



**BOARD OF EDUCATION SD NO. 40 (NEW WESTMINSTER)**

**Operations Policy and Planning Committee**

**Tuesday, October 10, 2017– 7:30 pm**

**School Board Office**

**Location: 811 Ontario Street, New Westminister**

**AGENDA**

Item	Action	Info	Presenter	Attachment
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***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.***

1. Approval of the Agenda	X		J. Janzen	
2. Correspondence				
3. Reports from Senior Management				
a) Operations Update		X	K. Lorenz	<i>Encl Pg 1</i>
b) Business Company		X	K. Lorenz	<i>Encl Pg 8</i>

***WHEREAS the Board of Education of School District No. 40 (New Westminister) as the sole shareholder of the School District No. 40 Business Company intends to dissolve the Business Company;***

***AND WHEREAS the Board of Education for School District No. 40 (New Westminister) as the sole shareholder, authorize the Directors of the School District No. 40 Business Company to transfer all outstanding liabilities to School District No 40 New Westminister;***

***NOW THEREFORE be it resolved that the Secretary Treasurer be directed to take all necessary steps to dissolve School District No. 40 Business Company as Division 8 of Part 6.1 of the School Act.***

c) Hume Park Home Learners		X	K. Lorenz	<i>Encl Pg 10</i>
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***THAT the Secretary Treasurer take the appropriate steps to inform the ministry of the decision of the Board of Education for School District No. 40 (New Westminister) to reopen the Home Learners Program facility located at 521 Fader Street, as Hume Park School.***

4. General Announcements

5. New Business

a) Duty to Document

X

M. Ewen

*Encl Pg 11*

***THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) that the Board develop a Duty to Document Policy on the Duty to Document Board decisions and retention of School District decision making records, and that the Board determine what areas and/or what items should be specified in such a policy.***

6. Adjournment

## Budget and Finance

### **Monthly Expense and Revenue summaries.**

*The Monthly revenue and expenses summaries for the period ended August 31, 2017 are attached as Appendix A. Our expenditures and revenues recorded to date are tracking to roughly within a 2-3% variance of the budget after adjusting for anticipated activities and timing of expenses.*

### **Financial Health Working Group**

*District staff continue to work with the Ministry to respond to the recommendations made in the “Financial Governance and Accountability: School Districts of British Columbia” report. Staff will be updating existing reporting documents to align with the recommendations made in the report, and will also be completing a review of existing policy and make recommendations to the board if updated policy is required to comply with the recommendations. This work is expected to be completed by June of 2018.*

## Procurement

*The High school request for proposal is proceeding well. The technical submissions have been received and are currently being evaluated, and financial submissions will be received and evaluated in November. We expect to select the preferred proponent in December. We will proceed with schematic design and design development in January of 2018. The successful proponent should be in a position to commence work as early as February.*

*No other significant capital procurement is anticipated until a funding announcement is made by the Ministry of Education.*

## Capital projects and Planning

### **McBride Elementary**

*The Ministry has indicated they have no further questions on the Project Definition Report submitted for McBride and it is in a form ready to take to treasury board. I am optimistic that we will receive an update from the Ministry before the next budget announcement.*

**Future enrollment projections**

Attached as Appendix B is a copy of the Barager enrollment projections for our district through to 2031. Information provided on the City's web site in its draft community plan indicates that projected growth will continue through to 2041. The Draft Community plan can be found online at: <https://www.newwestcity.ca/ocp>

Respectfully,

Kevin Lorenz  
Secretary-Treasurer

DRAFT

## Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Selection: 201802 End Date: AUGUST 31, 2017

Description	Revenues	Original Budget	Revised Budget	Bud Remain \$	Bud Remain %
621 OPERATING GRANT MINISTRY OF EDUCAT	-3,637,358	-60,746,601	-60,746,601	-57,109,243	94
629 OTHER MINISTRY OF EDUCATION GRANTS	-6,600	-911,673	-911,673	-905,073	99
641 PROVINCIAL GRANTS OTHER	-5,000	0	0	5,000	0
643 SUMMER SCHOOL FEES	-140,056	-120,000	-120,000	20,056	-17
644 CONTINUING EDUCATION	-19,738	-240,000	-240,000	-220,262	92
645 INSTRUCTIONAL CAFETERIA REVENUE	0	-130,000	-130,000	-130,000	100
647 OFFSHORE TUITION FEES	-4,175,557	-4,800,000	-4,800,000	-624,443	13
649 MISCELLANEOUS REVENUE	-6,386	-230,000	-230,000	-223,614	97
651 COMMUNITY USE OF FACILITIES	-21,951	-170,000	-170,000	-148,049	87
661 INTEREST ON SHORT TERM INVESTMENT	-54,094	-100,000	-100,000	-45,906	46
<b>Grand Total</b>	<b>-8,066,740</b>	<b>-67,448,274</b>	<b>-67,448,274</b>	<b>-59,381,534</b>	<b>88</b>

