



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

Tuesday, January 28, 2020

7:00 pm

School Board Office

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.

	Pages
1. <u>ADOPTION OF THE AGENDA</u> 7:00 PM	
Recommendation: THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda for the January 28, 2020 Regular School Board meeting.	
2. <u>APPROVAL OF THE MINUTES</u> 7:05 PM	
a. Minutes from the Open Meetings held:	
i. December 10, 2019 Regular Meeting 5	
Recommendation: THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes as distributed for the December 10, 2019 Regular School Board Meeting.	
b. Business Arising from the Minutes	
3. <u>PRESENTATION</u> 7:10 PM	
a. Sarah Wethered - Recipient of the Angela Thacker Memorial Award	
4. <u>COMMENT & QUESTION PERIOD FROM VISITORS</u> 7:15 PM	
5. <u>CORRESPONDENCE</u> 7:25 PM	
a. Ombudsperson Quarterly Report - July 1 to September 30, 2019 10	

- | | | |
|----|---|----|
| b. | City of New Westminster - Update on Proposed Initiative to Streamline Development Permits and Official Community Plan Amendments, December 10, 2019 | 16 |
| c. | City of New Westminster - Notice of Public Hearing - Official Community Plan Amendment Bylaw No. 8151 re 361 and 345 Keary Street, January 10, 2020 | 18 |
| d. | Meaghen Taylor-Reid, Before & After School Child Care Crisis, January 18, 2020 | 20 |

6. BOARD COMMITTEE REPORTS

- | | | |
|----|---|---------|
| a. | Education Policy & Planning Committee, January 14, 2020
(CANCELLED DUE TO WEATHER) | 7:30 PM |
| b. | Operations Policy & Planning Committee, January 21, 2020 | 7:35 PM |

i. Comments from the Committee Chair, Trustee Connelly

ii. Approval of the January 21, 2020 Operations Policy and Planning Committee Minutes

23

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the January 21, 2020 Operations Policy & Planning Committee meeting.

iii. Trustee Remuneration

27

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the annual five-year rolling average increase of 1.92%, effective July 1st, 2020.

Board Policy 7 - Board Operations

28

Recommendation:

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

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) recommends that BCSTA...advocates/requests/encourages/urges the Provincial Government (Ministry of Education and Ministry of Environment & Climate Change) to provide funding to support climate literacy in all BC schools (i.e. curriculum supports, professional development opportunities).

7. REPORTS FROM SENIOR MANAGEMENT

- a. Superintendent Update (K. Hachlaf) 7:45 PM

i. Memorialization Advisory Committee (MAC) Verbal Update

- b. Distributed Learning (P. Craven) 8:00 PM 43
- c. Special Education Review January Verbal Update (M. Naser & B. Cunnings) 8:10 PM
- d. District Calendar 2020-2021 (M. Naser) 8:20 PM 63
- e. Continuing Education (B. Ketcham) 8:30 PM 64

8. NEW BUSINESS 9:00 PM**9. TRUSTEE REPORTS** 9:05 PM

- a. Provincial Policy Matters - Direction to Board Representative to BCSTA Provincial Council Meeting

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

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

11. **NOTICE OF MEETINGS** 9:30 PM

Tuesday, February 4, 2020: Education Policy & Planning Committee Meeting, 6:00pm
- Qayqayt Elementary School, 85 Merivale Street

Tuesday, February 11, 2020: Operations Policy & Planning Committee Meeting,
7:00pm - School Board Office

Tuesday, February 25, 2020: School Board Meeting, 7:00pm - School Board Office

Reminder:

Pink Shirt Day - February 26

12. **REPORTING OUT FROM IN-CAMERA BOARD MEETING** 9:35 PM

- a. Record of In-Camera December 10, 2019 Board Meeting 67

13. **ADJOURNMENT** 9:40 PM

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

**Tuesday, December 10, 2019, 7:00 PM
School Board Office
811 Ontario Street, New Westminster**

PRESENT	Anita Ansari, Chair	Karim Hachlaf, Superintendent
	Dee Beattie, Trustee	Bettina Ketcham, Secretary-Treasurer
	Danielle Connelly, Trustee	Maryam Naser, Associate Superintendent
	Curveen Dhaliwal, Vice-Chair	Robert Weston, Executive Director, Human Resources
	Mark Gifford, Trustee	Maureen McRae-Stanger, Director of Instruction, Learning & Innovations
	Maya Russell, Trustee	Holly Nathan, Communications Coordinator
		Caroline Manders, Recording Secretary
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

The Chair of the Board called the meeting to order at 7:00pm.

2019-124

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the December 10, 2019 Regular School Board meeting.

CARRIED UNANIMOUSLY

2. APPROVAL OF THE MINUTES

a. Minutes from the Open Meetings held:

i. November 26, 2019 Regular Meeting

2019-125

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the November 26, 2019 Regular School Board Meeting.

CARRIED UNANIMOUSLY

b. Business Arising from the Minutes

Nil.

3. COMMENT & QUESTION PERIOD FROM VISITORS

Nil.

4. CORRESPONDENCE

Correspondence was received.

It was mentioned that the rental of a public school by elected officials for a non-school related event may not be appropriate. Superintendent Hachlaf clarified that the event hosted at a school is a non-political event, which would align with the Administrative Procedure 550: District Facility Use and Fees and Charges.

5. BOARD COMMITTEE REPORTS

- a. Combined Education and Operations Policy & Planning Committees,
December 3, 2019

- i. Comments from the Committee Chairs, Trustees Beattie and Connelly
Trustee Beattie thanked those who attended the Combined Education and Operations Policy and Planning Committee meeting.
- ii. Approval of the December 3, 2019 Combined Education and Operations Policy & Planning Committee Minutes

2019-126

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the December 3, 2019 Combined Education and Operations Policy & Planning Committee meeting.

CARRIED UNANIMOUSLY

- iii. 2019-2024 Strategic Plan
Communications Coordinator Nathan and Superintendent Hachlaf provided an overview of the revised 2019-2024 Strategic Plan.
Superintendent Hachlaf announced that Communications Coordinator Holly Nathan will be retiring at the end of December 2019. Chair Ansari, on behalf of the Board, thanked Holly for her service and work well done with the District.

2019-127

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) adopt the 2019-2024 Strategic Plan as presented, including the edits as discussed.

CARRIED UNANIMOUSLY

- iv. Statement of Financial Information (SOFI) Report

2019-128

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) acknowledge receipt of the Statement of Financial Information Report for information.

CARRIED UNANIMOUSLY

- v. Education Policy and Planning Committee Daytime Meeting Pilot
- Staff was asked to ensure that scheduling of this meeting would be mutually convenient to all those attending. The daytime meeting is to take place within the current 2019-2020 school year.

2019-129

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) continue to foster youth/student engagement in Board Governance, and therefore, the Board directs staff to explore the feasibility of having an annual daytime Education Policy & Planning Committee meeting in lieu of one monthly evening meeting.

CARRIED UNANIMOUSLY

6. REPORTS FROM SENIOR MANAGEMENT

- a. Superintendent Update

Superintendent Hachlaf provided highlights of his December report:

- Queensborough Middle School
 - o Students created benches
 - o Theatre class practice for production of Mary Poppins
 - o Flexible seating classroom
 - o Social Studies class
 - o Science experiment with an Oreo cookie tower; robotic hand
- NWSS
 - o Drama and photography
- Discover New Westminster Schools (K-12) – a brand-new event for the District, which will be held on Wednesday, January 8, 2020 at the Massey Theatre, 6:00pm to 8:30pm. This event will provide everyone with the opportunity to ask questions; take a tour; learn about EST K-12 level; careers & apprenticeship; inclusive education; Indigenous education; Programs of Choice, etc. This will provide parents with an overview of all the great opportunities offered within the District. It is hoped that this will be an annual event.

- b. Bank Signing Authority

2019-130

Moved and Seconded

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

AND FURTHER that effective immediately, bank signing authority Mark Gifford former Board Chair, be removed.

CARRIED UNANIMOUSLY

- c. 2020-2021 Board Authority / Authorized (BAA) Courses

Director of Instruction, Learning & Innovations McRae-Stanger provided a brief update of the proposed 2020-2021 Board Authority / Authorized (BAA) Courses, specifically around two questions that arose at the December 3, 2019 Combined Education and Operations Policy & Planning Committee meeting as follows:

BAA Laboratory Technology 12:

Conversation with NWTU President Eric Young:

- Course does not have any impact on, or replace the teacher's job/duties.
- Students in the course are assigned to a teacher.
- Teacher is providing the curriculum, teaching the learning standards, and assessing and evaluating student work.
- The course will be aligned with another enrolling science course and the total number of students in that teaching block will meet class size and composition language.
- Teachers can voluntarily choose to teach this course.
- Other courses at NWSS follow a similar model: Peer Tutoring, Leadership, Choreography: where students are supporting their peers to learn curriculum standards while deepening and extending their own knowledge of the content and competencies.

Volleyball Skills 10 and 12:

- Course fees: no additional fees are required to run this course.
- Students will be offered the opportunity to participate in additional training to receive their officiating credentials at an approximate cost of \$50.
- This will be recommended, and the benefits of it will be explained to the students and parents, but it will not be mandatory and will not impact the student's ability to successfully participate and complete the course.

2019-131

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the following Board Authority/Authorized Courses for the 2020/2021 school year:

BAA Applications for Learning 10

BAA Applications for Learning 11

BAA Applications for Learning 12

BAA Laboratory Technology 12

BAA Self-Efficacy 10

BAA Self-Efficacy 11

BAA Self-Efficacy 12

BAA Volleyball Skills 10

BAA Volleyball Skills 12

CARRIED UNANIMOUSLY

d. Student Withdrawal & New Registration Report

Associate Superintendent Naser provided an update for the period September through November 2019. Most withdrawal activity took place in September, less activity in October and November, which is expected. There are more new registrations compared to withdrawals.

e. Revised Administrative Procedure 171 Bullying and Harassment

Executive Director of Human Resources Weston updated the Board on the revisions for Administrative Procedure 171 Bullying and Harassment. Some edits are made due to changes initiated by WorkSafeBC regulations and expectations. Training of District employees regarding Bullying and Harassment is ongoing.

7. NEW BUSINESS

Nil.

8. TRUSTEE REPORTS

The Trustees provided highlights of events they attended in November and December.

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

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

Tuesday, January 21, 2020: Operations Policy & Planning Committee Meeting, 7:00pm - School Board Office

Tuesday, January 28, 2020: School Board Meeting, 7:00pm - School Board Office

11. REPORTING OUT FROM IN-CAMERA BOARD MEETING

a. Record of In-Camera November 26, 2019 Board Meeting

12. ADJOURNMENT

The meeting adjourn at 8:00pm.

Chair

Secretary-Treasurer



The Office of the
Ombudsperson

2nd floor – 947 Fort Street
PO Box 9039 STN PROV GOVT
Victoria BC V8W 9A5

www.bcombudsperson.ca

General Inquiries: 250-387-5855
Toll-Free: 1-800-567-3247
Fax: 250-387-0198

Board Chair
School District 40 (New Westminster)
811 Ontario Street
NEW WESTMINSTER BC V3M 0J7

December 5, 2019

DEC 12 2019

Dear Board Chair,

RE: Quarterly Report: July 1 – September 30, 2019

This package of documents details the complaint files the Office of the Ombudsperson closed for **School District 40 (New Westminster)** between July 1 and September 30, 2019. This package does not include information about complaint files that are currently open with our office. As required by the *Ombudsperson Act*, this report provides information about the complaint files we closed regarding your organization within the last quarter, including both files we investigated and files we closed without investigation. No action is required on your part, however we hope that you will find this information useful and share it within your organization.

Enclosed you will find a detailed report containing the following:

- The number of files our office closed in the last quarter regarding your organization and the category under which these files were closed. The categories we use to close files are based on the sections of the *Ombudsperson Act*, which gives the Ombudsperson the authority to investigate complaints from the public regarding authorities under his or her jurisdiction. A more detailed description of our closing categories is available on our website at: <https://bcombudsperson.ca/qtr-glossary>.
- If applicable, copies of all closing summaries from investigated files that were closed during the last quarter. Our office produces closing summaries for *investigated* files only, and not for enquiries or those we choose not to investigate. These summaries provide an overview of the complaint received, our investigation and the outcome.
- If applicable, a summary of the topics identified in all complaints that were closed in the last quarter for your organization. Our office tracks the topics of complaints we investigate and those we close without investigation (we do not track this information for enquiries). We track general complaint topics for all complaints we receive, and when applicable, we include authority-specific and/or sector-specific topics for your organization and/or sector. Because complaints are confidential, we do not share complaint topic information if we received too few complaints to preserve the complainants' anonymity.

40
years
1979-2019

B.C.'s Independent Voice for Fairness



If you have questions about our quarterly reports, or if you would like to sign up for our mailing list to be notified of educational opportunities provided by our Prevention Initiatives Team, please contact us at 250-508-2950 or consult@bcombudsperson.ca.

