



BOARD OF EDUCATION SD NO. 40 (NEW WESTMINSTER)

Operations Policy and Planning Committee

Tuesday, April 11, 2017– 7:30 pm

School Board Office

AGENDA

Item	Action	Info	Presenter	Attachment
------	--------	------	-----------	------------

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

1. Approval of the Agenda	X			
2. Delegation				
a) DPAC re AEDs (Automated External Defibrillators)		X		
3. Draft Budget 2017-18	X		K. Lorenz	
i) Backgrounder				<i>Encl Pg 1</i>
ii) Draft Budget 2017-18				<i>Encl Pg 4</i>
iii) MOU (BCPSEA, MOE, BCTF)				<i>Encl Pg 19</i>
iv) Estimated Operating Grants				<i>Encl Pg 30</i>
v) NWTU Budget Input				<i>Encl Pg 33</i>
vi) DPAC Budget Input				<i>Encl Pg 36</i>
vii) Results from Public Survey				<i>Encl Pg 38</i>

Recommendation: THAT the Operations Policy and Planning Committee recommend that the Board of Education for School District No. 40 (New Westminster) approve the 2017-18 Operating Budget as presented.

4. Reports from Senior Management				
a) Financial Update		X	K. Lorenz	<i>Encl Pg 67</i>
b) Maintenance & Capital Projects Update		X	K. Lorenz	<i>Encl Pg 69</i>

Operations Policy and Planning Committee
April 11, 2017

- | | | | |
|--|---|---------------|-------------------|
| 5. Draft Policy Handbook Review (cont'd)
Policies 11, 12, 15 and 19 | X | M. Ewen | |
| i) Original backgrounder re Draft Policy Amendments | | | <i>Encl Pg 70</i> |
| ii) Minutes from January 17, 2017 Policy Review | | | <i>Encl Pg 78</i> |
| iii) Minutes from March, 7, 2017 Policy Review | | | <i>Encl Pg 83</i> |
| 6. City Committee Assignments | X | K. Slade-Kerr | <i>Encl Pg 86</i> |
-
7. General Announcements
8. New Business
9. Adjournment

2017 – 2018 Annual Budget

Attached for the committee's consideration and review is a draft of the Annual Budget for the 2017 - 2018 Fiscal year. The cost drivers and priorities used in this budget are based on the planned service levels and priorities outlined in the District Blueprint for Teaching and Learning in Diverse Classrooms. The blueprint was refreshed and presented to the Education Committee on April 4th 2017. These priorities and the resource levels that accompany them are substantially similar to the District's current year priorities and have been resourced at essentially the same level.

While programing activity and resource requirements have not significantly changed from one year to the next, there has been significant changes to the budget projections as a result of three main factors. The first being an increase in projected enrollment. In addition, the District will have restored language in the teacher's collective agreement as a result of the recent Supreme Court decision. Finally, this budget includes increases reflective of inflation and similar cost pressures.

After incorporating all these factors into the operating budget estimates the overall budgeted revenue and expenses are \$77,911,030 and \$78,749,482 respectively. This has resulted in an allocation of surplus totaling \$488,469 to balance the budget for the year. I have highlighted some of the other impacts of these factors in greater detail below.

It is the recommendation of staff that the committee present this budget to the board for its approval at the April 25th Public board meeting.

Increasing Enrollment

As noted on page 2 of the attached budget the district has increased total enrollment by an estimated 180 Full time equivalent (FTEs) students. These additional students are spread throughout the district, and will require between 7-8 additional divisions to accommodate. The ministry has included these FTEs in their funding estimate and we have projected additional staff and resources to provide service to these students in our expense estimates. Although this budget is based on projections submitted to the ministry in February, early indications are that the district will continue to see enrollment growth and we have structured division plans with that in mind. This should mitigate the risk of additional divisions being required in September which can be both costly and disruptive.

Inflation

For the second year in a row the district has seen projected increases to wage rates as a result of the Economic Stability Dividend. In addition, all unionized staff will receive pay raises in accordance with their respective collective agreements. These costs have been funded by the ministry through various increases in the operating grant funding formula as outlined in the Ministry's estimated grant letter (attached). Other inflationary pressures, such as increased hydro rates or reduced MSP billings have been reviewed and incorporated into the budget where appropriate.

Memorandum of Agreement

The recent Supreme Court of Canada decision and the resulting Memorandum of Agreement (MOA) on the restored language around class size composition and district ratios for non-enrolling staff between the British Columbia Teachers Federation and the British Columbia Public School Employers Association will have a significant impact on the 2017 – 2018 Budget.

Additional staffing

The implementation of the MOA will require a significant additional staffing component for next year. This has been recognized by the Ministry and funded with the addition of the Classroom Enhancement Fund. We have received an allocation of the \$4,346,489 in classroom enhancement funding to cover costs associated with the implementation. This funding replaces the portion of the Learning Improvement Fund targeted at addressing class size and composition and the Priority Measures Funding received this year. The Learning Improvement Fund allocation for support staff has been funded next year at a level similar to this year. The budget as proposed fully funds all non-enrolling positions in accordance with the ratios specified in our collective agreement and provides for class sizes that are compliant with the MOA. It is important to note that depending on the specific location and grade of students identified with special needs, some additional funds for remedies like additional teacher preparation time may be required to address composition issues. This additional cost has been included in the budget.

Allocation of costs

The exact methodology for apportioning costs between various district functions and the Classroom Enhancement Fund is something that will require significant further review, and discussion with The Ministry, the teachers union, and the British Columbia Public School Employers Association. Currently costs have been apportioned between the various non-enrolling functions and the Classroom Enhancement Fund. It is likely that based on continuing feedback from PCPSEA we may adjust those allocations in the revised budget to better reflect what positions are considered to be in response to the MOA. It is important to note that this will not result in any change in actual costs.

Stakeholder Feedback

Attached is feedback received from the District Parent Advisory Council and The New Westminster Teachers Union. CUPE409 was invited to provide feedback, but as of this date, the district has not received a response. In addition to requesting feedback from stakeholders a public survey on budget priorities was posted on the district web site as outlined in the budget planning process. All responses to the survey have also been attached. Where appropriate this feedback has been incorporated into the priorities established in the Blueprint for Teaching and Learning in Diverse Classrooms.

Possible options to reduce the allocation of surplus.

The budget as presented represents, in the professional judgement of staff, the best balance between fiscal responsibility and the provision of quality service to all students. However, the committee may choose not to recommend a budget that includes funds drawn from accumulated surplus. In that instance staff have identified 3 areas of potential reductions (listed below) that would have the smallest impact on student outcomes and also fully respect the districts obligations under the school act, collective agreements, and other legislation.

- 1. **Reduction in EA's** – the restoration of staffing ratios for Resource teachers and Learning Assistant teachers will result in significant additional resources available across the district for students with special needs. While significant work remains to be done, throughout the staffing process to ensure these resources provide the greatest benefit to students, there is an opportunity to achieve efficiencies in allocating Education Assistants.*
- 2. **Reduction in Technology** - The district continues to invest heavily in technology with approximately \$ 1,000,000 in supplies being directed towards new computers and technology for district staff and students. This roll out of new devices could be spread out over two years rather than one.*
- 3. **Library Preparation Time** - As part of addressing the goals of teaching and learning in diverse classrooms, the District has prioritized collaboration time in staffing teacher librarian positions. This is a departure from prior years where teacher librarians have largely provided preparation time for other teachers. If we returned to previous practice there is an opportunity to generate savings by reducing the number of additional teachers required to provide preparation time.*

Although expenses in the proposed budget could be reduced by an adjustment in any one or a combination of these areas, it remains the recommendation of staff that the budget include a draw on accumulated surplus to continue to fund these areas at planned levels.

Respectfully,

Kevin Lorenz
Secretary-Treasurer

Annual Budget

School District No. 40 (New Westminster)

June 30, 2018

School District No. 40 (New Westminster)

June 30, 2018

Table of Contents

Bylaw	1
Annual Budget - Revenue and Expense - Statement 2	2
Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Annual Budget - Operating Revenue and Expense - Schedule 2	5
Schedule 2A - Annual Budget - Schedule of Operating Revenue by Source	6
Schedule 2B - Annual Budget - Schedule of Operating Expense by Object	7
Schedule 2C - Annual Budget - Operating Expense by Function, Program and Object	8
Annual Budget - Special Purpose Revenue and Expense - Schedule 3	10
Schedule 3A - Annual Budget - Changes in Special Purpose Funds	11
Annual Budget - Capital Revenue and Expense - Schedule 4	13

*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2017/2018 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 40 (New Westminster) Annual Budget Bylaw for fiscal year 2017/2018.
3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$79,015,276 for the 2017/2018 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2017/2018.

READ A FIRST TIME THE 25th DAY OF APRIL, 2017;

READ A SECOND TIME THE 25th DAY OF APRIL, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE 25th DAY OF APRIL, 2017;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 40 (New Westminster) Annual Budget Bylaw 2017/2018, adopted by the Board the 25th DAY OF APRIL, 2017.

Secretary Treasurer

School District No. 40 (New Westminster)

Annual Budget - Revenue and Expense
Year Ended June 30, 2018

Statement 2

	2018 Annual Budget	2017 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	6,639,750	6,537,688
Adult	584,000	506,750
Total Ministry Operating Grant Funded FTE's	7,223,750	7,044,438
Revenues	\$	\$
Provincial Grants		
Ministry of Education	68,620,030	62,961,466
Federal Grants		13,605
Tuition	5,160,000	5,311,824
Other Revenue	1,760,000	1,914,500
Rentals and Leases	170,000	165,000
Investment Income	101,000	202,000
Amortization of Deferred Capital Revenue	2,100,000	1,632,389
Total Revenue	77,911,030	72,200,784
Expenses		
Instruction	65,745,972	60,353,281
District Administration	3,358,735	3,311,421
Operations and Maintenance	9,408,398	8,688,572
Transportation and Housing	236,377	235,467
Total Expense	78,749,482	72,588,741
Net Revenue (Expense)	(838,452)	(387,957)
Budgeted Allocation (Retirement) of Surplus (Deficit)	488,469	1,038,487
Budgeted Surplus (Deficit), for the year	(349,983)	650,530
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(349,983)	650,530
Budgeted Surplus (Deficit), for the year	(349,983)	650,530

School District No. 40 (New Westminster)

Annual Budget - Revenue and Expense
 Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	67,886,743	65,877,957
Operating - Tangible Capital Assets Purchased	50,000	850,000
Special Purpose Funds - Total Expense	8,145,962	4,681,209
Special Purpose Funds - Tangible Capital Assets Purchased	215,794	195,716
Capital Fund - Total Expense	2,716,777	2,029,575
Total Budget Bylaw Amount	79,015,276	73,634,457

Approved by the Board

Signature of the Chairperson of the Board of Education _____ Date Signed _____

Signature of the Superintendent _____ Date Signed _____

Signature of the Secretary Treasurer _____ Date Signed _____

DRAFT

School District No. 40 (New Westminster)

Annual Budget - Changes in Net Financial Assets (Debt)
 Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(838,452)</u>	<u>(387,957)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(265,794)	(1,045,716)
Total Acquisition of Tangible Capital Assets	<u>(265,794)</u>	<u>(1,045,716)</u>
Amortization of Tangible Capital Assets	<u>2,716,777</u>	<u>2,029,575</u>
Total Effect of change in Tangible Capital Assets	<u>2,450,983</u>	<u>983,859</u>
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>1,612,531</u></u>	<u><u>595,902</u></u>

School District No. 40 (New Westminster)

Schedule 2

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	61,658,274	59,657,146
Tuition	5,160,000	5,311,824
Other Revenue	360,000	355,500
Rentals and Leases	170,000	165,000
Investment Income	100,000	200,000
Total Revenue	<u>67,448,274</u>	<u>65,689,470</u>
Expenses		
Instruction	57,620,088	55,732,306
District Administration	3,358,735	3,311,421
Operations and Maintenance	6,688,320	6,615,540
Transportation and Housing	219,600	218,690
Total Expense	<u>67,886,743</u>	<u>65,877,957</u>
Net Revenue (Expense)	<u>(438,469)</u>	<u>(188,487)</u>
Budgeted Prior Year Surplus Appropriation	<u>488,469</u>	<u>1,038,487</u>
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(50,000)	(850,000)
Total Net Transfers	<u>(50,000)</u>	<u>(850,000)</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 40 (New Westminster)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	60,746,601	58,594,287
Other Ministry of Education Grants		
Pay Equity	521,853	521,853
Funding for Graduated Adults	30,000	33,096
Transportation Supplement	6,073	6,073
Carbon Tax Grant	50,000	43,927
Return of Administrative Savings	295,560	295,560
FSA Exam Funding	8,187	8,187
Economic Stability Dividend		154,163
Total Provincial Grants - Ministry of Education	61,658,274	59,657,146
Tuition		
Summer School Fees	120,000	121,824
Continuing Education	240,000	240,000
International and Out of Province Students	4,800,000	4,950,000
Total Tuition	5,160,000	5,311,824
Other Revenues		
Miscellaneous		
Cafeteria	130,000	130,000
Apprenticeships	50,000	45,500
Miscellaneous	180,000	180,000
Total Other Revenue	360,000	355,500
Rentals and Leases	170,000	165,000
Investment Income	100,000	200,000
Total Operating Revenue	67,448,274	65,689,470

