



**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
EDUCATION POLICY AND PLANNING COMMITTEE
AGENDA**

Tuesday, September 15, 2020

5:00 pm

Via Webex

The New Westminster School District recognizes and acknowledges the Qayqayt First Nation, 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. Approval of Agenda

5:00 PM

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve that the 2020-21 Board and Committee meetings may be held, as needed, via videoconference and/or a hybrid of videoconference and in-person, according to COVID-19 health and safety guidelines.

Recommendation:

THAT the agenda for the September 15, 2020 Education Policy and Planning Committee meeting be adopted as distributed.

2. Comment and Question Period

3. Reports from Senior Management

a. COVID-19 Update (K. Hachlaf & M. Naser)

5:05 PM

i. "Good things are happening" (K. Hachlaf)

5:35 PM

3

b. 2020-21 Board Annual Workplan-Board Policy 2-Appendix A (K. Hachlaf & M. Naser)

5:45 PM

30

Recommendation:

THAT the Education Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to adopt the School District No. 40 (New Westminster) revised Board Policy 2 - Appendix A: Board Annual Workplan for 2020-2021.

4. **General Announcements**

World Teachers' Day - October 5

5. **Adjournment**

6:00 PM

Supplement to: EDUCATION POLICY AND PLANNING COMMITTEE

Date: September 15, 2020

Submitted by: Karim Hachlaf, Superintendent

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

Subject: Good things are happening – A year in review

Background:

In December 2019, our Board of Education approved our new five-year strategic plan (2019-2024). Subsequently, our annual reports will now be aligned to our four strategic priorities and anchored by our vision, mission and values:

- *Transform the Student Experience*
- *Build Meaningful Relationships*
- *Lead into our Future*
- *Ensure full participation in learning*

While last school year ended with a number of challenges related to the COVID-19 pandemic, we as a school district were still able to lay the groundwork to successfully achieve our goals. The attached pages offer a snapshot of the important work within New Westminister Schools as part of our learning journey. A full release of our *Good things are happening* report will be shared publicly by the end of the month.

At our upcoming Board Meeting, our district departments will present in more detail our objectives and key results and our action plan moving forward.

September Restart Plan

Board of Education Presentation
September 29, 2020



New
Westminster
Schools

Overview

- ✓ **HEALTH & SAFETY PROTOCOLS**
- ✓ **K-12 SCHEDULES**
- ✓ **ALTERNATIVE OPTIONS**
- ✓ **DISTRICT COMMUNICATION**
- ✓ **GOOD THINGS ARE HAPPENING**



Guiding Principles

Maintain a healthy
and safe
environment for all
students, staff and
families

Provided the
services needed to
support the children
of our essential
workers

Support vulnerable
students who may
need special
assistance

Provide continuity
of educational
opportunity for all
students

STAGE 1 IN-CLASS

COHORT SIZE

- Elementary: *No limit*
- Middle: *No limit*
- Secondary: *No limit*

DENSITY TARGETS

- Not applicable

In-Class Instruction
Full-time all students,
all grades

STAGE 2 IN-CLASS

COHORT SIZE

- Elementary: 60
- Middle: 60
- Secondary: 120

DENSITY TARGETS

- Not applicable

In-Class Instruction
Full-time instruction for all
students for the maximum
instructional time possible
within cohort limits.

Self-directed learning
supplements in-class
instruction, if required

STAGE 3 HYBRID

COHORT SIZE

- Elementary: 30
- Middle: 30
- Secondary: 60

DENSITY TARGETS

- 50% for all schools

In-Class Instruction
Full-time instruction for:

- Children of essential service workers
- Students with disabilities/diverse abilities
- Students who require additional supports

In-class instruction for all
other students for the
maximum time possible
within cohort limits and
density targets.

Self-directed and remote
learning supplements in-class
instruction.

STAGE 4 HYBRID

COHORT SIZE

- Elementary: 30
- Middle: 30
- Secondary: 30

DENSITY TARGETS

- 25% for all schools

In-Class Instruction
Full-time instruction for:

- Children of essential service workers
- Students with disabilities/diverse abilities
- students who require additional supports

In-class instruction for all
other students for the
maximum time possible
within cohort limits and
density targets.

Self-directed and remote
learning supplements in-class
instruction.

STAGE 5 REMOTE

COHORT SIZE

- Elementary: 0
- Middle: 0
- Secondary: 0

DENSITY TARGETS

- 0% for all schools

In-Class Instruction
Suspend in-class instruction
for all students.

