

REGULAR OPEN MEETING OF THE BOARD**Tuesday, January 31, 2017****7:30 pm – School Board Office****Location: 811 Ontario Street, New Westminister**

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.

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

- a) Approval of Minutes from the December 13, 2016 Board Meeting *Encl Pg 1*
- b) Approval of Minutes from the January 3, 2017 Special Board Meeting *Encl Pg 4*
- c) Approval of Minutes from the January 24, 2017 Special Board Meeting *Encl Pg 5*
- d) Business Arising from the Minutes

3. STUDENT RECOGNITION

- a) NWSS Musical Theatre Program

4. VISITORS**5. CORRESPONDENCE FOR INFORMATION**

- a) Ministry of Education re Legislative Amendments *Encl Pg 6*
- b) Ombudsperson Report *Encl Pg 7*

6. BOARD COMMITTEE REPORTS**a) Education Policy and Planning Committee, January 10, 2017**

- i. Comments from the Committee Chair, Trustee Gifford
- ii. Approval of the January 10, 2017 Education Policy and Planning Committee Minutes

Encl Pg 9

Recommendation: THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes from the January 10, 2017 Education Policy & Planning Committee meeting.

b) Operations Policy and Planning Committee, January 17, 2017

- i. Comments from the Committee Chair, Trustee Janzen
- ii. Approval of the January 17, 2017 Operations Policy and Planning Committee Minutes

Encl Pg 10

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the January 17, 2017 Operations Policy & Planning Committee meeting.

7. REPORTS SENIOR MANAGEMENT

- a) Queensborough Busing Survey (K. Lorenz)
- b) 2017/18 Budget Process Timelines (K. Lorenz)
- c) Student Achievement Report (J. Grant)

*Encl Pg 12**Encl Pg 14***8. TRUSTEE REPORTS****9. QUESTION PERIOD (15 minutes)**

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

10. NOTICE OF MEETINGS

February 7, 2017: Education Policy & Planning Committee, 7:30 pm – School Board Office
February 14, 2017: Operations Policy & Planning Committee, 7:30 pm – School Board Office
February 28, 2017: School Board Meeting, 7:30 pm – School Board Office

11. REPORTING OUT FROM IN-CAMERA MEETING**12. ADJOURNMENT**



MINUTES OF THE REGULAR MEETING OF THE
NEW WESTMINSTER BOARD OF EDUCATION
HELD TUESDAY, DECEMBER 13, 2016 AT 7:30 P.M.
SCHOOL BOARD OFFICE, 800 ONTARIO STREET

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

Mr. P. Duncan, Superintendent of Schools
Mr. K. Lorenz, Secretary Treasurer
Ms. J. Grant, Associate Superintendent
Mr. C. Nicholson, Director of Instruction
Ms. B. Basden, Recording Secretary

REGRETS: Trustees Campbell and Lalji

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

1. **ADOPTION OF THE AGENDA**

Moved and Seconded:

2016-188

THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda for the December 13, 2016 Regular School Board meeting as presented.

Carried Unanimously.

2. **APPROVAL OF THE MINUTES**

a) *Board Meeting Minutes for Approval:*

Moved and Seconded:

2016-189

THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes from the November 29, 2016 Regular Board meeting.

Carried Unanimously.

b) *Business Arising from the Minutes*

There was no business arising from the minutes.

3. **DISTRICT PRESENTATIONS**

a) *Richard McBride Choir: High Notes*

The Board enjoyed a performance from the Richard McBride Elementary School Choir, the High Notes, who sang a selection of Christmas carols. The choir was directed by Music Teacher, Shannon Lange and Primary Teacher, Nancy Shamley; and accompanied by David Durning on guitar and his daughter, Ella on the violin.

4. **COMMUNITY PRESENTATIONS**

There were no community presentations.

6. **ANNUAL BOARD REPORT**

Chair Slade-Kerr provided the Annual Board Report for the 2016 calendar year.

Moved and Seconded:

2016-190

THAT the Board of Education for School District No. 40 (New Westminster) accept the Chair's Annual Report for the year 2016.

Carried Unanimously.

7. **VISITORS**

The visitors were welcomed and provided the opportunity to address the Board.

8. **BOARD COMMITTEE REPORTS**

a) ***Combined Education and Operations Policy & Planning Committee***

- i. Committee Chair, Mark Gifford, provided an update from the Combined Education Policy and Planning Committee meeting held December 6, 2016.
- ii. Approval of the December 6, 2016 Combined Education and Operations Policy and Planning Committee Minutes.

