



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

Tuesday, March 5, 2019

7:30 pm

**Herbert Spencer Elementary School
605 Second Street, New Westminister**

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

	Time	Pages
1. <u>Approval of Agenda</u>	(7:30pm)	
Recommendation: THAT the agenda for the March 5, 2019 Combined Education and Operations Policy and Planning Committee meeting be adopted as distributed.		
2. <u>Correspondence</u>	(7:35pm)	
a. BCSTA 2019 Budget Overview-Feb.25, 2019		3
3. <u>Presentation</u>	(7:45pm)	
a. Herbert Spencer Elementary School Learning Plan (Students & Teachers)		
4. <u>Comment & Question Period from Visitors</u>	(8:05pm)	
5. <u>Reports from Senior Management</u>		
a. January 31, 2019 Financial Update (K. Morris)	(8:15pm)	7
b. Operations Update (K. Morris)	(8:25pm)	
i. 2019-2020 Preliminary Budget	(8:35pm)	
a. Community Engagement Summary - Talking Tables, Feb.21, 2019		
b. Structural Surplus/Deficit		

ii. Board and Committee Meeting Calendar - September 2019 to June 2020 (8:45pm 9

Recommendation:
THAT the Combined Education & Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of the Board and Committee Meeting Calendar 2019-2020 as presented.

c. Special Education Review March Update (M. Naser & B. Cunnings) (8:50pm 11

6. General Announcements (9:00pm)

7. New Business

a. Board Policy Revision: Policy 7 Board Operations (M. Gifford) (9:05pm) 12

Recommendation:
THAT the Combined Education & Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of the revised Board Policies 7 (Board Operations).

8. Adjournment (9:30pm)

BUDGET 2019 OVERVIEW – FEBRUARY 25, 2019

On February 19, 2019, Minister of Finance Carol James tabled Budget 2019. Under the *Budget Transparency and Accountability Act*, (BTAA), the government is required to table a budget on the third week of February. The BTAA also outlines the contents of the budget, which includes among other things, the Province's economic outlook, three-year revenue, expenditure and debt forecasts, and anticipated spending in all public sector organizations including line ministries, school districts, post-secondary institutions and crown corporations.

The following is an overview of the information provided by the Finance Minister and in the budget documents. Full details of BC Budget 2019 can be found [here](#).

HOW IS THE PROVINCE DOING?

The government is continuing to forecast consistent economic performance, especially in relation to other provinces. Real GDP is expected to grow at 2.4% next year, 2.3%, and 2.1%, respectively, over the next two years.

The overall budget by year three of the fiscal plan will be \$62 billion, which is a \$10 billion increase in spending over the last couple of years (approximately a five per cent year-over-year increase). Increased spending can only be sustained with a corresponding increase to revenues (e.g., strong economic performance, increased tax revenue).

The government is now forecasting a surplus of \$374 million in 2018/19. The forecast allowance of \$500M remains in place, which means that if other risks do not materialize for the remainder of the year, the actual budget surplus will be \$874 million. Budget 2019 is projecting a surplus in each of the next three years – \$274 million in 2019/20; \$287 million in 2020/21; and \$585 million in 2021/22.

The province's overall debt is continuing to rise in each of the next three years due to borrowing for capital infrastructure (to \$82 billion by 2021). Taxpayer-supported debt to GDP is increasing over the planning period (from 14.9% to 16.1%) but remains relatively low in comparison to other provinces.

WHAT THE BUDGET INCLUDED?

- Approximately \$4 billion is being set aside to cover increases in wages and benefits for the approximately 300,000 workers covered under collective agreements in the public sector, including teachers and support staff.
- A new BC Child Opportunity Benefit – starting in October 2020 – that will provide families with one child up to \$1,600 per year, two children up to \$2,600 and three children up to \$3,400.
- Eliminating interest on British Columbia student loans. As of Feb. 19, 2019, all BC student loans will stop accumulating interest.
- Fully eliminating MSP premiums on Jan. 1, 2020.
- Increasing income and disability assistance rates by an additional \$50 per month, meaning a total increase of \$150 per month or \$1,800 per year since Budget Update 2017.
- Investing \$26 million in income and disability assistance enhancements to the BC Employment Assistance program.
- Investing \$6 million annually to provide respite services for parents who provide care for children with disabilities.
- Investing \$85 million to support children in care by increasing support payments for foster parents, adoptive parents, and extended family members caring for children and by ensuring children in care benefit from provincial tax benefits.
- Improving mental health care for British Columbians with a \$74-million investment that funds new initiatives focused on prevention and early intervention for children, youth and young adults.
- Investing \$18 million to continue making Adult Basic Education and English Language Learning free and accessible for people looking to upgrade their skills and get ahead.
- Adding \$21 million to expand BC Transit and handyDART services to help people safely commute in over 30 urban and rural communities in the province.

WHAT DO WE THINK THIS MEANS FOR K-12 EDUCATION?

