



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

Tuesday, November 24, 2020

7:00 pm

Via Webex Livestream

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. <u>ADOPTION OF THE AGENDA</u>	7:00 PM
Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the November 24, 2020 Regular School Board meeting.	
2. <u>APPROVAL OF THE MINUTES</u>	7:05 PM
a. Minutes from the Open Meeting held: October 27, 2020 Regular Meeting Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the October 27, 2020 Regular School Board meeting. b. Business Arising from the Minutes	
3. <u>TRUSTEE REPORTS</u>	7:10 PM
a. Outgoing Board Report, Chair Ansari b. Election of Chair c. Election of Vice-Chair	

- d. Election of BCSTA Provincial Council Delegate and Alternate
- e. Election of BCPSEA Representative and Alternate
- f. Motion to Destroy Ballots

Recommendation:

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

4. COMMENT & QUESTION PERIOD FROM VISITORS 7:25 PM

5. BOARD COMMITTEE REPORTS

- a. Education Policy & Planning Committee, November 17, 2020 7:35 PM

- i. Comments from the Committee Chair, Trustee Beattie

- ii. Approval of the November 17, 2020 Education Policy and Planning Committee Minutes

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Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the November 17, 2020 Education Policy & Planning Committee meeting.

- b. Operations Policy & Planning Committee, November 17, 2020 7:45 PM

- i. Comments from the Committee Chair, Trustee Connelly

- ii. Approval of the November 17, 2020 Operations Policy and Planning Committee Minutes

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Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the November 17, 2020 Operations Policy & Planning Committee meeting.

iii. F.W. Howay & Richard McBride Elementary - A Review of Potential Boundary Changes

20

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the F.W. Howay and Richard McBride Elementary Schools' catchment review and public consultation process outline as presented.

iv Richard McBride Re-naming Consultation and Timeline

29

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the proposed consultation plan and timeline for the renaming of Richard McBride Elementary.

v. Living Wage Policy

31

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) adopt a Living Wage Policy, effective April 1, 2021, for employees and direct contract workers employed or engaged by the Board.

6. REPORTS FROM SENIOR MANAGEMENT

a. Superintendent Update (K. Hachlaf) 7:55 PM

7. NEW BUSINESS 8:10 PM

8. QUESTION PERIOD (15 Minutes) 8:15 PM

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

9. NOTICE OF MEETINGS 8:30 PM

Tuesday, December 15, 2020: School Board Meeting, 7:00pm -
Via Webex Livestream

Tuesday, January 12, 2021: Education Policy & Planning Committee Meeting,
5:00pm - Via Webex Livestream

Tuesday, January 12, 2021: Operations Policy & Planning Committee Meeting,
6:15pm - Via Webex Livestream

10.	<u>REPORTING OUT FROM IN-CAMERA BOARD MEETING</u>	8:35 PM	
	a.	Record of the October 27, 2020 In-Camera Meeting	33
	b.	Record of the November 5, 2020 Special In-Camera Meeting	34
11.	<u>ADJOURNMENT</u>	8:40 PM	

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

**Tuesday, October 27, 2020, 7:00 PM
Via Webex Livestream**

PRESENT	Anita Ansari, Chair Dee Beattie, Trustee Danielle Connelly, Trustee Gurveen Dhaliwal, Vice Chair Mark Gifford, Trustee Mary Lalji, Trustee Maya Russell, Trustee	Karim Hachlaf, Superintendent Bettina Ketcham, Secretary-Treasurer Maryam Naser, Associate Superintendent Robert Weston, Executive Director, Human Resources Guests: Members of the Public Pam Craven, District Principal, Alternate & Online Programs Bruce Cunnings, Director of Instruction and Learning Services Julie MacLellan, Reporter, New Westminister Record Maureen McRae-Stanger, Director of Instruction, Learning & Innovations Kristie Oxley, Teacher-Librarian Sarah Wethered, President, NWTU Caroline Manders, Recording Secretary
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The New Westminister 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.

1. ADOPTION OF THE AGENDA

The Chair of the Board called the meeting to order at 7:01pm.

2020-057

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda for the October 27, 2020 Regular School Board meeting.

CARRIED UNANIMOUSLY

2. APPROVAL OF THE MINUTES

a. Minutes from the Open Meeting held:

i. September 29, 2020 Regular Meeting

2020-058

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes as distributed for the September 29, 2020 Regular School Board meeting.

CARRIED UNANIMOUSLY

b. Business Arising from the Minutes

Nil.

3. PRESENTATIONS

- a. Kristie Oxley, 2020 BCTLA Teacher-Librarian of the Year / Diana Poole Memorial Award Recipient

Chair Ansari congratulated Kristie and virtually presented her with the Certificate of Achievement. Kristie thanked the Board for their acknowledgment.

- b. K-8 Online Program & 9-12 Online Program

Director of Instruction, Learning & Innovations McRae-Stanger and District Principal, Alternate & Online Programs Craven provided highlights of the District's Online Learning programs. Director McRae-Stanger thanked the teachers for embracing this new way of learning. Professional development opportunities are offered to ensure that teachers are aware of the various online tools available.

For students who wish to return to in-class instruction, the next opportunity is December 6-11. Registration is currently closed for online learning as this program is full. Space may open in January 2021 depending on the number of students who may be returning to classroom instruction. Funding for the online programs has been captured in the September 1701.

4. COMMENT & QUESTION PERIOD FROM VISITORS

Nil.

5. CORRESPONDENCE

Correspondence was received.

6. BOARD COMMITTEE REPORTS

- a. Education Policy & Planning Committee, October 13, 2020

- i. Comments from the Committee Chair, Trustee Beattie
Trustee Beattie thanked Student Voice for their presentation.

- ii. Approval of the October 13, 2020 Education Policy and Planning Committee Minutes

2020-059

Moved and Seconded

***THAT the Board of Education of School District No. 40
(New Westminster) approve the minutes from the October 13, 2020
Education Policy & Planning Committee meeting.***

CARRIED UNANIMOUSLY

- b. Operations Policy & Planning Committee, October 13, 2020

- i. Comments from the Committee Chair, Trustee Connelly
Trustee Connelly thanked Secretary-Treasurer Ketcham for the Finance, Operations, and Maintenance teams' work. She enjoyed meeting Eric Kardoes, the new Director of Information Technology.

- ii. Approval of the October 13, 2020 Operations Policy and Planning Committee Minutes

2020-060

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the October 13, 2020 Operations Policy & Planning Committee meeting.

CARRIED UNANIMOUSLY

7. REPORTS FROM SENIOR MANAGEMENT

- a. Superintendent Update

Superintendent Hachlaf provided an update regarding the communication steps pertaining COVID-19. The [Fraser Health school exposures website](#) is continually updated with the latest news.

- Professional Development - the various workshops were outlined.
- 2020 BCPVPA Connecting Leaders: Richard Gerver took place on October 23.
- Teaching to Diversity: Universal Design for Learning with Jennifer Katz on November 30.

