BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
OPERATIONS POLICY AND PLANNING COMMITTEE AGENDA

Tuesday, January 18, 2022, 6:30 pm
Via Webex Livestream

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

Recommendation:
THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) the approval of Policy 19 - Financial Reserves as presented.

4. General Announcements 8:00 PM

5. New Business 8:05 PM

a. Meeting Format (Chair Dhaliwal)

Recommendation:
THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) to amend Policy 7 – Board Operations to include 7.13 Trustee Maternity/Parental Leave Policy.

6. Old Business 8:20 PM

7. Question Period (15 Minutes) 8:25 PM

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

8. Adjournment 8:40 PM

PROJECT STATUS REPORT

Project	**Project Name McBride Replacement**	**Project Description**	Construction of new building and demolition of existing	**Project Dashboard** Green: As planned Yellow: Corrective Action Being Taken Red: Executive Attention Required			
Date	Jan. 12	**Year**	2022	**Scope**		**Budget**	
Prepared By	Karen Hearn			**Schedule**		**Issues**	

Project Status

Brief paragraph describing the status of the project, milestones achieved and not reached. Major upcoming milestones.

Project is in the construction stage for the new school.

Since the November report the following major milestones were achieved:

- *Heating system activated*
- *Elevator installation completed*
- *Exterior windows completed*
- *Telus interim connection completed*
- *Water service to the building is complete*
- *Gas connection to the building is complete*
- *Concrete floor polishing on Levels 1 and 2 complete with Level 3 nearly complete*
- *Lighting installation 90% complete*
- *Painting of drywall 100% first coats and 30% final coat*
- *Interior window frames 70% complete*
- *Exterior cladding 85% complete*
- *Tiling in washrooms 100% complete*
- *Washroom fixtures 90% complete*
- *Polishing of the concrete floors 95% complete*
- *Millwork installation 65% complete*

Upcoming major milestones

- *Completion of the gym flooring*
- *Completion of the installation of the exterior cladding*
- *Installation of curbs, sidewalk, pavement on level 3*
- *Completion of the Installation of T-bar and wood slat ceilings*
- *Building system commissioning*
- *Training/demonstration of the building systems for School District maintenance staff*
- *Completion of the demolition plan*

New Westminster Schools

PROJECT STATUS REPORT

Project Scope

Changes to the original scope or key assumptions which may have a material impact on schedule, budget, or project outcome.

1. *Increase of building size to accommodate siting on the property. The school portion of the building is 3,765 m2. Total space for the Child Care is 435 m2 with the Childcare funding being provided from the Ministry of Children and Family Development and the City of New Westminster.*

Project Schedule

Highlight any important changes or risks to the project timelines.

The General Contractor had been aiming for opening December 2021 or January 2022. Challenges with the availability and delivery of materials subsequent to the flooding early in November, the continued extreme weather and continued challenges from COVID-19 have resulted in a delay in project competition. The General Contractor is now aiming for a turnover of the building to the School District prior to Spring Break.

The following table provides further details regarding the project schedule.

Task	Completed by	Status Jan. 12/22
Phase one – new school		
Excavation, shoring, micro piling, formwork for foundation	Last week August 2020	Complete
Slab on grade	Mid-September 2020	Complete
Steel structure including decking	1st week of March 2021	Complete
Roof	2nd week April 2021	Complete
Exterior windows and exterior building envelope	Last week August 2021	75% complete
Interior finishes	2nd week December 2021	Mid-February
Occupancy (refers to City inspection & approval)	Mid December 2021	End February
Phase two – demolition & completion of landscaping		
Demolition	Mid-April 2022	June
Completion of Landscaping	End of August 2022	October

Project Budget

Changes to overall budget and approx. % over or under budget.

The project budget has been revised based upon the bid price. The revised project budget is $34,984,643. Earlier in the project Change Orders were exceeding expectation for the point in the project. Work with the General Contractor and consultants has resulted in cost savings

At this time, the project is projected to be within the revised project budget of $34,984,643.

Major Risks

New risks as of January 2022 are provided in red italics.

New Westminster Schools

PROJECT STATUS REPORT

As identified in the Funding Agreement:

1. *Unexpected Soil & Ground Conditions – while there have been unexpected soil & ground conditions to date these have not resulted in significant impact to the project. For the Phase 1 (new school) portion of the project this risk is decreasing. The main water line serving the school was hit by an excavator on November 4th causing a shut down of water service to the school. The service was restored in less than 1.5 hours.*
2. *Hazmat - A small amount of abandoned asbestos containing underground pipe was discovered and removal and remediation completed at a cost of less than $3,500.*
3. *Additional City Requirements - With the Building Permit in place this risk is decreased. There were some additional requirements.*
4. *Post Completion Audit*
5. *Escalation With the contract in place this risk has been eliminated. Change order pricing for required changes will potentially be impacted by the rising costs. Efforts continue to minimize change orders.*

Additional major risks include:

- *Safety – construction vehicle access as well as construction site strategies to minimize danger to students and community. With classes underway the Site Superintendent and School Principal have been working together to ensure deliveries of materials do not impact arrivals and departures of students and to ensure parents are not providing drop off via car on Archer Street. A potential issue of ice build-up on Archer Street near the storm drain was identified by the School Principal and the General Contractor agreed to make changes to their water discharge to eliminate the risk.*
- *Neighbours concerns regarding construction disruption - To date there have been few complaints and no substantive concerns.*
- *Quality – ensuring competent contractor, design team, project manager The General Contractor and consultants have been responsive in a timely manner and providing quality service including detailed field reviews by consultants and the project manager.*
- *Timing of approvals – ensuring adequate time in the project schedule for approvals balanced with timely response While the approval to award the tender and receipt of permits from the City was slower than anticipated these milestones have been achieved. Change order responses are completed quickly to ensure the project schedule is not impacted.*
- *COVID-19 and impact on availability and timing for supply deliveries and availability of trades personnel The General Contractor is anticipating long lead time items and ordering/stock piling in advance as able. The General Contractor is working with subtrades and the design team to find alternate products as required.*
- *A Risk Management Plan for the project has been prepared and reviewed with the Steering Committee. The committee regularly review the risks and strategies in place to manage the risks.*
- *Distribution challenges to get materials due to impact from major roads being closed/damaged by extreme weather.*
- *Extreme weather events impacting ability to complete installation of exterior surfaces and landscaping*

Issues

Significant issues or risks that should be brought to the attention of the Project Committee. These include issues being managed by the project team and issues which need to be escalated for Executive intervention.