Yours sincerely,

Jay Chalke
Ombudsperson
Province of British Columbia

Enclosures



The Office of the
Ombudsperson

2nd floor – 947 Fort Street
PO Box 9039 STN PROV GOVT
Victoria BC V8W 9A5

www.bcombudsperson.ca

General Inquiries: 250-387-5855
Toll-Free: 1-800-567-3247
Fax: 250-387-0198

Quarterly report for School District 40 (New Westminster) for July 1 – September 30, 2019

Type of complaint closure	# closed
Enquiries – Many people who contact us are not calling to make a complaint, but are seeking information or advice. These contacts are classified as <i>Enquiries</i> to distinguish them from <i>Complaints</i> , which are requests that our office conduct an investigation.	0
Complaints with No Investigation – Our office does not investigate every complaint it receives. First, we determine whether we have authority to investigate the complaint under the <i>Ombudsperson Act</i> . We also have discretion to decline to investigate for other reasons specified in the <i>Ombudsperson Act</i> .	0
Early Resolution Investigations – Early Resolution investigations provide an expedited process for dealing with complaints when it appears that an opportunity exists for the authority to take immediate action to resolve the issue. Typical issues that are addressed through Early Resolution include timeliness, communication, and opportunities for internal review.	0
Complaint Investigations – When we investigate a complaint we may conclude with a determination that a complaint is not substantiated, or with a negotiated settlement of the complaint, or with public findings and recommendations. We may also exercise discretion to cease investigation for a number of other reasons specified in the <i>Ombudsperson Act</i> .	Total: 1
Reason for closing an Investigation:	
Pre-empted by existing statutory right of appeal, objection or review.	0
Investigation ceased with no formal findings under the <i>Ombudsperson Act</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	1
No benefit to complainant or person aggrieved	0
Complaint abandoned	0
Complaint withdrawn	0
Complaint settled in consultation with the authority - When an investigation leads us to conclude that action is required to resolve the complaint, we try to achieve that resolution by obtaining the voluntary agreement of the authority to settle the complaint. This allows matters to be resolved fairly for the complainant and authority without requiring a formal finding of maladministration.	0
Complaint substantiated with formal findings under the <i>Ombudsperson Act</i> .	0
Complaint not substantiated under the <i>Ombudsperson Act</i> .	0
Ombudsperson Initiated Investigations – The Ombudsperson has the authority to initiate investigations independently from our process for responding to complaints from the public. These investigations may be ceased at the discretion of the Ombudsperson or concluded with formal findings and recommendations.	0

For more detailed information about the complaint closing categories used by our office, please see our glossary of terms at: <https://www.bcombudsperson.ca/resources/information-public-bodies/fairness-quick-tips>. To obtain a more detailed breakdown of the complaints closed for your authority for the quarter, please contact us at consult@bcombudsperson.ca.

The tables below summarize the complaint topics we are tracking for your sector and/or authority and the number of times this topic was identified in the files (investigated and non-investigated complaints) that were closed in the most recent quarter.

If you would like more information on the types of complaints we receive, please contact our Prevention Initiatives Team: email us at consult@bcombudsperson.ca or call us at 250-508-2950.

Sector-Specific Complaint Topics - All School Districts

Special Education	10	32%
Student Suspension or Exclusion	3	10%
Student Safety	2	6%
Other	16	52%

General Complaint Topics - All School Districts

Decision/Outcome - Disagreement with	13	24%
Accessibility	2	4%
Delay	6	11%
Administrative error	3	5%
Treatment by staff	8	15%
Communication	8	15%
Process/Procedure	7	13%
Complaint/Review/Appeals Process	6	11%
Employment/Labour Relations	1	2%
Other	1	2%

Notice: Use of this document as evidence against an individual or institution in a court or tribunal proceeding is prohibited by s. 20(2) of the Ombudsperson Act

Closing Summary Index

Closing summaries are provided for all investigated files closed in each quarter. Identifying information is removed from the closing summary itself to allow for broader distribution within your organization for quality improvement purposes without disclosing personal information. The table below provides an index of these investigated files and lists the complainant's name, file number and authority contact involved. Files closed under our Early Resolution Program are also identified. This identifying information is provided separately to assist you in following up on individual files with involved staff as needed.

File Number	Complainant	Authority	Authority Contact	ER file
17-162251 /001	Bowes, Breana	School District 40 (New Westminster)	Mr. Karim Hachlaf Superintendent of Schools	

Closing Summary

Authority:	School District 40 (New Westminster)
File Number:	17-162251 /001
Closing Date:	30-Aug-2019
Closing Status:	<i>Closed; Investigation; Ceased (discretion) (s.13); Can consider without further investigation (s.13(e)); No findings</i>
General Complaint Topics:	Decision/Outcome - Disagreement with Delay Communication Complaint/Review/Appeals Process
Authority-specific Complaint Topics:	Special Education Other

A parent contacted our office with a concern that the district had failed to provide appropriately trained classroom support for their child consistent with the IEP, resulting in their child not attending school. The parent explained they had met with district staff as set out in the district's Appeal Bylaw, but the parent did not believe the district had resolved their concerns. The parent informed us they had submitted a notice of appeal to the board. The parent told us they had concerns regarding the appeal process, possible delay, and the district's communication with the parent about the appeal process.

We investigated whether the district followed a reasonable process in responding to the parent's notice of appeal.

The records and information we reviewed as part of our investigation indicated that after receiving the parent's notice of appeal, the superintendent proposed the parent meet with staff new to the district, but stated that if the parent declined, he would notify the board of the appeal. The parent met with the new staff, but subsequently notified the superintendent that a resolution was not obtained and wished to proceed with the appeal. The superintendent informed the board chair that the appeal would be advancing, and recommended to the board that an extraordinary meeting be held. The board held the meeting, decided to hear the appeal, and set a tentative date for the hearing approximately three weeks from the notification to the board, which would allow for a decision in the timeframe required under the School Act. We noted the district offered to schedule an IEP meeting as a parallel process to the appeal; however, the parent did not believe an IEP meeting was appropriate. In response, the district recommended a meeting regarding what steps the district could take. The information indicated this meeting resulted in resolving the parent's appeal.

Regarding the district's communication with the parent about the appeal process, the records we reviewed indicated that the district provided the parent opportunities to ask questions, responded to each request in writing as requested by the parent, responded in a reasonable timeframe, and referenced the Appeals Bylaw in its communication and provided the parent a copy of the bylaw.

Based on the information we reviewed, including that it appeared the district's actions were consistent with the applicable legislation and the district's Appeal Bylaw, the district reasonably communicated with the parent regarding the appeal process, and that we could not conclude the district unreasonably delayed in its response, it appeared the district followed a reasonable process in responding to the parent's complaint. Accordingly, we ended our investigation and closed our file.



December 10, 2019

File: 13.2525.10

Doc# 1537712

Karim Hachlaf, Superintendent
New Westminster Schools
811 Ontario Street
New Westminster, BC, V3M 0J7

Dear Karim Hachlaf,

*Re: Update on Proposed Initiative to Streamline Development Permits and Official
Community Plan Amendments*

This letter is further to the previous letter sent on October 29, 2019 requesting feedback on proposed initiatives to streamline Development Permits and Official Community Plan (OCP) Amendments and also to acknowledge receipt of the response letter dated November 26, 2019. Thank you for taking the time to review the proposed initiatives and for providing feedback.

City staff also acknowledge the growth anticipated to 2041 and the resulting need for additional school space. The City of New Westminster will continue to work with New Westminster Schools as you identify and proceed with opportunities to expand existing schools and to develop new schools.

As requested, the bylaw presented to Council includes an amendment to the land use designation of 522 Fader Street. If adopted, the land use designation would change from (RD) Residential – Detached and Semi-Detached Housing to (P) Major Institutional. The property would also be removed from the existing Development Permit Area.

The proposed land use designation change would be implemented through an Official Community Plan amendment bylaw (Bylaw No. 8151, 2019), which Council gave First and Second Readings to on December 9, 2019. The Council report and bylaw are attached for you to review.

A Public Hearing has been scheduled for **January 27, 2020** at 7:00pm. The Public Hearing is your opportunity to provide feedback on the proposed Official Community Plan amendment directly to Council. You are welcome to attend the meeting or to send a written submission addressed to Mayor and Council prior to the closing of the Public Hearing. You



December 10, 2019

— 2 —

Development Services – Planning

can submit written comments to Council or sign up to speak at the Public Hearing by contacting the Legislative Services Department:

By Phone: 604-527-4523
By Email: clerks@newwestcity.ca
By Mail: Legislative Services Department, 511 Royal Avenue,
New Westminster, BC V3L 1H9

Please feel free to contact Lynn Roxburgh if you have any other questions about this initiative, and what it means for the School District. Lynn can be reached by email at lroxburgh@newwestcity.ca or by phone at 604-515-3805. We look forward to collaborating with the New Westminster Schools on projects in the future.

Kind regards,

Jackie Teed
Senior Manager of Development Services

January 10, 2020

Doc#1541681

Dear Occupant or Owner:

Re: Notice of Public Hearing on January 27, 2020 at 7:00pm
Official Community Plan Amendment Bylaw No. 8151, 2019
Council Chamber, Second Floor of City Hall, 511 Royal Avenue

WHAT IS BYLAW NO. 8151, 2019 ABOUT?

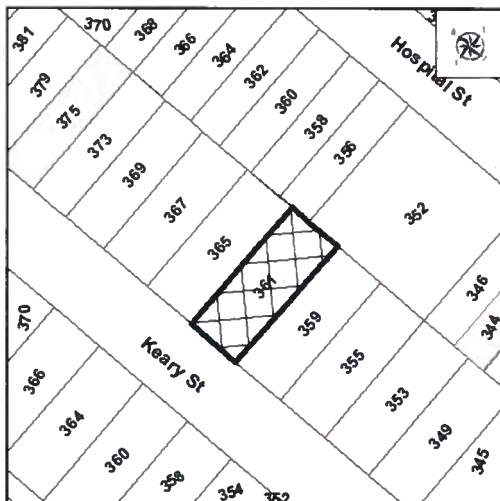
The purpose of the bylaw is to amend Official Community Plan (OCP) Bylaw No. 7925, 2017 to:

- streamline the Development Permit application process by exempting more project types from Development Permit requirements;
- amend the Queensborough Community Plan (QCP) to bring the land use designations definitions into alignment with the 2017 OCP; and
- amend the OCP to address grammatical errors.

In addition, changes have been proposed to the land use designation of four properties, in order for the OCP designations to match the existing zoning, or for other reasons that would normally have been supported during the creation of the OCP. The proposed changes are:

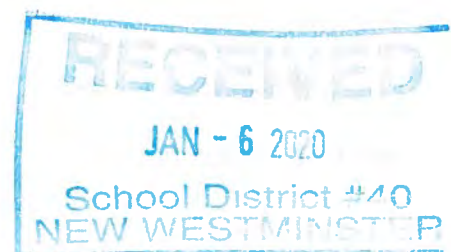
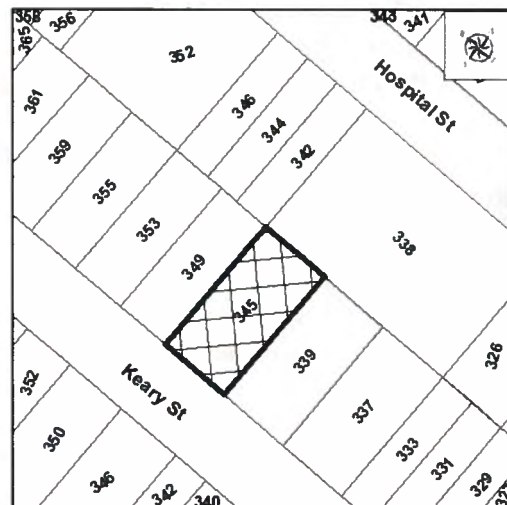
1) 361 Keary Street

From: (RD) Residential – Detached and Semi-Detached Housing
To: (RM) Residential – Multiple Unit Residential



2) 345 Keary Street

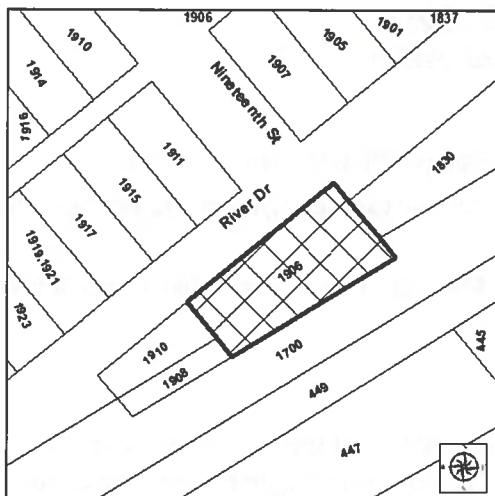
From: (RD) Residential – Detached and Semi-Detached Housing
To: (RGO) Residential – Ground Oriented Infill Housing



3) 1906 River Drive

From: (RD) Residential – Detached and Semi-Detached Housing

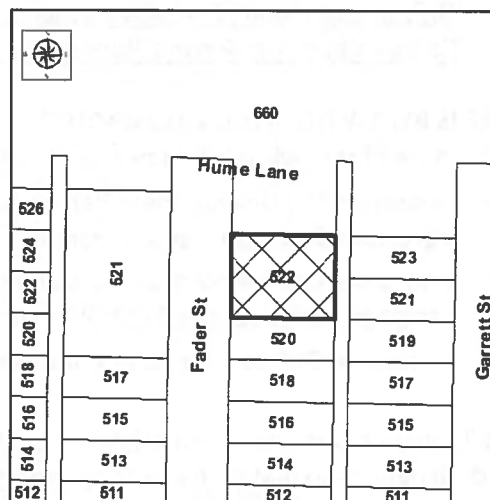
To: (I) Industrial



4) 522 Fader Street

From: (RD) Residential – Detached and Semi-Detached Housing

To: (P) Major Institutional



HOW DO I GET MORE INFORMATION?

