



**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
Combined Education & Operations
Policy and Planning Committees**

Tuesday, November 13, 2018 – 7:30 pm

School Board Office

Location: 811 Ontario Street, New Westminister

AGENDA

**The New Westminister 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.**

Item	Action	Info	Presenter	Attachment
1. Approval of the Agenda	X		M. Gifford	
2. Correspondence				
a. Letter re 647 Ewen Avenue, November 2, 2018		X	M. Gifford	P. 1
b. Invitation – PowerPlay Young Entrepreneurs, November 2, 2018		X	M. Gifford	P. 3
3. Reports from Senior Management				
a. Career Programs Report		X	Q. Gamblen & Iain Lancaster	P. 5
b. Capital Project Updates:				
i. New Westminister Secondary School (NWSS)		X	D. Crowe G. Lachmuth	P. 6
ii. Lord Tweedsmuir Elementary School		X	D. Stiglich	
c. Operations Update		X	K. Morris	P. 10
d. Revised Administrative Procedure 520 – Fundraising Activities and Sponsorship in District Facilities		X	K. Morris	P. 13
e. October 2018 Non-Replacement Data (Staffing) and Educational Assistants Absence Coverage		X	R. Weston	P. 21
f. Expanding Child Care Options for Families		X	K. Hachlaf	
4. General Announcements				
5. New Business				
a. 2019-2020 Budget Process	X		K. Morris	P. 22
Recommendation: THAT the Board of Education of School District No. 40 approve the 2019-2020 Budget Process as presented.				
b. Neighbourhood Learning Centres (NLC)		X	K. Morris	

Item	Action	Info	Presenter	Attachment
5. New Business (Cont'd)				
c. Class Size Report		X	M. Naser	
d. T̓silhqot'in Nation Correspondence – October 18, 2018		X	Chair	P. 23
e. Traffic Safety – Queensborough		X	M. Lalji	P. 24

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the formation of a Task Force that, at minimum, would include:

*** Queen Elizabeth Elementary School PAC President**

*** Queensborough Middle School PAC President**

*** one School Trustee**

*** one City Councillor**

*** one NWPD representative**

*** one City Engineering representative**

...and any other stakeholder deemed relevant to the process

To address the safety of all pedestrians, especially our school-age youth, and improve road conditions and signage for cyclists and motorists as well, the objective of the Task Force would include but not be limited to:

1) the creation of two fully lighted crosswalks on Ewen Avenue (where the students currently cross)

2) the assignment of a crossing guard at the newly created crosswalks at Queen Elizabeth Elementary and Queensborough Middle School.

6. Adjournment

November 2, 2018

File: HER00668

The Board of Education of School District 40 (New Westminster)
811 Ontario Street,
New Westminster, BC V3M 0J7

To the Board:

Dear Residents' Association:

Re: 647 Ewen Avenue, New Westminster, BC

An application has been received regarding the property at 647 Ewen Avenue (*shown hatched on the sketch plan attached*). This application would allow the development of five townhouse units on the property. Two units would be located within the existing Slovak Hall building. Three units are proposed in a new addition at the rear of the hall, facing onto Wood Street. The development would be permitted through a Heritage Revitalization Agreement which would allow the five units, an encroachment onto City property to accommodate heritage stairs and a porch, and zoning relaxations for height, site coverage, setbacks, and visitor parking. Through the Agreement, the exterior of the Slovak Hall would be restored, and the building would be legally protected with a Heritage Designation Bylaw.

It is the policy of the Advisory Planning Commission to notify relevant stakeholders of a site proposed for Planning regulation change. Your opinion on this matter would be appreciated.

How to submit your views:

In Person: At the Advisory Planning Commission meeting on Tuesday, November 20, 2018 at 6:30 p.m., in City Hall Council Chambers.

In Writing: To ensure your correspondence can be included, all written submissions should be received the Friday prior to the meeting. Correspondence should be addressed to the Advisory Planning Commission and can be submitted to:

Email: plnpost@newwestcity.ca

Or

Mail: Advisory Planning Commission
c/o Development Services – Planning Division
511 Royal Avenue, New Westminster, BC V3L 1H9

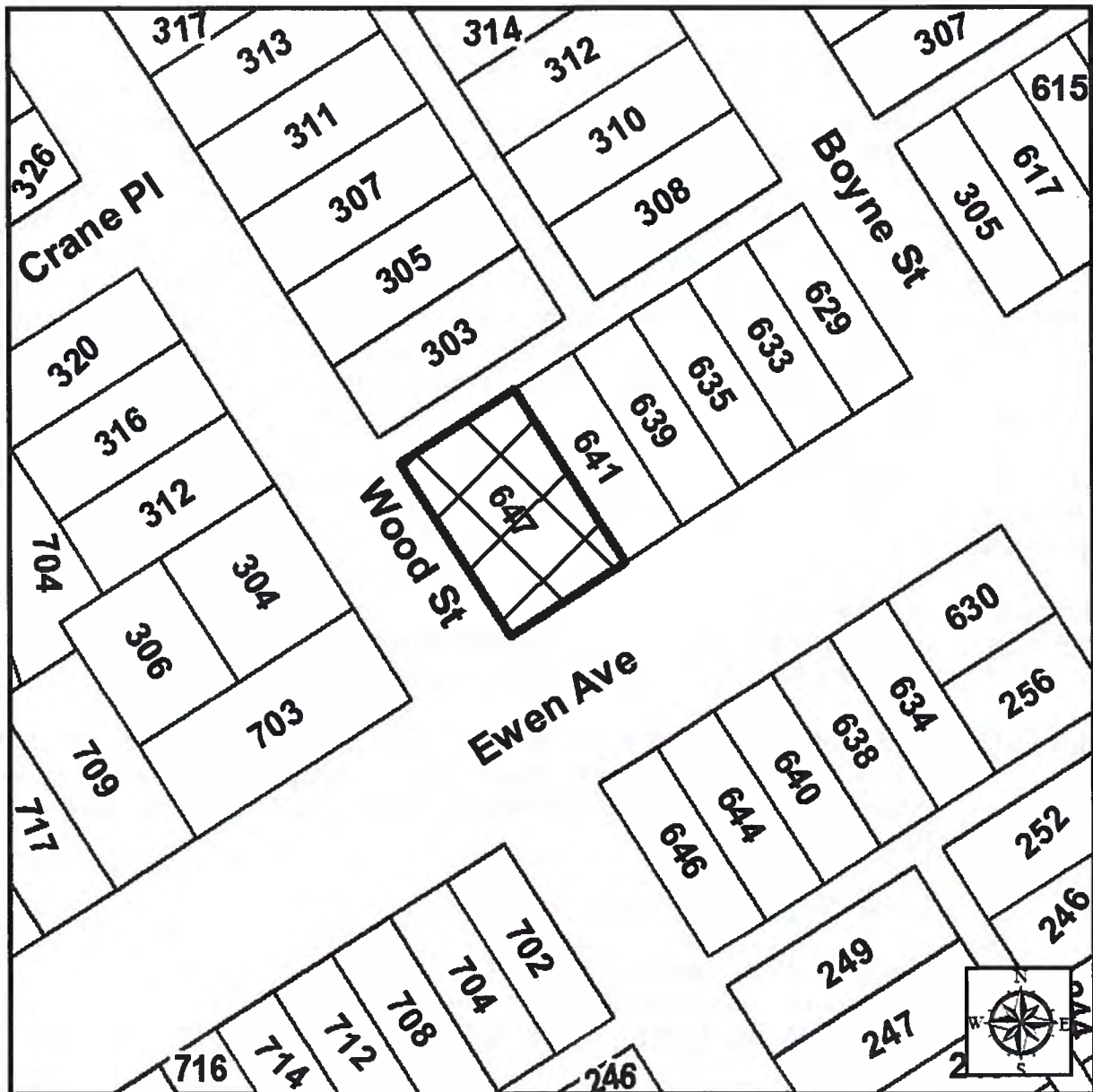
Questions:

November 2, 2018

File: HER00668

If you would like further information on this proposal, please consider attending the upcoming meeting or contacting the Planning Division (plnpost@newwestcity.ca or 604-527-4532).

To learn more about the Advisory Planning Commission, please visit <https://www.newwestcity.ca/committees/articles/4905.php>.



From: [Bill Roche](#)
To: [Board of Education](#)
Subject: Invitation to Mindset Matters Screening and Community Dialogue Event - Dec. 4th
Date: Friday, November 2, 2018 3:08:07 PM
Attachments: [Vancouver Invite.pdf](#)

Hello Trustees,

We are excited to invite you to the first official Vancouver screening of Mindset Matters: Empowering Youth Through Entrepreneurial Thinking. It will be held on December 4th at the SFU Goldcorp Centre for the Arts.

A recent study shows that 85% of jobs that will exist in 2030 have not been invented yet. Regardless of their career path, young people today need to have an entrepreneurial mindset in order to thrive in this rapidly changing world.

We created this film because we believe that an entrepreneurial mindset can be taught and can benefit all children. Our goal is to start a community dialogue that addresses the future of work and its influence on education.

We hope you can join us. Please see the attached invitation for more information about the event and to RSVP. You are also welcome to share it with your colleagues that may be interested.

Bill

PowerPlay Young Entrepreneurs

604.538.0816 or 1.888.880.0816

bill@powerplay4success.com

www.powerplay4success.com

"We need to be able to have people who look at problems and say, okay, what is a really
**OUT-OF-THE-BOX,
creative,
innovative**
and maybe never seen before way of dealing with that problem."



ANTONIO VENDRAMIN
EDUCATOR

YOU ARE INVITED TO A SCREENING OF

MINDSET MATTERS

EMPOWERING YOUTH THROUGH ENTREPRENEURIAL THINKING

WHAT	Community Dialogue Event
WHEN	December 4, 2018
WHERE	Goldcorp Centre for the Arts 149 W Hastings St, Vancouver Use Cordova entrance due to renovations
TIME	5:15PM – Doors Open 6:00PM – Screening 7:00PM – Panel Discussion 7:30PM – Refreshments

Mindset Matters is a 45-minute documentary film that captures the stories of four students as they participate in *PowerPlay Young Entrepreneurs*, a dynamic experiential learning program. Students Josh, Emma, Muhamet and Abel are all tasked with creating their own business ventures. They must take charge of their learning, make their own decisions and are free to make mistakes.

A recent study states that 85% of jobs that will exist by the year 2030 have not been invented yet. To flourish in tomorrow's economy, students need to learn entrepreneurial skills including problem-solving, creativity, critical thinking and social responsibility.

[WATCH TRAILER](#)

[RSVP HERE](#)

You are welcome to share this invitation with colleagues, family and friends. We want to come together as a community to celebrate a new age of learning for young people.

 **Charles & Eve
Chang Foundation**

DR. SARAH LUBIK
DIRECTOR OF ENTREPRENEURSHIP, SFU

"Today we're going to create an
army of innovators."



Supplement to: **COMBINED EDUCATION AND OPERATIONS POLICY & PLANNING COMMITTEE**

Date: November 13, 2018

Submitted by: Iain Lancaster – District Vice Principal, Programs and Planning

Item: **Requiring Action** Yes ☐ No ☒ **For Information** ☒

Subject: Information about the District Career Education Programs and the Tie-in with Applied Design, Skills and Technologies (ADST)

Background:

School District No. 40 runs a number of Career Education Programs, in conjunction with local colleges and local trade associations, to get students into trades related career paths.

Starting with Skills Exploration courses in grade 10 and moving onto “Trades in Training” and “Work in Trades” programs in high school, students can begin apprenticeship work toward becoming red seal certified in Plumbing, Cooking and Carpentry.

Along with Ministry funds, additional funding comes from the Industry Training Authority (ITA), which is a BIG supporter of these programs.

The Ministry of Education is emphasizing ADST in the new curriculum. This emphasis ties-in very nicely with getting students more interested in doing “hands-on” design and building work, which will hopefully translate into more students taking advantage of this fabulous opportunity as they approach the end of the secondary school years.