Self-directed and remote
learning in place of in-class
instruction.

Your feedback matters...

Participant group: Parent/Guardian ▼

As you consider your experience with remote and/or in-class instruction – and the possibility of a new hybrid option in September – what comments, questions and suggestions do you have?



As you consider your experience with remote and/or in-class instruction – and the possibility of a new hybrid option in September – what comments, questions and suggestions do you have?

1 of 2 >

Pick a single platform for all subjects. Using one platform makes it time consuming to log into each subject, makes it harder to plan the week, and forces students to learn multiple platforms



4.3 ★★★★★ (18 🧑)
Ranked #1 of 49



If remote learning continues, it would be preferred if teachers do a weekly assignment. Given out on Mondays, Due on Fridays. Some of my teachers chose to continue giving assignments throughout the week and I found it hard to stay organized & complete some of them.



4.1 ★★★★★ (18 🧑)
Ranked #2 of 49



maybe tell every teacher to use one platform i don't want to check like 3 different websites for homework and then miss 1 of them because i didn't check another obscure website that i forgot

4.1 ★★★★★ (17 🧑)
Ranked #3 of 49



The background of the slide is a teal-colored image featuring a dense field of smooth, rounded stones or pebbles. The stones are light-colored and appear to be wet, with some water visible in the upper portion of the image. The overall effect is a textured, naturalistic background.

Health & Safety



Provincial COVID-19 Health & Safety Guidelines for K-12 Settings

Updated August 17, 2020



New
Westminster
Schools

WORK SAFE BC

New Westminister School District (#40)

[COVID-19 Health & Safety Plan](#)

Stage 2: Maximization of
In-class Instruction Plan

New Westminster Schools

Stage 2 Restart Plan



Learning Groups & Distancing

- Students organized in learning groups to reduce unnecessary exposure
- Groups up to 60 for elementary and middle schools, up to 120 for secondary students who are better able to distance
- Physical distancing encouraged at all times, and required when outside of learning groups
- Restricting the number of adults working with each learning group, whenever possible
- Encouraging outdoor learning opportunities



Controlling Access & New Safety Protocols

- Designated entrances and exits for students
- Mandatory daily health assessments for all students, staff and visitors
- Staggered break times
- Reduced number of students at NWSS each day, through hybrid/online learning model
- Controlling access for visitors: specified entrances, limited movement within schools, and required to follow hand hygiene and masking protocols
- Increased health and safety protocols in confined spaces (E.g. masks required for bus drivers, plexiglass barriers installed in multiple locations within schools)



Hand & Respiratory Hygiene

- 400 handwashing spaces
- All portables equipped with handwashing stations
- Continued health and safety training for students and staff
- Hand sanitizer available at all locations
- Strategically placed signage and regular reminders to follow hand washing & respiratory etiquette protocols
- Frequent required hand washing, including: upon school entry, before and after breaks or eating, before and after use of playground or shared equipment, etc.
- No sharing of personal items
- No sharing of food and beverages



Cleaning & Disinfection

- All facilities and buildings thoroughly cleaned and disinfected daily
- Frequently touched surfaces cleaned at least twice daily
- Daytime custodians in each school, with new custodians for additional support
- Removing hard to clean surfaces and reducing unneeded furniture to create more space in classrooms



Masks & Face Coverings

- Mandatory masks for Teachers on Call and other staff working with multiple learning groups, while continuing physical distancing
- Mandatory masks for staff, middle and secondary students in high traffic and common areas (e.g. hallways, classrooms shared across cohorts)
- Masks required for staff, middle and secondary students when moving or interacting outside their learning group
- Masks required for all adults entering any school
- Reuseable masks available upon request (limits per person)
- Mask use in other scenarios is a personal choice that will be supported



Supports Available

- In-person and remote learning options available to accommodate unique family circumstances
- Meal programs returning to individual schools, with new COVID plans in place
- Social and emotional supports available for students and staff
- Continued full-time access to all specialized supports and services for students with diverse needs (e.g. counseling, EAs, speech and language pathologists, etc)
- Strong Start Centers available by appointment, with distancing measures in place

Learning Groups & Distancing



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- Encouraging outdoor learning opportunities

Masks & Face Coverings

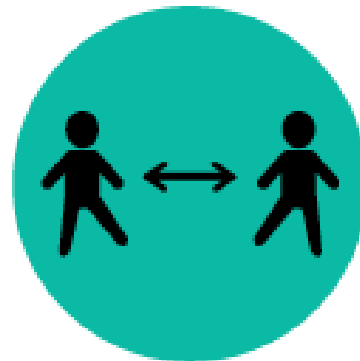
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Safe return to school grant and actions taken

ONE-TIME FUNDING FOR SAFE RETURN TO SCHOOL GRANT – TO DEAL WITH THE COST PRESSURES OF THE NEW HEALTH AND SAFETY MEASURES REQUIRED.