- *Extreme weather, availability of materials, and increased cases of COVID impacting the availability of trades personnel are impacting project completion.*

Gym Floor Progressing 1

Exterior - Third Floor 1

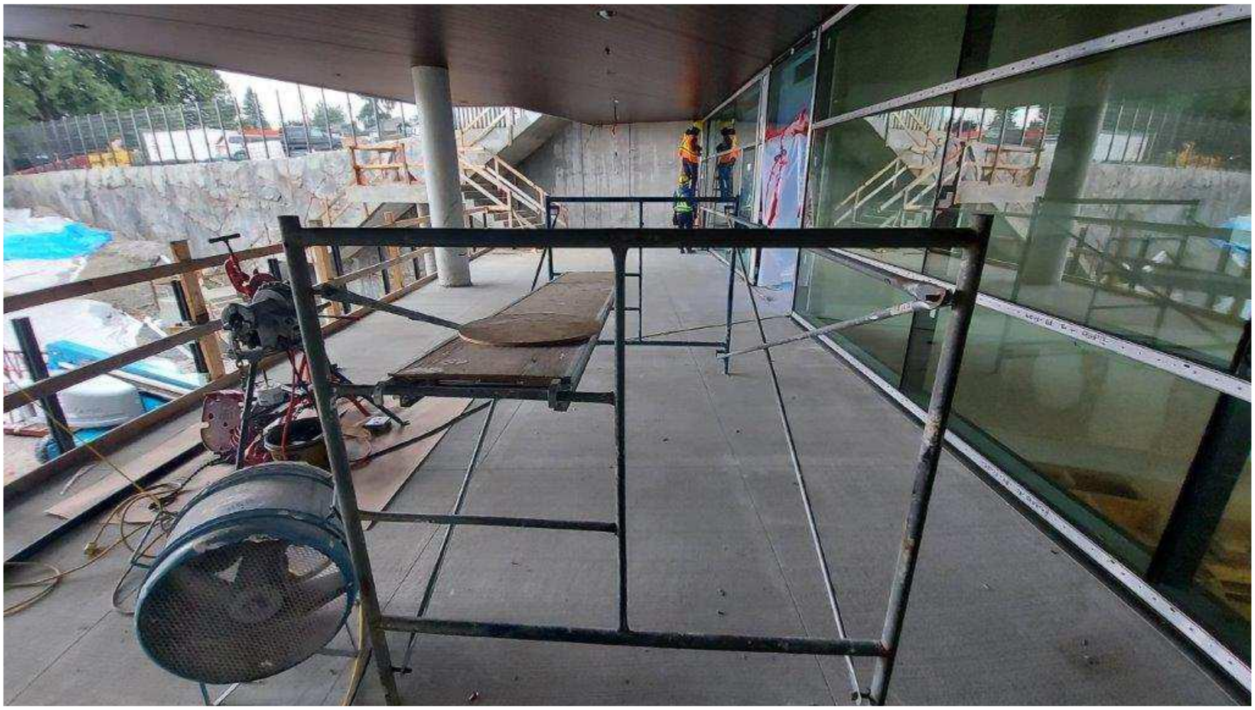
Exterior Cladding Progressing

Classroom Looking towards Collaborative Learning Space

New Westminster Schools

PROJECT STATUS REPORT

Classroom Millwork Installation (covering on floor to protect polished concrete)



Second Floor Balcony adjacent Learning Commons & MakerSpace

Operations Update
January 18, 2022

Capital Projects, Operations and Planning

1. As previously reported, Queensborough Middle School mechanical (funded under SEP) will be delayed due to COVID not able to receive 3 roof top air handlers until November. Ram Mechanical will still proceed with the work, and we will install the units over Spring Break.

2. NWS GYM at the new school had the court lines painted over the winter break and they did a great job.

3. Over the Christmas break and in to January, the Facilities team has been working to clear the significant snow accumulations to ensure the readiness for school.

4. The change of all air filters has been completed across all sites as per the commitment to change the filtration 4 x per year during COVID. Another order for filters is underway in preparation for the change at Spring Break.

5. The District has ordered 20,000 child and 4,000 adult masks, as well as re-stocked hand sanitizer in preparation for the opening after winter break. Inventory levels will continued to be monitored to ensure adequate supply.

Finance

1. New Assistant Secretary-Treasurer, Amy Grey, has started as of January 4th
2. Payroll change over to start a new calendar year has been completed.
3. Budget season for 2022-23 is about to begin and internal dialogue in preparation will be commencing.
4. Work is also well underway for the 2021-22 amended budget which is due February 28, 2022. The recalculated grants were posted in December 2021 with no surprises.

Ministry & Other Submissions: December 2021

Submitted to:	**Description**	**Date**
Ministry of Education	Statement of Financial Information Report	December 31, 2021
Canada Revenue Agency	T3010 Registered Charity Information Return	December 31, 2021

Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Range: 202101 End Date: JULY 31, 2020 To 202206 End Date: DECEMBER 31, 2021

	Description	Revenues	Original Budget	Revised Budget	Bud Remain $	Bud Remain %	2021 Ytd Revenue	2021 Annual Budget	Bud Remain $	2021 % Remaining
621	OPERATING GRANT MINISTRY OF EDUCAT	-27,486,108	-67,599,871	-67,833,147	-40,347,039	59.48	-25,575,441	-63,153,865	-37,578,424	59.50
629	OTHER MINISTRY OF EDUCATION GRANTS	-78,122	-1,056,520	-882,637	-804,515	91.15	-1,053,740	-2,935,723	-1,881,983	64.11
641	PROVINCIAL GRANTS OTHER	-34,950	-118,788	-68,788	-33,838	49.19	-34,394	-118,788	-84,394	71.05
643	SUMMER SCHOOL FEES	100	-940	-940	-1,040	110.64	-1,026	-940	86	-9.15
644	CONTINUING EDUCATION	-3,037	-9,900	-9,900	-6,863	69.32	-4,300	-22,000	-17,700	80.45
645	INSTRUCTIONAL CAFETERIA REVENUE	-65,899	-100,000	-130,000	-64,101	49.31	-13,143	-50,000	-36,857	73.71
647	OFFSHORE TUITION FEES	-1,333,340	-1,841,000	-2,141,000	-807,660	37.72	-864,560	-1,725,300	-860,740	49.89
649	MISCELLANEOUS REVENUE	-47,588	-24,825	-64,536	-16,948	26.26	-19,440	-55,825	-36,385	65.18
651	COMMUNITY USE OF FACILITIES	-134,377	-219,667	-259,667	-125,290	48.25	-64,085	-169,667	-105,582	62.23
661	INTEREST ON SHORT TERM INVESTMENT	-87,379	-230,000	-230,000	-142,621	62.01	-105,492	-230,000	-124,508	54.13
670	APPROPRIATED SURPLUS	0	-2,675,506	-1,903,807	-1,903,807	100.00	0	-115,066	-115,066	100.00
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	Grand Total	-29,270,700	-73,877,017	-73,524,422	-44,253,722	60.19	-27,735,621	-68,577,174	-40,841,553	59.56

Operating Fund - Year to Date Expense to Budget Summary

G.L. Period Range: 202101 End Date: JULY 31, 2020 To 202206 End Date: DECEMBER 31, 2021