School District No. 40 (New Westminster)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Salaries		
Teachers	31,682,876	29,971,793
Principals and Vice Principals	3,021,732	3,236,519
Educational Assistants	4,405,334	4,483,021
Support Staff	5,539,026	5,313,144
Other Professionals	2,118,648	2,143,082
Substitutes	1,493,104	1,717,118
Total Salaries	48,260,720	46,864,677
Employee Benefits	12,346,103	12,273,839
Total Salaries and Benefits	60,606,823	59,138,516
Services and Supplies		
Services	1,781,880	2,049,880
Student Transportation	137,000	100,000
Professional Development and Travel	491,400	471,400
Rentals and Leases	260,000	260,000
Dues and Fees	129,000	129,000
Insurance	111,000	111,000
Interest	-	
Supplies	3,231,140	2,501,961
Utilities	1,138,500	1,116,200
Total Services and Supplies	7,279,920	6,739,441
Total Operating Expense	67,886,743	65,877,957

School District No. 40 (New Westminster)

Annual Budget - Operating Expense by Function, Program and Object
 Year Ended June 30, 2018

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
1 Instruction							
1.02 Regular Instruction	27,600,165	756,886		115,416		950,980	29,423,447
1.03 Career Programs	19,728			116,214		4,540	140,482
1.07 Library Services	352,271			62,671		26,605	441,547
1.08 Counselling	462,118			37,497	47,800	33,408	580,823
1.10 Special Education	1,356,051	126,092	4,405,334			241,497	6,128,974
1.30 English Language Learning	569,674			177,668		39,272	608,946
1.31 Aboriginal Education	98,642			1,337,156		9,229	285,539
1.41 School Administration		2,028,914		48,721	247,478	122,454	3,488,524
1.62 International and Out of Province Students	1,224,227	109,840			295,278	42,516	1,672,782
Total Function 1	31,682,876	3,021,732	4,405,334	1,895,343	295,278	1,470,501	42,771,064
4 District Administration							
4.11 Educational Administration				40,278	553,633	226	594,137
4.40 School District Governance				668,035	158,998	5,939	158,998
4.41 Business Administration				708,313	720,029		1,394,003
Total Function 4	-	-	-	708,313	1,432,660	6,165	2,147,138
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				93,626	278,855	524	373,005
5.50 Maintenance Operations				2,578,368	111,855	14,439	2,704,662
5.52 Maintenance of Grounds				169,104		947	170,051
5.56 Utilities							
Total Function 5	-	-	-	2,841,098	390,710	15,910	3,247,718
7 Transportation and Housing							
7.41 Transportation and Housing Administration				94,272		528	94,800
Total Function 7	-	-	-	94,272	-	528	94,800
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	31,682,876	3,021,732	4,405,334	5,539,026	2,118,648	1,493,104	48,260,720

School District No. 40 (New Westminster)

Annual Budget - Operating Expense by Function, Program and Object
Year Ended June 30, 2018

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	29,423,447	7,697,174	37,120,621	2,944,240	40,064,861	38,395,858
1.03 Career Programs	140,482	36,750	177,232	34,400	211,632	210,260
1.07 Library Services	441,547	105,342	546,889		546,889	349,983
1.08 Counselling	580,823	132,908	713,731	35,000	748,731	924,224
1.10 Special Education	6,128,974	1,387,645	7,516,619	97,500	7,614,119	9,518,309
1.30 English Language Learning	608,946	195,049	803,995	3,000	806,995	3,000
1.31 Aboriginal Education	285,539	74,697	360,236	12,280	372,516	370,556
1.41 School Administration	3,488,524	891,136	4,379,660	200,000	4,579,660	4,867,905
1.62 International and Out of Province Students	1,672,782	426,903	2,099,685	575,000	2,674,685	1,092,211
Total Function 1	42,771,064	10,947,604	53,718,668	3,901,420	57,620,088	55,732,306
4 District Administration						
4.11 Educational Administration	594,137	155,426	749,563	77,000	826,563	944,445
4.40 School District Governance	158,998	4,000	162,998	98,500	261,498	253,057
4.41 Business Administration	1,394,003	364,671	1,758,674	512,000	2,270,674	2,113,919
Total Function 4	2,147,138	524,097	2,671,235	687,500	3,358,735	3,311,421
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	373,005	97,578	470,583	138,000	608,583	607,993
5.50 Maintenance Operations	2,704,662	707,539	3,412,201	1,284,500	4,696,701	4,613,442
5.52 Maintenance of Grounds	170,051	44,485	214,536	30,000	244,536	277,905
5.56 Utilities	-	-	-	1,138,500	1,138,500	1,116,200
Total Function 5	3,247,718	849,602	4,097,320	2,591,000	6,688,320	6,615,540
7 Transportation and Housing						
7.41 Transportation and Housing Administration	94,800	24,800	119,600	100,000	219,600	218,690
Total Function 7	94,800	24,800	119,600	100,000	219,600	218,690
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	48,260,720	12,346,103	60,606,823	7,279,920	67,886,743	65,877,957

School District No. 40 (New Westminster)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	6,961,756	3,304,320
Federal Grants		13,605
Other Revenue	1,400,000	1,559,000
Total Revenue	8,361,756	4,876,925
Expenses		
Instruction	8,125,884	4,620,975
Operations and Maintenance	20,078	60,234
Total Expense	8,145,962	4,681,209
Net Revenue (Expense)	215,794	195,716
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(215,794)	(195,716)
Total Net Transfers	(215,794)	(195,716)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 40 (New Westminster)

Annual Budget - Changes in Special Purpose Funds
Year Ended June 30, 2018

	Annual Facility Grant	Learning Improvement Fund	Aboriginal Education Technology	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	28,017	294,054	1,295,293	-	5,914	18,026
Add: Restricted Grants									
Provincial Grants - Ministry of Education	235,872	243,477	-	-	100,000	-	96,000	19,600	149,244
Other District Entered	235,872	243,477	-	-	100,000	1,300,000	96,000	19,600	149,244
Less: Allocated to Revenue	235,872	243,477	-	-	100,000	1,300,000	96,000	25,514	167,270
Deferred Revenue, end of year	-	-	-	28,017	294,054	1,295,293	-	-	-
Revenues									
Provincial Grants - Ministry of Education	235,872	243,477	-	-	100,000	1,300,000	96,000	25,514	167,270
Other Revenue	235,872	243,477	-	-	100,000	1,300,000	96,000	25,514	167,270
Expenses									
Salaries									
Teachers									77,000
Educational Assistants		182,607							
Support Staff							68,000		
Other Professionals									
Substitutes									77,000
Employee Benefits	20,078	60,870					26,000	38,000	
Services and Supplies	20,078	243,477			100,000	1,300,000	2,000	25,514	52,270
Tangible Capital Assets Purchased					100,000	1,300,000	96,000	25,514	167,270
Net Revenue (Expense) before Interfund Transfers	215,794	-	-	-	-	-	-	-	-
Interfund Transfers	(215,794)								
Tangible Capital Assets Purchased	(215,794)								
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 40 (New Westminster)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2018

	CommunityLINK	Rural Education Enhancement Fund	Coding and Curriculum Implementation	Priority Measures	Classroom Enhancement Fund	Textile Recycling	United Way	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	1,09,209	-	63,756	92,500	-	20,275	1,889	1,928,933
Add: Restricted Grants								
Provincial Grants - Ministry of Education	1,500,780	-	-	-	4,346,489	4,000	75,000	6,591,462
Other District Entered	1,500,780	-	-	-	4,346,489	4,000	75,000	1,300,000
Less: Allocated to Revenue								
Deferred Revenue, end of year	1,609,989	-	63,756	92,500	4,346,489	4,000	76,889	8,070,462
Revenues	1,609,989	-	63,756	92,500	4,346,489	4,000	76,889	6,961,756
Provincial Grants - Ministry of Education	1,609,989	-	63,756	92,500	4,346,489	4,000	76,889	1,400,000
Other Revenue	-	-	-	-	-	20,275	-	1,637,639
Expenses								
Salaries								
Teachers	488,000		47,800	70,000	2,957,449			3,640,249
Educational Assistants	400,000							582,607
Support Staff	65,000							65,000
Other Professionals	100,000				300,223		60,000	528,223
Substitutes	5,000							5,000
Employee Benefits	1,058,000		47,800	70,000	3,257,672		60,000	4,821,079
Services and Supplies	270,000		15,956	22,500	1,088,817		16,889	1,539,032
Tangible Capital Assets Purchased	281,989					4,000		1,785,851
Net Revenue (Expense) before Interfund Transfers	1,609,989	-	63,756	92,500	4,346,489	4,000	76,889	8,145,962
Interfund Transfers								
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	(215,794)
Net Revenue (Expense)	-	-	-	-	-	-	-	(215,794)

School District No. 40 (New Westminster)

Schedule 4

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget			2017 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		1,000	1,000	2,000
Amortization of Deferred Capital Revenue	2,100,000		2,100,000	1,632,389
Total Revenue	2,100,000	1,000	2,101,000	1,634,389
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	2,700,000		2,700,000	2,012,798
Transportation and Housing	16,777		16,777	16,777
Total Expense	2,716,777	-	2,716,777	2,029,575
Net Revenue (Expense)	(616,777)	1,000	(615,777)	(395,186)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	265,794		265,794	1,045,716
Total Net Transfers	265,794	-	265,794	1,045,716
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	-
Budgeted Surplus (Deficit), for the year	(350,983)	1,000	(349,983)	650,530

MEMORANDUM OF AGREEMENT

Between:

British Columbia Public School Employers' Association ("BCPSEA")

and

The British Columbia Ministry of Education ("Ministry of Education")

and

British Columbia Teachers' Federation ("BCTF")

(collectively referred to as "the Provincial Parties")

RE: LOU NO. 17: EDUCATION FUND AND IMPACT OF THE COURT CASES – FINAL AGREEMENT

WHEREAS the Provincial Parties acknowledge that, as a result of the majority of the Supreme Court of Canada¹ adopting Justice Donald's conclusion² that the *Education Improvement Act*³ was unconstitutional and of no force or effect, that the BCPSEA-BCTF collective agreement provisions that were deleted by the *Public Education Flexibility and Choice Act* in 2002 and again in 2012 by the *Education Improvement Act* are restored;

AND WHEREAS the Provincial Parties further acknowledge that the Supreme Court of Canada's decision triggered Letter of Understanding No. 17 to the 2013-2019 BCPSEA-BCTF Provincial Collective Agreement, which required the Parties to re-open collective agreement negotiations regarding the collective agreement provisions that were restored by the Supreme Court of Canada;

AND WHEREAS the Provincial Parties further acknowledge that Letter of Understanding No. 17 required an agreement "regarding implementation and/or changes to the restored language";

AND WHEREAS this Memorandum of Agreement has been negotiated pursuant to Letter of Understanding No. 17 to the 2013-2019 BCPSEA-BCTF Provincial Collective Agreement and fully and finally resolves all matters related to the implementation of the Supreme Court of Canada's decision. As such, the Provincial Parties acknowledge that the re-opener process set out in Letter of Understanding No. 17 has been completed.

¹ *British Columbia Teachers' Federation v. British Columbia*, 2016 SCC 49

² *British Columbia Teachers' Federation v. British Columbia*, 2015 BCCA 184

³ S.B.C. 2012, c. 3

THEREFORE THE PROVINCIAL PARTIES AGREE THAT:

I. IMPLEMENTATION OF THIS MEMORANDUM OF AGREEMENT

Shared Commitment to Equitable Access to Learning

1. All students are entitled to equitable access to learning, achievement and the pursuit of excellence in all aspects of their education. The Provincial Parties are committed to providing all students with special needs with an inclusive learning environment which provides an opportunity for meaningful participation and the promotion of interaction with others. The implementation of this Memorandum of Agreement shall not result in any student being denied access to a school, educational program, course, or inclusive learning environment unless this decision is based on an assessment of the student's individual needs and abilities.

Schedule "A" of All Restored Collective Agreement Provisions

2. The Provincial Parties will develop a Schedule of all of the the BCPSEA-BCTF collective agreement provisions that were deleted by the *Public Education Flexibility and Choice Act* in 2002 and again in 2012 by the *Education Improvement Act* ("the restored collective agreement provisions"), which will be attached to this Memorandum of Agreement as Schedule "A".