It was asked whether funding for the District's professional development was allocated via the emergency funding grants. The District has a Professional Development budget from which these sessions are sponsored.

- New NWSS Site - an announcement will be forthcoming in the next few weeks.

A concern was expressed regarding the pick-up and drop-off at Richard McBride Elementary and the inability to properly socially distance. Superintendent Hachlaf has taken this under advisement.

- b. Inclusive Practices Review

At the June 23, 2020 Regular Open Board meeting, the second half of a motion pertaining to the Review was postponed. The motion asked staff to prepare an action plan to outline how each of the recommendations was to be implemented. Director of Instruction and Learning Services Cunnings updated the Board regarding the 23 recommendations from the report, which will be implemented in a phased approach. Phase 1 has commenced and will be completed in 2023.

Director Cunnings will next update the Board at the March and June 2021 Board meetings.

Trustee Beattie, Co-Chair of the Inclusive Practices Review Committee, thanked Director Cunnings for all his hard work over the past year and a half.

2020-061

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve Phase One of the Inclusive Education Implementation Plan (2020-2023) as presented.

CARRIED UNANIMOUSLY

c. Enrollment & Staffing Report 2020/21

Associate Superintendent Naser reviewed the district enrollment status as of September 30, 2020. Overall district enrollment (1701): 6,253.8 (2019-20) and 6,240.4 (2020-21), slight increase overall enrollment 6,688.3 from 6,611.75. Executive Director of Human Resources Weston provided an update regarding the non-enrolling staffing. During current COVID-19, there are no Teacher Coaches. CUPE staffing, the number of Educational Assistants has increased from 168 to 189; custodial up 5 to 33 as per the COVID-19 requirements; school clerical has fluctuated slightly, currently at 35, couple of positions have not been filled (school nutritionist and an Educational Assistant position) total 357 CUPE staff; up from 342 last year.

d. Childcare Update

Associate Superintendent Naser updated the Board regarding plans to increase childcare for 3-5 year old at Connaught Heights. Due to licensing requirements, this posed challenges in terms of the amount of playground space required. However, the District's Before and After School Care enhancements was also a priority and the District, with the assistance of the Westminster Children's After-School Society, was able to license 17 additional spaces, double the current available spaces at Connaught. The program will share space with the StrongStart program. The District is looking at similar arrangements at Queensborough and Sapperton.

8. **NEW BUSINESS**

Nil.

9. **TRUSTEE REPORTS**

Trustees shared highlights of activities they participated in October.

10. **QUESTION PERIOD (15 Minutes)**

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

Is there a plan to support teacher's mental health? Are the continuous changes, many uncertainties and heavily increased workloads impacting teacher mental health? How do we know? Director McRae-Stanger outlined the mental health resources put in place to assist teachers.

Trustee Connelly mentioned that Vancouver Foundation is offering Neighbourhood Small Grants of \$500 for individuals with ideas to help connect and engage residents in their neighbourhood are asked to apply. The deadline for applications is October 31.

11. **NOTICE OF MEETINGS**

Tuesday, November 17, 2020: Education Policy & Planning Committee, 5:00pm - Via Webex
Tuesday, November 17, 2020: Operations Policy & Planning Committee, 6:15pm - Via Webex
Tuesday, November 24, 2020: School Board Meeting, 7:00pm - Via Webex

Reminder:

Remembrance Day, November 11

12. **REPORTING OUT FROM IN-CAMERA BOARD MEETING**

a. Record of the September 29, 2020 In-Camera Meeting

13. ADJOURNMENT

The meeting adjourned at 8:44pm.

Chair

Secretary-Treasurer

DRAFT

Chair Report

Anita Ansari

November 2019 to November 2020

I began the Chair role on November 26th of 2019. In the time since, highlights of what we've accomplished, the milestone markers and the big-picture decisions included:

1. Secured funding for a new building to replace current Richard McBride Elementary.
2. Carried out a budget consultation with students, teachers, parents and staff, to understand how to prioritize our needs as a community in support of our strategic vision.
3. Made the difficult decision to reduce our continued education offerings, due to budget limitations.
4. Increased childcare spaces to provide more opportunities to families:
 - Richard McBride – 15 spaces.
 - F.W. Howay – 30 spaces.
 - Connaught Heights – 25 spaces (ages 3-5).
 - Queensborough – 30 new spaces added.
5. Carried out an Inclusive Education review, consulting with students, parents, educators and building a report and a multi-year roadmap for how to build on our success and how to address the gaps we uncovered.
6. Adapted to the COVID-19 pandemic:
 - Suspended in-person classes.
 - Engaged principals / teachers / CUPE / staff to provide education remotely.
 - Sent out surveys to parents to check-in with their needs and identify Essential Service families; got back 4,000 responses.
 - Opened a number of Child Learning Centres for Essential Service families; supported approximately 55 students in four after-school sites in partnership with our childcare partners, with certified teachers there through regular school hours to support students in their remote learning needs.
 - Upgraded technological capabilities of school district – Microsoft Teams roll-out; training for teachers on using our remote technology.
 - Disbursed community link funding through gift cards for groceries, so our families could cover the meals we used to provide at our sites for our vulnerable students.



- Loaned out close to 1000 Chromebooks; worked with internet service providers to connect families in our district who did not have Wi-Fi.
 - Repatriated 71 International students – 63 of them remained with us.
 - In June, moved to Stage 3 of COVID Education Framework, with in-class and remote learning, density targets, and full time instruction for essential service families.
 - Hosted three days of live, low density graduation ceremonies at the Anvil Centre, with a virtual ceremony of the recorded events shared on what had been the scheduled day for the original ceremony.
 - Worked with BC Housing, the City, Fraser Health and the Lookout Society to set up an Emergency Housing Centre in the Massey gyms.
 - In September, moved to Stage 2 of COVID Education Framework – surveyed families and employees to figure out how to accommodate the needs of people in our school community. Applied provincial funding and federal funding to relieve COVID cost pressures
7. Managed schedule challenges around the build of the new NWSS – in light of a reduction in tradespersons on site and supply chain issues. A delay that should soon be behind us as we look towards opening it soon.
 8. Received permits to start earthworks/excavation at McBride site on March 31st – and kept on building it.
 9. NWSS students won the Game of Apps – current Provincial app-making champions.
 10. Made a formal commitment on behalf of the Board and the District to develop and adopt an anti-racism policy.
 11. Hired a District Vice Principal of Early Education (Tanis Anderson), a District Principal of Equity and Inclusion (Rav Johal, starting in January).
 12. Tackled Climate Action, to see what we could do operationally and educationally.
 13. Engaged staff to start the process of becoming a Living Wage Certified Employer.