Two current students, **Destiny Howard** and **Jack Foster**, will be addressing the board about their positive experience in the Plumbing Apprenticeship Program.

1. Project Summary

The existing school facility is approximately 68 years old and it has reached the end of its useful life as well as being classified as H1 high seismic risk. The existing school facility is built on an area that has history of burial usage.

The project consists of design and construction of a 19,837m² replacement facility on the existing SD owned property, decommissioning of the existing school, and restoration of the site with appropriate memorialization.

2. Project Structure

The Project Team are identified in Appendix 1.

3. Scope

The new school will accommodate more than 1,900 students with 76 teaching units and an allowable school area of 16,390m², plus Neighbourhood Learning Centre (NLC) space of 2,802m², and a SD Maintenance/IT facility of 645m², for a total gross area of 19,837m² per the CPFA.

There may be sufficient site area to accommodate two playfields and the Maintenance/IT facility is proposed as a stand-alone facility separate from the new school building.

4. Schedule

The following Table 1 sets out target milestone dates.

Table 1 – Tentative Timetable for Key Milestones

Milestone/Deliverable	Target Dates	Revised
RFQ issued	November 24, 2016	-/-
RFP issued	Early March 2017	Late March 2017
Technical submissions	July 2017	September 25, 2017
Financial submissions	August 2017	November 1, 2017
Contract award	September 2017	December 2017
Occupancy	September 2019	September 2020
Demo + Memorialization	September 2020	-/-

5. Budget

Contract expenditures to date total to an aggregate value of \$18,100,000 – On Budget

6. Communications

a) General

- Teachers and Department Heads have been consulted on classroom requirements
- Community consultation – Phase 2 Community Consultation – Complete.
- Ongoing communications with adjacent stakeholders (one-on-one) and surrounding community by door-to-door flyers (as required) and web updates.

7. Procurement

- Completed

8. Work Completed or Underway

Over the course of October,

- **Civil works:**
 - New separated storm/sanitary sewer lines installed on 6th Street and across front of new school (east/west).
 - New water line (upsizing from 150 – 200 mm) installed with new fire hydrant – transition to new water line (including to existing school) will take place in next several days.
 - No archeological/environmental issues.
- **Foundation/Seismic Readiness:**
 - Work has continued with the drilling and installation of the last 4 Soil Anchors – a total of 248 will be installed.
- **Footings:**
 - Graham Design-Builders, has been making steady progress with concrete footings throughout the North and East wings.
- **Above Ground:**
 - Moving above ground, the elevator shaft and Shear Walls are underway. (Shear Wall is a structural member used to resist lateral forces. Shear walls provide large strength and stiffness to buildings, which significantly reduces lateral sway of the building).
- **Structural Back-fill** (sands and gravel) is following the footings.
- Project Team reviewing **90% Design Submission** from Graham Design-Builders

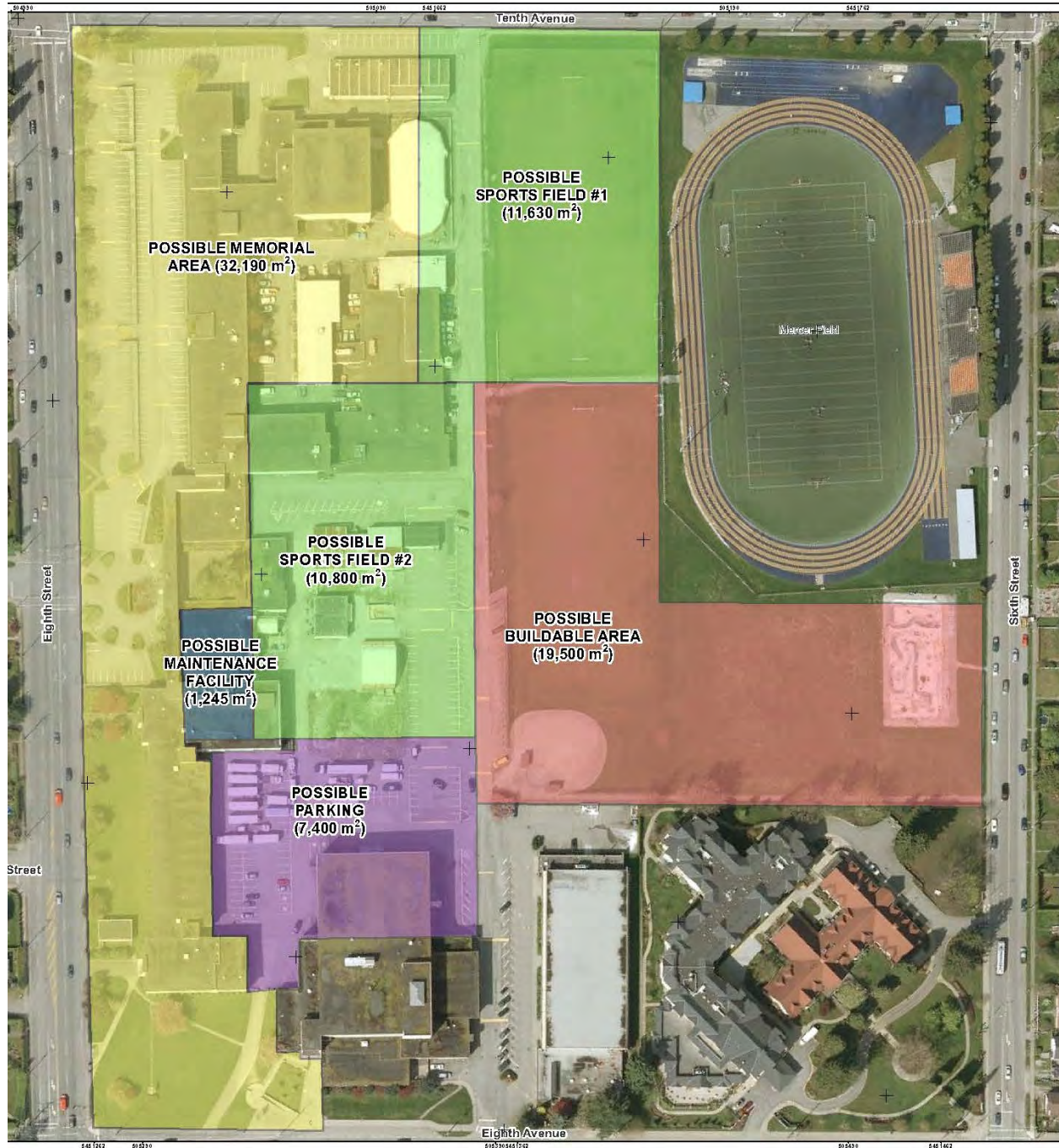
Looking into November:

- Completing the **footings**
- Running/installing the under-slab **service mains**
- Installing temporary **access roads**
- Erecting the **structural steel** commences – 3rd week of November. Building starts to take shape!
- **100% Design submission** – due to the Project Team by November 23rd – do not anticipate any significant changes/revisions at this stage.

