

**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)****REGULAR OPEN MEETING
OF THE BOARD****Tuesday, December 11, 2018****7:30pm – School Board Office****811 Ontario Street, New Westminster
(corner of 8th Street and Royal Avenue)****AGENDA**

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.

1. ADOPTION OF THE AGENDA**2. APPROVAL OF THE MINUTES**

- a. Approval of Minutes from the November 27, 2018 Regular Meeting *Encl. Pg. 1*
- b. Business Arising from the Minutes

3. COMMENT & QUESTION PERIOD FROM VISITORS**4. CORRESPONDENCE**

- a. Letter from Board of Education to Nits'il?in Joe Alphonse, Tl'etinqox, Tribal Chairman – Tšilhqot'in National Government, dated November 27, 2018 *Encl. Pg. 6*
- b. Letter from City of New Westminster, dated November 27, 2018 *Encl. Pg. 7*
- c. Letter from City of New Westminster, dated November 29, 2018 *Encl. Pg. 9*
- d. Invitation from Jas Johal, MLA, Festive Gathering, dated November 30, 2018 *Encl. Pg. 11*
- e. Queensborough Residents Association Report, dated November 30, 2018 *Encl. Pg. 12*
- f. Letter from Board of Education to Queensborough Residents Association, dated December 6, 2018 *Encl. Pg. 19*
- g. Letter from Board of Education to Mayor Jonathan X. Coté, City of New Westminster, dated December 6, 2018 *Encl. Pg. 20*

5. BOARD COMMITTEE REPORTS

- a. **Combined Education and Operations Policy & Planning Committee, December 4, 2018**
 - i. Comments from Chair Connelly
 - ii. Approval of the December 4, 2018 Combined Education and Operations Policy & Planning Committee Minutes *Encl. Pg. 21*

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the December 4, 2018 Combined Education and Operations Policy & Planning Committee meeting.

5. **BOARD COMMITTEE REPORTS (Cont'd)**

a. **Combined Education and Operations Policy & Planning Committee, December 4, 2018**

iii. Neighbourhood Learning Centres

Encl. Pg. 25

Recommendation: THAT the Combined Education and Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) that an advisory committee be established for Richard McBride Elementary School as presented.

Recommendation: THAT the Combined Education and Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) that an advisory committee be established for New Westminster Secondary School (NWSS) as presented.

iv. 2019-20 Budget Process

Recommendation: THAT the Combined Education and Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) that staff be directed to develop Thought Exchange questions to engage the public as set out in the 2019-2020 Budget Process.

v. Live-Streaming Public Board Meetings

Recommendation: THAT the Combined Education and Operations Policy & Planning Committee recommend to the Board of Education of School District No.40 (New Westminster), as part of its commitment to transparency, accountability and accessibility, direct staff to create a business case regarding options and recommendations of live-streaming-public meetings and bring back the findings to the January 15, 2019 Operations Policy & Planning Committee meeting.

6. **REPORTS FROM SENIOR MANAGEMENT**

- a. Superintendent Report (K. Hachlaf)
- b. November 2018 Non-Replacement Data (Staffing) and Educational Assistants Absence Coverage (R. Weston)

Encl. Pg. 31

7. **TRUSTEE REPORTS**

8. **QUESTION PERIOD** (15 minutes)

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

9. **NOTICE OF MEETINGS**

January 8, 2019: Education Policy & Planning Committee, 7:30pm – Fraser River Middle School
 January 15, 2019: Operations Policy & Planning Committee, 7:30pm – School Board Office
 January 29, 2019: School Board Meeting, 7:30pm – School Board Office

10. **REPORTING OUT FROM IN-CAMERA MEETING**

Record of In-Camera November 27, 2018 Board Meeting

Encl. Pg. 32

11. **ADJOURNMENT**

**MINUTES OF THE REGULAR OPEN MEETING
OF THE NEW WESTMINSTER BOARD OF EDUCATION**

**Tuesday, November 27, 2018, 7:30 PM
School Board Office
811 Ontario Street, New Westminster**

PRESENT Anita Ansari, Vice Chair
Dee Beattie, Trustee
Danielle Connelly, Trustee
Gurveen Dhaliwal, Trustee
Mark Gifford, Chair
Maya Russell, Trustee
Mary Lalji, Trustee (via telephone)

Karim Hachlaf, Superintendent
Kim Morris, Secretary-Treasurer
Maryam Naser, Associate Superintendent
Robert Weston, Director of Human Resources
Caroline Manders, Recording Secretary

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.

1. ADOPTION OF THE AGENDA

Added Item: 6d. Audit RFP Services

2018-133

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda as amended for the November 27, 2018 Regular School Board meeting.

CARRIED UNANIMOUSLY

2. APPROVAL OF THE MINUTES

- a. Approval of the Minutes from the October 30, 2018 Regular Meeting
- b. Approval of the Minutes from the November 6, 2018 Inaugural Meeting

2018-134

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes from the October 30, 2018 Regular School Board meeting and November 6, 2018 Inaugural Meeting.

- c. Business Arising from the Minutes
Nil.

3. COMMENT & QUESTION PERIOD FROM VISITORS

Chair Gifford introduced audience members Eric Young, NWTU, Holly Nathan, Communications Coordinator and Cayley Dobie, reporter at New Westminister Record.

4. **CORRESPONDENCE**

- a. Invitation from Peter Julian, MP & Judy Darcy, MLA - Annual Christmas Open House

5. **BOARD COMMITTEE REPORTS**

- a. Combined Education and Operations Policy & Planning Committee,
November 13, 2018

- i. Comments from the Committee Chair, Trustee Gifford
Nil.

- ii. Approval of the November 13, 2018 Combined Education and Operations
Policy & Planning Committee Minutes

2018-135

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the November 13, 2018 Combined Education and Operations Policy & Planning Committee meeting.