	Description	YTD Exp	YTD Com	YTD Exp + Com	Budget	Bud Remain $	Bud Remain %	2021 YTD Exp	2021 Ytd Comm	2021 Total Exp.	2021 Final Budget	2021 Bud Remaining	2021 Bud %
105	PRINCIPALS & VP SALARIES	1,935,097	0	1,935,097	3,996,194	2,061,097	51.58	1,910,221	0	1,910,221	3,853,581	1,943,360	50.43
110	TEACHERS SALARIES	12,738,081	0	12,738,081	32,253,010	19,514,929	60.51	12,140,739	0	12,140,739	30,443,251	18,302,512	60.12
120	SUPPORT STAFF SALARIES	2,544,981	0	2,544,981	5,718,651	3,173,670	55.50	2,314,155	0	2,314,155	5,423,595	3,109,440	57.33
123	EDUCATIONAL ASSISTANTS SALARIES	2,341,177	0	2,341,177	6,554,505	4,213,328	64.28	2,280,472	0	2,280,472	6,278,286	3,997,814	63.68
130	OTHER PROFESSIONAL SALARIES	1,431,156	0	1,431,156	2,818,469	1,387,313	49.22	1,375,772	0	1,375,772	2,786,344	1,410,572	50.62
140	SUBSTITUTE SALARIES	762,200	0	762,200	1,669,960	907,760	54.36	558,834	0	558,834	1,552,231	993,397	64.00
200	EMPLOYEE BENEFITS	4,890,121	0	4,890,121	12,797,517	7,907,396	61.79	4,287,468	0	4,287,468	11,632,156	7,344,688	63.14
310	SERVICES	918,663	92,550	1,011,213	2,064,477	1,053,264	51.02	751,389	77,606	828,995	1,839,129	1,010,134	54.92
312	LEGAL COSTS	22,630	0	22,630	55,000	32,370	58.85	1,482	0	1,482	50,000	48,518	97.04
330	STUDENT TRANSPORTATION	21,013	44,093	65,106	63,180	-1,926	-3.05	14,679	45,262	59,941	75,007	15,066	20.09
340	PROFESSIONAL DEVELOPMENT & TRAVEL	374,863	0	374,863	521,815	146,952	28.16	369,388	0	369,388	447,462	78,074	17.45
360	RENTALS & LEASES	134,600	0	134,600	239,000	104,400	43.68	150,061	1,086	151,147	239,400	88,253	36.86
370	DUES & FEES	72,289	26,064	98,353	114,200	15,847	13.88	62,241	0	62,241	109,900	47,659	43.37
390	INSURANCE	117,430	0	117,430	123,526	6,096	4.93	123,027	0	123,027	123,526	499	0.40
510	SUPPLIES	562,168	272,742	834,910	1,623,255	788,345	48.57	465,843	334,777	800,620	1,529,561	728,941	47.66
540	UTILITIES	208,376	458	208,834	565,700	356,866	63.08	125,195	6,057	131,252	527,500	396,248	75.12
551	GAS - HEAT	-26,436	0	-26,436	259,756	286,192	110.18	57,339	0	57,339	257,000	199,661	77.69
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	102,667	0	102,667	212,106	109,439	51.60	78,501	0	78,501	270,606	192,105	70.99
570	GARBAGE & RECYCLE	38,387	11,004	49,391	94,300	44,909	47.62	32,126	8,777	40,903	94,400	53,497	56.67
580	FURNITURE & EQUIPMENT REPLACEMENT	171,417	92,928	264,345	338,416	74,071	21.89	207,390	25,460	232,850	333,116	100,266	30.10
590	COMPUTER & EQUIPMENT REPLACEMENT	181,563	0	181,563	871,387	689,824	79.16	73,277	158,509	231,786	661,123	429,337	64.94
599	TRANSFER TO LOCAL CAPITAL	520,000	0	520,000	520,000	0	0.00	0	0	0	0	0	0.00
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	Grand Total	30,062,443	539,839	30,602,282	73,524,424	42,922,142	58.38	27,379,599	657,534	28,037,133	68,577,174	40,540,041	59.12

Childcare Update

Tanis Anderson

Licensing Changes

- Working collaboratively with WCAS, and exploring new spaces as well as changing licensing to "school age on school grounds" has resulted in an additional 90 spaces across New Westminster Schools
- WCAS now offers 435 school age spaces.

Highlights - Connaught

- The Rapid Renovation Grant resulted in additional cabinetry being built at Connaught for WCAS.
- As a result, we have spaces for 54 children at Connaught.

FW Howay

- The gym has been licensed, as well as the multipurpose room. Howay now has 54 spaces.
- There is currently no waitlist at FW Howay.

Skwo:wech

- Moving to the new building will provide us with 14 additional spaces for school age students
- NLC at Skwo:wech will provide 36 spaces for 0-5 year olds
- RFP will be posted Spring 2022

Queensborough

Between November 2020 and August 2021, there was a 95.2% increase in group school age care spaces in Queensborough.

City of New Westminster data

Queensborough

- As a part of the expansion at QE, we have been approved for NLC space.

- A needs assessment is currently being conducted with community partners, to determine what specific ages will be served.

Seamless Day Childcare

- Early Childhood Educators began working at Qayqayt in December.
- Childcare component of this program opens February 1
- This provides 12 childcare spaces.

- Families were chosen in partnership with WCAS
- Although this is a K/1 program, we will not see families with no childcare after Grade One. Children are welcome to stay in our program until space is available
- The cost is $450 per month. Families also have access to Affordable Childcare Benefit, and if eligible, fees are reduced

On the Horizon….

- Continue to work collaboratively with WCAS; support challenges with Covid, staffing and licensing
- Seek opportunities to expand Seamless Day Childcare to other locations
- Continue to work with with community programs and partners, as this can be an option for some families for childcare; expand where possible
- We are continually looking for opportunities, such as continuing our work with MCFD, for funding partnership opportunities

Supplement to: **OPERATIONS POLICY AND PLANNING COMMITTEE MEETING**

Date: January 18, 2022

Submitted by: Bettina Ketcham, Secretary-Treasurer

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

Subject: Trustee Remuneration

Background:

The Board of Education follows Board Policy 7 – Board Operations which states that the board may authorize the payment of remuneration to be paid to trustees by an annual resolution of the Board of Education. Trustee stipend increases, if approved, will come in to effect on July 1st of each year and are to be based on the most recent five-year rolling average of the Vancouver Consumer Price Index (CPI).

The average rolling CPI for the past five years is 2.08%. If applied, the following would be the effect on trustee remuneration:

Position	Annual Current Stipend	Increase to stipend	Stipend with CPI increase
Chairperson	$29,364	$611	$29,975
Vice-Chairperson	$27,568	$573	$28,141
Trustee	$25,771	$536	$26,307

The increase overall to the budget is $3,864, plus benefits for a total of $4,444.

For perspective, both the CUPE and Teachers Union, as part of their collective agreements receive a 2% increase annually. Exempt and PVP groups are also proposed at the 2% wage increase to avoid compression.

If trustees would like to enact the increase, a motion must be moved, seconded and carried.

New Westminster Schools

Supplement to: **OPERATIONS POLICY AND PLANNING MEETING**

Date: January 18, 2021

Submitted by: Bettina Ketcham, Secretary-Treasurer

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

Subject: **Policy 19 and Admin Procedure 500**

Background:

Policy 19 – Financial Reserves

As part of the Funding Model Review, there were several recommendations under the theme of Financial Management. As of June 30, 2022 Boards are expected to have a policy consistent with Ministry of Education provincial Accumulated Operating Surplus Policy.

