



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

Tuesday, October 29, 2019

7:30 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>	7:30 PM
Recommendation: THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda for the October 29, 2019 Regular School Board meeting.	
2. <u>APPROVAL OF THE MINUTES</u>	7:35 PM
a. Minutes from the Open Meetings held: September 24, 2019 Regular Open Board Meeting Recommendation: THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes as distributed for the September 24, 2019 Regular School Board meeting. b. Business Arising from the Minutes	
3. <u>COMMENT & QUESTION PERIOD FROM VISITORS</u>	7:40 PM
4. <u>CORRESPONDENCE</u>	7:50 PM
a. Sarah Purdy - Thank You re September 27 Global Climate Strike - September 23, 2019	
b. Todd G. Stone, MLA - Youth Vaping Rates - October 4, 2019	

c.	Max - Climate Crisis - October 15, 2019	15
d.	Anika - Climate Emergency - October 15, 2019	17
e.	Tracy - SD40 Climate Emergency - October 15, 2019	19
f.	Elena - Climate Emergency SD40 - October 15, 2019	21

5. BOARD COMMITTEE REPORTS

a.	Education Policy & Planning Committee, October 8, 2019	7:55 PM	
	i. Comments from the Committee Chair, Trustee Dhaliwal		
	ii. Approval of the October 8, 2019 Education Policy and Planning Committee Minutes		23

Recommendation:

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

iii. Services for Students with Dyslexia

Recommendation:

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

	Backgrounder - Services for Students with Dyslexia	27
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b.	Operations Policy & Planning Committee, October 15, 2019	8:05 PM	
	i. Comments from the Committee Chair, Trustee Connelly		
	ii. Approval of the October 15, 2019 Operations Policy and Planning Committee Minutes		30

Recommendation:

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

iii. Climate Action

Recommendation:

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

Recommendation:

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

iv. School Naming / Renaming

34

Recommendation:

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

v. Surplus Appropriation Approval

Recommendation:

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

vi. Bank Signing Authority

Recommendation:

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

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

6. REPORTS FROM SENIOR MANAGEMENT

- a. Superintendent Update (K. Hachlaf)

8:15 PM

7.	<u>NEW BUSINESS</u>	8:30 PM	
a.	Revision of Policy 7 - Board Operations (B. Ketcham)		38
	Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) accept the revised Policy #7 Board Operations.		
8.	<u>TRUSTEE REPORTS</u>	8:40 PM	
9.	<u>QUESTION PERIOD (15 Minutes)</u>	8:50 PM	
	<i>Questions to the Chair on matters that arose during the meeting.</i>		
10.	<u>NOTICE OF MEETINGS</u>	9:05 PM	
	November 5, 2019: Education Policy & Planning Committee, 6:30pm - POWER, 200-1065 Columbia Street		
	November 19, 2019: Operations Policy & Planning Committee, 7:30pm - School Board Office		
	November 26, 2019: School Board Meeting, 7:30pm - School Board Office		
	December 3, 2019: Combined Open Education and Operations Policy & Planning Committee Meeting, 7:30pm - School Board Office		
11.	<u>REPORTING OUT FROM IN-CAMERA BOARD MEETING</u>	9:10 PM	
a.	Record of In-Camera September 24, 2019 Board Meeting		49
12.	<u>ADJOURNMENT</u>	9:15 PM	

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

**Tuesday, September 24, 2019, 7:30 PM
School Board Office
811 Ontario Street, New Westminster**

PRESENT	Anita Ansari, Vice Chair	Karim Hachlaf, Superintendent
	Dee Beattie, Trustee	Kim Morris, Secretary-Treasurer
	Danielle Connelly, Trustee	Maryam Naser, Associate Superintendent
	Curveen Dhaliwal, Trustee	Robert Weston, Executive Director, Human Resources
	Mark Gifford, Chair	Caroline Manders, Recording Secretary
	Maya Russell, Trustee	Guests:
		Bertha Lansdowne, District Aboriginal Coordinator
		Sharon Domaas, BASES
		Laurie Molstad, BASES
		Dale Owen, BASES
		Quirina Gamblen, Director, Programs & Planning
		Andrew Bordignon, KPMG
		Tim Holloway, KPMG
REGRETS	Mary Lalji, Trustee	

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.

1. ADOPTION OF THE AGENDA

The Chair of the Board called the meeting to order at 7:35pm.

2019-091

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda as distributed for the September 24, 2019 Regular School Board meeting.

CARRIED UNANIMOUSLY

2. APPROVAL OF THE MINUTES

a. Minutes from the Open Meetings held:

1. June 25, 2019 Regular Meeting

2019-092

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes as distributed for the June 25, 2019 Regular School Board meeting.

CARRIED UNANIMOUSLY

b. Business Arising from the Minutes

Nil.

3. PRESENTATIONS

a. Orange Shirt Day

District Aboriginal Coordinator, Bertha Lansdowne presented an overview of the origins of Orange Shirt Day and how New Westminster Schools incorporates Indigenous Protocols and activities into its curriculum. One Professional Development Day this year has been dedicated to Indigenous Learning. At New Westminster Secondary School, Reconciliation and Indigenous Book Clubs have been created, as well as a film festival is planned.

The Ministry of Education has introduced 'Equity Scan' which endeavours to lifting student achievement through scanning 4 key areas: Policy & Governance; Learning Profile; Learning Environment; Pedagogical Core. This will occur over the next year (to June 2020). The first meeting is scheduled for October 17, 2019 and the purpose is to build an Equity Scan committee and learn about the toolkit.

b. Burnaby Association for South East Side (BASES)

Sharon Domaas, Laurie Molstad and Dale Owen of the not-for-profit Burnaby Association for South East Side Thrift Store (BASES), presented a \$15,000 donation cheque for New Westminster Schools' Out-of-School student programs. One of the programs created was a summer 'Rec & Read', which was open to all District students; majority of the programs took place at Qayqayt and Lord Kelvin Elementary schools.

c. 2018-19 Audit Findings Report

Secretary-Treasurer Morris provided an overview of the 2018-2019 budget year. Highlights included:

- Enrolment 17/18 6,820 vs 18/19 enrolment 6,821.
- Income Statement - \$68.4 million; expenses \$68.1 million: \$300K surplus.
- Spent \$900K on computer equipment - operating surplus was used to offset this by \$770K.
- Restricted \$1.4 million; Unrestricted \$3.5 million - spending down the surplus.
- District is within 1.15% of expense vs budget as anticipated; benefits were adjusted for 2019-2020.
- Revenues - came within 0.06% of budget.
- Special Purpose - Opening balance \$3.1million; closing balance \$2.4 million; school generated funds should also be spent down, this is happening more slowly - will continued to be monitored in 2019-2020 budget year.
- Capital Additions - used Capital Funding total \$52.5 million.

KPMG Auditors Andrew Bordignon and Tim Holloway presented the audited financial statements. Secretary-Treasurer Morris thanked KPMG and the Finance Department for their efficient and accurate preparation of the financial statements and coordination of the audit.

On behalf of the Board of Education, Chair Gifford thanked Secretary-Treasurer Morris for her great service to the District. She has accepted an opportunity with the Greater Victoria School District. Secretary-Treasurer Morris thanked the Board is appreciative of the opportunity she was given at New Westminster Schools and wished everyone continued success.

4. COMMENT & QUESTION PERIOD FROM VISITORS

Orange Shirt Day shirts are available for sale at New Westminster Secondary School.