Notes:

- **On-time...On budget.**
- **No changes to “Risk Summary”** – all items are “Low Risk”.
- **Work hours for Graham Design-Builders - Monday to Friday from 7:00 a.m. to 5 p.m.**
- **Traffic/Pedestrian/Cycling movements through and around worksite on Municipal streets are operating effectively and safely.**

Figure 1 – Anticipated Location of Major Site Uses (January 2017)



Appendix 1 – Project Team

- **School District #40**
 - o Karim Hachlaf, Superintendent
 - o Kim Morris, Secretary-Treasurer
 - o John Tyler, NWSS Principal
 - o Dave Crowe, Director, Capital Projects
 - o Grant Lachmuth (Black Wolf Consulting Inc.), Project Officer

Capital Projects, Operations and Planning

Lord Tweedsmuir Elementary

The seismic project continues with the addition of five portables and wash cart to house students while their classrooms are being upgraded. Four classrooms were moved to the portables on October 1 2018 to allow construction inside the school in the vacated classrooms. The seismic work for the gym is 100% completed and staff and students are now able to occupy the gym as usual.



The daycare renovation is underway also should be completed by Dec. 14, 2018. The lower four classrooms near the undercover play area will be completed and given back to the school Nov. 26, 2018, at which time four more classrooms will cycle out to the portables. The job is going great and stellar teamwork is happening between the general contractor Unitech and SD40 staff. Thanks to students, staff and parents for patience during construction.

Mechanical has also started with the installation of new piping and pumps completed, and the new air handlers and controls to each classrooms underway. Mechanical has been funded with \$650,000 School Enhancement Project (SEP) funding and \$300,000 Annual Facilities Grant (AFG) funding.

Richard McBride Elementary

The replacement project architectural services contract has been awarded. Staff, parents and community can look forward to next steps consultation meetings in coming months.

All Other Projects

- New Westminster Secondary School
See meeting agenda item.

- École Qayqayt Elementary School

Habitat Systems has commenced work on the playground project with estimated completion date within two weeks, weather permitting.

- Glenbrook Middle School

Boiler upgrade project is complete. The project was funded from \$250,000 2018-2019 Carbon Neutral Program (CNP) funding and no Annual Facilities Grant (AFG) funding was required for the project.

- Connaught Heights Elementary

Air handlers, all new piping and controls, and new classrooms' flooring projects are 100% complete.

- All Sites

Ministry of Education contracted facility auditors arrive November 13th for two weeks. The purpose is to update facility condition for VFA and Capital Asset Management System (CAMS). The facility condition generally outlines the current state of buildings in the province and provides updated future deferred maintenance costs for capital planning. Audits generally occur in every district on a 5 year cycle.

Schools were utilized as polling stations throughout SD40 for the October 20, 2018 municipal and school board elections. City Clerk for the City of New Westminster relayed appreciation for the Operations Department on election day:

"I want extend a thank you to your facilities department and your custodians. They all without fail provided generous help to my election staff in setting up and opening the doors on time. This greatly reduced the stress and to Mark the custodial manager who came out and assisted at Connaught Heights." Jacque Killawee

Staffs continue to work on planning for the future projects. We are ready to proceed with the top priority items in our capital plan. However, we do not expect significant new funding announcements from the ministry until a new provincial budget is tabled in the spring.

Ministry & Other Submissions: October – November 2018

Submitted to:	Description	Date
Ministry of Education	September 30, 2018 Quarterly Financial Statement (GRE)	October 10, 2018
Ministry of Education	2018-2019 Classroom Enhancement Fund Spending Plan Update	October 22, 2018
CCRA/Revenue Canada	2017-2018 Charities Return	October 22, 2018
Ministry of Education	Nominal Capacity Update – Phase I	November 1, 2018
BCPSEA & Min of Ed	EDAS Data Quarter 1 / Form 2003 Educator Salaries	November 1, 2018
Ministry of Education	Form 1530 (Staffing by Function / Program)	November 8, 2018

Other

Audit Services

Request for proposal posted to BC Bid November 5, 2018 for external financial statement audit services for 2018-2019, 2019-2020 and 2020-2021. Closing date is November 21 with intent to bring recommendation to November 27 Board meeting.

Business Re-Engineering

- Document Management

A digital archiving/filing solution for accounts payable, personnel files, and Board agendas and minutes, is currently being researched. As the construction of NWSS continues with anticipated limited physical storage space in the new building, records storage solutions will need to be addressed as well, thus expanding the scope of the project. Along with the digitizing of records, we note a lease expiry date of December 2018 on approximately one third of our multi-function devices (combined scanner/photocopier/network printer machines), with most of the remainder expiring in June 2020. This may further expand the scope of a document management and electronic workflow system by combining the need for MFD fleet renewal, a digital archiving solution, and a means to make paperless future business processes for space, efficiency and security reasons. The tech department and finance will work on a recommendation for future consideration in December or January.

- Process Change – Purchasing and Accounts Payable

After lengthy consultation with Board office staff, Principals and Vice-Principals and School Clerical staff, new purchasing and payment procedures, and revised administrative procedures were finalized in September 2018. Essentially new procedures standardized processes to promote the use of purchasing cards, reduce the number of purchase orders and cheques/EFT's issued and to improve overall service delivery to schools by streamlining the flow of goods and services to schools'/sites' staff and ultimately students.

