

EDUCATION COMMITTEE
Reporting to Public Session on Monday, February 26, 2018

The Education Committee met on Monday, February 5, 2018 at 4:30 pm. In attendance were Trustees Harman Pandher (Chair), Meiling Chia and Baljinder Narang, DPAC Representative Kristin Schnider, BTA Representative Kevin Potvin and Assistant Superintendents Heather Hart and Wanda Mitchell.

1. Update on District Advanced Learning Programs

Jeannette Laursoo, Director of Instruction and Jennifer Carson, District Helping Teacher for Advanced Learning presented an update on Elementary and Secondary Advanced Learning Programs and plans for moving forward. The Advanced Learning Team of Helping Teachers teach the Challenge Programs, provide resources and support to enhance the learning experience of students.

The Challenge Program includes advanced learners in Grades 2-7 and is located at Parkcrest Elementary School. Students in the Grades 2-5 program attend a weekly session and complete three modules per year. Students in the Grades 6/7 program attend one or more of three interest-based modules offered.

The Multi-Age Cluster Class (MACC) Program, a full-time program for advanced learners in Grades 4-7 and consists of a Grade 4/5 cluster class and a Grade 6/7 cluster class. It is located at Capitol Hill and Suncrest Elementary schools. The MACC Program is an inquiry-based program for high-ability learners seeking heightened cognitive and creative challenge in a supportive classroom community.

Beta Mini School at Alpha Secondary School is designed to support advanced learners in Grades 8-10. A humanities specialist teacher and a math/science specialist teacher work closely together to plan interdisciplinary, challenging lessons and field study opportunities. Grade 11 will be added in September, 2018 and Grade 12 will be added in September, 2019.

Advanced Placement (AP) Capstone is offered at Burnaby North and Burnaby South Secondary Schools and provides the opportunity for Grade 11 and 12 students to engage in rigorous university-level study of the critical skills necessary for success in university. It includes a 2-course sequence: AP Seminar and AP Research.

Over the next year, school support, Challenge, MACC and Beta Mini Schools Programs will continue to be monitored to ensure that we are best benefitting students in these areas. There will be an update to Education Committee in February, 2019.

Recommendation: THAT the Board of Education receive this information.

2. Adjournment

The meeting adjourned at 5:30 pm.

3. Next Meeting

The next committee meeting will take place on Monday, March 5, 2018 at 4:30 pm.

FINANCE COMMITTEE
Reporting to Public Session Monday, February 26, 2018

The Finance Committee met on Tuesday, January 30, 2018 at 6:15 pm. In attendance were Trustees Ron Burton (Chair) (via conference call), Meiling Chia, Larry Hayes, Baljinder Narang and Gary Wong; Superintendent of Schools Gina Niccoli-Moen, Secretary-Treasurer Russell Horswill, Assistant Superintendents Roberto Bombelli, Heather Hart, Wanda Mitchell and Richard Per, Deputy Secretary-Treasurer Roy Uyeno, Director of Finance Ishver Khunguray and Manager, Finance and Budgets Matt Mydske.

1. 2017/18 Amended Operating Budget Update and 2018/19 Budget Planning

Secretary-Treasurer Russell Horswill and Director of Finance Ishver Khunguray provided the committee with an overview of the district's draft 2017/2018 amended operating budget. The district is updating its annual budget to reflect revised projections for enrollment, operating revenues, expenses and proposed budget changes for the current year. Budget estimates will be further refined and an updated draft amended budget will be brought to the next meeting. The 2017/2018 Amended Annual Budget will be presented to the February 26, 2018 public board meeting for approval.

Recommendation: THAT the Board of Education receive this information.

2. Enterprise Risk Management Update

Deputy Secretary-Treasurer Roy Uyeno provided the committee with an update on the Enterprise Risk Management review that is being conducted by PricewaterhouseCoopers (PwC). The scope of the review includes enterprise risk identification, risk assessment, analysis and evaluation. The team from PwC will be gathering input from departments and programs across the district with a review report and recommendations being completed by the end of February.

Recommendation: THAT the Board of Education receive this information.

3. Fleet Vehicle Replacement Plan

Mr. Uyeno presented a proposed Fleet Vehicle Replacement Plan to the committee. The plan was presented at the November 15, 2017 Building and Grounds Committee and was referred to Finance Committee for review and budget consideration. The fleet vehicle plan proposes a sustainable ten year renewal plan for the replacement and upgrading of the aging school district vehicles.