Agreement to be Implemented for September of the 2017-2018 School Year

3. Commencing in September of the 2017-2018 school year and thereafter, school staffing will, subject to the terms of this Memorandum of Agreement, comply with the restored collective agreement provisions.

Continuation of Existing Funding for the Remainder of the 2016/2017 School Year

4. The Education Fund provisions referred to in Letter of Understanding No. 17 to the 2013-2019 BCPSEA-BCTF Provincial Collective Agreement will remain in place for the remainder of the 2016/2017 school year, following which the Education Fund provisions shall end.
5. The priority measures established pursuant to the January 5, 2017 Memorandum of Agreement Re: LOU No. 17: Education Fund and Impact of the Court Cases – Priority Measures will remain in place for the remainder of the 2016/2017 school year.

Agreement Implementation Committee

6. Following the execution of this Memorandum of Agreement, the Provincial Parties will continue to meet as needed through June 30, 2017 to facilitate implementation of the Agreement for the Spring staffing process. After June 30, 2017, the Provincial Parties will meet to facilitate implementation of this Memorandum of Agreement on a quarterly basis until the opening of the next round of collective bargaining. Specific activities to be undertaken during these meetings include, but are not limited to:

a. Restored Language: Housekeeping

Housekeeping changes mutually recommended by the local parties will be approved through a four-party process with one representative from BCPSEA, one representative from the BCTF, one representative from the School District, and one representative from the BCTF local. Housekeeping changes will be limited to titles of committees, dates, names of positions, and terminology. This housekeeping process will not delay implementation of any of the restored language.

b. Updating Terminology Pertaining to Students with Special Needs

Terminology pertaining to students with special needs contained within the restored collective agreement provisions will be updated by the Provincial Parties. This process does not include changes to the definitions and classifications of special education designations and does not supersede or otherwise affect the work of the Class Composition Joint Committee set out in paragraph 20 below.

c. Dispute Resolution

Where a dispute arises regarding the interpretation or application of this Memorandum of Agreement, the following process will apply:

- i. The local parties will meet and attempt to resolve the dispute;
- ii. Where, after meeting, the local parties are unable to resolve the dispute, the local parties, with the assistance and representation of the Provincial Parties, will meet again and attempt to resolve the dispute;
- iii. Where, after meeting, both the local and Provincial Parties are unable to resolve the dispute, either party may file a grievance and utilize the grievance procedure to resolve the dispute.

II. NON-ENROLLING TEACHER STAFFING RATIOS

The following will form part of a final agreement as per LOU#17 regarding non-enrolling teacher staffing ratios:

7. Effective upon the commencement of the regular 2017/2018 school year, all language pertaining to learning specialists shall be implemented as follows:
 - i) The minimum district ratios of learning specialists to students shall be as follows (except as provided for in (ii) below):
 - a. Teacher librarians shall be provided on a minimum pro-rated basis of at least one teacher librarian to seven hundred and two (702) students.
 - b. Counselors shall be provided on a minimum pro-rated basis of at least one counsellor to six hundred and ninety three (693) students.
 - c. Learning assistance teachers shall be provided on a minimum pro-rated basis of at least one learning assistance teacher to five hundred and four (504) students.

- d. Special education resource teachers shall be provided on a minimum pro-rated basis of at least one special education resource teacher per three hundred and forty two (342) students.
- e. English as a second language teachers (ESL) shall be provided on a minimum pro-rated basis of at least one ESL teacher per seventy four (74) funded ESL students.
- ii) For the purpose of posting and/or filling FTE, the Employer may combine the non-enrolling teacher categories set out in paragraph 1(i)(c)-(e) into a single category. The Employer will be deemed to have fulfilled its obligations under paragraph 1(i)(c)-(e) where the total non-enrolling teacher FTE of this single category is equivalent to the sum of the teachers required from categories 1(i)(c)-(e).
- iii) Where a local collective agreement provided for services, caseload limits, or ratios additional or superior to the ratios provided in paragraph 1(i) above – the services, caseload limits or ratios from the local collective agreement shall apply. **[Provisions to be identified in Schedule "A" to this Memorandum of Agreement].**
- iv) The aforementioned employee staffing ratios shall be based on the funded FTE student enrolment numbers as reported by the Ministry of Education.
- v) Where a non-enrolling teacher position remains unfilled following the completion of the applicable local post and fill processes, the local parties will meet to discuss alternatives for utilizing the FTE in another way. Following these discussions the Superintendent will make a final decision regarding how the FTE will be deployed. This provision is time limited and will remain in effect until the renewal of the BCPSEA-BCTF provincial collective agreement. Following the expiration of this provision, neither the language of this provision nor the practice that it establishes regarding alternatives for utilizing unfilled non-enrolling teacher positions will be referred to in any future arbitration or proceeding.

8. **Dispute Resolution**

Where a dispute arises regarding the interpretation or application of the non-enrolling language, the following process will apply:

- a. The local parties will meet and attempt to resolve the dispute;
- b. Where, after meeting, the local parties are unable to resolve the dispute, the local parties, with the assistance and representation of the Provincial Parties, will meet again and attempt to resolve the dispute;
- c. Where, after meeting, both the local and Provincial Parties are unable to resolve the dispute, either party may file a grievance and utilize the grievance procedure to resolve the dispute.

III. **PROCESS AND ANCILLARY LANGUAGE**

- 9. The BCPSEA-BCTF collective agreement process and ancillary provisions that were deleted by the *Public Education Flexibility and Choice Act* in 2002 and again in 2012 by the *Education*

Improvement Act will be restored. **[Provisions to be identified in Schedule "A" to this Memorandum of Agreement]**

10. The Provincial Parties recognize that it may take time to transition from existing practices to the processes that are defined in the restored language. The 2017/2018 school year will serve as a transition period for full implementation of the restored language by January 31, 2018 as follows:

A. **School-Based Process and Ancillary Language**

Restored school-based process and ancillary language including, but not limited to, language pertaining to school-based teams, staffing committees, and the role and function of staff committees, shall be implemented upon the commencement of the regular 2017/2018 school year. **[Provisions to be identified in Schedule "A" to this Memorandum of Agreement]**

B. **District-Based Process and Ancillary Language**

The following restored collective agreement provisions shall be implemented as soon as practicable but by no later than January 31, 2018. During this transition period, current practices may be utilized while the necessary supports are put in place to implement the process and ancillary language. **[Provisions to be identified in Schedule "A" to this Memorandum of Agreement]**

- i. Restored school-based process and ancillary language that makes reference to a district-level process, and;
- ii. Restored district-level processes and ancillary language including, but not limited to language pertaining to district committees and screening panels.

11. Where the local parties agree they prefer to follow a process that is different than what is set out in the applicable local collective agreement process and ancillary provisions, they may request that the Provincial Parties enter into discussions to amend these provisions. Upon agreement of the Provincial Parties, the amended provisions would replace the process and ancillary provisions for the respective School District and local union. **[Provisions to be identified in Schedule "A" to this Memorandum of Agreement]**.

12. Where a dispute arises in anticipation of or during the 2017/2018 school year regarding clause 2 above, the following process will apply:

- i. The local parties will meet and attempt to resolve the dispute;
- ii. Where, after meeting, the local parties are unable to resolve the dispute, the local parties, with the assistance and representation of the Provincial Parties, will meet again and attempt to resolve the dispute;
- iii. Where, after meeting, both the local and Provincial Parties are unable to resolve the dispute, either party may file a grievance and utilize the grievance procedure.

IV. CLASS SIZE AND COMPOSITION

PART I: CLASS SIZE PROVISIONS

13. Effective for the commencement of the 2017/18 school year, the BCPSEA-BCTF collective agreement provisions regarding class size that were deleted by the *Public Education and Flexibility and Choice Act* in 2002 and again in 2012 by the *Education Improvement Act* will be implemented as set out below.

Class Size Provisions: K-3

14. Effective for the commencement of the 2017/2018 school year, the size of primary classes shall be limited as follows:

- A. Kindergarten classes shall not exceed 20 students;
- B. Grade 1 classes shall not exceed 22 students;
- C. Grade 2 classes shall not exceed 22 students;
- D. Grade 3 classes shall not exceed 22 students;

15. Where there is more than one primary grade in any class with primary students, the class size maximum for the lower grade shall apply.

16. Where there is a combined primary/intermediate class, an average of the maximum class size of the lowest involved primary grade and the maximum class size of the lowest involved intermediate grade will apply.

K-3 Superior Provisions to Apply

17. For primary and combined primary/intermediate classes where the restored collective agreement provisions provide for superior class size provisions beyond those listed in paragraphs 2 through 4 above, the superior provisions shall apply. **[Provisions to be identified in Schedule "A" to this Memorandum of Agreement].**

Class Size Language: 4-12

18. The BCPSEA-BCTF collective agreement provisions regarding Grade 4–12 class size that were deleted by the *Public Education and Flexibility and Choice Act* in 2002 and again in 2012 by the *Education Improvement Act* will be implemented upon the commencement of the 2017/2018 school year.

PART II – CLASS COMPOSITION PROVISIONS

Implementation of Class Composition Language

19. The BCPSEA-BCTF collective agreement provisions regarding class composition that were deleted by the *Public Education and Flexibility and Choice Act* in 2002 and again in 2012 by the *Education Improvement Act* will be implemented upon the commencement of the 2017/2018

school year. The Provincial Parties agree that the implementation of this language shall not result in a student being denied access to a school, educational program, course, or inclusive learning environment unless this decision is based on an assessment of the student's individual needs and abilities.

Class Composition Joint Committee

20. Given the complexity of class composition issues and the changes that have occurred within the definitions of special education designations and classifications, a Class Composition Joint Committee ("the Committee") will be established upon ratification of the Letter of Understanding #17 final agreement to examine and resolve outstanding issues related to class composition as follows:
- A. After establishing terms of reference, the Committee will meet and attempt to agree upon a consistent approach to how composition impacts class size/teacher workload for those School Districts that have class composition language;
 - B. If, after meeting, the Committee is unable to agree upon a consistent approach to class composition, the Committee will meet and attempt to agree upon the definitions of special education designations and classifications in the current context of educational service delivery;
 - C. If the Committee is unable to agree on the definitions of special education designations by June 30, 2018, the matter will be referred to Arbitrator John Hall for a final and binding determination of the definitions and classifications of special education designations in the current context of educational service delivery. Arbitration dates will be pre-booked during the fall of 2018 and best efforts will be made to conclude the arbitration hearing by November 30, 2018. The Provincial Parties will request that Arbitrator Hall's decision be issued as soon as possible and, in any event, no later than January 31, 2019. This decision will be used to determine class organization for the 2019/2020 school year and thereafter until the Provincial Parties negotiate an alternative approach to class composition.
 - D. Unless the Provincial Parties agree otherwise, during the 2017/2018 and 2018/2019 school year, the current Ministry of Education definitions of special education designations and classifications will apply on an interim and without prejudice basis while the work of the Committee set out in paragraphs 8(A-C) is completed.
 - E. The Provincial Parties recognize that the interim Committee approach to class composition issues set out in paragraph 8 (A, B and D) is agreed to on a without prejudice basis. Neither of the Provincial Parties will refer to this approach or the practices that it establishes regarding class composition in any future collective bargaining, arbitration or proceeding, including the final and binding arbitration referenced in paragraph 8(C).

PART III: CLASS SIZE AND COMPOSITION COMPLIANCE AND REMEDIES

Efforts to Achieve Compliance: Provincial Approach

21. The Provincial Parties agree that paragraphs 22-25 of this agreement establish a provincial approach regarding the efforts that must be made to comply with the class size and composition provisions set out in Schedule "A" to this agreement and the remedies that are available where non-compliance occurs. This provincial approach applies to all School Districts and replaces all restored collective agreement provisions related to compliance and remedies for class size and composition. For clarity, the restored collective agreement compliance and remedy provisions that will be replaced by this provincial approach will be identified in a Schedule "B" to be developed by the Provincial Parties. The Provincial Parties commit to reviewing this provincial approach in the 2019 round of negotiations.

Best Efforts to Be Made to Achieve Compliance

22. School Districts will make best efforts to achieve full compliance with the collective agreement provisions regarding class size and composition for the commencement of the 2017/2018 school year and thereafter. Best efforts shall include:

- A. Re-examining existing school boundaries;
- B. Re-examining the utilization of existing space within a school or across schools that are proximate to one another;
- C. Utilizing temporary classrooms;
- D. Reorganizing the existing classes within the school to meet any class composition language, where doing so will not result in a reduction in a maximum class size by more than:
 - five students in grades K-3;
 - four students for secondary shop or lab classes where the local class size limits are below 30, and;
 - six students in all other grades.

These class size reductions shall not preclude a Superintendent from approving a smaller class.

