New Westminster Schools	BOARD OF EDUCATION SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)

REGULAR OPEN MEETING OF THE BOARD

Tuesday, May 30, 2017

7:30 pm – School Board Office

Location: 811 Ontario Street, New Westminster
(corner of 8th Street and Royal Avenue)

The New Westminster School District recognizes and acknowledges 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.

AGENDA

1. ADOPTION OF THE AGENDA

2. APPROVAL OF THE MINUTES

a) Approval of Minutes from the April 25, 2017 Regular Meeting *Encl Pg 1*
b) Business Arising from the Minutes

3. STUDENT PRESENTATION

a) Lord Kelvin Elementary School: Coding

4. VISITORS

5. BOARD COMMITTEE REPORTS

a) Education Policy and Planning Committee, May 2, 2017

i. Comments from the Committee Chair, Trustee Ewen

ii. Approval of the May 2, 2017 Education Policy and Planning Committee Minutes *Encl Pg 6*

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the May 2, 2017 Education Policy & Planning Committee meeting.

b) Operations Policy and Planning Committee, May 16, 2017

i. Comments from the Committee Chair, Trustee Janzen

ii. Approval of the May 16, 2017 Operations Policy and Planning Committee Minutes *Encl Pg 7*

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the May 16, 2017 Operations Policy & Planning Committee meeting.

6. REPORTS SENIOR MANAGEMENT

a) Policy Handbook and Administrative Procedure Manual

i) SD40 Policy & Regulations Manual

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) rescind in its entirety the School District No. 40 (New Westminster) Policies & Regulation Manual, including By-laws, Board approved Policies, Board approved Regulations and Administrative Procedures.

ii) SD40 Policy Handbook

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) adopt the School District No. 40 (New Westminster) Board Policy Handbook.

iii) SD40 Administrative Procedures Manual

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) acknowledge receipt, for information purposes only, the School District No. 40 (New Westminster) Administrative Procedures Manual.

iv) New Westminster Sanctuary Schools Policy *Encl Pg 9*

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) adopt the New Westminster Sanctuary Schools Policy for inclusion in the Board Policy Handbook as Policy No 21.

7. OTHER BUSINESS

a) Memorialization Advisory Committee

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) appoint up to two Trustees to the Memorialization Advisory Committee.

b) Signing Authority: TD Canada Trust *Encl Pg 11*

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the TD Canada Trust Corporate Resolution naming Kevin Lorenz, Secretary Treasurer, James Pocher, Assistant Secretary Treasurer, and Kelly-Slade Kerr, Board Chair as Signing Officers.

8. TRUSTEE REPORTS

9. QUESTION PERIOD (15 minutes)

Questions to the Chair on matters that arose during the meeting.

10. NOTICE OF MEETINGS

June 6, 2017: Education Policy & Planning Committee, 7:30 pm – School Board Office
June 13, 2017: Operations Policy & Planning Committee, 7:30 pm – School Board Office
June 27, 2017: School Board Meeting, 7:30 pm – School Board Office

11. REPORTING OUT FROM IN-CAMERA MEETING

12. ADJOURNMENT

New Westminster Schools

MINUTES OF THE **REGULAR MEETING OF THE NEW WESTMINSTER BOARD OF EDUCATION**
HELD **TUESDAY, APRIL 25, 2017** AT 7:30 P.M.
SCHOOL BOARD OFFICE, 800 ONTARIO STREET

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

Mr. P. Duncan, Superintendent of Schools
Mr. K. Lorenz, Secretary Treasurer
Ms. J. Grant, Associate Superintendent

Ms. B. Basden, Recording Secretary

REGRETS: Ms. J. Campbell, Trustee

Chair Slade-Kerr recognized and acknowledged the Qayqayt First Nations, as well as the Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

Chair Slade-Kerr called for a minute of silence in recognition of the "National Day of Mourning for Workers Killed and Injured on the Job".

1. ADOPTION OF THE AGENDA

Moved and Seconded: **2017-148**

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the April 25, 2017 Regular School Board meeting as amended by deleting 6b)ii Report on Home Learners Program Portable.

Carried Unanimously.

2. APPROVAL OF THE MINUTES

a) Board Meeting Minutes for Approval:

Moved and Seconded: **2017-149**

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the March 28, 2016 Regular Board Meeting and the April 11, 2017 Special Board Meeting, as presented.

Carried Unanimously.

b) Business Arising from the Minutes

There was no business arising from the minutes.

3. VISITORS

Visitors were welcomed and provided the opportunity to address the Board.

Grant Osborne, NWTU President spoke on the impact of the Supreme Court Ruling on Class Size and Composition and extended an invitation to the All Candidates Forum hosted by NWTU and CUPE 409, Thursday, May 4th, at 7:30 pm at New Westminster Secondary School.

