

**FINANCE COMMITTEE**  
**Reporting to Public Session Tuesday, January 26, 2016**

The Finance Committee met on Tuesday, January 19, 2016 at 6:10 pm. In attendance were Trustees Ron Burton (Chair), Katrina Chen, Meiling Chia, Larry Hayes, Baljinder Narang, Harman Pandher and Gary Wong; Superintendent of Schools Gina Niccoli-Moen, Secretary-Treasurer Greg Frank, Assistant Superintendents, Heather Hart and Wanda Mitchell, Assistant Secretary-Treasurer Roy Uyeno and Manager, Finance and Budgets Shind Chand.

**1. Draft 2015/2016 Amended Operating Budget**

Assistant Secretary-Treasurer Roy Uyeno provided the committee with an overview of the district's draft 2015/2016 amended operating budget. The district is updating its annual budget to reflect revised projections for enrolment, operating revenues and expenses for the current year. Budget estimates will be further refined and an updated draft budget will be brought to the next meeting. The 2015/2016 Amended Annual Budget will be presented to the February 22, 2016 public board meeting for approval.

Recommendation: THAT the Board of Education receive this information.

**2. Draft 2016/2017 Budget Process and Timelines**

Secretary-Treasurer Greg Frank reviewed with the committee the draft 2016/2017 budget process and timelines. Key dates include:

- February 16, 2016 – Provincial government budget announcement
- February 22, 2016 – Board approval of the 2015/2016 Amended Annual Budget
- March 11, 2016 – anticipated Ministry announcement of the 2016/2017 preliminary operating grant funding
- April 25, 2016 – Board approval of the 2016/2017 Annual Budget
- April 29, 2016 – Budget Bylaw submitted to the Ministry of Education

The budget process will include use of the district's website to provide information on the district's budget process, budget details and related information and to seek input from the public on budget priorities and related issues. Partner group participation will play a key role in the budget development process. The Board will hold a public budget meeting in April and full details for this meeting will be made available in the near future.

Mr. Frank highlighted key budget issues with the committee, including the impact of potential changes to operating grant funding due to increased enrolment provincially, potential new costs and inflationary cost pressures.

Recommendation: THAT the Board of Education receive this information.

### **3. Contract Award – Alpha Secondary School Seismic Upgrade**

In accordance with Policy 3.80 Purchasing Goods and Services, Mr. Frank provided the committee with a report on the award of a contract for the provision of architectural services for the Alpha Secondary School capital project. The contract has been awarded to Thinkspace Architecture Planning Interior Design.

Recommendation: THAT the Board of Education receive this information.

### **4. Adjournment**

The Chair adjourned the meeting at 7 pm.

**POLICY COMMITTEE**  
**Reporting to Public Session Tuesday, January 26, 2016**

The Policy Committee met on January 18, 2016 at 5:00 p.m. In attendance were Trustees Gary Wong (Chair), Harman Pandher and Katrina Chen, Superintendent of Schools, Gina Niccoli-Moen, Secretary-Treasurer, Greg Frank and Jen Mezei, Chair, Burnaby DPAC.

**1. Policy No. 5.05 Admissions and Placement of Students into the Burnaby School System**

The committee was updated regarding processes and timing regarding Policy 5.05 Admission and Placement of Students into the Burnaby School System, and the district's annual Cross-District and Transfer Application process. Policy 5.05 remains in circulation as Notice of Motion until February 5. The district's cross-district application process begins February 1. To provide clarity for families, Policy 5.05, and recommended revisions, have been posted on the front page of the district website. It is important to note that while some of the admission categories and priority order for student placement are under review, the application process for families will remain unchanged. The Cross-District Transfer Application Form and the District Language Program Form can be completed by parents and returned to their child(ren)'s school, February 1-29.

Recommendation: THAT the Board of Education receive this information.

**2. Policy No. 4.35 Retirement Gratuities for Teachers**

The committee was presented with a revised draft of Policy 4.35 Retirement Gratuities for Teachers. The policy has been updated to adjust the retirement gratuity to a maximum of two thirds of one month's salary. The policy has been updated to reflect the budget decision previously made by the Board of Education in April, 2015 which was part of the 2015/2016 budget process.

The committee recommends that as the Board had previously approved the adjustment to the gratuity through the public budget consultation process and that no further changes are being proposed to the policy that the revised policy as drafted should be approved at this time. In order for the Board to approve the policy the following two motions are recommended:

Recommendation: That the Board of Education waive the requirement to circulate revised draft policy 4.35 Retirement Gratuities for Teachers as a Notice of Motion.

Recommendation: That the Board of Education approve revised policy 4.35 Retirement Gratuities for Teachers as presented.

### **3. Regulations and Procedures No. 5.15.01 Student and Other School Records, Access, Storage and Transfer**

Staff brought forward a revised draft of Regulations and Procedures 5.15.01 Student and Other School Records, Access, Storage and Transfer. The revised draft included minor edits to reflect the Ministry of Education's move from the BCeSIS to MyEducationBC student information system. The committee discussed the policy in detail and, due to the fact that additional edits may be required with the provincial change in systems, the committee determined that it would be best to review the policy and regulations and procedures once implications of the new system have been realized.

Recommendation: THAT the Board of Education receive this information.

### **4. Policy 4.00 and associated Regulations and Procedures No. 4.00.01 Collection, Management, Security of and Access to Information Records.**

The committee reviewed revised draft Policy 4.00 and Regulations and Procedures 4.00.01 Collection, Management, Security of and Access to Information Records. Minor edits reflect a name change in the reference of the policy and recognition of employee responsibilities. No substantive changes have been made to the policy or regulations and procedures and it is recommended the policy and regulations be approved at this time as housekeeping changes only.

Recommendation: THAT the Board of Education approve changes to Policy 4.00 and Regulations and Procedures 4.00.01 Collection, Management, Security of and Access to Information Records as presented.

### **5. Regulations and Procedures No. 3.05.01 Transportation of Students**

The committee reviewed revised draft Regulations and Procedures 3.05.01 Transportation of Students. Minor edits reflect changes to noted liability coverage as requested by the Schools Protection Branch. No substantive changes have been made to the regulations and procedures.

Recommendation: THAT the Board of Education approve the changes to Regulations and Procedures No. 3.05.01 Transportation of Students as presented.

### **Adjournment**

The meeting was adjourned at 5:25 p.m.

### **6. Date of Next Meeting**

The date of the next Policy Committee meeting is to be determined.