Note: For the following School Districts, class sizes for K-1 split classes will not be reduced below 14 students:

- 10 (Arrow Lakes)
- 35 (Langley)
- 49 (Central Coast)
- 67 (Okanagan-Skaha)
- 74 (Gold Trail)

- 82 (Coast Mountain)
 - 85 (Vancouver Island North)
- E. Renegotiating the terms of existing lease or rental contracts that restrict the School District's ability to fully comply with the restored collective agreement provisions regarding class size and composition;
- F. Completing the post-and-fill process for all vacant positions.

Non-Compliance

23. Notwithstanding paragraph 10, the Provincial Parties recognize that non-compliance with class size and composition language may occur. Possible reasons for non-compliance include, but are not limited to:

- compelling family issues;
- sibling attendance at the same school;
- the age of the affected student(s);
- distance to be travelled and/or available transportation;
- safety of the student(s);
- the needs and abilities of individual student(s);
- accessibility to special programs and services;
- anticipated student attrition;
- time of year;
- physical space limitations;
- teacher recruitment challenges.

Remedies for Non-Compliance

24. Where a School District has, as per paragraph 22 above, made best efforts to achieve full compliance with the restored collective agreement provisions regarding class size and composition, but has not been able to do so:

- A. For classes that start in September, the District will not be required to make further changes to the composition of classes or the organization of the school after September 30 of the applicable school year. It is recognized that existing "flex factor" language that is set out in the restored collective agreement provisions will continue to apply for the duration of the class.

For classes that start after September, the District will not be required to make further changes to the composition of classes or the organization of schools after 21 calendar days from the start of the class.

It is recognized that existing "flex factor" language that is set out in the restored collective agreement provisions will continue to apply for the duration of the class.

- B. Teachers of classes with the restored class size and composition provisions will become eligible to receive a monthly remedy for non-compliance effective October 1, 2017 (or 22 calendar days from the start of the class) as follows:

$$(V) = (180 \text{ minutes}) \times (P) \times (S1 + S2)$$

V = the value of the additional compensation;

P = the percentage of a full-time instructional month that the teacher teaches the class;

S1 = the highest number of students enrolled in the class during the month for which the calculation is made minus the maximum class size for that class;

S2 = the number of students by which the class exceeds the class composition limits of the collective agreement during the month for which the calculation is made;

Note: If there is non-compliance for any portion of a calendar month the remedy will be provided for the entire month. It is recognized that adjustments to remedies may be triggered at any point during the school year if there is a change in S1 or S2.

- C. Once the value of the remedy has been calculated, the teacher will determine which of the following remedies will be awarded:
- i. Additional preparation time for the affected teacher
 - ii. Additional non-enrolling staffing added to the school specifically to work with the affected teacher's class
 - iii. Additional enrolling staffing to co-teach with the affected teacher
 - iv. Other remedies that the local parties agree would be appropriate

In the event that it is not practicable to provide the affected teacher with any of these remedies during the school year, the local parties will meet to determine what alternative remedy the teacher will receive.

Dispute Resolution

25. In the event that a dispute arises regarding whether a School District has made best efforts to achieve full compliance with the collective agreement provisions regarding class size and composition, the following process will apply:

- i. The local parties will meet and attempt to resolve the dispute;
- ii. Where, after meeting, the local parties are unable to resolve the dispute, the local parties, with the assistance and representation of the Provincial Parties, will meet again and attempt to resolve the dispute;
- iii. Where, after meeting, both the local and Provincial Parties are unable to resolve the dispute, either party may file a grievance and utilize the grievance procedure to resolve the dispute.

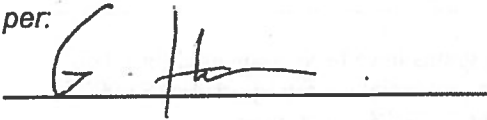
IV. EFFECTIVE DATE

26. Subject to ratification by the Provincial Parties, the provisions in this Memorandum of Agreement will become effective on September 1, 2017, unless specified otherwise (including, but not limited to, paragraphs 4 and 5 above).

Dated at Vancouver, British Columbia this 3rd day of March, 2017

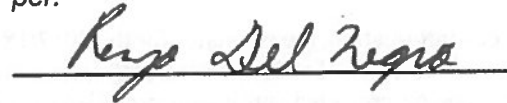
British Columbia Teachers' Federation

per:



British Columbia Public School Employers' Association

per:



British Columbia Ministry of Education

per:





March 15, 2017

Ref: 193335

To: All Secretary-Treasurers
All School Districts

Re: Estimated Operating Grants for 2017/18

For your information, the estimates for the 2017/18 operating grants have been completed for all 60 boards of education. Total district allocations are based on the provincial operating grant of \$4.999 billion, and on projected enrolments provided by boards for the 2017/18 school year.

Detailed information on the Funding Allocation System is included in the Operating Grants Manual, which is available on the Ministry of Education's website at the following link:

[2017/18 Estimated Operating Manual and Tables](#)

The total 2017/18 operating grant of \$4.999 billion includes funding for labour settlements with teachers and support staff, including the Economic Stability Dividend, as well as ensuring that all enrolment growth is fully funded at the published per student rates. As a result, the following adjustments are being made to the operating grant formula:

Funding Supplement	2016/17 Rate	2017/18 Rate	Change
Basic Allocation	\$7,218	\$7,301	\$83
Basic Allocation – Distributed Learning	\$6,030	\$6,100	\$70
Special Needs – Level 1	\$37,700	\$38,140	\$440
Special Needs – Level 2	\$18,850	\$19,070	\$220
Special Needs – Level 3	\$9,500	\$9,610	\$110
English Language Learning	\$1,380	\$1,395	\$15
Aboriginal Education	\$1,195	\$1,210	\$15
Adult Education	\$4,565	\$4,618	\$53
Small Community Supplement	n/a	n/a	1.2%
Low Enrolment Factor	n/a	n/a	0.5%
Student Location Factor (elementary)	\$255.50	\$258.75	\$3.25
Student Location Factor (secondary)	\$340.67	\$345.00	\$4.33
Summer Learning – Grade 1 to 9	\$206	\$208	\$2
Summer Learning – Grades 10 to 12 and Cross-Enrolment – Grades 8 to 9	\$412	\$416	\$4

.../2

Consistent with the approach used in 2016/17, there is no holdback for unanticipated enrolment growth in 2017/18. However, if actual enrolment exceeds district estimates, government has agreed to maintain published rates and manage any additional enrolment risk outside the operating grant.

Operating grants will be recalculated in the fall of 2017, after September 30, 2017 enrolment is confirmed. Operating grants will again be adjusted subsequent to the February and May 2018 continuing education and Distributed Learning enrolment counts. Funding will also be adjusted in February 2018 for any growth in special needs enrolment, and for new refugee enrolment.

The Classroom Enhancement Fund (CEF) is being provided to assist districts in complying with the recent settlement with the BC Teachers' Federation on class size, composition and non-enrolling teachers. Further details on the CEF and reporting requirements will be made available shortly.

The Supplement for the Education Plan is provided to assist boards in realizing the objectives and implementing initiatives laid out as part of the Education Plan. A letter with additional detail regarding the Ministry of Education's expectations will be sent shortly to Superintendents. This supplement is being provided outside of the Funding Protection calculation, which ensures that all districts receive the additional amount.

As you are aware, all districts are subject to compliance audits and potential recoveries for funding claims not in compliance with Ministry policy and directives. School districts should be aware that audit adjustments will be included in the calculations of Funding Protection and the Supplement for Enrolment Decline when they are recalculated in autumn 2017, which may affect the allocations under these supplements for some districts.

Districts eligible for Funding Protection should also be aware that labour settlement funding is excluded from the Funding Protection calculation. As a result, labour settlement funding is being provided in addition to Funding Protection; however, the amount of labour settlement funding is not protected under Funding Protection and may change depending on how enrolment changes compared to district estimates.

The 2017/18 Annual Budget must be submitted to the Minister on, or before June 30, 2017. Annual Budget Instructions will be made available after the details on the CEF have been provided and will be posted on the Ministry website at:

[Annual Budget Instructions, Bylaw, and Template](#)

The Estimator, a tool to assist boards in determining funding projections, is being updated for 2017/18. As in previous iterations, the updated Estimator will incorporate the next three years of funding projections into one program. The Estimator will be available to districts upon request by sending an e-mail to Michael.Lebrun@gov.bc.ca.

If you have any further questions about the 2017/18 funding allocations, please contact Jonathan Foweraker, Director, Funding and Allocation at Jonathan.Foweraker@gov.bc.ca or Michael Lebrun at the e-mail address noted above.

Sincerely,



George Farkas
Assistant Deputy Minister

- pc: **All Superintendents of Schools**
All Board Chairs and Trustees
Teresa Rezanoff, President, BCSTA
Mike Roberts, CEO, BCSTA
Kelvin Stretch, President, Secretary Treasurer, BCASBO
Joan Axford, Executive Director, BCASBO
Tom Longridge, President, BCSSA
Juleen McElgunn, Executive Director, BCSSA

To: District Operations Policy and Planning Committee

Re: District Budget Priorities for the 2017-2018 School Year

Thank you for the opportunity to address teachers' issues, needs and concerns for the 2017-2018 school year. The New Westminster Teachers' Union appreciates the close working relationship we have with New Westminster School District 40 and the collaborative, problem-solving processes we have built together.

It is both an exciting and challenging time to comment on the District's budget given the November 2017 Supreme Court of Canada ruling that restored our stripped collective agreement language regarding class size and composition. We know that the restored language will allow for greater recruitment of teachers and will start to help to ameliorate the damage that has been done by fifteen years of Liberal government cuts, but neither the Union nor the Employer knows the ultimate staffing nor financial increase provided by this court decision.

Preliminary discussions began in January when the BCTF, BCPSEA and the Ministry of Education agreed to an interim fund of \$50 million for the province's school districts. The NWTU surveyed schools via staff reps and the district received feedback via principals. It is to be noted that our concerted efforts put 15.0 FTE into postings within days of the announcement of funding, which put New Westminster well ahead in what is now a "teacher-seeking" environment. The feedback received from schools has been shared with the senior administration and this feedback helped guide the post and fill process. To suffice, greater support for resource teachers, counselors, teacher librarians, ELL teachers, French resource teachers, and support for oversized classes, both by size and class composition, was requested. The interim funding relieved some of these needs but was far short of what is needed to return to the supports in place prior to the contract stripping of 2002.

The changes to provincial staffing and funding will remain a focus for both the NWTU and the District to navigate as we move into the Spring Staffing Process. However, locally there remain some budgetary issues which need attention. Specifically, the NWTU has heard concerns from many schools regarding the availability and accessibility of acquiring necessary teaching supplies. Both the New Westminster Secondary School and Fraser River Middle School have cited the difficulty in accessing textbooks for students. In interviews with the department heads at NWSS, every department has cited needs exceeding available resources. As anecdotal examples, Home Economics has had to spend monies from their budget to repair necessary equipment, the Fine Arts department has six cameras for three full classes of photography, PE teachers have cited the need to re-string badminton rackets to be able to teach a unit, and the Math department has been seeking Math 9 textbooks well into the second semester. Fraser

River Middle School has reported that they occupy a fantastic new school, without the textbooks and necessary teaching materials. Other schools have cited the lack of supplies and technology, and despite TIS' herculean efforts to improve access to Wi Fi and other technological supports, many schools lack the appropriate devices to access Internet or other technological services, and many teachers have not had the appropriate in- service to utilize these technological teaching tools. The NWTU considers it a priority to increase the school supplies and technology budgets and to provide greater transparency of access for teachers to request their need for educational tools and resources.

Other concerns for the Union are to do with the educational programs which may lie outside of the restored language. The Adult Learning Program, the Virtual School and the Home Learners' Program are not captured explicitly within the restored language. A review of the stripped language is an ongoing task for both the District and the NWTU. The alternate programs in the district- RCAP, Sigma and POWER – also remain ambiguous within the restored language. However, each program has experienced staffing reductions over the years of deficit budgets and each program needs a full and complete review of their staffing needs. These programs have suffered disproportionate reductions in staffing and have also had bureaucratic restraints to allowing them to provide students access to these programs. While this may be a philosophical debate, the role of these programs and the services they offer needs to be a discussion at the Board level. The value of these programs cannot be minimized; they are showcase programs displaying New Westminster's commitment to education accessibility for all members of society. They must be supported as such.

Finally, in the spirit of the restoration of the stripped Collective Agreement language, we would encourage the district to undertake a thorough and comprehensive consultation with school and program staffs to fully understand what they are experiencing and where the renewed language can have best effect. While some of the restored language implications will be prescriptive, the New Westminster School District has been unique in its relationship with teachers and their union in developing unique strategies to best provide supports for students, schools and staff.