DISTRICT'S SHARE IS \$488,210 AND COMPRISED OF:

- CUSTODIAL STAFFING \$269,238
- HAND HYGIENE \$107,344
- CLEANING SUPPLIES \$59,701
- REUSABLE MASKS \$26,241
- TECHNOLOGY \$25,686

Draft: Federal Funding Discussion

TOTAL FUNDING AVAILABLE TO THE DISTRICT IS \$2,548,446

FLEXIBILITY IN EXPENDITURE TO SUPPORT DISTRICT RESTART PLANS

THE DISTRICT IS STILL WORKING THROUGH PRIORITIZING THE EXPENDITURE OF FUNDS...BUT GENERALLY INCLUDE THE FOLLOWING:

LEARNING RESOURCES AND SUPPORTS

\$1,543,750

- IMPLEMENTATION OF ONLINE AND REMOTE LEARNING OPTIONS INCLUDING INTERNET ACCESS
- HIRING ADDITIONAL TEACHERS AND STAFF
- HEALTH AND SAFETY TRAINING FOR STAFF

Draft: Federal Funding Discussion

HEALTH AND SAFETY

\$978,696

- COSTS RELATED TO MEET HEALTH AND SAFETY GUIDELINES IN SCHOOLS
- INSTALLING PLEXIGLASS AND OTHER BARRIERS
- PROVIDING OUTDOOR LEARNING SPACES, AND ADAPTING CLASSROOMS AND SCHOOL BUSES TO MINIMIZE PHYSICAL CONTACT
- IMPROVING AIR SYSTEMS IN SCHOOLS
- PURCHASING ADDITIONAL CLEANING SUPPLIES
- PURCHASING ADDITIONAL MASKS, FACE SHIELDS OR OTHER PERSONAL PROTECTIVE EQUIPMENT

THE ABOVE INVESTMENTS ARE IN ADDITION TO THE \$488,210 FROM THE PROVINCIAL FUNDING FOR SAFE RETURN TO SCHOOLS. NEARLY \$1.5M

Draft: Federal Funding Discussion

TRANSPORTATION

\$6,000

THE DISTRICT WILL CONTINUE TO SUPPORT OUR STUDENTS WITH SPECIAL NEEDS WHO MAY HAVE MOBILITY CHALLENGES THROUGH THE PROVISION OF SCHOOL BUS RIDES. THERE IS A DAILY CHARGE BY OUR PROVIDER RELATED TO COVID-19 CLEANING COSTS

BEFORE AND AFTER SCHOOL CARE

\$NIL

OUR PARTNERS IN BEFORE AND AFTER SCHOOL CARE IN THE DISTRICT HAVE SUFFICIENTLY MET THE DEMAND FOR BEFORE AND AFTER SCHOOL CARE. THE DISTRICT ALREADY PROVIDES CLEANING FOR THESE SPACES AND NO ADDITIONAL RESOURCES ARE CONSIDERED NECESSARY AT THIS TIME.

Supports Available

- In-person and remote learning options available to accommodate unique family circumstances
- Meal programs returning to individual schools, with new COVID plans in place
- Social and emotional supports available for students and staff



- Continued full-time access to all specialized supports and services for students with diverse needs (e.g. counseling, EAs, speech and language pathologists, etc)
- Strong Start Centers available by appointment, with distancing measures in place

Learning Options



Online and HLP Registrations

Totals by Grade – Online	
KF	71
Grade 1	67
Grade 2	62
Grade 3	61
Grade 4	55
Grade 5	57
Grade 6	36
Grade 7	48
Grade 8	40
Grade 9	16
Grade 10	38
Grade 11	17
Grade 12	40
Total	608