5. CORRESPONDENCE

Correspondence was received. Trustee Russell addressed the Response to Reclaiming Power and Place, the Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls

2019-093

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) adopt the Sections 11.1 and 11.2 from the Reclaiming Power and Place: The Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls Calls for Justice and educate and provide awareness to all students and the public about missing and murdered Indigenous women, girls, and 2SLGBTQQIA people, and about the issues and root causes of violence they experience. All curriculum development and programming will be done in partnership with Indigenous Peoples, especially Indigenous women, girls and 2SLGBTQQIA people.

AND FURTHER to also develop and implement awareness and education programs for Indigenous children and youth on the issue of grooming for exploitation and sexual exploitation.

CARRIED UNANIMOUSLY

6. BOARD COMMITTEE REPORTS

a. Education Policy & Planning Committee, September 10, 2019

i. Comments from the Committee Chair, Trustee Dhaliwal

No remarks.

ii. Approval of the September 10, 2019 Education Policy and Planning Committee Minutes

2019-094

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the September 10, 2019 Education Policy & Planning Committee meeting.

CARRIED UNANIMOUSLY

iii. All On Board Endorsements

2019-095

Moved and Seconded

THAT the Board of Education of School District No.40 (New Westminster) endorse the #AllOnBoard Campaign; and in doing so, write a letter to the TransLink Mayors' Council on Regional Transportation, the Board of Directors of TransLink, the Ministry of Municipal Affairs and Housing, the Ministry of Social Development and Poverty Reduction, and the Ministry of Finance, asking TransLink to work with the provincial government to finalize and secure funding, and develop a plan that will provide free public transit for minors (aged 0-18), and reduced price transit based on a sliding scale for all low-income people regardless of their demographic profile as soon as possible in the Metro Vancouver

TransLink region and all transit systems in BC to ensure our most at-risk youth can attend school.

AND FURTHER THAT the Board write a separate letter to the Mayors' Council on Regional Transportation asking them to:

- 1. require TransLink adopt a poverty reduction/equity mandate in order to address the outstanding issue of lack of affordability measures to ensure those who need public transit the most can access the essential service, and***
- 2. to request the Mayors' Council on Regional Transportation and TransLink immediately and without delay amend existing by-laws and cease ticketing all minors for fare evasion as the first step towards the full implementation of free transit for children and youth 0-18, unlink ICBC from fare evasion for youth and adults, allow low-income adults to access community service as an alternative to the financial penalty of a fare evasion ticket; and implement free transit for youth without delay.***

CARRIED UNANIMOUSLY

- iv. HPV9 Vaccination Equity

2019-096

Moved and Seconded

THAT the Board of Education of School District No.40 (New Westminster) write a letter to the Minister of Health, the Minister of Education and the Secretary for Gender Equity requesting that the HPV9 vaccine be provided free of charge for all males age 9 - 26, making it equal to what is currently available for females age 9 - 26.

CARRIED UNANIMOUSLY

- v. New Board Policy 22 - Provision of Menstrual Products

2019-097

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) adopt new Board Policy 22 - Provision of Menstrual Products to Students; AND FURTHER that the Board Policy Manual be updated accordingly.

CARRIED UNANIMOUSLY

- vi. 2019/2020 Board Annual Work Plan - Board Policy 2 - Appendix A

2019-098

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) adopt the School District No. 40 (New Westminster) revised Board Policy 2 - Appendix A: Board Annual Work Plan for 2019/2020.

CARRIED UNANIMOUSLY

- b. Operations Policy & Planning Committee, September 17, 2019
- i. Comments from the Committee Chair, Trustee Connelly
- Trustee Connelly thanked HUB New Westminster for their NWSS Cycling Access presentation.
- ii. Approval of the September 17, 2019 Operations Policy and Planning Committee Minutes
- 2019-099**
Moved and Seconded
- THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the September 17, 2019 Operations Policy & Planning Committee meeting.***
- CARRIED UNANIMOUSLY**
- iii. NWSS Cycling Access
- 2019-100**
Moved and Seconded
- THAT the Board of Education of School District No. 40 (New Westminster) endorse HUB New Westminster's request for separated bicycle lanes to and around the new NWSS, and that the Board communicate its support for this request directly to New Westminster's Mayor and Council.***
- CARRIED UNANIMOUSLY**
- iv. 2020-2021 International Program Fees Review
- Trustee Russell and Chair Gifford attended an information session on mental health matters concerning International students relative to learning environments they experience.
- 2019-101**
Moved and Seconded
- THAT the Board of Education of School District No. 40 (New Westminster) approve the revised fees for the International Education Program as follows: \$15,000 annual fee plus medical \$1,000 and monthly homestay \$950, effective July 2020 for new students.***
- CARRIED UNANIMOUSLY**
- v. New Westminster Schools Support for Student Climate Strike on September 27, 2019
- Trustee Dhaliwal mentioned that the students will be walking out at 11:00am and walking to New Westminster SkyTrain station. They will attend a gathering downtown Vancouver from 1:00pm to 3:00pm.
- 2019-102**
Moved and Seconded
- THAT the Board of Education of School District No. 40 (New Westminster) support students in New Westminster to work with others across British Columbia, Canada and around the world, who have called on adults and peers to mobilize an International Climate Strike on September 27, 2019.***

In solidarity with student efforts to amplify climate concerns, and in recognition of the unique importance of the Climate Strike scheduled to take place in Vancouver on Friday, September 27, the New Westminster Board of Education will:

a) excuse attendance of any high school student that presents a permission slip, signed by their parent or guardian;

b) excuse attendance of any elementary or middle-school student, if accompanied by their parent, guardian or authorized adult;

c) not penalize any student who chooses to miss classes on September 27 in order to participate in lawful Climate Strike activities.

Furthermore, staff are encouraged to incorporate relevant climate strike information into educational programming, as appropriate, during week of September 23rd.

CARRIED UNANIMOUSLY

7. REPORTS SENIOR MANAGEMENT

a. Superintendent Update

Superintendent Hachlaf provided an overview of the following:

- Strategic Plan 2019-2024: draft to be finalized and formalized this fall
- Secretary-Treasurer recruitment has been completed. Superintendent Hachlaf thanked Secretary-Treasurer Morris for her excellent work. He announced that Bettina Ketcham will join the District as Secretary-Treasurer on October 15, 2019. Bettina has worked with the Quesnel School District and in the private sector at KPMG. She brings with her a wealth of knowledge and experience and will be a great fit for the District.
- Teacher Coaches and Teacher Librarians had a really successful session
- Transforming the Student Experience - Menstrual Initiative was officially rolled-out at Fraser River Middle School on September 6.
- Vaping: Superintendent Hachlaf shared his concerns about vaping in a [Global News interview](#). Director, Programs & Planning Gamblen continues to work with teachers to share information from Fraser Health to educate parents and students - will be sending home an informational letter as well as hosting an upcoming information night.
- Homecoming 2019 Tug-of-War Champions – Team Education won (with a little help from the New Westminster Fire Fighters).
- Terry Fox Run - in 2018, New Westminster Schools raised \$17K.

b. 2018-19 Audited Financial Statements

2019-103

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the Audited Financial Statements for the fiscal year ending June 30, 2019.

CARRIED UNANIMOUSLY

c. School Nourishment Program Update

Director of Programs & Planning Gamblen provided a brief overview of the status of the roll-out of the School Nourishment Program. In September, 419 meals have been ordered; the threshold of ordering a minimum of 200 meals per month will start in October, thus far the minimum is being surpassed.

d. Student Withdrawal & New Registration Report

Associate Superintendent Naser provided a brief overview of the Student Withdrawal & New Registration (K-12) report. A report on in-care students will be included with the annual January Student Welfare Report.

e. Executive Compensation Disclosure Statement

2019-104

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the 2018-2019 Annual Executive Compensation Disclosure Statement as presented.