The Ministry of Education's total operating budget will be \$6.569 billion in 2019/20 and will be receiving a \$552 million in additional operating funding over the next three years. The budget is up slightly from the \$409 million three-year increase set in Budget 2018.

Investments in K-12 education, include:

- \$325 million for enrollment growth.
- \$58 million under the Classroom Enhancement Fund.
- \$73 million for the impact of the Employer Health Tax.
- \$31 million in independent school funding.
- \$2 million for the Economic Stability Dividend and Sustainable Services Negotiating Mandate.

- \$9 million for an initial investment in new early learning initiatives to support Government's Child Care BC initiative.
- \$2 million for the Teachers Act Special Account.
- \$33 million one-time reduction in 2020/21 as a result of re-profiling the timing of grants to other partners.

Provincial borrowing for capital spending will total \$2.432 billion over the next three years (compared to \$1.757 billion three-year total in last year's budget). This funding includes:

- \$1.12 billion for expansion and replacement projects.
- \$791 million to accelerate the Seismic Mitigation Program.
- \$502 million to invest in asset rehabilitation and maintenance.
- \$15 million for the annual \$5 million Playground Equipment Program.

The carbon tax that school districts are required to pay will also increase by \$5 per ton effective April 1, 2019 to \$40 and by \$5 per ton each year to 2021 to \$50.00 per ton.

While Budget 2019 included a \$9-million-per-year increase to deal with increasing demand for existing child care programs, Budget 2019 did not address the campaign promise of \$10 a day daycare, or any role that school districts may have in providing these services in school facilities moving forward.

WHAT DO WE THINK THIS ALL MEANS?

The Ministry of Education's operating budget has increased primarily to cover off the cost of additional enrollment, and meeting existing collective agreement requirements (e.g. class size and composition requirements). The Ministry also received \$73 million in funding to offset the impact of the Employer Health Tax on school districts. Inflationary pressures, as well as costs related to carbon tax increases, were not included in this year's budget. The government is making a historical investment in capital infrastructure, which has resulted in a significant increase to the Ministry of Education's capital budget, rising to \$2.432 billion over the next three years.

School districts are anticipated to receive their individual budgets on Friday, March 15. The impact of the above budget additions on individual districts will depend on a number of factors including, but not limited to, projected enrollment growth for 2019/2020.

APPENDIX

- **EXCERPT FROM MINISTRY OF FINANCE BUDGET 2019: THREE YEAR FISCAL PLAN, INVESTING IN K-12 EDUCATION**
 - As K-12 enrolment is projected to continue to grow, Budget 2019 provides an additional \$550 million over three years to the Ministry of Education to support public education. Budget 2019 also provides \$31 million over three years for independent schools, where enrolment is also growing.
 - Public school funding includes an additional \$58 million over three years for the Classroom Enhancement Fund, to reflect the 2016 Supreme Court of Canada decision on class size and composition. A total of \$423 million is now allocated annually which has already enabled the hiring of over 4,000 teachers, including 700 special education teachers and 160 more teacher psychologists and counsellors, since 2017.
- [The Ministry of Education's 2019/20 - 2021/22 Service Plan \(PDF download\)](#)

Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Range: 201801 End Date: JULY 31, 2017 To 201907 End Date: JANUARY 31, 2019

	Description	Revenues	Original Budget	Revised Budget	Bud Remain \$	Bud Remain %	2018 Ytd Exp	2018 Annual Budget	Bud Remain \$	2018 % Remaining
619	OTHER FEDERAL GRANTS	-1,735	0	0	1,735	0.00	0	0	0	0.00
621	OPERATING GRANT MINISTRY OF EDUCAT	-31,523,816	-61,585,932	-62,284,003	-30,760,187	49.39	-30,655,948	-60,471,507	-29,815,559	49.31
629	OTHER MINISTRY OF EDUCATION GRANTS	-257,946	-616,113	-744,737	-486,791	65.36	-314,726	-960,567	-645,841	67.24
641	PROVINCIAL GRANTS OTHER	-63,500	0	0	63,500	0.00	-75,100	-100,000	-24,900	24.90
643	SUMMER SCHOOL FEES	-90,827	-120,000	-90,000	827	-0.92	-140,561	-140,562	-1	0.00
644	CONTINUING EDUCATION	-66,911	-200,000	-200,000	-133,089	66.54	-109,915	-240,000	-130,085	54.20
645	INSTRUCTIONAL CAFETERIA REVENUE	-61,529	-130,000	-130,000	-68,471	52.67	-62,327	-130,000	-67,673	52.06
647	OFFSHORE TUITION FEES	-2,504,511	-3,584,000	-4,184,289	-1,679,778	40.14	-4,898,607	-4,880,000	18,607	-0.38
649	MISCELLANEOUS REVENUE	-68,798	-230,000	-238,050	-169,252	71.10	-75,916	-230,000	-154,084	67.22
651	COMMUNITY USE OF FACILITIES	-143,573	-200,000	-200,000	-56,427	28.21	-147,204	-250,000	-102,796	41.12
661	INTEREST ON SHORT TERM INVESTMENT	-288,586	-100,000	-400,000	-111,414	27.85	-197,422	-200,000	-2,578	1.29
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	Grand Total	-35,071,732	-66,766,045	-68,471,079	-33,399,347	48.78	-36,677,726	-67,602,636	-30,924,910	45.75

