

**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 dis 5/2016 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.

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**

**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 Admi annual Cross-District and Transfer Application process. Policy 5.05 remains in circulation -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 -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 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

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.