



**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
REGULAR OPEN MEETING OF THE BOARD
AGENDA**

Tuesday, November 26, 2019

7:00 pm

School Board Office

811 Ontario Street, New Westminster

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.

	Pages
1. <u>ADOPTION OF THE AGENDA</u>	7:00 PM
Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the November 26, 2019 Regular School Board meeting.	
2. <u>APPROVAL OF THE MINUTES</u>	7:05 PM
a. Minutes from the Open Meeting held:	
October 29, 2019 Regular Open Meeting	
Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the October 29, 2019 Regular School Board meeting.	
b. Business Arising from the Minutes	
3. <u>TRUSTEE REPORTS</u>	
a. Outgoing Board Report, Chair Gifford	7:10 PM
b. Election of Chair	7:25 PM
c. Election of Vice Chair	7:35 PM
d. Election of BCPSEA Representative and Alternate	7:45 PM

e. Election of BCSTA Provincial Council Delegate and Alternate 7:55 PM

f. Motion to Destroy Ballots 8:05 PM

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) direct the Secretary-Treasurer to destroy all ballots.

4. COMMENT & QUESTION PERIOD FROM VISITORS 8:10 PM

5. CORRESPONDENCE 8:20 PM

a. City of New Westminster - 719 Colborne Street - November 19, 2019 10

b. City of New Westminster - 515 Fourth Street - November 19, 2019 12

6. BOARD COMMITTEE REPORTS

a. Education Policy & Planning Committee, November 5, 2019 8:25 PM

i. Comments from the Committee Chair, Trustee Dhaliwal

ii. Approval of the November 5, 2019 Education Policy and Planning Committee Minutes 14

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the November 5, 2019 Education Policy & Planning Committee meeting.

b. Operations Policy & Planning Committee, November 19, 2019 8:35 PM

i. Comments from the Committee Chair, Trustee Connelly

ii. Approval of the November 19, 2019 Operations Policy and Planning Committee Minutes 18

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the November 19, 2019 Operations Policy & Planning Committee meeting.

iii. Climate Action Recommendations (Trustee Dhaliwal)

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) include a goal within its strategic plan, a long-term Climate Action Plan and to direct staff to incorporate environmental strategies when preparing and executing capital planning submissions (i.e. Annual Facilities Grant and 5-Year Capital Plan) to the Board of Education and Ministry of Education. Further, specific consideration of the following shall be made:

- **Measurable targets and specific timelines and goals to reduce SD40's greenhouse gas emissions, consistent with the IPCC 1.5.**
- **Consideration to all SD40 schools and sites, transportation and purchasing and procurement functionalities.**
- **Costs associated to the plans put in place.**
- **Opportunities for stakeholder engagement and input.**
- **District Staff to provide an update on the development on the Climate Action Plan taken by the District in September 2020.**

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) include a goal within its strategic plan to provide leadership and support to increase learning opportunities for both students and staff towards climate literacy and environmental sustainability.

iv. Funding Model Review (Trustee Connelly)

Recommendation:

THAT the Board of Education of School District No.40 (New Westminster) advocate to the Ministry of Education to ensure Boards of Education are provided with the opportunity to model and/or pilot the new funding formula recommendations prior to implementation in order to provide feedback on the positive and negative implications of the proposed recommendations, the impact on the ability of our districts to strengthen success for all students and the ability to ensure a system that is equitable, predictable and fair for all school districts.

7. REPORTS FROM SENIOR MANAGEMENT

- | | | | |
|----|--|---------|----|
| a. | Superintendent Update (K. Hachlaf) | 8:45 PM | |
| b. | Administrative Procedure 354 - Physical Restraint and Seclusion - New Policy (B. Cunnings) | 9:00 PM | 23 |

8. NEW BUSINESS

- | | | | |
|----|---------------------------------------|---------|----|
| a. | 2020-2021 Budget Process (B. Ketcham) | 9:10 PM | 29 |
|----|---------------------------------------|---------|----|

Recommendation:
THAT the Board of Education of School District No. 40 (New Westminster) approve the 2020-2021 Budget Process as presented.

9. QUESTION PERIOD (15 Minutes) 9:20 PM

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

10. NOTICE OF MEETINGS 9:35 PM

Tuesday, December 3, 2019: Combined Education and Operations Policy & Planning Committee Meeting, 7:00pm - School Board Office

Tuesday, December 10, 2019: School Board Meeting, 7:00pm - School Board Office

Tuesday, January 14, 2020: Education Policy & Planning Committee Meeting, 6:00pm - Qayqayt Elementary, 85 Merivale Street

11. REPORTING OUT FROM IN-CAMERA BOARD MEETINGS 9:40 PM

- | | | | |
|----|--|--|----|
| a. | Record of In-Camera October 29, 2019 Board Meeting | | 30 |
| b. | Record of Special In-Camera November 5, 2019 Board Meeting | | 31 |

12. ADJOURNMENT 9:45 PM

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

**Tuesday, October 29, 2019, 7:30 PM
School Board Office
811 Ontario Street, New Westminster**

PRESENT	Anita Ansari, Vice Chair	Karim Hachlaf, Superintendent
	Dee Beattie, Trustee	Bettina Ketcham, Secretary-Treasurer
	Danielle Connelly, Trustee	Maryam Naser, Associate Superintendent
	Surveen Dhaliwal, Trustee	Robert Weston, Executive Director, Human Resources
	Mark Gifford, Chair	Caroline Manders, Recording Secretary
	Maya Russell, Trustee	
REGRETS	Mary Lalji, Trustee	

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

2019-105

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the October 29, 2019 Regular School Board meeting.