Operating Fund - Year to Date Expense to Budget Summary

G.L. Period Range: 201801 End Date: JULY 31, 2017 To 201907 End Date: JANUARY 31, 2019

	Description	YTD Exp	YTD Com	YTD Exp + Com	Orig Budget	Bud Remain \$	Bud Remain %	2018 YTD Exp	2018 Ytd Comm	2018 Total Exp.	2018 Final Budget	2018 Bud Remaining	2018 Bud %
105	PRINCIPALS & VP SALARIES	2,034,681	0	2,034,681	3,404,592.00	1,369,911	40.24	2,070,056	0	2,070,056	3,477,995	1,407,939	40.48
110	TEACHERS SALARIES	14,895,959	0	14,895,959	30,089,734.00	15,193,775	50.49	14,204,486	0	14,204,486	30,799,642	16,595,156	53.88
120	SUPPORT STAFF SALARIES	2,921,593	0	2,921,593	5,629,562.00	2,707,969	48.10	2,993,884	0	2,993,884	5,561,961	2,568,077	46.17
123	EDUCATIONAL ASSISTANTS SALARIES	2,519,948	0	2,519,948	4,722,864.00	2,202,916	46.64	2,234,044	0	2,234,044	4,636,047	2,402,003	51.81
130	OTHER PROFESSIONAL SALARIES	1,469,230	0	1,469,230	2,589,109.00	1,119,879	43.25	1,325,828	0	1,325,828	2,344,201	1,018,373	43.44
140	SUBSTITUTE SALARIES	921,769	0	921,769	1,349,817.00	428,048	31.71	834,419	0	834,419	1,372,706	538,287	39.21
200	EMPLOYEE BENEFITS	5,746,887	0	5,746,887	12,388,969.00	6,642,082	53.61	5,688,980	0	5,688,980	12,079,069	6,390,089	52.90
310	SERVICES	1,067,320	124,879	1,192,199	1,631,755.00	439,556	26.94	1,084,841	216,175	1,301,016	1,660,930	359,914	21.67
312	LEGAL COSTS	91,734	0	91,734	30,000.00	-61,734	-205.78	3,473	0	3,473	30,000	26,527	88.42
330	STUDENT TRANSPORTATION	68,381	122,590	190,971	157,000.00	-33,971	-21.64	47,591	21,720	69,311	157,800	88,489	56.08
340	PROFESSIONAL DEVELOPMENT & TRAVEL	434,699	2,715	437,414	496,400.00	58,986	11.88	427,859	4,344	432,203	498,300	66,097	13.26
360	RENTALS & LEASES	183,569	26,248	209,817	260,000.00	50,183	19.30	146,081	35,071	181,152	260,000	78,848	30.33
370	DUES & FEES	71,015	0	71,015	130,800.00	59,785	45.71	93,751	13	93,764	130,800	37,036	28.31
390	INSURANCE	98,077	0	98,077	131,000.00	32,923	25.13	83,738	0	83,738	131,000	47,262	36.08
510	SUPPLIES	1,043,709	475,558	1,519,267	2,965,810.00	1,446,543	48.77	1,104,938	594,329	1,699,267	2,549,135	849,868	33.34
540	UTILITIES	253,716	6,474	260,190	443,800.00	183,610	41.37	263,359	3,034	266,393	443,800	177,407	39.97
551	GAS - HEAT	177,060	0	177,060	278,500.00	101,440	36.42	118,459	0	118,459	278,500	160,041	57.47
555	CARBON TAX EXP	0	0	0	50,000.00	50,000	100.00	0	0	0	50,000	50,000	100.00
560	WATER & SEWAGE	116,179	0	116,179	270,900.00	154,721	57.11	127,253	0	127,253	270,900	143,647	53.03
570	GARBAGE & RECYCLE	38,872	13,688	52,560	73,000.00	20,440	28.00	35,106	8,425	43,531	73,000	29,469	40.37
580	FURNITURE & EQUIPMENT REPLACEMENT	77,329	3,133	80,462	81,000.00	538	0.66	59,350	7,746	67,096	286,150	219,054	76.55
590	COMPUTER & EQUIPMENT REPLACEMENT	380,241	283,207	663,448	1,023,000.00	359,552	35.15	587,114	180,543	767,657	1,005,550	237,893	23.66
591	TANGIBLE CAPITAL ASSETS PURCHASED	0	0	0	0.00	0	0.00	51,496	24,167	75,663	0	-75,663	0.00
	Grand Total	34,611,968	1,058,492	35,670,460	68,197,612.00	32,527,152	47.70	33,586,106	1,095,567	34,681,673	68,097,486	33,415,813	49.07