Read the bylaw and related material in the Planning Division at City Hall: From January 13, 2020 to January 27, 2020 on Mondays between 8:00 am and 7:00 pm and Tuesdays through Fridays between 8:00 am and 5:00 pm except statutory holidays, and online at www.newwestcity.ca/publicnotices.



HOW CAN I BE HEARD?

Email clerks@newwestcity.ca or call 604-527-4523 to register to speak. Everyone who attends the Public Hearing may address Council, however registered speakers will speak first. Note all speakers have five minutes. Written comments addressed to Mayor and Council are received until the closing of the Public Hearing and will be published.



QUESTIONS?

Email: clerks@newwestcity.ca

Phone: 604-527-4523

Post: Legislative Services Department
511 Royal Avenue New Westminister, BC V3L 1H9

Please note that the City of New Westminister deems any response to this notification to be public information. If you have a financial interest in the land subject to this Public Hearing and have contracted to sell or lease all or part of your property to any person, firm or corporation, we strongly urge you to deliver this notification, as soon as possible, to the prospective buyer or tenant.

Sincerely,



Jacque Killawee, City Clerk

From: [Caroline Manders](#)
To: "Meaghen Taylor-Reid"
Subject: RE: Before and After School Child Care Crisis, New Westminster
Date: Tuesday, January 21, 2020 11:01:00 AM
Attachments: [image001.png](#)

Dear Ms. Taylor-Reid,

On behalf of the Board of Education, New Westminster Schools, we thank you for your email message. We welcome correspondence from the community and value feedback we receive on educational priorities in our district.

Please note that all correspondence addressed to the Board of Education is reviewed and should additional information be required, we will follow up with you accordingly.

Kind regards,
Caroline

Caroline Manders Executive Assistant, Board of Education



Phone: 604-517-1823
Email: cmanders@sd40.bc.ca
Website: <http://newwestschools.ca/>

From: Meaghen Taylor-Reid [REDACTED]
Sent: Saturday, January 18, 2020 5:54 PM
To: Board of Education <boardofeducation@sd40.bc.ca>
Subject: Fwd: Before and After School Child Care Crisis, New Westminster

Email typo. Apologies.

Sent from my iPhone

Begin forwarded message:

From: Meaghen Taylor-Reid [REDACTED]
Date: January 18, 2020 at 4:47:20 PM PST
To: "kchad@sd40.bc.ca" <kchad@sd40.bc.ca>, "premier@gov.bc.ca" <premier@gov.bc.ca>, "katrina.chen.MLA@leg.bc.ca" <katrina.chen.MLA@leg.bc.ca>, "judy.darcy.MLA@leg.bc.ca" <judy.darcy.MLA@leg.bc.ca>, "rob.fleming.MLA@leg.bc.ca" <rob.fleming.MLA@leg.bc.ca>, "dan.davies.MLA@leg.bc.ca" <dan.davies.MLA@leg.bc.ca>, "katrine.conroy.MLA@leg.bc.ca" <katrine.conroy.MLA@leg.bc.ca>, "jcote@newwestcity.ca" <jcote@newwestcity.ca>, "mtrentadue@newwestcity.ca" <mtrentadue@newwestcity.ca>, "boardofeducation@sd40.ba.ca"

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Subject: Before and After School Child Care Crisis, New Westminster

Taylor-Reid Family
[REDACTED]

January 18, 2020

Dear Honourable Horgan, Honourable Chen, Honourable Darcy, Honourable Fleming, Honourable Davies, Honourable Conroy, Honourable Dix, Mayor Cote, Counsellor Trentadue, Trustee Ansari, Trustee Dhaliwal, Superintendent Hachlaf, Principal Chad, and Media,

We are writing this open letter to express our ongoing concern with the lack of before and after school childcare in New Westminster, specifically for the Richard McBride catchment. We would like to express this as a crisis situation for our family and many others locally. Our daughter will start attending the wonderful Richard McBride community school September 2020. We are currently on seven before and after school waitlists locally. We have been on one since our daughter was in utero, others since infancy and others as home based or private options have opened over the years. We are being told there's minimal chance of an offering for her for September 2020 at all seven locations.

We represent the changing face of families in New Westminster. In the ten years we've lived here, we've supported and seen our elderly neighbours pass and young families scrape together all their savings to purchase and stressed to afford renting locally. We are the families needing to work full time to have a home. We juggle our schedules so our daughter is with us as much as possible, but that still means we need eight hours a day of support. We are the sandwich generation, our parents requiring our attentions on the beautiful facets of aging themselves. Gone are the days of affordable housing or housing the size of multi-generational housing. We are fortunate to be in a tight community, however I can say that without a doubt these are the struggles and stresses of our neighbours and friends.

We recognize you each have a role to play in your leadership on this issue and would request inter-ministerial and inter-governmental collaboration. We also want to be part of creating solutions. Of the Ministry for Education, we request evaluation of this crisis and funding to increase spots within existing Westminster After School Children's Society (WASSC) and provide before and after school spots at the new Richard McBride school. Of the Ministry for Health, Fraser Health, and MCFD, we request both licensing support and a recognition of the vital importance of this provision for our children. We request consideration for

child ratios to include part time spots thereby increasing total numbers but acknowledge the need for part-time spots. We know of families who hold a full time spot but utilize it part time or less. To MCFD, we want to also take this opportunity to thank you for rolling out day care and preschool subsidies these last two years. Of the City of New Westminster and the New Westminster School Board/District, we request your community engagement with the Richard McBride community in a meaningful way to capture and respond to this crisis, including increasing WASSC spots and the new Richard McBride school redesign to include before and after school spots and programming. We request City staff support to walk children from their schools to already existing City programming at local community centres, many of which begin at 3:30pm.

We request inter-ministerial and inter-governmental communication and action. We commit to working within our local community to create responses to this crisis, expecting that not be the reason for your inaction, but rather our commitment to a cohesive local response.

We know this situation will only just compound in crisis for future generations. Your actions are needed now to support child and family growth.

Thank you for your attention,

Nora, Meaghen and Nathan Taylor-Reid
Our leader and her parents

Media List:
New Westminster Record
CBC News
Global News
CTV News
The Province
The Sun
The Metro
Vancouver is Awesome
Westcoast Families

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

**Tuesday, January 21, 2020, 7:00 PM
School Board Office
811 Ontario Street, New Westminster**

PRESENT	Dee Beattie, Trustee	Karim Hachlaf, Superintendent
	Danielle Connelly, Trustee	Bettina Ketcham, Secretary-Treasurer
	Gurveen Dhaliwal, Vice Chair	Maryam Naser, Associate Superintendent
	Mark Gifford, Chair	Robert Weston, Executive Director, Human Resources
		Dave Crowe, Director of Capital Projects
		Grant Lachmuth, Black Wolf Consulting
		Caroline Manders, Recording Secretary
REGRETS	Anita Ansari, Chair	
	Mary Lalji, Trustee	
	Maya Russell, 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 7:05pm.

Add: Item 6a. BCSTA Motion – Climate Literacy Funding and Supports

Moved and Seconded

THAT the agenda for the January 21, 2020 Open Operations Policy and Planning Committee meeting be adopted as amended.

CARRIED UNANIMOUSLY

2. Correspondence

Nil.

3. Comment & Question Period from Visitors

Nil.

4. Reports from Senior Management

a. Capital Projects Update

i. New Westminster Secondary School

Director of Capital Projects Crowe and Grant Lachmuth, Black Wolf Consulting, provided December 2019/January 2020 highlights:

- Project is on budget.
- Weekly stakeholder consultation meetings and communications with adjacent stakeholders and surrounding community are ongoing.
- Significant work has been completed since November/December.
- Work continues adjacent to the school - civil works, sanitary & storm sewer lines, etc.
- Maintenance/IT building - footings are in; civil works have been completed.

- Drywall on levels 1 and 2 are mostly completed.
- January/February – level 3 drywall & painting will be completed.
- Interior glass walls will be installed over the next month. 85% of the exterior glazing has been completed.
- Exterior boarding has been completed; finishing the gym locations. Exterior cladding (Thunder Max) will commence in latter part of January.
- Roadworks - preparing to install signal lights at intersection of 8th Avenue and laneway between Massey Theatre/Moody Arena. Preparing for pedestrian activated signal on 6th Street access to new school.
- It was confirmed that the number of parking spaces is similar to the current parking layout. Two accessible parking spots have been allocated.
- Current workers on site - 120-140. Additional drywall crews have been added as well.

Director of Capital Projects Crowe and Grant Lachmuth left the meeting at 7:24pm.

b. Operations Update

- January 2020 Operations Update

Secretary-Treasurer Ketcham provided an update on the activities of the Operations and Finance staff for December 2019 and January 2020.

District Strategic Plan Staff Objectives will be one of the first priority projects for the new Communications Coordinator. The Objectives will be posted on the District website upon completion.

Enrolment and budget process are ongoing.

- i. December 31, 2019 Financial Report

Secretary-Treasurer Ketcham indicated that revenues and expenses are tracking similarly to 2018. Operating Grant will be updated with the amended budget in February. Appropriated Surplus will be adjusted with the amended budget.

c. Budget Update

Secretary-Treasurer Ketcham reviewed the highlights of the current budget cycle. Upcoming opportunities for input on the budget process are Talking Tables, which will be held on February 18; and the Student Symposium, which has been confirmed for Friday, February 21.

[ThoughtExchange](#) survey has been extended to Friday, January 24. Upon completion of the survey, feedback received from parents, students and staff will be reviewed and a plan will be developed to incorporate the feedback into the District's Strategic Planning.

No new information has been received from the Ministry of Education regarding the funding formula since the last update in November 2019. Districts have not yet been informed as to when an update may be forthcoming.

Enrolment in the District has decreased by approximately 225 students, mainly resulting from a decrease in continuing education enrolment and Island Discovery.

Change in funding has resulted in a reduction of \$1,407,985 to revenues. As a result, the District has taken steps to right-size programs.

Planned deficit budgets in 2018-19 and 2019-20, provided the District with funds for several District initiatives. The estimated deficit is \$1,553,832 excluding amended budget adjustments.

Special Purpose Funds are funds that the District receives for a specific purpose (they are restricted funds). Annual funding has been \$1.5 million + surplus \$630K at the start of the year = \$2.1 million funding for this year. Districts have been allowed to carry forward surplus though we are trying to ensure this is fully utilized. Classroom Enhancement Fund (CEF) - receive funding in three components - staffing; overhead and remedies. It's a 'use it or lose it' - funds are clawed back at the end of the year. This funding is provided annually since 2016 Supreme Court ruling on class size and composition, however, the structure of funding may change.

d. Trustee Remuneration

Secretary-Treasurer Ketcham explained that in determining Trustee remuneration, the Board follows Policy 7 - Board Operations. Trustee remuneration may be adjusted on an annual basis based on the most recent five-year rolling average of the Vancouver Consumer Price Index (CPI) effective January 1st of each year. The five-year rolling average for the current year is +1.92%. To allow for better planning, it is proposed to change the stipend to be effective July 1st, to be in-line with the District's fiscal year.

Moved and Seconded

THAT the that the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to approve the annual five-year rolling average increase of 1.92%, effective July 1st, 2020.

CARRIED UNANIMOUSLY

i. Board Policy 7 - Board Operations

Moved and Seconded

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

CARRIED UNANIMOUSLY

e. Living Wage Update - Timeline for Implementation

Executive Director of Human Resources Weston provided a brief update on the status of this matter.

5. General Announcements

Chair Connelly thanked the District's Maintenance and Operations department for their great work of snow removal resulting from the January 15, 2020 snowfall.