Moved and Seconded:

2016-191

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the December 6, 2016 Combined Education and Operations Policy and Planning Committee meeting as presented.

Carried Unanimously.

b) ***Queensborough Busing***

Moved and Seconded:

2016-192

THAT the Board of Education for School District No. 40 (New Westminster) direct staff, in consultation with relevant stakeholder groups, to develop a transportation survey for Queensborough to better understand transit challenges and potential solutions for students traveling to New Westminster Secondary School from Queensborough.

Carried Unanimously.

9. **REPORTS FROM SENIOR MANAGEMENT**

a) ***SOFI Report***

The Board received a copy of the School District Statement of Financial Information (SOFI) Report for the year ended June 30, 2016.

Open Board Meeting
December 13, 2016

Moved and Seconded:

2016-193

THAT the Board of Education for School District No. 40 (New Westminster) approve the SOFI Report for the year ended June 30, 2016.

Carried Unanimously.

10. OTHER BUSINESS

a) *Field Trip Request: NWSS Japan Trip 2017*

Moved and Seconded:

2016-194

THAT the Board of Education for School District No. 40 (New Westminster) approve the Field Trip Request for NWSS Grade 9 – 12 students to travel to Wenzhou, Beijing and Shanghai, March or April 2017.

Carried Unanimously.

11. TRUSTEE REPORTS

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

12. QUESTION PERIOD

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

13. NOTICE OF MEETINGS

January 3, 2017: Strategic Direction Setting, 7:00 pm
January 10, 2017: Education Policy & Planning Committee, 7:30 pm
January 17, 2017: Operations Policy & Planning Committee, 7:30 pm
January 31, 2017: School-board Meeting, 7:30 pm

14. REPORTING OUT FROM IN-CAMERA MEETING

There was nothing to report out from the December 13, 2016 In-Camera Board meeting.

15. ADJOURNMENT

The meeting be adjourned at 8:35 pm

Chairperson

Secretary Treasurer



MINUTES OF THE **SPECIAL OPEN MEETING OF THE**
NEW WESTMINSTER BOARD OF EDUCATION
HELD **TUESDAY, JANUARY 3, 2017** AT 7:30 P.M.
SCHOOL BOARD OFFICE, 811 ONTARIO STREET

PRESENT: Ms. K. Slade-Kerr, Chair
Mr. J. Campbell, Trustee
Mr. C. Cook, Trustee
Mr. M. Ewen, Trustee
Mr. M. Gifford, Acting Vice Chair
Mr. J. Janzen, Trustee
Ms. M. Lalji, Trustee
Mr. P. Duncan, Superintendent of Schools
Mr. K. Lorenz, Secretary Treasurer
Ms. P. Samra, Recording Secretary

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

1. **ADOPTION OF THE AGENDA**

Moved and Seconded:

2017-001

THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda for the January 3, 2017 Special Open Board meeting, called to continue the process of establishing a Strategic Direction.

Carried Unanimously.

2. **BANK OF MONTREAL SIGNING AUTHORITY**

Moved and Seconded:

2017-002

THAT the Board of Education of School District No. 40 (New Westminister) enact the Certificate and Authorization as provided by the Bank of Montreal authorizing signing authority to the Chair or Vice Chair and the Superintendent or Secretary Treasurer; AND THAT all existing resolutions/bylaws on this matter be repealed.

Carried Unanimously.

3. **STRATEGIC DIRECTION SETTING**

Superintendent Pat Duncan reviewed the current mission, vision and values for the New Westminister School District and continued the process of establishing a Strategic Direction

4. **ADJOURNMENT**

The meeting adjourned at 8:56 pm

Chairperson

Secretary Treasurer



MINUTES OF THE SPECIAL OPEN MEETING OF THE
NEW WESTMINSTER BOARD OF EDUCATION
HELD TUESDAY, JANUARY 24, 2017 AT 6:30 P.M.
SCHOOL BOARD OFFICE, 811 ONTARIO STREET

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

Mr. P. Duncan, Superintendent of Schools
Mr. K. Lorenz, Secretary Treasurer
Ms. P. Samra, Recording Secretary

Regrets: Mr. C. Cook, Trustee

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

1. **ADOPTION OF THE AGENDA**

Moved and Seconded:

THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda for the January 24, 2017 Special Open Board meeting as amended by adding 2) Announcement from Pat Duncan, Superintendent of Schools.

Carried Unanimously.

2. **ANNOUNCEMENT**

Superintendent Duncan, announced the retirement of the Associate Superintendent, Janet Grant effective August 1, 2017.