To monitor progress, initial benchmarking indicates the following:

1. Number of cheques issued under \$500 compared to the same period last year:
24% Decrease
2. Number of EFT's issued under \$500 compared to the same period last year:
31% Decrease
3. Turnaround time from requisition (school requesting goods or services) to purchase order (order being placed with supplier):
 - o May-August 2018: 10-14 days average
 - o September to October 2018: 2-5 days average
4. Purchasing card program expenditures compared to same period last year:
17% Increase

- School Account Handbook

Again, after a September consultation period, the School Account Handbook was finalized on October 4, 2018 with all procedures in effect immediately. The handbook, including internal audit program, sets out the procedures by which a school may run its internal bank account(s), or the 'school account'. The internal audit program allows school administration and clerical staff to know what kind of information is subject to the internal audit, and what to prepare.

To date, New Westminster Secondary school is in the midst of an interim internal audit, which will conclude on November 14, 2018. With \$1.16 million total cash balances in all New Westminster schools as stated on the 2017-2018 audited financial statements, school accounts contribute significantly to the revenues and expenses in SD40 and require monitoring throughout the year.

FUNDRAISING ACTIVITIES AND SPONSORSHIP IN DISTRICT FACILITIES

Background

The District recognizes that schools and the District often require additional funds, which are not provided by the District or Ministry of Education to enrich student programs and activities and District facilities and grounds. The District takes the position that the basic instructional materials and resources required to provide the prescribed curriculum of instruction are to be provided by government revenues, and are not to be dependent upon District or school staff, or parents' advisory councils' fundraising activities or sponsorships. And, that furthermore, fundraising or sponsorship proceeds shall not be utilized for the hiring of staff or the provision of student programs and activities which constitute a significant ongoing component of an instructional program.

The District also recognizes that District Neighbourhood Learning Centres (NLCs) cannot utilize Ministry of Education funds to operate, so will need to utilize a broad range of fundraising strategies, including sponsorship from business, to sustain their operations.

The District supports appropriate fundraising activities by schools, parents' advisory councils and District staff, which are designed to enhance educational programs and activities, and support Community School programming, & the development and operations of District NLCs.

The District acknowledges the business community's interest in, and support of, the District and encourages viable and mutually satisfying partnerships between schools and businesses.

Some requests by individuals, businesses, non-profit groups and charities for access to District facilities and students are reasonable and contribute not only to the learning environment, but also identified neighbourhood needs.

The District also acknowledges that District facilities and students may be viewed as potential clients by businesses, non-profit groups and charities, and that it is their responsibility to provide a safe and secure environment for students, and to respect the privacy of parents and students with respect to how these individuals and/or organizations access them.

The objectives behind this fundraising and sponsorship Administrative Procedure is to ensure that:

- The proceeds of fundraising are primarily directed to those items and expenditures that are not supplied by the Ministry of Education or the District and that when resources are augmented, any major inequities from school to school are redressed;
- The school's parents' advisory council is involved in the process of planning and allocating monies raised from school fundraising activities;

- Funds raised are expended in accordance with the purposes stated and that those involved in the fundraising are informed of how the funds are to be expended;
- Funds raised in the name of the school and for the benefit of the school community, are managed in accordance with administrative procedures regarding the appropriate accountability and management of public funds;
- Funds secured through fundraising and/or sponsorships support schools, Community School programming or NLC programming and operations meet eligibility guidelines;
- There are guidelines in place with respect to advertising and the recognition of funds or in-kind donations secured through fundraising activities and/or sponsorships; and,
- All donors and sponsors, regardless of the size of donation or sponsorship, are made aware that their participation is appreciated and are recognized in a fitting manner.

Procedures

The following fundraising and sponsorship procedures apply to all District facilities, and groups associated or identified with schools and Neighbourhood Learning Centres such as Community Schools, parents' advisory councils, NLC Advisory Committees, student exchange support groups, and extra-curricular student activities.

These procedures do not apply to scholarships or bursaries.

1. School-based Activities and Events

- 1.1 Fundraising activities and events are to be jointly planned by the school and its parents' advisory council and have clearly-stated purposes for the use of the funds raised and a jointly developed school-based process to allocate the funds.
- 1.2 The District prefers the type of fund-raising activities that involve students, staff and parents in optional community-oriented activities such as fun fairs, garage sales, car washes, which are intended to bring the community together.
- 1.3 The use of "thons" such as spell-a-thons, read-a-thons and math-a-thons are to be utilized for fundraising only when the rationale and nature of the activity are developmental, constructive, and can be justified in an educational context.
- 1.4 Competitive sales campaigns which use financial or material incentives, which place pressure on student sellers are not to be used. This does not apply, however, to school-based activities such as Jump Rope for Heart, which uses material incentives to encourage participation.
- 1.5 With the permission of the Principal, schools are permitted to hold parent initiated sales events that raise funds for the school; e.g. Christmas Craft Fairs, etc.
- 1.6 Attention to safety considerations, appropriate identification materials, and orientation of the students to courteous and positive community relations is encouraged.
- 1.7 Products and goods sold by schools as part of a fundraising program are to meet reasonable standards of quality, "value for money", and food and nutrition procedures outlined in Administrative Procedure 164 - Food and Nutrition.