On behalf of staff and parents from the Home Learners Program a letter was read aloud to the Board and copies of an information package were distributed.

4. CORRESPONDENCE FOR ACTION

The Board received correspondence from the New Westminster District Parent Advisory Council related to the potential to increase engagement between parents and the New Westminster School Board.

Moved and Seconded: **2017-150**

THAT the Board of Education of School District No. 40 (New Westminster) hold its monthly Education Policy and Planning Committee meetings at New Westminster schools on a rotational basis hosted by the respective school's Parent Advisory Council.

Carried Unanimously.

5. CORRESPONDENCE FOR INFORMATION

The Board received correspondence from the City of New Westminster related to the New Westminster Sanctuary Schools Policy.

6. BOARD COMMITTEE REPORTS

a) Combined Education and Operations Policy & Planning Committee

i. Education Committee Chair Michael Ewen, provided an update from the Education Policy and Planning Committee meeting held April 4, 2017.

ii. Approval of the April 4, 2017 Education Policy and Planning Committee Minutes.

Moved and Seconded: **2017-151**

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the March 7, 2017 Education Policy and Planning Committee as presented.

Carried Unanimously.

b) Operations Policy & Planning Committee

i. Operations Committee Chair James Janzen, provided an update from the Education Policy and Planning Committee meeting held April 11, 2017.

ii. Approval of the April 11, 2017 Operations Policy and Planning Committee Minutes.

Moved and Seconded: **2017-152**

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the April 11, 2017 Operations Policy and Planning Committee as presented.

Carried Unanimously.

iii. Report on Home Learners Program Portable

- this item was deleted from the agenda

iv. Report on AEDs (Automated External Defibrillators)

Superintendent Duncan provided a written report and recommendation on Automated External Defibrillators (AEDs)

Moved and Seconded: **2017-153**

THAT the Board of Education for School District No. 40 (New Westminster) approve the Superintendent's recommendation that the New Westminster School District will purchase AEDs (Automated External Defibrillators) for installation in each of our school and district buildings as soon as practicable; AND THAT, before installation of the AEDs, the District will consult with both the NWTU and CUPE Local 409; AND THAT the New Westminster School District will provide the necessary training required for the correct use of AEDs.

Carried Unanimously.

v. Operating Budget 2017/18

Moved and Seconded: **2017-154**

THAT the Board of Education for School District No. 40 (New Westminster) accept three readings, reconsideration and final adoption of the 2017/18 Operating Budget at the April 25, 2017 Regular Board Meeting.

Carried Unanimously.

Moved and Seconded: **2017-155**

THAT the Board of Education for School District No. 40 (New Westminster) approve first and second reading of the 2017/18 Operating Budget.

Carried Unanimously.

Moved and Seconded: **2017-156**

THAT the Board of Education for School District No. 40 (New Westminster) approve third reading, reconsideration and final adoption of the 2017/18 Operating Budget.

Carried Unanimously.

Superintendent Duncan recognized the hard work of the Finance Department in preparing the 2017/18 Operating Budget.

vi. Board Policy Handbook

Moved and Seconded: **2017-157**

THAT the Board of Education for School District No. 40 (New Westminster) approve in principle the revised Board Policy Handbook, effective April 25, 2017.

Carried Unanimously.

7. REPORTS FROM SENIOR MANAGEMENT

a) Queensborough Busing Report

Secretary Treasurer Lorenz March 28, 2017 Report was presented to the Board for information.

b) Draft 2017/18 School Board/Committee Meeting Schedule

The Board received a draft schedule of Board and Committee meetings for the 2007/18 school year.

Moved and Seconded: **2017-158**

THAT the Board of Education for School District No. 40 (New Westminster) approve the draft Board Meeting Schedule for the 2017/18 school year.

Carried Unanimously.

8. OTHER BUSINESS

a) Audit Committee

Trustee Ewen presented a written report and recommendation on the establishment of a Board Audit Committee.

Moved and Seconded: **2017-159**

THAT the Board of Education for School District No. 40 (New Westminster) direct the Superintendent to report to the May 16, 2017 Operations Policy and Planning Committee on a proposed process, including timelines and composition for the establishment of an Board Audit Committee.

Carried Unanimously.

9. TRUSTEE REPORTS

Trustees spoke to the various meetings and events they attended over the past month.

10. QUESTION PERIOD

Members of the public were provided the opportunity to ask questions of the Board.

11. NOTICE OF MEETINGS

May 02, 2017: Education Policy & Planning Committee, 7:30 pm
May 16, 2017: Operations Policy & Planning Committee, 7:30 pm
May 23, 2017: Special Board Meeting re Mission, Vision & Values, 6:30 pm
May 30, 2017: School Board Meeting, 7:30 pm

12. REPORTING OUT FROM IN-CAMERA MEETING

The Board reported out their decision from the In-Camera Board meeting to retain Dr. Leroy Sloan to facilitate the process of Superintendent Evaluation.

