



**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 Westminister) direct staff to request proposals for audit services for School District No. 40 (New Westminister) 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.

Minutes – September 18, 2018

Operations