- 1.8 The District shall be advised of all fundraising activities, which fall under provincial licensing authority such as bingos, casinos and lotteries taking place. In these instances, the event must be:
 - 1.8.1 Operated by the school, or parents' advisory council;
 - 1.8.2 Have the support of the parents' advisory council; and,
 - 1.8.3 Have all funds raised from the activity allocated by a school-based process to specific projects or activities.
2. District Community Schools and Neighbourhood Learning Centres (NLCs) Activities and Events
 - 2.1 Fundraising activities and events developed by District Community Schools Coordinators shall have the prior approval of the Superintendent or designate, and have clearly- stated purposes for the use of the funds raised, and a plan to allocate the funds.
 - 2.2 The District shall be advised of all fundraising activities, which fall under provincial licensing authority such as bingos, casinos and lotteries taking place. Activities must have the prior approval of the Superintendent or designate, and have clearly-stated purposes for the use of the funds raised, and a plan to allocate the funds.
 - 2.3 The serving of alcohol is not normally to be part of any fund-raising activity or event held in a District facility. However, the serving of alcohol at fundraising and other events in District Neighbourhood Learning Centres (NLCs) may be permitted. In this instance, a request can be made to the Secretary-Treasurer or designate for approval.
 - 2.3.1 The approval would require the use group to:
 - 2.3.1.1 Book the facility in accordance with District procedures;
 - 2.3.1.2 Agree to enforce all restrictions expressed and implied by the *British Columbia Government Liquor Act* and provide proof that a Temporary Provincial Liquor License has been obtained;
 - 2.3.1.3 Provide a copy of their Insurance Certificate indicating that they have independent liability insurance in the amount of \$2,000,000. (two million dollars);
 - 2.3.1.4 Provide verification that there is a demonstrated plan in place for the security and control of the function with a named person responsible, and make arrangements to pay the District for additional security if required;
 - 2.3.1.5 Apply, in writing, a minimum of thirty (30) days in advance of the proposed function date; and,
 - 2.3.1.6 Agree to these and other facility use terms including additional custodial costs when required.

3. Sponsorship
 - 3.1 Sponsors connected to the District shall be appropriate to, and consistent with, the mandate of the Board.
 - 3.2 All sponsorship relationships shall conform to the same standard of legal, ethical and business criteria as required by the District.
 - 3.3 For-profit organizations or businesses are eligible to pursue sponsorship opportunities in District facilities with the following exceptions:
 - 3.3.1 Businesses or activities, which, at the discretion of the District contradict its mandate or the healthy development of children, youth and families;
 - 3.3.2 Businesses that promote consumption of alcohol, smoking, or other related unhealthy products or activities;
 - 3.3.3 Organizations, clubs or businesses that promote racism, hate, violence, censorship, crime or other unethical or generally unacceptable pursuits;
 - 3.3.4 Businesses supporting
 - 3.3.4.1 Adult entertainment;
 - 3.3.4.2 The sex trade;
 - 3.3.4.3 Gambling; and
 - 3.3.5 Political organizations or candidates.
 - 3.4 Sponsorship and/or advertising shall not permit financial gain to District employees, students or parents.
 - 3.5 Sponsorship requests will be handled on an individual basis with all the financial details developed by District staff.
 - 3.6 Sponsorships will have a maximum term of one year, and can be renewed.
 - 3.7 Where a proposed sponsorship involves the use of District property and/or facilities, or has the potential to require District resources, the proposal shall be referred to the Superintendent or designate at the earliest possible stage.
 - 3.8 All sponsorship agreements must be in written form and clearly:
 - 3.8.1 Indicate the term of the sponsorship agreement;
 - 3.8.2 State the goals, objectives and benefits of the relationship;
 - 3.8.3 Outline the roles and responsibilities of all parties (i.e. students, teachers, parents, schools, District staff, the District, sponsors, etc.);
 - 3.8.4 Indicate what the sponsor is contributing and the value of that contribution;
 - 3.8.5 Indicate what resources will be provided by all parties; and,
 - 3.8.6 Outline the forms of recognition the District is making available to the sponsor in return.
 - 3.9 All sponsorship agreements will be signed by appropriate representatives from the District and the sponsoring organization or business, and will be available to the public upon request under the terms of the *Freedom of Information and Protection of Privacy Act*.

- 3.10 All sponsorship agreements will be retained by the signing parties and filed with the Superintendent or designate.
 - 3.11 The Superintendent, or designate, reserves the right at any time to review the terms of any sponsorship, and if deemed appropriate, require that the terms be reviewed or the agreement terminated.
4. Sponsor and Donor Recognition
- 4.1 The District does not offer naming of its programs or facilities after corporations or individuals who have made large donations as a form of recognition. Facilities are named in accordance with the criteria and procedures outlined in Administrative Procedure 541 - Naming New Schools.
 - 4.2 Sponsors and Donors may be recognized in a dignified appropriate manner in the following ways:
 - 4.2.2 On program promotional materials and press releases.
 - 4.2.3 In school newsletters and at school events and assemblies.
 - 4.2.4 In District social media and on the District website.
 - 4.2.5 On plaques, pictures or other notices at District schools, the District Office, or in Neighbourhood Learning Centres.
 - 4.2.6 On plaques, pictures or other notices at the sponsor/donor's place of business.
 - 4.2.7 A letter to the sponsor/donor from the Principal, the District, District Staff, the Board or parents' advisory council.
 - 4.2.8 On items being donated, such as Score Clocks, SmartBoards, etc.
 - 4.2.9 On sports uniforms & related equipment, provided this decision has been made in consultation with the school community, and the place and size of the logo/brand does not interfere with the dominance of the school name.
 - 4.2.10 A temporary sign at a District facility indicating the sponsor/donor's name and/or logo, displayed for the duration of the sponsored or supported program, event, tournament activity or production, up to a maximum of 1 month; the location, prominence and design of signage will be determined in sponsorship agreements.
 - 4.2.11 When off District property, signage at the event, activity or program.
 - 4.3 Corporate identification shall be limited to corporate logos and slogans, and these must not be overused.
 - 4.4 There shall be no pressure to compel students of the school community to support sponsors, or any actual or implied obligation to purchase the sponsor's or donors' services or products.
 - 4.5 Corporate involvement shall not require students to observe, listen to, or read commercial advertising.