CARRIED UNANIMOUSLY

8. TRUSTEE REPORTS

The Trustees provided highlights of events they attended through the summer and September.

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, October 8, 2019: Education Policy & Planning Committee, 6:30pm - F.W. Howay Elementary, 91 Courtney Crescent

Tuesday, October 15, 2019: Operations Policy & Planning Committee, 7:30pm - School Board Office

Tuesday, October 29, 2019: School Board Meeting, 7:30pm - School Board Office

Reminders:

September 30: Orange Shirt Day

October 5: World Teachers' Day

11. REPORTING OUT FROM IN-CAMERA BOARD MEETING

a. Record of June 25, 2019 In-Camera Board Meeting.

12. ADJOURNMENT

The meeting adjourn at 10:02 pm.

Chair

Secretary-Treasurer

From: [Caroline Manders](#)
To: [REDACTED]
Cc: [Board of Education](#)
Subject: RE: September 27 global climate strike--thank you
Date: Monday, September 23, 2019 8:42:00 AM
Attachments: [image003.png](#)

Dear Ms. Purdy,

On behalf of the Board of Education, New Westminister Schools, we thank you for your email message regarding the Climate Strike on September 27. 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: [REDACTED]
Sent: Sunday, September 22, 2019 1:50 PM
To: Board of Education <boardofeducation@sd40.bc.ca>
Subject: September 27 global climate strike--thank you

I'm sending this to all board members in gratitude for their unanimous vote of support in solidarity with striking students on September 20 and 27. As the parent of an elementary school aged child in New Westminister, I was already supportive of my kids decision to strike next Friday. I was happy that the NWTU and the BCTF showed their support but I was elated to hear of the board's support.

I'm hoping that the board's decision on attendance and "easability" for students participating will also be strongly and clearly communicated to all staff in all schools and school programs in New Westminister. I'm not sure they are all aware, in my experience this week.

Again, thanks again for being the kind of board that we hoped for when we voted for you, and for caring about youth civic action and their future.

Sarah Purdy
New Westminister

Sent from [REDACTED] mobile



October 4, 2019

Board of Education
School District No 040 (New Westminster)
811 Ontario St
New Westminster BC V3M 0J7
Delivered via email: mgifford@sd40.bc.ca
ATTN: Chairperson Gifford and the Board of Education

Dear Chairperson and the Board of Education:

I am writing to you today to ask for your support in demanding action from the B.C. Government to address surging youth vaping rates.

A new school year has begun and teen vaping is on the rise at an alarming rate. Earlier this summer, an article published by the British Medical Journal indicated that vaping among youth in Canada aged 16 to 19 is up 74 per cent since last year, and it's estimated that 30 per cent of B.C. teens in grades 10 to 12 are vaping on a regular basis.

Almost daily, we're hearing stories about people getting sick, and in some cases, even dying, as a result of vaping. There now appears to be an indisputable link between this practice and several dangerous and harmful acute health impacts, not to mention the potential long-term health implications that are not yet known.

Our kids are being drawn in and hooked to this unhealthy practice in increasing numbers as a direct result of the efforts vape companies have made to deliberately target youth with kid-friendly e-cigarette flavours like fruit medley, gummy bear, and mango. These companies – and the tobacco companies which own substantial interests in most of them – have also targeted our kids with savvy marketing and advertising. This is especially prevalent on social media, where sleek, modern, compact drug delivery devices are promoted in alluring packaging.

On April 11, 2019, I introduced a Private Member's Bill in the B.C. Legislature focused on taking action to combat rising levels of youth vaping here in our province. At the time, B.C.'s Minister of Health, Adrian Dix, and many other members of the government indicated that they shared my concerns about this public health issue and that they were committed to working with me to implement tough action to protect our kids from the harmful effects of vaping.

Unfortunately, nearly six months later, no action has yet been taken by the B.C. government, though Mr. Dix has suggested in recent media reports that government does intend to announce their intentions soon.

Numerous jurisdictions across North America have already said enough is enough and have taken action to curb youth vaping. Just last week, Washington State became the latest U.S. state to ban flavoured e-cigarettes via an emergency order of the governor, joining Michigan, New York, Massachusetts, and Rhode Island, which have also taken this step. Numerous other U.S. states and jurisdictions – not to mention the U.S. federal government – are moving in the same direction. I believe that the B.C. government should do the same.

While I understand the B.C. government has recently indicated its desire to await further action from Health Canada, it is impractical to assume any immediate follow-up from Ottawa until the current federal election is over, a federal government has been sworn in, and federal cabinet priorities have been established. All of the above will take many months, which would mean losing almost the entire school year. We simply cannot allow that to happen.

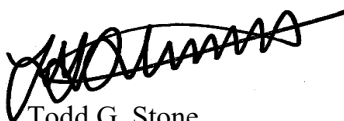
My Private Member's Bill would legislate the banning of flavoured vapour products, the implementation of tighter retail controls (restricting sales to vape shops, tobacco shops and pharmacies), and would ensure tougher penalties for non-compliance. I've also called for the B.C. government to provide the resources necessary to fund evidence-based awareness, prevention and support programs – delivered by youth for youth – in every middle and high school across B.C. There are existing programs – such as Preventure – which have been piloted in various schools to date and have demonstrated promising results as students in schools with this program were less likely to use illicit drugs, cannabis and tobacco. And finally, there needs to be tougher online retail controls implemented for the sale of vape products (including age-verification), a complete ban on all marketing and advertising of vape products (exactly as is the case today for all tobacco products), reduced nicotine concentrations and enhanced enforcement.

I thank you and all professionals in B.C.'s education system for the efforts being made on the ground in classrooms today to combat youth vaping, and I would be very interested to learn from you as to any successful strategies and best practices to combat youth vaping that you've implemented or are aware of. That said, more needs to be done which is why I ask you to join me in urging the B.C. government to take immediate action on this important issue to prevent an entire generation of our youth from becoming addicted to nicotine and suffering potential acute and long-term negative health effects due to vaping.

It would be appreciated if I wrote a letter to Minister Adrian Dix urging him to take action on this issue. Please copy me on your letter and e-mail it to me at t.stone@leg.bc.ca. As well, if you would like to discuss this matter further, I would be happy to take your call at 250-374-2880.

We need to work together to keep our kids safe and healthy. As one parent said to me recently in the context of no action having yet been taken in B.C. to combat youth vaping, "Our kids deserve better from us." I couldn't agree more.

Regards,



Todd G. Stone
MLA Kamloops – South Thompson

cc. Superintendent of Schools Hachlaf
Dan Davis, MLA Official Opposition Education Critic

**Kamloops – South Thompson
Constituency Office**
446 Victoria Street
Kamloops, B.C. V2C 2A7
T 250.374.2880 | F 250.377.3448

From: [Dee Beattie](#)
To: [Maxime](#); [Board of Education](#); [Mark Gifford](#); [Anita Ansari](#); [Danielle Connelly](#); [Gurveen Dhaliwal](#); [Mary Lalji](#); [Maya Russell](#); [Karim Hachlaf](#); [Maryam Naser](#); [Victoria Cuipka](#); [Maureen McRae-Stanger](#); [Bruce Cunnings](#); [Quirina Gamblen](#); [Iain Lancaster](#); [Prab Samra](#); [Kim Morris](#); [James Pocher](#); [Caroline Manders](#); [Dave Crowe](#); [Holly Nathan](#); [Dino Stiglich](#)
Subject: Re: Climate Crisis
Date: Tuesday, October 15, 2019 2:05:36 PM

Hello Max,

Thank you for your email.