Totals by Grade – HLP	
KF	9
Grade 1	5
Grade 2	5
Grade 3	4
Grade 4	3
Grade 5	8
Grade 6	3
Grade 7	2
Grade 8	2
Total	41

District Communication

VISION

A place where students love to learn

MISSION

To enable each student to learn in a safe, engaging, and inclusive environment

VALUES

collaboration

Purposeful, cooperative relationships to achieve shared goals and consider each other in our decisions and actions

engagement

Meaningful, purposeful, and relevant learning

equity

Fair treatment and the removal of barriers to learning, achievement, and the pursuit of excellence for all

inclusion

Learning where all people are welcomed, respected, and supported

innovation

Curiosity, inquiry, and creativity

integrity

Ethical, principled, and honest in our words and actions

Good things are happening

Strategic Planning Update



New
Westminster
Schools

A year in review: 2019–20



**TRANSFORM THE STUDENT
EXPERIENCE**

**BUILD MEANINGFUL
RELATIONSHIPS**

LEAD INTO THE FUTURE

**ENSURE FULL PARTICIPATION IN
LEARNING**

Students drive the agenda at Student Symposium 2020

The topics ranged from mental health to vaping. The participants ranged from slightly nervous middle schoolers to outspoken teen mentors in their last few months of high school. And the adults – the teachers, school trustees, district staff and the Superintendent – they sat at a table in the back, ready to listen.



Above: Organizers from NWSS Student Voice take a moment to gather before welcoming all the students to the symposium."

Student Symposium 2020 was hosted by the school district, but the day was presided over by four of New West's up-and-coming leaders: Brianna Haiduc, Jalen Bachra, Rebecca Ballard and Sierra-Rose Hand. And, under the supervision of teacher Stacy Brine, a large committee of teens from the NWSS Student Voice group planned the day themselves, led the sessions and guided kids from across the District in a wide series of discussions – 30 kids from NWSS, 15 from each of our three middle schools and two teens from the Royal City Alternate Program (RCAP).

Those wandering the room heard snippets of stories, reflections and concerns being shared. Kids thoughtfully discussing the

According to the four leaders, "the student-led approach created discussions where the kids were so engaged that they were almost talking over each other" ... feeling safe enough to share personal stories and excited about the commonalities that connected them.

Throughout the day, breakout groups took careful notes that documented the discussions. And those notes were later presented to New Westminster's Trustees and District staff to help make sure our kids' voices and ideas were part of the considerations as 2020/2021 budgets and priorities were set.

Teacher Stacy Brine said this event – now in its second year – marks an important shift in showing how the district is valuing student voices, "Getting students engaged in discussions about issues that matter to them is difficult. We think we know what they need, but we don't often give them a chance to speak for themselves. And they have great ideas. So this opportunity to connect around issues that affect them, it's how we can help them be more successful."

The teens echoed that sentiment, commenting that "sometimes it feels like our opinions don't matter. But here we have a whole bunch of students who are just excited they can change their experiences in their classrooms and at their schools."

At the end of the day's activities, the young leaders also laughed as they talked to School District staff about the experience, and they suggested that part of what helped make the day extra special was that they were just awesome. We agree. They really are awesome.

Pictured: Breakout sessions were led by student leaders and allowed space for each participant to share their thoughts and experiences.

"The student-led approach created discussions where the kids were so engaged that they were almost talking over each other."

Transform the student experience

When we talk about transforming the student experience, we're talking about all efforts made to listen, collaborate and support the improved experience of both learning and growing in our schools ... to help us create a future where students experience joy in learning, staff feel supported with the resources and training they need, and our community feels connected to their local schools.

This year we've had many examples of how we're starting to transform the student experience:

- There was the shift to remote learning in this year of the COVID outbreak. It changed learning and teaching for every student, staff person and parent in our district. And while it wasn't perfect or easy, collectively, we managed to achieve a lot of really beautiful things while under a lot of pressure.
- Throughout this process our teachers and other educators shone as they collaborated and channelled creative and innovative new ways to teach lessons to their students ... but also often supporting the personal growth of their peers along the way.
- Our extensive Inclusive Ed review laid the path for changes that will be applied to improve support to students with diverse needs, and provide more equity between all students and their ability to succeed.
- We broke ground on Richard McBride! The replacement school will feature open spaces and a design that's intended to support revised and modern curriculum needs. And, in addition, it will also feature a significant expansion to the child care centre with new infant and toddler spaces opening up to better support
- We are a big step closer to adding many new classrooms to the fast-growing Queensborough community: the Province gave formal support to move ahead on our work towards an addition to Queen Elizabeth Elementary School. This year's announcement means our architectural lead will now be working with teams of quantity surveyors, mechanical and structural engineers, and more to help build the Concept Plan and the Project Definition Report – the final step required to give us the go-ahead needed to secure provincial funding.
- Budget consultations across trustees, parents, teachers, union representatives, student representatives and other community member groups made sure everyone's voice was heard as we built the plan for next year.