CARRIED UNANIMOUSLY

- iii. Traffic Safety - Queensborough

An amendment to the recommendation was requested to recognize that traffic safety is a district-wide initiative.

AMENDED MOTION

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to approach the City of New Westminster, and to write a letter on behalf of the Board, regarding the traffic concerns within the District, especially Queensborough neighbourhood, and to report back to the Board at the December 4, 2018 Combined Education and Operations Committee meeting. about various options to resolve the traffic issues around Queensborough Middle and Queen Elizabeth Elementary School to secure the traffic safety for students.

DEFEATED

2017-136

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to approach the City of New Westminster, and to write a letter on behalf of the Board, regarding the traffic concerns within the District, especially Queensborough neighbourhood, and to report back to the Board at the December 4, 2018 Combined Education and Operations Committee meeting about various options to resolve the traffic issues around Queensborough Middle and Queen Elizabeth Elementary School to secure the traffic safety for students.

CARRIED UNANIMOUSLY

iv. Required Courses for Post-Secondary Eligibility

Associate Superintendent Naser indicated that a report could be generated and be available for an update at the December 4, 2018 Combined Education and Operations Policy & Planning Committee meeting.

2018-137

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) receive a report from staff for the December 4, 2018 Combined Education & Operations Committee meeting outlining the extent of the shortage of required courses of Post-Secondary education eligibility and make any changes as needed so that New Westminster Secondary School (NWSS) students can meet their graduation requirements by taking NWSS courses.

CARRIED UNANIMOUSLY

6. REPORTS FROM SENIOR MANAGEMENT

a. Superintendent Report

Superintendent Hachlaf showed a PowerPoint presentation highlighting some of the District activities he attended in November:

- School Visits included Home Learners at Hume Park; Richard McBride Elementary; F.W. Howay Elementary; Queensborough.
- Remembrance Day - No Stone Left Alone Ceremony at Richard McBride Elementary.
- NWSS - A \$5K Grant - Games for Everyone, Best Buddies program to connect with those with diverse learning needs. Expand friendship opportunities by creating a space that encouraged inclusivity and acceptance. The Grant will be used on new technology, furnishing and games.
- Innovation Grants - Annual proposal where schools present a collaborative approach to allocating which projects will be supported.
- Hyack Football - final game is 7pm on Saturday, December 1, 2018.
- Discovery Education Canada - Superintendent & Associate Superintendent toured Ontario schools where this software is already being used.
- Montessori Parent Night - Registration will start in 2019.
- Maker Day at Qayqayt.
- New Media Gallery & Learning Lab with principals & vice principals Vice-Principal Leadership Development.
- Board of Education
 - Inaugural meeting
 - Trustee Orientation

b. Bank Signing Authority

Secretary-Treasurer Morris explained that whenever a Chair, Vice Chair or Superintendent change, the signatories must be updated accordingly.

2018-138

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster)'s bank signing authorities Mark Gifford, Chair, Anita Ansari, Vice Chair, Karim Hachlaf, Superintendent, and Kim Morris, Secretary-Treasurer be approved;

AND FURTHER that effective immediately, bank signing authority Kelly Slade-Kerr, former Vice Chair, be removed.

CARRIED UNANIMOUSLY

- c. Expanding Child Care

Trustees Beattie, Connelly, Dhaliwal, Gifford, Russell and Superintendent Hachlaf attended the Burnaby/New Westminster Child Care Roundtable on Friday, November 23.

- d. Audit Services 2018-2019 to 2020-2021

2018-139

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) award the contract for year-end audit services for 2018-2019, 2019-2020 and 2020-2021 to KPMG, LLP.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

- a. Review Trustee Assignments to Committees & School Liaison & Programs

2018-140

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the Trustee Assignments, School Liaison and Programs as presented.

CARRIED UNANIMOUSLY

8. TRUSTEE REPORTS

The Trustees shared their reports of the various events they attended in November.

9. QUESTION PERIOD (15 Minutes)

The public was given the opportunity to ask questions on matters that arose during the meeting.

11. REPORTING OUT FROM IN-CAMERA BOARD MEETING

- a. Record of In-Camera October 30, 2018 Board Meeting
b. Record of Special In-Camera November 13, 2018 Board Meeting

- c. In-Camera Operations Policy & Planning Committee, November 13, 2018
 - i. Five-Year Capital Plan

2018-141

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the amended 2019-2020 5-year Capital Plan.

CARRIED UNANIMOUSLY

12. ADJOURNMENT

The meeting adjourn at 9:17pm

Chair

Secretary-Treasurer

BOARD OF EDUCATION

Sent by Email: sherrystump@tsilhqotin.ca

November 27, 2018

Nits'il'in Joe Alphonse, Tl'etinqox BY E-MAIL: sherrystump@tsilhqotin.ca
Tribal Chairman – Tsilhqot'in National Government
Negotiations and External Affairs
253 4th Avenue North
Williams Lake, BC V2G 2T4

ATTENTION: Sherry Stump, Language and Education Liaison

Dear Madame:

RE: Request to Rename New Westminster Secondary School

Thank you for your letter to the New Westminster Board of Education (School District No. 40) dated October 18, 2018.

The Board of Education acknowledged receipt of the letter at its Open Regular School Board meeting on October 30, 2018. Subsequently, at the November 13, 2018 Combined Education and Operations Policy & Planning Committee meeting, Superintendent Karim Hachlaf conveyed that a meeting was being scheduled to discuss the request in your letter.

Should you require further assistance, please contact our Secretary-Treasurer, Kim Morris at kmorris@sd40.bc.ca or by telephone at 604.517.6312.