The work and effort from students like you, from around the world, is remarkable.

I am looking forward to the presentation tonight.

Best, Dee

Dee Beattie
Trustee, New Westminster Board of Education
811 Ontario Street
New Westminster, BC V3M 0J7
e. dbeattie@sd40.bc.ca
c. 604-837-0448
www.newwestschools.ca

New Westminster Schools recognize and acknowledge 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.

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From: Maxime [REDACTED]
Sent: Tuesday, October 15, 2019 12:06:01 PM
To: Board of Education; Mark Gifford; Anita Ansari; Dee Beattie; Danielle Connelly; Gurveen Dhaliwal; Mary Lalji; Maya Russell; Karim Hachlaf; Maryam Naser; Victoria Cuipka; Maureen McRae-Stanger; Bruce Cunnings; Quirina Gamblen; Iain Lancaster; Prab Samra; Kim Morris; James Pocher; Caroline Manders; Dave Crowe; Holly Nathan; Dino Stiglich
Subject: Climate Crisis

Hi! My name is Maxime and I'm a [REDACTED] student at NWSS and a member of the environment club there.

I believe that there should be more education on our planet's climate crisis in our schools so that everyone can become more aware of what is going on around us, and more willing to fix our mistakes. If we are more educated on the facts, we will be more likely to start making steps towards a greener and more sustainable society! I think that climate issues should be a core part of our curriculum and that teachers should be educated on it as well.

I believe it would be a good idea for the school district to declare a climate emergency because it would be a huge step to becoming more green, and really show that we care. We all need to make adjustments to our everyday lives, and that includes school. At school, it may be harder to be more environmentally friendly if the right resources you need aren't there, like if the school doesn't have recyclable materials or things like that. Our school already has a lot

of environmentally aware things, like how in the cafeteria everything is compostable, but we can always do better.

Thank you for reading, and have a great day!

~Max

From: [Caroline Manders](#)
To: [Anika](#)
Cc: [Board of Education](#)
Subject: RE: Climate emergency
Date: Tuesday, October 15, 2019 2:14:27 PM
Attachments: [image001.png](#)
[image002.png](#)

Dear Anika,

On behalf of the Board of Education, New Westminster Schools, and District staff, we hereby thank you for your email message. We welcome correspondence from the community and value feedback we receive on educational priorities in our district. Climate Change is an important matter and we appreciate your passion to ensure a better world for all.

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: Anika
Sent: Tuesday, October 15, 2019 12:07 PM
To: Board of Education <boardofeducation@sd40.bc.ca>; Mark Gifford <mgifford@sd40.bc.ca>; Anita Ansari <aansari@sd40.bc.ca>; Dee Beattie <dbeattie@sd40.bc.ca>; Danielle Connelly <dconnelly@sd40.bc.ca>; Gurveen Dhaliwal <gdhaliwal@sd40.bc.ca>; Mary Lalji <mlalji@sd40.bc.ca>; Maya Russell <mrussell@sd40.bc.ca>; Karim Hachlaf <khachlaf@sd40.bc.ca>; Maryam Naser <mnaser@sd40.bc.ca>; Victoria Cuipka <vcuipka@sd40.bc.ca>; Maureen McRae-Stanger <mstanger@sd40.bc.ca>; Bruce Cummings <bcummings@sd40.bc.ca>; Quirina Gamblen <qgamblen@sd40.bc.ca>; Iain Lancaster <ilancaster@sd40.bc.ca>; Prab Samra <psamra@sd40.bc.ca>; Kim Morris <kmorris@sd40.bc.ca>; James Pocher <jpocher@sd40.bc.ca>; Caroline Manders <cmanders@sd40.bc.ca>; Dave Crowe <dcrowe@sd40.bc.ca>; Holly Nathan <hnathan@sd40.bc.ca>; Dino Stiglich <dstiglich@sd40.bc.ca>
Subject: Climate emergency

My name is Anika [REDACTED], I [REDACTED] go to NWSS. I believe the school district needs to declare a climate emergency because if my generation doesn't speak out then your generation won't even consider it a problem. I am genuinely scared for our futures and doubt I will get to live as long as you will.

In October 2018, the IPCC issued a warning in a landmark report saying there is only a dozen years for global warming to be kept to a maximum of 1.5C, beyond which even half a degree will significantly worsen the risks of drought, floods, extreme heat and poverty for hundreds of millions of people. The IPCC says urgent and unprecedented changes are needed to keep temperatures between 1.5C and 2C.

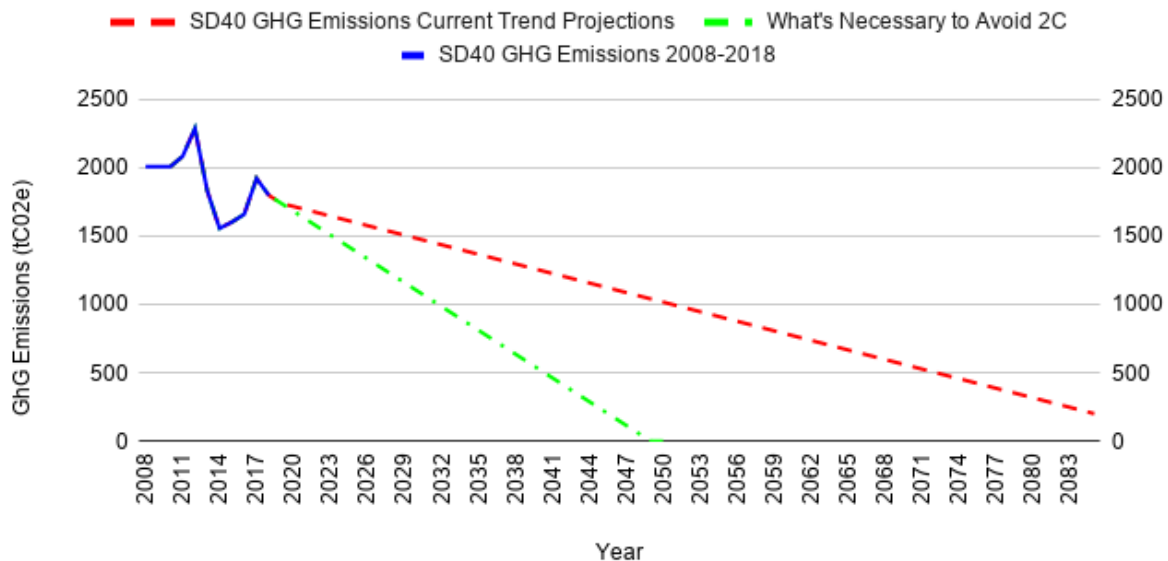
What does it mean to declare a climate emergency in the context of School District 40?

At a high level, it means SD40 will acknowledge that climate change is in a state of emergency.

By listening to the IPCC who warn us that current approaches towards addressing climate change are inadequate, we are empowered to take bold action. The first step is to develop a climate action plan to establish a clear path moving forward. If we can all agree that climate change is an emergency in our communities, we can begin designing a plan to arrive at a common goal: Zero Emissions by 2050.

Continuing current emission trends to zero

Zero emissions achieved by year 2096



Beyond the carbon accounting of climate change, SD40 has the unique capacity to help shape the minds of future generations. We hope that by declaring a climate emergency, SD40 also works to ensure all their graduates are climate literate and confident about their climate future moving into adulthood.

My generation may not be of legal age to be a part of important decisions such as the upcoming election, but we will fight for our futures.