And it wasn't just around budget priorities that we engaged our students, but we also engaged them in core discussions about what their learning experiences were like inside our District's schools ...



*Above: Breaking ground at Richard McBride Elementary School.
Left: Ready for loan, our Technology and Information Services team packaged and distributed almost 1000 Chromebooks to support New Westminster families in the move to online learning.*

BOARD ANNUAL WORKPLAN

September

Regular Board Meeting Agenda Items

- Approve Annual Board Work Plan – Education Committee
- ~~Aboriginal Education Report – Curricular Initiatives – Education~~
- Review audit report and management letter – Operations Committee
- Approve the audited financial statements and review audit reports - Operations
- Approve appointment or reappointment of auditor - Operations
- Consider Motions to BCSTA - Operations
- Receive Executive Compensation Disclosure Statement

Commented [CM1]: Now included with February reporting

Events

- Orange Shirt Day – September 30
- Recognize World Teachers' Day – October 5

October

Regular Board Meeting Agenda Items

- Review Strategic Direction
- ~~Surplus Appropriation Approval~~
- ~~Review Class Size Report~~

Commented [CM2]: Moved from November to October

Events

- Represent Board at BCPSEA Symposium (November ~~4-5, 2019~~ 2-3, 2020)
- Represent Board at BCSTA Provincial Council Meeting (October ~~25-26, 2019~~ 23-24, 2020)
- BCSTA Trustee Academy (November ~~28 – November 30, 2019~~ 26-28, 2020)
- World Teachers' Day – October 5

November

Regular Board Meeting Agenda

- ~~Review Career Programs Report~~
- ~~Review Board Policy Handbook~~
- Review International Program Report – Education Committee
- ~~Review and Approve Board Authorized Courses - Education~~
- Approve Budget Development Process and Timelines – Operations Committee
- ~~Receive Statement of Financial Information (SOFI) Report~~
- Elect Chair/Vice-Chair
- Chairs Annual Report

Commented [CM3]: Moved to January.

Commented [CM4]: Moved to January.

Events

- BCSTA Trustee Academy (November ~~28 – November 30, 2019~~ 26-28, 2020)

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

- Remembrance Day Ceremonies, November 11

December

Regular Board Meeting Agenda Items

- ~~Review Student Welfare Accountability Report – Assess Student Welfare – reference Policy 12.~~
- ~~Approve Board Authorized Courses~~
- ~~Receive Statement of Financial Information (SOFI) Report~~
- Receive School Growth Learning Plans to be presented to the Board annually by the Superintendent
- Approve trustee school liaison assignments
- ~~Approve proposed Trustee calendar for partner meetings and related functions~~
- Make Trustee appointments to committees and community liaison groups

Commented [CM5]: Same report as the one in February a/p M. Naser

Commented [CM6]: Moved to November.

Commented [CM7]: Moved to November.

Commented [CM8]: District Staff are appointed in January each year to sit on City of New Westminster's Advisory Committees; renamed to Report on Committees – SD40 Staff Representative to bring forward in February.

Events

- Discover New Westminster Schools 2021 – January 11, 2021

January

Regular Board Meeting Agenda Items

- ~~Review Career Programs Report - Education~~
- ~~Review progress re Strategic Planning results – Education Committee~~
- Review Recommended 2-year District Calendar – Education
- 2021-2022 Budget Process Update – Operations (ongoing)
- Review Board Policy Handbook
- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Review policy positions for submission to BCSTA Annual General Meeting
- Distributed Learning & Continuing Education Report – Board

Commented [CM9]: This is already reflected in October.