To demonstrate accountable and transparent financial planning, Board policies and procedures should guide the accumulation, spending and reporting of operating surplus funds and the boards' engagement with their local community and education-partner groups, including local First Nations on the topic.

To do this, board policy will:

1. Clearly explain the purpose of operating surplus, and how the surplus will be used to support the boards' strategic objectives (for example, improve student educational outcomes) and other operational priorities of school districts

2. Include guidelines on how inter-fund transfers will be managed; and

3. Outline how financial risk will be mitigated by establishing a contingency operating surplus

Policy 19 has been updated to reflect the above requirements. The most significant changes relate to better explaining the importance of reserves in managing the operations of the District and to remove the $500,000 board contingency which is now considered redundant as all unrestricted reserves (which are to be no less than $2,000,000 or 2% of expenses) serve as contingency.

New Westminster Schools

AP 500 – Budget Development, Monitoring and Reporting

The Ministry has also put out guidance for Financial Planning and Reporting which provides for greater transparency and accountability for the planning and reporting of the financial resources managed by boards of education. These recommendations are also to be adopted by June 30, 2022.

The Policy provides direction and guidelines to align boards' multi-year financial planning and reporting processes with provincial requirements.

To comply with the Policy, boards will develop, implement and provide to the Ministry multi-year financial plans that outline how funding and resources will be used to support their strategic plans and operational needs. This includes direction that the development process include consultation to ensure transparency. **(Development)**

To ensure that boards stay on target to achieve their long-term strategic and financial goals, boards should develop and implement internal processes to monitor and track their financial progress and performance throughout the year and adjust strategic plans as required. **(Monitoring)**

Boards will use this existing financial reporting framework (including a Financial Statement Discussion and Analysis Report) to annually report on boards' progress towards meeting board objectives as outlined in their multi-year financial plans which is aligned to the Board's strategic plan. **(Reporting)**

With respect to AP 500 – Budget, Monitoring and Development, additional sections have been included in the administrative procedure that align to the policy, however, these practices were already being undertaken as observed during the development of the 2021-22 budget. New to this administrative procedure and the District's process is the creation of a three-year financial plan which will be presented as part of the preliminary budget process for the 2022-23 school year.

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) the approval of Policy 19 – Financial Reserves as presented.

BUDGET DEVELOPMENT, MONITORING AND REPORTING

Background

The District recognizes its responsibility to the citizens of this community for the effective use of public funds in providing the best possible education to its children. Responsible financial planning decisions and the carrying out of the agreed educational goals are the predominant themes of the District's budget procedures.

The annual operating budget is a financial plan reflecting the implementation and maintenance of the Board's educational and operational objectives. The financial allocations included in the budget should be consistent with the strategic directions identified in the Board's Strategic Plan.

The annual budget development process for the development of the preliminary budget is aimed at ensuring transparency and accountability in the development of the School District's budgets. The process shall include sharing the Board's budget information with partner groups and public, as well as receiving budget balancing proposals and feedback on proposed budget balancing options.

A budget reflects the best estimates of the District of planned revenues and expenditures known at the time of approval. The budget should include salary and benefit increases, inflationary adjustments to expenses and should contemplate both recurring and one-time items for the full fiscal year.

The Secretary-Treasurer will create a draft budget, based on the Board's strategic plan and in consultation with its stakeholders and senior management, for presentation to the Board by the Superintendent (or designate) each year.

Procedures

1. **Budget Development**

1.1 Annual budgets shall be developed based on the instructions provided by the Ministry of Education. Before the start of each budget development cycle, the Secretary-Treasurer shall prepare and present to the Board for approval, a budget development plan and process, which includes public and stakeholder input.

1.2 The proposed preliminary operating budget will be developed with input from the District Leadership Team and Expanded Management Team and managed through the Secretary-Treasurer, with consultation and support of the Senior Management Team.

1.3 The preliminary operating budget and three-year financial plan will be prepared through the Secretary-Treasurer and Finance Team. The purpose of the report is to provide additional and supporting information on the proposed preliminary budget and to provide long-term financial outlook of the District.

1.4 The annual budget process for the development of preliminary operating budgets shall include the following:

1.4.1 Proposed preliminary budget including base budget estimates and details on budget balancing strategies and options

1.4.2 Opportunities for partner groups, including local First Nations as represented by the Indigenous Education Committee, and public to provide input in the budget development

1.4.3 Superintendent recommendations that provide a summation of how the preliminary budget and balancing strategies have aligned with the Board's strategic plan and considered feedback from the District's partner groups.

1.5 Board approved preliminary and amended budget documents shall be posted on the School District's website.

2. Budget Management

2.1 The budget is a "living" document. The Board, through policy, provides the appropriate flexibility in the budget management to enable the Secretary-Treasurer and Superintendent to maximize the use of overall District fiscal resources while still exercising effective budget controls.

2.2 It is the role of each District Leadership Team and Expanded Management Team Member to act as a budget manager for the funds assigned under their school, department or program.

2.3 Budget managers are expected to run their school, department or program within the budget allocated.

2.4 It is the responsibility of budgets managers to track their budget and identify significant variances to their budgets as soon as they appear and take corrective action to remedy the variances. If the cost pressure cannot be managed within the overall budget, budget managers should immediately contact the Secretary-Treasurer.

3. Budget Changes

3.1 The Secretary-Treasurer is authorized to approve budget transfers within the Board's approved budget to ensure the District meets its contractual obligations, statutory requirements, approved staffing decisions and approved educational or operational objectives.

3.2 The Secretary Treasurer will review the annual budget each year following the finalization of the September 30 enrollment along with the forecast of revenues and expenditures for the school year and will amend if necessary. The Secretary-Treasurer will recommend for the Board's approval the amended annual budget. This will occur no later than the date prescribed by the Ministry (February 28 each year).

3.3 Once the amended budget has been approved, no financial system budget updates can be made. Any operational or staffing adjustments required after the establishment of the amended budget will need to be approved by the Secretary-Treasurer.

3.4 Under the approval of the Secretary-Treasurer, expenditure estimates may be exceeded where directly related revenue sources (Ex: International Education, Continuing Education etc.) fully provide for the increase in expenditure.

4. **Budgeting and Financial Reporting Guidelines**

4.1 In accordance with Section 156(12) of the School Act, the Board must not incur a deficit of any kind unless the Board has approval from the Minister of Education or meets criteria prescribed by order of the Minister of Education.

4.2 The approved preliminary budget shall come into effect on July 1.

4.3 On at least a quarterly basis, financial reports shall be presented to the Operations Policy and Planning Committee of the Whole through a summative (macro) report on actual revenue/expenses against budgets. These reports will highlight budget variances with an explanation for deviation.

4.4 Annually, the Financial Statement Discussion and Analysis (FSD&A) report will be prepared. The purpose of this report is to expand and explain information contained in the financial statements. The FSD&A complies with the reporting requirement of the K-12 Public Education Financial Planning and Reporting Policy and the K-12 Public Education Accumulated Operating Surplus Policy.