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

Tuesday, November 17, 2020, 5:00 PM

Via Webex Livestream

PRESENT	Anita Ansari, Chair Dee Beattie, Trustee Danielle Connelly, Trustee Gurveen Dhaliwal, Vice Chair Mark Gifford, Trustee Mary Lalji, Trustee Maya Russell, Trustee (5:07pm) Student Trustees Jeryca Hechanova Sam Killawee Anastasija Petrovic	Karim Hachlaf, Superintendent Bettina Ketcham, Secretary-Treasurer Maryam Naser, Associate Superintendent Caroline Manders, Recording Secretary Guests: Members of the Public Stacy Brine, Social Studies Teacher, NWSS Kathleen Chad, Principal, Richard McBride Elementary Rav Johal Kristen Keighley-Wight, Communications Manager Karen Klein, Director of International Education Julie MacLellan, Reporter, New Westminster Record Maureen McRae-Stanger, Director of Instruction, Learning & Innovations Sarah Phelan, Principal, F.W. Howay Elementary Sarah Wethered, NWTU
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REGRETS Robert Weston, Executive Director of Human Resources

Chair Beattie 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 5:00pm.

Moved and Seconded

THAT the agenda for the November 17, 2020 Education Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Comment and Question Period

Nil.

3. Student Voice

a. Child and Youth Liaison Officers in Schools Update

Student Trustees shared their next steps and reviewed various details pertaining to Child and Youth Liaison Officers in schools. A survey will be created and an update of the results will be brought to the January 12, 2021 Education Committee meeting. Student Voice's Instagram account is @studentvoice_

Trustee Russell joined the meeting at 5:07pm.

4. Reports from Senior Management

a. International Program Update

Director of International Education Klein provided an update on the International Education Program. As of September, 95 international students are currently enrolled (82 high school; and 13 K-8), which is more than the 88 students originally anticipated. There are about 40 new students waiting to enroll in the program in January 2021. Pending the COVID-19 situation, it is anticipated that the enrollment numbers for the International Program will continue to fluctuate.

b. Board Authority / Authorized (BAA) Courses

Director of Instruction, Learning & Innovations McRae-Stanger indicated that no 20210-22 BAA courses were submitted for approval.

c. Anti-Racism Initiative

Superintendent Hachlaf highlighted the following:

- In June, the Board passed a motion to begin work regarding the anti-racism initiative.
- Superintendent Hachlaf has met with [LevelUp Planning & Consulting](#) who are also working with the City of New Westminster and the New Westminster Police Department. This provides a unique opportunity to align the District with work that is being done within the New Westminster community.
- LevelUp Planning & Consulting has significant experience and success with community engagement and policy analysis. The consultants will be providing a more robust update as to what this work will look like. Two of their team members worked in public education (one as a teacher, the other as a counsellor), this will be helpful to provide a concrete base of knowledge for the District.
- Superintendent Hachlaf introduced the new District Principal of Indigenous Education and Equity, Rav Johal who will join the District after the winter break in January 2021. Rav is looking forward to beginning this important work.
- Formal invitations will be extended to strike a committee. Further details will be forthcoming at the December 15 Regular Open Board meeting.

5. Adjournment

The meeting adjourned at 5:36pm.

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

**Tuesday, November 17, 2020, 6:15 PM
Via Webex Livestream**

PRESENT	Anita Ansari, Chair Dee Beattie, Trustee Danielle Connelly, Trustee Gurveen Dhaliwal, Vice Chair Mark Gifford, Trustee Mary Lalji, Trustee Maya Russell, Trustee	Karim Hachlaf, Superintendent Bettina Ketcham, Secretary-Treasurer Maryam Naser, Associate Superintendent Robert Weston, Executive Director, Human Resources Guests: Members of the Public Kathleen Chad, Principal, Richard McBride Elementary Dave Crowe, Director of Capital Projects Kristen Keighley-Wight, Communications Manager Julie MacLellan, Reporter, New Westminster Record Marcel Marsolais, President, CUPE Local 409 Sarah Phelan, Principal, F.W. Howay Elementary Sarah Wethered, NWTU Caroline Manders, Recording Secretary
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Chair Connelly recognized and acknowledged 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.

1. Approval of Agenda

The meeting was called to order at 6:15pm.

Moved and Seconded

THAT the agenda for the November 17, 2020 Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Comment & Question Period from Visitors

Nil.

3. Reports from Senior Management

a. Capital Projects Update

i. Richard McBride Elementary School

Director of Capital Projects Crowe provided highlights:

- Slab piping complete
- Slab pour completed except for gymnasium
- Recently, a water main connection from the current school broke and there was no water in the school for about 2-1/2 hours; the problem was corrected quickly with the help of Heatherbrae and the District's maintenance department.
- Two trees were relocated on the property.

ii. New Westminster Secondary School

Director of Capital Projects Crowe indicated that the final occupancy permit for the new NWSS has been delayed due to COVID-19 related delays. News will be forthcoming soon of the completion of this project.

b. Operations Update

i. Facilities Report November 2020

Secretary-Treasurer Ketcham indicated that the outdoor learning space site preparation is taking place; the structures will be arriving in the next couple of weeks; outdoor furniture will be purchased for the outdoor learning structures.

ii. October 31, 2020 Financial Report

Secretary-Treasurer Ketcham provided highlights of the October financial reports:

- Revenues: is tracking similar to last year's results; may need to adjust some peripheral items such as community use of facilities; short-term interest as they have been affected by COVID-19.
- Expenses: computer replacement budget has not been used as the refresh cycle focuses on NWSS and those purchases have not yet happened.
 - o Professional Development (PD) and Travel - majority of PD is paid out at the start of the year; budget remaining is consistent with prior year results.

i. Special Funds Update - October 2020

Secretary-Treasurer Ketcham reviewed the Special Funds. This document will be a regular addition to future Operations Policy & Planning Committee meetings.

Spending of the COVID-19 related items has accelerated. Many of the expenditures involve cleaning supplies, etc.

It was asked whether the transportation funding promised by the Provincial Government has been received by the District. This funding may have been directly sent to TransLink, the Secretary-Treasurer to confirm.

ii. Estimated Grant Recalculation Based on September 1701

Secretary-Treasurer Ketcham provided highlights of the February 1701 compared to the September 1701.

It was asked what the usual differential is from year-to-year, since each budget year is different, this figure also fluctuates. Overall, given the COVID-19 situation, a differential of 84 FTE is not bad.

Estimated recalculation funding has led to a projected \$91,877 shortfall which is minimal given the overall budget of \$61 million.

When asked, Secretary-Treasurer Ketcham reminded the Board that a deficit budget was passed earlier this year, it is likely that the budget will still be in a deficit position going forward, however, there are some good news stories such as increased enrollment in International Education as well as some funding news from the Ministry, all of this information will be analyzed over the coming months.