Yours truly,

SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)



Mark Gifford
Chairperson

cc: Board of Education, New Westminster Schools
Karim Hachlaf, Superintendent/CEO
Kim Morris, Secretary-Treasurer

November 27, 2018

File: HER00676

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

To the Board:

Re: 218 Queen's Avenue, New Westminster, BC

A Heritage Revitalization Agreement application has been received for 218 Queen's Avenue, which is a Designated heritage property. The application is to subdivide the single detached dwelling property into three single-detached dwelling properties: one fronting Queen's Avenue and two fronting Manitoba Street. In exchange for the zoning relaxations required to achieve the subdivision, the applicant proposes to restore and relocate a heritage house onto each new lot, and protect them both through two new Heritage Designation Bylaws. The existing Designated heritage house on the Queen's Avenue lot would not be altered as part of this application and would continue to be protected.

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, December 4, 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

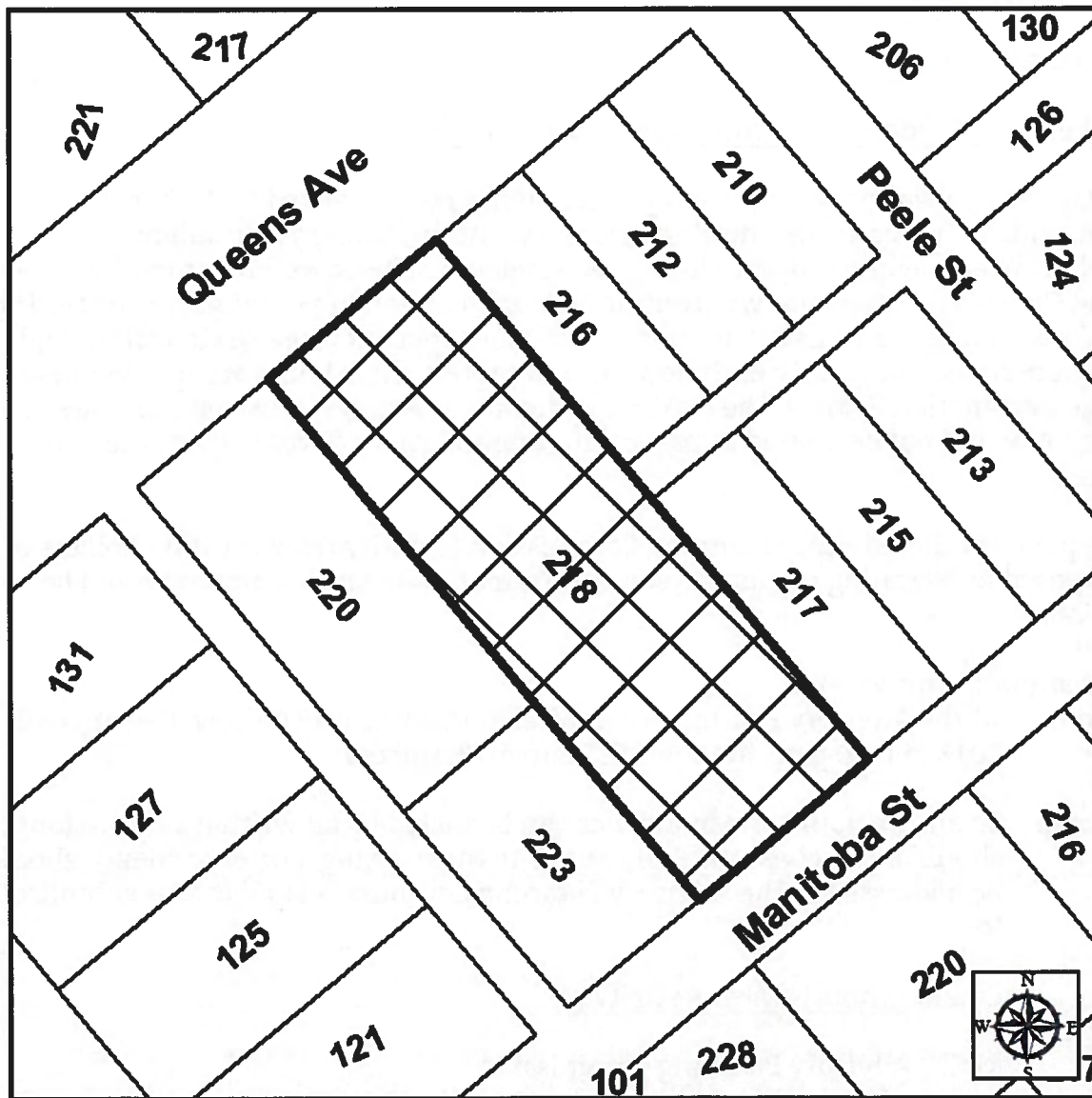
Questions:

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).

November 27, 2018

File: HER00676

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



NOV 30 2018

November 29, 2018

File: HER00676
13.2608.02

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

To the Board:

Re: December 4, 2018 Advisory Planning Commission Meeting CANCELLED

A Heritage Revitalization Agreement (HRA) application has been received for 218 Queen's Avenue. This project was scheduled to be reviewed, and a hearing for members of the public held, at the Advisory Planning Commission meeting on Tuesday December 4, 2018. You will have recently received notice of this meeting in the mail by postcard or letter.

This meeting has been cancelled and review of the HRA application has been postponed.

The application will be forwarded to an upcoming Advisory Planning Commission meeting for review. At the upcoming meeting there will be the opportunity to provide feedback on the proposal, which can be received in person at the meeting, or in writing. Notices will be reissued two weeks ahead of the scheduled meeting date, to advise you of the meeting.

If you would like further information on this proposal or the Advisory Planning Commission process, please contact the Planning Division (plnpost@newwestcity.ca or 604-527-4532). To learn more about the Advisory Planning Commission, and for the meetings schedule, please visit <https://www.newwestcity.ca/committees/articles/4905.php>.