From: [Caroline Manders](#)
To: [Tracy](#)
Cc: [Board of Education](#)
Subject: RE: SD40 Climate Emergency
Date: Tuesday, October 15, 2019 2:10:23 PM
Attachments: [image001.png](#)

Dear Tracy,

On behalf of the Board of Education, New Westminster Schools, and District staff, we hereby thank you for your email message. We welcome correspondence from the community and value feedback we receive on educational priorities in our district. Climate Change is an important matter and we appreciate your passion to ensure a better world for all.

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: Tracy [REDACTED]
Sent: Tuesday, October 15, 2019 12:09 PM
To: Board of Education <boardofeducation@sd40.bc.ca>; Mark Gifford <mgifford@sd40.bc.ca>; Anita Ansari <aansari@sd40.bc.ca>; Dee Beattie <dbeattie@sd40.bc.ca>; Danielle Connolly <dconnelly@sd40.bc.ca>; Gurveen Dhaliwal <gdhaliwal@sd40.bc.ca>; Mary Lalji <mlalji@sd40.bc.ca>; Maya Russell <mrussell@sd40.bc.ca>; Karim Hachlaf <khachlaf@sd40.bc.ca>; Maryam Naser <mnaser@sd40.bc.ca>; Victoria Cuipka <vcuipka@sd40.bc.ca>; Maureen McRae-Stanger <mstanger@sd40.bc.ca>; Bruce Cunnings <bcunnings@sd40.bc.ca>; Quirina Gamblen <qgamblen@sd40.bc.ca>; Iain Lancaster <ilancaster@sd40.bc.ca>; Prab Samra <psamra@sd40.bc.ca>; Kim Morris <kmorris@sd40.bc.ca>; James Pocher <jpocher@sd40.bc.ca>; Caroline Manders <cmanders@sd40.bc.ca>; Dave Crowe <dcrowe@sd40.bc.ca>; Holly Nathan <hnathan@sd40.bc.ca>; Dino Stiglich <dstiglich@sd40.bc.ca>
Subject: SD40 Climate Emergency

Hello, I am a student from the environmental club at NWSS.

I am writing this letter to express how the school district should declare climate emergency because it is no doubt a big issue that is happening right now. Global warming doesn't mean that the weather or the climate becomes warmer, it means that there will be more

extreme storms and natural disasters. And these events are already happening around the world. Innocent people are losing lives and other animals as well. They definitely do not deserve the ruckus we have caused. Earth is the only home we have and it is up to us to take care of it.

Best,

Grade 12 student from NWSS environmental Club.

From: [Caroline Manders](#)
To: [Elena](#)
Cc: [Board of Education](#)
Subject: RE: Climate Emergency SD40
Date: Tuesday, October 15, 2019 2:12:43 PM
Attachments: [image001.png](#)

Dear Elena,

On behalf of the Board of Education, New Westminster Schools, and District staff, we hereby thank you for your email message. We welcome correspondence from the community and value feedback we receive on educational priorities in our district. Climate Change is an important matter and we appreciate your passion to ensure a better world for all.

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: Elena

Sent: Tuesday, October 15, 2019 12:12 PM

To: Board of Education <boardofeducation@sd40.bc.ca>; Mark Gifford <mgifford@sd40.bc.ca>; Anita Ansari <aansari@sd40.bc.ca>; Dee Beattie <dbeattie@sd40.bc.ca>; Danielle Connelly <dconnelly@sd40.bc.ca>; Gurveen Dhaliwal <gdhaliwal@sd40.bc.ca>; Mary Lalji <mlalji@sd40.bc.ca>; Maya Russell <mrussell@sd40.bc.ca>; Karim Hachlaf <khachlaf@sd40.bc.ca>; Maryam Naser <mnaser@sd40.bc.ca>; Victoria Cuipka <vcuipka@sd40.bc.ca>; Maureen McRae-Stanger <mstanger@sd40.bc.ca>; Bruce Cummings <bcummings@sd40.bc.ca>; Quirina Gamblen <qgamblen@sd40.bc.ca>; Iain Lancaster <ilancaster@sd40.bc.ca>; Prab Samra <psamra@sd40.bc.ca>; Kim Morris <kmorris@sd40.bc.ca>; James Pocher <jpocher@sd40.bc.ca>; Caroline Manders <cmanders@sd40.bc.ca>; Dave Crowe <dcrowe@sd40.bc.ca>; Holly Nathan <hnathan@sd40.bc.ca>; Dino Stiglich <dstiglich@sd40.bc.ca>

Subject: Climate Emergency SD40

My name is Elena [REDACTED], and I am one of many concerned high school students at New West Secondary.

The lack of climate action from the school district has been extremely distressing. Students are uneducated about the urgency of this situation, and the school district is not making enough efforts to reduce its emissions and use resources wisely. What is the appropriate response to this problem? Well, one of the steps we can take is to declare a climate emergency. If more emphasis is put on climate literacy, the student body will become more informed about the effects of climate change on

their lives, and how they should react. In addition to that, it is crucial that the school district positively influences the actions of young, impressionable people by setting a good example and attempting to be more environmentally conscious.

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

**Tuesday, October 8, 2019, 6:30 PM
F.W. Howay Elementary School
91 Courtney Crescent, New Westminster**

PRESENT	Anita Ansari, Vice Chair	Karim Hachlaf, Superintendent
	Dee Beattie, Trustee	Kim Morris, Secretary-Treasurer (out-going)
	Danielle Connelly, Trustee	Bettina Ketcham, Secretary-Treasurer (in-coming)
	Gurveen Dhaliwal, Trustee	Caroline Manders, Recording Secretary
	Mark Gifford, Chair	Guests:
	Maya Russell, Trustee	Sarah Phelan, Principal
	Student Trustees:	Sandra Browning, Teacher, Division 3
	Rebecca Ballard	Lori Cantafio, Teacher, Division 1
	Sam Killawee	Bruce Cunnings, Director, Instruction, Learning Services
	Sierra Rose-Hand	Zaida Manji, District Support Counsellor
		Maureen McRae-Stanger, Director of Instruction – Learning & Innovation
REGRETS	Mary Lalji, Trustee	
	Maryam Naser, Associate Superintendent	

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

1. Approval of Agenda

The meeting was called to order at 6:30 pm.

Committee Chair Dhaliwal welcomed the student trustees, Rebecca Ballard, Sam Killawee, Sierra Rose-Hand to their first Board Committee meeting.

Moved and Seconded

THAT the agenda for the October 8, 2019 Education Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Presentations

a. Evolution of F.W. Howay School Growth Plan

Principal Phelan welcomed the student trustees, Board of Education and the public. She introduced teachers Sandra Browning and Lori Cantafio who presented the School Growth Plan.

During the 2018-2019 school year, F.W. Howay focused on reading development, which identified a significant number of students that were not yet meeting expectations. Timelines/baselines were introduced to track progress. The goal for 2019-2020 school year is to continue to develop and implement assessment strategies that align with the District's belief that strengthening students' core competencies will empower students in their learning journey as they move towards being confident, capable, lifelong learners. Additionally, staff assessment teams and assessment tools will be developed.

3. Comment and Question Period

Nil.

4. Reports from Senior Management

a. May Day Update

Superintendent Hachlaf indicated that after last school year's move to offering May Day dance instruction outside of the school day, we felt this direction aligned with our strategic priorities. In recognition of the 150th anniversary, we will maintain this model for May Day 2020 and still host a district-wide event at Queens Park.