Superintendent Hachlaf reiterated that K-8 online program has been captured in the basic allocation as they remain connected to their home schools and eventually return in-class instruction. As for Grades 9-12, secondary school course funding is per course - so a student taking an online course, the District would lose the basic allocation for that online course, but then recaptured at the subsequent 1701 captures in February and May.

iii. Technical Information Services (TIS) Report November 2020

Associate Superintendent Naser highlighted the work of the IT department in November. Three main areas of focus: completion of the changeover to Office 365; professional development opportunities; ensuring sufficient internet access and Wi-Fi bandwidth; and a device refresh.

Earlier in the year, the District loaned out about 1,000 devices to students and families within the district. There are sufficient devices available should it be required.

Associate Superintendent Naser confirmed that the ratio of teachers to students in Distributed Learning is 1:35.

c. Climate Action

Secretary-Treasurer Ketcham updated the Board on the Climate Action initiative steps taken in the District.

Superintendent Hachlaf indicated that students have a sense of purpose and are prepared to exercise leadership both locally and globally. The District's Strategic Plan includes climate action. There is an opportunity to build collaboration with school Green Teams, Student Voice, community agencies and opportunities to apply for grants to support these initiatives.

There are several resources available:

- Curriculum Review
- Staffing Support - this could have a tremendous impact in changing behaviour and intentionality; this would come with annual review to showcase the work being done
- Training & Teaching
- Materials
- Annual Review

Next steps:

Facilities team has incorporated an environmental strategy and climate action plan as part of its department goal setting process and in alignment with the Ministry of Education sustainable schools best practice guide.

The Board may wish to consider putting some financial resources towards realizing these goals.

Climate Action will be part of the annual budget process; including measurable targets; annual review through our strategic planning process; ongoing updates from staff and students through our Operations and Education Committee meetings.

Superintendent Hachlaf indicated that realistic targets need to be set to attain these goals - using the Best Practices Guide provides some guidelines as to what work Green Teams can do and this may give some useful benchmark data as a starting point.

Trustee Dhaliwal thanked Secretary-Treasurer Ketcham and Superintendent Hachlaf for their work already completed and providing the information as to the status of the District within this scope.

Board to review the Climate Action motion for the BCSTA AGM at the January 12, 2021 Operations Policy and Planning Committee meeting.

d. F.W. Howay & Richard McBride Elementary - A Review of Potential Boundary Changes

Superintendent Hachlaf provided highlights of the plans to review the potential catchment boundary changes. School catchment boundary changes are necessary; changes should not impact families living in the affected area who have children enrolled in the identified schools; notice and opportunity for input must be provided with sufficient notice. Baragar Systems has provided a number of scenarios and the District reviews all scenarios and select the best one for the District and the community.

Scenario 1 (McBride West to Howay): recommended scenario - move the catchment boundary of McBride Boulevard up to Cumberland Street.

- This would result in a gradual decline, over time, of approximately 4-5 McBride students per year from the current 417, which would keep the total enrollment just under the desired 80% capacity.
- Howay enrollment projection steadily increases over time by 2-3 students per year (150 is the desired number of students).

Scenario 2 (McBride to Northeast to Howay) was reviewed. With this scenario, McBride has no reduction in enrollment; and Howay does not increase their enrollment, therefore this scenario is not being considered.

Scenario 3 (Spencer Northeast to Howay) had an even less desirable impact on both schools - McBride and Herbert Spencer.

Consultation Plan:

- December 2020 information posted and shared to stakeholders; advertise community consultation events and provide opportunity for online feedback.
- January/February 2021 - staff and community virtual consultation events.

It was confirmed that any students currently enrolled in either school (McBride or Howay) will not lose their space at that school due to a catchment review/change. Also, students enrolled in the Montessori program at McBride would remain at McBride as 75% of those students are from the McBride catchment area.

It was mentioned that future growth at Sapperton should be taken into account, Superintendent Hachlaf confirmed that this is indeed being done. Scenario 1 would be able to accommodate future growth.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of the F.W. Howay and Richard McBride Elementary Schools' catchment review and public consultation process outline as presented.

CARRIED UNANIMOUSLY

e. Richard McBride Re-naming Consultation and Timeline

Associate Superintendent Naser updated the Board. The first meeting of the Richard McBride Re-naming Committee took place on November 5. A timeline and consultation plans were developed. The committee has reached out to the community, specifically to First Nation and those harmed by Richard McBride.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of the proposed consultation plan and timeline for the renaming of Richard McBride Elementary.

CARRIED UNANIMOUSLY

f. Non-Replacement Data (Staffing & Education Assistants' Absence Coverage)

Executive Director of Human Resources Weston provided highlights:

- District is improving, this year have been able to replace 79.8% teachers; District has been able to retain a healthy-sized roster (for September-October).
- Teachers' absenteeism rate is down compared to last year.
- Nearly identical vacancies as last year; 65% range also no change.
- The District has benefited from the Educational Assistants program where the graduates are now employed with New Westminster Schools.
- The Ministry has reviewed absenteeism rates across the school districts and New Westminster Schools' average is just slightly below the provincial average. This is being closely monitored.

g. Living Wage Update

Executive Director of Human Resources Weston provided an update:

- In 2019, the Board of Education considered this concept and agreed that New Westminster Schools should become a "Living Wage Policy". This will require the following:
 - o Monitoring wages paid to suppliers, contractors, external agencies that provide services and products to the District.
 - o Modify hours of any employee, or restructure positions in order to modify daily, weekly or annual earnings.
 - o To upwardly adjust wages for those casual employees working more than 120 hours (15 days) per year.
 - o To require employers who rent or lease property from the employer to pay the Living Wage.
 - o To renegotiate any existing and binding contracts with labour service providers.

There is no immediate cost impact to the District as all employees are paid above the living wage (currently set at \$19.50).

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No.40 (New Westminster) adoption of a Living Wage Policy, effective April 1, 2021, for employees and direct contract workers employed or engaged by the Board.

CARRIED UNANIMOUSLY

h. COVID-19 Update

Superintendent Hachlaf updated the Board on the latest COVID-19 developments:

- Majority of the cases are in the Fraser Health Authority; going forward it has been noted that there will be a regional approach to manage this situation.
- In the 0-19 age group, the number of cases remains very low.
- 17 in 1,000 tests are positive tests, which is still low even as testing rates increase.
- 9 in 10 schools in the province have not had a school exposure; household transmission remains the primary cause of transmission.
- School District continues to issue notices on behalf of Fraser Health the same day they are received.
- Process revisions with future communication; Fraser Health has experienced an increase in cases and, therefore a delay in communication, this is being actively monitored. Initially, a District cover letter was attached to the Fraser Health notification; for those schools who have not had a previous exposure, they will receive a District cover letter; however, for subsequent exposures, schools would only receive the letter from Fraser Health.
- The process for early notification; self-monitoring and self-isolation were briefly reviewed. To date, New Westminster Schools has only issued early notification and self-monitoring letters.
- The province is currently in Stage 2, should it be necessary as communicated by the Province to go back a Stage, much of that work was completed in spring and the District is well-positioned to be able to do so smoothly.
- Currently, within the COVID-19 protocol, masks for Elementary students are not required; it is recommended that Middle, Secondary School students and staff wear masks in common areas, hallways, and where social distancing is not possible.