More about this application:

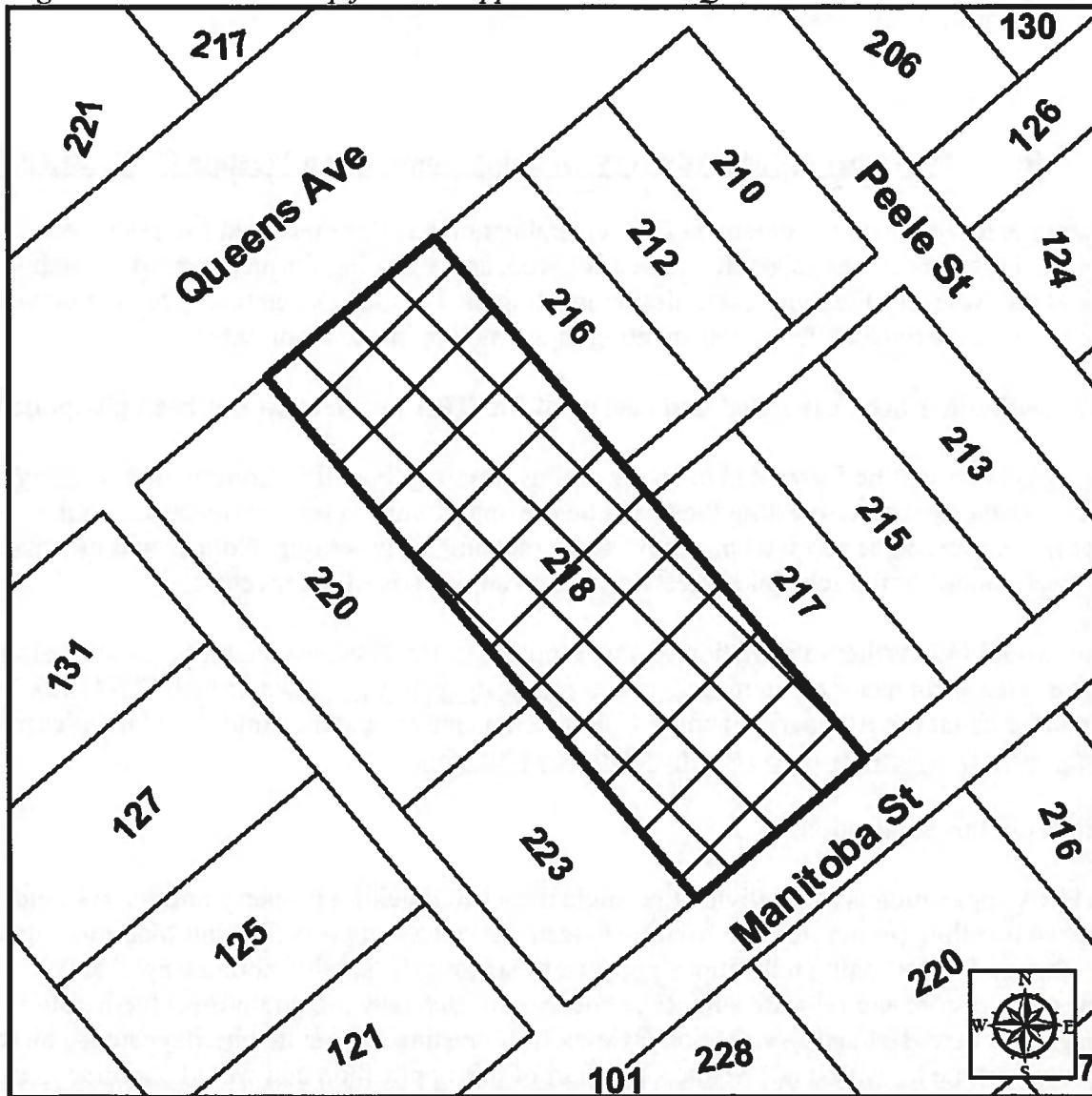
The HRA application is to subdivide the single detached dwelling property into three single-detached dwelling properties: one fronting Queen's Avenue, and two fronting Manitoba Street. In exchange for the zoning relaxations required to achieve the subdivision, the applicant proposes to restore and relocate a heritage house onto each new lot, and protect them both through two new Heritage Designation Bylaws. The existing Designated heritage house on the Queen's Avenue lot would not be altered as part of this application and would continue to be protected.

A site context map can be found on the back page of this notice, for reference.

November 29, 2018

File: HER00676
13.2608.02

Figure 1: Site Context Map for HRA Application at 218 Queen's Avenue



From: MLA Jas Johal <evite@mailva.evite.com>

Sent: Friday, November 30, 2018 3:23 PM

To: Board of Education <boardofeducation@sd40.bc.ca>

Subject: boardofeducation, you have an invitation from MLA Jas Johal!



The Jas Johal Twilight Twinkle Feat. Milk & Cookies

Hosted by:

MLA Jas Johal

When:

Friday, December 14
from 4:00 PM to 8:00 PM

Where:

Richmond-Queensborough Constituency Office
135 - 10880 No. 5 Rd
Richmond,, BC V6W 0B3
[view map](#)

November 30, 2018

From: Queensborough Residents Association (QRA)

In support of School Board Trustee
Mary Lalji motion of November 13, 2018

To: Board of Education of School District No. 40
City of New Westminster, Mayor and City Council

RE: Student Street Traffic and Crossing Safety at;

QEES Queen Elizabeth Elementary School (K to 4)
921 Salter Street, New Westminster, BC, V3M 6G8

QMS Queensborough Middle School
833 Salter Street, New Westminster, BC, V3M 6G8

This letter is written to convey the QRA's support for changes to safety measures and street infrastructure around Queen Elizabeth Elementary and the surrounding school/community complex. Both QEES and QMS are located on Salter Street; one of the three main residential thoroughfares running east/west in Queensborough. In addition, Howes Street to the south is a significant corridor to the 91A (including non-residents avoiding traffic disruptions). There have been several complaints within the community regarding both volume and speeding on both routes. Furthermore, parking and safety infrastructure is also inadequate to ensure child welfare, particularly at the Elementary school.



