



MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION
OPERATIONS POLICY & PLANNING COMMITTEE
HELD TUESDAY, MAY 16, 2017 AT 7:30 PM
SCHOOL BOARD OFFICE, 800 ONTARIO STREET

PRESENT: Ms. Jonina Campbell, Trustee
Mr. C. Cook, Trustee
Mr. M. Ewen, Trustee
Mr. M. Gifford, Board Vice Chair
Mr. J. Janzen, Committee Chair
Ms. M. Lalji, Trustee
Ms. K. Slade-Kerr, Board Chair

Mr. P. Duncan, Superintendent of Schools
Mr. K. Lorenz, Secretary Treasurer
Ms. J. Grant, Associate Superintendent
Mr. C. Nicolson, Director of Instruction
Ms. M. Naser, Direction of Instruction
Ms. B. Scott, District Administrator
Mr. R. Weston, Director of Human Resources
Ms. B. Basden, Recording Secretary

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 May 16, 2017 Open Operations Policy and Planning Committee meeting be adopted as presented.

Carried Unanimously.

2. **REPORTS FROM SENIOR MANAGEMENT**

a) ***Monthly Financial Update at March 31, 2017***

Secretary Treasurer Lorenz presented the Operating Fund – Year to Date Expense to Budget Summary for the month ending March 31, 2017.

b) ***Maintenance & Capital Projects Update***

The Committee received the monthly update on Maintenance and Capital Projects

c) ***Audit Committee***

The Committee received a backgrounder related the Ministry of Education expectations that Boards have a functioning Audit Committee in place, along with a copy of Financial Health Working Group Expectations.

d) ***Portable Location***

Superintendent Duncan provided an update of portable relocations throughout the district. The decision has been made that the portable at the Hume Park location will remain on site until required to accommodate increasing enrollment.

e) Admin Procedure Manual

The Committee received a copy of the draft Administrative Procedures Manual. Superintendent Duncan provided an overview of the Administrative Procedures. The Policy Manual and the Administrative Procedures Manual will be brought to the May30th Board meeting for a final review and adoption.

3. NEW BUSINESS

a) City Committee Assignments

It was recommended that members of staff, rather than Trustees, will represent the District on City committees. The following assignments were made for the 2017 calendar year:

Access Ability Advisory	Chris Nicolson
ACTBiPeD	Belinda Scott
Community & Social Issues	Belinda Scott
Emergency Advisory	Belinda Scott and Matt Brito
Multiculturalism Advisory	Janet Grant
Neighbourhood Traffic	Belinda Scott