Recommendation: THAT the Board of Education receive this information.

4. Adjournment

The Chair adjourned the meeting at 7:30 pm.

FINANCE COMMITTEE
Reporting to Public Session Monday, February 26, 2018

The Finance Committee met on Tuesday, February 20, 2018 at 5:35 pm. In attendance were Trustees Baljinder Narang (Chair), Larry Hayes, Harman Pandher and Gary Wong; Superintendent of Schools Gina Niccoli-Moen, Secretary-Treasurer Russell Horswill, Assistant Superintendents, Roberto Bombelli, Heather Hart, Richard Per and Wanda Mitchell, Acting Assistant Secretary-Treasurer Ishver Khunguray and Manager, Finance and Budgets Matt Mydske.

1. 2017/2018 Amended Operating Budget

Mr. Russell Horswill, Secretary Treasurer, and Mr. Ishver Khunguray, Acting Assistant Secretary-Treasurer, provided the committee with an update of the 2017/2018 Amended Operating Budget.

The 2017/2018 Amended Annual Budget will be presented to the February 26, 2018 public board meeting for approval.

Recommendation: THAT the Board of Education receive this information and THAT the Board of Education approve the reallocation of \$1,000,000 from unrestricted surplus to restricted surplus for the International Education reserve.

2. Draft 2018/2019 Status Quo Operating Budget

Mr. Horswill reviewed with the committee the draft 2018/2019 Status Quo Budget, including the process and timelines. Key dates include:

- February 20, 2018 – Provincial government budget announcement
- February 26, 2018 – Board approval of the 2017/2018 Amended Annual Budget
- March 15, 2018 – anticipated Ministry announcement of the 2018/2019 preliminary operating grant funding
- April 23, 2018 – Board approval of the 2018/2019 Annual Budget
- April 27, 2018 – 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.

The 2018 status quo operating budget includes projected student enrolment, budget assumptions and projected cost factors. Staff will continue to review all budget issues and

assumptions and an updated draft 2018/2019 status quo operating budget will be presented at the next Finance Committee.

Recommendation: THAT the Board of Education receive this information.

3. Enterprise Risk Management

Mr. Horswill provided the committee with an update on the Enterprise Risk Management review conducted by PricewaterhouseCoopers. Workshops have been held with all major district departments and programs. A one-hour workshop is planned for Trustees on Monday, March 5 from 6:15 – 7:15 pm, following the Finance Committee meeting.

Recommendation: THAT the Board of Education receive this information.

4. School Trustee Remuneration

Mr. Horswill outlined the federal government's planned changes to the tax treatment of non-accountable expense allowances that are expected to come into effect in 2019. BCSTA will provide boards of education with further information to allow them to respond to the proposed changes. Currently one-third of trustee stipends are treated as a non-accountable expense.

Recommendation: THAT the Board of Education receive this information.

5. Adjournment

The Chair adjourned the meeting at 6:15 p.m.

POLICY COMMITTEE
Reporting to Public Session Monday, February 26, 2018

The Policy Committee met on February 19, 2018 at 5:00 p.m. In attendance were Trustees Gary Wong (Chair) and Harman Pandher, Superintendent of Schools, Gina Niccoli-Moen, Secretary-Treasurer, Russell Horswill and Heather Hart, Assistant Superintendent for item 2.

1. Policy No. 4.50.00 Administrative Staff: Evaluation of Performance

Mr. Russell Horswill, Secretary-Treasurer presented the draft changes to Policy No. 4.50.00 Administrative Staff: Evaluation of Performance recommended following the last Policy Committee Meeting. The B.C. Public School Employers' Association has reviewed the draft and minor edits have been suggested. The Committee reviewed the proposed changes and recommended that the updated policy be circulated as Notice of Motion.

Recommendation: That the Board of Education approve Policy No. 4.50.00 and Regulations and Procedures No. 4.50.01 for circulation as Notice of Motion.

2. Policy No. 5.10.00 Violence and Intimidation

The Committee reviewed draft Policy No. 5.10.00 Violence and Intimidation and Regulations and Procedures No. 5.10.01 and No. 5.10.02.

Wording changes were completed to more closely align with existing language and practices in the areas of Safe and Caring Schools and Learning Support Services. This revised draft is being recommended to be circulated as Notice of Motion.

Recommendation: THAT the Board of Education approve Policy No. 5.10.00 and Regulations and Procedures No. 5.10.01 and No. 5.10.02 for circulation as Notice of Motion.

