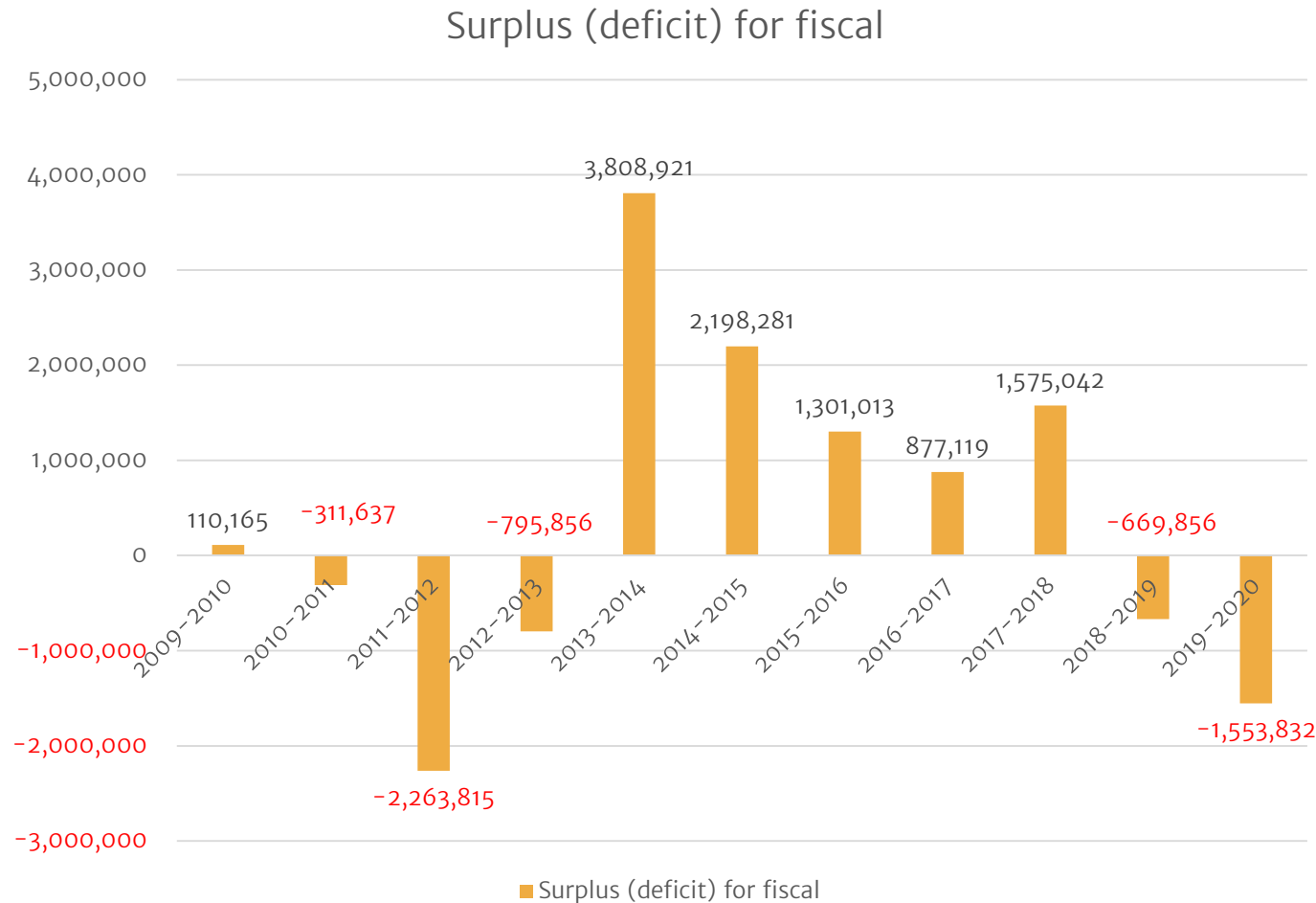
Wages



Teacher Principal/VP Education Assistant
Support Staff (CUPE) Excluded & Board Substitutes

- Education is a **human service**, therefore most of the wages paid are to people **directly servicing students in schools and classrooms day to day**; teachers, counsellors, Principals and Vice-Principals, Education Assistants and Aboriginal Education Workers. These employees are paid **79.5%** of total wages
- **Supporting** and foundational to classrooms are the secretaries, journeymen, custodians, computer technicians, superintendent, accounting staff etc. These employees are paid **17.3%** of total wages
- Finally, when a teacher gets sick or attends a district meeting or a custodian or secretary or education assistant takes vacation, a **replacement or sub is required** to do their work. TTOC's and CUPE Relief employees are paid **3.3%** of total wages.

