

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

Tuesday, December 14, 2021, 7:00 pm

[Via Webex Livestream](#)

The New Westminster School District recognizes and acknowledges the Qayqayt First Nation, as well as all Coast Salish peoples on whose traditional and unceded territories we live, we learn, we play and we do our work.

	Pages
1. <u>ADOPTION OF THE AGENDA</u>	7:00 PM
Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the December 14, 2021 Regular School Board meeting.	
2. <u>APPROVAL OF THE MINUTES</u>	7:05 PM
a. Minutes from the Open Meetings held:	
November 23, 2021 Regular Meeting	
Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the November 23, 2021 Regular School Board Meeting.	
b. Business Arising from the Minutes	
3. <u>COMMENT & QUESTION PERIOD FROM VISITORS</u>	7:10 PM
DPAC	
CUPE	
NWTU	
4. <u>CORRESPONDENCE</u>	7:20 PM

- | | | | |
|----|---|--|-----------|
| a. | Petition Letter - Vaccine Mandate for Staff | | <u>14</u> |
| b. | DPAC Chair - Classroom Blinds | | <u>27</u> |

5. REPORTS FROM SENIOR MANAGEMENT

- | | | | |
|----|---|---------|-----------|
| a. | Superintendent Update (K. Hachlaf) | 7:30 PM | |
| | i. School Learning Plans (M. Naser) | | <u>29</u> |
| | ii. Connaught Heights Presentation (J. Scorda) | | <u>44</u> |
| | iii. COVID-19 Update (K. Hachlaf) | | <u>52</u> |
| b. | 2022-23 Budget Development Process and Timelines (B. Ketcham) | 8:05 PM | <u>54</u> |

**Recommendation:
 THAT the Board 2022-23 Budget Development Process and Timelines,
 as presented.**

- | | | | |
|----|---|---------|-----------|
| c. | Student Withdrawal & New Registration Report (M. Naser) | 8:15 PM | <u>55</u> |
| d. | Administrative Procedures (B. Ketcham) | 8:25 PM | <u>56</u> |
| e. | Distributed Learning Update (Verbal) (M. Naser) | 8:35 PM | |

6.	<u>NEW BUSINESS</u>	8:45 PM
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7.	<u>TRUSTEE REPORTS</u>	8:50 PM
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- | | |
|----|--|
| a. | Trustee Appointments to Committees (G. Dhaliwal) |
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8.	<u>QUESTION PERIOD (15 Minutes)</u>	9:05 PM
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Questions to the Chair on matters that arose during the meeting.

9. **NOTICE OF MEETINGS** 9:20 PM

Tuesday, January 18, 2022: Education Policy & Planning Committee Meeting,
5:00pm - via Webex

Tuesday, January 18, 2022: Operations Policy & Planning Committee Meeting,
6:30pm - via Webex

Tuesday, January 25, 2022: School Board Meeting, 7:00pm - via Webex

Reminders:

Discover New Westminster Schools 2022 - January 10 -14, 2022

Black Shirt Day - January 15, 2022

BCPSEA Annual General Meeting - January 27 - 28, 2022

Black History Month - February

BCSTA Provincial Council, Morris J. Wosk Centre for Dialogue, Vancouver -
February 11 - 12, 2022

10. **REPORTING OUT FROM IN-CAMERA BOARD MEETING** 9:25 PM

- a. Record of the November 23, 2021 In-Camera Meeting

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11. **ADJOURNMENT** 9:30 PM

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

**Tuesday, November 23, 2021, 7:00 PM
Via Webex Livestream**

PRESENT Gurveen Dhaliwal, Chair Karim Hachlaf, Superintendent
 Dee Beattie, Vice-Chair Bettina Ketcham, Secretary-Treasurer
 Anita Ansari, Trustee Maryam Naser, Associate Superintendent
 Danielle Connelly, Trustee Robert Weston, Executive Director – Human Resources
 Mark Gifford, Trustee Guests:
 Maya Russell, Trustee Members of the Public
 Mary Lalji, Trustee Will Shelling, Bakau
 Dave Crowe, Director - Capital Projects
 Bruce Cunnings, Director of Instruction-Learning Services
 Iain Lancaster, District Vice Principal-Programs & Planning
 Maureen McRae-Stanger, Director of Instruction-Learning & Innovations
 Kristen Keighley-Wight, Communications Manager
 Susana Quan, Vice Principal, NWSS
 Stacy Brine, Teacher, NWSS
 Julie MacLellan, Reporter, New Westminister Record
 Dave Bollen, Vice President – CUPE 409
 Kathleen Chad, Principal, Skwo:wech
 Sarah Wethered, President NWTU
 Kathleen Carlsen, DPAC Chair
 Janet Kinneard, CUPE
 Leanne Sojka, Recording Secretary

The New Westminister School District recognizes and acknowledges the Qayqayt First Nation, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. ADOPTION OF THE AGENDA

2021-080

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda for the November 23, 2021 Regular School Board meeting as amended.

CARRIED UNANIMOUSLY

2. APPROVAL OF THE MINUTES

a. Minutes from the Open Meeting held:

October 26, 2021 Regular Open Meeting

2021-081

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the October 26, 2021 Regular School Board meeting.

CARRIED UNANIMOUSLY

- b. Business Arising from the Minutes

Nil.

3. PRESENTATIONS

- a. Bakau

Superintendent Hachlaf provided a brief introduction to Bakau Consulting.

Will Shelling of Bakau Consulting is an Equity Strategist who provided his academic background before leading into the presentation prepared for New Westminster Schools on: Justice, Equity, Diversity, and Inclusion - Gap Analysis Report. The presentation report provided the District with “gap” areas of opportunities to examine and develop. Suggestions on approach with respect to both the report and staff were provided as well as final recommendations. Of significant importance, he noted that District staff overwhelmingly responded with a clear-cut desire to engage with Justice, Equity, Diversity and Inclusion (JEDI) work.

Questions and discussion followed the presentation.

4. TRUSTEE REPORTS

- a. Outgoing Board Report, Chair Dhaliwal

Chair Dhaliwal shared that she is proud and honoured to have served as Chair and support the work that has been accomplished. She thanked the Board for trusting her and listed various decisions and accomplishments:

- Opening of NWSS in January; grand opening in October
- Completed renaming review process for Richard McBride to Skwo:wech Elementary School
- Replacing Skwo:wech Elementary School
- Funding approval for a 13-classroom expansion at Queen Elizabeth Elementary
- Opening of the Welcome Centre and central registration system
- Looking forward to the opening of the Wellness Centre
- Successful negotiation on the completion and transfer of Massey Theatre to the City of New Westminster
- Increasing Childcare spaces for families (90 new spaces plus an additional 12 coming in January through Seamless Childcare)
- Updated and approved the revised Long Rang Facilities Plan

- Budget consultations revision, prioritized in support of the Strategic Vision
- Received final report and recommendations from the Inclusive Education Review
- Supported food security issues in school where 250 students were fully or partially subsidized
- BC Dairy Partnership Program that offered 6,000, free dairy or non-dairy alternatives to supplement meals for those students who received partial or full subsidies
- Greater Vancouver Food Bank partnership that distributed \$28,000 in grocery store gift cards to families in school communities
- COVID-19 Pandemic that engaged staff to adapt to the changing recommendations and guidance on mask rules, activities and technological upgrades and training
- Hosted a second year of combined in-person virtual graduation events
- Working along-side Fraser Health
- Supported the educational, emotional and social needs of students with additional counselling
- COVID-19 funding for outdoor play structures
- Engaged in important work on Justice, Equity, Diversity and Inclusion in schools

Trustees extended thanks for all her work this year.

b. Election of Chair

Secretary-Treasurer Ketcham called for nominations for the position of Chair for the 2022 Board of Education.

Trustee Beattie nominated Trustee Dhaliwal as Chair for the 2022 Board of Education.

Trustee Dhaliwal accepted the nomination.

Secretary-Treasurer Ketcham called for nominations for the position of Chair of the Board a 2nd time.

Trustee Lalji nominated herself as Chair for the 2022 Board of Education.

Secretary-Treasurer Ketcham called for nominations for the position of Chair of the Board a 3rd time.

There being no further nominations a vote proceeded. ***Trustee Dhaliwal was declared Chair*** for the 2022 Board of Education.

Secretary-Treasurer Ketcham turned the Chair over to re-elected Chair Dhaliwal.

c. Election of Vice-Chair

Chair Dhaliwal called for nominations for the Vice-Chair for the 2022 Board of Education.

Trustee Ansari nominated Trustee Beattie as Vice-Chair for the 2022 Board of Education.

Trustee Beattie accepted the nomination.

Chair Dhaliwal called for nominations for the position of Vice-Chair for the 2022 Board of Education a 2nd time.

Trustee Lalji nominated herself as Vice-Chair for the 2022 Board of Education.

Chair Dhaliwal called for nominations for the position of Vice-Chair of the Board a 3rd time.

Trustee Connelly nominated herself as Vice-Chair for the 2022 Board of Education

There being no further nominations a vote proceeded. ***Trustee Beattie was declared Vice-Chair*** for the 2022 Board of Education.

d. **Election of BCSTA Provincial Council Delegate**

Chair Dhaliwal called for nominations for the BCSTA Provincial Council Delegate for the Board of Education.

Chair Dhaliwal nominated Vice-Chair Beattie for BCSTA Provincial Council Delegate for the 2022 Board of Education.

Vice-Chair Beattie accepted the nomination.

Chair Dhaliwal called for nominations for the position of BCSTA Provincial Council Delegate for the 2022 Board of Education a 2nd time.

Trustee Lalji nominated herself for BCSTA Provincial Council Delegate for the 2022 Board of Education.

Chair Dhaliwal called for nominations for the position of BCSTA Provincial Council Delegate for the 2022 Board of Education a 3rd time.

There being no further nominations a vote proceeded. ***Vice-Chair Beattie was declared BCSTA Provincial Delegate*** for the 2020 Board of Education.

BCSTA Provincial Council Delegate Alternate

Chair Dhaliwal called for nominations for the BCSTA Provincial Council Delegate Alternate for the 2022 Board of Education.