Events

- Discover New Westminster Schools 2021 – January 11, 2021
- Represent Board at BCPSEA AGM (January 30-31, 2021)
- Represent Board at BCSTA Provincial Council Meeting (February 19-20, 2021 ~~21-22, 2020~~)

February

Regular Board Meeting Agenda Items

- Review Student Learning Welfare Accountability Report – reference Policy 12 – Education Committee
- Approve Amended Budget for Current Fiscal Year
- ~~2020-2021~~ 2021-2022 Budget Process Update – Operations (ongoing)

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- Review Report on Aboriginal Education Including Progress Update on Implementation of the Truth and Reconciliation Commission's Calls to Action – Operations
- Report on Committees – SD40 Staff Representative

Events

- Aboriginal Education Report – Student Welfare Report
- BCSTA Provincial Council Meeting – February ~~21-22, 2020~~ 19-20, 2021
- Pink Shirt Day – February ~~24~~ 7

Commented [CM10]: Moved from January to February to match-up to Review Student Learning/Welfare Report.

March

Regular Board Meeting Agenda Items

- Approve District Calendar
- Approve Calendar for Board and Committee meetings
- 2020-2021 Budget Process Update – Operations (ongoing)

Commented [CM11]: Moved to April.

Events

- Attend and participate in BCSTA Provincial Council & AGM – April ~~16-19, 2020~~ 15-18, 2021
- District Volunteer Recognition – April 18-24, 2021
- Recognize Administrative Professionals' Day – April ~~22~~ 21, 2021 ~~0~~
- National Day of Mourning – April 28

April

Regular Board Meeting Agenda Items

- Approve Budget for upcoming fiscal year
- Approve Calendar for Board and Committee meetings

Events

- Attend and participate in BCSTA Provincial Council & AGM – April ~~16-19, 2020~~ 15-18, 2021
- District Volunteer Recognition – April 18-24, 2021
- Administrative Professionals' Day – April ~~22~~ 21, 2021 ~~0~~
- National Day of Mourning – April 28

May

Regular Board Meeting Agenda Items

- Superintendent/CEO evaluation and Board evaluation
- Approve school fees
- Approve terms of engagement with auditor and audit plan
- Review Sexual Orientation and Gender Identity (SOGI) Report
- Review Sanctuary Schools Report
- Review 5-year Capital Plan – In-Camera Board

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Events

June

Regular Board Meeting Agenda Items

- Approve 5-year Capital Plan & Bylaw
- Approve Annual Facilities Grant Spending Plan
- Receive Audit Planning Report
- Review/Approve signing authorities

Events

- Host employee Retirement Dinner Ceremony

July/August

- Meetings to be scheduled as needed

As Required

- Attend trustee development/orientation sessions
- Attend Board Liaison meetings as outlined in the Trustee calendar
- Attend school functions (as invited)
- Represent Board at BCSTA Metro Branch Meeting
- Advance Board Positions through BCPSEA
- Meetings with elected officials
- Hear appeals as needed
- Review the District Strategic Plan
- Make disbursements from Capital Reserve Fund
- Approve tender selection for contracts
- Declare facilities surpluses to general school needs
- Approve disposition and acquisition of real property (lands and buildings)
- Ratify memoranda of agreement with bargaining units
- Ratify Collective Agreements

Monthly/Quarterly

- Operations Update (capital projects, legal, contracted management services, financial variances, budget updates and significant tendering awards) (Monthly Operations)
- Human Resources Update (Staffing) (Monthly Board In-Camera)
- Non-Replacement Data (Staffing) (Quarterly Operations)
- Student Withdrawal & New Registration Report (Quarterly In-Camera & Open Board)

Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act

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SD No. 40 (New Westminster)

Adopted: May 30, 2017

*Revised: September 29, 2020
September 24, 2019
September 25, 2018*

DRAFT

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BOARD ANNUAL WORKPLAN**September****Regular Board Meeting Agenda Items**

- Approve Annual Board Work Plan – Education Committee
- Review audit report and management letter – Operations Committee
- Approve the audited financial statements and review audit reports - Operations
- Approve appointment or reappointment of auditor - Operations
- Consider Motions to BCSTA - Operations
- Receive Executive Compensation Disclosure Statement

Events

- Orange Shirt Day – September 30
- Recognize World Teachers' Day – October 5

October**Regular Board Meeting Agenda Items**

- Review Strategic Direction
- Surplus Appropriation Approval
- Review Class Size Report

Events

- Represent Board at BCPSEA Symposium (November 2-3, 2020)
- Represent Board at BCSTA Provincial Council Meeting (October 23-24, 2020)
- BCSTA Trustee Academy (November 26-28, 2020)
- World Teachers' Day – October 5