4. **General Announcements**

Nil.

5. **New Business**

Nil.

6. **Old Business**

a. 2020-21 Board and Committee Meeting Format

Trustee Ansari explained that in September, the Board reviewed the meeting format and discussed whether to continue to meet virtually or meet in-person. It was hoped that the Board could return to in-person, face-to-face meetings at the School Board Office later in the year. However, due to the current COVID-19 situation, the Board decided to continue to meet virtually until at least March/April 2021. The Trustees all agreed that the Board and Committee meetings will continue to be online.

7. **Question Period (15 Minutes)**

Nil.

8. **Adjournment**

The meeting adjourned at 9:08pm.

Supplement to: OPERATIONS POLICY AND PLANNING COMMITTEE**Date:** November 17, 2020**Submitted by:** Karim Hachlaf, Superintendent**Item:** **Requiring Action** **Yes** ☒ **No** ☐ **For Information** ☐**Subject:** F.W. Howay & Richard McBride Elementary – A Review of Potential
Boundary Changes**Background:**

As per [Administrative Procedure 300](#), the Board of Education believes that school catchment area boundaries (see Appendix A) are necessary for the efficient use of facilities to meet the educational needs of the children of New Westminister. These boundaries may be adjusted from time to time in light of changing demographic patterns. The Board authorizes the Superintendent or designate to make such adjustments. **However, the Board believes such changes should not impact families living in the affected area who already have children enrolled in the school concerned.** Notice and opportunity for input with respect to the proposed boundary changes will be provided to the public at least three months prior to the proposed effective date.

Ultimately, any recommendations impacting catchment areas for schools and special programs requires Board approval ([Policy 2](#)).

Last Spring, an examination was undertaken on potential boundary change scenarios to address capacity constraints at Richard McBride and underutilization at F.W. Howay by Baragar Systems. Due to the COVID-19 pandemic, the process was put on hold. With ongoing enrolment growth pressures, it is strongly recommended that the school district provide notice on a proposed boundary change for F.W. Howay and Richard McBride and move forward with its public consultation process. It is recommended that during January and February 2021, New Westminister Schools proceed with the outlined consultation plan providing an opportunity for community input and analyzing suggestions and concerns.

1. F.W. Howay and Richard McBride Elementary

F.W. Howay Elementary School is currently operating at approximately 75% capacity with a current September 30th enrolment of 117 students. Enrolment projections from our [2019 Long Range Facilities Plan](#) demonstrate the school will continue to operate under capacity for the next decade and beyond.

Richard McBride Elementary School is currently operating at approximately 90% operating capacity with a current September 30th enrolment of 419 students. The Richard McBride replacement project, currently under construction, will have a new operational capacity of approximately 500 students. Currently, the school can primarily only accommodate in-catchment students. Enrolment projections demonstrate that our enrolment will continue to rise.

In reviewing several boundary change scenarios (see Appendix B), the recommended boundary change (Scenario 1) will move a portion of the south section of the current F.W. Howay Elementary School catchment area into the Richard McBride Elementary School catchment area. This western region in the McBride catchment would involve moving the boundary from McBride Boulevard to Cumberland Street.

2. Proposed Community Consultation & Engagement

- December 1, 2020: Information posted to the New Westminister Schools website.
- December 1, 2020: Information shared directly with respective presidents': NWTU, CUPE, NWPVPA, DPAC, F.W. Howay PAC & Richard McBride PAC.
- December 1, 2020: Information shared directly with all F.W. Howay and Richard McBride parents with email invitation to January/February community consultation event(s).
- December 1, 2020: Email to staff at F.W. Howay Elementary and Richard McBride Elementary with email invitation to staff consultation scheduled for January/February.
- December 4, 2020: Email to staff and parents of New Westminister Schools with invitation to community consultation event.
- Advertise community consultation events in the New Westminister Record and social media channels.
- Advertise opportunity for online feedback for those unable to attend community consultation events.

Public Consultation Meetings

- January/February 2021 Virtual Meeting (TBA), 7:00pm for F.W. Howay Elementary School Community.
- January/February 2021 Virtual Meeting (TBA), 7:00pm for Richard McBride Elementary School Community.

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminister) approval of the F.W. Howay and Richard McBride Elementary Schools' catchment review and public consultation process outline as presented.

APPENDIX A



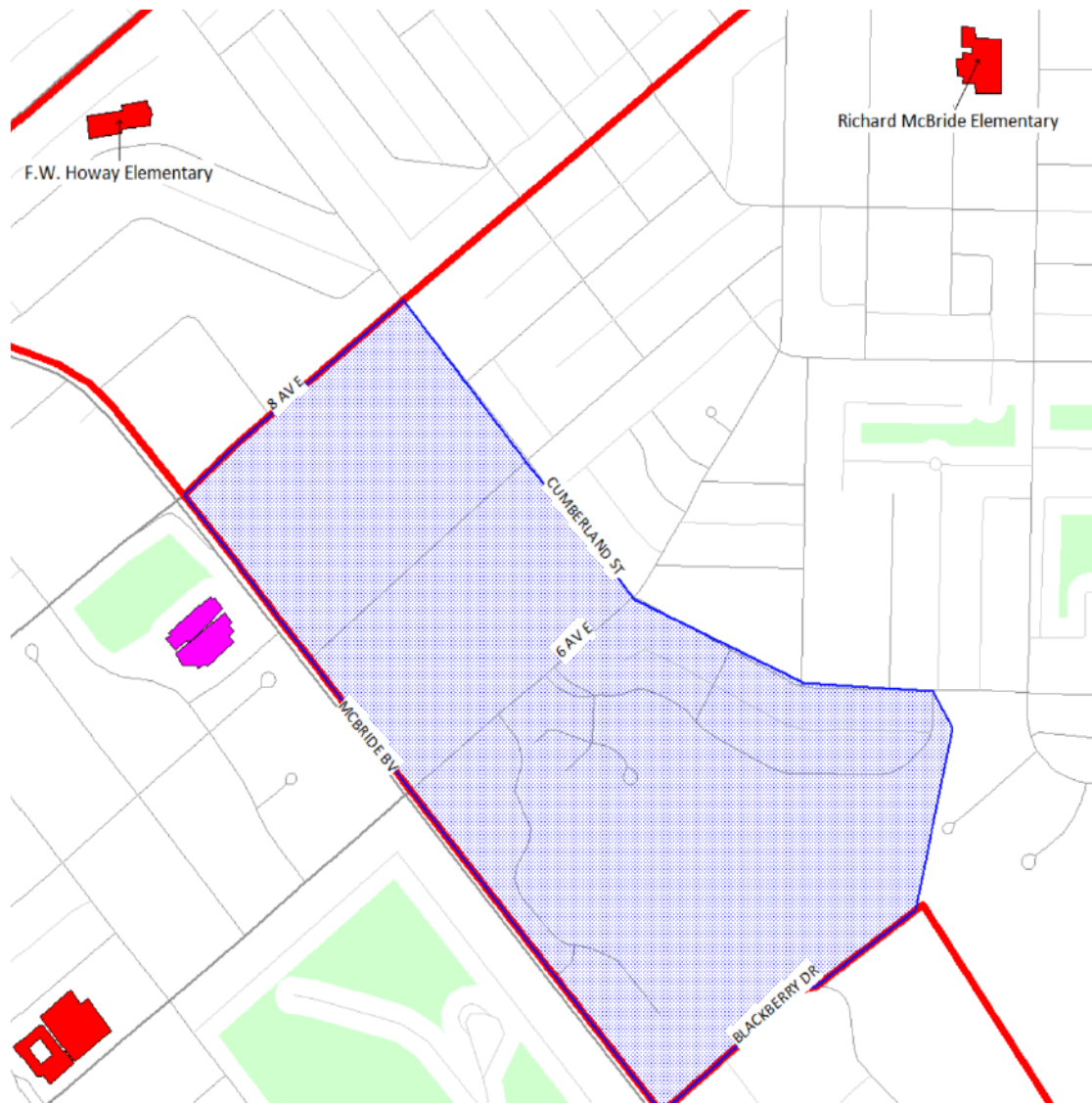
Figure 1: Elementary School Catchment Areas