BOARD MEETING SCHEDULE "DRAFT - SUBJECT TO CHANGE"

September 2019 to June 2020

Tues.	Aug 27	- sometimes an In-Camera meeting only before school opens	
Tues.	Sept 03	- no meeting 1st day of school	
Tues	Sept 10	Education Policy/Planning Committee	7:30 PM
Tues.	Sept 17	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	Sept 24	Board Meetings (In-Camera & Open)	6:30 PM
Tues.	Oct 01	- as required/at call of the Chair	
Tues.	Oct 08	Education Policy/Planning Committee	7:30 PM
Tues.	Oct 15	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	Oct 22	- as required/at call of the Chair	
Tues.	Oct 29	Board Meetings (In-Camera & Open) - Last Meeting of 2019 Board	6:30 PM
Tues.	Nov 5	Education Policy/Planning Committee	7:30 PM
Tues.	Nov 12	- as required/at call of the Chair	
Tues.	Nov 19	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	Nov 26	Board Meetings (In-Camera & Open) -Inaugural Meeting	6:30 PM
Tues.	Dec 03	In-Camera Ops & Open Combined Ed & Ops	6:30 PM
Tues.	Dec 10	Board Meetings (In-Camera & Open)	6:30 PM
Tues.	Dec 17	- as required/at call of the Chair	
Tues.	Dec 24	- winter break	
Tues.	Dec 31	- winter break	
Tues.	Jan 07	- as required/at call of the Chair	
Tues.	Jan 14	Education Policy/Planning Committee	7:30 PM
Tues.	Jan 21	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	Jan 28	Board Meetings (In-Camera & Open)	6:30 PM
Tues.	Feb 04	Education Policy/Planning Committee	7:30 PM
Tues.	Feb 11	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	Feb 18	- as required/at call of the Chair	
Tues.	Feb 25	Board Meetings (In-Camera & Open)	6:30 PM

BOARD MEETING SCHEDULE "DRAFT - SUBJECT TO CHANGE"

September 2019 to June 2020

Tues.	March 03	<i>In-Camera Ops & Open Combined Ed & Ops</i>	6:30 PM
Tues.	March 10	Board Meetings (In-Camera & Open)	6:30 PM
Tues.	March 17	- spring break	
Tues.	March 24	- spring break	
Tues.	March 31	- as required/at call of the Chair	tbd
Tues.	April 07	- as required/at call of the Chair	tbd
Tues.	April 14	Education Policy/Planning Committee	7:30 PM
Tues.	April 21	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	April 28	Board Meetings (In-Camera & Open)	6:30 PM
Tues.	May 05	Education Policy/Planning Committee	7:30 PM
Tues.	May 12	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	May 19	- as required/at call of the Chair	tbd
Tues.	May 26	Board Meetings (In-Camera & Open)	6:30 PM
Tues.	June 02	Education Policy/Planning Committee	7:30 PM
Tues.	June 09	Operations Committee (In-Camera & Open)	6:30 PM
Tues.	June 16	Retirement Dinner	tbd
Tues.	June 23	Board Meetings (In-Camera & Open)	6:30 PM
Tues.	June 30	- as required/at call of the Chair	tbd

Supplement to: COMBINED EDUCATION AND OPERATIONS POLICY & PLANNING COMMITTEE

Date: March 5, 2019

Submitted by: Maryam Naser, Associate Superintendent & Bruce Cunnings, Director of Instruction

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

Subject: Special Education Review – March Update

Background:

As moved by the Board of Education of School District 40 (New Westminster), a comprehensive review of special education services and programs will commence in the 2019/20 school year. In preparation for this review, the following structure is proposed:

- Gathering and analysing a wide range of data collected at the school and district level which includes but is not limited to wait lists, referrals, School-Based Team processes, inclusive practices, staff capacity, IEP development and review, waitlists, policies and procedures, and student achievement.
- Engagement of stakeholders through focus groups that include parents, students, staff and community partners (For example, Alternate Education, Positive Behaviour supports, Gifted education)
- Thorough review of best practices in special education
- The use of a consultant to assist with data collection and summarization

Next steps in the process include:

- Establishment of a Special Education Review Advisory Group – Terms of Reference to be presented on April 2, 2019.
- Selection of a consultant to assist with Special Education Review

Further details will be provided through a brief presentation on March 5th,2019.



Supplement to: COMBINED EDUCATION AND OPERATIONS POLICY & PLANNING COMMITTEE

Date: March 5, 2019

Submitted by: Chair Mark Gifford

Item: Requiring Action Yes No For Information

Subject: Policy Revisions – Policy 7 Board Operations

Background:

Consistent with Board Policy 10, policy development and review is a key responsibility of the Board of Education. Policies constitute the will of the Board in determining how the District will be operated and communicate the Board’s values, beliefs and expectations. Further, policies provide effective direction and guidelines for the action of the Board.

The attached draft Policy 7 Board Operations revisions are provided for the Board’s review and consideration. Once revisions are finalized, the corresponding edits will be applied as appropriate for Policy 8, Board Committees.