### Operating Fund - Year to Date Expense to Budget Summary

G.L. Period Selection: 201802 End Date: AUGUST 31, 2017

Description	YTD Exp	YTD Com	YTD Exp + Com	Budget	Bud Remain \$	Bud Remain %
105 PRINCIPALS & VP SALARIES	566,611	0	566,611	3,021,732	2,455,121	81
110 TEACHERS SALARIES	113,018	0	113,018	31,682,876	31,569,858	100
120 SUPPORT STAFF SALARIES	621,127	0	621,127	5,539,026	4,917,899	89
123 EDUCATIONAL ASSISTANTS SALARIES	1,451	0	1,451	4,405,334	4,403,883	100
130 OTHER PROFESSIONAL SALARIES	433,429	0	433,429	2,118,648	1,685,219	80
140 SUBSTITUTE SALARIES	36,566	0	36,566	1,493,104	1,456,538	98
200 EMPLOYEE BENEFITS	621,621	0	621,621	12,346,103	11,724,482	95
310 SERVICES	359,403	158,287	517,690	1,541,880	1,024,190	66
312 LEGAL COSTS	384	0	384	30,000	29,616	99
330 STUDENT TRANSPORTATION	17,614	0	17,614	137,000	119,386	87
340 PROFESSIONAL DEVELOPMENT & TRAVEL	21,330	4,659	25,989	491,400	465,411	95
360 RENTALS & LEASES	57,290	50,499	107,789	260,000	152,211	59
370 DUES & FEES	60,361	13	60,374	129,000	68,626	53
390 INSURANCE	1,681	0	1,681	111,000	109,319	98
510 SUPPLIES	185,900	933,123	1,119,023	2,477,295	1,358,272	55
540 UTILITIES	54,776	8,274	63,050	466,100	403,050	86
551 GAS - HEAT	10,959	0	10,959	278,500	267,541	96
555 CARBON TAX EXP	0	0	0	50,000	50,000	100
560 WATER & SEWAGE	29,183	0	29,183	270,900	241,717	89
570 GARBAGE & RECYCLE	13,966	11,497	25,463	73,000	47,537	65
580 FURNITURE & EQUIPMENT REPLACEMENT	3,313	23,333	26,646	81,000	54,354	67
590 COMPUTER & EQUIPMENT REPLACEMENT	67,350	227,699	295,049	973,000	677,951	70
591 TANGIBLE CAPITAL ASSETS PURCHASED	51,496	24,167	75,663	0	-75,663	0
<b>Grand Total</b>	<b>3,328,829</b>	<b>1,441,551</b>	<b>4,770,380</b>	<b>67,976,898</b>	<b>63,206,518</b>	<b>93</b>

### Capacities and Projected Enrolments

	Official Capacity	Actual										Projected Enrolment									
		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031			
<b>K-12</b>																					
<b>Connaught Heights Elementary</b>																					
Kindergarten	40	33	29	29	33	32	32	31	31	31	31	31	31	31	31	31	31	31			
Grades 1-5:	100	149	147	140	132	140	135	135	137	139	136	135	135	135	135	135	135	135			
Total	140	182	176	169	165	172	167	166	168	170	167	166	166	166	166	166	166	166			
<b>Ecole Glenbrook Middle</b>																					
Grades 6-8:	625	635	612	606	616	657	679	670	655	626	643	680	679	683	679	676	676	675			
Total	625	635	612	606	616	657	679	670	655	626	643	680	679	683	679	676	676	675			
<b>Ecole Herbert Spencer Elementary</b>																					
Kindergarten	80	75	78	81	90	86	94	91	91	91	91	91	91	91	91	91	91	91			
Grades 1-5:	425	417	419	422	419	423	419	435	451	465	471	468	469	468	469	468	469	469			
Total	505	492	497	503	509	509	513	526	542	556	562	559	560	559	560	559	560	560			
<b>Ecole Lord Tweedsmuir Elementary</b>																					
Kindergarten	60	65	61	53	59	57	53	54	54	53	53	53	52	52	52	52	52	52			
Grades 1-5:	300	293	300	293	299	298	306	292	286	286	276	277	275	274	273	271	270	270			
Total	360	358	361	346	358	355	359	346	340	339	329	330	327	326	325	323	322	322			
<b>Ecole Qayqayt Elementary</b>																					
Kindergarten	100	88	99	88	90	97	94	96	97	96	96	97	96	97	96	97	96	96			
Grades 1-5:	450	349	396	426	424	428	433	437	434	443	446	448	450	449	450	449	450	450			
Total	550	437	495	514	514	525	527	533	531	539	544	545	546	546	546	546	546	546			
<b>F.W. Howay Elementary</b>																					
Kindergarten	40	25	17	14	23	20	18	20	20	20	20	20	20	20	20	20	20	20			
Grades 1-5:	125	118	119	113	102	92	94	86	90	96	92	96	95	96	95	96	95	95			
Total	165	143	136	127	125	112	112	106	110	116	112	116	115	116	115	116	116	115			
<b>Fraser River Middle</b>																					
Grades 6-8:	504	444	461	487	517	492	510	510	556	562	560	551	552	541	540	538	535	535			
Total	504	444	461	487	517	492	510	510	556	562	560	551	552	541	540	538	535	535			

