

FINANCE COMMITTEE
Reporting to Public Session Tuesday, January 27, 2015

The Finance Committee met on Monday, January 19, 2015 at 5:15 pm. In attendance were Trustees Ron Burton (Chair), Katrina Chen, Meiling Chia, Larry Hayes, Baljinder Narang, Harman Pandher and Gary Wong; Superintendent of Schools Kevin Kaardal, Secretary-Treasurer Greg Frank, Deputy Superintendent Gina Niccoli-Moen, Assistant Superintendents Roberto Bombelli and Heather Hart, Assistant Secretary-Treasurer Roy Uyeno and Manager, Finance and Budgets Shind Chand.

1. Draft 2014/2015 Amended Operating Budget

Assistant Secretary-Treasurer Roy Uyeno provided the committee with an overview of the district's draft 2014/2015 amended operating budget. The district is updating its Annual Budget to reflect revised projections of 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 2014/2015 Amended Annual Budget will be presented to the February 24, 2015 public board meeting for approval.

Recommendation: THAT the Board of Education receive this information.

2. Draft 2015/2016 Budget Process and Timelines

Secretary-Treasurer Greg Frank reviewed with the committee the draft 2015/2016 budget process and timelines. Key dates include:

- February 24, 2015 – Board approval of the 2014/2015 Amended Annual Budget
- March 13, 2015 – anticipated Ministry announcement of the 2015/2016 preliminary operating grant funding
- April 28, 2015 – Board approval of the 2015/2016 Annual Budget and three-year operating budget
- April 30, 2015 – Budget Bylaw submitted to 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 which included no anticipated increase in Ministry of Education funding and potential new costs and inflationary cost pressures.

Recommendation: THAT the Board of Education receive this information.

3. Contract Award – Appointment of Auditors

Secretary-Treasurer Greg Frank informed the committee that a tender for audit services was recently completed and recommended that the successful proponent PricewaterhouseCoopers LLP, a world class audit firm with public sector education experience in BC, be appointed as the district's auditors for the three fiscal years 2014/2015, 2015/2016 and 2016/2017. The committee discussed the appointment of auditors in detail and agreed to recommend the following motion:

THAT the Board approve the firm PricewaterhouseCoopers LLP as the district's auditors for the three fiscal years 2014/2015, 2015/2016 and 2016/2017.

4. Adjournment

The Chair adjourned the meeting at 6:30 p.m.

POLICY COMMITTEE
Reporting to Public Session Tuesday, January 27, 2015

The Policy Committee met on November 24, 2014 at 5:30 p.m. In attendance were Trustees Gary Wong (Chair) and Baljinder Narang, Superintendent of Schools, Kevin Kaardal, Secretary-Treasurer, Greg Frank and Jen Mezei, DPAC Representative.

1. Emergency Preparedness Policy – Draft Policy No. 3.35

The committee reviewed the revised draft to Policy No. 3.35 Emergency Preparedness which was developed to combine the existing “*Emergency Exit Drills*” and “*Bomb Threats*” policies. The proposed revisions now reflect a broader scope of Emergency Preparedness being developed so that Management and School Principals can ensure that emergency protocols are created, practised, revised and maintained for the buildings and staff in which they oversee. The committee discussed the revised draft policy and regulations in detail and will bring back further edits to the next Policy Committee prior to being circulated as Notice of Motion.

Recommendation: THAT the Board receive this information.

2. Positive School and Work Climate

The committee reviewed Policy No. 5.08 Positive School Climate to propose changes to update the policy. Some of the recommended changes would include the current Intervention Committee and its composition of members as well as Administrative Guidelines for Staff Bullying and Harassment. Staff will bring additional revisions to the next meeting of the Policy Committee for further discussion.

Recommendation: THAT the Board receive this information.

3. Policy No. 2.40 Event Protocols

Superintendent Kaardal brought forward the district’s current Policy No. 2.40 Event Protocols and noted the omission of the *Acknowledgement of Territory* greeting that is now being practised at district public events. The committee reviewed the recommended changes to the Policy with the insertion of the paragraph “All school and/or district public events shall begin with Acknowledgement of Territory: The Burnaby School District would like to acknowledge and thank the Coast Salish Nations of Musqueam, Tsleil-Waututh and Squamish on whose traditional territory we teach, learn, and live.”

The committee discussed the revised draft policy and agreed to bring further edits to the next meeting of the Policy Committee prior to being circulated as Notice of Motion.

Recommendation: THAT the Board receive this information.

4. Policy No. 1.00 Foundational Statement

Staff brought the district's current Policy No. 1.00 Foundational Statement for the committee to review. The policy outlines the district's Mission Statement, Primary Purpose and Goal and Values and Beliefs. The committee reviewed the policy in detail. The committee recommends that the policy remain as is with a minor edit to the term of the Strategic Plan.

Recommendation: THAT the Board receive this information and that the revision as outlined be approved for insertion in the policy.

5. Whistle Blower Protection Policy

The committee reviewed other districts' current Whistle Blower Protection Policies to determine if the district should implement a similar policy for Burnaby. Staff will develop a draft Whistle Blower Protection Policy for the committee to review at a future meeting of the Policy Committee.

Recommendation: THAT the Board receive this information.

6. Adjournment

The meeting was adjourned at 6:25 p.m.

7. Date of Next Meeting

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