Surplus by Year



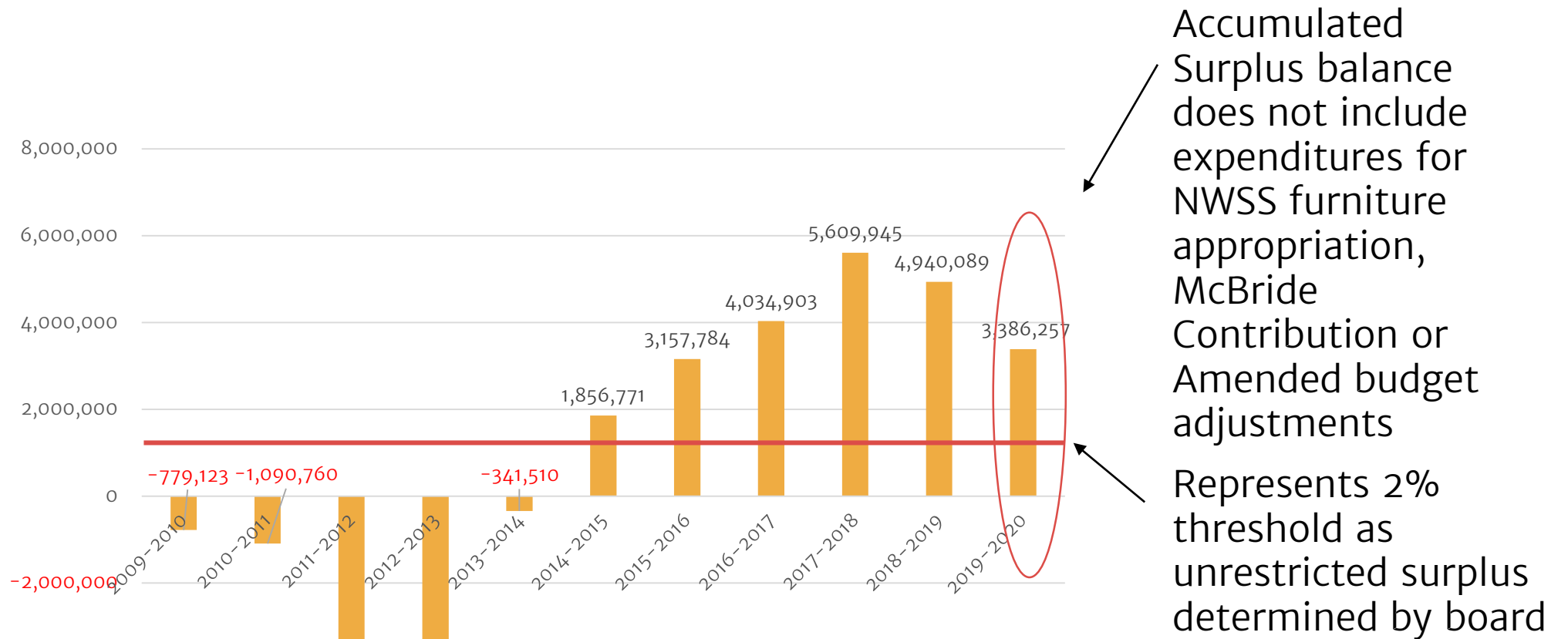
Current year planned deficit (approved) consists so far of:

- \$425,000 surplus investments
- \$180,000 fine arts investments
- \$625,000 appropriation approved October 2019
- \$270,000 open commitments
- \$54,000 program commitments carried forward from 2018-19

Unknown other charges against surplus

- Amended Budget adjustments
- McBride replacement contribution
- NWSS furniture

Accumulated Surplus by Year



Special Purpose Funds

MINISTRY OF EDUCATION OR INTERNALLY RESTRICTED FUNDS THAT ARE FUNDED FOR SPECIFIC PURPOSE AND CANNOT (MINISTRY) OR SHOULD NOT (INTERNALLY RESTRICTED) BE REDIRECTED AT THE BOARD'S DISCRETION.