# Capacities and Projected Enrolments

	Official Capacity	Actual										Projected Enrolment									
		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031			
<b>Lord Kelvin Elementary</b>																					
Kindergarten	60	64	85	84	74	80	77	75	73	73	73	73	73	73	73	73	73				
Grades 1-5:	300	285	281	313	324	343	349	356	345	335	336	328	326	326	326	326	326				
Total	360	349	366	397	398	423	426	431	418	408	409	401	399	399	399	399	399				
<b>New Westminster Secondary</b>																					
Grades 9-12:	2,100	1,906	1,902	1,929	1,919	1,940	1,944	2,013	2,041	2,108	2,169	2,186	2,197	2,211	2,230	2,263	2,254				
Total	2,100	1,906	1,902	1,929	1,919	1,940	1,944	2,013	2,041	2,108	2,169	2,186	2,197	2,211	2,230	2,263	2,254				
<b>Queen Elizabeth Elementary</b>																					
Kindergarten	100	90	82	97	107	97	115	106	110	112	115	118	118	120	120	121	120				
Grades 1-4:	200	294	327	328	346	357	364	397	405	408	421	430	438	445	450	453	456				
Total	300	384	409	425	453	454	479	503	515	520	536	548	556	565	570	574	576				
<b>Queensborough Middle</b>																					
Grades 5-8:	375	250	258	273	296	316	342	341	362	373	384	414	427	443	443	451	461				
Total	375	250	258	273	296	316	342	341	362	373	384	414	427	443	443	451	461				
<b>Richard McBride Elementary</b>																					
Kindergarten	40	66	65	61	69	64	68	65	65	63	63	62	62	62	62	62	62				
Grades 1-5:	400	347	367	369	352	364	351	353	355	358	352	345	341	339	337	336	336				
Total	440	413	432	430	421	428	419	418	420	421	415	407	403	401	399	398	398				
<b>K-12 Total</b>																					
Kindergarten:	520	506	516	507	545	533	551	538	541	539	543	542	543	546	545	547	545				
Grades Excluding K:	5,904	5,487	5,589	5,699	5,746	5,850	5,926	6,025	6,117	6,199	6,288	6,315	6,384	6,410	6,427	6,462	6,462				
Total:	6,424	5,993	6,105	6,206	6,291	6,383	6,477	6,563	6,658	6,738	6,831	6,857	6,927	6,956	6,972	7,009	7,007				
<b>Alternate</b>																					
<b>Island Discovery Learning Community</b>																					
Kindergarten	N/A	39	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25				
Grades 1-9:	75	370	254	257	258	258	258	258	251	254	255	254	254	254	254	254	254				
Total	75	409	279	282	283	283	283	283	276	279	280	279	279	279	279	279	279				