The QRA's concern with safety regarding the street condition, road markings, signage and parking around QEES has been ongoing for a very long time. The QE PAC has highlighted their concerns with Trustees while the QRA Traffic Rep has reported concerns to the City/NTAC. With traffic, population and student increases throughout the area, this situation is becoming increasingly unsafe for the children and residents.



There are several specific instances of unsafe conditions of note:

1. There are no sidewalks on the south side of Salter St from Howes to Campbell. While this limits safety, further danger is posed due to the proximity of the south ditches and banks along this stretch. *We should also note that there is extremely limited street lighting between Howes and Campbell on Salter Street.*
2. There is no crosswalk spanning Salter Street from Queen Elizabeth to the south side of the street. Signage denotes a No Parking Drop Off Zone south of the street. This requires children to cross the street unattended or force parents to park illegally to

bring their children across the street. There is no sidewalk on the south side, thus no cross walk nor crossing guards.

3. In some areas, general signage along Salter Street and Spruce Street is either lacking or knocked down. There is no parking permitted on the north side of Salter between the school and Howes, a safer alternative for Drop Off. There is no signage along Spruce, a narrow road with deep ditches on both sides.
4. There are no road markings such as a large white letter X or School painted on the road adjacent to QEES.
5. The corner of Howes and Salter (4-way stop) is missing crosswalk markings.
6. The south side alignment of Salter Street from Howes to Campbell is poorly planned and the road width varies along this route.
7. There are five speed bumps on Salter between Howes and Campbell street. They appear to be inadequate in slowing vehicle traffic and in certain areas appear too far apart.
8. Parents occasionally use the service road to the Queensborough Community Centre to pick up children, an extremely unsafe practice due to the volume of people on the road before/after school. Although Principal Manville has worked hard to ensure parents do not drive on this stretch, there is nothing to prevent them from using it or disregarding the request. In a specific case, one parent would routinely drive the road in reverse so he didn't have to worry about turning around after pickup.
9. While there is currently a crosswalk at the 800 block of Ewen (running north-south to the Community Centre and school properties), it is not currently lit with a signal for school children's safety. Visibility around parked cars is a considerable concern here.

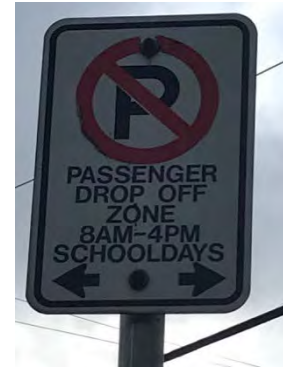




Figure 1 – Traffic lined up down Salter to Howes (note white truck parked beside barrier)



Figure 2 – Family crossing Salter Street (NO CROSSWALK)



Figure 3A – Parking congestion on Spruce Street (note child in street). There are significant ditches on both sides of Spruce, with parents parking on both sides due to lack of parking restrictions along the street.



Figure 3B – A second image of Spruce Street. Note parking right at stop line (not uncommon).



Figure 4 – Howes and Salter Streets: families use all four sides of the crosswalk yet only one is painted.

One further complication with the parking situation at QEES is the School Board policy that students from K to Grade Two need to be physically handed off to their teachers for the morning bell and again received following the afternoon bell. While this is an understandable policy for child safety, a significant population are not in walking distance from the school, meaning that many parents are leaving their vehicles in No Parking zones or unsafe spaces to collect their children. Salter, Howes, Sprice and surrounding streets end up filled with cars, often double parked along deep ditches while parents wait to receive/hand off their children. This parking issue overuses side streets, and creates hazards for pedestrians and other drivers. One possible solution could be for Roma Hall (at the corner of Howes and Ewen) to accommodate parent parking at weekday pickup and drop off only. If that is an amenable comprise, it would be helpful for both the City and School Board to recognize or incentivize Roma Hall for this alternative.

We at the QRA sincerely thank you for reviewing our concern and request for assistance. Parking and road issues alongside the Queensborough schools have been a long standing issue. It is our deep concern that the City and School Board move to rectify this issue as soon as possible. Our population is growing. Our traffic is increasing. This matter needs to be addressed shortly, especially before someone is hurt.

Many thanks for your time.

Best wishes,

Laurie Moore
President, QRA

Laura Ranalletta
Director, QRA

CC: Gurveen Dhaliwal – SD 40 Trustee,
Paul Manville - QE Principal
Renee Chadwick – QCC Facility Manager
Bernadette Gourlay – QE PAC Chair
Michelle Pastro – QMS PAC Chair
Lisa Nasato – QMS Principal

BOARD OF EDUCATION

December 6, 2018

Queensborough Residents Association
c/o Queensborough Community Centre
920 Ewen Avenue
New Westminister, BC V3M 5C8

BY E-MAIL: esconres@telus.net
laura.ranalletta@gmail.com

ATTENTION: Laurie Moore, President and
Laura Ranalletta, Director

Dear Sir and Madam:

RE: Student Street Traffic and Crossing Safety

Thank you for the Association's November 30, 2018 Student Street Traffic and Crossing Safety Report relative to Queen Elizabeth Elementary and Queensborough Middle Schools, received by the Board at its Combined Education and Operations Policy & Planning Committee meeting on December 4, 2018.

The Board also thanks the Association representatives for participating in the discussion at the December 4, 2018 meeting.