Vice-Chair Beattie nominated Trustee Russell for BCSTA Provincial Council Delegate Alternate for the 2022 Board of Education.

Trustee Russell accepted the nomination.

Chair Dhaliwal called for nominations for the position of BCSTA Provincial Council Delegate Alternate for the 2022 Board of Education a 2nd time.

Trustee Lalji nominated herself for BCSTA Provincial Council Delegate Alternate for the 2022 Board of Education.

Chair Dhaliwal called for nominations for the position of BCSTA Provincial Council Delegate Alternate for the 2022 Board of Education a 3rd time.

There being no further nominations, a vote proceeded. Trustee Russell withdrew her nomination acceptance. ***Trustee Ansari was declared BCSTA Provincial Delegate Alternate*** for the 2022 Board of Education.

e. **BCPSEA Representative**

Chair Dhaliwal called for nominations for the BCPSEA Representative for the 2022 Board of Education.

Vice-Chair Beattie nominated Trustee Russell for BCPSEA Representative for the 2022 Board of Education.

Trustee Russell accepted the nomination.

Chair Dhaliwal called for nominations for the position of ***BCPSEA Representative*** for the 2022 Board of Education a 2nd time.

Trustee Lalji nominated herself for BCPSEA Representative for the 2022 Board of Education.

Chair Dhaliwal called for nominations for the position of ***BCPSEA Representative*** for the 2022 Board of Education a 3rd time.

There being no further nominations, a vote proceeded. ***Trustee Russell was declared BCSTA Provincial Delegate Alternate*** for the 2022 Board of Education

BCPSEA Representative Alternate

Chair Dhaliwal called for nominations for the BCPSEA Representative Alternate for the 2022 Board of Education.

Trustee Russell nominated Trustee Lalji for BCPSEA Representative Alternate for the 2022 Board of Education.

Trustee Lalji accepted the nomination.

Chair Dhaliwal called for nominations for the position of ***BCPSEA Representative Alternate*** for the 2022 Board of Education a 2nd and 3rd time.

There being no further nominations, ***Trustee Lalji was declared BCPSEA Representative Alternate*** for the 2022 Board of Education (by acclamation).

f. **Motion to Destroy Ballots**

2021-082

Moved and Seconded

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

CARRIED UNANIMOUSLY

5. COMMENT & QUESTION PERIOD FROM VISITORS

DPAC – Kathleen Carlsen, DPAC Chair reiterated the value of working in partnership. They are awaiting replies on the letters sent to Richmond Queensborough MLA urging him to act on his 2020 election promise to fund dedicated bus transportation from Queensborough to New Westminster Secondary School and to the Ministry of Education and MLA urging them to accept the 2022-23 District Capital Plan. A letter will be forthcoming to Trustees, Ministry of Education and the MCFD Minister requesting information on how the needs-based model supporting child and youth with special needs will impact both the support for students and the designation for students. She shared ongoing concerns of parents with respect to vaccination, vaccination status and building ventilation upgrades.

CUPE: Dave Bollen, Vice President shared they are entering provincial and local bargaining as well as identified issues pertaining to health and safety plans, violence in schools and the number of members taking mental health days.

NWTU: Sarah Wethered, President, shared elections had occurred and that their work building equity and inclusion in classrooms and community will lead to an equity audit in January 2022. They are hearing from members regarding the chronic TOC and teacher shortages and noted that their mentorship program is growing.

Members of the public were invited to speak. Please refer to the meeting video for complete comments.

6. BOARD COMMITTEE REPORTS

a. Education Policy & Planning Committee, November 9, 2021

1. i. Comments from the Committee Chair, Trustee Russell

Trustee Russell shared the November meeting was excellent with students and administration working together around safety and security with a particular focus on work to address homophobia and transphobia. International Education shared a video that showcased several students that brought the program to light.

2. ii. Approval of the November 9, 2021 Education Policy and Planning Committee Minutes

2021-083

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the November 9, 2021 Education Policy & Planning Committee meeting.

CARRIED UNANIMOUSLY

b. Operations Policy & Planning Committee, November 9, 2021

i. Comments from the Committee Chair, Trustee Connelly

Trustee Connelly thanked everybody who provided their reports.

ii. Approval of the November 9, 2021 Operations Policy and Planning Committee Minutes

2021-084

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the November 9, 2021 Operations Policy & Planning Committee meeting.

CARRIED UNANIMOUSLY

iii. Appeals Review

Superintendent Hachlaf highlighted a modification on page two (2) of a timely response, "within 48 hours".

2021-085

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the revised Appeals Bylaw (Policy 13) as presented.

CARRIED UNANIMOUSLY

7. REPORTS FROM SENIOR MANAGEMENT

a. Receive Statement of Financial Information (SOFI) Report (B. Ketcham)

Secretary-Treasurer Ketcham provided background that in order for the Board and District to discharge their duties, they are required to present and post to the website, their Statement of Financial Position Report. She identified the first part of the component reporting was Financial Statements which the Board had approved before the end of September and was submitted to the Ministry. The second financial reporting relates to schedule of remuneration and expenses, specifically earnings for those employees earning over \$75,000 as well as a listing of expenses of suppliers that received over \$25,000.

Questions and discussion ensued.

2021-086

Moved and Seconded

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

CARRIED UNANIMOUSLY

b. Skwo:wech Capital Update (Verbal) (K. Hachlaf)

Superintendent Hachlaf noted recent floods in the Fraser Valley further contributed to supply chain delays, halting a winter break move. A revised move date will be forthcoming which will include two remote learning days.

c. Superintendent Report (K. Hachlaf)

Superintendent Hachlaf provided highlights:

- District Professional development day on November 12, 2021 was a huge success that received a lot of positive feedback from staff. Supporting truth and reconciliation speaks directly to work around "Calls to Action"
- Virtual employee recognition – 20 years of service (51 employees) and 30 years of service (16 employees)
- Honoured in-person and virtual Remembrance Day ceremonies
- Moving to the second stage of Truth and Reconciliation following the Bakau report in order to implement recommendations and look forward to highlighting those status updates in the New Year.

d. Replacement Staffing Update (R. Weston & B. Ketcham)

Executive Director – Human Resources provided highlights of the Replacement Staffing Strategies noting that data is still being collected. Items within the long-term strategy are:

- A dedicated "replacement" team including teachers and education assistants
- Creating greater outreach not just within the metro regions but other areas of the province and beyond
- Increase emphasis in colleges and universities to graduates
- Become even more flexible and creative with non-traditional work hours for teachers and education assistants to support work-life balance.

Secretary-Treasurer Ketcham emphasized that the long-term strategy will require prioritizing of dollars and reiterated the language of the recommendation of "up to \$500,000.

Questions and discussion ensued.

Chair Dhaliwal put forth a motion:

2021-087

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) extend the Regular Open Board meeting of November 23, 2021 past 9:30 pm.

CARRIED UNANIMOUSLY

2021-088

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) allocate up to \$500,000 for priority replacement staffing to address urgent staff replacement challenges that are impacting staff, students and families.

**CARRIED
1 Opposed**

- e. 2022-2023 Board Authority / Authorized (BAA) Courses (M. McRae-Stanger)

Director of Instruction-Learning & Innovations, McRae-Stanger provided background and process information on Board Authority/Authorized (BAA) courses before identifying this years' course for approval:

- ELL Cultural Identities 11: The aim of the course is to have students learn English by telling their own stories and comparing their experiences to other cultures including Canadian culture and Indigenous cultures, thereby developing their abilities in receptive and expressive language.

2021-089

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the following Board Authority/Authorized Courses for the 2022/2023 school year.

BAA English Language Learning– Cultural Identities 11

CARRIED UNANIMOUSLY

- f. Inclusive Education Review Update (B. Cunnings)

Director of Instruction-Learning Services, Cunnings highlighted the Inclusive Education Review, in particular, the Phase 2 Recommendations. Further updates will be provided in February 2022.

8. NEW BUSINESS

Nil.

9. QUESTION PERIOD (15 Minutes)

The public was given the opportunity to ask questions on matters that arose during the meeting. For full comments please refer to the meeting video.

Trustee Lalji put forward a motion:

THAT the Board of Education of School District No. 40 (New Westminster) approve the cost to place the blinds in all classrooms in our NWSS new school as per the plea of the students for their safety and their preferred learning environment to provide a distraction free environment.

MOTION NOT SECONDED

10. NOTICE OF MEETINGS

Tuesday, December 14, 2021: School Board Meeting, 7:00pm - via Webex

Tuesday, January 18, 2022: Education Policy & Planning Committee Meeting, 5:00pm - via Webex

Tuesday, January 18, 2022: Operations Policy & Planning Committee Meeting, 6:30pm - via Webex

Reminders:

BCSTA Trustee Academy - December 3 - 4, 2021

National Day of Remembrance and Action on Violence Against Women - December 6, 2021

11. REPORTING OUT FROM IN-CAMERA BOARD MEETING

- a. Record of the October 26, 2021 In-Camera Meeting
- b. Record of the November 9, 2021 Special In-Camera Meeting

13. ADJOURNMENT

The meeting adjourned at 10:15 pm

Chair

Secretary-Treasurer

From: [stacey smith](#)
To: [Gurveen Dhaliwal](#)
Cc: [Ali Elman](#); [Board of Education](#); [Dee Beattie](#); [Anita Ansari](#); [Danielle Connelly](#); [Mark Gifford](#); [Mary Lalji](#); [Maya Russell](#); [Kathleen Carlsen-Locatelli](#); [nwsspac@gmail.com](#); [\[REDACTED\] info](#); [Communications](#)
Subject: Re: ::External Email:: Petition to Mandate Vaccine among School Staff of New Westminster School District
Date: Wednesday, December 8, 2021 9:31:20 PM
Attachments: [image001.png](#)

Some people who received this message don't often get email from staceysmith@gmail.com.
[Learn why this is important](#)

Thank you ,Chair Dhaliwal, for your more detailed response.

If we have any further questions, we will be in touch.