13. ADJOURNMENT

The meeting be adjourned at 8:30 pm

Chairperson

Secretary Treasurer

New Westminster Schools

MINUTES OF THE **NEW WESTMINSTER BOARD OF EDUCATION**
EDUCATION POLICY & PLANNING COMMITTEE
HELD **TUESDAY, May 2, 2017** AT 7:30 P.M.
SCHOOL BOARD OFFICE, 811 ONTARIO STREET, NEW WESTMINSTER

PRESENT: Mr. M. Ewen, Committee Chair
Ms. J. Campbell, Trustee
Mr. C. Cook, Trustee
Mr. J. Janzen, Trustee
Ms. K. Slade-Kerr, Board Chair
Ms. J. Grant, Associate Superintendent
Mr. K. Lorenz, Secretary Treasurer
Ms. M Naser, Director of Instruction, Learning & Innovation
Ms. P. Samra, Recording Secretary

Regrets: Ms. M. Lalji, Trustee, Mr. M. Gifford, Trustee, Mr. P. Duncan, Superintendent of Schools

1. ADOPTION OF THE AGENDA

Moved and Seconded:

THAT the agenda for the May 2, 2017 Open Education Policy and Planning Committee meeting be adopted as presented.

Carried Unanimously.

2. PRESENTATION

a) NWSS Leadership Students: Canadian Blood Service Drive

The Student Leadership Council of New Westminster Secondary School presented information on the next blood drive taking place on Thursday May 25, 2017.

3. REPORTS FROM SENIOR MANAGEMENT

a) Early Literacy

Director of Instruction, Learning & Innovation, Maryam Naser, shared an update on early literacy initiatives in the school district.

b) Website Update

Communications Coordinator, Holly Nathan, updated the Board on the district and school websites.

4. ADJOURNMENT

The meeting adjourned at 9:15 PM.

New Westminster Schools

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. P. Duncan, Superintendent of Schools
Mr. C. Cook, Trustee	Mr. K. Lorenz, Secretary Treasurer
Mr. M. Ewen, Trustee	Ms. J. Grant, Associate Superintendent
Mr. M. Gifford, Board Vice Chair	Mr. C. Nicolson, Director of Instruction
Mr. J. Janzen, Committee Chair	Ms. M. Naser, Direction of Instruction
Ms. M. Lalji, Trustee	Ms. B. Scott, District Administrator
Ms. K. Slade-Kerr, Board Chair	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
Parks & Recreation	Janet Grant
Restorative Justice	Janet Grant
Youth Advisory	Chris Nicolson

4. GENERAL ANNOUNCEMENTS

A Special Board Meeting to continue the process of establishing the District's Strategic Directions is scheduled for May 23rd at 6:30 pm.

5. ADJOURNMENT

The meeting adjourned at 9:05 p.m.

NEW WESTMINSTER SANCTUARY SCHOOLS POLICY

The New Westminster Board of Education takes pride in its commitment to providing a safe and welcoming environment for all children and families who are ordinarily resident in New Westminster, including those with precarious immigration status or no immigration status.

1. OBJECTIVE

To uphold the Board's commitment to providing a safe and welcoming environment for all students who are ordinarily resident in New Westminster including those with precarious immigration status or no immigration status.

2. POLICY

2.1. All school age children who are ordinarily residents in the school district, including those with precarious immigration status or no immigration status in Canada, are entitled to admission in school.

2.2. The personal information of enrolled students or their families shall not be shared with federal immigration authorities unless required by law.

2.3. The Board shall not permit Canada Border Services Agency (CBSA) officials or immigration authorities to enter schools or Board facilities unless required by law.

2.4. All public school employees and volunteers shall be informed of this policy, and it will be communicated to requisite stakeholders including immigrant communities.

3. SPECIFIC DIRECTIVES

The Board will implement communication protocols and admission procedures in accordance with these requirements.

3.1. This policy and relevant provisions of the School Act will be communicated annually to all school administrators, school office staff, and school teachers. Such materials will also be prominently displayed in school offices, admissions offices and on the Board's website.

3.2. The Board will provide orientation and training for all staff regarding the policy in order to promote expertise and sensitivity regarding the needs of students without immigration status in Canada.

3.3. A thorough communications plan will be developed to share this information in immigrant communities.

3.4. The appropriate instructions for staff and public information materials concerning admission procedures will be revised to reflect the above policy. Such revisions will also be included in all training and orientation programs for staff and community agencies who have responsibilities in this area.