- 4.6 Programs of corporate involvement must be structured to meet an individual educational or program need, not a commercial motive, and must be evaluated for its effectiveness by the District on an ongoing basis.
5. Donations and In-kind Contributions
- 5.1 External organizations or individuals may make monetary and in-kind donations or gifts to schools for general or specific use. The Superintendent, or designate, will review the allocation of general or specific grants and will annually apprise the Board of any significant gifts or grants to individual schools.
- 5.2 Monetary or in-kind donations or gifts to schools, Community Schools Programming, and District Neighbourhood Learning Centres for tax purposes are accepted subject to District criteria. In-kind dDonations, once approved will be processed by the District using Form 520-1.
6. Proceeds from Fundraising or Sponsorships
- 6.1 All funds raised are subject to Administrative Procedure 515 - Purchasing and Tendering.
- 6.2 The proceeds shall not be utilized for the hiring of staff or the provision of programs or activities in schools which require continuity, unless funds raised are to support Community School programming or Neighbourhood Learning Centre programming and/or operations.
- 6.3 The proceeds shall not be used to acquire instructional resources and equipment which would create a significant inequitable situation among schools.
- 6.4 The fundraising body shall report to the parents, school and public annually the amount of funds raised and the purposes for which they were expended. This report may take the form of minutes, newsletter or a statement listing gross receipts and expenditures.
7. Approvals
- 7.1 Associations, groups or individuals associated or identified with student activities or schools are requested not to seek municipal or provincial funding without prior District approval.
- 7.2 Associations, groups or individuals associated or identified with student activities or schools that are seeking funds for food and nutrition supports are requested to vet funding requests that support Food and Nutrition Programs and Supports through the District CommunityLINK committee.
- 7.3 District staff, with the prior approval of the Superintendent or designate, can seek grants and sponsorships to support Community School, and NLC programming, supports, and operations.
- 7.4 When donations require donor recognition, prior approval from the Superintendent or designate is required before the donation is accepted.

8. Monetary or in-kind Donations and Gifts Processing:
 - 8.1 District staff receiving donations or gifts on behalf of schools, District Community School Programming, or Neighbourhood Learning Centres where the donor is requesting a tax receipt will approach the Secretary-Treasurer or designate to determine if the donation or gift meets the Canada Revenue Agency requirements.
 - 8.2 Once approved, a tax receipt will be processed by the Secretary-Treasurer for the donor.
9. Sponsorship Approval Processes:
 - 9.1 School level:

For-profit organizations or businesses that wish to establish a mutually satisfying partnership with a school are to approach the Principal or the parents' advisory council (PAC). Upon request, and with support from the Principal in consultation with the PAC, the Superintendent may approve the partnership for periods of time not exceeding one school or calendar year. The Board will be apprised of all new commercial relationship/partnerships and joint ventures approved by the Superintendent.

District level:

For-profit organizations or businesses that wish to establish a mutually satisfying partnership with the District are to approach the Superintendent. Upon request, and with support from the District Parents' Advisory Council (DPAC), the Superintendent or designate may approve such new partnerships.
 - 9.2 Community Schools:

For profit-organizations or businesses that wish to establish a mutually satisfying partnership with Community Schools are to approach District staff responsible for these areas, and the Superintendent or designate may approve such new partnerships.
 - 9.3 Neighbourhood Learning Centres (NLCs):

For profit-organizations or businesses that wish to establish a mutually satisfying partnership with District Neighbourhood Learning Centres are to approach District staff responsible for these areas, and the Superintendent or designate may approve such new partnerships.
10. Sponsorship opportunities with Community Schools and NLCs:

The following opportunities will be available:

 - 10.1 Sponsorship to support the operationalization of an NLC;
 - 10.2 Sponsorship to support the annual operations of an NLC;
 - 10.3 Sponsorship to support free or low cost Community Schools programming for children, youth, families; and,
 - 10.4 Sponsorship to support free or low cost programming for children, youth, families, and neighbourhood residents in an NLC.

Reference: Sections 8, 8.4, 8.5, 20, 22, 23, 65, 85 School Act

SD No. 40 (New Westminster)

Adopted: ~~May 30, 2017~~November 13, 2018

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)

Supplement to: COMBINED EDUCATION AND OPERATIONS POLICY & PLANNING COMMITTEE

Date: November 13, 2018

Submitted by: Robert Weston, Director of Human Resources

Item: **Requiring Action** **Yes** ☐ **No** ☒ **For Information** ☒

Subject: October 2018 Non-Replacement Data (Staffing)

Background:

The data chart below is provided in response to the following Board motions:

MOTION: 2018-118 - Teachers Teaching On Call (TTOC) Shortages

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to provide monthly reports to the Operations Policy and Planning Committee, commencing November 2018, to allow the Board to assess at each of the elementary, middle and high school level:

- a. *The number of enrolling teacher absences not covered by a Teacher Teaching On Call (TTOC).*
- b. *The number of school-based non-enrolling teacher absences not covered by a TTOC.*
- c. *The number of enrolling teacher absences not covered by a TTOC that are covered wholly or partly by a school-based non-enrolling teacher.*
- d. *The number of enrolling teacher absences not covered by a TTOC that are covered wholly or partly by a school-based administrator.*

MOTION: 2018-119 - Educational Assistants Absence Coverage

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to provide monthly reports to the Operations Policy and Planning Committee, commencing November 2018, to allow the Board to assess at each of the elementary, middle and high school level, the number of Educational Assistant absences not replaced.

Category	Total Teacher/EA days October 2018	Total absence days replaced in month	Total absence days not replaced
Enrolling Teaching	9086	459	41**
Non-Enrolling	2530	16	69
Education Assistants	3520	396	107

** Some of these absences were covered by non-enrolling teacher's others by school-based administrators. Details of the division between the two will be included in subsequent reports to the Board of Education (commencing with the November 2018 report).