Best,

Stacey Cheverie

On Fri, Dec 3, 2021 at 1:04 PM Gurveen Dhaliwal <gdhaliwal@sd40.bc.ca> wrote:

Hello Stacey (and the others on this chain),

Again, I will start by sharing my appreciation, on behalf of the Board of Education, for the time you've taken to put all of this together.

Before I jump into answering the questions you've posed, I would like to ground the answers in a few pieces that seem to overarch your questions and their premises:

- Most importantly: our Board, at every turn, has clearly articulated its support of vaccinations. We will continue to support and encourage anyone who would like to get vaccinated to do so.
- I understand the place of worry and concern this is coming from. And while I also understand that it is easy to focus on vaccines as a solution, I hope you can also recognize that this has proven to be a complicated issue, with challenging and sometimes conflicting factors to weigh when coming to a decision.
- There are many issues and topics where the Board deeply values and requires input from parents and other stakeholders, as being integral to the work we do. That will not change. That said, health and safety policies are not the place where thoughts and opinions are the determining factors. When it comes to making health and safety related decisions, we need to be informed by data, evidence, and recommendations from the experts in that specific field (epidemiologists, health authority leaders and organizations, etc).

1. You've asked a number of questions around specifics with staff

We have used the publicly documented data – from the BCTF study you cited, to data provided by Fraser Health and Coastal Health that was shared in the original statement – to land at an educated understanding of our likely vaccination range. We have conferred with our union partners, who have been consulting with their members. Those partners support the decision that was made: continuing to support and encourage vaccinations, continuing to

follow the recommendations of health and safety authorities, but doing so without moving to a district-wide vaccination mandate.

We do not share personal information about staff – whether that’s about their health choices or where they live. Like we would for any other health issue an employee may be facing, we respect their personal privacy. Under the current situation and recommendations before us, we will not engage in actions that force people into feeling pressured to disclose their personal health choices. I say this while recognizing and acknowledging the vast majority of staff are already fully or partially vaccinated, and that we’ll continue to encourage and support others to join them.

2. You’ve asked a number of questions around expanding on the analysis

The data shows us that schools are relatively safe places: the transmission in schools continues to be lower than that in the general community. Vaccination rates are high. Health authorities continue to tell us that we do not need 100% vaccination rate to safely operate schools.

Does it take away all risk? No. But it does show us that the layers of measure we have in place are working.

Additionally, in the places where transmission is happening in school, [the data provided by Fraser Health](#) shows us: “students, rather than staff, are majority of cases and primarily drive in-school transmission.” Again pointing to limited benefits of an unrecommended possible mandate.

And, as per the initial comments, on the consultation front, the Board consulted with the experts we needed to, to come to a discussion on this health and safety and staffing matter.

Finally on this question, we have the analysis work done by our HR department, that included considering staffing level implications. This led us to consider safety through multiple lenses. Specifically, we took into consideration how safety might be compromised if we lost staff. We considered the impact of potentially losing classroom teachers, when we’re already struggling without enough TTOCs to step in to cover for sick days in our schools. We considered what it would do to students with disabilities if we lost EAs who are so vital to supporting their needs and successes. We considered what it would mean to vulnerable kids in the district if we lost the support workers they count on. We considered these risks and safety concerns from both a short and long term perspective.

3. Question around transparency and disclosure

Due to the nature of the conversations, much of the discussion needed to happen in-camera, and that is determined by the policies under which our Board and other boards operate. I think you’ll see that process having been mirrored in other district’s as well.

But we understood the immediate importance of providing people greater insight, in the name of transparency, and released the statement you’ve referenced. We have taken questions at Board meeting around this, the Superintendent has spoken to the Board’s

decision at DPAC and other meetings, and we have been responding to or documenting a wide range of reactions and responses to this decision that was made – just as we are doing here.

4. Leadership and considerations

While I realize you don't agree with the decision, we did take the lead on this issue. As soon as this decision was confirmed as resting with individual school board employers (as the legal employer for all employee relation matters), our Board acted immediately. We were the first District to come to this decision – a decision that was quickly followed by and mirrored, with similar reasoning, in all the Districts around us. And it is a decision that we continue to stand behind – grounded in information and guidance from jurisdictional leaders and subject matter experts.

5. Proactive versus reactive

Where we have opportunity to plan ahead in the work we do and be proactive, we will always do so.

But as it pertains to monitoring an unprecedented and continually evolving health crisis, we need to make sure our actions and choices are aligned with the best science and information we have at that time. That means, as we have been doing throughout this crisis, it's important we're then open and ready to be responsive (not reactive) to the needs that arise.

6. Rapid testing

Again, we respect our employee's personal privacy, and we see no need at this time to force disclosures or introduce additional measures that have not been recommended in our sector. It should also be noted that the entire sector has been unified in accepting and following advice of the designated leaders and subject matter experts across many of the issues you've raised.

7. Human rights argument

I appreciate the acknowledgement of the public rationale that was provided to the whole community, but I'm not certain here where your reference to the "Human Rights approach to Proof of Vaccination" is from. Though, in taking a moment to look it up I did note that the sentence that directly follows the one you shared is: "... Just as importantly, no one should experience harassment or unjustifiable discrimination for not being immunized when there are effective alternatives to vaccination status policies."

And I must say that feels like an apt comment to transition into some final reflections on.

What we know right now is: we have many layers of measures in place that are keeping our schools as safe as possible. That includes, but is not limited to, masking rules, cleaning protocols, high vaccination rates, families working as partners in reducing exposure where

possible, the many COVID-related protocols that have changed how activities and lessons are organized, and more. We see new options coming online now with parents and guardians able to choose whether they get their 5-11 year olds vaccinated. Each plays one role, and each can support the other. And it's working.

Schools remain the best place for most kids to learn and grow. There are parents in our community counting on us to keep in-person learning happening – both for the sake of their kids' well-being and learning, as well as for their ability to do jobs that can't happen from home. There are students who depend on our lunch programs to give them the certainty of at least five set meals a week. There are staff in our schools counting on the fact that their colleagues can be there to support the vital work they're doing.

There are no easy answers in this. But our Board stands behind the decision that was made. If or when the health and safety authorities change their recommendations or provide updated data to show us the situation and guidance has changed, then we will certainly look at that.

I trust this has sufficiently provided you the additional understanding you were looking for.

Regards,

Gurveen Dhaliwal, Chair (she/her)
Trustee, New Westminster Board of Education



P 778.834.7014 | E gdhaliwal@sd40.bc.ca | W newwestschools.ca | T @gurbeans

The New Westminster School District recognizes and acknowledges the Qayqayt First Nation, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

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On Dec 1, 2021, at 6:38 PM, stacey smith <[s\[REDACTED\]](#)> wrote:

Chair Dhaliwal,

Thank you for your response to our letter. I am one of the parents that

helped draft this document, and yes, we did indeed put a lot of thought into the letter and [petition](#).

However, we find your response inadequate. You have addressed very little in respect to our list of concerns and no real detail on how you and The Board reached your decision to not enforce a mandate.

Once again, we are asking you and The Board to respond with some explicitness to our questions set out below, some of which are issues raised in our first letter and others that have arisen from those issues:

1.

In The Board's statement about a vaccine mandate [you stated](#): *"94% of all teachers and staff were fully vaccinated, with an additional 1% having one vaccine and intending to get the second."* Working forward from these figures we would like to get further information about our immediate area. We are asking The Board to provide some clarity on the questions below.

A. According to the [New West Schools website](#), there are more than 550 teachers and 400 support staff that are employed in our New Westminster schools. Has this district made any attempt to ascertain the percentage of vaccinated staff in this particular school district, and in fact per school?

B. What is the percentage of staff who do not live in New Westminster, but come here to work?

C. What has The Board done to engage with the over 940 New Westminster school staff to establish what their sentiments are in respect to a vaccine mandate?

D. Have there been any polls or any consultation in respect to their thoughts on a mandate?

E. Do the staff have the autonomy to choose not to work alongside unvaccinated colleagues?

2.

An issue brought up in our initial letter is the fact that New Westminster has a high vaccination rate in the general population. We said, *"it would appear the majority of parents in New Westminster are likely to believe that the decision you made is not in sync with the public measures already in place and is completely removed from the desires and sentiments of the predominance of the New Westminster general public."*

We also addressed the fact parents do not necessarily feel schools are safe havens for their children under the current circumstances. You said in the "Statement on staff vaccine mandate" the decision to not impose a mandate was based on many factors including, *"the science and recommendations we received from our local health authorities, and on the analysis done by our HR department."*

Can you expand on that analysis? For example, a broader explanation includes answering the following questions:

- A. Did The Board consult with parents directly at any level?
- B. Did The Board consult with any Parent Advisory Councils (PAC)?
- C. What communication and consultation were there between The Board and any PAC groups?
- D. Did The Board solicit any input from parents, the school staff or any PAC groups?
- E. Did The Board explicitly encourage communication between the various PAC and PAC groups and parents on this issue?
- F. Is there any documentation in respect to any answers to the questions above?
- G. The Board sought a legal opinion on the legalities

surrounding imposing a mandate. Is this legal opinion available to the public?

3.

As per our letter, we feel there is a lack of transparency in respect to parents having the right to know if their children will be spending any time with an unvaccinated staff member. We feel that The Board needs to better engage with parents and groups.

A. What does The Board propose to do to ensure better transparency and disclosure?

4.

We understand that vaccination policies and how they are appropriately implemented in the workplace are new legal territory. From the meetings, I have attended and what I am hearing, the Board appears unwilling to take the lead in these uncharted waters.

A. How does The Board justify and not take into consideration putting staff and students in a potentially unsafe environment because a small segment of people has chosen not to receive a vaccine?

5.

As we move forward, how does The Board plan on being more proactive, versus reactive? For example, if the 5-12-year-olds get a high rate of vaccination, yet outbreaks continue in the school settings, will that initiate a change of stance by this Board?

6.

We understand Public Health does not have the resources to cover the cost of onsite rapid testing. However, it is our understanding that many other employers in the Province require their unvaccinated staff to have weekly testing, and to pay for it

personally.