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

SD No. 40 (New Westminster)

Adopted: May 30, 2017
Revised: December 14, 2021

ADMIN PROCEDURES MANUAL
Administrative Procedure 500

BUDGET DEVELOPMENT, MONITORING AND REPORTING

Background

The District recognizes its responsibility to the citizens of this community for the effective use of public funds in providing the best possible education to its children. Responsible financial planning decisions and the carrying out of the agreed educational goals are the predominant themes of the District's budget procedures.

The annual operating budget is a financial plan reflecting the implementation and maintenance of the Board's educational and operational objectives. The financial allocations included in the budget should be consistent with the strategic directions identified in the Board's Strategic Plan.

The annual budget development process for the development of the preliminary budget is aimed at ensuring transparency and accountability in the development of the School District's budgets. The process shall include sharing the Board's budget information with partner groups and public, as well as receiving budget balancing proposals and feedback on proposed budget balancing options.

A budget reflects the best estimates of the District of planned revenues and expenditures known at the time of approval. The budget should include salary and benefit increases, inflationary adjustments to expenses and should contemplate both recurring and one-time items for the full fiscal year.

The Secretary-Treasurer will create a draft budget, based on ~~objectives set by~~ the Board's strategic plan and in consultation with its stakeholders and senior management, for presentation to the Board by the Superintendent (or designate) each year.

Procedures

1. **Budget Development**

   1.1 Annual budgets shall be developed based on the instructions provided by the Ministry of Education. Before the start of each budget development cycle, the Secretary-Treasurer shall prepare and present to the Board for approval, a budget development plan and process, which includes ~~a~~ public and stakeholder input.

   1.2 The proposed preliminary operating budget will be developed with input from the District Leadership Team and Expanded Management Team and managed through

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the Secretary-Treasurer, with consultation and support of the Senior Management Team.

1.3 The preliminary operating budget and three year financial plan will be prepared through the Secretary-Treasurer and Finance Team. The purpose of the report is to provide additional and supporting information on the proposed preliminary budget and to provide long-term financial outlook of the District.

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1.4 The annual budget process for the development of preliminary operating budgets shall include the following:

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1.4.1 Proposed preliminary budget including base budget estimates and details on budget balancing strategies and options

1.4.2 Opportunities for partner groups, including local First Nations as represented by the Indigenous Education Committee, and public to provide input in the budget development

1.4.3 Superintendent recommendations that provides a summation of how the preliminary budget and balancing strategies have aligned with the Board's strategic plan and considered feedback from the District's partner groups.

~~1.~~1.5 Board approved preliminary and amended budget documents shall be posted on the School District's website.

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~~2. Budget planning timelines each year will be set by the Secretary-Treasurer who will take into account District and Ministry requirements.~~

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~~3. Timelines~~

~~2.1 January: Recommend Draft Plan Budget Process to Board.~~
~~2.2 February: Recommend approval of Final Budget for Current Fiscal year to Board.~~
~~2.3 March: Refer Preliminary Budget Revenue Information for the upcoming year's budget and the Ministry of Education Funding Announcement to the Board.~~
~~2.4 May: Recommend approval of Final Budget for upcoming fiscal year. This will occur no later than the date prescribed by the Ministry (June 30 each year).~~

~~After approval, a Budget Summary will be made available to the public.~~

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2. Budget Management

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2.1 The budget is a "living" document. The Board, through policy, provides the appropriate flexibility in the budget management to enable the Secretary-Treasurer and Superintendent to maximize the use of overall District fiscal resources while still exercising effective budget controls.

2.2 It is the role of each District Leadership Team and Expanded Management Team Member to act as a budget manager for the funds assigned under their school, department or program.

2.3 Budget managers are expected to run their school, department or program within the budget allocated.

2.4 It is the responsibility of budgets managers to track their budget and identify significant variances to their budgets as soon as they appear and take corrective action to remedy the variances. If the cost pressure cannot be managed within the overall budget, budget managers should immediately contact the Secretary-Treasurer.

3. Budget Changes

3.1 The Secretary-Treasurer is authorized to approve budget transfers within the Board's approved budget to ensure the District meets its contractual obligations, statutory requirements, approved staffing decisions and approved educational or operational objectives.

3.2 The Secretary Treasurer will review the annual budget each year following the finalization of the September 30 enrollment along with the forecast of revenues and expenditures for the school year and will amend if necessary. The ~~Superintendent~~ Secretary-Treasurer will recommend for the Board's approval the amended annual budget. This will occur no later than the date prescribed by the Ministry (February 28 each year).

3.3 Once the amended budget has been approved, no financial system budget updates can be made. Any operational or staffing adjustments required after the establishment of the amended budget will need to be approved by the Secretary-Treasurer.

3.4 Under the approval of the Secretary-Treasurer, expenditure estimates may be exceeded where directly related revenue sources (Ex: International Education, Continuing Education etc.) fully provide for the increase in expenditure.

4. Budgeting and Financial Reporting Guidelines

4.1 In accordance with Section 156(12) of the School Act, the Board must not incur a deficit of any kind unless the Board has approval from the Minister of Education or meets criteria prescribed by order of the Minister of Education.

4.2 The approved preliminary budget shall come in to effect on July 1.

4.3 On at least a quarterly basis, financial reports shall be presented to the Operations Policy and Planning Committee of the Whole through a summative (macro) report on actual revenue/expenses against budgets. These reports will highlight budget variances with an explanation for deviation.

4.4 Annually, the Financial Statement Discussion and Analysis (FSD&A) report will be prepared. The purpose of this report is to expand and explain information contained in the financial statements. The FSD&A complies with the reporting requirement of the K-12 Public Education Financial Planning and Reporting Policy and the K-12 Public Education Accumulated Operating Surplus Policy.

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

SD No. 40 (New Westminster)

Adopted: May 30, 2017; ~~Reviewed~~Revised: December 14, 2021

FINANCIAL RESERVES

The long-term financial health of the District is critical to ensure that a strong educational system is maintained for the students in the District. The Board will establish appropriate financial reserves to provide for ongoing operational needs and long term planning.

The Board is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact the education of students. To discharge this responsibility, the Board shall build and maintain a contingency reserves through the maintenance of an accumulated surplus at least 2 percent of operating expenses.

A level of financial reserves is an indicator of financial health and can contribute resources to provide for multi-year planning for future educational services or reduce financial risk. In order to provide increased financial stability, effective planning and support funding predictability, the Board has established this financial reserve policy with funds sourced from revenues that are in excess of expenditures.

The Board shall designate within its accumulated surplus funds those, which are restricted and those, which are non-restricted. Restricted funds are those the Board has designated for a specific purpose by Board motion.

Procedure

1. All restrictions on financial reserves require a board motion. Restrictions included within the preliminary operating budget, amended operating budget and financial statements approved by the board shall constitute an approval of the restriction.