3. **STRATEGIC DIRECTION SETTING**

Superintendent Duncan reviewed the current mission, vision and values for the New Westminister School District and continued the process of establishing a Strategic Direction.

4. **ADJOURNMENT**

The meeting adjourned at 8:36 pm

Chairperson

Secretary Treasurer



December 30, 2016

Ref: 192030

All Trustees
Boards of Education

Dear Trustees:

I am writing to advise you of legislative amendments, which will impact school trustee elections beginning in October 2018.

As you may know, government implemented the majority of the Local Government Elections Task Force recommendations on elections reform with the passage of the *Local Elections Campaign Financing Act* (LECFA) in May 2014. Given the significant changes introduced for the 2014, general local elections, government chose to postpone the implementation of expense limits until the next general local elections in October 2018. To enable implementation, the Legislature passed the *Local Elections Campaign Financing (Election Expenses) Amendment Act* (Bill 17) to amend LECFA in May 2016. Government then made subsequent amendments to the Local Election Campaign Financing Regulation in December 2016.

In accordance with the recommendations of the Task Force and the bipartisan Special Committee on Local Elections Expense Limits, expense limits will apply to candidates, third party advertisers and elector organizations in all types of local elections, including municipal, regional district and school trustee elections. Expense limits will apply during the campaign period only—a period that begins 28 days before election day and ends on election day itself. As required under LECFA, Elections BC will make the expense limits publicly available online by May 31, 2018.

Over the coming months, the Ministry of Education will work closely with the Ministry of Community, Sport and Cultural Development and Elections BC to develop educational and other resource materials regarding the new expense limit rules. These resources will be made available well in advance of the October 2018, election process.

Should you have questions regarding expense limits, please contact Dave Duerksen, Executive Director, Legislation, Policy and Governance Branch, by phone at (250) 387-8037 or by email at Dave.Duerksen@gov.bc.ca.

Sincerely,

Mike Bernier
Minister

pc: All Secretary Treasurers

Ministry of
Education

Office of the Minister

Mailing Address:
PO Box 9045 Stn Prov Govt
Victoria BC V8W 9E2

Location:
Parliament Buildings
Victoria



The Office of the

ombudsperson

B.C.'s Independent Voice For Fairness

Complaints/Enquiries:

1-800-567-3247

(250) 387-5855

Fax: (250) 387-0198



947 Fort Street

PO Box 9039 Stn Prov Govt

Victoria BC V8W 9A5

www.bcombudsperson.ca

Ms. Jonina Campbell
Chair
School District 40 (New Westminster)
1001 Columbia Street
NEW WESTMINSTER BC V3M 1C4

RECEIVED JAN 11 2017

Files Closed from October 1 to December 31, 2016

School District 40 (New Westminster)

1. Requests for Information or Assistance	0
2. Complaints with No Investigation	1
<i>a. Assistance and/or referral</i>	0
<i>b. Refused (discretion)</i>	
• More than one year between event and complaint	0
• Insufficient personal interest	0
• Available remedy	1
• Frivolous/vexatious/trivial matter	0
• Can consider without further investigation	0
• No benefit to complainant or person aggrieved	0
• Complaint abandoned	0
• Complaint withdrawn	0
<i>c. Statute barred (FIPPA, Police Act, etc.)</i>	0
<i>d. Not a matter of administration</i>	0
<i>e. Pre-empted by existing statutory right of appeal, objection or review</i>	0
3. Complaints Investigated	0
<i>a. Not a matter of administration</i>	0
<i>b. Pre-empted by existing statutory right of appeal, objection or review</i>	0
<i>c. Investigation ceased (discretion) - No findings</i>	
• More than one year between event and complaint	0
• Insufficient personal interest	0
• Available remedy	0
• Frivolous/vexatious/trivial matter	0
• Can consider without further investigation	0
• No benefit to complainant or person aggrieved	0
• Complaint abandoned	0
• Complaint withdrawn	0
• Complaint settled	0

d. Investigation completed - Findings - Substantiated

- Remedied in whole 0
- Remedied in part 0
- Not remedied 0
- Recommendations made - remedy to be implemented over time 0

e. Investigation completed - Findings - Not substantiated

0

4. Ombudsperson Initiated Investigations

0

a. Investigation ceased (discretion) - No findings

0

b. Investigation completed - Findings - Substantiated

- Remedied in whole 0
- Remedied in part 0
- Not remedied 0
- Recommendations made - remedy to be implemented over time 0

c. Investigation completed - Findings - Not substantiated

0



Jay Chalke
Ombudsperson
Province of British Columbia

10/01/2017

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

Mr. P. Duncan, Superintendent of Schools
Mr. K. Lorenz, Secretary Treasurer
Ms. M. Naser, Director of Instruction, Learning & Innovation
Mr. C. Nicholson, Director of Instruction, Learning Services
Ms. P. Samra, Recording Secretary

1. ADOPTION OF THE AGENDA

Moved and Seconded:

THAT the agenda for the January 10, 2017 Open Education Policy and Planning Committee meeting be adopted as amended by adding 2a) Interim Priority Measures.