Recommendation:

THAT the Combined Education & Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminister) approval of the revised Board Policies 7 (Board Operations).

BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. If a quorum is not present within fifteen minutes of the time appointed for the meeting, then the meeting shall stand adjourned.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when public interest is best-served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes public interest can be enhanced by having members of the public participate at Board meetings.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as inaugural, regular, special, or closed (in-camera). The Board may also hold informal meetings from time to time for the purposes of general discussion, meeting with other individuals or groups, or for information gathering and sharing.

The Board has adopted specific policy governing the conduct of its formal meetings.

1. Board Composition and Elections

As indicated in Trustee Elections By-law No. 2018-TE-SD40-02 attached as Appendix A seven trustees are elected at large to the Board of Education for a four-year term. The one electoral area for the district is the Municipality of New Westminster. Therefore, all trustees are elected at large.

2. Inaugural Meeting and Subsequent Annual Meeting

2.1 Inaugural Meeting

2.1.1 An inaugural meeting of the Board of Education shall be convened by the Secretary-Treasurer or designate on the first Tuesday of November the month following Trustee elections, or as soon thereafter as it is convenient. The order of business shall include:

2.1.1.1 Report of Retiring Chair

2.1.1.2 Statement of the Returning Officer;

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

2.1.1.3.1 Each trustee will take the oath of office immediately following the call to order of the inaugural meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

2.1.1.4 Election of Chair and Vice Chair;

2.1.1.5 Election of BCSTA Provincial Council delegate and alternate delegate;

2.1.1.6 Election of BCPSEA representative and alternate.

(Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote.)

2.2 Annual Meeting

2.2.1 Each year thereafter during the term of office, the Board of Education shall hold a meeting on the first Tuesday in November. This meeting shall be convened by the Secretary-Treasurer or designate. The order of business shall include:

2.2.1.1 Report of Retiring Chair

2.2.1.2 Election of Chair and Vice Chair;

2.2.1.3 Election of BCSTA Provincial Council delegate and alternate delegate;

2.2.1.4 Election of BCPSEA representative and alternate.

(Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote.)

3. Regular Meetings

- 3.1 The purpose of the regular Board meeting is for the Board to conduct its business. Meetings will be open to the public and representatives of the press.
- 3.2 Regular meetings of the Board shall be held on the fourth Tuesday of each month at 7:30 p.m. at the Board Office (811 Ontario St.), except where the Chair has indicated in the notice of meeting that the meeting shall be held in some other place or at some other time. Schedules for Board meetings are available on the District website.
- 3.3 All trustees, staff, and members of the public are expected and required to conduct the business of the Board with proper decorum and in a respectful manner.
- 3.4 No business shall be conducted by the Board unless upon a motion of a Trustee, seconded by another Trustee.

4. Special Meetings

- 4.1 Meetings other than regular meetings will be termed "special" meetings, including special in-camera meetings.
- 4.2 A special meeting of the Board may be called by the Chair or, where the Chair is not available, by the Vice-Chair.
- 4.3 A special meeting of the Board will be called at the request of 2/3 of the trustees in office.
- 4.4 No business shall be conducted at a special meeting other than that for which the meeting is called without the consent of two-thirds of the sitting Trustees.

5. In-camera Meetings

- 5.1 In-Camera meetings of the Board may be held with the public and others excluded as provided for in the *School Act*, and only the following matters may be considered at such meetings:
 - 5.1.1 Salary claims and adjustments and the consideration of requests of employees and Board Officers with respect to collective bargaining procedures;
 - 5.1.2 Accident claims and other matters where Board liability may arise;
 - 5.1.3 Legal opinions respecting the liability or interest of the Board;
 - 5.1.4 The conduct, efficiency, discipline, suspension, termination or retirement of employees;
 - 5.1.5 Medical Examiner's examinations and medical reports;
 - 5.1.6 Matters pertaining to individual pupils including the conduct, discipline, transfers, resignations, promotions and demotions;
 - 5.1.7 Staff changes including appointments, transfers, resignations, promotions and demotions;

- 5.1.8 Purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures;
- 5.1.9 Lease, sale or exchange of real property prior to finalization thereof;
- 5.1.10 Matters pertaining to the safety, security of protection of Board property;
- 5.1.11 Such other matters where the Board, by motion, decides that the public interest so requires.
- 5.2 Regular In-Camera meetings of the Board shall be held prior to regular Open meeting of the Board on the fourth Tuesday (if necessary) of each month and prior to Committee Meetings, if required, from 6:30 - 7:30 pm or such other time as noted in the agenda.
- 5.3 In-Camera meetings may be called at other times by following the notice of procedures set out in this Policy.
- 5.4 The Board may, by motion, recess a regular meeting in progress for the purpose of meeting in closed session.
- 5.5 The Board shall, as the last item of business at each In-Camera meeting, consider a motion to make public such information that it deems to be no longer in the public interest to exclude from the public purview.
- 5.6 The Board Chair and Superintendent shall establish items on the agenda for each in-camera meeting. The agenda shall generally follow the order outlined below.
 - 5.6.1 Adoption of the Agenda
 - 5.6.2 Minutes for Approval
 - 5.6.3 Reports from Senior Management
 - 5.6.4 Other Business
 - 5.6.5 Items to be Reported out at Open Meeting
 - 5.6.6 Notice of Meetings
 - 5.6.7 Adjournment