- A. Has this possibility been discussed by the Board?
- B. If so, what was the outcome of this and was any decision reached?

7. Chair Dhaliwal, you have stated in a Vancouver Sun Article": [the board took into account privacy concerns, the implications of providing accommodations for staff, and the impact on school staffing levels and supports available for students in making its decision.](#) I note it appears that information has been taken from a Policy Guidance from the Human Rights Commissioner Code updated on October 21, 2021 "**A Human Rights approach to Proof of Vaccination during the COVID-19 pandemic**".

While we understand there are key human rights principles with developing mandates for vaccinations, we feel there are many unanswered questions and concerns that The Board has not addressed. We also understand that this is a complicated and ever-evolving situation, but we also feel The Board is cherry-picking from B.C.'s Human Rights Code, and has not effectively shared information that highlights why you do not implement a policy that is being used as a proven tool to combat the spread of Covid-19. Additionally, we do not feel you have effectively addressed the rights of those that have been vaccinated.

To quote from the Human Rights Commissioner Policy code:

"It is in challenging times that it is most critical to place human rights at the centre of our decision making. No one's safety should be put at risk because of other people's personal choices not to receive a vaccine."

Sincerely,

Stacey Cheverie

On Mon, Nov 22, 2021 at 9:52 PM Gurveen Dhaliwal <gdhaliwal@sd40.bc.ca> wrote:

To Ali Elman,

I want to thank you, on behalf of the Board of Education, for the time and thought that went into putting this together.

We understand these are challenging times to navigate, and our Board has been very clear in our personal and collective support of vaccines as one of the many important ways we can work to reduce the risk of COVID-19, both in our schools and in our community. As one example of that support, here is the letter released jointly by our Board, the District, the New Westminster Teachers' Union, CUPE Local 409 and the New Westminster Principals' and Vice-Principals' Association that supports and encourages staff who haven't yet, to get vaccinated: <https://newwestschools.ca/covid-19-vaccine-encouragement/>

As it pertains to a mandate though, this is something we have made a decision on. That decision was based on the science and recommendations we received from our local health authorities, and on the analysis done by our HR department – as we have to consider safety and operations from many perspectives. If you would like to review the rationale provided (including links to the guidance and detailed data that was used to inform the decision), you can find that here: <https://newwestschools.ca/covid-19-vaccine-encouragement/>

I think you'll see this mirrored in the decisions other districts have also come to.

This situation will continue to move and evolve – as it has again following the announcement of approval for vaccines for all school aged children in Canada now. As we move forward, we will continue to follow the guidance and recommendations of our various health authorities, working to support all the layers of protections that are keeping our schools as safe as we can.

Gurveen Dhaliwal, Chair (she/her)
Trustee, New Westminster Board of Education

<image001.png>

P 778.834.7014 | E gdhaliwal@sd40.bc.ca | W newwestschools.ca | T @gurbeans

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Sincerely,

On Nov 15, 2021, at 12:21 AM, Ali Elman
[REDACTED] > wrote:

Some people who received this message don't often get
email from [REDACTED] [Learn why this is important](#)

Dear Trustees,

We are writing to request the Board of Education reconsider its recent decision to not move forward with a staff vaccine mandate in New Westminster. We are asking that you introduce a COVID-19 vaccine mandate for the New Westminster school staff community immediately.

According to the [BCCDC](#), as of October 13, 2021, New Westminster has a vaccination rate that is amongst the highest in the Province. Given 86% of our residents are fully vaccinated, it would appear the majority of parents in New Westminster are likely to believe that the decision you made is not in sync with the public measures already in place and is completely removed from the desires and sentiments of the predominance of the New Westminster general public.

We are troubled with the Province's failure to make a province-wide mandate. However, with the Province egregiously pushing that decision onto the School Boards, we were hopeful this Board would exercise its ability to protect the school community by instituting the strongest possible measures available: a vaccine mandate. There is irrefutable proof that vaccinations work in stemming the spread of COVID-19. Mandatory vaccination policy among the eligible is the most reliable step towards the health and safety of communities.

For this Board to not take the most important, known step to protect the

school community and demand mandatory vaccination is beyond comprehension. Further, the BC Teachers Federation pronounced it would support a vaccine mandate.

According to this school board's "Statement on a Staff vaccine mandate" 94% of staff in BC schools are fully vaccinated with an additional 1% having one vaccine and intend to get the second. This means that this Board is pandering to approximately 5% of school staff who are refusing to get vaccinated. In fact, it is probably safe to assume, given the high vaccination rate in New Westminster, this number is lower. By pandering to the unvaccinated staff and allowing them in the schools, you are endorsing and allowing 5% of people, who research has shown tend to lead high-risk lives in respect to this virus, control 95% of vaccinated people who are doing their level best to avoid spreading the virus.

Furthermore, you are allowing the unvaccinated to freeride on the backs of all those that have been vaccinated and more importantly to freeride on the backs of our children, who likely will have a similar vaccination rate to the people 12 years and older. This is shameful.

Parents on the whole do not feel that the schools are particularly safe for their unvaccinated young children if for nothing else, the number of contacts that inevitably occur in a school setting. An additional grievance is the paradox of a mask mandate for children. While we all agree that masks are one mechanism in the fight against COVID, vaccination is a far more efficacious tool. We find it an anomaly that children, as young as five years old, are mandated to be masked for the duration of the school day, and yet could be near an unvaccinated adult for the whole school day.

If this Board continues to indulge the unvaccinated, there needs to be greater transparency and information sharing with the parents. Further, this needs to be done promptly. We ask that we, the parents, be informed immediately if their child is going to be spending any time with an unvaccinated staff member. Parents then can make their own decision as to the level of exposure they are comfortable with, for their child. We feel that the safety of our most valuable resource, our children supersedes privacy issues the 5%, unvaccinated staff members might have.

This Board uses the argument of staffing issues if a vaccine mandate was brought in. Given the high vaccination rate in New Westminster, we feel that the majority of parents would accommodate and work alongside the schools to keep their children safe and away from unvaccinated adults.

In most sectors in this Province, mandatory vaccination or proof of vaccination is required. By this inaction on the part of the Board to mandate staff vaccines we strongly believe our children are not only being left behind but are being put in an untenable and dangerous

situation.

As winter progresses and we head indoors, with the inevitable respiratory illness and the roll-out of the vaccine for the under 11 years old still weeks away, these are exigent circumstances and we feel it behooves the New Westminster Board of Education to reverse their decision and mandate a vaccine for all staff, effective immediately.

Sincerely,

Ali Elman

Stacey Cheverie

Thi Huong Lan Dao

Ryan Cheverie

Ronald Prasad

Thanh Lam Thai

Jennifer Ward Parsons

Rick Parsons

Christine Peters

Marlaye Metzker

Richard Metzker

Trish Robinson

Andrew Robinson

Shelley Koehli Ng

Alex Ng

Karyn Audet

Shawn Tully

Christi Arellano

Ruben Arellano

Jennifer Rhyne

Angela Yadav
Natalie Suffron
Lynne Benoit
Kevin Jackson
Kelly Apostle
Lea Yallop
Jodee Palin
Steve Reid
Lena Jerabek
Nicole Sy
Kathleen Carlsen
Anne Wong
Brian Wong
Amber Orchard
Alex Charnia
Blair Johansen
Amber Orchard

Subject: FW: Response to Concerns Regarding Blinds at NWSS

From: Maureen McRae-Stanger <mstanger@sd40.bc.ca>

Date: Wednesday, November 24, 2021 at 12:53 PM

To: Kathleen Carlsen-Locatelli <newwestdpacchair@gmail.com>

Cc: Gurveen Dhaliwal <gdhaliwal@sd40.bc.ca>, Karim Hachlaf <khachlaf@sd40.bc.ca>, Murray McLeod <mmcleod@sd40.bc.ca>, Maureen McRae-Stanger <mstanger@sd40.bc.ca>

Subject: Re: Response to Concerns Regarding Blinds at NWSS

Hello Kathleen:

I wanted to follow up regarding your questions/concerns around blinds at NWSS. At the November 9 Education Policy and Planning Meeting, we provided a comprehensive update around the use of blinds at NWSS in regards to both safety and instruction. Here is a summary of that information.

Safety:

In terms of safety, as part of our planning for emergency and lockdown procedures, we consulted with “Safer Schools Together” who work in partnership with the Ministry of Education, as well as with the NWPd. Representatives from Safer Schools meet with us, toured the NWSS site, and provided us with detailed information regarding the successful use of safe rooms in the event of a lockdown. At their suggestion, we also toured a school in Surrey who effectively uses the safe room approach and consulted with their admin team to better understand their lockdown procedures. Safer Schools also supported us in the design and implementation of our lockdown plan, including the number of safe rooms required. This guided our purchase of blinds. The blinds for safe rooms were only necessary on the second and third floors, as the main floor has spaces to safely lockdown as well as classroom exit doors to support rapid evacuation if necessary. We were very pleased that our first lockdown drill in October was extremely successful and students were safely hidden and silent in each of the safe areas in less than 5 minutes. We will be conducting another drill in February with NWPd present and will take any feedback from them to ensure that there are no additional safety concerns. There are no budgetary issues or restrictions involved in the decision regarding the number of blinds and safe rooms.

Instruction:

We do know that some students have expressed concerns about feeling anxious in some of the more open spaces in the building. Principal McLeod has been consulting with the students and is working on providing some smaller, more private spaces as needed. With the recent addition of furniture to the collaborative learning spaces, it has significantly reduced the “transparency” or fishbowl aspect of the learning neighbourhoods, as the furniture is acting as a natural barrier. The staff is also supporting the individual needs of students by including flexible seating plans and particular desk locations as required. Some of the breakout room spaces on the second and third floor are being frosted to allow for quiet working areas for small groups. The design vision of the school was created to support visible and collaborative instructional spaces that best align with the cross curricular learning experiences that are a key part of our redesigned curriculum.

Thank you Kathleen, and I hope this provides further clarification.