Special Purpose Funds – MOE

MAIN CATEGORIES OF SPECIAL PURPOSE FUNDS INCLUDE:

- 1. ANNUAL FACILITY GRANT (AFG)**
- 2. LEARNING IMPROVEMENT FUND (LIF)**
- 3. STRONG START**
- 4. READY SET LEARN**
- 5. OFFICIAL LANGUAGES IN EDUCATION PROTOCOL (OLEP) – FRENCH**

Special Purpose Funds

7. COMMUNITY LINK (LINK)

TO IMPROVE THE EDUCATIONAL PERFORMANCE OF VULNERABLE STUDENTS, INCLUDING BOTH ACADEMIC ACHIEVEMENT AND SOCIAL FUNCTIONING.

ANNUAL FUNDING HAS BEEN \$1.5M + SURPLUS \$630K AT THE START OF THE YEAR = \$2.1 M FUNDING FOR THIS YEAR

DISTRICTS HAVE BEEN ALLOWED TO CARRY FORWARD SURPLUS THOUGH WE ARE TRYING TO ENSURE THIS IS FULLY UTILIZED.

MOE HAS SUGGESTED THAT THIS SUPPLEMENT BECOME PART OF THE INCLUSIVE EDUCATION FUNDING IN THE NEW FUNDING FORMULA

Special Purpose Funds

10. CLASSROOM ENHANCEMENT FUND (CEF)

IMPLEMENT RESTORED CLASS SIZE AND COMPOSITION LIMITS. THREE CATEGORIES: STAFFING, OVERHEAD, REMEDIES

STAFFING: \$5,226,659 (53.5 FTE, UP FROM 45.5 FTE \$4,490,061)

OVERHEAD: \$418,499

REMEDIES: \$286,254

“USE IT OR LOSE IT” – FUNDS CLAWED BACK AT THE END OF THE YEAR.

Capital

THREE SOURCES

1. OPERATING
2. SPECIAL PURPOSE
3. BYLAW CAPITAL FROM MOE



Capital – By-Law

PLAYGROUND EQUIPMENT PROGRAM

CARBON NEUTRAL

BUILDING ENVELOPE

SCHOOL ENHANCEMENT PROGRAM

SEISMIC

EXPANSION

REPLACEMENT

NEW

Check-in

**AT EACH STAGE WE ASK OURSELVES ABOUT BUDGET
DECISIONS/ALLOCATIONS:**

WHAT IS THE BENEFIT?

WHO WILL BENEFIT?

AT WHAT COST?

Supplement to: OPERATIONS POLICY & PLANNING COMMITTEE

Date: January 21, 2020

Submitted by: Bettina Ketcham, Secretary-Treasurer

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

Subject: Trustee Remuneration

Background:

The Board of Education follows Policy 7 – Board Operations in determining Trustee remuneration. This policy aligns to Section 71 of the *School Act* and requires annual authorization of the payment of remuneration to the chair, vice chair and other trustees.

Trustee remuneration may be adjusted on an annual basis based on the most recent five-year rolling average of the Vancouver Consumer Price Index (CPI) effective January 1st of each year. The five year rolling average for the current year is +1.92%.

Below is the current remuneration trustees presently receive and the stipend with the CPI adjustment included:

Position	Current Annual Stipend	CPI % increase (1.92%)	Annual Stipend if increase taken
Chairperson	\$28,229.88	\$542.01	\$28,771.89
Vice Chairperson	\$26,502.36	\$508.84	\$27,011.20
Trustee	\$24,774.96	\$475.68	\$25,250.64

The increase in the Trustee remuneration if the Board of Education passes a motion for their annual stipend to be increased by the rate of CPI is \$3,429.25.