Length of Meetings

All regular Board meetings and in-camera meetings described in Section 3 and 5 shall adjourn by 10:00pm, unless in either case, the time limit is extended to 10:30pm by two-thirds majority vote, and beyond 11:00pm by unanimous consent of all trustees present. Adjournment time for special meetings, referred to in Section 4 shall be determined by those members present.

Teleconference and Video Conferencing

Participation in regularly scheduled Board and Committee meetings via teleconference or

videoconference is not permitted, unless approved by the Board.

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

6. Trustee In-Service Sessions

6.1 Trustee in-service sessions will be held as needed. The Superintendent will set the dates and agenda in consultation with the Board. The purpose of these sessions is to provide an opportunity for the Senior Management Team to update the Board and to facilitate informal discussion.

6-7. Notice and Agendas

7.1 Forty-eight hours' notice in writing shall be emailed to all Trustees for any meeting of the Board, except the regularly scheduled Board meetings, unless there is unanimous agreement of trustees to waive such notice.

7.2 ~~Prior to each meeting, Administration, in consultation with the Chair and Vice-Chair, shall prepare an agenda for all business to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.~~ Prior to each meeting of the Board or Committee of the Whole, Administration, in consultation with the Chair and Vice-Chair, and relevant Committee Chair, shall prepare an agenda for all business, relevant to the agenda to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.

7.3 The Board Chair and Superintendent shall establish items on the agenda for each regular meeting. The agenda shall generally follow the order outlined below:

- 7.3.1 Adoption of Agenda
- 7.3.2 Approval of Minutes
- 7.3.3 District Presentations
- 7.3.4 Student Presentations
- 7.3.5 Delegations
- 7.3.6 Community Presentations (10 minutes per presentation)
Must be scheduled in advance through the Office of the Secretary Treasurer.
- 7.3.7 Comment and Question Period from Visitors
- 7.3.8 Board Committee Reports
 - 7.3.8.1 Education Policy and Planning Committee
 - 7.3.8.2 Operations Policy and Planning Committee
- 7.3.9 Reports Senior Management
- 7.3.10 Trustee Reports
- 7.3.11 Question Period (15 minutes)
- 7.3.12 Notice of Meetings
- 7.3.13 Reporting Out from In-Camera Meeting
- 7.3.14 Adjournment

7.4 Agenda items for Board meetings may originate from:

- 7.4.1 Board Annual Work Plan
- 7.4.2 Business arising from previous meetings;
- 7.4.3 Business from committee-of-the whole meetings;
- 7.4.4 Business from sub-committee meetings;
- 7.4.5 Superintendent of Schools;
- 7.4.6 Individual Trustees;

7.5 ~~The Superintendent, or designate, will be responsible for the preparation of the agenda. Items for the agenda are to be submitted to the Superintendent or designate by the close of business of the Monday of the week, preceding the date of the Board meeting. Items for the agenda are to be submitted to the Superintendent or designate by the close of business of the Monday of the week, preceding the date of the Board meeting. Items should identify whether they are for Information, Discussion, or Decision.~~

In consultation with Board Chair, Vice-Chair, and when applicable, relevant Committee Chair, items will be considered for inclusion on the Agenda provided initial communication with Superintendent or Designate has occurred, and is accompanied by submission of a backgrounder in standard Board format. Backgrounders will be subject to copy edit for clarity and accuracy of information, when necessary.

If it is determined that the item is not ready or appropriate for inclusion on the Agenda, the Chair will communicate decision and rationale to the Trustee who submitted the item by Tuesday of the week prior to the meeting. If the Trustee does not agree with the decision, they may request it be included on the agenda by resolution at the call of the meeting.

Agenda items, including individual trustee submissions, are not to be shared with the public prior to the agenda being finalized and items have been determined to be “in-camera” or “regular open”.

- 7.6 The agenda and supporting material for each regular Open and In-Camera Board meeting will be provided electronically to all Trustees on the Thursday, preceding the date of the Board meeting;
- 7.7 The agenda and supporting material for each regular Open Board meeting will be made available to the public on the School District web site on the Friday preceding the date of the Board meeting.
- 7.8 All supporting material for Special Open and In-Camera Board meetings will be emailed to Trustees at least 24 hours prior to the time of the Board Meeting.
- 7.9 Where material or motions are introduced at a Board meeting, which has not been made available to Trustees in accordance with section 6.6 and 6.8, a Trustee may call notice on any motion arising from such material and that motion accordingly shall be considered on the agenda of the next Board meeting.
- 7.10 Items proposing board action shall be accompanied with an action request form briefly

outlining the issue, pertinent information and a recommendation.