# Capacities and Projected Enrollments

New Westminster School District

	Official Capacity	Actual										Projected Enrollment									
		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031			
<b>New Westminster Home Learners Program</b>																					
Kindergarten	N/A	15	18	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17			
Grades 1-9:	N/A	108	157	159	163	165	166	171	169	165	165	161	161	161	161	161	161	161			
Total	N/A	123	175	176	180	182	183	188	186	182	182	178	178	178	178	178	178	178			
<b>POWER Program</b>																					
Grades 10-12:	N/A	84	71	63	67	67	67	67	67	67	67	67	67	67	67	67	67	67			
Total	N/A	84	71	63	67	67	67	67	67	67	67	67	67	67	67	67	67	67			
<b>Royal City Alternate Program</b>																					
Grades 8-10:	N/A	38	31	33	35	34	34	34	34	34	34	34	34	34	34	34	34	34			
Total	N/A	38	31	33	35	34	34	34	34	34	34	34	34	34	34	34	34	34			
<b>SIGMA Program</b>																					
Grades 10-12:	N/A	80	85	79	79	81	81	81	81	81	81	81	81	81	81	81	81	81			
Total	N/A	80	85	79	79	81	81	81	81	81	81	81	81	81	81	81	81	81			
<b>Alternate Total</b>																					
Kindergarten:	N/A	54	43	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42			
Grades Excluding K:	75	680	598	591	601	605	606	611	602	601	602	597	597	597	597	597	597	597			
Total:	75	734	641	633	643	647	648	653	644	643	644	639	639	639	639	639	639	639			
<b>District Total</b>																					
<b>Total All Schools</b>																					
Kindergarten:	520	560	559	549	587	575	593	580	583	581	585	584	587	585	588	587	589	587			
Grades Excluding K:	5,979	6,167	6,187	6,290	6,347	6,455	6,532	6,636	6,719	6,800	6,890	6,913	6,968	6,981	7,007	7,024	7,059	7,059			
Total:	6,499	6,727	6,746	6,839	6,934	7,030	7,125	7,216	7,302	7,381	7,475	7,497	7,555	7,566	7,595	7,611	7,648	7,646			

**School District No. 40 Business Company**

The Business Company has now resolved its appeal to the CRA of its outstanding tax assessments. The CRA has issued an adjustment to its initial assessments and there are no further amounts owing. However, the Business Company's remaining funds will not be sufficient to cover all of its outstanding liabilities. As the Business Company ceased operations a number of years ago no further revenues are anticipated. In order to close the Business Company it will be necessary for the District as the sole shareholder to take on any outstanding liabilities of the company in order to complete its dissolution. A recommended motion is included below for the Board's consideration. The final cost of statement preparation and audits has yet to be determined but the total cost of all outstanding work and liabilities could reach approximately \$40,000. In order to provide some historical context on the total costs and contributions of the Business Company, staff have completed a preliminary review of transfers between the Business Company and the District. A summary of these transfers are attached. Based on these records, it appears the district received transfers of \$226,481 in excess of the \$1,000,000 Start-up loan that was provided by the District.

It is my recommendation that the Operations Policy and Planning Committee forward the following motion to the Board of Education for School District No. 40 (New Westminster) with a recommendation for its approval:

**Moved and Seconded:**

**WHEREAS the Board of Education of School District No. 40 (New Westminster) as the sole shareholder of the School District No. 40 Business Company intends to dissolve the Business Company;**

**AND WHEREAS the Board of Education of School District No. 40 (New Westminster) as the sole shareholder, authorize the Directors of the School District No. 40 Business Company to transfer all outstanding liabilities to School District No 40 New Westminster;**

**NOW THEREFORE be it resolved that the Secretary Treasurer be directed to take all necessary steps to dissolve School District No. 40 Business Company as per Division 8 of Part 6.1 of the School Act.**

Respectfully,

Kevin Lorenz  
Secretary-Treasurer

Inter-company Transfers  
SD40 Business company and School District 40

8-00-0-00-000-738	200805-NWJ-01-002	JE	REPAY LOAN	22-Nov-07	REPAY SD40 LOAN SETP 26 TRF NOV19	0 \$	50,000.00
8-00-0-00-000-738	200904-J/E-02-002	JE	REPAY LOAN	24-Oct-08	OCT 24/08 REPAY LOAN	0 \$	50,000.00
8-00-0-00-000-738	200905-J/E-11-002	JE	DEC 4 REPAYLOA	4-Dec-08	DEC 4/08 REPAY LOAN BALANCE	0 \$	11,072.00
8-00-0-00-000-738	200907-J/E-01-002	JE	JAN09ERPAYLOAN	15-Jan-09	JAN 15/09 REPAY LOAN BALANCE	0 \$	5,457.00
8-00-0-00-000-738	200908-J/E-02-004	JE	FEB09REPAYLOAN	13-Feb-09	FEB 13/09 REPAY LOAN BALANCE	0 \$	5,599.00
8-00-0-00-000-738	200910-J/E-01-001	JE	APR09REPAYLOAN	20-Apr-09	APR 20/09 REPAY LOAN BALANCE	0 \$	10,694.62
8-00-0-00-000-738	200910-J/E-07-003	JE	APR09REPAYLOAN	29-Apr-09	APR 29/09 REPAY LOAN BALANCE	0 \$	11,495.51
8-00-0-00-000-738	200912-J/E-09-002	JE	JUN09REPAYLOAN	6-Jul-09	JUN 30/09 REPAY SD40	0 \$	39,574.63
8-00-0-00-000-738	201104-NWJ-02-006	JE	JUN 30 2010	5-Nov-10	2009/10 NWBC SURPLUS DUE TO SD40	0 \$	178,441.11
8-00-0-00-000-738	201104-NWJ-02-007	JE	JUN 30 2010	5-Nov-10	LOAN PAYABLE DUE TO SD40	0 \$	854,157.00
8-00-0-00-000-738	201113-NWJ-02-001	JE	KMPG ADJUST	13-Oct-11	RECLASSIFY INT EXP/SD40 LOAN PAYABLE	0 \$	9,991.00
Total							\$ 1,226,481.87