The school district will be moving away from this model entirely after 2020. The annual concept of bringing our elementary schools together for a district-wide celebration will remain a priority. To that end, our elementary school teams will be engaging in a working group this year to plan an event which better aligns with our priorities and ensures broader participation for all of our students. The location of the 2021 event will be part of that discussion. The Superintendent confirmed that there will be an opportunity for community groups to participate in a dialogue once a draft plan has been developed.

Trustee Gifford asked whether staff resources will be assigned for the May 2020 event. Superintendent Hachlaf confirmed that a coordinator will be used again.

The audience members in attendance for the May Day update, indicated their support and thanked the Superintendent.

b. Special Education Review October Update

Director, Instruction, Learning Services Cunnings provided an update:

- Trustees Russell and Beattie have been assigned as the new co-chairs of the Advisory Group.
- Primary and Alternate members are now attending all meetings.
- Data points were reviewed with the group to ensure everyone is clear as to the questions/outcomes.
- Stakeholder engagement with the community will take place at the end of October 2019.
- October 25, 2019 Provincial Professional Development day will launch the engagement with the District's Educational Assistants.
- Advisory Group meetings will take place during the afternoon, part of regular work day (will cost approximately \$3,000 to cover salaries for participants to attend 6 meetings); consultant rates are \$110/hour.

Stakeholders will be involved via focus groups; ThoughtExchange (online survey) and individual in-person interviews. Students will be engaged along with other stakeholders according to their school age level (via parents), advertising engagement opportunities and reaching out directly to all parents, not only parents of designated students via communication to Parents Advisory Councils and schools.

Committee Chair Dhaliwal asked whether there will be dedicated page on the website; Director, Instruction, Learning Services Cunnings said that has not yet been discussed but information regarding the process could be posted. The Review is scheduled to be completed by March 2020.

c. Mental Health Initiatives

Director of Instruction – Learning & Innovation McRae-Stanger and District Support Counsellor Manji provided an update on the Mental Health Initiatives in the District. Social Emotional Learning (SEL) and Mental Health Literacy support student success at school. District Support Counsellor Manji explained that in her new role she will support all District initiatives; provide support to students, staff, parents and fellow counsellors; clinical counselling; professional development.

Some of the ongoing SEL initiatives in the District include:

- Review of MDI and student learning survey to promote planning.
- Positive Behaviour Supports in Schools.
- Flexible Furniture and environments.
- School goals on sense of connection/belonging/mindfulness.

An exciting new initiative will be the pilot launch of the Grade 8 Wellness Conferences on October 24, 2019 at Fraser River Middle School. Students will take part in workshops where they will learn how to maintain physical and mental wellness; learn to reduce stress and build resilience. Next steps will be to adapt this format to the other two middle schools as well as a district-wide middle school conference.

Board Authority Authorized (BAA) Self-Efficacy Courses for grades 10, 11, 12 will focus on self-regulation; self-advocacy; self-efficacy; emotions; behaviours; relationships; metacognition; coping strategies; goal-setting.

In 2018, a provincial grant was provided which enabled the Andrew Baxter training sessions; in 2019, the Ministry has set aside \$8.7 million for the province – we should know soon what New Westminster Schools' share will be.

A mental health initiatives update will be provided to the Board in Spring 2020.

Discussion followed:

- Student Voice will be involved in providing feedback regarding these initiatives.
- A Handbook is being developed to support consistency between counsellors. A Handbook for parents would be helpful as well. District Support Counsellor Manji indicated that parents could provide questions for gathering FAQs.
- BAA courses, having them included in the curriculum not as an elective may be more effective. Director of Instruction – Learning & Innovation McRae-Stanger indicated that initially they will be rolled out as a BAA with the goal to have them incorporated into the curriculum in the near future.
- Work is being done to identify and include students who may need help but are not easily identified in the classroom. As well, as ensuring inclusion and diversity.
- Currently, New Westminster Schools' counsellors (18) is above ratio. However, it was mentioned that more counsellors are needed specifically at the high school. It was mentioned that provincial school districts' counsellor ratios could be raised at BCSTA for their consideration.

5. **New Business**

a. Services for Students with Dyslexia

Trustee Beattie felt that it was very beneficial to have had the Special Education Review update (see item 4b), however, she cautioned that Dyslexic students are not easily identified and may not benefit from the Review. Trustee Beattie

mentioned that a human rights case is being filed in Ontario which may set a precedent for the rest of Canada.

Director, Instruction, Learning Services Cunnings explained that Dyslexia does fall within the learning disabilities category and other interventions, it could dovetail into the current Review.

Superintendent Hachlaf indicated that further work would be required to provide a more comprehensive timeline as to next steps.

Moved and Seconded

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

CARRIED UNANIMOUSLY

6. Student Voice

Committee Chair Dhaliwal asked that the Student Trustees provide feedback on their first meeting. For future meetings, they are encouraged to provide topics for the agenda.

Student Trustee Ballard indicated that May Day celebrates colonialism and does not promote Indigenous history. May Day should not be brought into the classroom.

Student Trustee Killawee indicated that lockers for special education students are separated from where the other students' lockers and lunch rooms are thus keeping students physically separated. He asked what support looks like for students in the middle needs range. Director, Instruction, Learning Services Cunnings indicated that the concerns raised will help to develop questions for the surveys for the Special Education Review - this all will help to develop information for asks for resources to support recommendations to be brought to the Board.

Student Trustee Rose-Hand was very appreciative of the work that is being done. The students conducted a poll regarding May Day, which asked whether or not students found the event educational or relevant - the majority of the students did not feel it was relevant - there should be more community involvement for this event.

Committee Chair Dhaliwal confirmed that the Student Voice portion will be moved up in the agenda to be right after the Comment and Question Period.

7. General Announcements

- a. World Teacher Day - October 5

Committee Chair Dhaliwal acknowledged all the teachers, Educational Assistants, and staff at New Westminster Schools for their excellent work.

8. Adjournment

The meeting adjourned at 8:36 pm.

Supplement to: EDUCATION POLICY & PLANNING COMMITTEE**Date:** October 8, 2019**Submitted by:** Dee Beattie, Trustee**Item:** **Requiring Action** **Yes** ☒ **No** ☐ **For Information** ☐**Subject:** Services for Students with Dyslexia**Preamble:**

No student should ever reach high school without the ability to read. The New Westminister Board of Education and the Ministry of Education identify, as a key priority, that every child will meet or exceed grade level literacy expectations. Considerable work is being done in the District to address the needs of students who are struggling to read. We can continue to build on the good work already being done and lead the way by transforming the experience for the vulnerable students who are at-risk for reading failure.

Background:

October is Dyslexia Awareness Month.

One out of five children have difficulty learning to read. In many cases this is due to a severe learning disability known as dyslexia. The cause of dyslexia is unknown but it often will run in families. Dyslexia is a learning disability and students with this will have difficulty learning to read, write and spell. Children with dyslexia usually have above average intelligence but usually have poor working memory.

Screening for dyslexia should begin in kindergarten.

Characteristics of children at risk for dyslexia:

- Above average intelligence
- Delayed fine and gross motor skills
- Difficulty reading and spelling
- Struggles with printing and handwriting
- Disorganized
- Poor sense of direction
- Delayed social behaviour and mood disorders
- Delayed speech and language skills
- Difficulty following oral instructions
- Frequently frustrated, easily overwhelmed
- Forgetful, difficulty remembering

Often a child with dyslexia is not diagnosed until they have repeatedly failed to learn to read in elementary school. This late diagnosis can cause lifelong irreversible damage to a child's well-being, self-esteem, can cause anxiety and depression, and these children are at an academic disadvantage for the rest of their K-12 schooling. Children diagnosed with dyslexia often have other health issues such as ADHD, oppositional defiant disorder, dyspraxia (developmental coordination disorder), and often compounded with (math learning disability).