CARRIED UNANIMOUSLY

2. APPROVAL OF THE MINUTES

a. Minutes from the Open Meetings held:

1. September 24, 2019 Regular Open Board Meeting

2019-106

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the September 24, 2019 Regular School Board meeting.

CARRIED UNANIMOUSLY

b. Business Arising from the Minutes

Nil.

3. COMMENT & QUESTION PERIOD FROM VISITORS

David Brett addressed the Board regarding May Day. He would like to reach out to the Indigenous community to gain their support for May Day and would like the endorsement of the Board of Education.

Chair Gifford indicated that the Board has not received any correspondence regarding this matter. Any ideas, suggestions, etc. should be channeled through the District. However, he cautioned Mr. Brett that the District is unlikely to take on additional duties due to limited resources. David Brett thanked the Board.

Trustee Russell stressed that if Mr. Brett will be reaching out to Indigenous groups regarding May Day, this would not represent the wishes, support or endorsement of the Board of Education of New Westminster.

Superintendent Hachlaf confirmed that the coordinator, who oversaw the organization of May Day 2019, will organize the 2020 event.

4. CORRESPONDENCE

Correspondence was received.

5. BOARD COMMITTEE REPORTS

a. Education Policy & Planning Committee, October 8, 2019

i. Comments from the Committee Chair, Trustee Dhaliwal

Trustee Dhaliwal was thrilled to welcome the Student Voice student trustees to their first meeting on October 8 and looks forward to their participation going forward.

ii. Approval of the October 8, 2019 Education Policy and Planning Committee Minutes

2019-107

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the October 8, 2019 Education Policy & Planning Committee meeting.

CARRIED UNANIMOUSLY

iii. Services for Students with Dyslexia

2019-108

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to articulate our current continuum of support, including prevalence and process for identification of students who are struggling to learn to read, and further that, staff identify gaps in support and make recommendations to close these gaps.

CARRIED UNANIMOUSLY

b. Operations Policy & Planning Committee, October 15, 2019

i. Comments from the Committee Chair, Trustee Connelly

Trustee Connelly thanked all the presenters at the October 15 meeting.

ii. Approval of the October 15, 2019 Operations Policy and Planning Committee Minutes

2019-109

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the October 15, 2019 Operations Policy & Planning Committee meeting.

CARRIED UNANIMOUSLY

iii. Climate Action

2019-110

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) declare a climate emergency.

CARRIED UNANIMOUSLY

2019-111

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) write a letter to the Minister of Education and the Minister of Environment and Climate Change Strategy advocating for climate literacy in schools, support for school districts to reduce their greenhouse gas emissions and prioritizing the funding of greener school facilities.

CARRIED UNANIMOUSLY

iv. School Naming / Renaming

Discussion followed regarding adding wording to Administrative Procedure (AP) 542 to reflect an educational component and historical context for re-naming. It was suggested that the wording from item #5 Guiding Principles in AP541 be added to AP542.

2019-112

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) accept the Administrative Procedure: (Revised AP541) Naming New School and District Facilities; and (New AP542) Re-Naming Existing School and District Facilities.

CARRIED UNANIMOUSLY

v. Surplus Appropriation Approval

2019-113

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) authorize further appropriation of unrestricted surplus in the amount of \$625,000 for the 2019-2020 fiscal year, as presented.

CARRIED UNANIMOUSLY

- vi. Bank Signing Authority

2019-114

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 Bettina Ketcham, Secretary-Treasurer be approved;

AND FURTHER that effective immediately, bank signing authority Kim Morris former Secretary-Treasurer, be removed.

CARRIED UNANIMOUSLY

6. REPORTS FROM SENIOR MANAGEMENT

- a. Superintendent Update

Superintendent Hachlaf acknowledged the work done by the Board of Education and District Staff to advance the Strategic Planning process. A draft of the Strategic Plan 2019-2024 will be presented at an upcoming Board meeting.

A very successful Innovation Grants meeting took place in early October. Director of Instruction, Learning & Innovations Maureen McRae-Stanger will be providing an update at an upcoming Board meeting.

The October 24, 2019 Mental Health & Literacy event at Fraser River Middle School was well-received. 2020 events are being planned for Queensborough and Glenbrook Middle schools.

The "Drop Everything and Read" event where District staff spent a half-day in the District's schools to read to a number of elementary school classes was very successful. Superintendent Hachlaf thanked District Staff for their support.

Superintendent Hachlaf attended the Joint Liaison meetings with the Ministry of Education. The District is well-aligned with various Ministry initiatives. Funding Review reports were reviewed, further information to be forthcoming from the Ministry.

7. NEW BUSINESS

- a. Revision of Policy 7 - Board Operations

Secretary-Treasurer Ketcham reviewed the suggested edits and provided rationale as to the changes in wording of Policy 7.