Presently, policy and practice have the increase effective as of January 1st, however, having the stipend effective July 1st in line with the District's fiscal year would allow for better planning. Attached is policy 7 with suggested edits if the board so chooses to revise its policy to align increases in stipend with the fiscal year.

As a reminder, as of January 1, 2019, 100% of a Trustee's stipend is taxable.

For Information

Helpful information for consideration is what the District's other groups receives as a pay increase for the year:

- **CUPE:** effective May 1, 2019 1% increase plus Economic Stability Dividend (ESD) (0.75%) and effective July 1, 2019 a 2% increase (new collective agreement ratified November 2019).
- **NWTU:** effective May 1, 2019 1% increase plus ESD (0.75%) and per recent bargaining, a mandate of 2%/2%/2% is on the table though has not yet been accepted.
- **Management:** effective July 1, 2019 1.75% increase (aligned to the union contracts to avoid compression).

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 Statement of the Returning Officer;

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

2.1.1.2.1 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.

2.1.1.3 Election of Chair and Vice Chair;

2.1.1.4 Election of BCSTA Provincial Council delegate and alternate delegate;

2.1.1.5 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 elections at the regular board meeting in November to appoint the Chairperson, Vice Chairperson, BCSTA Provincial Representative and BCPSEA Representative and the respective alternates. . The meeting shall be convened by the Secretary-Treasurer or designate. The order of business shall include:

2.2.1.1 Report of Current 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.

Upon election of the Chair, the Chairperson shall preside over the remainder of the meeting and call for the election of the other remaining positions as noted above.

2.2.2 In the final term of office, a report will be provided by the current chair during the board meeting directly preceding the Trustee elections.

(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 7:00 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 may be called by the Secretary-Treasurer at the request of at least 2/3 of the trustees in office.
 - 4.4 The business to be conducted shall be set out in the notice.
 - 4.5 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 of 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 6:00 - 7:00 p.m. 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
- 6. The Board shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than Trustees or Officers of the Board are excluded. The record of the closed meeting shall be open for inspection at all reasonable times by any person.

Length of Meetings

All regular Board meetings and in-camera meetings described in Section 3 and 5 shall adjourn by 9:30 p.m., unless in either case, the time limit is extended to 10:00 p.m. by two-thirds majority vote, and beyond 10:30 p.m. by unanimous consent of all trustees present. Adjournment time for special meetings, referred to in Section 5 shall be determined by those members present.

Teleconference and Video Conferencing

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

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

7. Trustee In-Service Sessions

- 7.1 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.
- 7.2 The Board shall prepare a record containing a general statement as to the nature of each in-service session of the matters discussed.

8. Notice and Agendas

- 8.1 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.
- 8.2 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.
- 8.3 The Board Chair and Superintendent shall establish items on the agenda for each regular meeting. The agenda shall generally follow the order outlined below:
 - 8.3.1 Adoption of Agenda
 - 8.3.2 Approval of Minutes
 - 8.3.3 District Presentations
 - 8.3.4 Student Presentations
 - 8.3.5 Delegations
 - 8.3.6 Community Presentations (10 minutes per presentation)
Must be scheduled in advance through the Office of the Secretary Treasurer.
 - 8.3.7 Comment and Question Period from Visitors
 - 8.3.8 Board Committee Reports
 - 8.3.8.1 Education Policy and Planning Committee
 - 8.3.8.2 Operations Policy and Planning Committee
 - 8.3.9 Reports Senior Management
 - 8.3.10 Trustee Reports
 - 8.3.11 Question Period (15 minutes)
 - 8.3.12 Notice of Meetings
 - 8.3.13 Reporting Out from In-Camera Meeting
 - 8.3.14 Adjournment
- 8.4 Agenda items for Board meetings may originate from:
 - 8.4.1 Board Annual Work Plan
 - 8.4.2 Business arising from previous meetings

8.4.3 Business from committee-of-the whole meetings

8.4.4 Business from sub-committee meetings

8.4.5 Superintendent of Schools

8.4.6 Individual Trustees

- 8.5 Items for the agenda are to be submitted to the Superintendent or designate by the close of business of the Monday for 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 (and with consultation / inclusion of submitter).