Since 2002, school district psychologists do not diagnose and label students with dyslexia. Student are given a learning disability label, classified as high incidence and accommodated with their learning with additional time, audio books, and other accommodations which are not specifically geared to helping students learn to read or spell.

Early identification and early remediation can drastically change the academic outcomes for students with dyslexia. The standard practice of waiting to see if a child catches up with whole reading programs fails to capitalize on the natural windows of opportunity when the brain has a natural placidity to develop. (*Jensen, E. Brain-Based Learning*)

Research on the brain and how it can change and proven remedies will not cure dyslexia. Dyslexia cannot be cured, however students can learn to overcome the challenges they face in learning to decode and learn language by understanding phonograms. Structured, individual, specific, sequential, purposeful literacy instruction will help these students to thrive and feel successful. Identifying a child's phonological awareness and tailored instruction is part of the remedy to help a child with dyslexia. (*Shaywitz, S. MD Overcoming Dyslexia*)

In the Moore vs. North Vancouver School District (NVSD) SCC award it is noted that the NVSD failed to provide Jeffrey Moore with the direct programming he needed to learn. In short, Jeffrey's parents chose to educate Jeffrey privately and then successfully sued the NVSD for the cost of private education. Unfortunately, this SCC ruling did not go far enough. The ruling applied only to Jeffrey, therefore many other children have not been diagnosed or received the appropriate early interventions.

Reading and writing are the vehicles to advanced education. Parents with the means get private testing. Parents pay for a tutor, or move their child to a private school where a specialized reading-writing program remediates and helps the child learn to overcome the barriers they face. We have witnessed the growth of Sylvan, Kumon, private learning centers and private schools the specifically claim to address the needs of students with dyslexia. Parents have given up on fighting for these interventions and have turned to for-profit private education for these learning services. Families without the financial ability lose out, and these are the children that fall through the cracks.

Private educators have adopted scientifically proven teaching styles that are multi-sensory, individualized, and places emphasis on language development, self-esteem and self-advocacy. The breakdown of how to teach reading and writing to struggling students' along with a focus on developing executive functioning skills are essential to building lifelong skills. This work needs to start early to have the maximum success.

The public school kindergarten teacher can usually identify these students with early screening, but yet it takes too many years before formal psycho-education tests are completed. We can however support and teach these students before testing.

From the Ministry of Education Framework for Enhancing Student Learning

Guiding Principles

This set of principles guides the development of the **Framework for Enhancing Student Learning**, and will be used as an ongoing reference point in its implementation and continuous improvement.

The Framework for Enhancing Student Learning:

- Is grounded in the belief that all education partners are responsible for student learning, with each having unique responsibilities.
- Creates a system-wide focus on student learning, to ensure each student in BC achieves their full potential.
- Is meaningful, impactful, flexible, realistic, and sustainable.
- Addresses differences in performance among particular groups of students, most notably Indigenous students, children in care and students with special needs.
- Is measurable and strength-, support-, evidence- and results-based.
- Reflects system-wide commitment to continuous improvement and life-long learning.
- Continues to build public confidence in BC's education system.
- Focuses on the intellectual, career, and human and social development.
- Includes evidence-based strategies for improvement that are measurable and outcome focused.

Recommendation:

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

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

**Tuesday, October 15, 2019, 7:30 PM
School Board Office
811 Ontario Street, New Westminster**

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

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

1. Approval of Agenda

The meeting was called to order at 7:33 pm.

Moved and Seconded

THAT the agenda for the October 15, 2019 Open Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Correspondence

Correspondence was received.

3. Comment & Question Period from Visitors

Nil.

4. Presentations

a. SD40 for the Climate

Three SD40 for the Climate members from New Westminster High School presented a brief overview of global climate change and outlined some potential options for the District to adopt to reduce its carbon footprint.

Several neighbouring school districts and city councils have adopted a climate change/emergency motion. Important to train staff to increase their knowledge base around climate change.

Superintendent Hachlaf thanked the students for their well thought-out presentation and work, which echoes the District's core competencies.

i. Backgrounder-Climate Action Motion

Trustee Dhaliwal introduced the motions, which were moved and seconded. Discussion followed. Superintendent Hachlaf asked that staff have an opportunity to review the second and third recommendations and bring back the motions with some additional background information to the November 19, 2019 Operations Policy & Planning Committee meeting.

The Board unanimously agreed to postpone the vote on the second and third recommendations to the November 19, 2019 Operations Policy & Planning Committee meeting.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to declare a climate emergency.

CARRIED UNANIMOUSLY

Moved and Seconded

POSTPONED

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to direct staff to create a long-term Environmental Strategy and Climate Action Plan, by September 2020, that includes the following:

- ***Measurable targets, timelines and goals to reduce SD40's greenhouse gas emissions, as per the IPCC report.***
- ***Specifics surrounding SD40 facilities and operations, transportation, purchasing, procurement and vendor relations.***
- ***Costs associated to meet climate targets.***
- ***Opportunities for stakeholder collaboration and staff, student and community engagement.***

Moved and Seconded

POSTPONED

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to direct staff to implement climate literacy to the K-12 curriculum, including professional development for all staff.

Moved and Seconded

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

CARRIED UNANIMOUSLY

5. 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 an update:

- Contract expenditure \$46 million.
- Civil works have been completed (water line, structural steel, interior wall framing on Levels 2 & 3 completed).
- Concrete work on main floor completed.
- Structural steel work has been completed.
- Drywall (interior walls on Levels 2 & 3 has commenced)
- Exterior glazing - window installation is underway
- Maintenance/IT building - foundations & footings are completed. Commencing with wall sections. Substantial completion date will be May 2020.
- Site workers - 110-125 is expected to increase going into October as construction continues on the interior of the building; especially increase in drywaller installers.
- Risk Summary - remains at low-risk.
- School opening is anticipated for September 2020.

Director of Capital Projects Crowe was asked the status of the inventory of furniture and equipment to be moved over from the current high school to the new building. That work is starting now. He will be meeting with Secretary-Treasurer Ketcham to review the budget and requirements.

b. School Naming / Renaming

Superintendent Hachlaf provided an overview of the proposed draft Administrative Procedures pertaining to Naming and Renaming School Facilities. A copy of the Backgrounder was handed-out at the meeting and is available on the District's [website](#).

Trustee Gifford thanked Superintendent Hachlaf for the work done on this matter.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) acceptance of the draft Administrative Procedures: Naming New School and District Facilities; and Re-Naming Existing School and District Facilities.

CARRIED UNANIMOUSLY

c. Operations Update

Committee Chair Connelly welcomed new Secretary-Treasurer Ketcham to the District who provided an update on the activities of the Operations and Finance staff for September.

i. August 31, 2019 Financial Report

Secretary-Treasurer Ketcham provided highlights of the Revenues and Expenses. As of August 31, 2019, the District is tracking comparatively to previous years. It was asked what the District's budgetary implications will be.

Superintendent Hachlaf indicated that he has discussed this matter at a Metro Superintendent's meeting. The one-time cost to New Westminister Schools is \$130K. There may be an opportunity to raise this issue as an advocacy item at the October 25-26 BCSTA Provincial Council. BCSTA Provincial Representative Trustee Connelly confirmed she will also bring this forward at the Metro Trustees meeting on October 16.

d. **Surplus Appropriation Approval**

On September 1, 2019, international students will be assessed BC health care coverage (MSP). A summary of additional cost pressures amounting to \$625K was shared. A significant item of note was MSP.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminister) to authorize further appropriation of unrestricted surplus in the amount of \$625,000 for the 2019-2020 fiscal year, as presented.