6. New Business

a. BCSTA Motion - Climate Literacy Funding and Supports

Chair Connelly introduced the following motion, which will be brought forward at the February BCSTA Provincial Council meeting.

Moved and Seconded

That the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) that BCSTA...advocates/requests/encourages/urges the Provincial Government (Ministry of Education and Ministry of Environment & Climate Change) to provide funding to support climate literacy in all BC schools (i.e. curriculum supports, professional development opportunities).

CARRIED UNANIMOUSLY

7. Old Business

a. Childcare Verbal Update

Associate Superintendent Naser provided an update on childcare considerations in Queensborough. The licensing of the childcare program and preparing the childcare facility will be completed shortly. Spaces will begin to be made available in March/April, ahead of the initial May timeline. There are currently 8 available spaces; waitlists are being reviewed and families are being contacted to confirm whether or not they still require a space. Letters are being sent to families and information will also be made available on District's website.

8. Question Period (15 Minutes)

Nil.

9. Adjournment

The meeting adjourned at 8:22pm.

DRAFT

Supplement to: OPERATIONS POLICY & PLANNING COMMITTEE

Date: January 21, 2020

Submitted by: Bettina Ketcham, Secretary-Treasurer

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

Subject: Trustee Remuneration

Background:

The Board of Education follows Policy 7 – Board Operations in determining Trustee remuneration. This policy aligns to Section 71 of the *School Act* and requires annual authorization of the payment of remuneration to the chair, vice chair and other trustees.

Trustee remuneration may be adjusted on an annual basis based on the most recent five-year rolling average of the Vancouver Consumer Price Index (CPI) effective January 1st of each year. The five year rolling average for the current year is +1.92%.

Below is the current remuneration trustees presently receive and the stipend with the CPI adjustment included:

Position	Current Annual Stipend	CPI % increase (1.92%)	Annual Stipend if increase taken
Chairperson	\$28,229.88	\$542.01	\$28,771.89
Vice Chairperson	\$26,502.36	\$508.84	\$27,011.20
Trustee	\$24,774.96	\$475.68	\$25,250.64

The increase in the Trustee remuneration if the Board of Education passes a motion for their annual stipend to be increased by the rate of CPI is \$3,429.25.

Presently, policy and practice have the increase effective as of January 1st, however, having the stipend effective July 1st in line with the District's fiscal year would allow for better planning. Attached is policy 7 with suggested edits if the board so chooses to revise its policy to align increases in stipend with the fiscal year.

As a reminder, as of January 1, 2019, 100% of a Trustee's stipend is taxable.

For Information

Helpful information for consideration is what the District's other groups receives as a pay increase for the year:

- **CUPE:** effective May 1, 2019 1% increase plus Economic Stability Dividend (ESD) (0.75%) and effective July 1, 2019 a 2% increase (new collective agreement ratified November 2019).
- **NWTU:** effective May 1, 2019 1% increase plus ESD (0.75%) and per recent bargaining, a mandate of 2%/2%/2% is on the table though has not yet been accepted.
- **Management:** effective July 1, 2019 1.75% increase (aligned to the union contracts to avoid compression).

BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. If a quorum is not present within fifteen minutes of the time appointed for the meeting, then the meeting shall stand adjourned.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when public interest is best-served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes public interest can be enhanced by having members of the public participate at Board meetings.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as inaugural, regular, special, or closed (in-camera). The Board may also hold informal meetings from time to time for the purposes of general discussion, meeting with other individuals or groups, or for information gathering and sharing.

The Board has adopted specific policy governing the conduct of its formal meetings.

1. Board Composition and Elections

As indicated in Trustee Elections By-law No. 2018-TE-SD40-02 attached as Appendix A seven trustees are elected at large to the Board of Education for a four-year term. The one electoral area for the district is the Municipality of New Westminster. Therefore, all trustees are elected at large.

2. Inaugural Meeting and Subsequent Annual Meeting

2.1 Inaugural Meeting

2.1.1 An inaugural meeting of the Board of Education shall be convened by the Secretary-Treasurer or designate on the first Tuesday of November the month following Trustee elections, or as soon thereafter as it is convenient. The order of business shall include:

2.1.1.1 Statement of the Returning Officer;

2.1.1.2 To make a prescribed oath of office, by oath or solemn affirmation;

2.1.1.2.1 Each trustee will take the oath of office immediately following the call to order of the inaugural meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

2.1.1.3 Election of Chair and Vice Chair;

2.1.1.4 Election of BCSTA Provincial Council delegate and alternate delegate;

2.1.1.5 Election of BCPSEA representative and alternate.

(Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote.)

2.2 Annual Meeting

2.2.1 Each year thereafter during the term of office, the Board of Education shall hold elections at the regular board meeting in November to appoint the Chairperson, Vice Chairperson, BCSTA Provincial Representative and BCPSEA Representative and the respective alternates. . The meeting shall be convened by the Secretary-Treasurer or designate. The order of business shall include:

2.2.1.1 Report of Current Chair;

2.2.1.2 Election of Chair and Vice Chair;

2.2.1.3 Election of BCSTA Provincial Council delegate and alternate delegate;

2.2.1.4 Election of BCPSEA representative and alternate.

Upon election of the Chair, the Chairperson shall preside over the remainder of the meeting and call for the election of the other remaining positions as noted above.

2.2.2 In the final term of office, a report will be provided by the current chair during the board meeting directly preceding the Trustee elections.

(Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote.)

3. Regular Meetings

3.1 The purpose of the regular Board meeting is for the Board to conduct its business. Meetings will be open to the public and representatives of the press.

- 3.2 Regular meetings of the Board shall be held on the fourth Tuesday of each month at 7:00 p.m. at the Board Office (811 Ontario St.), except where the Chair has indicated in the notice of meeting that the meeting shall be held in some other place or at some other time. Schedules for Board meetings are available on the District website.
- 3.3 All trustees, staff, and members of the public are expected and required to conduct the business of the Board with proper decorum and in a respectful manner.
- 3.4 No business shall be conducted by the Board unless upon a motion of a Trustee, seconded by another Trustee.
- 4. Special Meetings
 - 4.1 Meetings other than regular meetings will be termed "special" meetings, including special in-camera meetings.
 - 4.2 A special meeting of the Board may be called by the Chair or, where the Chair is not available, by the Vice-Chair.
 - 4.3 A special meeting of the Board may be called by the Secretary-Treasurer at the request of at least 2/3 of the trustees in office.
 - 4.4 The business to be conducted shall be set out in the notice.
 - 4.5 No business shall be conducted at a special meeting other than that for which the meeting is called without the consent of two-thirds of the sitting Trustees.
- 5. In-camera Meetings
 - 5.1 In-Camera meetings of the Board may be held with the public and others excluded as provided for in the *School Act*, and only the following matters may be considered at such meetings:
 - 5.1.1 Salary claims and adjustments and the consideration of requests of employees and Board Officers with respect to collective bargaining procedures;
 - 5.1.2 Accident claims and other matters where Board liability may arise;
 - 5.1.3 Legal opinions respecting the liability or interest of the Board;
 - 5.1.4 The conduct, efficiency, discipline, suspension, termination or retirement of employees;
 - 5.1.5 Medical Examiner's examinations and medical reports;
 - 5.1.6 Matters pertaining to individual pupils including the conduct, discipline, transfers, resignations, promotions and demotions;
 - 5.1.7 Staff changes including appointments, transfers, resignations, promotions and demotions;
 - 5.1.8 Purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures;
 - 5.1.9 Lease, sale or exchange of real property prior to finalization thereof;

- 5.1.10 Matters pertaining to the safety, security of protection of Board property;
- 5.1.11 Such other matters where the Board, by motion, decides that the public interest so requires.
- 5.2 Regular In-Camera meetings of the Board shall be held prior to regular Open meeting of the Board on the fourth Tuesday (if necessary) of each month and prior to Committee Meetings, if required, from 6:00 - 7:00 p.m. or such other time as noted in the agenda.
- 5.3 In-Camera meetings may be called at other times by following the notice of procedures set out in this Policy.
- 5.4 The Board may, by motion, recess a regular meeting in progress for the purpose of meeting in closed session.
- 5.5 The Board shall, as the last item of business at each In-Camera meeting, consider a motion to make public such information that it deems to be no longer in the public interest to exclude from the public purview.
- 5.6 The Board Chair and Superintendent shall establish items on the agenda for each in-camera meeting. The agenda shall generally follow the order outlined below.
 - 5.6.1 Adoption of the Agenda
 - 5.6.2 Minutes for Approval
 - 5.6.3 Reports from Senior Management
 - 5.6.4 Other Business
 - 5.6.5 Items to be Reported out at Open Meeting
 - 5.6.6 Notice of Meetings
 - 5.6.7 Adjournment
- 6. The Board shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than Trustees or Officers of the Board are excluded. The record of the closed meeting shall be open for inspection at all reasonable times by any person.

Length of Meetings

All regular Board meetings and in-camera meetings described in Section 3 and 5 shall adjourn by 9:30 p.m., unless in either case, the time limit is extended to 10:00 p.m. by two-thirds majority vote, and beyond 10:30 p.m. by unanimous consent of all trustees present. Adjournment time for special meetings, referred to in Section 5 shall be determined by those members present.

Teleconference and Video Conferencing

Participation in regularly scheduled Board and Committee meetings via teleconference or videoconference, email, text message or phone call is not permitted, unless approved by the Board.

If a Trustee cannot attend a meeting the Trustee will provide notice, via email, text message or phone call to Chair and Superintendent at their earliest convenience to support ability of staff and Board to prepare appropriately for the meeting.

7. Trustee In-Service Sessions

- 7.1 Trustee in-service sessions will be held as needed. The Superintendent will set the dates and agenda in consultation with the Board. The purpose of these sessions is to provide an opportunity to receive information in an informal setting, not for decision-making.
- 7.2 The Board shall prepare a record containing a general statement as to the nature of each in-service session of the matters discussed.

8. Notice and Agendas

- 8.1 Forty-eight hours' notice in writing shall be emailed to all Trustees for any meeting of the Board, except the regularly scheduled Board meetings, unless there is unanimous agreement of trustees to waive such notice.
- 8.2 Prior to each meeting of the Board or Committee of the Whole, Administration, in consultation with the Chair and Vice-Chair, and relevant Committee Chair, shall prepare an agenda for all business, relevant to the agenda to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.
- 8.3 The Board Chair and Superintendent shall establish items on the agenda for each regular meeting. The agenda shall generally follow the order outlined below:
 - 8.3.1 Adoption of Agenda
 - 8.3.2 Approval of Minutes
 - 8.3.3 District Presentations
 - 8.3.4 Student Presentations
 - 8.3.5 Delegations
 - 8.3.6 Community Presentations (10 minutes per presentation)
Must be scheduled in advance through the Office of the Secretary Treasurer.
 - 8.3.7 Comment and Question Period from Visitors
 - 8.3.8 Board Committee Reports
 - 8.3.8.1 Education Policy and Planning Committee
 - 8.3.8.2 Operations Policy and Planning Committee
 - 8.3.9 Reports Senior Management
 - 8.3.10 Trustee Reports
 - 8.3.11 Question Period (15 minutes)
 - 8.3.12 Notice of Meetings
 - 8.3.13 Reporting Out from In-Camera Meeting
 - 8.3.14 Adjournment
- 8.4 Agenda items for Board meetings may originate from:
 - 8.4.1 Board Annual Work Plan
 - 8.4.2 Business arising from previous meetings

8.4.3 Business from committee-of-the whole meetings

8.4.4 Business from sub-committee meetings

8.4.5 Superintendent of Schools

8.4.6 Individual Trustees

- 8.5 Items for the agenda are to be submitted to the Superintendent or designate by the close of business of the Monday for the week, preceding the date of the Board meeting. Items should identify whether they are for Information, Discussion, or Decision.

In consultation with Board Chair, Vice-Chair, and when applicable, relevant Committee Chair, items will be considered for inclusion on the Agenda provided initial communication with Superintendent or Designate has occurred, and is accompanied by submission of a backgrounder in standard Board format. Backgrounders will be subject to copy edit for clarity and accuracy of information, when necessary (and with consultation / inclusion of submitter).

If it is determined that the item has not been properly prepared for inclusion on the Agenda (e.g. information is not correct, not accurate, not provided in backgrounder format), the Chair will communicate decision and rationale to the Trustee who submitted the item by Tuesday of the week prior to the meeting. If the Trustee does not agree with the decision, they may request it be included on the agenda by resolution at the call of the meeting.

Agenda items, including individual trustee submissions, are not to be shared with the public prior to the agenda being finalized and items have been determined to be “in-camera” or “regular open”.