7-8. Minutes

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

8.1 The minutes shall record:

- 8.1.1** Date, time and place of meeting;
- 8.1.2** Type of meeting (Inaugural, regular or special);
- 8.1.3** Name of presiding officer;
- 8.1.4** Names of those trustees and administration in attendance;
- 8.1.5** Approval of preceding minutes;
- 8.1.6** Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the Board through resolution.
- 8.1.7** Points of order;
- 8.1.8** Appointments;
- 8.1.9** Recommended motions proposed by Committees;
- 8.1.10** Trustee declaration pursuant to Section 56, 57 or 58 of the *School Act*.

8.2 The minutes shall:

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

8.3 The Superintendent shall ensure that, upon acceptance by the Board, appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the District are affixed to the concluding page of the minutes.

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

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

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

8.6 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

8.7 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.

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

8-9. Motions

- 9.1 No decision shall be made by the Board unless upon a motion of a Trustee, seconded by another Trustee and approved by majority vote.
- 9.2 A motion to vary the agenda to advance an item on the agenda so that it may be dealt with immediately following delegations concerning that item shall be in order.
- 9.3 A Trustee shall not speak other than on the motion under debate. A Trustee shall only speak once on the same motion without the leave of the Board except to explain a part of his or her remarks, which may have been misunderstood, or to raise a point of information or clarification. The mover of the motion, however, may speak again to close debate. Trustees shall not speak to any motion for a period of longer than ten minutes without the leave of the Board.
- 9.4 Every Trustee present at a meeting of the Board has the right and duty to vote except where the Trustees has disqualified himself or herself from the proceedings because of a declared conflict of interest, which shall be recorded. This vote shall either be in the affirmative or the negative. Trustees not voting will be deemed to have voted in the affirmative.
- 9.5 When a motion under consideration entertains several propositions, the vote upon each proposition shall be taken separately, if so requested by any Trustee present.
- 9.6 After the Board has taken a vote on any motion, the Board shall not vote on that motion again at the same meeting.
- 9.7 A reconsideration motion can only be proposed by a trustee who voted with the majority at a previous meeting.
- 9.8 The Chair shall have the same voting rights as any other member
- 9.9 Where the number of votes on a motion is equal, the motion is defeated and the Chair shall so indicate.
- 9.10 All Trustee votes shall be recorded on all votes, except where a secret ballot has been held for election purposes.
- 9.11 The Chair or other presiding officer shall determine all points of procedure except that any ruling may be challenged by any Trustee and decided by a majority vote of the Trustees present. Where a ruling of the chair is challenged, a motion to sustain the chair shall be made and a vote shall be taken forthwith without debate.

9-10. Public Participation

The Board welcomes and provides for a variety of forms of public participation by members of the community. Public participation may be through presentations by a delegation, through formal question/comment periods in regular Board meetings or in the form of written communications. Such opportunities shall not be used to address matters, which must be dealt with in in-camera meetings as noted elsewhere in this policy.

Delegations

- 10.1 The Chair shall rule on the propriety of all presentations and questions and may decline to have a matter heard from a delegation or terminate any presentation or question or refer it to an "in camera" meeting of the Board if that is deemed to be appropriate by the Chair.
- 10.2 A person or group wishing to address the Board on an item not otherwise on the agenda shall provide written notification and a written outline of the presentation to the Secretary-Treasurer by close of business on the Monday of the week preceding the date of the regular Board meeting. The presentation will be listed as a "Delegation" on the agenda of the Regular Board meeting providing the matter is one that is appropriately considered in a public meeting.
- 10.3 Delegations shall have 10 minutes to present to the Board.
- 10.4 All remarks and questions, whether from delegates or Board members, shall be directed through the Board chairperson. Such remarks and questions shall be pertinent to the topic described in the initial request to appear.

Comment and Question Periods

Each public meeting agenda shall provide for two comment/question periods, one during the meeting and one at the end of the meeting.

- 10.5 The Board will generally reserve decision on a response to the matter raised by a delegation, until the next Board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the Board.
- 10.6 There shall be a "Comment and Question" period on each regular Board meeting agenda during which members of the public may address the Board on any item on the agenda by so advising the Chair at that time. The time limit for such presentations shall be five minutes excluding any responses to questions from Trustees but this time may be extended by resolution of the Board.
- 10.7 During the "Comment and Question" period, questions also may be asked of the Board about items not on the agenda, without notification, but the time limit for putting such questions by any individual shall be two minutes, excluding responses from the Board, unless the Board by resolution consents to an extension of that time.
- 10.8 Any questions asked during the "Comment and Question" period may be responded to at that meeting or an undertaking will be given to provide a response at a future regular meeting. No motions or action will be considered by the Board at the time of presentation: matters requiring action will be referred to a Committee meeting for consideration.
- 10.9 There shall be a Question Period of up to 15 minutes at the end of every regularly scheduled Board meeting, where members of the public may ask a question on matters that arose during that Board meeting. Questions will be directed to the Chair who will respond on behalf of the Board. The Chair may refer the question to staff for an immediate response or a response may be provided at the next regular board meeting.