For your information, at its November 27, 2018 Open Regular School Board meeting, the following resolution was carried unanimously:

THAT the Board of Education of School District No. 40 (New Westminister) direct staff to approach the City of New Westminister, and to write a letter on behalf of the Board, regarding the traffic concerns within the District, especially Queensborough neighbourhood, and to report back to the Board at the December 4, 2018 Combined Education and Operations Committee meeting about various options to resolve the traffic issues around Queensborough Middle and Queen Elizabeth Elementary School to secure the traffic safety for students.

The Association's suggestion to partner with the Roma Hall for use of its parking lot, as well as the suggestion to install gate access at adjacent Queen Elizabeth Elementary School, has been taken under advisement and will be included in on-going considerations for addressing the traffic and parking concerns at the two Queensborough schools. The Board is also engaging with the City of New Westminister around traffic safety concerns, and the input you have shared will be helpful in our communications and planning efforts.

Should you require further assistance, please contact Secretary-Treasurer, Kim Morris at kmorris@sd40.bc.ca or by telephone at 604.517.6312.

Yours truly,

SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)



Mark Gifford
Chairperson

cc: Board of Education, New Westminister Schools
Karim Hachlaf, Superintendent/CEO
Kim Morris, Secretary-Treasurer

BOARD OF EDUCATION

December 6, 2018

Mayor Jonathan X. Coté
City of New Westminster
511 Royal Avenue
New Westminster, BC V3L 1H9

BY E-MAIL: jcote@newwestcity.ca

Dear Sir:

RE: **Student Street Traffic and Crossing Safety at Queen Elizabeth Elementary & Queensborough Middle Schools**

The Board of Education recognizes that City of New Westminster takes the safety of its residents, visitors, and workers very seriously. We also know that there is good work underway to improve the experience of pedestrians, cyclists, and drivers.

However, I am writing today to share our concern about traffic safety risks to the health and safety of children, caregivers, and staff across our School District. Parents, staff, community partners, and students are asking for increased attention to traffic safety concerns. We recognize we all have a role in developing solutions, and would like to work in partnership with the City and relevant Committees to bring some urgency to addressing traffic safety concerns, particularly those that pose risks during pick-up and drop-off times near school sites.

One particular example is that of Salter Street in Queensborough, which borders the south side of Queen Elizabeth Elementary School and Queensborough Middle School properties. As a location with severe site constraints, including limited sidewalks, crosswalks, or traffic signals, we are witnessing growing conflict between pedestrian and vehicle traffic compounded by tremendous growth. Staff and parents have tried a number of ways to mitigate the risks, but we are looking for guidance and support from the City to improve the current design and infrastructure concerns. The Queensborough Residents Association, Queen Elizabeth and Queensborough Parent Advisory Committees are among those who have identified concerns, and tried to identify potential solutions.

If the District can be of some assistance in helping the City expedite a plan of action that ensures safe school traffic zones, please let us know. We are encouraged to hear that there has been good communication with City staff over the past few weeks, and appreciate the opportunity to work collaboratively to develop solutions as expeditiously as possible.

Warm regards,

SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)



Mark Gifford
Chair, New Westminster Board of Education

cc: Board of Education, New Westminster Schools
Karim Hachlaf, Superintendent/CEO
Lisa Spitale, Chief Administrative Officer
Kim Morris, Secretary-Treasurer

**MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION
COMBINED EDUCATION AND OPERATIONS POLICY & PLANNING COMMITTEE**

Tuesday, December 4, 2018, 7:30 PM

School Board Office

811 Ontario Street, New Westminster

PRESENT	Anita Ansari, Vice Chair Dee Beattie, Trustee Danielle Connelly, Trustee Gurveen Dhaliwal, Trustee Mark Gifford, Chair Mary Lalji, Trustee Maya Russell, Trustee	Karim Hachlaf, Superintendent Kim Morris, Secretary-Treasurer Maryam Naser, Associate Superintendent Robert Weston, Executive Director of Human Resources Caroline Manders, Recording Secretary Guest: Karen Klein, Director of International Education
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Chair Connelly 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. Approval of Agenda

The meeting was called to order at 7:33pm.

Moved and Seconded

THAT the agenda for the December 4, 2018 Combined Education and Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Correspondence

Nil.

3. Reports from Senior Management

a. Financial Update as at October 31, 2018

Secretary-Treasurer Morris reviewed the revenues and expenses as at October 31, 2018.

It was explained that the revenue earned from Offshore Tuition Fees is being recognized monthly as it is earned according to Generally Accepted Accounting Principles.

b. International Program Report

Director of International Education Klein presented an update on the International Education Program. New Westminster Schools has one of the longest established International Programs in the province.

In 2017, the Program won the Outstanding International Program of the Year in BC.

Currently, the District does not have the capacity to enroll additional international students because of increased enrolment of local students in the District.

c. Traffic Safety Update - Queensborough

Superintendent Hachlaf provided an update. Recently, the District's Director of Facilities has met with an architect to review parking, pick-up and drop-off areas at Queensborough Middle and Queen Elizabeth Elementary schools. Three options are being considered.

The City of New Westminster's Engineering Department has been forthcoming and acknowledges the issue. The Engineering Department and the District will work collaboratively to review the options prepared by the District's architect. The City has committed to responding to the District by December 7, 2018.

A more formal proposal will be brought to a future Board meeting for review.

A solution was proposed from a parent in the gallery, relative to a partnership with the Roma Hall to utilize its parking lot during school drop-off and pick-up times, as well as a gate installed in the fence between the Hall and the school.

Moved

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.

RECOMMENDATION NOT SECONDED

d. Neighbourhood Learning Centres

Secretary-Treasurer Morris reviewed the edits made to the draft Neighbourhood Learning Centres (NLCs) Terms of Reference for Richard McBride Elementary and New Westminster Secondary School NLCs since the November 13, 2018 committee meeting.