The Board of School Trustees responsibility is to provide an overall budget for the district at large. Therefore, this submission does not provide particulars from individual programs or schools. However, under the new language and working in a school district with a surplus budget, the New Westminster Teachers' Union respectfully requests attention to

- 1) increased staffing for resource, counselling, ELL, teacher-librarians and the newly added learning assistance teachers, as mandated under the restored language
- 2) increases to the schools' supplies budget to provide the basic necessities for teaching and a review of what schools are required to pay for. Equipment replacement should not be a school expense, but a capital cost to the district.
- 3) Attention to the programs that may (or may not) fall outside of the restored language provisions. Staffing and equipment resources need to be reviewed, as well as some of the district's policies which restrict their ability to recruit students and services for some of the most marginalized members of our society.

Thank you for the opportunity to provide feedback regarding the upcoming budget deliberations. We live in ever changing and fluid times. The New Westminster Teachers' Union looks forward to working with School District 40 on its budget priorities and our mutual goal of providing the best possible learning opportunities and environment for all of our students. The review of budget priorities must be an ongoing and 'real time' discussion as we move forward.

Respectfully submitted,

Grant Osborne, President\

New Westminster Teachers' Union

Kevin Lorenz
Secretary Treasurer New West Schools
c/o School District 40 (New Westminster)
811 Ontario Street
New Westminister BC
V3M 0J7

Dear Kevin,

Thank you for inviting feedback from the New Westminister District Parent Advisory Council on the funding priorities for School District 40 for the 2017/18 operating budget process.

Thank you also for advising that the draft budget will be discussed at the April 11 Policy and Planning meeting and for inviting parents to attend.

I have canvassed representatives of the New Westminister Parent Advisory Councils for the various schools and have elicited the following suggestions.

We think the top priority for our school district is to increase the level of technology in all schools. A number of Parent Advisory Committees have raised money for computer equipment, but with the funds they have are only able to purchase second hand equipment which becomes almost immediately out of date. The need for up to date computers and other technological equipment that are compatible with the changing curriculum will better position New Westminister students in their learning and improve their chances of success in the future.

An example of the lack of computer technology is the lack of chrome books at Glenbrook and Queensborough Middle Schools. With the technological changes occurring in the world and the changes in the school curriculum our students and teachers need the tools to maximize this potential, and Chromebooks have excellent features like high security, low price and an ease of use that enable students to “create, connect, collaborate and learn in new and transformative ways”.

More iPads in elementary schools would be appreciated as these will improve opportunities to learn math and science as well as other subjects.

Enhancements to the equipment in science laboratories at all middle schools are requested as well.

At the beginning of the school year families are asked to provide funds for school supplies. Some of the families in our district find it a real hardship to pay for the required school supplies. Perhaps New Westminster School District can offer subsidies for those families requiring assistance with the cost of basic school supplies.

Many parents feel that restoring the day time janitors should be a priority as they do not feel schools are cleaner with the night time janitors. A clean and healthy environment is crucial to provide the best possible learning opportunity.

There are many funding priorities for our school district, many different perspectives and insights required when creating the budget.

The New Westminster District Parent Advisory Committee, on behalf of all the parents in the New Westminster School District, thanks you again for considering our input as you create the 2017/18 school district budget.

Please let me know if you have any questions or comments.

Sincerely,

Karon Trenaman
New Westminster DPAC Chair

Responses cannot be edited

2017-2018 Budget Consultation

At New Westminster Schools, we are preparing our Annual Budget for the 2017/18 fiscal year. The Board of Education would like to invite all community members to share their views on what they would like to see as the school district's educational priorities for the coming year.

This survey will be available for the month of March. Feedback will be compiled and shared with the Board in April. We value your input as we seek to ensure wise, efficient, effective and equitable use of resources.

Are you a:

- Parent/Guardian
- Community Member
- New Westminster Schools Student
- NWS Staff member
- Other: Parent now/ community member next year

Please share the priorities you feel should be reflected in the District's 2017/2018 budget

More funds/staffing time needs to be directed towards Social and Emotional Learning and Healthy Living opportunities and partnerships.

Are there any specific programs, areas, or activities where you would like to see the district make additional resources available?

Supports for vulnerable students especially food supports and additional community school coordinator time

Is there anything else you would like to share with the New Westminster School District as it develops its budget for the coming year?

no

Thank you for completing this survey. New Westminster Schools values your input.



This form was created inside of School District New Westminister.

Google Forms

Responses cannot be edited

2017-2018 Budget Consultation

At New Westminster Schools, we are preparing our Annual Budget for the 2017/18 fiscal year. The Board of Education would like to invite all community members to share their views on what they would like to see as the school district's educational priorities for the coming year.

This survey will be available for the month of March. Feedback will be compiled and shared with the Board in April. We value your input as we seek to ensure wise, efficient, effective and equitable use of resources.

Are you a:

- Parent/Guardian
- Community Member
- New Westminster Schools Student
- NWS Staff member
- Other: fraser health rep

Please share the priorities you feel should be reflected in the District's 2017/2018 budget

Social and emotional well-being and healthy lifestyles

Are there any specific programs, areas, or activities where you would like to see the district make additional resources available?

Support of the work of the Healthy Schools New West committee - The district did a huge health consultation and visioning document, and is one of the leaders province wide in terms of promoting Comprehensive School Health. This School District realizes that student success means they aren't compartmentalized - that it's not JUST about what happens to them at school, or at home or in the community - but rather their lives intersect all these areas therefore student success hinges on all these sectors working together. As such, New West schools is quite visionary to make this collaborative work a priority - healthy students learn better.

Is there anything else you would like to share with the New Westminster School District as it develops its budget for the coming year?

Lobby Fraser Health to direct more resources to this area so the District is not doing this alone. They are going through a "renewal" (info here: <https://district.public.sd35.bc.ca/wp-content/uploads/sites/2/2017/02/Fraser-Health-Healthy-Schools-Winter-2017-Newsletter.pdf>). Fraser Health has said "However, we have not been able to support you in the creation of healthy school environments in which children thrive and become better learners. As the renewal moves forward, we anticipate that there will be more resources to work together and develop a shared vision of healthy schools." HOLD THEM TRUE TO THEIR WORD. LOBBY THEM TO FOLLOW UP. "Many of you have heard the old adage that an ounce of prevention is worth a pound of cure. At Fraser Health we take this to heart, and have embarked on a renewal process in Population and Public Health to focus more of our efforts on upstream prevention and engagement with community partners. How might this impact schools? The school setting has been highlighted by an expert review as an area that needs more attention. For many years, Fraser Health has been involved in schools in a variety of ways, including providing vaccinations to ensure that students are protected from preventable illness. However, we have not been able to support you in the creation of healthy school environments in which children thrive and become better learners. As the renewal moves forward, we anticipate that there will be more resources to work together and develop a shared vision of healthy schools."

Thank you for completing this survey. New Westminster Schools values your input.

This form was created inside of School District New Westminster.

Google Forms

Responses cannot be edited

2017-2018 Budget Consultation

At New Westminster Schools, we are preparing our Annual Budget for the 2017/18 fiscal year. The Board of Education would like to invite all community members to share their views on what they would like to see as the school district's educational priorities for the coming year.

This survey will be available for the month of March. Feedback will be compiled and shared with the Board in April. We value your input as we seek to ensure wise, efficient, effective and equitable use of resources.

Are you a:

- Parent/Guardian
- Community Member
- New Westminster Schools Student
- NWS Staff member
- Other:

Please share the priorities you feel should be reflected in the District's 2017/2018 budget

I feel that student support has been steadily failing over the past few years. Yes, classroom size is important, but it will never be so small that all students get enough personal attention. I think having student support (specialists and resource teachers) is important. Children that need to be tested for learning issues should be tested so they can get appropriate IEPs, children that need extra help with speech pathologists, occupational therapists, counsellors, etc should get the help they need - not be turned away because their cases aren't severe enough. If a child can benefit from the help, it doesn't matter if they are passing or failing. The help will contribute to their personal success.

Are there any specific programs, areas, or activities where you would like to see the district make additional resources available?

Resource teachers and specialists. Also improved technology.

Is there anything else you would like to share with the New Westminister School District as it develops its budget for the coming year?

Please don't just hire more teachers - each child should receive attention/care as needed, not just smaller classes. Having said that, there is something wonderful about having straight grade classes instead of split classes. For years, schools have been optimizing class sizes by splitting grades - even when it's only a handful of one grade in another class.

Thank you for completing this survey. New Westminister Schools values your input.

This form was created inside of School District New Westminister.

Google Forms

Responses cannot be edited

2017-2018 Budget Consultation

At New Westminster Schools, we are preparing our Annual Budget for the 2017/18 fiscal year. The Board of Education would like to invite all community members to share their views on what they would like to see as the school district's educational priorities for the coming year.

This survey will be available for the month of March. Feedback will be compiled and shared with the Board in April. We value your input as we seek to ensure wise, efficient, effective and equitable use of resources.

Are you a:

- Parent/Guardian
- Community Member
- New Westminster Schools Student
- NWS Staff member
- Other:

Please share the priorities you feel should be reflected in the District's 2017/2018 budget


Social /emotional well being

Are there any specific programs, areas, or activities where you would like to see the district make additional resources available?

Developing arts programming, enhancing curriculum with music, storytelling, visiting artists,sports development

Is there anything else you would like to share with the New Westminster School District as it develops its budget for the coming year?

Thank you for completing this survey. New Westminster Schools values your input.



This form was created inside of School District New Westminster.

Google Forms

Responses cannot be edited

2017-2018 Budget Consultation

At New Westminister Schools, we are preparing our Annual Budget for the 2017/18 fiscal year. The Board of Education would like to invite all community members to share their views on what they would like to see as the school district's educational priorities for the coming year.

This survey will be available for the month of March. Feedback will be compiled and shared with the Board in April. We value your input as we seek to ensure wise, efficient, effective and equitable use of resources.

Are you a:

- Parent/Guardian
- Community Member
- New Westminister Schools Student
- NWS Staff member
- Other:

Please share the priorities you feel should be reflected in the District's 2017/2018 budget

Increased educational aids in classrooms

Are there any specific programs, areas, or activities where you would like to see the district make additional resources available?

Mental health programs

Is there anything else you would like to share with the New Westminister School District as it develops its budget for the coming year?

Thank you for completing this survey. New Westminster Schools values your input.



This form was created inside of School District New Westminister.

Google Forms

Responses cannot be edited

2017-2018 Budget Consultation

At New Westminster Schools, we are preparing our Annual Budget for the 2017/18 fiscal year. The Board of Education would like to invite all community members to share their views on what they would like to see as the school district's educational priorities for the coming year.

This survey will be available for the month of March. Feedback will be compiled and shared with the Board in April. We value your input as we seek to ensure wise, efficient, effective and equitable use of resources.

Are you a:

- Parent/Guardian
- Community Member
- New Westminster Schools Student
- NWS Staff member
- Other: _____

Please share the priorities you feel should be reflected in the District's 2017/2018 budget

More space available at Before and After Day Care at primary schools. The main reason is to have a reasonable affordable life in this expensive city, both fo the parents must go out to work and it is difficult if you don't have the support and collaboration of these centres.

Are there any specific programs, areas, or activities where you would like to see the district make additional resources available?

Lord Kelvin School before and after care centre

Is there anything else you would like to share with the New Westminster School District as it develops its budget for the coming year?

Keep and improve the quality of the education of our children

Thank you for completing this survey. New Westminster Schools values your input.



This form was created inside of School District New Westminster.

Google Forms

Responses cannot be edited

2017-2018 Budget Consultation

At New Westminster Schools, we are preparing our Annual Budget for the 2017/18 fiscal year. The Board of Education would like to invite all community members to share their views on what they would like to see as the school district's educational priorities for the coming year.

This survey will be available for the month of March. Feedback will be compiled and shared with the Board in April. We value your input as we seek to ensure wise, efficient, effective and equitable use of resources.

Are you a:

- Parent/Guardian
- Community Member
- New Westminster Schools Student
- NWS Staff member
- Other:

Please share the priorities you feel should be reflected in the District's 2017/2018 budget

Special needs

Are there any specific programs, areas, or activities where you would like to see the district make additional resources available?

Special needs education (more Occupational therapists, Speech pathologists, sensory rooms), training for personnel that works with special needs children.

Is there anything else you would like to share with the New Westminster School District as it develops its budget for the coming year?

The number of children with special needs is growing fast in our schools, District should put more resources on this area to give children with special needs a chance to develop like its peers.

Thank you for completing this survey. New Westminster Schools values your input.

This form was created inside of School District New Westminster.

Google Forms

Responses cannot be edited

2017-2018 Budget Consultation

At New Westminster Schools, we are preparing our Annual Budget for the 2017/18 fiscal year. The Board of Education would like to invite all community members to share their views on what they would like to see as the school district's educational priorities for the coming year.

This survey will be available for the month of March. Feedback will be compiled and shared with the Board in April. We value your input as we seek to ensure wise, efficient, effective and equitable use of resources.