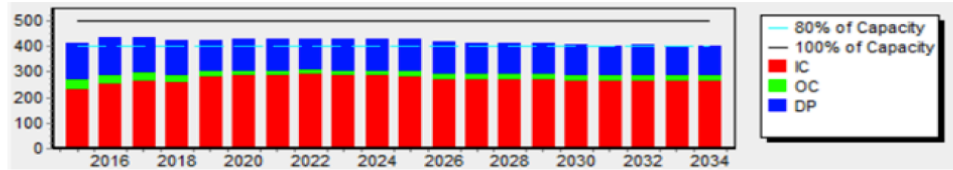
APPENDIX B

Scenario 1 (McBride West to Howay) – Overview

An area that is in approximately equal proximity to McBride and Howay was identified. Note that the red lines are the existing boundaries:



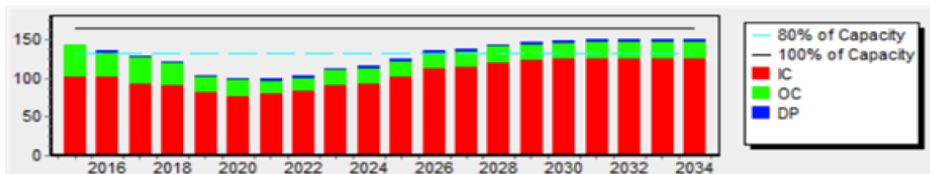
Impact on McBride with Scenario 1 Projections



Total Enrolment Projection

	K	1	2	3	4	5	Total
2020	84	74	75	65	61	70	429
2021	71	86	72	71	65	64	429
2022	68	73	83	68	70	67	429
2023	72	69	71	78	67	72	429
2024	72	74	67	68	78	70	429
2025	71	73	72	64	68	81	429
2026	69	73	71	68	64	71	416
2027	69	70	71	67	69	67	413
2028	69	71	68	67	68	72	415
2029	68	70	69	64	68	71	410
2030	68	70	68	65	65	71	407
2031	68	69	69	64	66	68	404
2032	68	70	68	65	65	69	405
2033	68	69	69	64	65	68	403
2034	68	70	68	65	64	68	403