## **Hume Park - Home Learners Program**

*On May 20, 2014 the Board approved a bylaw closing Hume Park Elementary School as a K-5 facility. Since then it has been used to house a growing Home Learners Program. The need for this additional facility space is expected to continue for the foreseeable future.*

*The facility must be identified as an active school in order to qualify and take advantage of all available funding. As well, clarity around the future use of the facility is required in order to incorporate the site into our Long Range Facility Plan.*

*It is my recommendation that the Operations Policy and Planning Committee forward the following motion to the Board of Education for School District No. 40 (New Westminster) with a recommendation for its approval:*

### **Moved and Seconded:**

***THAT the Secretary Treasurer take the appropriate steps to inform the Ministry of the decision of the Board of Education for School District No. 40 (New Westminster) to reopen the Home Learners Program facility located at 521 Fader Street, as Hume Park School.***

Respectfully,

Kevin Lorenz  
Secretary-Treasurer



- understand and respect the distinction between a transitory record and a non-transitory record;
- preserve all records that are potentially relevant to an access request once the request is received;
- respond in an open, accurate and complete manner to access requests; and
- dispose of records only where there is legal authority to do so.

In this increasingly complex world I believe that we have a duty to be much more transparent and much more forth coming, not just informing the public about our decisions, but the reasons for those decisions, and the options that were considered.

In late August 2016 I went over to Victoria to meet with the Deputy Commissioner of Office of the Information and Privacy Commissioner. I went over as an individual Trustee and made it clear to those that I met with that I was acting as an individual Trustee, and that I was preparing information to take forward to the New Westminister Board of Education to propose developing a Duty to Document policy. They are very willing to help the Board of Education develop a **Duty to Document policy**. They suggested that we could look at a couple of different areas that already have some Duty to Document policies. They suggested both New Zealand's Public Records Act (<http://records.archives.govt.nz>) and the New South Wales' State Records Act(<https://www.records.nsw.gov.au/recordkeeping>). Both of these Acts require public offices and their local authorities to create and maintain "full and accurate records" of the activities of the office or activities.

As well the Government of Canada, in it's **Policy on Information Management** (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12742>) states,

#### **6. Policy requirements**

##### **6.1 Deputy heads are responsible for:**

6.1.2 ensuring that decisions and decision-making processes are documented to account for and support the continuity of departmental operations, permit the reconstruction of the evolution of policies and programs, and allow for independent evaluation, audit, and review;

This is all about access to the reasons for decision making and making that information available to the public that we serve. I see this as happening in two ways. The first way I am proposing is that we alter our proposed Board Policy by requiring staff to present information in writing, in the form of Backgrounders, in our packages prior to our meetings. In a different document that I have forwarded to Trustees I proposed altering Policy 7 **Board Operations**, by adding a **Duty to Document and Inform** section before decisions are made, requiring,

#### **Policy 7 BOARD OPERATIONS**



## 6. Notice and Agendas

### 6.3 (1) Duty to Document

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.

To move forward on such a policy the Board would need to determine what areas we would expect and apply such a process. It could be all areas and all items for Board decisions or it could be specific areas and items that the Board deems most important for the historic record and for public information. Once the Board has determined what areas need to be documented then I would be prepared to bring forward the Policy amendment that is noted above.

Recommendation:

***THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminister) that the Board develop a Duty to Document Policy on the Duty to Document Board decisions and retention of School District decision making records, and that the Board determine what areas and/or what items should be specified in such a policy.***