November**Regular Board Meeting Agenda**

- Review International Program Report – Education Committee
- Review and Approve Board Authorized Courses - Education
- Approve Budget Development Process and Timelines – Operations Committee
- Receive Statement of Financial Information (SOFI) Report
- Elect Chair/Vice-Chair
- Chairs Annual Report

Events

- BCSTA Trustee Academy (November 26-28, 2020)
- Remembrance Day Ceremonies, November 11

December**Regular Board Meeting Agenda Items**

- Receive School Learning Plans to be presented to the Board annually by the Superintendent
- Approve trustee school liaison assignments
- Make Trustee appointments to committees and community liaison groups

Events

- Discover New Westminister Schools 2021 – January 11, 2021

January**Regular Board Meeting Agenda Items**

- Review Career Programs Report - Education
- Review Recommended 2-year District Calendar – Education
- 2021-2022 Budget Process Update – Operations (ongoing)
- Review Board Policy Handbook
- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Review policy positions for submission to BCSTA Annual General Meeting
- Distributed Learning & Continuing Education Report – Board

Events

- Discover New Westminister Schools 2021 – January 11, 2021
- Represent Board at BCPSEA AGM (January 30-31, 2021)
- Represent Board at BCSTA Provincial Council Meeting (February 19-20, 2021)

February**Regular Board Meeting Agenda Items**

- Review Student Learning/Welfare Accountability Report – reference Policy 12 – Education Committee
- Approve Amended Budget for Current Fiscal Year
- 2021-2022 Budget Process Update – Operations (ongoing)
- Review Report on Aboriginal Education Including Progress Update on Implementation of the Truth and Reconciliation Commission's Calls to Action – Operations
- Report on Committees – SD40 Staff Representative

Events

- Aboriginal Education Report – Student Welfare Report
- BCSTA Provincial Council Meeting – February 19-20, 2021
- Pink Shirt Day – February 24

March

Regular Board Meeting Agenda Items

- Approve District Calendar
- 2020-2021 Budget Process Update – Operations (ongoing)

Events

- Attend and participate in BCSTA Provincial Council & AGM – April 15-18, 2021
- District Volunteer Recognition – April 18-24, 2021
- Recognize Administrative Professionals' Day – April 21, 2021
- National Day of Mourning – April 28

April

Regular Board Meeting Agenda Items

- Approve Budget for upcoming fiscal year
- Approve Calendar for Board and Committee meetings

Events

- Attend and participate in BCSTA Provincial Council & AGM – April 15-18, 2021
- District Volunteer Recognition – April 18-24, 2021
- Administrative Professionals' Day – April 21, 2021
- National Day of Mourning – April 28

May

Regular Board Meeting Agenda Items

- Superintendent/CEO evaluation and Board evaluation
- Approve school fees
- Approve terms of engagement with auditor and audit plan
- Review Sexual Orientation and Gender Identity (SOGI) Report
- Review Sanctuary Schools Report
- Review 5-year Capital Plan – In-Camera Board

Events

June

Regular Board Meeting Agenda Items

- Approve 5-year Capital Plan & Bylaw
- Approve Annual Facilities Grant Spending Plan
- Receive Audit Planning Report
- Review/Approve signing authorities

Events

- Host employee Retirement Dinner Ceremony

July/August

- Meetings to be scheduled as needed

As Required

- Attend trustee development/orientation sessions
- Attend Board Liaison meetings as outlined in the Trustee calendar
- Attend school functions (as invited)
- Represent Board at BCSTA Metro Branch Meeting
- Advance Board Positions through BCPSEA
- Meetings with elected officials
- Hear appeals as needed
- Review the District Strategic Plan
- Make disbursements from Capital Reserve Fund
- Approve tender selection for contracts
- Declare facilities surpluses to general school needs
- Approve disposition and acquisition of real property (lands and buildings)
- Ratify memoranda of agreement with bargaining units
- Ratify Collective Agreements

Monthly/Quarterly

- Operations Update (capital projects, legal, contracted management services, financial variances, budget updates and significant tendering awards) (Monthly Operations)
- Human Resources Update (Staffing) (Monthly Board In-Camera)
- Non-Replacement Data (Staffing) (Quarterly Operations)
- Student Withdrawal & New Registration Report (Quarterly In-Camera & Open Board)

Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act

SD No. 40 (New Westminster)

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September 25, 2018*