The agenda and supporting material for each regular Open and In-Camera Board meeting will be provided electronically to all Trustees on the Thursday, preceding the date of the Board meeting;

- 8.6 The agenda and supporting material for each regular Open Board meeting will be made available to the public on the School District web site on the Friday preceding the date of the Board meeting.
- 8.7 All supporting material for Special Open and In-Camera Board meetings will be emailed to Trustees at least 24 hours prior to the time of the Board Meeting.
- 8.8 Where material or motions are introduced at a Board meeting, which has not been made available to Trustees in accordance with section 8.1 and 8.2, a Trustee may call notice on any motion arising from such material and that motion accordingly shall be considered on the agenda of the next Board meeting.
- 8.9 Items proposing board action shall be accompanied with an action request form briefly outlining the issue, pertinent information and a recommendation.

9. Minutes

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

9.1 The minutes shall record:

- 9.1.1 Date, time and place of meeting

- 9.1.2 Type of meeting (Inaugural, regular or special)
- 9.1.3 Name of presiding officer
- 9.1.4 Names of those trustees and administration in attendance
- 9.1.5 Approval of preceding minutes
- 9.1.6 Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the Board through resolution
- 9.1.7 Points of order
- 9.1.8 Appointments
- 9.1.9 Recommended motions proposed by Committees
- 9.1.10 Trustee declaration pursuant to Section 56, 57 or 58 of the *School Act*

9.2 The minutes shall:

- 9.2.1 Be prepared as directed by the Superintendent
- 9.2.2 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 9.2.3 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business

- 9.3 The Superintendent shall ensure that, upon acceptance by the Board, appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the District are affixed to the concluding page of the minutes.

9.4 The Superintendent shall establish a codification system for resolutions which will:

- 9.4.1 Provide for ready identification as to the meeting at which it was considered
- 9.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
- 9.4.3 Establish and maintain a file of all Board minutes

- 9.5 All Committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report including any recommendations to the Board.

- 9.6 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

- 9.7 The approved minutes of a regular or special meeting shall be posted to the website within 48 hours or 2 regular business days following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.

- 9.8 Upon adoption by the Board, the minutes of meetings other than in-camera meetings shall be open to public scrutiny.

10. Motions

- 10.1 No decision shall be made by the Board unless upon a motion of a Trustee, seconded by another Trustee and approved by majority vote.
- 10.2 A motion to vary the agenda to advance an item on the agenda so that it may be dealt with immediately following delegations concerning that item shall be in order.

- 10.3 A Trustee shall not speak other than on the motion under debate. A Trustee shall only speak once on the same motion without the leave of the Board except to explain a part of his or her remarks, which may have been misunderstood, or to raise a point of information or clarification. The mover of the motion, however, may speak again to close debate. Trustees shall not speak to any motion for a period of longer than ten minutes without the leave of the Board.
- 10.4 Every Trustee present at a meeting of the Board has the right and duty to vote except where the Trustees has disqualified himself or herself from the proceedings because of a declared conflict of interest, which shall be recorded. This vote shall either be in the affirmative or the negative. Trustees not voting will be deemed to have voted in the affirmative.
- 10.5 When a motion under consideration entertains several propositions, the vote upon each proposition shall be taken separately, if so requested by any Trustee present.
- 10.6 After the Board has taken a vote on any motion, the Board shall not vote on that motion again at the same meeting.
- 10.7 A reconsideration motion can only be proposed by a trustee who voted with the majority at a previous meeting.
- 10.8 The Chair shall have the same voting rights as any other member
- 10.9 Where the number of votes on a motion is equal, the motion is defeated and the Chair shall so indicate.
- 10.10 All Trustee votes shall be recorded on all votes, except where a secret ballot has been held for election purposes.
- 10.11 The Chair or other presiding officer shall determine all points of procedure except that any ruling may be challenged by any Trustee and decided by a majority vote of the Trustees present. Where a ruling of the chair is challenged, a motion to sustain the chair shall be made and a vote shall be taken forthwith without debate.

11. Public Participation

The Board welcomes and provides for a variety of forms of public participation by members of the community. Public participation may be through presentations by a delegation, through formal question/comment periods in regular Board meetings or in the form of written communications. Such opportunities shall not be used to address matters, which must be dealt with in in-camera meetings as noted elsewhere in this policy.

Delegations

- 11.1 The Chair shall rule on the propriety of all presentations and questions and may decline to have a matter heard from a delegation or terminate any presentation or question or refer it to an "in camera" meeting of the Board if that is deemed to be appropriate by the Chair.
- 11.2 A person or group wishing to address the Board on an item not otherwise on the agenda shall provide written notification and a written outline of the presentation to the Secretary-Treasurer by close of business on the Monday of the week preceding the date of the regular Board meeting. The presentation will be listed as a "Delegation" on the agenda of the Regular Board meeting providing the matter is one that is appropriately considered in a public meeting.

11.3 Delegations shall have 10 minutes to present to the Board.

11.4 The Chair may refer to Robert's Rules of Order to ensure that all voices at the Board table have an opportunity to be heard.

Comment and Question Periods

Each public meeting agenda shall provide for two comment/question periods, one during the meeting and one at the end of the meeting.

11.5 The Board will generally reserve decision on a response to the matter raised by a delegation, until the next Board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the Board.

11.6 There shall be a "Comment and Question" period on each regular Board meeting agenda during which members of the public may address the Board on any item on the agenda by so advising the Chair at that time. The time limit for such presentations shall be five minutes excluding any responses to questions from Trustees but this time may be extended by resolution of the Board.

11.7 During the "Comment and Question" period, questions also may be asked of the Board about items not on the agenda, without notification, but the time limit for putting such questions by any individual shall be two minutes, excluding responses from the Board, unless the Board by resolution consents to an extension of that time.

11.8 Any questions asked during the "Comment and Question" period may be responded to at that meeting or an undertaking will be given to provide a response at a future regular meeting. No motions or action will be considered by the Board at the time of presentation: matters requiring action will be referred to a Committee meeting for consideration.

11.9 There shall be a Question Period of up to 15 minutes at the end of every regularly scheduled Board meeting, where members of the public may ask a question on matters that arose during that Board meeting. Questions will be directed to the Chair who will respond on behalf of the Board. The Chair may refer the question to staff for an immediate response or a response may be provided at the next regular board meeting.

Correspondence

Correspondence may be sent to the Board as a whole or to individual trustees. Even when correspondence is addressed to an individual trustee the contents may be more appropriately addressed by the corporate Board. Where correspondence is addressed to the Board or its contents are more appropriately addressed by the corporate Board the following processes shall be adhered to. The intended outcomes of these processes are: to ensure Board correspondence is acknowledged in a timely fashion, the corporate Board is aware of the public input provided and where required, a corporate response is provided in a timely manner.

11.10 Where non-routine correspondence is received that appears to require a formal Board response, that correspondence shall be placed on the agenda of the next regular board meeting together with whatever recommendation for Board action the Superintendent deems appropriate. This correspondence will be noted on the agenda as "Correspondence for Action".

- 11.11 Where non-routine correspondence is received that does not appear to require a formal Board response, that correspondence, together with any response issued by the Superintendent, shall be circulated to the Trustees. This correspondence will be noted on the agenda as "Correspondence for Information".
- 11.12 Where an individual trustee receives correspondence that in the trustee's judgement is more appropriately a corporate Board matter, the correspondence will be directed to the Secretary-Treasurer who will acknowledge the correspondence, and act in accordance with 11.10 or 11.11 above.

12. Trustee Remuneration and Expenses

12.1 Annual Remuneration

~~12.1.1 Under Section 71 of the *School Act*, a Board may authorize the payment of remuneration to be paid to trustees by annual resolution of the Board of Education. *The Income Tax Act allows part of this remuneration to be declared as a tax-free expense allowance.*~~

~~12.1.1 In January, the Secretary-Treasurer will inform the Board of Education of the *Trustee remuneration shall be adjusted on an annual basis based on the most recent five-year rolling average of Vancouver's Consumer Price Index, effective January 1st of each year.*~~

~~12.1.2 *Trustee stipend increases, if approved, will come in to effect on July 1 of each year.*~~

12.2 Expenses

12.2.1 Trustees are expected to exercise discretion in incurring expenses within the limit of the annual budget appropriation.

Conference and Travel Expenses

12.2.2 Effective execution of Board responsibilities requires that trustees represent the Board at various meetings and conferences, and that they remain informed through attendance at periodic seminars, conventions and workshops related to their responsibilities. The Board encourages such attendance, and shall include funds in the annual budget to cover expenses.

12.2.3 The Board of Education of School District No. 40 (New Westminster) supports Trustees attending conferences, conventions, seminars and courses of an education nature, within the budget limitations established by the Board.

12.2.4 The Board does not expect that such attendance should be at the personal expense of the Trustee. Actual reasonable costs for meals and costs incurred, while on Board business, may be claimed. Receipts are to be provided along with the purpose of the business or meeting.

12.2.5 Trustees may claim, while on Board business:

- 12.2.5.1 Long distance toll charges and cellular phone charge for School Board business telephone calls;
- 12.2.5.2 Other reasonable requests may be considered at the discretion of the Board.

- 12.2.6 Trustees will inform the Board, in advance, of their intention to attend a conference/seminar or travel on Board business and shall obtain prior approval of the Board for such attendance. Trustees shall book registrations, travel and accommodations in consultation with the Superintendent's office.
- 12.2.7 For travel by private automobile, Trustees may claim the District rate in effect at the time. The maximum amount claimable is limited to the cost of economy airfare between points travelled, when air transportation is available and practical.
- 12.2.8 Cost of airfare is limited to the cost of economy airfare.
- 12.2.9 Travel costs outside of British Columbia must receive prior approval of the Board.
- 12.2.10 Trustees may claim amounts for taxis, parking fees, local mileage, etc. Receipts are to be provided.
- 12.2.11 Lodging
Trustees may claim the government or conference rate of the hotel/motel, less any personal items charged. Receipts are to be provided. If staying with a friend or relative, \$20.00/night may be claimed without a receipt.
- 12.2.12 Meals
Trustees may claim actual reasonable costs. Receipts are to be provided. District practice requires that an actual receipt is provided detailing the purpose of the meeting and who was in attendance. There shall be no reimbursement for alcoholic beverages.
- 12.3 Payment of Expenses
 - 12.3.1 Expenses must be submitted on a timely basis to the Secretary Treasurer at least once a month.
 - 12.3.2 For inaugural functions and one spousal meal per conference, spousal expenses may be claimed.
 - 12.3.3 Trustees may seek an advance, the amount of which is determined by Board resolution for out-of-town business engagements of two or more days.
 - 12.3.4 The Secretary-Treasurer and Chair of the Board shall review Trustee expenses. Concerns about Trustee expenses shall be referred to the Board by the Chair. Quarterly print-outs will be provided to all Board members regarding Trustee expenses.

*Legal Reference: Sections 50, 56, 57, 58, 59, 66, 67, 68, 69, 70, 71, 71(1), 72 School Act
Financial Disclosure Act
Income Tax Act*

SD No. 40 (New Westminster)

*Adopted: May 30, 2017
Revised: April 30, 2019
October 29, 2019
[January 28, 2020](#)*

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

Title

<i>Request for Climate Literacy Funding and Supports</i>
--

Sponsor

SD40

Authorization

To be completed by the Board Chair, BCSTA Branch Association President, BCSTA Committee Chair or BCSTA President:

- x *This motion has been passed in final wording by a majority vote of the Board/Branch/Committee and that vote is recorded in the official proceedings of the Board/Branch/Committee
- x *[Danielle Connelly] is authorized by the Board/Branch/Committee to discuss and, if necessary, edit the motion. The Authorized Contact Person's [email address] and [phone number].
- x *I confirm that I have read the BCSTA Motion Guide

BCSTA Bylaws, Policies and Foundational Statements

Please indicate if the proposed motion relates to an existing Foundational Statement or Policy Statement in [BCSTA's Policies](#). You must check one or more boxes.

- ☐ Relates to Foundational Statement No. [#]
- ☐ Relates to Policy Statement No. [#]
- ☐ Propose to make this motion a new interim policy statement.
- x This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.

Motion

In accordance with [BCSTA Bylaw 7\(I\)](#), Provincial Council motions must be emergent, i.e., "business that, if delayed until the Annual General Meeting, will impact negatively on Boards' ability to influence public policy or a public education issue." Please note that a motion may well be important but not meet the criteria for emergent.

Please clarify who the recipient of the motion is/who should do the work associated with the motion. (e.g. Ministry of Education, Ministry of Finance, etc.)

That BCSTA...advocates/requests/encourages/urges the provincial government (Ministry of Education and Ministry of Environment & Climate Change) to provide funding to support climate literacy in all BC schools (ie. curriculum supports, professional development opportunities)

Emergent

Explain what makes this motion emergent.

This motion is emergent because The Intergovernmental Panel on Climate Change (IPCC) published a report on October 8, 2018 that found we must limit global warming by 1.5 degrees Celsius by 2030 and that doing so “would require rapid, far-reaching and unprecedented changes in all aspects of society”.

As Boards of Education, we have been hearing loud and clear from the student population in BC and across the globe about the urgency of our climate emergency.