3. Policy No. 7.80.00 Surveillance

Mr. Horswill presented draft Policy No. 7.80.00 Surveillance. The draft policy was circulated as Notice of Motion on October 24, 2017. The Committee discussed the feedback received and has requested that the Secretary-Treasurer review and consider suggested comments in a revised draft, which will be presented at a future meeting.

Recommendation: THAT the Board of Education receive this information.

Adjournment

The meeting was adjourned at 5:25 pm

Date of Next Meeting

The date of the next Policy Committee is April 16, 2018

YOUTH AND COMMUNITY SERVICES COMMITTEE
Reporting to Public Session Monday, February 26, 2018

The Youth and Community Services Committee (YCSC) met on Tuesday, January 30, 2018 at 5:00 pm. In attendance were Trustees Baljinder Narang (chair), Assistant Superintendent Roberto Bombelli, DPAC Chair Kristin Schnider, and Coordinator Community Services Sheri Brattston for item 2.

1. Reports from Community Committees

Trustees who represent the Board on community committees updated the YCSC on items that would be of interest to the Board.

District Community Schools

Trustee Narang reported that District Community Schools continue to work on the Goals and Elements of Community Schools using a Spiral of Inquiry process.

Public Safety

Trustee Hayes reported on a discussion regarding the recent pedestrian death on Cariboo Road and of the improvements being made to the crosswalk at this location. Condolences are expressed to the family and friends of the young lady who lost her life. A report on the Burnaby-New Westminster Task Force on Sexually Exploited and At-Risk Youth was presented, outlining the need for research to better understand the scope and nature of youth sexual exploitation in the community and the importance of raising awareness among the general public. The Taskforce will be undertaking a strategic planning process in order to reassess its goals and priority actions for the next five to six years and create a 2018-19 work plan to identify priorities for this period. The committee was also introduced to the new Officer-in-Charge of the Burnaby RCMP, Chief Superintendent Deanne Burleigh.

City of Burnaby's Task Force on the Sexual Exploitation of Children and Youth

Trustee Narang reported that the results of the 'vulnerable to sexual exploitation' youth count and key findings from the data have been shared with local MLAs. The City of Burnaby has declared March 5 – 11, 2018 as "Stop the Sexual Exploitation of Children and Youth" Awareness Week. Moving forward the Task Force is planning a half day workshop to re-engage and focus on priorities.

Recommendation: THAT the Board of Education receive this information.

2. Project Impact

Coordinator Community Services Sheri Brattston updated the committee on *Project Impact United Way of the Lower Mainland*, an opportunity to work collaboratively in school teams and with seven other community schools throughout the lower mainland to measure the impact community school programs are having on the lives of children and their families.

Project Impact is led by Dr. Steve Patty and the project is subsidized by United Way of the Lower Mainland (UWLM) for community school programs. Participation is a prerequisite for the \$75,000 UWLM School Community Grant and each district team will pay \$2,500 to participate in the project. Deliverables include outcome reports, evaluation strategy and tools, shared strategy, and human capacity to continue with future evaluation.

The Burnaby School District's focus for *Project Impact* will be on the Connect Worker Model and the intended impact of intervention support through high quality out-of- school time programs. As part of an integrated education team, Connect Workers focus to build positive relationships between students, schools, and the community and provide intervention support for students with multiple challenges. Connect Workers work collaboratively to create accessible and meaningful activities and programs that promote a sense of belonging and healthy living. They also work collaboratively with district staff and community partners to recruit, train, mentor, coordinate, and manage youth volunteers. Connect Workers, Coordinator Community Services, and a Director of Instruction will participate in monthly sessions and will report back to this committee in December 2018.

Recommendation: THAT the Board of Education receive this information.

3. New Business/Updates

a) Spring Break Opportunities

The City of Burnaby Spring Break Children Camps schedule and registration information is accessible through the city's website. This information has been posted on the Burnaby School District website under the *Community* tab and has been forwarded to elementary schools secretaries with a reminder to post on the front page of their school site.

b) Youth Week 2018

The City of Burnaby is planning Youth Week for May 1 to 7, 2018. Highlights include a Youth Citizenship recognition award and a Youth Week Logo competition along with many community events for youth to participate in.

Recommendation: THAT the Board of Education receive this information.

4. Adjournment

The meeting was adjourned at 5:35 pm.

5. Date of Next Meeting

The date of the next Youth and Community Services Committee is March 6, 2018.