CARRIED UNANIMOUSLY

e. **Neighbourhood Learning Centres Update**

Superintendent Hachlaf provided an update on the status of the Neighbourhood Learning Centres for Richard McBride Elementary and New Westminister Secondary Schools. There will be two separate committees struck. They will commence work soon and will meet throughout the year.

6. General Announcements

Nil.

7. New Business

a. **BCSTA Provincial Council Motions**

BCSTA Provincial Representative Connelly indicated that the motions being brought forward to BCSTA will include vaping and HPV9.

b. **Bank Signing Authority**

Secretary-Treasurer Ketcham indicated that former Secretary-Treasurer Morris will be removed; new and current Secretary-Treasurer Ketcham will be added as signing authority.

Moved and Seconded

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

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

CARRIED UNANIMOUSLY

8. Old Business

Nil.

9. Question Period (15 Minutes)

Nil.

10. Adjournment

The meeting adjourned at 9:17 pm.

NAMING NEW SCHOOL AND DISTRICT FACILITIES

Background

The Board of Education recognizes that our facilities are an integral part of the community in which they are situated. As such the naming of a school or school district facility will be determined by the Board of Education following its commitment to consultation with students, parents, staff and members of the local community and Qayqayt First Nation.

The District is committed to reconciliation and decolonization of the district's physical structures within the public landscape of the traditional and unceded territories of the Qayqayt and Coast Salish peoples.

Guiding Principles

1. Generally, schools and district facilities will not be named after individuals. New Board-owned facilities shall be given a name, which is meaningful and reflect local historic events and/or places and distinguishing characteristics of the area.
2. The relationship between the school building and the land on which it is located is important in the naming process.
3. In selecting a place-based name that acknowledges and honours indigenous history, it is necessary to seek early engagement and involvement with the appropriate Indigenous communities.
4. Naming rights with potential corporate partners or significant donors must adhere to this naming policy [See also [Administrative Procedure 520 – Fundraising Activities and Sponsorship in District Facilities](#)] and the [Naming Privileges Policy](#) of the Province of British Columbia.
5. An education and communication plan will be developed and implemented to support understanding the history and significance of a new school name and to teach the proper pronunciation of the name given.
6. Secondary schools will officially use the designation “Secondary School” after the selected name; middle schools will officially use the designation “Middle School; and elementary schools will officially use the designation “Elementary School.”
7. A facility name that is already in use in another District, especially a neighbouring one, is to be avoided.

Procedures

The procedures required for Board approval will involve the following steps:

1. The Board will provide direction to begin the naming process by initiating the District naming committee for a new facility.
2. The process of naming a new facility will begin as soon as possible once a project has funding approval.
3. The naming committee will consist of a:
 - a. Trustee
 - b. District Aboriginal Coordinator
 - c. Director of Instruction and/or Associate Superintendent
 - d. PAC representative
 - e. NWPVPA representative
 - f. CUPE representative
 - g. NWTU representative
 - h. Up to 2 Indigenous members
 - i. Up to 2 member of the local community
 - j. Up to 3 Student advisory representatives
4. The committee will recommend to the Board a plan for soliciting name suggestions from students, parents, staff and the community within the facility's area. The following planning guidelines will be considered:
 - a. All submissions by members of the public will be held in confidence.
 - b. Submissions include, where possible, a rationale of the proposed name.
 - c. Advertising are to be approved by the Secretary-Treasurer.
 - d. Submissions for naming are to be submitted to the attention of the Secretary-Treasurer.
5. Upon approval of the plan, the Committee will be responsible for its implementation.
6. The Committee will receive, in confidence, and review all submissions. A draft shortlist of names will be considered and forward all details of the shortlisted submission to the Board for approval.
7. The final selection will be made by the Board, in a closed meeting, and released to the public through a public board meeting. The Board is not bound by the recommendations of the Committee.
8. Once approved, an official public dedication ceremony will be held.

Reference: Sections 22, 65, 85 School Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Revised: October 29, 2019

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RE-NAMING NEW SCHOOL AND DISTRICT FACILITIES

The District's is committed to reconciliation and decolonization of the district's physical structures within the public landscape of the traditional and unceded territories of the Qayqayt and Coast Salish peoples. Hence, the District will consider proposals to re-name a school or district facility, only in exceptional circumstances, where the existing name is deemed to no longer be serving the needs of the school population of the community and no longer aligns with the District's core values and strategic priorities. The decision to re-name an existing school or district facility must follow the guiding principles set out in Administrative Procedure 541.

Procedures

The following procedures for re-naming a school facility will involve the following steps:

1. The Board of Education reserves the right to change or remove a name in the event of exceptional circumstances.
2. Be consistent with the guiding principles of AP 541.
3. The proposal to re-name a school can be initiated by the school administration, staff or students, the Parent Advisory Council, District staff and community members.
4. A written proposal with rationale for re-naming should be submitted to the Superintendent's office.
5. If the proposal is deemed to qualify as an exceptional circumstance, where the existing name no longer serves the needs of the school population of the community and no longer aligns with the District's core values and strategic priorities, the Superintendent will bring the proposal to the Board of Education to consider the activation of a District re-naming committee for further consultation.
6. The re-naming committee will consist of a:
 - a. Trustee
 - b. District Aboriginal Coordinator
 - c. Director of Instruction and/or Associate Superintendent
 - d. PAC representative
 - e. NWPVPA representative
 - f. CUPE representative
 - g. NWTU representative
 - h. Up to 2 Indigenous members
 - i. Up to 2 members of the local community
 - j. Up to 3 student advisory representatives
7. The committee will recommend to the Board a plan and timeline for consulting students, parents, staff and community representatives regarding the proposed re-naming.

8. The committee, after completing the consultation process, will present a final report to the Board summarizing the process and findings and provide a recommendation.
9. The final decision will be made by the Board, in a closed meeting, and released to the public through a public board meeting. The Board is not bound by the recommendations of the Committee.
10. A letter of approval/non-approval is provided to the applicant.
11. If approved, an official public dedication ceremony will be held.

Reference: Sections 22, 65, 85 School Act

SD No. 40 (New Westminster)

Adopted: October 29, 2019

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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 Report of Retiring Chair;

2.1.1.2 Statement of the Returning Officer;

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

2.1.1.3.1 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.

2.1.1.4 Election of Chair and Vice Chair;

2.1.1.5 Election of BCSTA Provincial Council delegate and alternate delegate;

2.1.1.6 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 an annual meeting ~~on the first Tuesday~~ in November. This meeting shall be convened by the Secretary-Treasurer or designate. The order of business shall include:

2.2.1.1 Report of Retiring 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.

(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 7:30 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 or 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 6:30 - 7:30 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 10:00 p.m., unless in either case, the time limit is extended to 10:30 p.m. by two-thirds majority vote, and beyond 11:00 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

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- 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.
- 12.1.2 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.

12.2 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 Westminister) 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

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ADOPTION OF AGENDA – 6:33 pm.

MINUTES FOR APPROVAL – June 25, 2019 and September 17, 2019

PRESENTATION – 2018-19 Audit Findings Report

CORRESPONDENCE – Nil

REPORTS FROM SENIOR MANAGEMENT – Personnel / Bargaining / Administration

Meeting recessed at 7:29 pm.

Meeting resumed at 10:08 pm.

OTHER BUSINESS – Administration

ITEMS TO BE REPORTED OUT AT OPEN MEETING – 2018-19 Audit Findings Report

NOTICE OF MEETINGS

ADJOURNMENT – 10:34 pm.