Correspondence

Correspondence may be sent to the Board as a whole or to individual trustees. Even when correspondence is addressed to an individual trustee the contents may be more appropriately addressed by the corporate Board. Where correspondence is addressed to the Board or its contents are more appropriately addressed by the corporate Board the following processes shall be adhered to. The intended outcomes of these processes are: to ensure Board correspondence is acknowledged in a timely fashion, the corporate Board is aware of the public input provided and where required, a corporate response is provided in a timely manner.

10.10 Where non-routine correspondence is received that appears to require a formal Board response, that correspondence shall be placed on the agenda of the next regular board meeting together with whatever recommendation for Board action the Superintendent deems appropriate. This correspondence will be noted on the agenda as "Correspondence for Action".

10.11 Where non-routine correspondence is received that does not appear to require a formal Board response, that correspondence, together with any response issued by the Superintendent, shall be circulated to the Trustees. This correspondence will be noted on the agenda as "Correspondence for Information".

10.12 Where an individual trustee receives correspondence that in the trustee's judgement is more appropriately a corporate Board matter, the correspondence will be directed to the Secretary-Treasurer who will acknowledge the correspondence, and act in accordance with 9.8 or 9.9 above.

40-11. Trustee Remuneration and Expenses

11.1 Annual Remuneration

11.1.1 Under Section 71 of the *School Act*, a Board may authorize the payment of remuneration to be paid to trustees by annual resolution of the Board of Education. The *Income Tax Act* allows part of this remuneration to be declared as a tax-free expense allowance.

11.1.2 Trustee remuneration shall be adjusted on an annual basis based on the most recent five-year rolling average of Vancouver's Consumer Price Index, effective January 1st of each year.

11.2 Expenses

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

Conference and Travel Expenses

11.2.2 Effective execution of Board responsibilities requires that trustees represent the Board at various meetings and conferences, and that they remain informed through attendance at periodic seminars, conventions and workshops related to their responsibilities. The Board encourages such attendance, and shall include funds in the annual budget to cover expenses.

11.2.3 The Board of Education of School District No. 40 (New Westminster) supports Trustees attending conferences, conventions, seminars and courses of an education nature, within the budget limitations established by the Board.

- 11.2.4 The Board does not expect that such attendance should be at the personal expense of the Trustee. Actual reasonable costs for meals and costs incurred, while on Board business, may be claimed. Receipts are to be provided along with the purpose of the business or meeting.
- 11.2.5 Trustees may claim, while on Board business:
 - 11.2.5.1 Long distance toll charges and cellular phone charge for School Board business telephone calls;
 - 11.2.5.2 Other reasonable requests may be considered at the discretion of the Board.
- 11.2.6 Trustees will inform the Board, in advance, of their intention to attend a conference/seminar or travel on Board business and shall obtain prior approval of the Board for such attendance. Trustees shall book registrations, travel and accommodations in consultation with the Superintendent's office.
- 11.2.7 For travel by private automobile, Trustees may claim the District rate in effect at the time. The maximum amount claimable is limited to the cost of economy airfare between points travelled, when air transportation is available and practical.
- 11.2.8 Cost of airfare is limited to the cost of economy airfare.
- 11.2.9 Travel costs outside of British Columbia must receive prior approval of the Board.
- 11.2.10 Trustees may claim amounts for taxis, parking fees, local mileage, etc. Receipts are to be provided.
- 11.2.11 Lodging
 - Trustees may claim the government or conference rate of the hotel/motel, less any personal items charged. Receipts are to be provided. If staying with a friend or relative, \$20.00/night may be claimed without a receipt.
- 11.2.12 Meals
 - Trustees may claim actual reasonable costs. Receipts are to be provided. District practice requires that an actual receipt is provided detailing the purpose of the meeting and who was in attendance. There shall be no reimbursement for alcoholic beverages.
- 11.3 Payment of Expenses
 - 11.3.1 Expenses must be submitted on a timely basis to the Secretary Treasurer at least once a month.
 - 11.3.2 For inaugural functions and one spousal meal per conference, spousal expenses may be claimed.
 - 11.3.3 Trustees may seek an advance, the amount of which is determined by Board resolution for out-of-town business engagements of two or more days.
 - 11.3.4 The Secretary-Treasurer and Chair of the Board shall review Trustee expenses. Concerns about Trustee expenses shall be referred to the Board by the Chair. Quarterly print-outs will be provided to all Board members

regarding Trustee expenses.

*Legal Reference: Sections 50, 56, 57, 58, 59, 66, 67, 68, 69, 70, 71, 71(1), 72 School Act
Financial Disclosure Act
Income Tax Act*

DRAFT

SD No. 40 (New Westminster)

Adopted: ~~May 29, 2018~~ March 5, 2019

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