While there is a proposal coming forward to create a climate action working group within the BCSTA we need to urgently call on government to begin immediately supporting and funding district initiatives towards climate literacy.

Rationale

Provide a **succinct** description of why this motion is needed plus any relevant background information.

This motion is needed because this is a provincial (global) issue and individual school districts should not be left to develop and fund their own resources and/or professional development opportunities from their overstretched operational budgets. This is an issue that impacts us all and as such the provincial government should provide the direction and funding necessary to enable our students and staff to be climate literate.

Optional References

Provide links to additional background material (e.g., legislation, websites, etc.)

--

REMINDERS:

***PLEASE ENSURE YOU HAVE COMPLETED THE ENTIRE FORM**

*Please send a **Word version** of the completed motion submission form to motions@bcsta.org

*Visit the [BCSTA HUB](#) to see the [BCSTA Motion Checklist](#) and other resources regarding preparing motions for BCSTA's AGM and Provincial Council.

Types of BCSTA Motions

Categories	Description	Example	Which BCSTA body can enact
Bylaws	The rules which govern the organization.	The President, the Vice-President, the Directors and the immediate past President shall form the board of Directors. The chief Executive officer shall be a nonvoting member of the Board. (Bylaw 3)	BCSTA member board at General meetings
Foundational Statements	The core beliefs and values of the Association. Intended to guide future policy and action motions. Meant to be long-term/long standing.	BCSTA believes that educational programs should address literacy, critical thinking and problem-solving, communication, collaboration, and creativity and innovation, as well as aesthetic, cultural, numerical, scientific, and technological literacies. (5.1FS Educational Programs Objectives)	BCSTA member board at General Meetings
Policy motions	Motions that support and expand Foundational Statements. Reflect context and guide the advocacy of the Association.	BCSTA adopts as policy the following principle: BCSTA supports the use of a variety of instructional strategies for addressing student differences, including...	BCSTA member board at General Meetings Provincial Council (on interim basis)
* Action motions	Define an action that the Association will take, usually on a specific issue. (*Note: Action motions make up the majority of motions currently passed at AGM and Provincial Council.*)	That BCSTA urge the Ministry of Education to review the transportation funding formula....	BCSTA member boards at General Meetings Provincial Council



JANUARY 2020

NEW WESTMINSTER ONLINE LEARNING

CONTENTS

- ▶ Guiding Principles, Policies and Procedures
- ▶ Enrolment, staffing, courses
- ▶ Innovation
- ▶ Looking ahead



NEW WESTMINSTER ONLINE LEARNING

- ▶ High school students and adults
- ▶ 21st century learning skills & life-long learning
- ▶ BC Certified teachers
- ▶ Two locations for support
- ▶ Anytime, anywhere, access to learning

Columbia Square



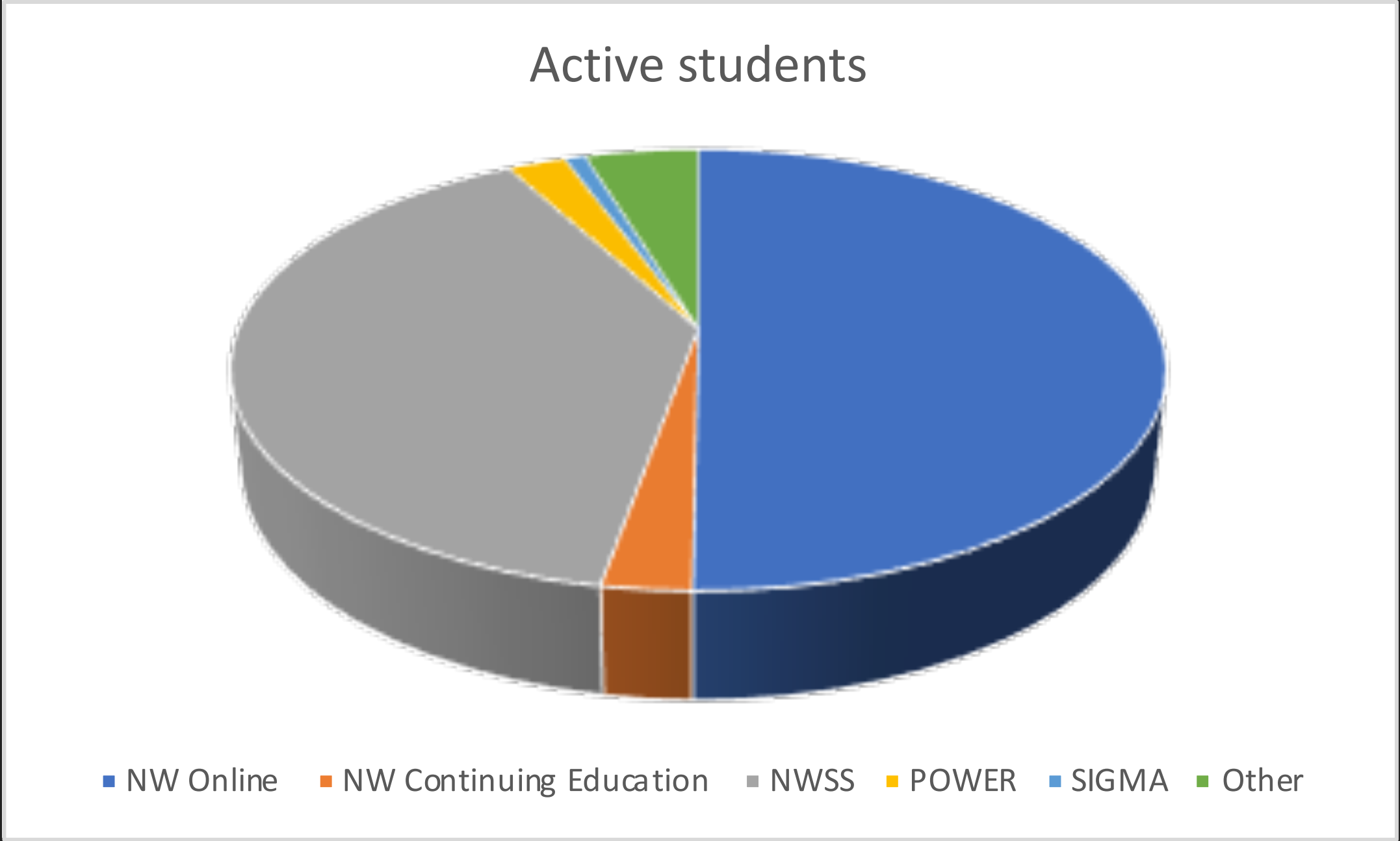
Room 162 @ NWSS



GUIDING PRINCIPLES, POLICIES, PROCEDURES

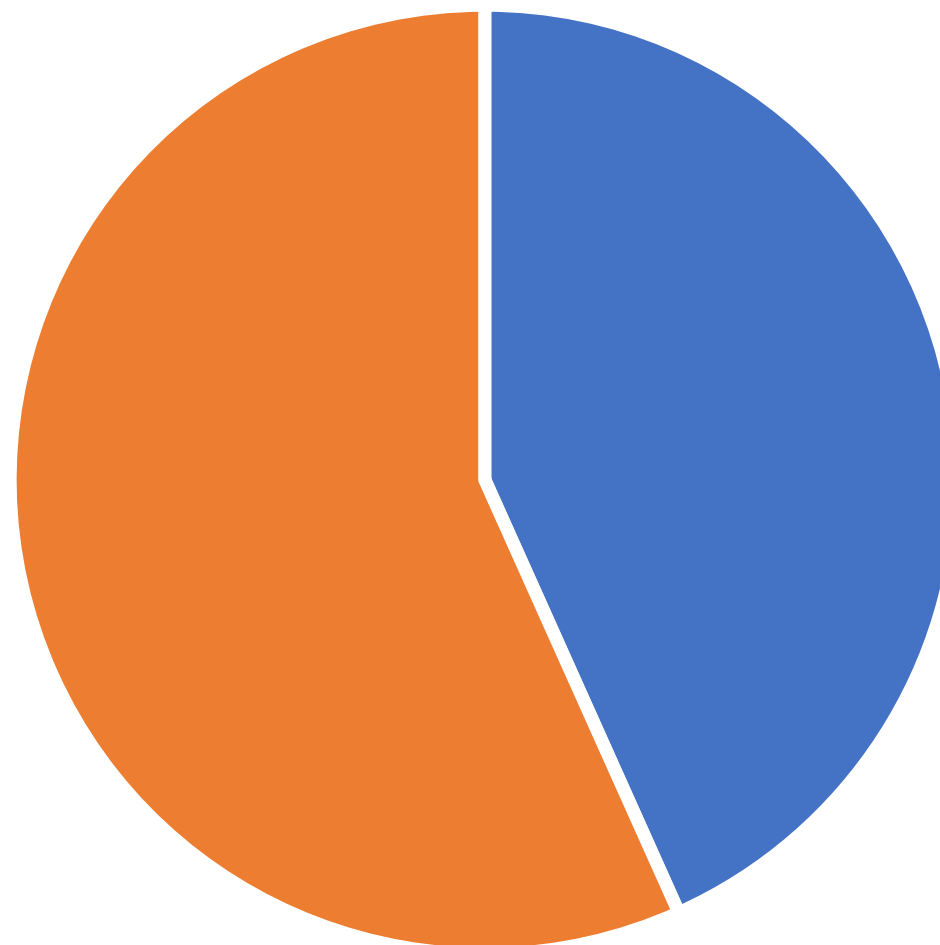
- ▶ **District Administrative Procedure 220 (Programs of Choice) and 235 (Community Education)**
 - ▶ To manage learning
 - ▶ To foster social learning
 - ▶ To stimulate cognitive process
- ▶ **District Strategic Plan:**
 - ▶ Transforming the learning experience
 - ▶ Building meaningful relationships