Carried Unanimously.

2. REPORTS FROM SENIOR MANAGEMENT:

a) *Interim Priority Measures*

Superintendent of Schools, Pat Duncan, updated the Board on the Interim Priority Measures Agreement, announced on January 5, 2017.

b) *Strategic Direction Setting*

Superintendent of Schools, Pat Duncan, continued the process of establishing a Strategic Direction at the third of this series to explore the mission, vision and goals for New Westminster Schools.

3. GENERAL ANNOUNCEMENTS

There were no general announcements

4. ADJOURNMENT

The meeting adjourned at 9:19 PM.



MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION
OPERATIONS POLICY & PLANNING COMMITTEE
HELD **TUESDAY, JANUARY 17, 2017** AT 7:40 PM
SCHOOL BOARD OFFICE, 800 ONTARIO STREET

PRESENT: Mr. M. Gifford, Board Vice Chair Mr. P. Duncan, Superintendent of Schools
Mr. J. Janzen, Committee Chair Mr. K. Lorenz, Secretary Treasurer
Ms. M. Lalji, Trustee Ms. J. Grant, Associate Superintendent
Ms. K. Slade-Kerr, Board Chair Ms. B. Basden, Recording Secretary

Regrets: *Trustees Campbell, Cook and Ewen*

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

1. ADOPTION OF THE AGENDA

Moved and Seconded:

THAT the agenda for the January 17, 2017 Open Operations Policy and Planning Committee meeting be as adopted as presented.

Carried Unanimously.

2. CORRESPONDENCE

There was no correspondence.

3. REPORTS FROM SENIOR MANAGEMENT

a) *Draft Policy Manual*

Superintendent Duncan spoke to his backgrounder on the Draft Board Policy Handbook.

Marcel Marsolais, CUPE Local 409 President, addressed the draft document.

Moved and Seconded:

THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) that the Draft Board Policy Handbook be adopted as presented to the November 22, 2016 Operations Policy and Planning Committee.

Moved and Seconded:

THAT the Operations Policy and Planning Committee recommendation to the Board of Education for School District No. 40 (New Westminster), that the Draft Board Policy Handbook be adopted as presented to the November 22, 2016 Operations Policy and Planning Committee, be tabled until the February 14, 2017 meeting of the Operations Policy and Planning Committee.

Motion Defeated on Tie Vote.

Main Motion:

THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster), that the Draft Board Policy Handbook be adopted as presented to the November 22, 2016 Operations Policy and Planning Committee.

Motion Defeated on Tie Vote.

b) Monthly Financial Update at August 31, 2016

Secretary Treasurer Lorenz presented the Operating Fund – Year to Date Expense to Budget Summary for the month ending November 30, 2016.

c) Maintenance & Capital Projects Update

The Committee received the monthly update on Maintenance and Capital Projects.

4. GENERAL ANNOUNCEMENTS

a) May Day Update

Associate Superintendent Janet Grant provided a presentation highlighting proposed changes to the district's involvement in the annual May Day event.

5. NEW BUSINESS

There was no new business.

6. ADJOURNMENT

The meeting adjourned at 8:50 p.m.



Background

On December 13th the board moved:

THAT the Board of Education for School District No. 40 (New Westminster) direct staff, in consultation with relevant stakeholder groups, to develop a transportation survey for Queensborough to better understand transit challenges and potential solutions for students traveling to New Westminster Secondary School from Queensborough.

Attached is a copy of the Survey that will be mailed out to the parents of high school students with home addresses in the queensborough area. Staff anticipate collating the data in March with a summary report to be presented to the Board of Education at the April Board meeting.

Respectfully,

A handwritten signature in black ink, appearing to read 'Kevin Lorenz', with a long horizontal flourish extending to the right.