Kind regards,
Maureen

Maureen McRae-Stanger (she/her)

Director of Instruction, Learning and Innovation



P [604.517.6178](tel:604.517.6178) | **E** mstanger@sd40.bc.ca | **W** newwestschools.ca | **T** [@mcraestanger](https://twitter.com/mcraestanger)

Executive Assistant: Prab Samra - psamra@sd40.bc.ca

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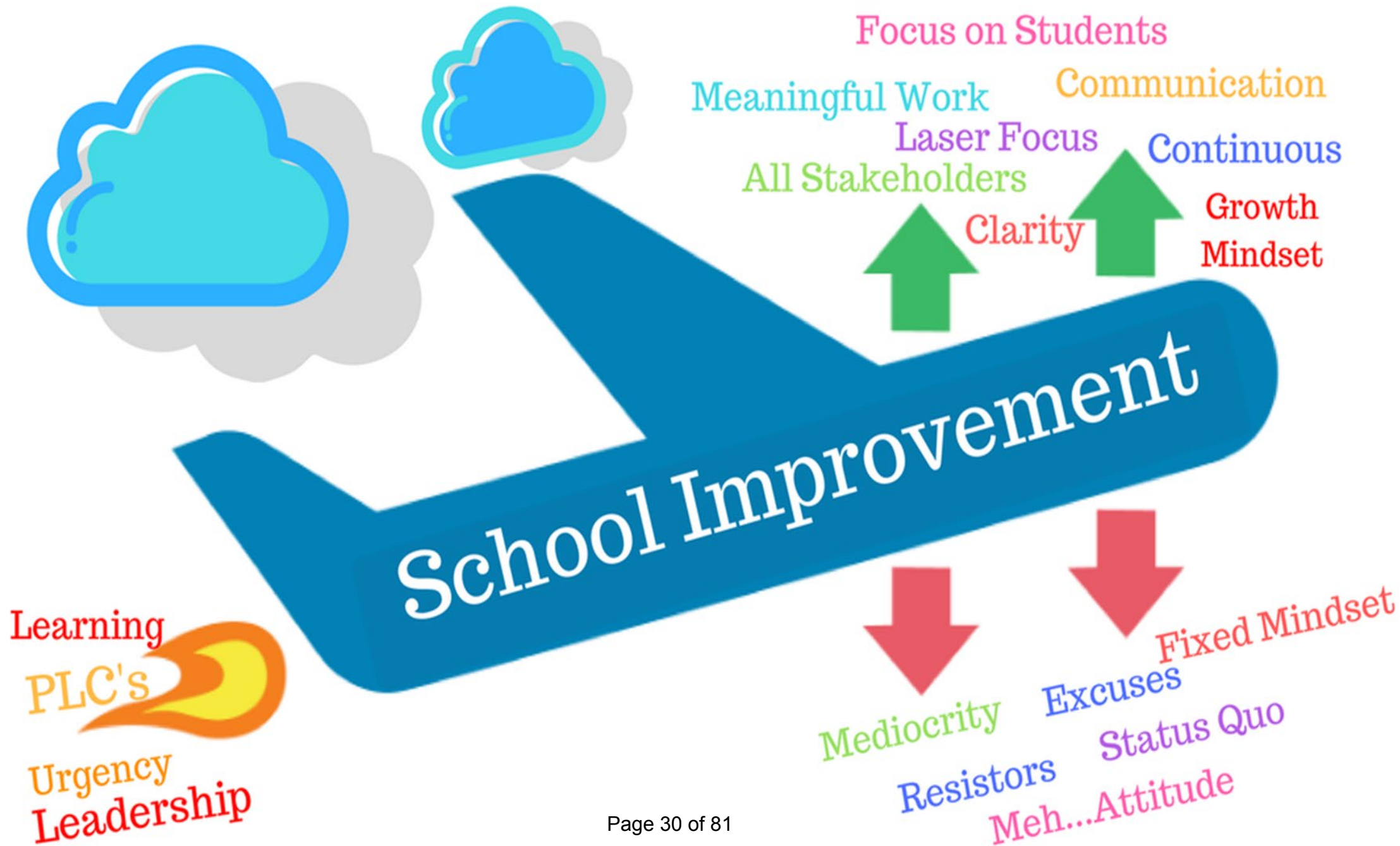
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School Learning Plans

2021–2022



New
Westminster
Schools



Reflection

WHAT WAS YOUR PROCESS FOR ESTABLISHING YOUR FOCUS FOR THE YEAR ?

WHAT DATA INFORMED YOUR GOAL SELECTION?

WHY IS THE MOST IMPORTANT THING TO FOCUS ON?

HOW WILL YOU MEASURE OUTCOMES?

HOW WILL YOU COMMUNICATE AND CELEBRATE PROGRESS WITH YOUR COMMUNITY?

Board Strategic Plan – Intended Impact

Students – Whole and healthy learners who are confident, persistent and responsible citizens

Families – Partners in education who are valued and welcomed in our schools

Staff – Valued and appreciated employees finding purpose in their work

Community – Strong partnerships enhancing student success



Themes

- ☐ SOCIAL EMOTIONAL LEARNING
- ☐ SCHOOL CULTURE/CLIMATE
- ☐ RELATIONSHIPS
- ☐ INDIGENOUS PERSPECTIVES
- ☐ COMMUNICATION



F.W. Howay Elementary School

GOAL

Implement a structure of support that builds on a whole staff collaborative approach to enhance and develop student literacy skills and core competencies of communication and thinking.



Skwo:wech Elementary School

GOAL

Students will be able to self-regulate their behaviour to be successful, life-long learners. At Skwo:wech, we will continue to work together to develop the knowledge, skills and attitudes to foster a positive school community of socially and emotionally connected learners.



Lord Kelvin Elementary School

GOAL

Improve communication with families about student learning.



École Lord Tweedsmuir Elementary School

GOAL

To build positive and caring relationships that strengthen school climate.



New Westminster Secondary School

GOAL

To ensure NWSS is a place where our culture fosters a learning environment that is accepting of diversity, provides equitable opportunities for all learners and inclusion is at the centre of our work.



School Learning Plan

October 2021/22

THE CURRENT CONTEXT

Summary of the data gathering sections of the planning template. You can also add details about specific equity issues you have noted and would like to address.

OBJECTIVE: WHAT WE HOPE TO ACHIEVE

This is the big overall goal/objective (must be measurable)

DESIGN: HOW WE PLAN TO MEET OUR OBJECTIVE

Action Plan

Include how you will use resources (professional development, learning tools, etc.)

Timeline

SUCCESS INDICATORS: HOW WE WILL KNOW THAT OUR ACTIONS ARE HAVING THE DESIRED IMPACT

Key Results

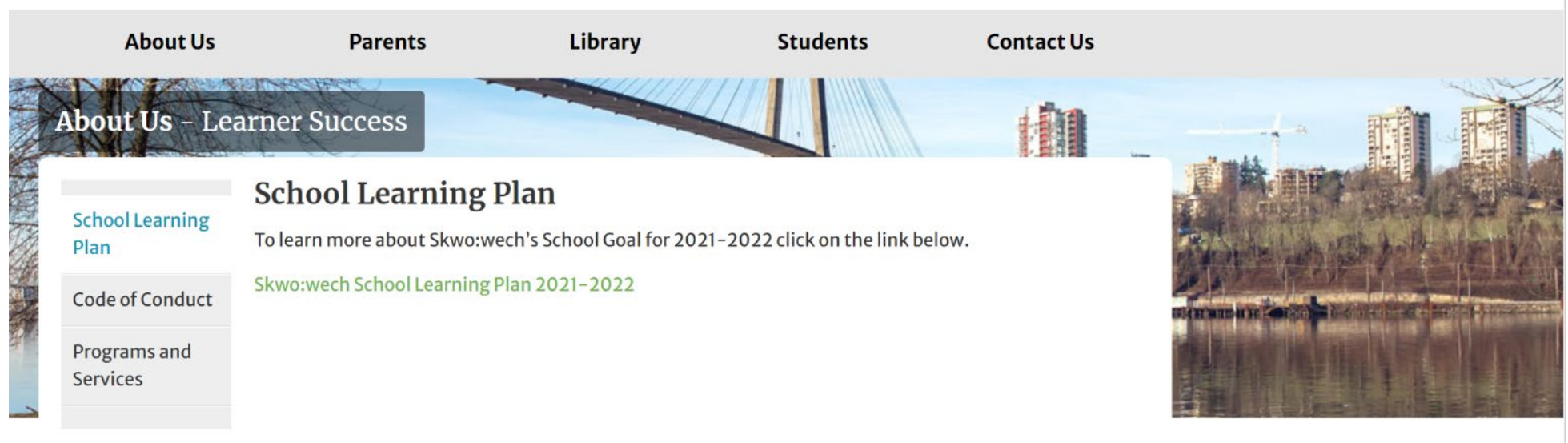
This would be your key results – the idea is that if all of these were achieved, your objective would be met

Consider vulnerable students

COMMUNICATION: HOW WE WILL SHARE OUR LEARNING JOURNEY WITH OUR COMMUNITY

Consider multiple forms of communication (newsletters, social media, bulletin boards)

School Website Posting



School	Goal
Connaught	We will encourage each student's confidence, engagement and competence in literacy.
FW Howay	Implement a structure of support that builds on a whole staff collaborative approach to enhance and develop student literacy skills and core competencies of communication and thinking.
École Herbert Spencer	Using Indigenous knowledges and perspectives, we will explore place-conscious learning as an inclusive approach to support student and staff well-being and connections to self, to others, and to our environments. This includes continuing to provide additional supports to Indigenous students in their literacy development.
École Qayqayt	To optimize student learning and to empower students to become active participants in their learning. To transfer the knowledge students have gained in the area of SEL (social emotional learning) to become powerful agents in their learning using a growth mindset framework.
Lord Kelvin	Improve communication with families about student learning.
École Lord Tweedsmuir	To build positive and caring relationships that strengthen school climate.
Queen Elizabeth	To build a caring and inclusive community where children, staff and families learn together.
Skwo:wech	Students will be able to self-regulate their behaviour to be successful, life-long learners. At Skwo:wech, we will continue to work together to develop the knowledge, skills and attitudes to foster a positive school community of socially and emotionally connected learners.
École Glenbrook	In the fourth year of a four-year plan, we are more strategic in our actions, targeting specific support in areas such as SOGI and Truth and Reconciliation. These targeted actions continue to support the overall development of mindfulness in all members of our school community.
QMS	We believe that all students can achieve at high levels with effort, perseverance, resilience and the right set of strategies. We hope to carve a path towards such achievement for our students as we shift our focus towards Social-Emotional Learning (SEL). Our goal is to teach, demonstrate, and develop SEL competencies with our students.
FRMS	Guided by the First People's Principles of Learning, our goal is to create an engaging environment where students learn and collaborate through cross-curricular experiences.
NWSS	To ensure NWSS is a place where our culture fosters a learning environment that is accepting of diversity, provides equitable opportunities for all learners and inclusion is at the centre of our work.