3.5. All student registration forms, including electronic databases, which refer to immigration status in Canada, will be deemed strictly confidential.

3.6. All student registration forms, including electronic databases, will provide clearly stated options for any family which does not wish to share proof of immigration status as a means of establishing that they are ordinarily resident in New Westminster.

3.7. Where there is a need to verify a student's name, home address, or date of arrival in Canada, and where the usual supporting documentation is not available, the Board and schools will accept combination of tenancy agreements, utility bills and/or letters from lawyers, medical doctors, religious and community leaders and others confirming their personal knowledge that the student is ordinarily resident in the school district.

3.8. Schools will continue to comply with current Ministry of Education requirements in the case of students for whom ELL funding claims are made, but will not disseminate students' personal information.

3.9. An independent or third-party based complaints mechanism will be set up to hear from families who have been denied admission based on immigration status and appropriate accountability measures developed to ensure that no child is turned away.

3.10. There will be an annual review of the implementation of these policies by Board of Education, which includes input from community organizations and stakeholder groups represented in the development of this policy.

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Merchant Number 200 021691204

TD Canada Trust
Corporate Resolution

Resolution of the Directors of SCHOOL DISTRICT NO. 40 NEW WESTMINSTER (the Corporation)
carrying on business under the name of SCHOOL DISTRICT NO. 40 NEW WESTMINSTER (the Business Name)

Whereas it is in the interest of the Corporation to enter into arrangements for the provision of financial products and/or services with The Toronto-Dominion Bank, TD Mortgage Corporation, TD Pacific Mortgage Corporation and The Canada Trust Company (collectively, the "Bank"), therefore;

Be it resolved that:

1. The Corporation may from time to time:
   (a) open, maintain and operate one or more accounts with the Bank and do all things in relation thereto;
   (b) borrow money or otherwise obtain credit from the Bank in such amounts and on such terms as may be deemed appropriate, by loans, advances, overdrafts, financial leases or otherwise;
   (c) mortgage, hypothecate, charge, pledge, assign, convey, transfer or otherwise grant a security interest in any or all of the property, real and personal, immovable and moveable, undertaking and rights of the Corporation, present and future, to secure the payment and performance of any or all of the present and future indebtedness, liabilities and obligations of the Corporation to the Bank;
   (d) enter into further arrangements for the provision of financial products and/or services with the Bank;
   (e) guarantee the obligations of any third party to the Bank either with or without security; and
   (f) do all such acts and things and execute and deliver any and all agreements or other instruments as deemed necessary by the Bank to give full effect to this resolution.
2. In accordance with any restrictions set out below, the persons holding the offices listed below from time to time are authorized for and on behalf of the Corporation to:
   (a) execute and deliver all of the documents and instruments contemplated by this resolution;
   (b) give the Bank instructions in connection with any of the foregoing;
   (c) conduct all aspects of the Corporation's banking relationship with the Bank;
   (d) further delegate the authority granted hereunder to such person or persons as the authorized signing officer(s) may select at any time and from time to time; and
   (e) appoint, add, remove and/or replace signing officers (including appointing specific signing officers in respect of specified accounts) and to establish and change the Signing Officer Requirements/Restrictions from time to time on prior written notice to the Bank.

   The Bank is entitled to rely on such documents, instruments, instructions and transactions as duly and validly authorized and binding on the Corporation including, without limitation, any documents, instruments, instructions and transactions made, drawn, accepted, endorsed or signed by any delegate(s). The Bank does not need to make any further inquiry into the authority of the authorized signing officers or delegates to bind the Corporation.

Signing Officers (Identify by title and not by name)	**The persons holding the corresponding offices, as of the date hereof, are:**
Title: SECRETARY TREASURER	Name: KEVIN LORENZ
Title: CHAIR	Name: KELLY SLADE-KERR
Title: ASSISTANT SECRETARY TREASURER	Name: JAMES POCHER
Title:	Name:
Title:	Name:
Title:	Name:

Any titled officer or signing officer of the Corporation is authorized to certify to the Bank the names of those persons who are holders from time to time of the positions authorized as signing officers, and such certification, when received by the Bank, shall be binding on the Corporation.

Signing Officer Requirements/Restrictions

Record the signing requirements, using titles only and not names, e.g. "any one to sign", "the President to sign alone", the President and the Secretary to sign together.

ANY ONE TO SIGN

Certified a true copy of a Resolution duly passed by the Board of Directors of the Corporation and that this Resolution is now in full force and effect and unamended.

Dated this ______ day of ____________________, 20___

X______________________________
Name: KEVIN LORENZ

X______________________________
Name: KELLY SLADE-KERR

Note: This form must be signed by the Corporation's titled officer(s), e.g. President, Secretary, Treasurer, Vice-President or signing officer(s) of the Corporation.

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