Are you a:

- Parent/Guardian
- Community Member
- New Westminster Schools Student
- NWS Staff member
- Other:

Please share the priorities you feel should be reflected in the District's 2017/2018 budget

Youth workers, technology (chromebooks), day janitorial

Are there any specific programs, areas, or activities where you would like to see the district make additional resources available?

Day janitorial - school is just disgusting towards end of school day especially grounds outside with trash, snow removal was horrible and dangerous, would like to see youth workers hours reinstated at schools that had their hours diminished this year, would like to see more Chromebook sets available

Is there anything else you would like to share with the New Westminster School District as it develops its budget for the coming year?

Reallocation of services & service model changes while not affecting budget numbers need to be consulted upon similarly to the budget. Last year's proposals to janitorial and youth workers really needed to be consulted upon and they haven't been implemented well. Please consider going back to the day janitorial model. Vomit should be dealt with in classrooms and not left for a teacher to clean up with hand towels and water. Also the stomach flu was especially nasty and spread through the entire school population, better janitorial would have helped here.

Thank you for completing this survey. New Westminster Schools values your input.

This form was created inside of School District New Westminister.

Google Forms

Responses cannot be edited

2017-2018 Budget Consultation

At New Westminster Schools, we are preparing our Annual Budget for the 2017/18 fiscal year. The Board of Education would like to invite all community members to share their views on what they would like to see as the school district's educational priorities for the coming year.

This survey will be available for the month of March. Feedback will be compiled and shared with the Board in April. We value your input as we seek to ensure wise, efficient, effective and equitable use of resources.

Are you a:

- Parent/Guardian
- Community Member
- New Westminster Schools Student
- NWS Staff member
- Other: _____

Please share the priorities you feel should be reflected in the District's 2017/2018 budget

Bringing "gym" back as a regular class, rather than once a week. Especially in light of the obesity issues that are commonly reported by the media, it is sad to see that my child, an active boy is only allowed to have gym once a week. Also more arts, and money for field trips.

Are there any specific programs, areas, or activities where you would like to see the district make additional resources available?

Gym and introduction to organized sports such as baseball, basketball, tennis etc, especially at the early grade levels. We are blessed to be able to put our child in all sorts of after-school/sports activities but school would be a great place for all children to be introduced to athletics. Focused arts courses (learning specific techniques and artists), affordable after school programs, such as arts, crafts, Lego robotics, open gyms etc, to ALL schools not just Herbert Spencer, McBride, or Quayqayt. A proper custodial service for ALL schools, again, not just for certain "privileged schools like Herbert Spencer and McBride. A librarian at all schools or at least part-time in the smaller schools to expand the services for ALL children.

Is there anything else you would like to share with the New Westminster School District as it develops its budget for the coming year?

There seems to me to be a great discrepancy between the services provided to certain schools, as indicated above, and the resources made available only to those schools should be distributed across the board to all schools in New Westminister, regardless of school size so that all children have equal access to programs. In my opinion, there are still "have" and "have not" schools in this district. Some schools are very close to community centers and affordable extra-curricular programs and have after-school funding, yet other schools that are far from any resources are given no funding for after-school programs. Some schools have full-time custodians and librarians and others don't. So some children have better access to literary resources and cleanliness? This is very typical of New West to fund certain (Queens Park area) schools but not others.

Thank you for completing this survey. New Westminister Schools values your input.

This form was created inside of School District New Westminister.

Google Forms

Responses cannot be edited

2017-2018 Budget Consultation

At New Westminster Schools, we are preparing our Annual Budget for the 2017/18 fiscal year. The Board of Education would like to invite all community members to share their views on what they would like to see as the school district's educational priorities for the coming year.

This survey will be available for the month of March. Feedback will be compiled and shared with the Board in April. We value your input as we seek to ensure wise, efficient, effective and equitable use of resources.

Are you a:

- Parent/Guardian
- Community Member
- New Westminster Schools Student
- NWS Staff member
- Other:

Please share the priorities you feel should be reflected in the District's 2017/2018 budget

Stabilizing programs of choice, initiatives to support children in poverty


Are there any specific programs, areas, or activities where you would like to see the district make additional resources available?

Alternate schools/programs - enough staffing so that programming can be creative and integrated and support engagement and personalized learning for students who are discouraged about school (and, maybe, life in general - social, emotional well-being.)

Is there anything else you would like to share with the New Westminster School District as it develops its budget for the coming year?

Royal City Alternate Program has an inadequate space - no office for a secretary or administrator, 2 out of 3 classrooms of inadequate size, and a kitchen that no longer is big enough to teach students to cook and serve food and clean up after themselves.

Thank you for completing this survey. New Westminster Schools values your input.



This form was created inside of School District New Westminister.

Google Forms

Responses cannot be edited

2017-2018 Budget Consultation

At New Westminster Schools, we are preparing our Annual Budget for the 2017/18 fiscal year. The Board of Education would like to invite all community members to share their views on what they would like to see as the school district's educational priorities for the coming year.

This survey will be available for the month of March. Feedback will be compiled and shared with the Board in April. We value your input as we seek to ensure wise, efficient, effective and equitable use of resources.

Are you a:

- Parent/Guardian
- Community Member
- New Westminster Schools Student
- NWS Staff member
- Other:

Please share the priorities you feel should be reflected in the District's 2017/2018 budget

proper staffing including educational assistants assigned to classes with lots of "undiagnosed" students. This is were the district would get the most efficiency for the money. I am a teacher and am strongly advocating for more EA's.

Are there any specific programs, areas, or activities where you would like to see the district make additional resources available?

Please ensure that you have enough TTOC's. I have had colleagues come to school sick and then everyone gets sick. People are not calling in sick when they should because they do not want to cause extra stress to admin. Unfortunately, this means that colds and flus travel among the staff.

Is there anything else you would like to share with the New Westminster School District as it develops its budget for the coming year?

There has been a lot of discussion among rank and file staff about how many new people have been hired in the board office. It seems like we have more people doing more jobs than we had in the past. Perhaps this is just a perception, but if not maybe we could look at this. I know we now have a purchaser. Is this necessary? We used to submit bills and I know for a fact that I spent less money than would be necessary to ask for items ahead of time. For example, I buy craft supplies during the summer when I have time to look for exactly what I need and there is no waste. Things are available then as my class needs them, I have exactly what I need and it is overall cheaper for the district. As a teacher I am mindful of what I buy so extra safety is not enough of a justification for hiring someone to do the buying for me for my extra class supplies as an elementary teacher.

Thank you for completing this survey. New Westminster Schools values your input.



This form was created inside of School District New Westminister.

Google Forms

Responses cannot be edited

2017-2018 Budget Consultation

At New Westminster Schools, we are preparing our Annual Budget for the 2017/18 fiscal year. The Board of Education would like to invite all community members to share their views on what they would like to see as the school district's educational priorities for the coming year.

This survey will be available for the month of March. Feedback will be compiled and shared with the Board in April. We value your input as we seek to ensure wise, efficient, effective and equitable use of resources.

Are you a:

- Parent/Guardian
- Community Member
- New Westminster Schools Student
- NWS Staff member
- Other:

Please share the priorities you feel should be reflected in the District's 2017/2018 budget

NWSS Replacement

Are there any specific programs, areas, or activities where you would like to see the district make additional resources available?

Alternative Programming (SIGMA, POWER, RCAP)

Is there anything else you would like to share with the New Westminster School District as it develops its budget for the coming year?

More EA's needed for relief throughout the district.

Thank you for completing this survey. New Westminister Schools values your input.



This form was created inside of School District New Westminister.

Google Forms

Responses cannot be edited

2017-2018 Budget Consultation

At New Westminster Schools, we are preparing our Annual Budget for the 2017/18 fiscal year. The Board of Education would like to invite all community members to share their views on what they would like to see as the school district's educational priorities for the coming year.

This survey will be available for the month of March. Feedback will be compiled and shared with the Board in April. We value your input as we seek to ensure wise, efficient, effective and equitable use of resources.

Are you a:

- Parent/Guardian
- Community Member
- New Westminster Schools Student
- NWS Staff member
- Other: _____

Please share the priorities you feel should be reflected in the District's 2017/2018 budget

Therapeutic counselling
Support for our most vulnerable students

Are there any specific programs, areas, or activities where you would like to see the district make additional resources available?

Alternate programs

Is there anything else you would like to share with the New Westminster School District as it develops its budget for the coming year?

Thank you for completing this survey. New Westminster Schools values your input.



This form was created inside of School District New Westminister.

Google Forms

Responses cannot be edited

2017-2018 Budget Consultation

At New Westminster Schools, we are preparing our Annual Budget for the 2017/18 fiscal year. The Board of Education would like to invite all community members to share their views on what they would like to see as the school district's educational priorities for the coming year.

This survey will be available for the month of March. Feedback will be compiled and shared with the Board in April. We value your input as we seek to ensure wise, efficient, effective and equitable use of resources.

Are you a:

- Parent/Guardian
- Community Member
- New Westminster Schools Student
- NWS Staff member
- Other:

Please share the priorities you feel should be reflected in the District's 2017/2018 budget

Study of world religions to promote understanding and minimize xenophobia.

Are there any specific programs, areas, or activities where you would like to see the district make additional resources available?

the study of Mandarin; we are far behind other Pacific-rim countries in this regard.

Is there anything else you would like to share with the New Westminster School District as it develops its budget for the coming year?

Thank you for completing this survey. New Westminster Schools values your input.



This form was created inside of School District New Westminister.

Google Forms

Operating Fund - Year to Date Expense to Budget Summary

G.L. Period Selection: 201708 End Date: FEBRUARY 28, 2017

Description	YTD Exp	YTD Com	YTD Exp + Com	Budget	Bud Remain \$	Bud Remain %
105 PRINCIPALS & VP SALARIES	2,212,658	0	2,212,658	3,236,519	1,023,861	32
110 TEACHERS SALARIES	17,241,712	0	17,241,712	29,974,293	12,732,581	42
120 SUPPORT STAFF SALARIES	3,285,490	0	3,285,490	5,322,227	2,036,737	38
123 EDUCATIONAL ASSISTANTS SALARIES	2,780,253	0	2,780,253	4,483,021	1,702,768	38
130 OTHER PROFESSIONAL SALARIES	1,478,436	0	1,478,436	2,143,082	664,646	31
140 SUBSTITUTE SALARIES	999,541	0	999,541	1,755,868	756,327	43
200 EMPLOYEE BENEFITS	6,840,547	0	6,840,547	12,280,653	5,440,106	44
310 SERVICES	1,361,802	173,783	1,535,585	1,941,795	406,210	21
330 STUDENT TRANSPORTATION	62,829	35,532	98,361	159,110	60,749	38
340 PROFESSIONAL DEVELOPMENT & TRAVEL	403,368	4,344	407,712	485,103	77,391	16
360 RENTALS & LEASES	162,455	13,165	175,620	260,000	84,380	32
370 DUES & FEES	89,505	750	90,255	129,000	38,745	30
380 INSURANCE	127,814	0	127,814	111,000	-16,814	-15
510 SUPPLIES	1,229,974	451,882	1,681,856	2,125,270	443,414	21
540 UTILITIES	260,867	386	261,253	443,800	182,547	41
551 GAS - HEAT	180,399	0	180,399	278,500	98,101	35
555 CARBON TAX EXP	0	0	0	50,000	50,000	100
560 WATER & SEWAGE	142,921	0	142,921	270,900	127,979	47
570 GARBAGE & RECYCLE	46,838	4,224	51,062	73,000	21,938	30
580 FURNITURE & EQUIPMENT REPLACEMENT	56,602	14,116	70,718	99,016	28,298	29
590 COMPUTER & EQUIPMENT REPLACEMENT	746,991	98,957	845,948	308,800	-537,148	-174
591 TANGIBLE CAPITAL ASSETS PURCHASED	0	0	0	800,000	800,000	100
Grand Total	39,711,002	797,139	40,508,141	66,730,957	26,222,816	39

Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Selection: 201708 End Date: FEBRUARY 28, 2017

Description	Revenues	Original Budget	Revised Budget	Bud Remain \$	Bud Remain %
621 OPERATING GRANT MINISTRY OF EDUCAT	-38,347,136	-57,408,471	-58,594,287	-20,247,151	35
629 OTHER MINISTRY OF EDUCATION GRANTS	-159,852	-782,876	-1,062,859	-903,007	85
641 PROVINCIAL GRANTS OTHER	-66,200	0	0	66,200	0
643 SUMMER SCHOOL FEES	-121,824	-101,000	-121,824	0	0
644 CONTINUING EDUCATION	-227,007	-220,000	-240,000	-12,993	5
645 INSTRUCTIONAL CAFETERIA REVENUE	-68,911	-130,000	-130,000	-61,089	47
647 OFFSHORE TUITION FEES	-4,983,293	-5,100,000	-4,950,000	33,293	-1
649 MISCELLANEOUS REVENUE	-198,885	-164,500	-225,500	-26,615	12
651 COMMUNITY USE OF FACILITIES	-143,364	-160,000	-165,000	-21,636	13
661 INTEREST ON SHORT TERM INVESTMENT	-156,594	-135,000	-200,000	-43,406	22
Grand Total	-44,473,066	-64,201,847	-65,689,470	-21,216,404	32



Fraser River Middle School

Ongoing work such as having lockers numbered, white boards and door locks installed is proceeding. We continue to have a problem with the water flow going to the board office and we will be doing a recalculation to hopefully address this. I have applied to the Ministry for extra funding in the amount of \$180,000 to address below the line costs on this project and we are waiting to hear back from them.