2019-115

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) accept the revised Policy #7 Board Operations.

CARRIED UNANIMOUSLY

8. TRUSTEE REPORTS

The Trustees provided highlights of events they attended in October.

Chair Gifford formally welcomed new Secretary-Treasurer Bettina Ketcham.

9. QUESTION PERIOD (15 Minutes)

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

10. NOTICE OF MEETINGS

November 5, 2019: Education Policy & Planning Committee, 6:30pm - POWER, 200-1065 Columbia Street

*** Please note the new start times, meetings will commence 30 minutes earlier*

November 19, 2019: Operations Policy & Planning Committee, 7:00pm - School Board Office

November 26, 2019: School Board Meeting, 7:00pm - School Board Office

December 3, 2019: Combined Open Education and Operations Policy & Planning Committee Meeting, 7:00pm - School Board Office

11. REPORTING OUT FROM IN-CAMERA BOARD MEETING

a. Record of In-Camera September 24, 2019 Board Meeting

12. ADJOURNMENT

The meeting adjourned at 8:22 pm.

Chair

Secretary-Treasurer

NOV - 7 2019

November 19, 2019

File: REZ00186

Mark Gifford, Board Chair
The Board of Education of School District 40 (New Westminister)
811 Ontario Street,
New Westminister, BC V3M 0J7

Dear Mr. Gifford:

Re: 719 Colborne Street, New Westminister, New Westminister, BC

An application has been received to rezone 719 Colborne Street (*shown hatched on the sketch plan attached*) from Single Detached Dwelling Districts (Compact Lots) (RT-2D) to Comprehensive Development District (719 Colborne Street) (CD-89). The proposal would permit two accessory dwelling units within existing buildings on the site. One accessory dwelling unit would be a secondary suite located in the basement of the principal building and the second would be an infill dwelling unit located above the existing garage. No additions or major changes to the building exterior have been proposed.

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 19, 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 Westminister, 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).



File: REZ00186

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



NOV - 7 2019

November 19, 2019

File: HER00716

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

Dear Mr. Gifford:

Re: 515 Fourth Street, New Westminster, BC

An application has been submitted to the city of New Westminster for a heritage revitalization agreement at 515 Fourth Street. The agreement would allow the existing house to become a duplex and allow a new infill house to be built facing Regina Street. The agreement would include a transfer of density from the undersized principal house to the infill house. The agreement would also permit relaxations for the front yard setback of the duplex, for the side yard setback of the infill house, and for off-street parking spaces. As part of this application, the existing heritage house would be restored and legally protected through 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 19, 2019 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:

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Or

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

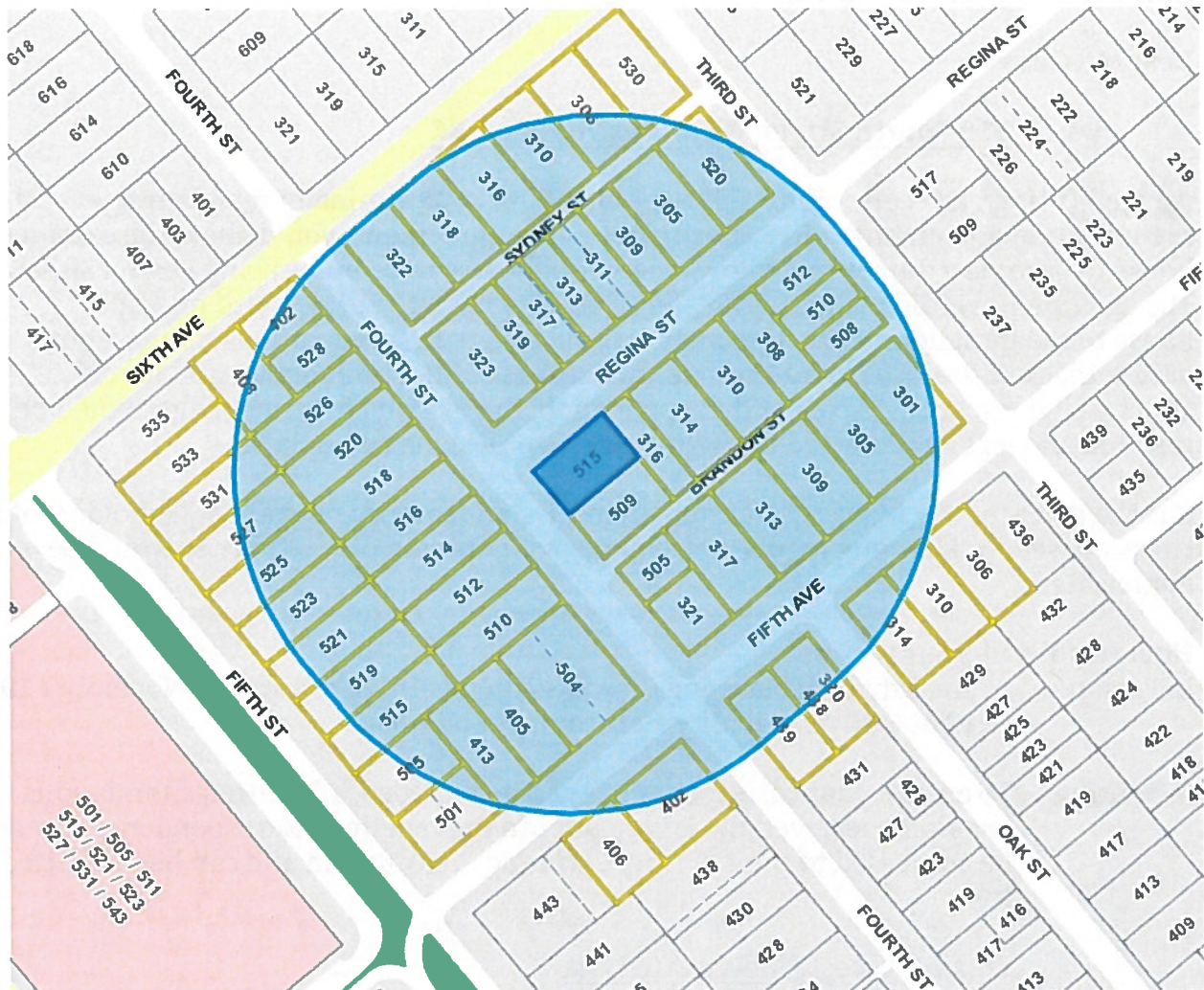
Questions:

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 19, 2019

File: HER00716

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



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

Tuesday, November 5, 2019, 6:30 PM

POWER

200-1065 Columbia Street, New Westminster

PRESENT	Anita Ansari, Vice Chair Dee Beattie, Trustee Danielle Connelly, Trustee Gurveen Dhaliwal, Trustee Mark Gifford, Chair Maya Russell, Trustee Student Trustees: Rebecca Ballard Tony Jiang Sierra Rose-Hand	Karim Hachlaf, Superintendent Bettina Ketcham, Secretary-Treasurer Maryam Naser, Associate Superintendent Robert Weston, Executive Director of Human Resources Caroline Manders, Recording Secretary Guests: Pam Craven, District Principal, POWER Lloyd Greene, Youth Care Worker, POWER Jim Russell, Teacher, POWER Anjala Banziger, School Psychologist Christy den Haan-Veltman, Teacher, NWSS Bruce Cummings, Director, Instruction, Learning Services Quirina Gamblen, Director of Programs & Planning Emily Larkman, SLP/Reading Intervention Tammy McArthur, Teacher, NWSS
REGRETS	Mary Lalji, Trustee	

Chair Dhaliwal 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 6:35 pm.

Moved and Seconded

THAT the agenda for the November 5, 2019 Education Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Presentations

a. POWER Learning Plan

District Principal Pam Craven introduced Lloyd Greene, Youth Care Worker, and Jim Russell, teacher at POWER who presented an overview of the Learning Plan as follows:

- Current enrollment: 35 students.
- Most students have selected the POWER program because it provides them with more flexibility and support in their learning.
- This program also supports students who require skills in self-management; conflict resolution; severe anxiety and depression.
 - o Feedback from the students: they like the smaller classes; one-on-one with the teachers; self-paced work.

POWER Learning Plan:

- o Increase students' social engagement; students will thrive emotionally, academically, and become whole and healthy learners.
- o Students enjoy the variety of subjects including cooking; arts.
- o Desired Impact: who, what, when, where, why & how.
- o Hoping that the students will actively play a role in deciding on what subjects will be taught.
- o Looking to the Future: Designing a learning model with the assistance of the teacher.

b. Literacy Presentation

Emily Larkman and Anjala Banziger presented an update on supporting struggling readers. By screening and intervening early, can reduce number of students who will require literacy support in Grades 3+.

In 2016, the District began to pilot the Early Reading Screening Tool (ERST) - designed in English and French; evaluates the skills shown by research to be most predictive of code-based reading difficulties; intended to be used as a universal screener in Kindergarten and Grade 1; can also be used in later grades for students needing to develop those skills; also used a progress monitoring tool for students receiving intervention.

Next steps include:

- Move towards Universal Screening Model in K/grade 1;
- Continue to work on solutions to data collection challenges;
- Monitor outcomes of literacy interventions;
- Continue search for intervention programs suitable for EFL population; build bank of age-appropriate decodable and hi/lo books available at all elementary & middle school sites;
- Provide guidance to classroom and LST teachers;
- Increase student access to e-books & audiobooks; ProD/In-service opportunities for teachers in Structured Literacy and the science of reading; increase opportunities for teachers to share experiences (successes and challenges in Tier 1/Tier 2).

3. **Comment and Question Period**

Nil.

4. **Student Voice**

a. Counselling at NWSS

Student Trustees Ballard, Jian and Rose-Hand addressed the matter of counselling services at New Westminster Secondary School (NWSS). The current ratio of approximately 1 counsellor to 500 students is not optimal and they requested that additional counselling services be added.

International Program Student Trustee Jiang, conveyed the need for additional counselling support for the International Program.

Associate Superintendent Naser stated that the ratio of 1 counsellor to 500 students at NWSS is actually above the Ministry of Education's minimum ratio (1 counsellor to 693 students).

Superintendent Hachlaf explained that although the District's ratio is within Provincial standards, this would not preclude the District from introducing additional resources such as a wellness centre at the new high school.