By consensus, the Board changed 'parent of pre-schooler' in 2b. of the NWSS NLC Terms of Reference to 'parent'.

Moved and Seconded

Recommendation: THAT the Combined Education and Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) that an advisory committee be established for Richard McBride Elementary School as presented.

CARRIED UNANIMOUSLY

Moved and Seconded

Recommendation: THAT the Combined Education and Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) that an advisory committee be established for New Westminster Secondary School (NWSS) as amended.

CARRIED UNANIMOUSLY

e. Required Courses for Post-Secondary Eligibility Update

Associate Superintendent Naser provided an update regarding the status of required courses for post-secondary eligibility. The course selection process was presented in detail.

4. General Announcements

Nil.

5. New Business

a. 2019-20 Budget Process

1. Amended Budget Process

Secretary-Treasurer Morris advised the Board that the public consultation results has changed from January 15, 2019 to February 12, 2019.

2. Ministry & Board Goals

POSTPONED to January 15, 2019 Open Operations Policy & Planning Committee meeting.

3. Broad Category Review

POSTPONED to January 15, 2019 Open Operations Policy & Planning Committee meeting.

4. Thought Exchange Public Engagement Format

Superintendent Hachlaf introduced Ailsa and Colin from Thought Exchange who will assist in the 2019-2020 Budget Process public engagement.

The purpose of using the Thought Exchange software is to:

- Increase Meaningful Participation
- Actionable Feedback & Accountability
- Strengthen Community Confidence & Trust

Preparation will include developing open-ended questions; creating an intro video to explain what the purpose is of the survey and the importance of feedback. This process should take approximately two weeks.

The online survey will be open 7-10 days beginning in January.

The previous Board had passed a motion requesting staff to look into options to engage the community at large. This software will have many applications within the District, with the Budget Process being the first.

Moved and Seconded

Recommendation: THAT the Combined Education and Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) that staff be directed to develop Thought Exchange question(s) to engage the public as set out in the 2019-2020 Budget Process.

CARRIED UNANIMOUSLY

b. Live-Streaming Public Board Meetings

Moved and Seconded

Recommendation: THAT the Combined Education and Operations Policy & Planning Committee recommend to the Board of Education of School District No.40 (New Westminster), as part of its commitment to transparency, accountability and accessibility, direct staff to assess the feasibility of implementing live streaming for all public meetings and report back to the Board at the January 15, 2019 Operations Policy & Planning Committee meeting.

Amendment Moved and Seconded

Recommendation: THAT the Combined Education and Operations Policy & Planning Committee recommend to the Board of Education of School District No.40 (New Westminster), as part of its commitment to transparency, accountability and accessibility, direct staff to ~~assess the feasibility of implementing~~ create a business case regarding options and recommendations of live-streaming for all public meetings and report bring back to the findings the Board to the January 15, 2019 Operations Policy & Planning Committee meeting.

Recommendation as Amended:

Moved and Seconded

Recommendation: THAT the Combined Education and Operations Policy & Planning Committee recommend to the Board of Education of School District No.40 (New Westminster), as part of its commitment to transparency, accountability and accessibility, direct staff to create a business case regarding options and recommendations of live-streaming-public meetings and bring back the findings to the January 15, 2019 Operations Policy & Planning Committee meeting.

CARRIED UNANIMOUSLY

6. **Adjournment**

The meeting adjourned at 9:50pm.

Richard McBride Elementary School Neighbourhood Learning Centre (NLC)
Advisory Committee (the “Committee”)
Terms of Reference
Board Approved December 4, 2018

1. Purpose

The purpose of the Committee is to:

- a) Provide recommendations to District staff and/or the Board of Education on NLC operations;
- b) Advise the Board on NLC issues referred to the Board for further examination;
- c) Advise and inform District staff and/or the Board and on neighbourhood needs;
- d) Provide an opportunity for the neighbourhood to give input into the programs and services offered in the NLC;
- e) Support the evaluation of the delivery of NLC programming and services and, when necessary, make recommendations to the Board;
- f) Support the development and sustainability of the NLC, including fundraising efforts; and,
- g) Help engage the neighbourhood, and broader community, in NLC activities.

2. Membership and Advisors

The Advisory shall be comprised of the following voting members:

- a) Appointed by their respective group or organizations:
 - 1 Board of Education Trustee (Chair*)
 - 1 Richard McBride Elementary Parent Advisory Committee Representative
 - 1 Richard McBride Elementary Staff Representative
 - 1 Richard McBride Child Care and/or Before and After-School Representative
 - 1 Non-profit representative from the KIDS NEW WEST Child Development Committee
- b) Selected by the Board after an Expression of Interest process:
 - 1 Youth Representative
 - 1 Senior Representative
 - 1 Business Representative
 - Up to 4 members at large who live in the neighbourhood (i.e. parent of a preschooler, service user, etc.)

Appointed representatives will appoint alternate members, as appropriate.

Changes to the Advisory composition will be subject to the approval of the Board of Education.

*The Chair of the Advisory will only vote in the instance of a tie.

- c) Non-voting advisors to the Advisory shall consist of the following representatives:
 - 1 Senior Administrator
 - 1 Aboriginal Education Advisory Committee Representative
 - 1 Community School Coordinator
 - 1 Community Program Development Officer

3. Term

The term for all voting members will be the period from September to August of the each year. Voting members can sit for up to two consecutive years and their membership may be renewed by the Board of Education if they wish to continue in the role.

4. Quorum

A quorum shall consist of half the voting members plus one. If a quorum is not present within 15 minutes following the time at which the meeting was to commence, the names of the members present at the meeting will be recorded, and the meeting shall stand adjourned.