New Westminster Secondary

Partnerships BC has Completed the Request for Qualifications (RFQ) for the New Westminster Secondary School replacement. The RFP Was Issued at the end of March and the District looks forward to working with the three proponents identified in the RFQ to develop their proposals.

F.W. Howay Elementary

Seismic work began on September 12th and is scheduled to be completed by August 2017. The roof work is complete and all the seismic metal tie-ins to the roof are complete. The metal cladding and siding that surrounds the school are also completed. The first four classrooms are completed as well as the gym. The concrete has been poured for the footings for the under-covered classrooms and they have started on two more classrooms and are 60% complete.

All other projects

The Ministry has approved from School Enhancement Program (SEP) 2017-2018 Capital Funding two projects for Lord Tweedsmuir Elementary, including a roofing project in the sum of \$300,000, to which we will commit \$125,000 from AFG; and a boiler upgrade in the sum of \$350,000, to which we will commit \$300,000 from AFG. The boiler project will be over two years and the cost of the complete boiler upgrade will be \$1,300,000. The Ministry will fund the remainder on the second year.

ESC Automation has finished 100% of their work installing new controls, valves replacement and roof top units at Glenbrook Middle, Queensborough Middle, Kelvin Elementary and Connaught Elementary. All of our schools are on enteli web so we can now access them online.

Staff continues to work on planning for the future projects. We are ready to proceed with the top priority items in our capital plan.

Respectfully,

Kevin Lorenz, Secretary-Treasurer



Supplement to: OPERATIONS POLICY & PLANNING COMMITTEE

Date: November 22, 2016 and February 14, 2017 Committee Meeting

Submitted by: Trustee Michael Ewen

Item: **Requiring Action** **For Information**

SUBJECT: **DRAFT POLICY AMENDMENTS**

Background:

I believe that some of the new policy ignores, and even abrogates, our duty of oversight of New Westminister Schools. While we can delegate responsibility for achieving our policy objectives, the ultimate responsibility under the School Act rests with the Board of Education and we exercise that responsibility through oversight of our administration.

I am proposing some significant changes to our proposed policy. In instances where I am taking policy directly from the West Vancouver Board of Education, I have indicated that; otherwise, the wording is all my own. All changes are highlighted in yellow.

I look forward to finally discussing out new Board Policy at an open Committee meeting where I intend to move each of the changes.



Policy 2

ROLE OF THE BOARD

Boards of Education have been established by provincial legislation and given authority by the School Act and attendant Regulations and elected by the citizens of New Westminister, to, as a corporate body, provide Democratic Oversight, overall direction and leadership to the District that is reflective of local values and a local context, to, within the local context, provide overall direction and leadership to the District.

2. Accountability to and Engagement of Community

2.3 Provide for two-way communication between the Board and stakeholder groups. (West Vancouver)

4. Policy

4.2 Delegate authority to the Superintendent with appropriate and timely information and reporting to the Board before significant decisions are made.

5. Board/Superintendent Relations

The Board shall:

5.2 Work in collaboration with the Superintendent to provide clear corporate direction to improve appropriate educational programs and services and managerial practices for the students and community in New Westminister.

5.4 Annually evaluate the Superintendent in accordance with a pre-established performance appraisal mechanism and create a performance management framework for the Superintendent, that: has clearly articulated and appropriate timelines for achievement; is developed collaboratively between the Board and Superintendent to promote transparency and open, two-way communication; and is reviewed two to four times per year. (Milburn Report R18) R#18)

- 1 Annual evaluation of Superintendent 17 months (November 2016)
2 Evaluation of Secretary-Treasurer (January 2015)

6. 1. Political Advocacy

The Board shall:

1.2 Advance District positions and priorities either directly or through relevant provincial organizations and associations.

8. Fiscal Accountability

The Board shall:

8.13 Monitor the fiscal management of the District through receipt of quarterly financials and quarterly accountability reports including variance analyses and year-end projections through Reports from the Board's Audit Committee.

Selected Responsibilities

9. Approval of, alteration to and cessation of Board established academies and programs of choice.



Policy 3

ROLE OF THE TRUSTEE

A trustee who is given corporate authority, by the Board, to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the District.

Orientation

- 2. The District will provide financial support for trustees to attend British Columbia School Trustees Association seminars and the BCSTA Annual General Meeting.
- 3. The Board Chair, Vice-Chair and Superintendent

Policy 5

ROLE OF THE BOARD CHAIR

- 1. Act as the official spokesperson for the Board, except for those instances where the Board has delegated this role to another individual.
- 3. Prior to each Board meeting consult with the trustees and confer with the Superintendent, Vice Chair and Secretary Treasurer on the items to be included on the agenda, the order of these items and become thoroughly familiar with them.
- 4. The Board Chair and Vice-Chair are responsible for ensuring that all the proper documentation is attached to Board meeting agendas before they are distributed.
- 8 Be in regular contact with all trustees and with the Superintendent

Policy 6

ROLE OF THE VICE-CHAIR

Vice-Chair and Chair are equal and the Vice-Chair shall be included in all meetings that include the Chair of the Board.

Specific Responsibilities

The Vice-Chair shall take primary responsibility for establishing and maintaining a District/Community engagement process.



Policy 7

BOARD OPERATIONS

The Board operates and governs itself in a manner that models respect for individuals and strengthens relationships within the education community. Within this framework decisions will be made that serve to ensure quality learning opportunities and maximize learning outcomes for all students of all ages. (West Vancouver)

1. Board Composition and Elections

As indicated in Trustee Elections By-law No. 1-93 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 Westminister. ~~Therefore all trustees are elected at large.~~

6. Notice and Agendas

6.3 (1) Duty to Document and Inform

All items on the Board agenda **must** be accompanied by a Backgrounder

- (1) outlining what the purpose of the agenda item is,
- (2) outlining options for the Board consideration, and
- (3) making a recommendation for the Board

All presentations must be attached to the Board agenda when it is distributed. If presentations are not attached, the presentation will be postponed.

No decisions can be made by the Board without proper and full written documentation. The Board Chair and Vice-Chair are responsible for ensuring that the proper documentation is attached to Board meeting agendas when they are distributed.

No verbal reports, material or items may be added to Board meeting agendas without the unanimous consent of the Board.

6.9 Where material or motions are introduced at a Board meeting, **not related to a matter that is on the agenda and** which has not been made available to Trustees in accordance with section 6.6 and 6.8, a Trustee may call notice on any motion arising from such material and that motion accordingly shall be considered on the agenda of the next Board meeting.

7. Minutes

The Board has a Duty to Document how and why decisions were made to preserve the institutional memory of the reasons for decision making therefore the Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

7.1 The minutes shall record:

7.1.10 Duty to Document

All materials from the Board agenda that led to a Board decision reflecting the decision making process of the Board and must be kept securely to properly document Board decision making.

All presentations must be attached to the Board minutes, if those presentations led to a decisions of the Board.

9. 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. ~~For example, individual student matters must not be~~



dealt with in a public setting. In addition, structures have been defined in legislation and collective agreements to deal with labour management issues. The public participation opportunities noted below are not to be used to deal with such matters. The Board respects and honors employee groups' contracts and official representatives and will therefore deal with labour management issues through defined legislated and collective agreement processes

9.4 The Board shall not formally respond by motion to a Presentation or Delegation without the unanimous consent of the Board. Such responses, if desired by the Board, shall be at a subsequent board meeting.

10. Trustee Remuneration and Expenses

10.1 Annual Remuneration

10.1.3 Trustees shall be allocated with a Board Business Expense budget of \$2,000.

Expenses

Conference and Travel Expenses

10.2.6 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. Trustees must seek Board approval to exceed their Board Business Expense budget.

Policy 8

BOARD COMMITTEES

Standing Committees

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

There shall be three standing committees of the whole: the Education Policy and Planning Committee of the Whole, the Operations Policy and Planning Committee of the Whole and the Board of Education Audit Committee.

11. Board of Education Audit Committee

11.1 Purpose

11.1.1 To provide the Board of Education recommendations on various strategies, financial situations, risk management scenarios, and other complex issues.

10.1 Powers and duties

10.2 Membership

A committee of committee external experts, chaired by a Trustee.

10.3 Meetings



Policy 9

BOARD REPRESENTATIVES

Civic and Community Committee Representatives

The Board seeks to have a mutually beneficial relationship with the New Westminister Municipal Council and to that end welcomes invitations from the council to have District representation on civic committees.

1. ~~Normally such committees deal with administrative matters and therefore shall be represented by administrative staff selected by and reporting to the Superintendent.~~
2. When an invitation is received for District membership on a civic or community committee, the Board shall determine if the terms of reference for the committee requires Board representation. ~~Normally if there is such a need the Board corporate will seek a meeting with the Municipal Council to determine the issues to be addressed and the most appropriate means of addressing these issues of mutual interest to the two governing bodies. Major facility construction, for example has resulted in a Task Force being established.~~

School Liaison Trustee Role

School liaison responsibilities shall not:

- Inhibit or circumvent administrative authority or responsibility
- Include any decision making authority

Parent Advisory Councils as per section 8 of the School Act may advise the Board and the principal and staff of a school. ~~Therefore, the role of school liaison trustee does not include attendance at Parent Advisory Council meetings.~~ If the Council wishes to advise the Board corporate, that advice is to be sent to the Board.

The role of liaison trustee is to provide ~~information to the school community on district and Board of Education information and to provide~~ visual support for school activities including but not limited to athletic competitions, fine arts performances and displays, school celebrations, and recognition events. The role allows trustees to become knowledgeable of public school events while keeping manageable the time demands should there not be some limiting of expectations for Board or Trustee attendance at such public events.

Policy 11

BOARD DELEGATION OF AUTHORITY

In the absence of Board policy in cases where an immediate administrative response is required the Superintendent will:

1. If time permits, consult with the Board Chair and ViceChair.
2. Inform the Board as soon as is practicable and at the next regular meeting of the action taken and the nature of the emergent issue and where warranted, the need for policy in the event of future occurrences.
3. The action must be taken with regard for the tenor of the Board's foundational statements. (West Vancouver)



Policy 12

ROLE OF THE SUPERINTENDENT

The Superintendent shall:

Specific Areas of Responsibility

1. Student Learning

1.2 Support instructional strategies, assessment and resources that reflect sensitivity to diversity and incorporate themes such as inclusion, respect and acceptance. (West Vancouver)

4. Personnel Management

4.2 Monitor and improve the performance of all staff. (West Vancouver)

8. Organizational Leadership and Management

8.1 Promote at all times a high standard of collaborative professional leadership, effective human relationships, and a spirit of educational innovation and advancement throughout the District. (West Vancouver)

10. Leadership Practices

10.2 Model appropriate value systems, ethics and moral leadership. (West Vancouver)

Policy 15

RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes that the recruitment and selection of District personnel is a shared responsibility between the Board and the Superintendent. (West Vancouver)

The Board is committed to providing equal employment opportunity for all individuals in every aspect of personnel practice including recruitment, selection and promotion, and to establishing an educational work force (administrative, professional and support) that is reflective of both the ethnic and gender make-up of the New Westminister community. To this end, the recruitment, selection and hiring of professional staff will occur through a multi-step process.

Recruitment

All professional staff vacancies will be advertised in appropriate professional publications, internally and externally. Advertisements will include statements of essential and desirable qualifications. A minimum of two weeks must be allowed for advertising vacancies, except in exceptional circumstances for unanticipated vacancies, which may require shortening advertisement times to no less than one week.

Screening

The intent of the screening process is to identify all candidates with the necessary and sufficient qualifications for all Administrative positions.

A Screening Committee will operate to screen candidates for interviewing and will be composed of up to two representatives from each of the stakeholder groups and the other of members of the senior management team. The Screening Committee must recommend more candidates than positions available. The Screening Committee recommendations are consultative and do not bind the Superintendent or the Board. The Screening Committee will make it's recommendations to the Superintendent.



The Board reserves the sole authority to recruit and select an individual for the position of Superintendent. Further the Board has designated the Superintendent of Schools as Chief Executive Officer for the District. The Superintendent of Schools/CEO has sole authority for recruiting and selecting all other staff within existing legislation, budget allocations and collective agreements.