Impact on F.W. Howay with Scenario 1 Projections



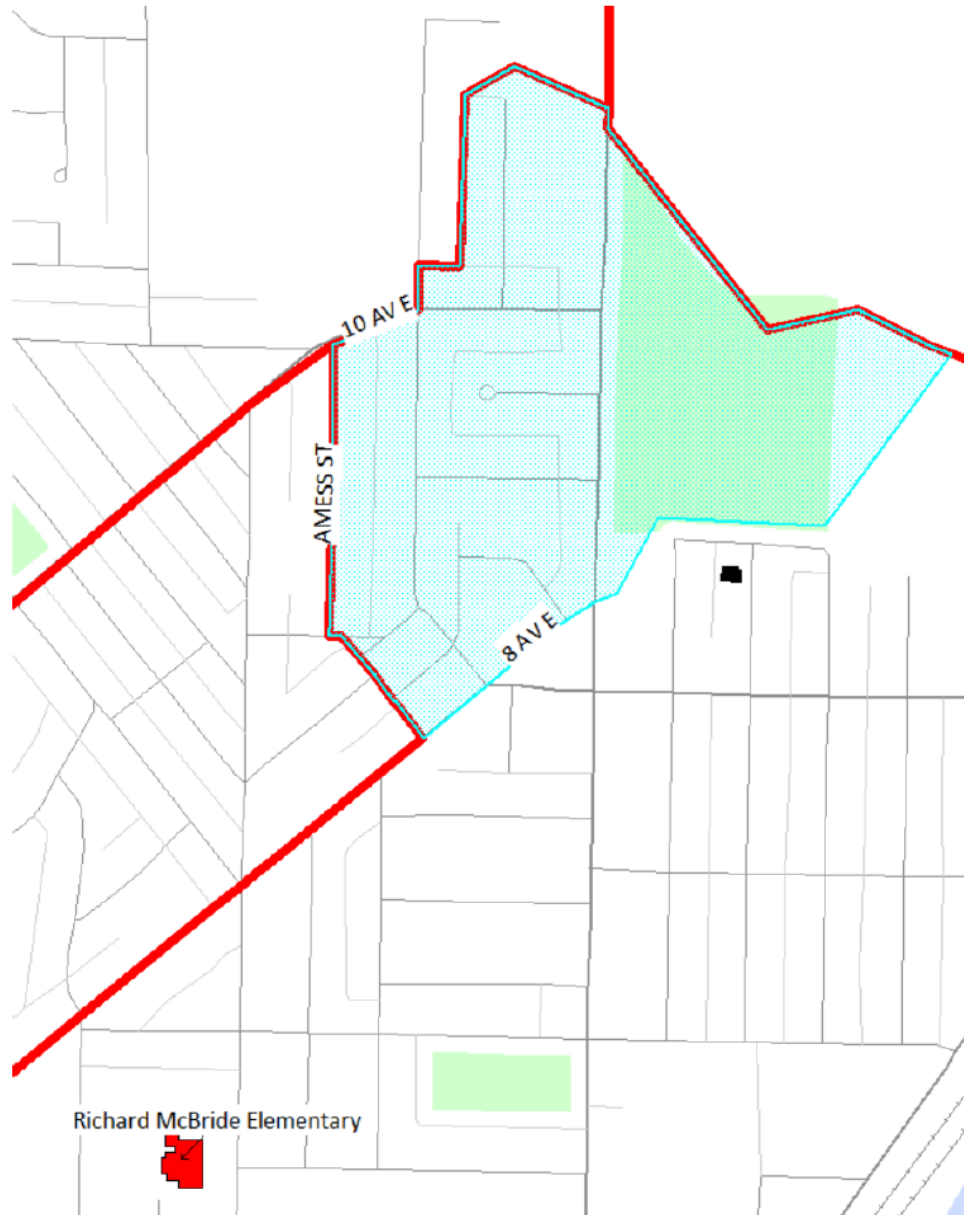
Total Enrolment Projection

	K	1	2	3	4	5	Total
2020	13	14	22	12	14	25	100
2021	22	14	14	24	10	15	99
2022	18	23	14	15	22	11	103
2023	20	19	23	15	14	22	113
2024	22	22	19	25	14	14	116
2025	22	23	22	20	23	15	125
2026	24	23	23	23	19	24	136
2027	23	25	23	25	22	20	138
2028	24	24	25	25	24	22	144
2029	23	25	24	27	24	24	147
2030	24	24	25	26	26	24	149
2031	23	25	24	27	25	26	150
2032	24	24	25	26	26	25	150
2033	23	25	24	27	25	26	150
2034	24	24	25	26	26	25	150

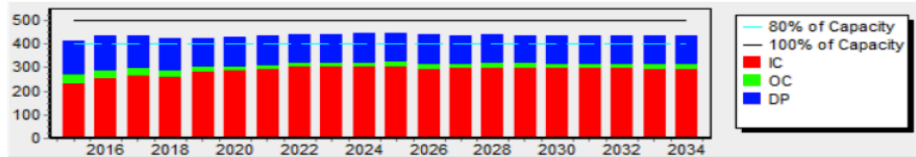


Scenario 2 (McBride Northeast to Howay)

An area in the northeast corner of McBride's current catchment was identified. On average, the homes in this area are slightly farther away from Howay (2 km) than they are from McBride (1.2 km). Note that the red lines are the existing boundaries:



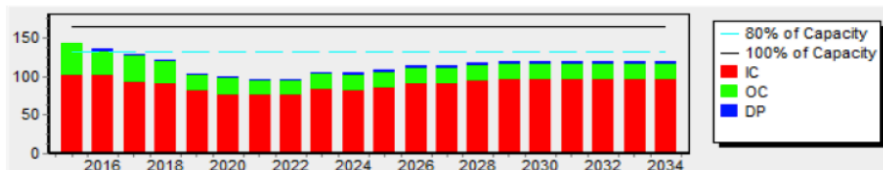
Impact on McBride with Scenario 2 Projections



Total Enrolment Projection

	K	1	2	3	4	5	Total
2020	84	74	75	65	61	70	429
2021	74	86	72	71	65	64	432
2022	71	76	84	69	71	68	439
2023	76	72	74	79	68	73	442
2024	75	78	70	71	79	71	444
2025	75	76	76	67	71	82	447
2026	74	77	74	72	67	74	438
2027	74	75	75	70	73	70	437
2028	74	76	73	71	71	76	441
2029	73	75	74	69	72	74	437
2030	73	75	73	70	70	75	436
2031	73	74	74	69	71	73	434
2032	73	75	73	70	70	74	435
2033	73	74	74	69	70	73	433
2034	73	75	73	70	69	73	433

Impact on Howay with Scenario 2 Projections



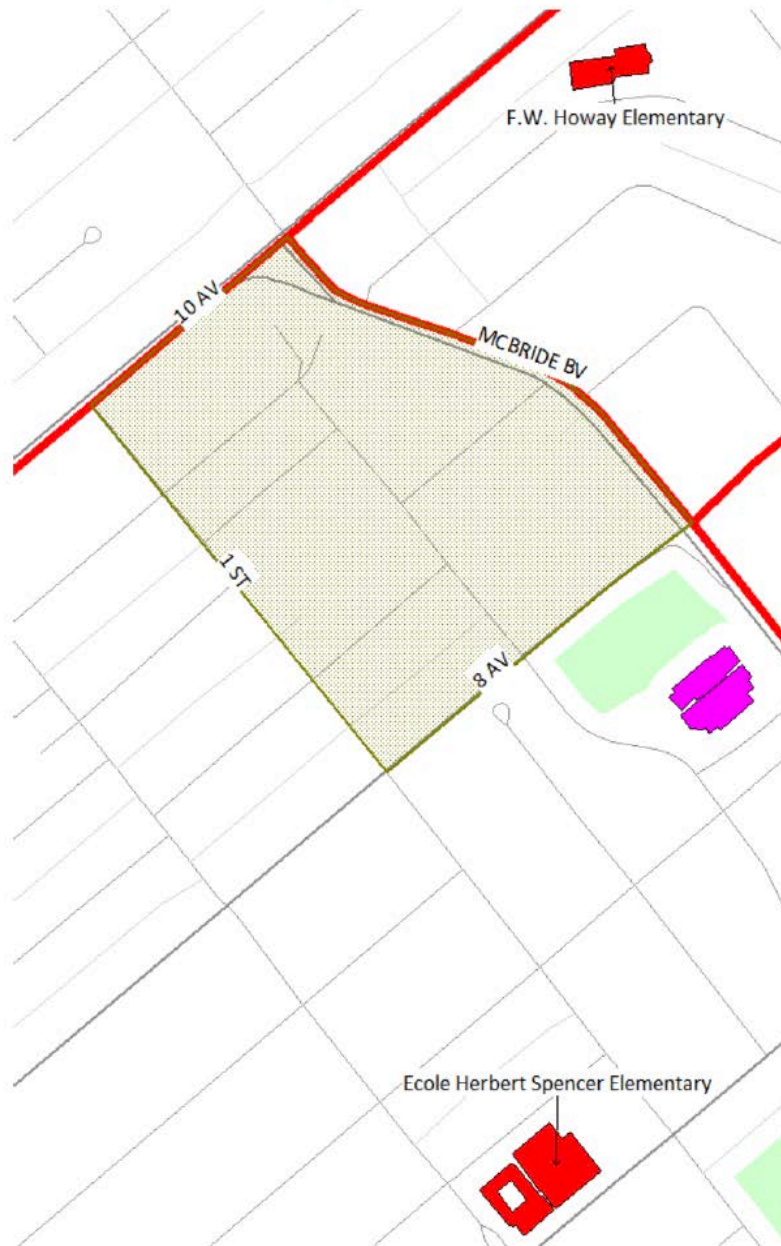
Total Enrolment Projection

	K	1	2	3	4	5	Total
2020	13	14	22	12	14	25	100
2021	19	14	14	24	10	15	96
2022	15	20	14	15	22	11	97
2023	16	16	20	16	15	23	106
2024	19	18	16	22	15	15	105
2025	18	20	18	17	20	16	109
2026	19	19	20	19	16	21	114
2027	18	20	19	22	18	17	114
2028	19	19	20	21	21	18	118
2029	18	20	19	22	20	21	120
2030	19	19	20	21	21	20	120
2031	18	20	19	22	20	21	120
2032	19	19	20	21	21	20	120
2033	18	20	19	22	20	21	120
2034	19	19	20	21	21	20	120