5. Chair

The Chairperson will take input from the committee in establishing the agenda, and District staff will ensure the agenda is sent out to the Advisory in advance of meetings.

6. Recording Secretary

A secretary will be appointed on an annual basis, and they take minutes and circulate said minutes to the Advisory after each meeting. Minutes will also be provided to the Board when the Trustee Representative reports out on the meeting.

7. Meetings

Meetings will take place a minimum of three times annually, with dates and locations to be established in advance.

8. Action Teams

Action teams, or smaller working groups, will be established as needed to focus on specific projects or activities.

9. Rules of Procedure

Advisory procedures shall be governed by the District Code of Conduct AP104 (see attached).

10. Reporting Out

The Trustee representative will report out on the activities of the advisory committee at a Board meeting after each meeting. District staff will provide an overview of the Advisory's activities to the Board on an annual basis by the end of June each year.

11. Decision Making

The NLC Advisory Committee shall operate on the principle of seeking consensus for any recommendations put forward by the Advisory to the Board of Education.

Definition of Consensus: Consensus is a process for multi-party decision-making that synthesizes the ideas of all participants into a decision that is acceptable to all. Consensus requires high levels of commitment, time and communication. Consensus is not a compromise or form of deal making. It involves exploring "interests" and ensuring that the decision fits with the group's purpose and values.

Consensus Guidelines:

- a) A clear proposal is put forth in advance of the meeting (with background material when possible);
- b) Adequate time is set aside for meaningful discussion;
- c) All parties are expected and encouraged to participate. If any party chooses not to participate, they give license to the group to make the decision for them and they commit to endorsing that decision;
- d) There may not be 100 % agreement; rather, consensus means that all parties are able to “live with” the decision provided there is the opportunity to review it after the decision has been implemented;
- e) Where there is disagreement, there is a commitment to:
 - i. Discussing the underlying assumptions
 - ii. Seeking differences of opinion to gain understanding
 - iii. A willingness to consider different points of view
 - iv. Clarifying the issues; for example, identifying the real issues from surface issues
 - v. Listening carefully to identify interests
 - vi. Looking for “win-win” outcomes
 - vii. Where there is a disagreement and a decision needs to be made, a vote will take place with the majority vote being the group decision;
 - viii. If time is not an issue, the decision may be deferred to a later date to go through the consensus process after committee members have had time to consider the issues; and, The opinions of all parties will be treated with respect

New Westminster Secondary School Neighbourhood Learning Centre (NLC)
Advisory Committee (the “Committee”)
Terms of Reference
Board Approved December 4, 2018

1. Purpose

The purpose of the Committee is to:

- a) Provide recommendations to District staff and/or the Board of Education on NLC operations;
- b) Advise the Board on NLC issues referred to the Board for further examination;
- c) Advise and inform District staff and/or the Board and on neighbourhood needs;
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- g) Help engage the neighbourhood, and broader community, in NLC activities.

2. Membership and Advisors

The Advisory shall be comprised of the following voting members:

- a) Appointed by their respective group or organizations:
 - 1 Board of Education Trustee (Chair) *
 - 1 New Westminster Secondary Parent Advisory Committee Representative
 - 1 New Westminster Secondary Staff Representative
 - 1 New Westminster Secondary Principal or Vice-Principal
 - 2 New Westminster Secondary Students
 - 1 District Counsellor
 - 1 City of New Westminster Staff Representative
- b) Selected by the Board after an Expression of Interest for Committee participation process:
 - Up to 4 members at large who live in the neighbourhood (i.e. parent, service user, etc.)

Appointed representatives will appoint alternate members, as appropriate.

Changes to the Advisory composition will be subject to the approval of the Board of Education.

*The Chair of the Advisory will only vote in the instance of a tie.

- c) Non-voting advisors to the Advisory shall consist of the following representatives:
 - 1 Senior District Staff
 - 1 Aboriginal Education Advisory Committee Representative
 - 1 Community School Coordinator

3. Term

The term for all voting members will be the period from September to August of the each year. Voting members can sit for up to two consecutive years and their membership may be renewed by the Board of Education if they wish to continue in the role.

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Supplement to:

Date: December 11, 2018

Submitted by: Robert Weston, Director of Human Resources

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

Subject: Non-Replacement Data (Staffing) - November (Nov 1-27, 2018)

Background:

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

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

MOTION: 2018-119 - Educational Assistants Absence Coverage

October 2018

Category	Total Teacher/EA Days October 2018	Total Absence Days Replaced in Month	Total Absence Days Not Replaced by Casuals/TTOC's
Enrolling Teaching Assignments	9086	459	41**
Non-Enrolling Assignments	2530	16	69
Education Assistants	3520	396	107

November 2018

Category	Total Teacher / EA Days November 2018	Total Absence Days Replaced in Month	Total Absence Days <u>Not</u> Replaced by Casuals/TTOC's	Covered by School-based Administrators	Covered by Existing Non-Enrolling Teachers
Enrolling Teaching Assignments	7686	399	61**	30	31
Non-Enrolling Assignments	2106	17	81	0	NA
Education Assistants	2880	169	145	NA	NA

** All such absences were covered by the reassignment of non-enrolling teacher's or school-based administrators

**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)
RECORD OF NOVEMBER 27, 2018 IN-CAMERA MEETING**

ADOPTION OF AGENDA - 6:33 pm.

MINUTES FOR APPROVAL – October 30, 2018, Special November 13, 2018 &
Closed November 13, 2018

CORRESPONDENCE - Nil

REPORTS FROM SENIOR MANAGEMENT – Personnel, Property

Meeting recessed at 7:29 pm

Meeting resumed at 9:17 pm

ITEMS TO BE REPORTED OUT AT OPEN MEETING - Nil

NOTICE OF MEETINGS

ADJOURNMENT – 9:42 pm.