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”.

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;

- 8.6 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.
- 8.7 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.
- 8.8 Where material or motions are introduced at a Board meeting, which has not been made available to Trustees in accordance with section 8.1 and 8.2, 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.
- 8.9 Items proposing board action shall be accompanied with an action request form briefly outlining the issue, pertinent information and a recommendation.

9. Minutes

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

9.1 The minutes shall record:

- 9.1.1 Date, time and place of meeting

- 9.1.2 Type of meeting (Inaugural, regular or special)
- 9.1.3 Name of presiding officer
- 9.1.4 Names of those trustees and administration in attendance
- 9.1.5 Approval of preceding minutes
- 9.1.6 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
- 9.1.7 Points of order
- 9.1.8 Appointments
- 9.1.9 Recommended motions proposed by Committees
- 9.1.10 Trustee declaration pursuant to Section 56, 57 or 58 of the *School Act*

9.2 The minutes shall:

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

- 9.3 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.

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

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

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

- 9.6 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.

- 9.7 The approved minutes of a regular or special meeting shall be posted to the website within 48 hours or 2 regular business days following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.

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

10. Motions

- 10.1 No decision shall be made by the Board unless upon a motion of a Trustee, seconded by another Trustee and approved by majority vote.
- 10.2 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.

- 10.3 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.
- 10.4 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.
- 10.5 When a motion under consideration entertains several propositions, the vote upon each proposition shall be taken separately, if so requested by any Trustee present.
- 10.6 After the Board has taken a vote on any motion, the Board shall not vote on that motion again at the same meeting.
- 10.7 A reconsideration motion can only be proposed by a trustee who voted with the majority at a previous meeting.
- 10.8 The Chair shall have the same voting rights as any other member
- 10.9 Where the number of votes on a motion is equal, the motion is defeated and the Chair shall so indicate.
- 10.10 All Trustee votes shall be recorded on all votes, except where a secret ballot has been held for election purposes.
- 10.11 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.

11. 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

- 11.1 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.
- 11.2 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.

11.3 Delegations shall have 10 minutes to present to the Board.

11.4 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.

11.5 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.

11.6 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.

11.7 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.

11.8 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.

11.9 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.

11.10 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".

- 11.11 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".
- 11.12 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 11.10 or 11.11 above.

12. Trustee Remuneration and Expenses

12.1 Annual Remuneration

~~12.1.1 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.*~~

~~12.1.1 In January, the Secretary-Treasurer will inform the Board of Education of the *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.*~~

~~12.1.2 *Trustee stipend increases, if approved, will come in to effect on July 1 of each year.*~~

12.2 Expenses

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

Conference and Travel Expenses

12.2.2 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.

12.2.3 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.

12.2.4 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.

12.2.5 Trustees may claim, while on Board business:

- 12.2.5.1 Long distance toll charges and cellular phone charge for School Board business telephone calls;
- 12.2.5.2 Other reasonable requests may be considered at the discretion of the Board.

- 12.2.6 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.
- 12.2.7 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.
- 12.2.8 Cost of airfare is limited to the cost of economy airfare.
- 12.2.9 Travel costs outside of British Columbia must receive prior approval of the Board.
- 12.2.10 Trustees may claim amounts for taxis, parking fees, local mileage, etc. Receipts are to be provided.
- 12.2.11 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.
- 12.2.12 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.
- 12.3 Payment of Expenses
 - 12.3.1 Expenses must be submitted on a timely basis to the Secretary Treasurer at least once a month.
 - 12.3.2 For inaugural functions and one spousal meal per conference, spousal expenses may be claimed.
 - 12.3.3 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.
 - 12.3.4 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*

SD No. 40 (New Westminster)

*Adopted: May 30, 2017
Revised: April 30, 2019
October 29, 2019
[January 28, 2020](#)*

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