Specifically

1. The following process will be followed for Assistant Superintendent and Secretary-Treasurer positions:

- 1.1 The Superintendent will use a screening committee to conduct initial interviews composed of .
- 1.2 The screening committee will recommend candidates to be interviewed by the selection committee.
- 1.3 The Board and Superintendent shall constitute the selection committee.
- 1.4 The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority vote of the trustees.
- 1.5 These positions shall have a role description and the person occupying each of the positions shall have a written contract of employment.
- 1.6 The compensation grid will be determined by the Board and placement on the grid by the Superintendent. (West Vancouver)

2. The Superintendent is delegated full authority to recruit and select staff for all other positions. (West Vancouver)

Policy 19

RESTRICTED AND NON-RESTRICTED SURPLUS FUNDS

These non-restricted funds can therefore be used to mitigate any negative impact unforeseen circumstances might otherwise cause, at the discretion of the Board.

2. Restricted Surplus Funds

- 2.5 The Board shall maintain within the restricted surplus funds an allocation for contingencies equal to \$1,000,000.



MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION
OPERATIONS POLICY & PLANNING COMMITTEE
HELD TUESDAY, JANUARY 17, 2017 AT 7:40 PM
SCHOOL BOARD OFFICE, 800 ONTARIO STREET

PRESENT: Ms. Jonina Campbell, Trustee
Mr. C. Cook, Trustee
Mr. M. Ewen, Trustee
Mr. M. Gifford, Board Vice Chair
Mr. J. Janzen, Committee Chair
Ms. M. Lalji, Trustee
Ms. K. Slade-Kerr, Board Chair

Mr. K. Lorenz, Secretary Treasurer
Ms. J. Grant, Associate Superintendent
Ms. B. Basden, Recording Secretary

REGRETS: Mr. P. Duncan, Superintendent

Chair Janzen recognized and acknowledged the Qayqayt First Nations, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. **ADOPTION OF THE AGENDA**

Moved and Seconded:

THAT the agenda for the February 14, 2017 Open Operations Policy and Planning Committee meeting be as adopted as amended by adding 5a) Consultation on Sanctuary Schools Policy.

Carried Unanimously.

2. **CORRESPONDENCE**

There was no correspondence.

3. **REPORTS FROM SENIOR MANAGEMENT**

a) *Monthly Financial Update at December 31, 2016*

Secretary Treasurer Lorenz presented the Operating Fund – Year to Date Expense to Budget Summary for the month ending December 31, 2016.

b) *Maintenance & Capital Projects Update*

The Committee received the monthly update on Maintenance and Capital Projects.

c) *Draft Policy Manual*

Moved and Seconded:

THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminister) that the Draft Board Policy Handbook be adopted.

d) *Proposed Policy Amendments*

POLICY 2: ROLE OF THE BOARD

i) **Preamble:**

The motion to amend Policy 2 "Role of the Board" preamble, was not seconded.

ii) **Accountability to and Engagement of Community**

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the draft Board Policy Handbook Policy 2 "Role of the Board" under "Specific Areas of Responsibility 2) Accountability to and Engagement of Community, Clause 2.3.

MOTION FAILED.

iii) **Policy**

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the draft Board Policy Handbook Policy 2 "Role of the Board" under 4) Policy, Clause 4.2.

MOTION FAILED.

iv) **Board/Superintendent Relations**

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the draft Board Policy Handbook Policy 2 "Role of the Board" under 5) Board/Superintendent Relations, Clause 5.2.

MOTION FAILED.

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the draft Board Policy Handbook Policy 2 "Role of the Board" under 5) Board/Superintendent Relations, Clause 5.4.

MOTION FAILED.

v) **Political Advocacy**

Moved and Seconded:

THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District no. 40 (New Westminster) that the draft Board Policy Handbook Policy 2 "Role of the Board" be amended under 6) Political Advocacy, Clause 6.2 to read: Advance District positions and priorities either directly or through relevant provincial organizations and associations.

MOTION CARRIED.

vi) Fiscal Advocacy

The motion to amend draft Board Policy Handbook Policy 2 “Role of the Board” under 8) Fiscal Accountability, Clause 8.13 was withdrawn.

vii) Selected Responsibilities

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the draft Board Policy Handbook Policy 2 “Role of the Board” under Selected Responsibilities, Clause 9.

MOTION FAILED.

POLICY 3: ROLE OF THE TRUSTEE

i) Preamble:

The motion to amend Policy 3 “Role of the Trustee” preamble, was withdrawn.

ii) Orientation

The motion to amend Policy 3 “Role of the Trustee” under Orientation, Clause 2 was withdrawn.

Moved and Seconded:

THAT the Operations Policy and Planning Committee amend the draft Board Policy Handbook Policy 3 “Role of the Trustee” under Orientation, Clause 3.

MOTION FAILED.

POLICY 5: ROLE OF THE BOARD CHAIR

i) The motion to amend Policy 5 “Role of the Board Chair” under 1) was withdrawn.

ii) The motion to amend Policy 5 “Role of the Board Chair” under 3) was withdrawn.

iii) The motion to amend Policy 5 “Role of the Board Chair” under 4) was withdrawn.

iv) Moved and Seconded:

THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) that the draft Board Policy Handbook Policy 5 “Role of the Board Chair” be amended under 8) to read: “Be in regular contact with all Trustees and the Superintendent to maintain a working knowledge of current issues and events”.

MOTION CARRIED.

POLICY 6: ROLE OF THE VICE-CHAIR

There was no action on the proposed amendments to Policy 6 "Role of the Vice-Chair"

POLICY 7: BOARD OPERATIONS

- i) The motion to amend Policy 7 "Board Operations" preamble was withdrawn.
- ii) By consensus of the Board proposed amendments to Policy 7 "Board Operations", Sections 6 and 7 were deferred.

iii) Moved and Seconded:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 that draft Board Policy Handbook Policy 7 "Board Operations" be amended under 9) Public Participation, by deleting everything in the preamble after, "...as noted else in this policy".

MOTION CARRIED.

iv) Moved and Seconded:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) that draft Board Policy Handbook Policy 7 "Board Operations" be amended under 9) Public Participation, Clause 9.4 to read: "The Board shall formally respond by motion to a presentation or delegation only with unanimous consent of the Board".

MOTION CARRIED.

- v) The motion to amend Policy 7 "Role of the Board Operations" under 10) "Trustee Remuneration and Expenses", 10.1) Annual Remuneration, Clause 10.1.3 was withdrawn.
- vi) It was consensually agreed that the motion to amend Policy 7 "Role of the Board Operations", under 10) "Trustee Remuneration and Expenses", 10.1) Annual Remuneration, Clause 10.1.3 required further discussion.

Time did not allow for discussion on proposed amendments to Policies 8 through 19 and they will be discussed at a future meeting.

Moved and Seconded:

THAT the Operations Policy and Planning Committee table the recommendation that the Board of Education for School District No. 40 (New Westminster) adopt the Board Policy Handbook.

MOTION CARRIED.

4. **GENERAL ANNOUNCEMENTS**

There were no general announcements.

5. **NEW BUSINESS**

a) New Westminster Sanctuary Schools Policy Consultation

It was consensually agreed that the draft New Westminster Sanctuary School Policy would be distributed for consultation and input prior to the February 28, 2017 School Board meeting.

6. **ADJOURNMENT**

The meeting adjourned at 9:50 p.m.



MINUTES OF THE COMBINED EDUCATION AND
OPERATIONS POLICY & PLANNING COMMITTEE
HELD **TUESDAY, MARCH 7, 2017** AT 7:30 PM
SCHOOL BOARD OFFICE, 800 ONTARIO STREET

PRESENT: Ms. J. Campbell, Trustee
Mr. C. Cook, Trustee
Mr. M. Ewen, Trustee
Mr. M. Gifford, Board Vice Chair
Ms. M. Lalji, Trustee
Ms. K. Slade-Kerr, Board Chair

Mr. P. Duncan, Superintendent of Schools
Mr. K. Lorenz, Secretary Treasurer
Ms. P. Samra, Recording Secretary

Regrets: Mr. J. Janzen, Trustee

Trustee Ewen recognized and acknowledged the Qayqayt First Nations, as well as the Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. **ADOPTION OF THE AGENDA**

Moved and Seconded:

THAT the agenda for the March 7, 2017 Combined Education and Operations Policy and Planning Committee meeting be as adopted as presented.

Carried Unanimously.

2. **QUEENSBOROUGH MIDDLE SCHOOL PRESENTATION "MINDFULNESS"**

Three students from Queensborough Middle School, Susanna Ujfalusi, Gunjot Nahal and Eshnoor Cheema, presented on Mindful Breathing and Growth Mindsets.

3. **FINANCIAL UPDATE**

The Committee received a Financial Update for the period ending January 31, 2017.

4. **MAINTENANCE & CAPITAL PROJECT UPDATE**

The Committee received an update on the current Maintenance and Capital Projects.

At this point in the meeting Committee Chair Ewen stepped down and Trustee Slade-Kerr Chaired the remainder of the meeting.

5. **POLICY HANDBOOK: PROPOSED AMENDMENTS TO POLICIES**

POLICY 7: BOARD OPERATIONS

Moved and Seconded:

THAT the Combined Education & Operations Policy and Planning Committee amend draft Board Policy 7, "Board Operations" under section 10.2.6: "Conference and Travel Expenses" 10.2.6.

MOTION FAILED

POLICY 9: BOARD REPRESENTATIVES

- i. By consensus of the Board, proposed amendments to Policy 9 “Civic and Community Committee Representatives” preamble was changed to “City” from “Municipal” and to “Board” from “District.”

Moved and Seconded:

THAT the Combined Education & Operations Policy and Planning Committee amend draft Board Policy 9 “Board Representatives”, under “Civic and Community Representatives by deleting Section 1 that reads: “ Normally such committees deal with administrative matters and therefore shall be represented by administrative staff selected by and reporting to the Superintendent”; and renumbering the remaining section accordingly.

CARRIED UNANIMOUSLY.

Moved and Seconded:

THAT the Combined Education & Operations Policy and Planning Committee amend draft Board Policy 9 “Board Representatives” under “Civic and Community Committee Representatives, Section 2” by deleting: “Normally if there is such a need the Board corporate will seek a meeting with the Municipal Council to determine the issues to be addressed and the most appropriate means of addressing these issues of mutual interest to the two governing bodies. Major facility construction, for example has resulted in a Task Force being established.”

CARRIED UNANIMOUSLY.

Moved and Seconded:

THAT the Combined Education & Operations Policy and Planning Committee amend draft Board Policy 9 “Board Representatives” under “Civic and Community Committee Representatives, Section 2 to read: “When an invitation is received for Board membership on a civic or community committee, the Board shall determine, in consultation with the Superintendent whether to accept the invitation and if so, whether it requires Board or staff representation.”

CARRIED UNANIMOUSLY.

Moved and Seconded:

THAT the Combined Education & Operations Policy and Planning Committee amend draft Board Policy 9 “Board Representatives”, under “School Liaison Trustee Role”, to read: “Therefore the role of school liaison trustee does not require attendance at Parent Advisory Council meetings.”

CARRIED UNANIMOUSLY.

Moved and Seconded:

THAT the Combined Education & Operations Policy and Planning Committee amend draft Board Policy 9 "Board Representatives", under School Trustee Liaison Role" to read "The role of liaison trustee is to represent the Board of Education and to provide visible support for school activities including but not limited to athletic competitions, fine arts performances and displays, school celebrations, and recognition events."

CARRIED UNANIMOUSLY.

6. AMENDED ANNUAL BUDGET 2016-2017

There was no discussion or action on the Amended Annual Budget 2016-2017.

7. GENERAL ANNOUNCEMENTS

Board Chair Slade-Kerr participated in a conference call regarding the Provincial Budget 2017.

Trustee Lalji shared feedback from the May Day changes.

8. ADJOURNMENT

The meeting was adjourned at 9:50 pm

CIVIC COMMITTEE ASSIGNMENTS 2017 - terms end January 31, 2016

Committee	2016	2017	Meeting Schedule
Access Ability Advisory Committee	Chris Nicholson, Staff		Thursday, 3:00 pm
Advisory Committee on Traffic, Bicycles and Pedestrians (ACTIBiPeD)	Michael Ewen, Board		Wednesday, 6:30 pm
Community & Social Issues Committee	Kelly Slade-Kerr, Board		Tuesday, 5:30 pm
Emergency Advisory Committee	Marie Tran, Staff and Matt Brito, Staff		Wednesday, 5:00 pm
Intelligent City Advisory Committee	n/a		Wednesday, 1:00 pm
Multiculturalism Advisory Committee	n/a		Wednesday, 5:30 pm
Parks & Recreation Committee	Casey Cook, Board		Wednesday, 6:00 pm
Neighbourhood Traffic Committee	James Janzen, Board		Tuesday, 5:30 pm
Youth Advisory Committee	Mark Gifford, Board		Thursday, 5:00 pm