2. Internal restrictions on financial reserves will be for the following purposes:

    a. Operations spanning future school years, including unfunded capital expenditures such as technology, educational supports and deferred maintenance of facilities;
    b. Anticipated unusual expenses identified by the Board
    c. Nature of constraints on the funds

3. The Board shall maintain a contingency reserve of at least 2% of operating expenditures and is intended to cover off the following expenses which include but are not limited to:
    a. The funding of new cost pressures in a fiscal year that were not known at the time of budget development;
    b. The payment of severances (wages and benefits) upon termination of employment;

c. The settlement of any legal action that is not covered by insurance;
d. Coverage for disaster recovery expenditures;
e. Extraordinary expenses incurred to ensure business continuity;
f. Replacement of equipment essential to the continuation of safe operations of school district facilities;
g. Coverage for unexpected additional major capital project costs not funded by the province.

4. In recognizing that the use of the contingency reserve represents a one-time source of funding, the Board will incorporate into its future budget planning processes, strategies to re-establish the contingency reserves should they fall below 2% of operating expenditures.

Legal Reference: Section 85 School Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017
Revised: December 14, 2021

New Westminster Schools

POLICY MANUAL
POLICY 19

~~RESTRICTED AND NON-RESTRICTED SURPLUS FUNDS~~FINANCIAL RESERVES

The long-term financial health of the District is critical to ensure that a strong educational system is maintained for the students in the District. The Board will establish appropriate financial reserves to provide for ongoing operational needs and long term planning.

The Board is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact the education of students. To discharge this responsibility, the Board shall build and maintain ~~financial~~a contingency reserves through the maintenance of an ~~unrestricted~~ accumulated surplus at least ~~of~~ 2 ~~to 3~~ percent of operating expenses.

A level of financial reserves is an indicator of financial health and can contribute resources to provide for multi-year planning for future educational services or reduce financial risk. In order to provide increased financial stability, effective planning and support funding predictability, the Board has established this financial reserve policy with funds sourced from revenues that are in excess of expenditures.

~~Further, t~~The Board shall designate within its accumulated surplus funds those, which are restricted and those, which are non-restricted. Restricted funds are those the Board has designated for a specific purpose by Board motion. ~~Non-restricted surplus funds are those, which have not been designated or appropriated for a specific purpose. These non-restricted funds can, therefore be used to mitigate any negative impact unforeseen circumstances might otherwise cause, at the direction of the Board.~~

Procedure

~~1. The Board shall maintain a contingency reserve of at least 2% of operating expenditures. Amounts in excess of 2% may be considered for allocation through the budget process. In recognizing that the use of the contingency reserve represents a one-time source of funding, the Board will incorporate into its future budget planning processes, strategies to re-establish the contingency reserve.~~

1. All restrictions on financial reserves require a board motion. Restrictions included within the preliminary operating budget, amended operating budget and financial statements approved by the board shall constitute an approval of the restriction.

2. Internal restrictions on financial reserves will be for the following purposes:

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a. Operations spanning future school years, including unfunded capital expenditures such as technology, educational supports and deferred maintenance of facilities;
b. Anticipated unusual expenses identified by the Board
c. Nature of constraints on the funds

3. The Board shall maintain a contingency reserve of at least 2% of operating expenditures and is intended to cover off the following expenses which include but are not limited to:
   a. The funding of new cost pressures in a fiscal year that were not known at the time of budget development;
   b. The payment of severances (wages and benefits) upon termination of employment;
   c. The settlement of any legal action that is not covered by insurance;
   d. Coverage for disaster recovery expenditures;
   e. Extraordinary expenses incurred to ensure business continuity;
   f. Replacement of equipment essential to the continuation of safe operations of school district facilities;
   g. Coverage for unexpected additional major capital project costs not funded by the province.

4. In recognizing that the use of the contingency reserve represents a one-time source of funding, the Board will incorporate into its future budget planning processes, strategies to re-establish the contingency reserves should they fall below 2% of operating expenditures.

~~The Board may approve the use of the contingency reserve under the following circumstances:~~
~~The elimination of any deficit arising at the end of a fiscal year of operations;~~

~~The funding of new cost pressures in a fiscal year that were not known at the time of budget development;~~

- ~~Extraordinary unknown utilities cost pressures;~~
- ~~The payment of severances (wages and benefits) upon termination of employment;~~
- ~~The settlement of any legal action that is not covered by insurance;~~
- ~~Initial one-time cost outlays for new education programs;~~
- ~~Coverage for disaster recovery expenditures;~~
- ~~Extraordinary expenses incurred to ensure business continuity;~~
- ~~Replacement of equipment essential to the continuation of safe operations of school district facilities;~~
- ~~Coverage for unexpected additional major capital project costs not funded by the province;~~
- ~~To assist in balancing future years budgets;~~
- ~~To cover monies owed under a deficit elimination plan.~~

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~~In recognizing that the use of the contingency reserve represents a one-time source of funding,~~

~~1. Non-Restricted Surplus Funds~~

~~1.1 The Board may by majority vote allocate any portion of the non-restricted surplus funds to current or future operational needs, however the Board will normally consider such allocations as part of the budget development and approval process. Such funds shall only be expended with express authorization of the Board by Board motion or within the budget approval process.~~

~~1.2 The Board shall normally expend non-restricted surplus funds prior to considering the re-appropriation of restricted surplus funds.~~

~~2. Restricted Surplus Funds~~

~~2.1 Normally restricted surplus funds will be expended for the purpose identified when these funds were restricted by Board motion.~~

~~2.2 In extreme situations the Board may re-appropriate restricted funds.~~

~~2.3 Normally, the Board will restrict such funds for a designated purpose during the budget approval process.~~

~~2.4 Restricting or re-appropriating restricted funds may only be done by specific Board motion.~~

~~2.5 The Board shall maintain within the restricted surplus funds an allocation for contingencies equal to $500,000. These funds can only be expended by a two-thirds majority vote and only for the following purposes.~~

- ~~2.5.1 The incurring of new cost pressures in a fiscal year that were not known at the time of budget development that are in excess of $150,000;~~
- ~~2.5.2 The payment of severance (wages and benefits) in excess of $75,000 upon termination of a non- union employee without cause;~~
- ~~2.5.3 The settlement of any legal action that is not covered by the School Protection Program;~~
- ~~2.5.4 Initial one-time cost outlays for new educational programs;~~
- ~~2.5.5 Extraordinary unknown utilities cost pressures;~~
- ~~2.5.6 To cover monies owed as identified by the Deficit Elimination Plan.~~

Legal Reference: Section 85 School Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017; revised: December 14, 2021

COVID-19 Update
Operations Committee

Karim Hachlaf

January 18, 2022

New Westminster Schools

New Westminster Schools: COVID-19 Notifications (December 2 –29, 2021)