5. New Business

Nil.

6. Reports from Senior Management

a. Career Programs Report

Presenters Tammy McArthur and Christy den Haan-Veltman updated the Board on the Career, Training and Work Options for students at NWSS. The redesigned curriculum includes two new courses delivered in Grades 10 and 12 - Career-Life Exploration and Career-Life Connections, which prepares students to be effective citizens and life-long learners; provides knowledge and develops personal and social skills for future career life choices. This semester, 77 students are enrolled in Youth Explore Trades Skills.

Plans include to increase classes from 2 to 3 next year; continue to grow WORK student portfolio; explore more dual credit options with local post-secondary institutions; increase work experience opportunities; create help centre for students applying to post-secondary institutions and scholarships; establish new career centre at NWSS.

Superintendent Hachlaf indicated that the Careers Program provides important opportunities for students, which the District will continue to support.

b. Special Education Review November Update

Director, Instruction, Learning Services Cunnings delivered the November update:

- Training meeting will be held on November 6.
- DPAC has reviewed the training plan.
- Scheduling of meetings with parents for third week of November (elementary school-level); December (middle school-level) and January for high school-level.
- Educational Assistants have been trained at ProD days; first session held on October 25 was very successful; another is scheduled for November 12
- School engagement process will start soon.
- ThoughtExchange survey will launch in the next couple of weeks; Special Education Review information will be posted on the District website.
- No dates have yet been confirmed for student engagement; when consultants' attendance at the sessions are confirmed, dates will be forthcoming.

c. Student Enrollment & Staffing Report

Associate Superintendent Naser updated the Board.

Enrolment is up by 104 students at the elementary and middle schools level; NWSS saw a slight increase of 42.87 students; a decrease of 41 Aboriginal students (graduating students and those not returning); and a deliberately planned decrease of 28 International Education Program students. Across the District have increased by 4 divisions in 2019-2020.

Non-enrolling staffing are nearly at the full complement (ratios) as required.

Executive Director of Human Resources Weston reviewed the CUPE staffing - increase in 11 Educational Assistants; increase of 1 custodian; decrease of 4 school clerical staff; and those captured in 'other' category increased by 11.

7. **General Announcements**

Nil.

8. **Adjournment**

The meeting adjourned at 8:45 pm.

DRAFT

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

**Tuesday, November 19, 2019, 7:00 PM
School Board Office
811 Ontario Street, New Westminster**

PRESENT	Anita Ansari, Vice Chair	Karim Hachlaf, Superintendent
	Dee Beattie, Trustee	Bettina Ketcham, Secretary-Treasurer
	Danielle Connelly, Trustee	Maryam Naser, Associate Superintendent
	Mark Gifford, Chair	Robert Weston, Executive Director, Human Resources
	Maya Russell, Trustee	Kelly Proznick, District Arts Facilitator
		Dave Crowe, Director of Capital Projects
		Grant Lachmuth, Black Wolf Consulting
		Caroline Manders, Recording Secretary
REGRETS	Gurveen Dhaliwal, Trustee	
	Mary Lalji, Trustee	

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 7:15pm.

Add: Item 5c. i. Funding Model Review Recommendation

Moved: Item 8a. Climate Action Recommendations to 3b.

Moved and Seconded

THAT the agenda for the November 19, 2019 Open Operations Policy and Planning Committee meeting be adopted as amended.

CARRIED UNANIMOUSLY

2. Correspondence

Committee Chair Connelly reviewed the correspondence received from the City of New Westminster, Consultation on Proposed Community Plan Amendment, October 29, 2019. Additional information to be requested regarding: Development Permit types; Land Use Designations for Keary Street; Schools land use designation in Queensborough.

3. Presentation

a. 2019-2020 Arts Surplus Allocation Update

District Arts Facilitator Kelly Proznick provided an overview of the status of Arts Education at New Westminster Schools. Highlights included the following:

- Important to develop budgets that maintain programming, build capacity and consider repairs, maintenance and replacement of equipment.
- Community organizations have reached out to the Arts Program to see how partnering with them could maximize resources, increase inclusion and equity and enhance opportunities.

- Supporting teachers to grow and thrive by offering professional development and collaborative opportunities in arts. Continue to work with parents and families to set goals and leverage opportunities.
- Legacy and Inquiry projects that are in the works within the District include StrongStart.
- Liaise with Aboriginal Education Coordinator Bertha Lansdowne to incorporate Indigenous culture in the arts.
- Next steps include completing the listing of arts supplies and prioritizing the requests.

b. Climate Action Recommendations

Trustee Dhaliwal was not able to attend the meeting. Trustee Ansari read aloud the proposed recommendations. It was asked Climate Action information be published on the District's website.

A delegation attended the meeting. Members asked the Board why the original proposed motions brought forward at the October 15, 2019 Operations Committee meeting had been amended.

Superintendent Hachlaf indicated that the Climate Emergency motion was passed only recently, more work is required to establish specific targets and timelines. The wording in the proposed motions as presented align with the District's new Strategic Plan.