ENROLMENT



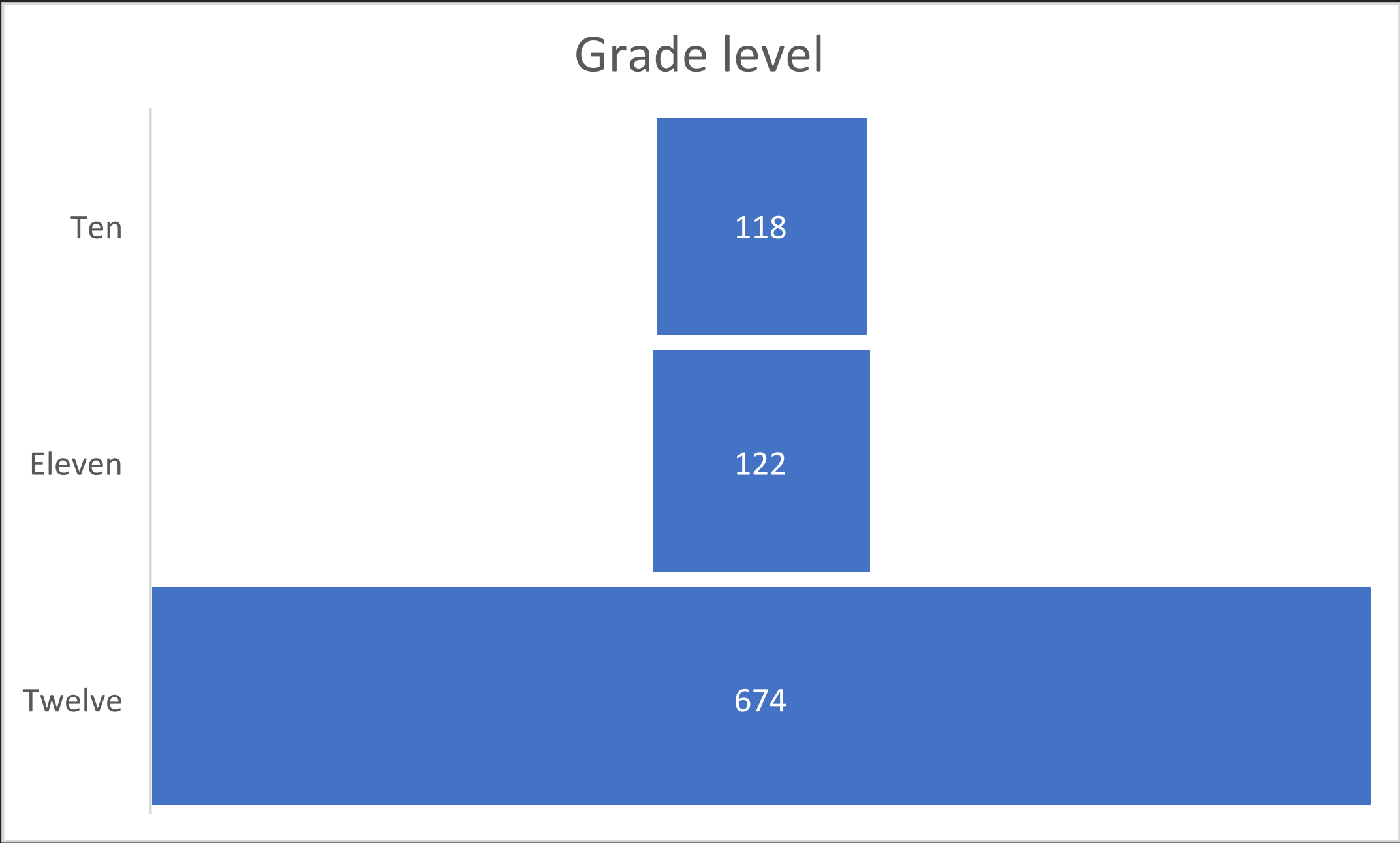
ENROLMENT

School aged vs. Adults

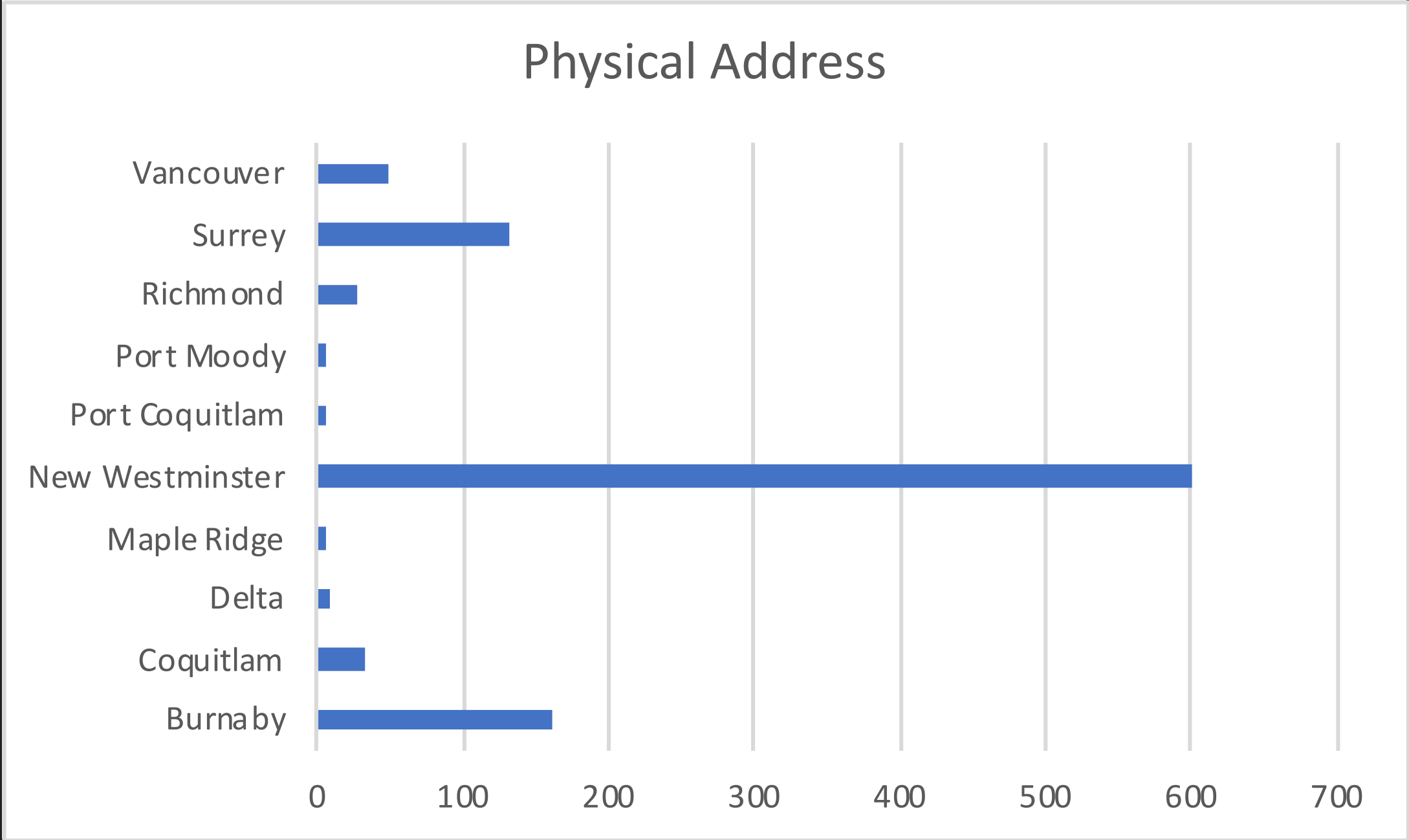


■ Adults ■ School aged

ENROLMENT



ENROLMENT



STAFFING

Staff	Subject Area	FTE
Glenn Bullard	English	1
Mike Gaskell	Math, English	1
Deborah Goertz	Science	0.6
Cyndy Hinton (Cupe)		
Phyllis Jew	Physics, Math	1
Jim Kemp	Careers, BC First Nations Studies, BC First Peoples 12, Entrepreneurship	1
Andrea Luck	French, Law	0.4
Bryan Onstad	History, Social Studies, Physical & Health Education, Math	1

INNOVATION

School Learning Plan <https://newwestonlinelearning.ca/wp-content/uploads/2019/10/Online-School-Learning-Plan-Lined.pdf>

Innovation Grant

What software, equipment, expertise and set-up is needed so that creating and editing these videos becomes straightforward, routine and “easy”?



<https://contacts.google.com/?hl=en&tab=iC1>

LOOKING AHEAD

- ▶ Career Life Connection 12 (blended model at NWSS)
- ▶ Course development
- ▶ Marketing

New Westminster Online Learning

Report - January 2020



Pam Craven, District Principal
pcraven@sd40.bc.ca



New
Westminster
Schools

Contents

Overview - NW Online Learning program 3

 Locations

 Mission statement

Guiding Principles, Policies and Procedures 4

 District Strategic Plan

NW Online Learning School 5

 Enrolment

 Staffing

 Courses

Innovation 9

 School Learning Plan

 Innovation Grant

Looking Ahead 9

Overview

New Westminster's Online Learning program, is a 11-month program supporting students both adult and high school aged, looking to take a course in a location and time - beyond brick walls and fixed schedules. The vision of Distributed Learning (DL) is to create a quality, dynamic and engaging learning environment that all students can access. This learning option addresses the ideals for a BC Graduate and supports 21st century learning skills and life-long learning; it allows students with challenging schedules to meet high school course requirements and supports the needs of a variety of learning styles.

Our team of BC Certified teachers has been designing courses, creating content and working both online and in person with students for more than 16 years. We have two locations where students can access computers for taking tests and work directly with teachers for face-to-face support. We are open for one-to-one support, test-writing and test-preparation at Columbia Square Mondays and Fridays from 10am to 4pm, Tuesdays to Thursdays from 10am to 8pm and at NWSS Monday to Friday 10am to 4pm.



Columbia Square



NWSS room #162 at NWSS

We are committed to keeping our courses current, to integrating media-rich materials and sources that facilitate learning and to seeing our students succeed.

Mission Statement

We want to teach. By offering flexibility and support, we enable students to successfully complete their online courses. We give students anytime, anywhere, access to their education.

Guiding Principles, Policies and Procedures



As per District Administrative Procedure 220 (Programs of Choice) and 235 (Community Education), our online program provides choices to students and is committed to providing service to meet the needs and interests of the citizens of New Westminster as lifelong learners. New Westminster Online Learning follows the BC standards for instruction in online programs:

- **To manage learning:** ensure students have access to required educational program information prior to enrolment, clearly articulate a student learning plan, provide support to be successful in an online learning environment, provide information about academic integrity and netiquette,
- **To foster social learning:** provide the opportunity for students to connect with BC certified teachers from anywhere in the world on their own schedule and their own terms, develop a sense of belonging and community among course participants, collaboration, and use of a variety of community strategies,
- **To stimulate cognitive process:** plan, develop and deliver rigorous courses in English, Math, Science, Humanities and other elective areas, create processes and content that foster student engagement and encourage the use of a variety of information sources, techniques and approaches to solutions when exploring a problem.

(Standards for K-12 Distributed Learning in British Columbia, February 2010 v3.0)

District Strategic Plan

Having a thriving Online Learning program supports the District Strategic Plan by:

- transforming the learning experience - creating 21st century skills, creating responsible citizens who contribute to community and society, and
- building meaningful relationships - nurturing whole and healthy individuals with open minds and building their confidence to try new things.

Enrolment

Student count: 917 (students registered in 1 or more courses)

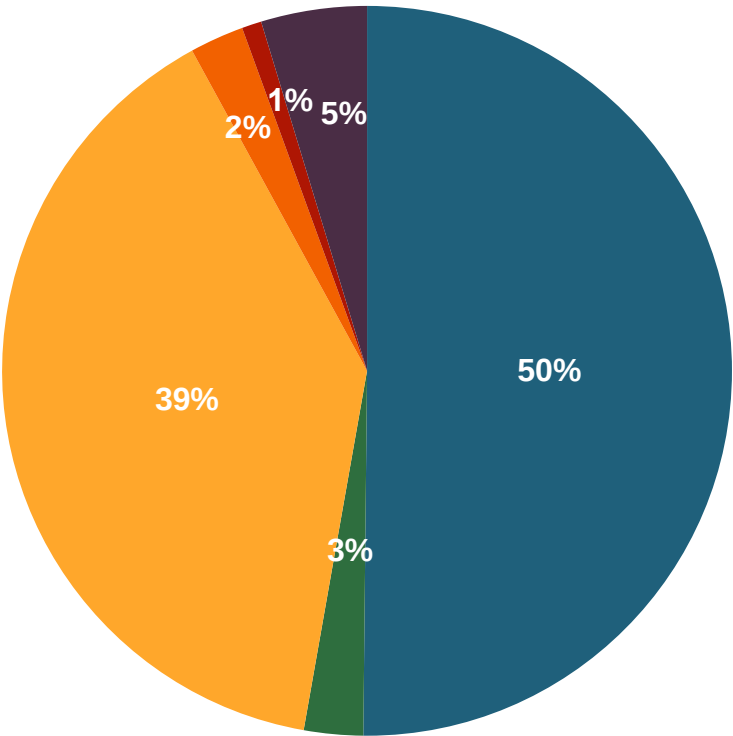
- NW Online Primary School

NWSS

Sigma
- NW Continuing Education

POWER

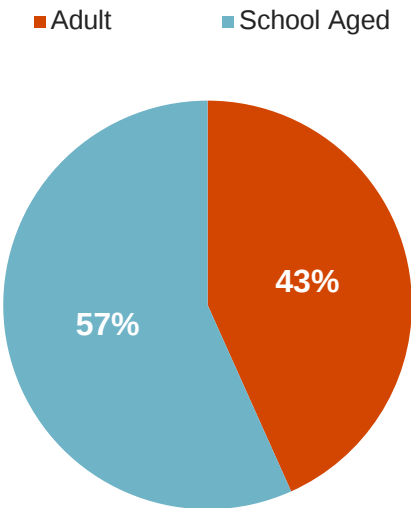
Other Districts



NW Online - Primary School	460
NW Continuing Education	24
NWSS	360
POWER	22
SIGMA	8
Other	43