Kevin Lorenz
Secretary-Treasurer



Queensborough Transportation Survey

Dear Parent/Guardian,

The New Westminister Board of Education is seeking information on modes of transportation for students who reside in Queensborough and attend New Westminister Secondary School. Parents in the Queensborough area are asked to complete and return the survey to the office at NWSS by Friday, March 31, 2017. If you have any questions regarding this survey please contact Belinda Scott at the school board office (ph: (604) 517-6240 email: bscott@sd40.bc.ca). Thank you.

Section 1:

1) _____ Number of children who live in my household who attend NWSS in 2016/2017 (grades 9-12)

2) My children travel to NWSS by (please v):

a. ☐ TransLink

i. ☐ am only

ii. ☐ pm only – directly after school

iii. ☐ am/pm – directly after school

iv. ☐ other, please specify _____

b. ☐ car – parent/adult driver

c. ☐ car – student driver

d. ☐ carpool

e. ☐ walk/bike

f. ☐ other, please specify _____

Section 2: If you are interested in a user paid bus service for 2017-2018 school year, please fill out the section below:

1. How many children in your family would require this service? _____

2. If you are willing to cover the approximate cost of \$100-\$125 per student per month for the daily to/from trip to NWSS, please provide your contact information

Name (please print): _____

Phone: _____ Email: _____

Section 3:

Are you interested in an organized ride share in which parents share driving students to NWSS?

☐ Yes ☐ No

Section 4:

If your child currently uses public transit, please share with us any concerns (examples of missed, delayed, or full busses). These concerns will be shared with TransLink and the city of New Westminister's transportation committee. If you are interested in further information around the results of this survey please include your name and contact information

Name (please print): _____

Phone: _____ Email: _____



2017/18 Budget Process - Timelines *January 29, 2017*

Preparation of Student projections

As part of the annual reporting supplied to the ministry, the District gathers enrollment projections for all schools using historical data, student projections based on census and other data, staff knowledge and expertise, consultation with city planning, and other resources as appropriate. Deadlines for the various tasks are as follows:

<i>Initial projections submitted by principals</i>	<i>Due January 27th</i>
<i>Revised projections to Secretary-Treasurer</i>	<i>Due Feb 3rd</i>
<i>Final Projections Submitted to the ministry</i>	<i>Due Feb 15th</i>

These projections will form the Basis of the revenue projections for the District's 2017/18 Fiscal year.

Staff Consultation and Planning

The senior management team will review current service levels, programs and activities against the goals and priorities established by the Board. Any changes to service levels or program delivery will be reviewed with staff responsible for program delivery to identify the impact of potential changes. Staff with budget responsibility will be asked to review their requirements for the coming year based on the assumptions identified in the review of current activities. Budget managers will then provide budget recommendations to the Secretary-Treasurer by the end of February for inclusion in the draft Budget. Deadlines for the various tasks are as follows:

<i>Review of current programing by Sr. Management</i>	<i>Due January 27th</i>
<i>Revised budget estimates provided to Secretary-Treasurer</i>	<i>Due Feb 24th</i>

These projections will form the basis of the expense projections for the districts 2017/18 Fiscal year.

Community and Stakeholder Consultation

All members of the public will be invited to share their thoughts with the District. A simplified survey and/or comment form will be made available on the District's web site throughout March to facilitate

this feedback. The District's employee groups will also be invited to provide any priorities or feedback from their members in written submissions that will be shared with the Board as part of the draft budget review. If the District's enrollment and revenue projections indicate a need for reduced service levels, this will be communicated as part of the initial consultation. In this case, additional opportunities for feedback will be scheduled in March and April after the draft budget has been prepared.

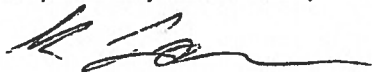
Draft Budget Preparation

The Ministry of Education will provide districts with revenue projections in March based on their assessment of the District's enrollment projections and the ministries established funding formula. The Secretary-Treasurer will prepare a draft budget based on the Ministry of Education's funding estimates and the revised expense estimates prepared by staff. Feedback from stakeholders will be incorporated into the draft budget where appropriate in consultation with department managers.

Board Review and Approval

The draft budget will be shared with the Operations Planning and Policy Committee in April, along with all feedback received from the various stakeholders. If the Committee identifies significant concerns where the budget does not reflect the District's established goals and priorities, the budget will be referred back to staff. If the committee is in agreement that the budget accurately reflects the District's priorities, the budget will be brought forward to the April Regular Board Meeting for 3 readings. Once the Board has approved the budget it will be submitted to the Ministry of Education no later than June 30th as required by the School Act.

Respectfully Submitted,



Kevin Lorenz,
Secretary Treasurer