<u>POWER</u>	To foster a cohesive community by strengthening student connections to school, interpersonal connections among students and the student-educator connection.
<u>RCAP</u>	For students to express more confidence academically and socially.
<u>HLP</u>	Our School goal is to explore how a blended learning model can enhance the community, communication and instruction at the Home Learners' Program.
<u>NW Online</u>	To use tablet technology to provide more effective and detailed explanations in math and science courses as we meet with students online.
<u>PALC</u>	This year we are concentrating on facilitating student placement and progress through the Ministry of Education's Literacy Foundations curriculum and subsequent grade 11 and 12 courses in mathematics and English, with a view to best initial placement and the most rapid possible advancement, to align with our students often time-limited objectives.

Connaught Heights Elementary School Learning Plan Update

Jennifer Scorda

December 14th 2021



2021-2022 Focus (Building off the last three years)

·**BIG IDEA:** WE WILL ENCOURAGE EACH STUDENT'S CONFIDENCE, ENGAGEMENT AND COMPETENCE IN LITERACY.

·**COMPETENCY 1:** WE WILL INTEGRATE AND EMBED INDIGENOUS CONTENT, KNOWLEDGE AND WAYS OF KNOWING INTO OUR LITERACY INSTRUCTION/LEARNING

·**COMPETENCY 2:** WE WILL FOCUS STAFF COLLABORATION ON WRITING INSTRUCTION, WRITING ASSESSMENTS AND MATCHING WRITING SAMPLES WITH THE PROFICIENCY SCALES TO IMPROVE STUDENTS' WRITING SKILLS

Story Stones Collaborative Project

- WHOLE SCHOOL PROJECT AND ENGAGEMENT
- 12 OPEN-ENDED STORY STONES CREATED BY ONE OF OUR EDUCATION ASSISTANTS
- CLASSES ENGAGED WITH STORY STONES THROUGH NOVEMBER
- VIRTUAL CELEBRATION ASSEMBLY ON DECEMBER 7TH (FAMILIES INCLUDED)



What Are Story Stones?



- STORY STONES ARE A VISUAL PROMPT TO ENCOURAGE STORYTELLING
- STORY STONES CAN HAVE IMAGES OF ANYTHING ON THEM
- STORY STONES SPECIFICALLY WORK WELL FOR ENCOURAGING COLLABORATIVE ORAL STORYTELLING

Goals for the Project

**All that we are is story...
It is what we arrive with.
It is all we leave behind.**

RICHARD WAGAMESE



- TO PROVIDE A PLATFORM FOR STAFF TO TALK ABOUT PROFICIENCY AT DIFFERENT GRADE LEVELS
- FOR ALL STUDENTS TO ENGAGE IN OPEN ENDED STORY TELLING
- TO HIGHLIGHT THE IMPORTANCE OF ORAL STORYTELLING FOR OUR COMMUNITY
- TO BUILD LITERACY SKILLS THROUGH STORY TELLING

Observations and Reflections

STUDENTS WERE HIGHLY ENGAGED

KINDERGARTEN STUDENTS SAID "THE BEST PART WAS ALL WORKING TOGETHER"

THE ORDER THE STONES WERE PULLED OUT IN INFLUENCED THE STORY GREATLY

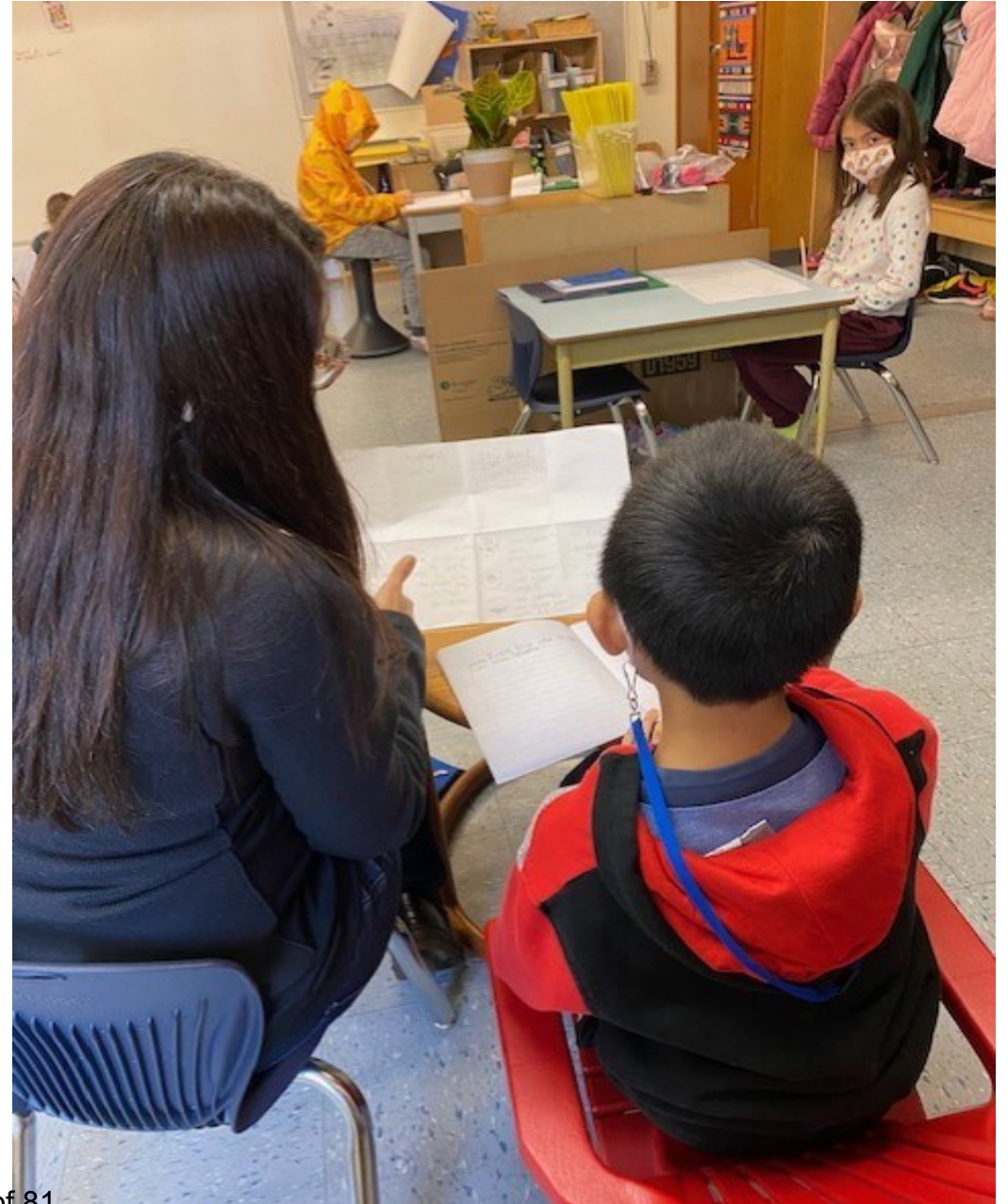
MANY STUDENTS EXHIBITED LANGUAGE SKILLS THAT FAR EXCEED THEIR WRITTEN OUTPUT AND FELT GREAT SUCCESS

HOW COULD WE HAVE MORE MEANINGFULLY INTRODUCED ORAL STORYTELLING PRIOR TO BEGINNING?



Where to Next?

- STORY STONES TO BE LOCATED IN A COMMUNAL LOCATION
- STORY STONE CREATION WITH FAMILIES AND STUDENTS, FOR HOME
- REFLECTION WITH STAFF ON STUDENT PROFICIENCY AND DEVELOPMENT
- “EXPERT” EXAMPLES OF ORAL STORYTELLING



We are storytelling creatures, and as children we acquire language to tell those stories that we have inside us.