New West Schools
Budget Process: 2019-2020

DRAFT 3

Date	Location	Time	Event	Attendees	Goal
13-Nov-18	SBO	7:30 PM	Operations Policy & Planning Committee	Committee Members	Process Development & Recommendation to Board
19-Nov-18	SBO		Presidents' Council	Karim/Stakeholder Presidents	Introduction of 19/20 Budget Process and Engage Council
27-Nov-18	SBO	7:30 PM	Regular Open Board Meeting	Board	Approval of 19/20 Budget Process
04-Dec-18	SBO	7:30 PM	Operations Policy & Planning Committee	Committee Members	Broad Budget Category Overview; Review of Ministry & Board Goals/Thought Exchange to engage public
11-Dec-18	SBO	7:30 PM	Regular Open Board Meeting	Board	
Winter Break - December 24 - January 6					
15-Jan-19	SBO	7:30 PM	Operations Policy & Planning Committee	Committee Members	Public Engagement Results: Thought Exchange
22-Jan-19	SBO	5:00-8:00 PM	Board Orientation - Finance	Trustees, Staff	
29-Jan-19	SBO	7:30 PM	Regular Open Board Meeting	Board	
05-Feb-19	TBD	7:30 PM	Education Policy & Planning Committee	Committee Members	Presentation by Learning Team - 19/20 Learning Direction/Initiatives
Feb 6, 2019 (Tentative)	TBD	Noon	Student Symposium	Trustees/Staff/Students	
11-Feb-19	SBO		Presidents' Council	Karim/Stakeholder Presidents	
12-Feb-19	SBO	7:30 PM	Operations Policy & Planning Committee	Committee Members	Detailed Budget Category Review
3 -Year Enrolment Projections to MOE - February 15					
14-Feb-19	SBO	7:30 AM	District Leadership Team	Staff, PVP	Budget Overview
21-Feb-19	TBD	6:00 PM	Talking Tables Dinner Meeting	Trustees, Staff, PVP/Stakeholders/ Students	Facilitated Discussion Dinner Meeting
26-Feb-19	SBO	7:30 PM	Regular Open Board Meeting	Board	
05-Mar-19	SBO	7:30 PM	Operations Policy & Planning Committee	Committee Members	Draft - Structural Surplus/Deficit
12-Mar-19	SBO	7:30 PM	Regular Open Board Meeting	Board	1st Reading
Ministry Funding Announcement - March 15					
Spring Break - March 18-29					
09-Apr-19	SBO	7:30 PM	Operations Policy & Planning Committee	Committee Members	Superintendent's Recommendations for 2nd Reading
09-Apr-19	SBO	Post Ops	Regular Open Board Meeting - SPECIAL	Board	2nd Reading on the Floor
11-Apr-19	SBO	7:30 AM	District Leadership Team	Staff, PVP	Superintendent's Recommendations Review
15-Apr-19	SBO		Presidents' Council	Karim/Stakeholder Presidents	
30-Apr-19	SBO	7:30 PM	Regular Open Board Meeting	Board	2nd Reading Con't & 3rd & Final Reading/Budget is Passed
Staffing Processes Commence - May 1					
14-May-19	SBO	7:30 PM	Operations Policy & Planning Committee	Committee Members	19/20 Process Debrief & 20/21 Improvements to Be Made
Ministry Submission Deadline - June 30					

MEETING SUMMARY	
Operations COW	7
Education COW	1
Board Meeting - Regular Open	6
Board Meeting - Special Open	1
DLT (PVP Meetings)	2
Presidents' Council	3
Board Orientation	1
Consultation - Students	2
Consultation - Stakeholders	1
Consultation - Public	1
TOTAL	25

NOTE: Staff = Expanded SMT



Tsilhqot'in National Government
NEGOTIATIONS AND EXTERNAL AFFAIRS

253 4TH AVENUE NORTH | WILLIAMS LAKE, BC | V2G4T4
PHONE: (250) 392-3918 | FAX: (250) 398-5798

October 18, 2018

Karim Hachlaf, Superintendent of Schools

811 Ontario Street
New Westminster BC V3M 0J7
Via Email: khachlaf@sd40.bc.ca

Mark Gifford, Chair

Board of Education
Via Email: mgifford@sd40.bc.ca

Dear School District #40,

We write this letter today to reaffirm that the Tsilhqot'in Nation expects the development of New Westminster School to be named after Nits'il'in (Chief) ?Ahan.

As per our meeting on July 18, 2016, the Nation wants to ensure the memory and history of Nits'il'in ?Ahan is honoured appropriately. We understand that a plaque will also be erected in the memorial park in memory of the Nits'il'in ?Ahan.

Please follow up with our Language and Education Liaison, Sherry Stump, at sherrystump@tsilhqotin.ca or (778) 799-2145 in order to provide an update on this request and set a possible meeting date.

In Governance,

Nits'il'in Joe Alphonse, Tl'etinqox
Tribal Chairman - Tsilhqot'in National Government

cc. Honourable Rob Fleming, Minister of Education
Honourable Scott Fraser, Minister of Indigenous Relations and Reconciliation

Supplement to: **COMBINED EDUCATION & OPERATIONS POLICY AND PLANNING COMMITTEE**

Date: November 13, 2018

Submitted by: Trustee Mary Lalji

Item: **Requiring Action** Yes ☒ No ☐ **For Information** ☐

Subject: Traffic Safety – Queensborough

Background:

Queensborough: two schools – Queen Elizabeth Elementary School student enrolment: 439
– Queensborough Middle School student enrolment: 319

Traffic Safety Issues:

For years, concern has been expressed about student safety walking to-and-from schools. These concerns have been discussed at Parent Advisory Council meetings, at the Queensborough Residents' Association, at the New Westminister City Traffic Committee, etc. As a point of fact, in 2015, a representative from City Engineering assessed and confirmed the validity of the Queensborough concerns.

The on-going development in Queensborough, as outlined in the City's Official Community Plan, means that these existing concerns are only going to intensify. As an out-going Board of Education, we have a responsibility to ensure that these concerns are among the priorities that the incoming Board of Education will address.

Recommendation:

To improve and ensure safe-access to our schools, to be responsive to long-standing expressions of community concern, and to involve all relevant stakeholder groups to build partnerships and trust, I move:

THAT the Board of Education of School District No. 40 (New Westminister) approve the formation of a Task Force that, at minimum, would include:

- * Queen Elizabeth Elementary School PAC President***
- * Queensborough Middle School PAC President***
- * one School Trustee***
- * one City Councillor***
- * one NWPD representative***
- * one City Engineering representative***
- ... and any other stakeholder deemed relevant to the process***

To address the safety of all pedestrians, especially our school-age youth, and improve road conditions and signage for cyclists and motorists as well, the objective of the Task Force would include but not be limited to:

- 1) the creation of two fully lighted crosswalks on Ewen Avenue (where the students currently cross)***
- 2) the assignment of a crossing guard at the newly created crosswalks at Queen Elizabeth Elementary and Queensborough Middle School.***