Trustee Gifford thanked Trustee Dhaliwal for her work in preparing the Backgrounder and motions for consideration. He also thanked the District for their initial work in reviewing how to advance this initiative.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to include a goal within its strategic plan to make climate action and environmental sustainability a priority, and to direct staff to incorporate environmental strategies when preparing and executing capital planning submissions (i.e. Annual Facilities Grant and 5-Year Capital Plan) to the Board of Education and Ministry of Education. Further, specific consideration of the following shall be made:

- ***Measurable targets and specific timelines and goals to reduce SD40's greenhouse gas emissions;***
- ***Consideration to all SD40 schools and sites, transportation and purchasing and procurement functionalities.***
- ***Costs associated to the plans put in place.***
- ***Opportunities for stakeholder engagement and input.***

MOTION AMENDED #1

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to include a goal within its strategic plan to make climate action and environmental sustainability a priority, and to direct staff to incorporate environmental strategies when preparing and executing capital planning submissions (i.e. Annual Facilities Grant and 5-Year Capital Plan) to the Board of Education

and Ministry of Education. Further, specific consideration of the following shall be made:

- **Measurable targets and specific timelines and goals to reduce SD40's greenhouse gas emissions, consistent with the IPCC 1.5.**
- **Consideration to all SD40 schools and sites, transportation and purchasing and procurement functionalities.**
- **Costs associated to the plans put in place.**
- **Opportunities for stakeholder engagement and input.**
- **District Staff to provide an update on the development on the Climate Action Plan taken by the District in September 2020.**

CARRIED UNANIMOUSLY

MOTION AMENDED #2

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to include a goal within its strategic plan a long-term Climate Action Plan to make climate action and environmental sustainability a priority, and to direct staff to incorporate environmental strategies when preparing and executing capital planning submissions (i.e. Annual Facilities Grant and 5-Year Capital Plan) to the Board of Education and Ministry of Education. Further, specific consideration of the following shall be made:

- **Measurable targets and specific timelines and goals to reduce SD40's greenhouse gas emissions, consistent with the IPCC 1.5.**
- **Consideration to all SD40 schools and sites, transportation and purchasing and procurement functionalities.**
- **Costs associated to the plans put in place.**
- **Opportunities for stakeholder engagement and input.**
- **District Staff to provide an update on the development on the Climate Action Plan taken by the District in September 2020.**

CARRIED UNANIMOUSLY

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to include a goal within its strategic plan to provide leadership and support to increase learning opportunities for both students and staff towards climate literacy and environmental sustainability.

CARRIED UNANIMOUSLY

4. Comment & Question Period from Visitors

Nil.

5. Reports from Senior Management

a. Capital Projects Update

i. New Westminster Secondary School (D. Crowe / G. Lachmuth)

Director of Capital Projects Crowe and Grant Lachmuth, Black Wolf Consulting, provided November highlights:

- NWSS staff and administration continue to be consulted on classroom requirements, project updates and transition plan to new school.
- Weekly stakeholder consultation meetings regarding delivery of civil works between Massey Theatre and Moody Park Arena is underway. Road works are going well and will be completed in two weeks.
- Stakeholder communications continue to take place.
- Framing has been completed; drywall is commencing on the inside.
- Exterior boarding/sheeting will take place in the next few weeks.
- Glazing has commenced to be installed, which is giving the school more shape and dimension.
- Maintenance/IT building, all the footing and foundations have been completed and the wall structures will start to be raised and should be completed by mid to end April 2020.
- Site workers level is 120-130 that is an increase of 25-30 workers (plumbing, ventilation).
- Compliance and Project Teams continue to audit the contractor work and that it meets/exceeds work quality and is completed according to Code.

A site visit for the Board of Education is being scheduled. Audience members asked whether an event is being planned where past and present NWSS attendees, staff, and the public will have an opportunity to say goodbye to the current high school. This has been taken under advisement.

b. Operations Update

- November 2019 Operations Update

Secretary-Treasurer Ketcham provided an update on the activities of the Operations and Finance staff for November.

i. October 31, 2019 Financial Report

Secretary-Treasurer Ketcham indicated that revenues and expenses are on-target compared to 2018-19. Substitute salaries is tracking at 76%, may require some adjustment. There will be some re-alignment as work starts on the amended budget.

c. Funding Model Review Update

Secretary-Treasurer Ketcham provided highlights of the Funding Model Review. Districts across the province continue to wait for some economic modeling of the new formula to better understand impacts. At this time, it is unclear to what extent these recommendations of the working group may be built in to the model and how the transition period will work.

CUPE Local 409 President Marcel Marsolais was asked what the potential impact would be of the funding model review. It was noted that there are still a lot of questions and concerns as there are no specifics provided.

- i. Operations Committee Chair Connelly introduced the following Funding Model Review motion:

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No.40 (New Westminster) to advocate to the Ministry of Education to ensure Boards of Education are provided with the opportunity to model and/or pilot the new funding formula recommendations prior to implementation in order to provide feedback on the positive and negative implications of the proposed recommendations, the impact on the ability of our districts to strengthen success for all students and the ability to ensure a system that is equitable, predictable and fair for all school districts.

CARRIED UNANIMOUSLY

- d. Living Wage Update

Executive Director of Human Resources provided highlights of the Living Wage initiative within the District.

Trustee Gifford indicated that it is great news that the District already pays its employees above the Living Wage.

