

**MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION
OPERATIONS POLICY & PLANNING COMMITTEE
HELD TUESDAY, SEPTEMBER 18, 2018 AT 8:30 PM
SCHOOL BOARD OFFICE
811 ONTARIO STREET, NEW WESTMINSTER**

PRESENT	Jonina Campbell, Trustee	Karim Hachlaf, Superintendent
	Casey Cook, Trustee	Maryam Naser, Associate Superintendent
	Mark Gifford, Chair	Kim Morris, Secretary-Treasurer
	James Janzen, Trustee	James Pocher, Assistant Secretary-Treasurer
	Mary Lalji, Trustee	Caroline Manders, Recording Secretary
	Kelly Slade-Kerr, Vice Chair	
REGRETS	Michael Ewen, Trustee	

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 September 18, 2018 Open Operations Policy and Planning Committee meeting be adopted as distributed.

Carried Unanimously

2. CORRESPONDENCE

Correspondence was reviewed.

3. REPORTS FROM SENIOR MANAGEMENT

a. Maintenance & Capital Projects Update

Secretary-Treasurer, Kim Morris presented the Maintenance & Capital Projects Update.

i. School District Audit Services

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to request proposals for audit services for School District No. 40 (New Westminster) for a three-year period (with an optional two year renewal) commencing with the 2019/20 fiscal year; AND THAT a recommendation from staff for audit services be provided to the Board by November 2018.

Carried Unanimously

ii. Audit Committee Formation

As per the motion of April 24, 2018 that an Audit Committee be established based on the BCSTA document "Audit Committee Sample Terms of Reference". Two options were reviewed:

1. Embed the roles, responsibilities and duties of the Audit Committee into the existing standing Operations Policy & Planning Committee of the Whole; or
2. Create a separate stand-alone committee.

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 wording of Policy 8-Board Committees be amended to embed the roles, responsibilities and duties of the Audit Committee into the existing standing Operations Policy and Planning Committee of the Whole.

***Carried
2 Opposed***

b. Financial Update as at August 31, 2018

The Secretary-Treasurer, Kim Morris reviewed the revenues and expenses as at August 31, 2018 highlighting that the District is in a similar financial position as for the same time period as the previous year with the exception of International Program Revenue due to a revenue recognition timing change in the 2018-2019 fiscal year.

c. 2017-18 Audited Financial Statements & Audit Findings Report for Year Ended June 30, 2018

The Secretary-Treasurer, Kim Morris thanked the Finance Department for efficient and accurate preparation of the financial statements and coordination of the audit. The Assistant Secretary-Treasurer, James Pocher reviewed the audited financial statements.

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the Consolidated Audited Financial Statements for the fiscal year ending June 30, 2018.

Carried Unanimously

d. Restricted and Non-Restricted Surplus

The Secretary-Treasurer proposed an amendment to the recommendation and explanation for the waiver request.

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) waive Policy 19 Section 1.1 “normally consider such allocations as part of the budget development and approval process.” (Restricted and Non-Restricted Surplus Funds) AND to further restrict 2017-2018 surplus in the 2018-2019 fiscal year.

Carried Unanimously

e. Accumulated Surplus

The Superintendent, Karim Hachlaf provided an overview of additional positions added in the District, estimated to be as high as \$500,000, depending on final enrollment numbers and Classroom Enhancement Fund amended spending plan.

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) authorize staff to address immediate staffing pressures utilizing 2017-2018 accumulated surplus up to \$500,000, as presented.

Carried Unanimously

f. Administrative Procedure 515 – Purchasing and Tendering

Secretary-Treasurer, Kim Morris reviewed the amended AP515. The impact of the suggested amendments will streamline processes and reduce administration time.

4. NEW BUSINESS

a. Neighbourhood Learning Centres (NLC) Advisory Committee

The Secretary-Treasurer, Kim Morris updated the Board on research and information gathered to date relative to a Neighbourhood Learning Centre process for New Westminster Secondary School and Richard McBride Elementary School. Recommendation to be brought to October 2018 meeting.

b. School District No. 40 & City of New Westminister re Childcare BC New Spaces Fund

Chair Gifford; Superintendent, Karim Hachlaf; and Secretary-Treasurer, Kim Morris attended a meeting with the City of New Westminister in late August to discuss childcare spaces. Trustee Slade-Kerr suggested options to add childcare space to the new Richard McBride Elementary School be pursued with incremental cost information, challenges and opportunities of having an 'in-house' operator, and the type of childcare space identified as a priority by the City, to be reported back to the Board. Superintendent, Karim Hachlaf gave his assurance that this is being taking under consideration.

5. GENERAL ANNOUNCEMENTS

- a. Invitation to Massey Victory Heights All Candidates Meeting – Thursday, October 4, 2018 at 7:00 pm
- b. Trustee Academy – November 29 – December 1, 2018 (Registration Commenced Sept.17, 2018)

6. ADJOURNMENT

The meeting adjourned at 10:15 pm.