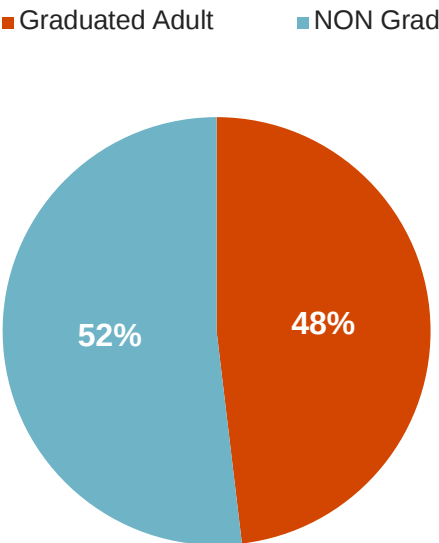
School aged and Adults

School aged	520
Adults	397



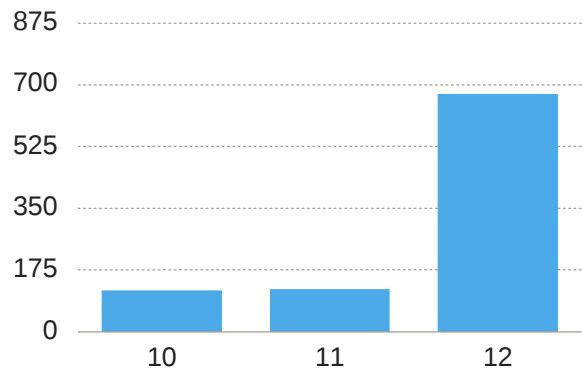
Graduated Adults vs Non-Graduates

Graduated adult	191
Non-Grad adult	206



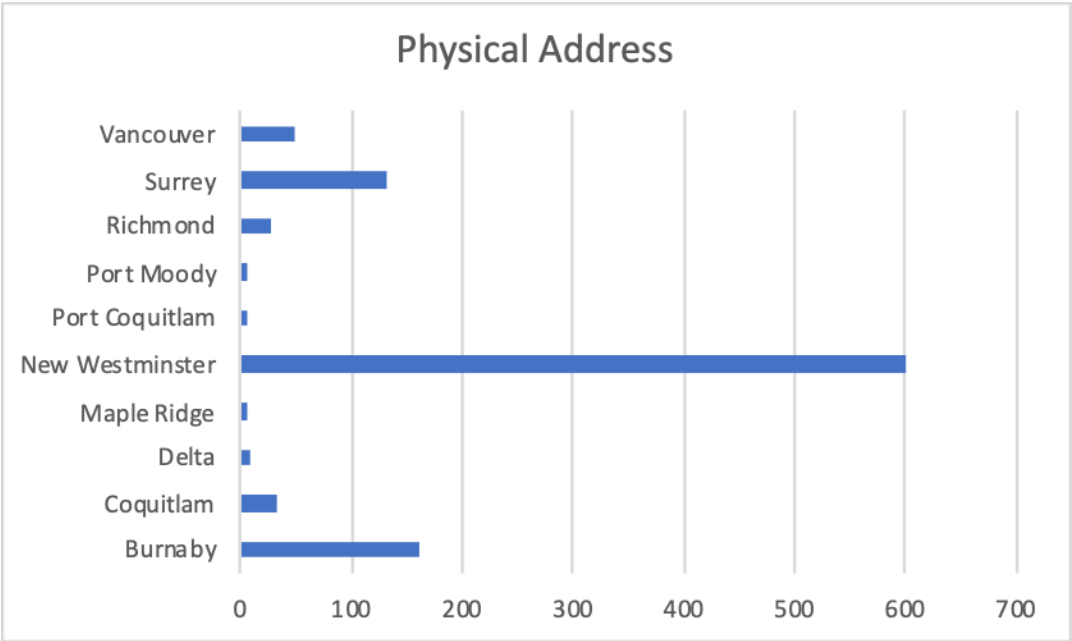
Grade Level Distribution

Grade level	
10	118
11	122
12	674



Physical Address

+ 16 other locations not on the chart, as physical addresses with fewer than 5 did not make the chart



Staffing

	Subject Area	FTE
Glenn Bullard	English	1
Mike Gaskell	Math, English	1
Deborah Goertz	Science	0.6
Cyndy Hinton (CUPE)		
Phyllis Jew	Physics, Math	1
Jim Kemp	Careers, BC First Nations Studies, BC First Peoples 12, Entrepreneurship	1
Andrea Luck	French, Law	0.4
Bryan Onstad	History, Social Studies, Physical & Health Education, Math	1

Courses

For a list of specific courses available, click on the following link:

<https://newwestonlinelearning.ca/our-courses/all-courses/>

Innovation

School Learning Plan is available at <https://newwestonlinelearning.ca/wp-content/uploads/2019/10/Online-School-Learning-Plan-Lined.pdf>

The outcome(s) we wish to improve:

- Increase student academic engagement and increase course completion rate, through the use of high-quality interactive videos
- Visuals that show, demonstrate or explain are helpful to learners as they build their understanding or skill. Difficult concepts explained by their teacher is a more personal and helpful approach

The actions we plan to take to improve student learning:

- Development of short high-quality interactive videos that can be used in a variety of ways (for instruction, for assessment, as an inquiry prompt, etc.) with online learners
- Increased engagement and participation leading to greater course completion rate

Innovation Grant

The program is using money from an innovation grant to explore the following inquiry question:

What software, equipment, expertise and set-up is needed so that creating and editing these videos becomes straightforward, routine and “easy”?

A recording room has been set-up at the Columbia location and teachers have sorted out technical challenges around lighting and sound. They have begun recording Math and Science videos and using Camtasia to edit recordings and will be imbedding them into courses over the next couple of weeks.

Looking Ahead

In the 2020/2021 school year, Career Life Connections 12 will be offered as a ‘blended’ course at NWSS. Students will have scheduled face-to-face meetings and support sessions with NWSS teachers, curricular competencies will be delivered through the online platform. This team of dedicated teachers will continue to update courses and will also explore the possible development courses such as French 12 and Math 9. In order to continue growing the program, marketing will also be explored to attract adult learners.

2020-2021 School Calendar

August 2020 1

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020 2

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October 2020 3

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November 2020 4

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29	30					

December 2020 5

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27	28	29	30	31		

January 2021 6

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31						

February 2021 7

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28						

March 2021 8

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April 2021 9

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May 2021 10

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30	31					

June 2021 11

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27	28	29	30			

July 2021 12

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2020-2021 School Calendar

KEY

 	Statutory Holiday
 	Opening Partial Day
 	Non-Instructional Day (NI Day)
 	Administrative Day
 	School Vacation
 	Days of Instruction
 	Summer Vacation

2020

Tuesday, September 8	- Opening Partial Day
Monday, September 28	- NI Day
Monday, October 12	- Thanksgiving Day
Friday, October 23	- Provincial Pro-D Day
Wednesday, November 11	- Remembrance Day
Monday, November 30	- NI Day
December 21, 2020 – January 1, 2021	- Winter Break

2021

Monday, January 4	- Schools reopen
Monday, February 15	- Family Day
Tuesday, February 16	- NI Day
March 15 – 26	- Spring Break
Monday, March 29	- Schools reopen
Friday, April 2	- Good Friday
Monday, April 5	- Easter Monday
Wednesday, April 21	- NI Day
Friday, May 21	- NI Day
Monday, May 24	- Victoria Day
Tuesday, June 29	- Last day - students
Wednesday, June 30	- Administrative Day

Supplement to: REGULAR SCHOOL BOARD MEETING

Date: January 28, 2020

Submitted by: Bettina Ketcham, Secretary-Treasurer

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

Subject: Continuing Education Analysis

Background:

A Ministry audit of the District's continuing education program was completed in the Spring of 2019 which resulted in significant changes in how the District is able to claim FTE student funding. In 2017/18 the FTE claimed was 521.625, in 2018/19 the FTE claimed was 448.25 which included some corrected claims subsequent to the audit. In the current fiscal year, the number of students claimed has fallen substantially to an anticipated 265.63 FTE for the year.

As the District contemplates available space to relocate the continuing education program, we find ourselves needing to investigate third party space. The new NWSS site does not have capacity for the continuing education day program and the deconstruction of the old NWSS site will not allow the program to stay where it presently is located.

The question before the board is determining how to proceed with the program given the opportunity cost of continuing it and a challenge for space to host the program.

Determining FTE projections

In order to determine the projected FTE, the district had to investigate the two streams for which courses are offered – semester and term. There are 2 semesters in a year and 5 terms (of 6 weeks each) in a year. At the time of writing, 1 semester and 2 terms have completed. These offer us good data points for projections for the remainder of the year.

Term Breakdown		Semester 1 breakdown	FTE
Term 1	23.875	313 night (after 6:30pm)	39.125
Term 2	27.875	82 Late afternoon (3:30pm to 6:30pm)	10.25
Term 3 (estimated)	27.875	126 day (9am to 2:30pm)	15.75
Term 4 (estimated)	27.875		65.125
Term 5 (estimated)	27.875		x2
Full year students taking term classes	135.375	Full 2 semester estimate of FTE	130.25

To be conservative, we have utilized term 2 results and projected them across the remaining 3 terms and similarly, have taken semester 1 FTE and projected that to semester 2.

The sum of term and semester leads us to an anticipated 265.63 FTE. Note that this is approximately a decrease of ½ the program in FTE from 2017/18 and has resulted in a decrease in revenue or approximately \$1.2M since this time.

The district has broken down the subscription to our day, late afternoon and evening program to try to better understand the access of the program and costs associated. The following results indicate that the majority of the program is subscribed to during the day – where the District faces the most constraints for space as the high school will be fully utilized by our main stream 9 – 12 students.

Projected FTE					Day	Late Afternoon	Evening	Full Program
	Total				166.88	20.50	78.25	265.63
	School Age				4.40	0.54	2.06	7.00
	Adult				162.48	19.96	76.19	258.63
					63%	8%	29%	100%

Note: Day runs from 9am – 2:30pm; late afternoon runs from 3pm – 6pm and evening from 6:30 – 9:30pm

Opportunity cost Analysis

Based on the table below, in all scenarios, the program has a significant cost to the district. Management considered maintaining the various streams of day, late afternoon and evening to see if one or more streams could be maintained at a profit.

Some assumptions to be aware of:

- There are economies of scale at play. Reducing a program to only run during a part of the day does not lead to a direct reduction in expenses – examples are principal and clerical. In order to maintain the supports we would still need to keep some structures in place to help maintain a successful program. (Note: this is why day + late afternoon + evening costs do NOT equal full program costs).
- Given we do not have space for the day program within the high school, the District may need to rent space. The \$294,000 is based on discussions with leasing specialist for the size and potential location necessary. There is an alternative to refurbish the existing portables this program is in at a cost of \$60,000 (x 6 portables) plus moving and site prep costs for which the district may spend a one time cost of approximately \$500,000 (foregoing the ongoing rent of \$294,000). This one time cost of \$500,000 would come from accumulated surplus which would represent significant portion of our remaining one-time dollars.

Revenue					Funding	Day	Late Afternoon	Evening	Full Program
	Adult				\$ 4,773	775,504	95,268	363,645	1,234,417
	School Age				\$ 7,468	32,842	4,034	15,400	52,276
						808,346	99,302	379,045	1,286,693
Expenses									
	Principal	Teaching (60%)				88,761	-	-	88,761
		Administration (40%)				53,257	73,968	66,571	53,257
	Clerical					57,777	28,889	57,778	108,332
	Teaching staff					618,000	164,800	319,300	1,071,200
	Custodial					10,707	-	-	10,707
	Supplies					59,956	7,365	28,114	95,435
	Rent					294,000	-	-	294,000
Total CE Expenses anticipated						1,182,457	275,022	471,762	1,721,692
Net Loss						- 374,111	- 175,719	- 92,718	- 434,999

Other considerations and information

- The program currently serves 40% New West students; 40% Burnaby students; 10% Surrey students and 10% from elsewhere.
- A potential relocation of the program on one of our elementary sites could be contemplated. However, consideration should be given as to whether an adult program should be intertwined with an elementary school site and whether our subscription for adult learners would decrease. Furthermore, moving further away from the boundary of the Burnaby border may further reduce the number of students enrolled.
- How small is too small – preserving parts of a program will impact the service delivery and quality if we cannot run a full complement of courses.
- Attached are a list of blocks and courses offered for semester and term courses. Note that term courses run only during the day where semester courses run day and evening.

Semester 1 Courses	Blocks	When Offered
ENGLISH STUDIES 12	4	Morning, Early Aft., Evening
PRE-CALCULUS 11	2	Early Aft., Evening
LF MATH LEVEL 1-7	2	Early Aft., Late Aft.
LF ENGLISH LEVEL 1-7 - CORE	8	Late Aft., Evening
LF ENGLISH LEVEL 1-7 - SPK/LIS/COMP	5	Late Aft., Evening
COMPOSITION 11	2	Morning, Evening
EXPLORATIONS IN SOCIAL STUDIES 11	1	Evening
ANATOMY AND PHYSIOLOGY 12	1	Evening
Total	25	
Term 1 Courses		
LF ENGLISH LEVEL 1-7 - CORE	7	Morning, Early Aft.
LF ENGLISH LEVEL 1-7 - SPK/LIS/COMP	2	Early Aft.
Total	9	
Term 2 Courses		
LF ENGLISH LEVEL 1-7 - CORE	7	Morning, Early Aft.
LF MATHEMATICS LEVEL 1-7	2	Early Aft.
Total	9	

Timing

The above information is presented to you for your consideration in advance of the budget process as the decision to continue with this program in its current state or some kind of alternation after the 2019/20 school year will have implications on the 2020/21 school year:

- Staffing decisions will be impacted (all staff may be absorbed in other capacities within the District).
- Maintenance must know by the end of January whether they should begin to prepare a site and obtain quotes for the refurbishing or portables or the leasing of space.
- We must communicate to students in advance and assist them in making alternate plans.
- Decision to maintain some or all of the program will lead to the board having to make decision on what priorities it will sacrifice to keep it.

ADOPTION OF AGENDA – 6:00 pm.

MINUTES FOR APPROVAL – November 26, 2019, December 3, 2019

CORRESPONDENCE – Received

REPORTS FROM SENIOR MANAGEMENT – Personnel / Administration / Facilities

ITEMS TO BE REPORTED OUT AT OPEN MEETING – Retirement of Holly Nathan,
Communications Coordinator

NOTICE OF MEETINGS

ADJOURNMENT – 6:46 pm.