Self-Monitor Notifications	Date Sent to Community
Connaught Heights (1)	Dec 29
Herbert Spencer (3)	Dec 28; Dec 23 (A) & (B)
Lord Kelvin (4)	Dec 28 (A) & (B); Dec 11; Dec 8
Lord Tweedsmuir (4)	Dec 23; Dec 6 (A) & (B); Dec 3
Qayqayt (8)	Dec 28 (A) (B) & (C); Dec 17; Dec 20 (A) & (B); Dec 3; Dec 2
Fraser River Middle (25)	Dec 21 (A) (B) (C) (D) (E) (F) (G) & (H); Dec 17 (A) (B) & (C); Dec 16 (A) & (B); Dec 15 (A) & (B); Dec 13 (A) (B) (C) (D) (E) (F) (G) & (H); Dec 6 (A) & (B)
Glenbrook Middle (25)	Dec 22 (A) (B) (C) (D) (E) (F) (G) (H) (I) (J) (K) (L) (M) & (N); Dec 20 (A) (B) (C) (D) & (E); Dec 19; Dec 17; Dec 10 (A) (B) (C) & (D)
NWSS (18)	Dec 23 (A) (B) (C) (D) (E) & (F); Dec 18; Dec 13 (A) (B) (C) & (D); Dec 10 (A) (B) (C) & (D): Dec 3 (A) (B) & (C)
Total: 88	**Total** (Nov. 4 – Dec. 1): 16

New Westminster Schools: COVID-19 Notifications (December 2 –29, 2021)

Self-Isolation Notifications	Date Sent to Community
Herbert Spencer (2) (7 individuals)	Dec 23 (A) & (B)
Lord Tweedsmuir (1) (6 individuals)	Dec 6
Qayqayt (2) (*2 individuals, **1 class & 7 individuals)	*Dec 20; **Dec 5
Fraser River Middle (2) (3 individuals)	Dec 21 (A) & (B)
Glenbrook Middle (4) (*8 individuals, **8 individuals)	*Dec 22 (A) (B) & (C); **Dec 2
Total: 1 class and 41 individuals	**Total** (Nov. 4 – Dec. 1): 13 individuals

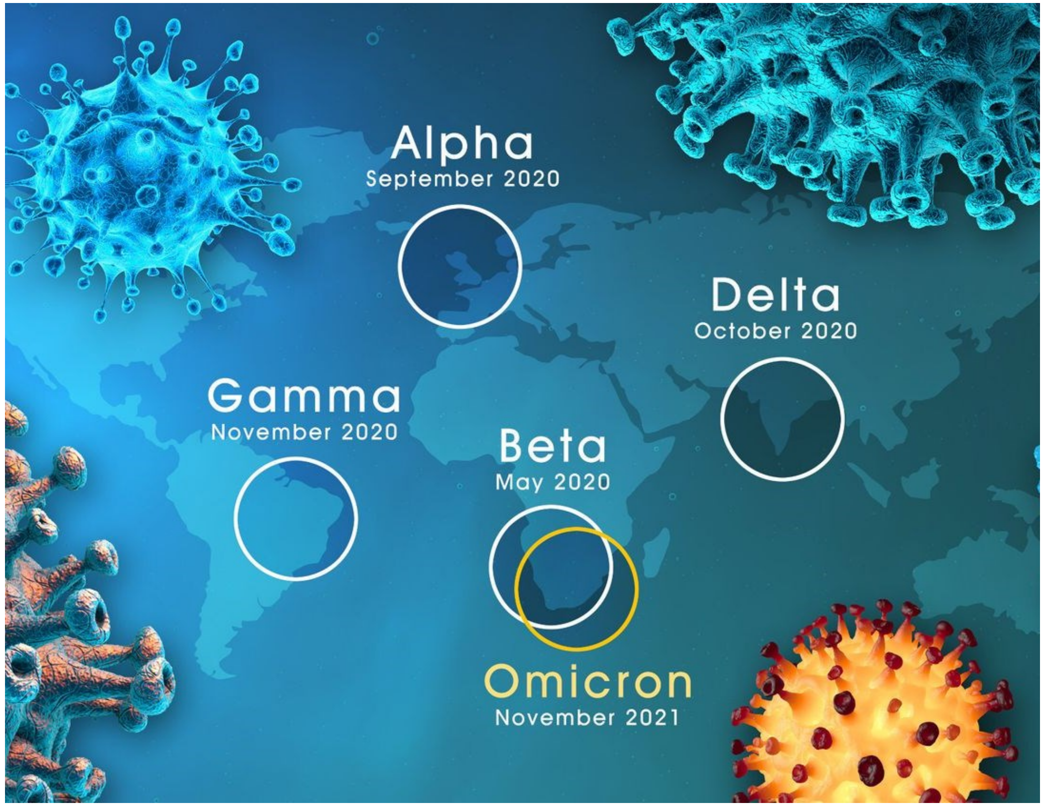
COVID-19 Protocols: K-12 Settings

- What is different – Omicron variant
- Functional closure
- Student absenteeism
- Rapid antigen testing

4

What is different?

- ✓ Omicron variant is causing less serious illness
- ✓ Higher levels of community transmission
- ✓ Shorter virus incubation period
- ✓ Public Health is transitioning to established practices for a viral illness which includes individual self-management



Functional Closure – Staff Capacity

- ✓ SEPARATE FROM A CLOSURE ISSUED BY PUBLIC HEATH, A FUNCTIONAL CLOSURE IS DUE TO OPERATIONAL (STAFFING) LIMITATIONS

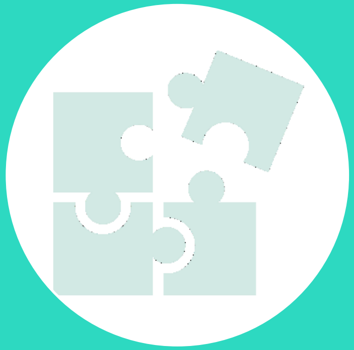
Considerations for a decision

- HR is closely monitoring staff absenteeism across the district on a site basis.
- Using this data combined by our ability to backfill vacancies, the Senior Management Team in conjunction with the school administration will assess if we have sufficient staffing levels to safely provide instruction and supervision.
- The district will also engage with Fraser Health as we closely monitor student absenteeism and any additional community health information and context.
- This information will then be reviewed with a final decision made by the Superintendent who will also inform the Board of Education.

Functional Closure Process*

Day 0: Review & Planning

- Review staff attendance and replacement capacity to identify the need for a closure
- Staff and Parent Communications announcing closure
- Review capacity and plans to support students with disabilities and diverse abilities
- Review capacity and plans to support students of essential service workers



Day 1-7: At Home Learning

- Begin to online and remote learning (staff continue to report to work unless ill)
- Using our District's Guidelines for Continuity of Learning and Supporting Students with Disabilities and diverse abilities, teacher communicates learning plan
- On Day 7, staffing levels are re-assessed to return to face-to-face instruction.

Day 8: Return to regular instruction

- All staff and students return to regular in-school instruction

Guidelines for continuity of learning and supporting students with diverse needs.