Moved and Seconded

THAT the Operations Policy and Planning Committee members hereby extend the length of the meeting past 9:30pm as per Board Policy 7, Board Operations.

CARRIED UNANIMOUSLY

- e. Memorialization Advisory Committee (MAC) Verbal Update

Superintendent Hachlaf provided a brief update. It was asked that the Minutes of the MAC be circulated to the Trustees. Also, that a schematic design be included to show the preliminary landscape design plans.

- f. Queensborough Middle School Childcare Verbal Update - City & District Partnership

Associate Superintendent Naser confirmed that two portables were moved from Lord Tweedsmuir Elementary School to Queensborough Middle School. The Westminster Children's After School Society (WCASS) Executive Director has indicated that there may be a waitlist for licensing of the childcare program due to a backlog. Associate Superintendent Naser has reached out to John Stark at the City of New Westminster to ask for support to help expedite licensing. Families on the waitlist will be contacted to confirm whether they would like to remain on the list. It was suggested that a licensing officer visit the site to provide feedback as to how to advance the process.

6. General Announcements

Trustees briefly discussed who will be attending the upcoming District PAC meetings.

7. New Business

Nil.

8. Old Business

Nil.

9. Question Period (15 Minutes)

Nil.

10. Adjournment

The meeting adjourned at 9:50pm.

PHYSICAL RESTRAINT AND SECLUSION

Background

All students and staff are to be provided with a safe learning and working environment. Such safety is compromised when a student's behaviour is dangerous to self or others. Prevention is the best method for maintaining a safe environment. However, in emergency circumstances a supervisory adult may find it necessary to apply physical restraint and/or seclusion. The District is committed to ensuring that the guidelines for physical restraint and/or seclusion in school settings, as set out by the Ministry of Education, are followed.

- Every effort will be made to structure learning environments and provide learning supports that make physical restraint and seclusion unnecessary and school personnel will implement evidenced based effective supports and interventions to prevent and de-escalate potentially unsafe situations.
- If required, physical restraint and/or seclusion will be implemented as emergency, not treatment, procedures.
- School staff members are offered opportunities to be trained in implementing positive behaviour interventions, and supports, and de-escalation techniques.
- Specialized staff are offered opportunities to participate in training regarding the safe implementation of physical restraint and/or seclusion.
- Parents and, where appropriate, students are provided opportunities to be consulted in the development of positive behaviour supports and interventions, behaviour plans, or safety plans. Review or revision of such plans will occur if there is repeated use of restraint or seclusion for an individual student.
- Procedures for documenting every instance of the use of physical restraint or seclusion are clearly articulated.

The District is committed to regular review of this Administrative Procedure to ensure alignment with Ministry of Education guidelines and current research/practice.

Definitions: Ministry of Education

Behaviour: the actions by which an individual adjusts to the environment. It is commonly understood that behavior is communication. It is the impact of the behavior that dictates whether it is negative or positive.

Physical Restraint: “a method of restricting another person’s freedom of movement or mobility – in order to secure and maintain the safety of the person or the safety of others”:

- The provision of a “physical escort”, i.e., temporary touching or holding of a student’s hand, wrist, arm, shoulder or back for the purpose of accompanying and inducing a student who is acting out to walk to a safe location, does not constitute physical restraint.
- The provision of physical guidance, or prompting of a student when teaching a skill, redirecting attention, or providing comfort also does not constitute physical restraint.

Seclusion: “the involuntary confinement of a person, alone in a room, enclosure, or space which the person is physically prevented from leaving.”

- Behaviour strategies, such as “time out,” used for social reinforcement as part of a behaviour plan, are not considered “seclusion.”
- The term seclusion does not apply where a student has personally requested to be in a different/secluded location/space.

Procedures

1. Physical restraint and seclusion may only occur when the behavior of a student poses imminent danger of serious physical harm to self or others, including school personnel, and where less restrictive interventions have been ineffective in ending imminent danger of serious physical harm.
2. Physical restraint and seclusion may never be used as a punishment, discipline, or to force compliance in an educational learning setting.
3. Physical restraint or seclusion is never conducted in a manner that could, in any way, cause harm to a student, i.e., never restricts the breathing of a student; never places a student in a prone position (i.e., facing down on his/her stomach) or supine position (i.e., on his /her back , face up); never employs the use of mechanical devices.
4. All school staff members involved in implementing physical restraint or seclusion protocols must be trained in Non-Violent Crisis Intervention to ensure that positive behaviour interventions, supports, and de-escalation techniques are used.
5. Physical restraint and seclusion is to be discontinued once imminent danger or serious self-harm or harm to others has dissipated.
6. If a staff member is injured during physical restraint or seclusion, a “Worker’s Report of Injury or Occupational Disease to the District” ([NWSD Form 6A](#)) must be completed and given to the Principal/VP in accordance with WorkSafeBC regulations.
7. Any space used for seclusion will not jeopardize the secluded student’s health and safety.
8. Any student placed in seclusion must be continuously visually observed by an adult who is physically present throughout the period of seclusion, and who is able to communicate in the student’s primary language or mode of communication.
9. A review/revision of prevention/intervention strategies must occur in cases where there is:
 - 9.1 Repeated use of physical restraint or seclusion for an individual student

9.2 Multiple use of physical restraint or seclusion occurring within the same classroom

9.3 Repeated use of physical restraint or seclusion by an individual staff member

10. Communication with District and School Staff:

10.1 Follow-up after each incident involving the use of physical restraint or seclusion:

10.1.1 School staff will notify the Principal as soon as possible after an incident / always prior to the end of the school day on which the incident has occurred.