Jerome S. Bruner



COVID-19 Update Operations Committee

Karim Hachlaf

December 14, 2021

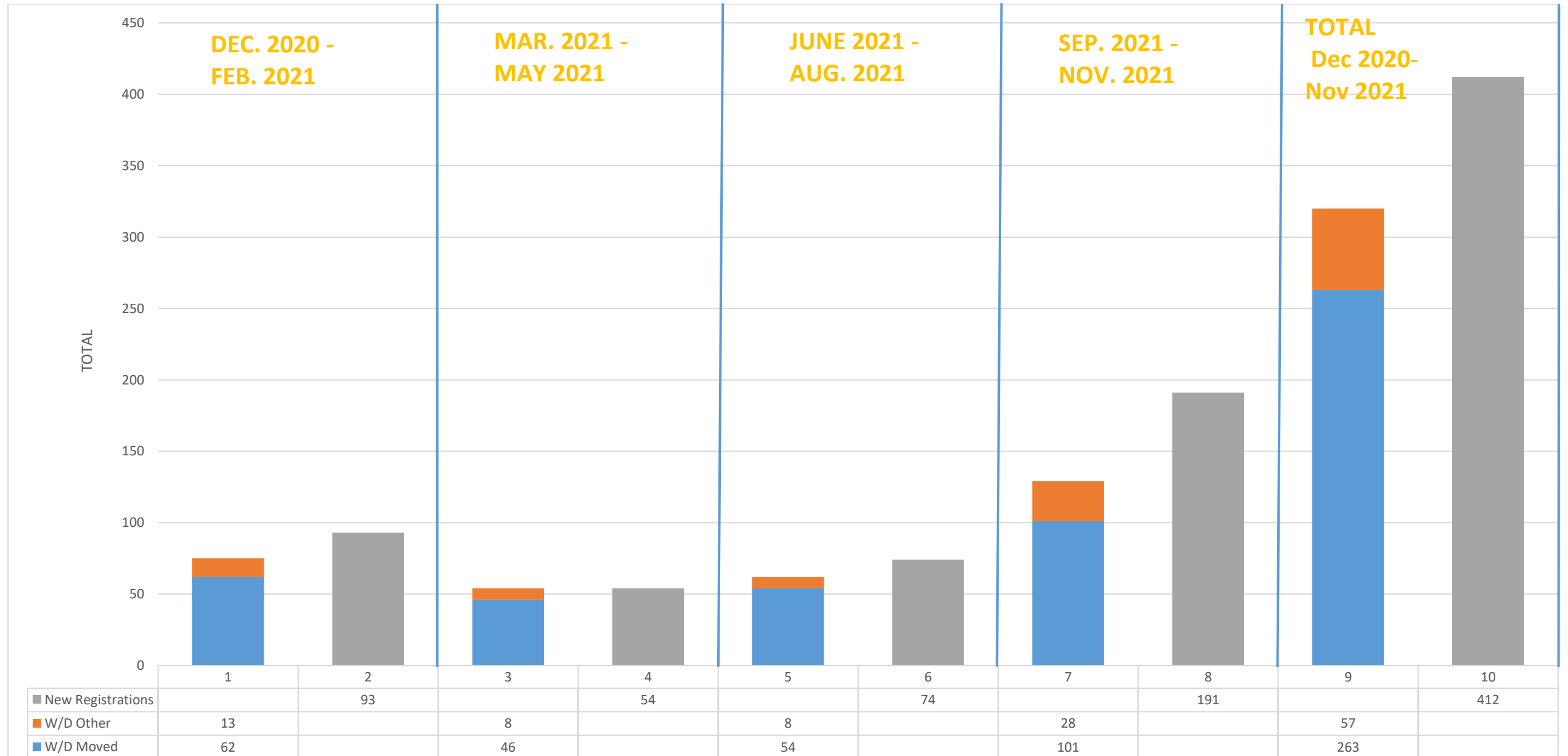
New Westminster Schools: COVID-19 Notifications (November 4 –December 1, 2021)

Self-Monitor Notifications	Date Sent to Community
Connaught Heights (1)	Dec 1
Skwo:wech (2)	Nov 8 (A) & (B)
Glenbrook(5)	Nov 23 (A) (B) & (C) Nov 19 (A) & (B)
Fraser River Middle (4)	Nov 24 (A) & (B) Nov 12 (A) & (B)
Herbert Spencer (2)	Nov 21 (A) & (B)
Queen Elizabeth (1)	Nov 7
Lord Kelvin (1)	Nov 7
Total: 16	Total (Oct.7-Nov.3): 24
Self-Isolation Notifications	Date Sent to Community
Herbert Spencer (1) (2 individuals)	Nov 21
Connaught Heights (1) (5 individuals)	Nov 12
Lord Kelvin (1) (1 individual)	Nov 7
Skwo:wech (1) (5 individuals)	Nov 8
Total: 13 individuals	Total (Oct.7–Nov.3): 7 individuals

New West Schools
Budget Process: 2022-23

Date	Location	Time	Event	Attendees	Goal
14-Dec-21	Virtual	7:00 PM	Regular Open Board Meeting	Board	Approval of the 2022/23 budget process
3 -Year Enrolment Projections to MOE - February 15					
22-Feb-22	Virtual	7:00 PM	Regular Open Board Meeting	Board	Approval of the Amended Budget for 2021-22
February/March 2022 - DLT/EMT Learning Priorities set					
TBD	TBD	9:00 AM	Student Symposium	Trustees/Staff/Students	Collect student feedback
Ministry Funding Announcement - March 13					
Spring Break - March 14 - 25					
April 5, 2022	SBO	5:00 PM	Board In-Service - BUDGET	Trustees	Collect community and stakeholder feedback through public survey and focused consultation with stakeholders
April 11 - 22, 2022	Virtual	TBD	Budget Consultation Process	Community, Staff, Parents and Students	
12-Apr-22	TBD	6:30 PM	Operations Policy & Planning Commttee	Committee Members	Estimated 2022-23 structural surplus/deficit and 3 year financial plan
26-Apr-22	TBD	7:00 PM	Regular Open Board Meeting	Board	Public and student engagement results and stakeholder submission presentations
10-May-22	TBD	6:30 PM	Operations Policy & Planning Committee	Committee Members	Superintendent's recommendations
10-May-22	TBD	Post Ops	Regular Open Board Meeting - SPECIAL	Board	Complete 1st and 2nd reading of budget bylaw
Staffing Processes Commences - May 16					
TBD	TBD	4:30 PM	District Leadership Team	Staff, PVP	Superintendent's Recommendations Review
24-May-22	TBD	7:00 PM	Regular Open Board Meeting	Board	Complete 3rd reading of budget bylaw
Ministry Submission Deadline - June 30					

STUDENT WITHDRAWAL AND NEW REGISTRATION REPORT FOR GRADES K TO 12



DISTRICT FACILITY USE OF SCHOOLS AND GROUNDS

Background

Under the School Act, the Board of Education is obligated to provide facilities and grounds sufficient to conduct School Age education programs. The efficient operation of such programs is recognized as the primary purpose of all district facilities and grounds. As a local community partner, the District wishes to extend to the public, access to Board facilities and grounds so long as there is no disturbance to established school or Board-supported programs. Furthermore, the external use of district facilities must be appropriate to the school setting.

The practice of the District shall be to review opportunities for community use of its facilities in an effort to develop, in collaboration with the community, programs which serve unmet educational, recreational, childcare or neighbourhood-based needs of community members.

Community use of facilities is not to draw District resources from educational programs and the rental rates shall be established accordingly and are subject to change with limited notice.

This Administrative Procedure will govern all District facilities.

Procedures

1. The rental of all school facilities and grounds is the responsibility of the Secretary-Treasurer or designate. Revenues derived from these rentals are the property of the District and go toward the overall resource allocation to support learning and operational priorities.
 - 1.1 Refer to Administrative Procedure 225 - Child Care Services in District Facilities for the procedures on Child Care Services in District facilities.
 - 1.2 Refer to Administrative Procedure 515 - Purchasing and Tendering for the procedures with respect to the Request for Proposals for access to District space.
2. The Board reserves the right to refuse entering into rental agreements and the right to terminate existing rental agreements with parties that fail to adhere to the terms and conditions of the rental agreement, who are working in violation of the District's policies or administrative procedures, or whose organizational values do not align with that of the District's.
3. The use of school district facilities and grounds shall be prioritized in the following manner:
 - 3.1 School use – regular school curricular and extra-curricular activities that are authorized, organized and supervised by school/district staff.

3.2 District programs – all other district-supported programs, services or initiatives.

3.3 All other outside user groups.

Despite historical rights and use, any user may be bumped from a particular time, day or facility or grounds based on the priority use noted above. The District will do its best to provide as much notice as possible.

4. User groups interested in booking space within a school or school board facility must follow the process outlined on the District website, working in collaboration with the Facility Rental office or other designated assign, in order to ensure:
 - 4.1 Applications have been submitted in full, within the defined time-frame required
 - 4.2 Any and all fees (including possible damage deposits) have been paid in advance of use
 - 4.3 Event coordinators have been briefed on Terms and Conditions, Codes of Conduct for the relevant space, so that they are responsible for ensuring the compliance of all event activity participants.
5. The Secretary-Treasurer, or designate, will develop a current schedule of fees and license rates for use of District facilities that will be reviewed annually and posted to the District's website on September 1 of each year. Refer to Appendix A for general guidelines.
6. The Secretary-Treasurer or designate may grant permission for alcohol to be served on school premises provided that individual/groups:
 - 4.1 Book the facility in accordance with District procedures:
 - 4.2 Agree to enforce all restrictions expressed and implied by the *British Columbia Liquor Act* and provide proof that a Temporary Provincial Liquor License has been obtained:
 - 4.3 Provide a copy of their Insurance Certificate indicating that they have independent liability insurance in the amount of a minimum \$2,000,000 (two million);
 - 4.4 Provide verification that there is a demonstrated plan in place for the security and control of the function with a named person responsible, and make arrangements to pay the District for additional security if required;
 - 4.5 Apply, in writing, a minimum of thirty (30) days in advance of the proposed function date; and,
 - 4.6 Agree to these and other facility use terms.

*Reference: Sections 22, 23, 65, 85 School Act
Liquor Control and Licensing Act*

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Revised: December 14, 2021

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

ADMIN PROCEDURES MANUAL

Administrative Procedure 550 – Appendix A

FACILITY USE AND FEES AND CHARGES

Section 1: Priority of Use Category Definitions and Fees Schedule

Category	User Group	Category Definition	Priority of Use	Charge	Other
A. District and Community School Partnership	School and District-Sanctioned Events and Programs	School-sanctioned events and activities; school sports teams / clubs PAC or staff events District events or programs that are facilitated independently or in partnership with community partners, e.g., Early Learning, Middle Childhood, Literacy, Aboriginal, Multicultural events.	School days 7 a.m. to 5:00 p.m. *NWPCR Youth Services Friday evenings at select schools	No charge	**See additional charges section
	Community Schools Partnership Program Providers	Community Schools Partnership (CSP) programming; NWPCR Youth Services* and NWPCR programming in existing sites.			
	Community Education	Community education (academic and general interest night school)	M-F during adult school hours at the Adult Learning Centres and limited access to NWSS at other times.		