*Sample model based on a 7-day temporary closure

New Westminster Schools

2022-2023 School Calendar DRAFT

August 2022 (1)

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022 (2)

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022 (3)

S	M	T	W	Th	F	Sa
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022 (4)

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022 (5)

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023 (6)

S	M	T	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023 (7)

S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023 (8)

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			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023 (9)

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23	24	25	26	27	28	29
30						

May 2023 (10)

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023 (11)

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023 (12)

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2022-2023 School Calendar KEY

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

2022

Tuesday, September 6	- Opening Partial Day
Friday, September 23	NI Day
Friday, September 30	National Day for Truth and Reconciliation
Monday, October 10	- Thanksgiving Day
Friday, October 21	- Provincial Pro-D Day
Tuesday, November 1	NI Day, Elementary and Middle Schools
Friday, November 11	- Remembrance Day
Friday, November 18	NI Day NWSS
December 19 – 30	- Winter Break

2023

Tuesday, January 3	- Schools reopen
Monday, February 20	- Family Day
Tuesday, February 21	NI Day
March 13 - 24	- Spring Break
Monday, March 27	- Schools reopen
Friday, April 7	- Good Friday
Monday, April 10	- Easter Monday
Monday, April 24	NI Day
Friday, May 19	NI Day
Monday, May 22	- Victoria Day
Thursday, June 29	- Last day - students
Friday, June 30	- Administrative Day

New Westminster Schools

School District No. 40 (New Westminster)

Supplement to: **<u>OPERATIONS POLICY AND PLANNING COMMITTEE MEETING</u>**

Date:	January 18, 2022
Submitted by:	Mark Gifford, Trustee
Item:	**Requiring Action Yes ☒ No ☐ For Information ☐**
Subject:	Board Maternity/Parental Leave Policy

Background:

Currently, there is no reference to a Maternity/Parental Leave policy within our Board Policies. This creates a barrier for Trustees who wish to give birth or adopt a child during their term of office, as well as for individuals who might otherwise consider becoming Trustees.

Amending Policy 7 – Board to include a Maternity/Parental policy will support Trustees in their decision to become parents while balancing their work as elected officials.

Draft policy amendment is attached.

Recommendation:

> ***THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) to amend Policy 7 – Board Operations to include 7.13 Trustee Maternity/Parental Leave Policy.***

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 were 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 or 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. In January, the Secretary-Treasurer will inform the Board of Education of the most recent five-year rolling average of Vancouver's Consumer Price Index.

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.

13 Board Parental Leave

The New Westminster Board of Education recognizes the importance of supporting Trustees who may wish to give birth or adopt a child during their term of office. This policy is in support of Trustees in their decision to become parents while balancing their work as elected officials.

13.1 Eligibility

13.1.1 Trustees who give birth or adopt a child are eligible for the maternity and/or parental leave benefits under this policy. Trustees who are the co-parent/spouse of a person giving birth or adopting a child are eligible for parental leave benefits under this policy, regardless of family status or gender.

13.2 Leave Provisions

13.2.1 Maternity Leave

Paid maternity leave up to six months is available to Trustees who are pregnant or have given birth. Trustees on maternity leave will continue to receive their full remuneration.

13.2.2 Parental Leave

Paid parental leave up to six months following the birth or adoption of a child is available to Trustees regardless of family status or gender. Trustees on parental leave will continue to receive their full remuneration.

Maternity leave and parental leave entitlements may not be combined, shall not exceed a total of 6 months per leave and will not extend beyond the end of the Trustees' term of office, unless re-elected.

13.3 Official Roles and Responsibilities

13.3.1 Trustees on maternity/parental leave will continue to have access to information through official Board communications (i.e. email, MS Teams), unless the Trustee on leave chooses to opt-out.

13.3.2 Trustees will be exempt, without consequence, from attending meetings of the Board and any committee of which the Trustee is a member. All appointments will be re-assigned temporarily until the Trustee's return.

13.3.3 A Trustee on leave reserves the right to participate as an active member of the Board at any time during their leave. This refers to attending committee, Board and in-service meetings only. The Trustee on leave must notify the Board Chair and Superintendent in writing at least 48 hours before on their intention to attend one of the above listed meetings.

13.3.4 A Trustee on leave shall utilize an out-of-office email feature to identify they are on leave and offer an alternate contact.

13.4 Notice

13.4.1 Trustees who wish to take maternity/parental leave must notify the Board Chair and Superintendent in writing at least four weeks prior, if possible, to the anticipated commencement of the leave indicating the expected start and end dates of the leave.

No Board motion is required for approval of maternity/parental leave.

13.5 Return to Duties

13.5.1 Following a Trustee's return from leave, they will work with the Board Chair and/or Superintendent to get up to speed on any relevant information/issues.

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
January 18, 2021

New Westminster Schools

POLICY MANUAL
POLICY 7

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 were 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 or 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. In January, the Secretary-Treasurer will inform the Board of Education of the most recent five-year rolling average of Vancouver's Consumer Price Index.

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.

~~12.3.5~~

13 Board Parental Leave
~~14~~

The New Westminster Board of Education recognizes the importance of supporting Trustees who may wish to give birth or adopt a child during their term of office. This policy is in support of Trustees in their decision to become parents while balancing their work as elected officials.

~~14.1~~13.1 Eligibility

~~14.1.1~~13.1.1 Trustees who give birth or adopt a child are eligible for the maternity and/or parental leave benefits under this policy. Trustees who are the co-parent/spouse of a person giving birth or adopting a child are eligible for parental leave benefits under this policy, regardless of family status or gender. Trustee stipend increases, if approved, will come in to effect on July 1 of each year.

~~14.2~~13.2 ~~Expenses~~Leave Provisions

~~14.2.1~~13.2.1 ~~Trustees are expected to exercise discretion in incurring expenses within the limit of the annual budget appropriation~~Maternity Leave~~.~~

Paid maternity leave up to six months is available to Trustees who are pregnant or have given birth. Trustees on maternity leave will continue to receive their full remuneration.

~~14.2.2~~ 13.2.2 ~~Maternity Leave~~Parental Leave

Paid parental leave up to six months following the birth or adoption of a child is available to Trustees regardless of family status or gender. Trustees on parental leave will continue to receive their full remuneration.

Maternity leave and parental leave entitlements may not be combined, shall not exceed a total of 6 months per leave and will not extend beyond the end of the Trustees' term of office, unless re-elected.

13.3 Official Roles and Responsibilities

13.3.1 Trustees on maternity/parental leave will continue to have access to information through official Board communications (i.e. email, MS Teams), unless the Trustee on leave chooses to opt-out.

13.3.2 Trustees will be exempt, without consequence, from attending meetings of the Board and any committee of which the Trustee is a member. All appointments will be re-assigned temporarily until the Trustee's return.

13.3.3 A Trustee on leave reserves the right to participate as an active member of the Board at any time during their leave. This refers to attending committee, Board and in-service meetings only. The Trustee on leave must notify the Board Chair and Superintendent in writing at least 48 hours before on their intention to attend one of the above listed meetings.

13.3.4 A Trustee on leave shall utilize an out-of-office email feature to identify they are on leave and offer an alternate contact.

13.4 Notice

13.4.1 Trustees who wish to take maternity/parental leave must notify the Board Chair and Superintendent in writing at least four weeks prior, if possible, to the anticipated commencement of the leave indicating the expected start and end dates of the leave.

No Board motion is required for approval of maternity/parental leave.

13.5 Return to Duties

13.5.1 Following a Trustee's return from leave, they will work with the Board Chair and/or Superintendent to get up to speed on any relevant information/issues.

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~~Paid maternity leave up to six months is available to Trustees who are pregnant or have given birth. Trustees on maternity leave will continue to receive their full remuneration.~~

~~14.2.3~~

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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
January 18, 2021