10.1.2 The Principal will notify the Director of Instruction, Learning Services and the Superintendent or designate as soon as possible after an incident / prior to the end of the school day on which the incident has occurred.

11. Documentation by school staff of any use of physical restraint or seclusion is required.

11.1 School staff are required to use the “Physical Restraint and Seclusion Record” ([Form 354-1](#)) District template.

11.1.1 The use of “time out” outside of the classroom is also to be documented on record form. ([Form 354-1](#))

11.2 Completed records are due to the office of the Director of Instruction, Learning Services by June 30 each year.

12. Communication with Parents:

12.1 The Principal will notify parents/guardians as soon as possible/always prior to the end of the school day on which the incident has occurred.

12.2 A debriefing – with involved school personnel; parents or guardians of the student; and where possible, with the student – will examine what happened/what caused the incident, and what could be changed, i.e., preventative and response.

13. Students with Special Needs

13.1 Where the use of physical restraint or seclusion may be a potential part of the educational program of a student with special needs, procedures will be clearly laid out in that student's Positive Behaviour Support Plan, and/or Staff Safety Plan and be placed with that students's Individual Education Plan (IEP).

13.2 All other procedures as above will be followed.

Reference: Sections 6, 7, 17, 20, 22, 65, 85 School Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Revised: May 28, 2019

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

PHYSICAL RESTRAINT AND SECLUSION

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Reference: Sections 6, 7, 17, 20, 22, 65, 85 School Act

SD No. 40 (New Westminster)

Adopted: November 26, 2019 (formerly AP 354)

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

New Westminster Schools
Budget Process: 2020-2021

Date	Location	Time	Event	Attendees	Goal
26-Nov-19	SBO	7:00 PM	Regular Open Board Meeting	Board	Approval of the 2020/21 budget process
3-Dec-19	SBO	7:00 PM	Operations Policy & Planning Committee	Committee Members	Review ThoughtExchange process planned for January 2020
Winter Break - December 23 - January 3					
13-Jan-20	N/A	N/A	ThoughtExchange engagement process	N/A	Collect community and stakeholder feedback (January 13 - 17)
16-Jan-20	SBO	7:30 AM	District Leadership Team	Staff, PVP	Budget Process Overview
TBD (early Feb)	TBD	TBD	Student Symposium	Trustees/Staff/Students	Collect student feedback
11-Feb-20	SBO	7:30 PM	Operations Policy & Planning Committee	Committee Members	Public and student engagement results
3 -Year Enrolment Projections to MOE - February 15					
18-Feb-20	TBD	6:00 PM	Talking Tables Dinner Meeting	Trustees, Staff, PVP/Stakeholders/ Students	Facilitated Discussion Dinner Meeting
25-Feb-20	SBO	7:00 PM	Regular Open Board Meeting	Board	Approval of the Amended Budget for 2019/20
3-Mar-20	SBO	7:00 PM	Combined Ed and Ops Policy & Planning Committee	Committee Members	Estimated Structural Surplus/Deficit
10-Mar-20	SBO	7:00PM	Regular Open Board Meeting	Board	Superintendent's recommendations and stakeholder submission presentations
Ministry Funding Announcement - March 13					
Spring Break - March 16 - 27					
7-Apr-20	SBO	7:00 PM	Special Meeting (if required)	Board	Review of funding model announced for 2020/21 by Ministry for Education and discussion of foreseen impacts
21-Apr-20	SBO	7:00 PM	Operations Policy & Planning Committee	Committee Members	
21-Apr-20	SBO	Post Ops	Regular Open Board Meeting - SPECIAL	Board	Complete 1st and 2nd reading of budget bylaw
23-Apr-20	SBO	4:30 PM	District Leadership Team	Staff, PVP	Superintendent's Recommendations Review
28-Apr-20	SBO	7:00 PM	Regular Open Board Meeting	Board	Complete 3rd reading of budget bylaw
Staffing Processes Commence - May 1					
19-May-20	SBO	7:00 PM	Operations Policy & Planning Committee	Committee Members	20/21 Process Debrief & Improvements to Be Made
Ministry Submission Deadline - June 30					



ADOPTION OF AGENDA – 6:30 pm.

MINUTES FOR APPROVAL – September 24, 2019 and October 15, 2019

CORRESPONDENCE – Nil

REPORTS FROM SENIOR MANAGEMENT – Personnel / Bargaining / Facilities

Meeting recessed at 7:30 pm.

Meeting resumed at 8:27 pm.

OTHER BUSINESS – Administration

ITEMS TO BE REPORTED OUT AT OPEN MEETING – Nil

NOTICE OF MEETINGS

ADJOURNMENT – 9:20 pm.



ADOPTION OF AGENDA – 6:00 pm.

REPORTS FROM SENIOR MANAGEMENT – Personnel / Bargaining

ADJOURNMENT – 6:31 pm.