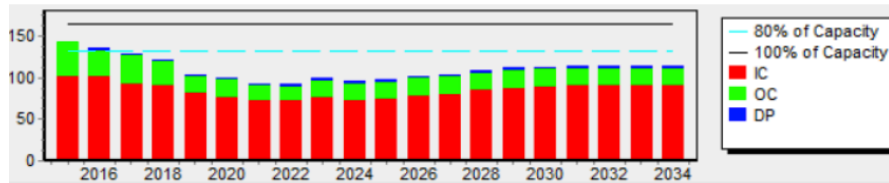
Scenario 3 (Spencer Northeast to Howay)

An area in the northeast corner of Ecole Herbert Spencer's boundary was identified for a potential re-assignment to Howay. Note that the red lines are the existing boundaries:



A study was performed to determine the number of students currently residing in this area, as well as the school choices those residents are making. The impact on Herbert Spencer Elementary would lead to diminishing its operational capacity over the next 10 years to 75%. Additionally, the impact on F.W. Howay remains neutral as depicted in the next graph.

Impact on Howay with Scenario 3 Projections



Total Enrolment Projection

	K	1	2	3	4	5	Total
2020	13	14	22	12	14	25	100
2021	16	14	14	24	10	15	93
2022	13	17	14	15	22	11	92
2023	14	14	17	16	15	23	99
2024	17	16	14	19	15	15	96
2025	16	18	16	15	17	16	98
2026	18	17	18	17	14	18	102
2027	17	19	17	20	16	15	104
2028	18	18	19	19	19	16	109
2029	17	19	18	21	18	19	112
2030	18	18	19	20	20	18	113
2031	17	19	18	21	19	20	114
2032	18	18	19	20	20	19	114
2033	17	19	18	21	19	20	114
2034	18	18	19	20	20	19	114

Supplement to: **OPERATIONS POLICY AND PLANNING COMMITTEE**

Date: November 17, 2020

Submitted by: Maryam Naser, Associate Superintendent

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

Subject: Richard McBride Re-naming Consultation and Timeline

Background:

Consistent with [Administrative Procedure 542](#), the Richard McBride Re-naming Committee met on November 5th, 2020 to develop a consultation plan and timeline for the school re-naming. To ensure full participation of our community including students, staff, parents and community members, the following consultation plan, process for soliciting name suggestions and timeline are proposed:

- Create a dedicated web page to provide background information about the school renaming and the process for name submissions.
- Provide guiding questions to ensure name submissions are supported with a rationale.
- Name submissions to be made in writing.
- Use a variety of engagement tools such as the school district website, school bulletins and newspaper advertisement.
- Engagement process to be inclusive of the entire New Westminister community with specific efforts/outreach made to ensure that groups who may have been harmed are encouraged to participate.
- Invitation to Qayqayt First Nation to submit names and provide consultation regarding shortlisted names.
- Facilitate specific learning and engagement opportunities for students and staff at Richard McBride, Glenbrook Middle School and New Westminister Secondary.

Timeline

Date	Event
December 2020	Committee meeting to finalize: • Background information about school renaming • Process for name submission (inclusive of guiding questions) • Engagement tools
January 6 – February 18, 2021 (name submission window)	• Community consultation process/name submissions • School engagement • Committee meeting to review engagement process and make adjustments as necessary
March 2021	Committee meeting: • Review name submissions • Consult with stakeholders as necessary • Create draft report inclusive of shortlist of names
April 2021	Committee meeting: • Review draft report and shortlist • Prepare for presentation to the Board of Education
May 11, 2021: Operations Policy & Planning Committee Meeting	Final report presented to the Board of Education

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminister) approval of the proposed consultation plan and timeline for the renaming of Richard McBride Elementary.

Board of Education for School District No. 40 (New Westminster)**Living Wage Policy****Employees and Direct Contract Workers**

Effective April 1, 2021

The purpose of the New Westminster Schools Board of Education's Living Wage Policy for Employees and Direct Contract Workers is to ensure that all Employees and Direct Contract Workers of New Westminster Schools earn, at a minimum, a Living Wage.

Definitions:

Board of Education refers to the Board of Education for School District No. 40 (New Westminster).

Employees are all Union and Exempt staff employed by the Board of Education in either a full-time, part-time, casual, teacher teaching on call excluding volunteers and students seeking work experience for educational purposes.

Direct Contract Workers are all workers contracted by the Board of Education to provide contract services on one or more properties owned and operated by the Board of Education.

Living Wage is comprised of the hourly rate of pay inclusive of the value of non-mandatory benefits that enables wage earners living in a household to:

- Feed, clothe and provide shelter for their family;
- Promote healthy child development;
- Participate in activities that are an ordinary element of life in the community; and
- Avoid the chronic stress of living in poverty.

The Living Wage (hourly rate plus non-mandatory benefits) is calculated annually in accordance with the Living Wage Campaign for Families methodology.

Policy is the Living Wage Policy.

Implementation:

The Board of Education will implement this Living Wage Policy effective April 1, 2021 for Employees and Direct Contract Workers.

The Living Wage will be calculated annually by the end of April based on the methodology developed by the Living Wage for Families Campaign and notice will be provided to staff affected by any changes.

Implementation will also be subject to any terms and conditions of employment contained in either of the CUPE 409 – Board of Education Collective Agreement or the NWTU – Board of Education Collective Agreement in effect at the time.

This policy will encompass all Board of Education Employees and Direct Contract Workers, with the following exclusions:

- Volunteers
- Students seeking work experience for education purposes

Responsibility:

The Living Wage Policy for Employees and Direct Contract Workers will be reviewed on an annual basis by the Board of Education's Human Resources Department.

Board Motion:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No.40 (New Westminster) adoption of a Living Wage Policy, effective April 1, 2021, for employees and direct contract workers employed or engaged by the Board.

ADOPTION OF AGENDA – 5:57 pm.

MINUTES FOR APPROVAL – September 29, 2020

BUSINESS ARISING FROM THE MINUTES – Nil

CORRESPONDENCE – Nil

REPORTS FROM SENIOR MANAGEMENT – Administration

Meeting recessed at 6:49pm

Meeting resumed at 8:50pm

REPORTS FROM SENIOR MANAGEMENT (Cont'd) – Personnel / Facilities

OTHER BUSINESS – Nil

ITEMS TO BE REPORTED OUT AT OPEN MEETING – Nil

NOTICE OF MEETINGS

ADJOURNMENT – 9:42 pm.



ADOPTION OF AGENDA – 5:06 pm.

REPORTS FROM SENIOR MANAGEMENT – Facilities

ADJOURNMENT – 5:35 pm.