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Category	User Group	Category Definition	Priority of Use	Charge	Other
B. Non-Profit	Non-profit Societies / Community Service Clubs	A legally constituted organization (e.g., charitable status, whose primary objective is to support or to actively engage in activities of community interest without any commercial or monetary purpose.	Based on space availability, though generally after 5 PM, or on weekends.	Refer to District website for current rates or contact the facilities rental department.	**See additional charges section
	Non-profit Child Care	On-site childcare and before and after school care	As specified in License Agreements	Fees to be determined based on space, time used and District costs	License Agreement Required
C. Community	Other Recreational / Educational Programs	e.g., Post-Secondary Institutions	Based on space availability, though generally after 5 PM or on weekends.	Refer to District website for current rates or contact the facilities rental department.	**See additional charges section
	Adult Recreational Groups and Other Adult Groups	Adult groups i.e., sports groups such as basketball, volleyball, badminton, etc. Public rentals for functions/events, meetings, etc.			
	Group Rentals	Public rentals with an annual schedule i.e., church groups, etc. Public rentals by private sector for-profit businesses, groups or individuals undertaking for-profit activities.			

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Category	User Group	Category Definition	Priority of Use	Charge	Other
D. Film	Film Industry	Rental by film production companies	Based on space availability	Refer to District website for current rates or contact the Facilities Rental Department.	**See additional charges section

****Additional Charges:** May apply to cover any additional staffing that is required (i.e., when District staff is needed for set up and take down, covering gym floors, clean-up, etc.) during regular working hours. On the weekends, and at other times when school is not in session or staff are not scheduled to be at a site, user groups will be charged a minimum 4-hour staffing charge on all bookings. User groups are responsible for paying all additional staffing costs no matter what category of use they fall under.

Fees will be charged for use or delivery of equipment.

Refundable Damage Deposits are required and vary based on the type of usage.

All facility (GST) and equipment use (PST) fees are subject to applicable taxes.

Reference: Sections 22, 23, 65, 85 School Act
Liquor Control and Licensing Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017

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DISTRICT FACILITY USE ~~AND FEES AND CHARGES~~ OF SCHOOLS AND GROUNDS

Background

~~Under the School Act, the Board of Education is obligated to provide facilities and grounds sufficient to conduct School Age education programs. The efficient operation of such programs is recognized as the primary purpose of all district facilities and grounds. As a local community partner, the District wishes to extend to the public, access to Board facilities and grounds has a history of encouraging the use of District facilities and grounds by the New Westminster community. The District subscribes to the basic premise that the community's access to public school facilities so long as there is not to no disturbance or pre-empt ongoing, to established school or Board-supported programs, and Furthermore, the external use of district facilities must be appropriate to the school setting.~~

~~In the future, as a consequence of the development of new schools, the District may encounter situations in which its facilities exceed its needs — in terms of accommodating regular and traditional school programs.~~

The practice of the District shall be to review ~~such "excess" facilities as an opportunity to be innovative opportunities for community use of its facilities in an effort to develop; an opportunity to proceed with services or programs, which heretofore were impossible because of constraints of space; and an opportunity to develop,~~ in collaboration with the community, programs which serve unmet educational, recreational, child-care or neighbourhood-based needs of community members.

~~The District is committed to providing available facility rental and use amenities, allocated in a clear and consistent manner, that support life-long learning, and improve the quality of life and leisure pursuits of community members.~~

Community use of facilities is not to draw District resources from educational programs ~~and the rental rates shall be established accordingly and are subject to change with limited notice;~~ therefore, rental rates for facilities will be established on a graduated fee schedule based on the user group's ability to pay, and how closely the organization's use of facilities aligns with the District goals and objectives.

~~The purpose of this Administrative Procedure is to provide staff with direction when allocating spaces to school, District, community and commercial user groups in District facilities.~~

~~In acknowledgement of the Ministry of Education's Neighbourhoods of Learning initiative, this Administrative Procedure will also provide direction for the allocation of designated community use space in Neighbourhood Learning Centres.~~

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This Administrative Procedure will govern all District facilities.

Definition

~~Facility is defined as any District useable indoor or outdoor space(s) with the exception of the Vincent Massey Theatre during the period it is operated and administered by the Massey Theatre Society.~~

Procedures

1. ~~The rental of all school facilities and grounds is the responsibility of the Secretary-Treasurer, or designate. Revenues derived from these rentals are the property of the District and go toward the overall resource allocation to support learning and operational priorities. and District staff responsible for the allocation and issuance of facility use and partnership agreements are authorized to implement this Administrative Procedure.~~
 - 1.1 Refer to Administrative Procedure 225 - Child Care Services in District Facilities for the procedures on Child Care Services in District facilities.
 - 1.2 Refer to Administrative Procedure 515 - Purchasing and Tendering for the procedures with respect to the Request for Proposals for access to District space.
2. ~~The Board reserves the right to refuse entering into rental agreements and the right to terminate existing rental agreements with parties that fail to adhere to the terms and conditions of the rental agreement, who are working in violations of the District's policies or administrative procedures, or whose organizational values do not align with that of the District's.~~
3. The use of school district facilities and grounds shall be prioritized in the following manner:
 - 3.1 School use – regular school curricular and extra-curricular activities that are authorized, organized and supervised by school/district staff.
 - 3.2 District programs – all other district-supported programs, services or initiatives.
 - 3.3 All other outside user groups.

~~Despite historical rights and use, any user may be bumped from a particular time, day or facility or grounds based on the priority use noted above. The Board/District will do its best to provide as much notice as possible.~~
4. User groups interested in booking space within a school or school board facility must follow the process outlined on the District website, working in collaboration with the Facility Rental office or other designated assign, in order to ensure:
 - 4.1 Applications have been submitted in full, within the defined time-frame required
 - 4.2 Any and all fees (including possible damage deposits) have been paid in advance of use
 - 4.3 Event coordinators have been briefed on Terms and Conditions, Codes of Conduct for the relevant space, so that they are responsible for ensuring the compliance of all event activity participants.

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~~2. This Administrative Procedure will establish a framework to ensure clear and consistent allocation of available facilities, and its specific objectives are to provide:~~

~~2.3 — Priority of use category definitions and fees (see Appendix A);~~

~~2.4 — Facility use conditions; and,~~

~~2.5 — Clear and consistent access procedures.~~

~~6.5. The Director of Facilities and Operations or Secretary-Treasurer, or designate, will develop a current schedule of fees and lease-license rates for use of District facilities that will be reviewed annually and posted to the District's website on September 1 of each year. Refer to Appendix A for general guidelines.~~

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~~7.6. The Secretary-Treasurer or designate may grant permission for alcohol to be served in Neighbourhood Learning Centres on school premises only~~ provided that individual/groups:

4.1 Book the facility in accordance with District procedures:

4.2 Agree to enforce all restrictions expressed and implied by the *British Columbia Liquor Act* and provide proof that a Temporary Provincial Liquor License has been obtained:

4.3 Provide a copy of their Insurance Certificate indicating that they have independent liability insurance in the amount of a minimum \$2,000,000 (two million);

4.4 Provide verification that there is a demonstrated plan in place for the security and control of the function with a named person responsible, and make arrangements to pay the District for additional security if required;

4.5 Apply, in writing, a minimum of thirty (30) days in advance of the proposed function date; and,

4.6 Agree to these and other facility use terms.

~~8. In situations where the disposition and/or use of excess school facilities is being considered the Board will be guided by two Ministerial Orders:~~

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~~5.1 The School Opening and Closure Order~~

~~and,~~

~~5.2 The Disposal of Land or Improvements Order~~

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~~These Orders are made under the authority of the School Act, sections 73, 96(3) and 168(2)(p).~~

Reference: Sections 22, 23, 65, 85 School Act
Liquor Control and Licensing Act
~~Disposal of Land or Improvements Order M193/08~~
~~School Opening and Closure Order M194/08~~

SD No. 40 (New Westminster)

Adopted: May 30, 2017

~~Revised: February 23, 2021~~ Revised: December 14, 2021

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ADMIN PROCEDURES MANUAL

Administrative Procedure 550 – Appendix A

FACILITY USE AND FEES AND CHARGES

Section 1: **DRAFT Priority of Use Category Definitions and Fees Schedule (Version 9)**

~~It is recognized that facility allocation demands often exceed the availability of space. New Westminster-based user groups will receive priority over non-New Westminster-based groups. The District reserves the right to allocate all other school and Neighbourhood Learning Centre space based on availability, and the following schedule. Priority of Use times and discounted rates do not apply to District Neighbourhood Learning Centres.~~

Category	User Group	Category Definition	Priority of Use	Charge	Other
A. District and Community School Partnership	School and District-Sanctioned Events and Programs	School-sanctioned events and activities; school sports teams / clubs PAC or staff events; District events or programs that are facilitated independently or in partnership with community partners, e.g., Early Learning, Middle Childhood, Literacy, Aboriginal, Multicultural events.	M-F School days 8:30 a.m. to 65:00 p.m. *NWPCR Youth Services Friday evenings at select schools	No charge	**See additional charges section
	Community Schools Partnership Program Providers	Community Schools Partnership (CSP) programming; NWPCR Youth Services* and NWPCR programming in existing sites.			
	Community Education	Community education (academic and general interest night school)	M-F during adult school hours at the Adult Learning Centres and limited access to NWSS at other times.		

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Category	User Group	Category Definition	Priority of Use	Charge	Other
B. Non-Profit	Children and Youth Development Programs	Community-based programs for Children and Youth (e.g. Children and Youth sport programs, Girl Guides, Brownies, Cubs, Scouts, Cadets, etc.)	6:00 to 8:30 p.m.	25% of the Category B rate: Gym: \$5.50/hour Classroom/Multi-Purpose Room: \$4/hour ***Office N/A	**See additional charges section
	Non-profit Societies / Community Service Clubs	A legally constituted organization (e.g. charitable status, or service club) whose primary objective is to support or to actively engage in activities of community interest without any commercial or monetary purpose.	Based on space availability, <u>though generally after 5 PM, or on weekends.</u>	Gym: \$22/hour Classroom/Multi-Purpose Room: \$16/hour ***Office \$5.50/hour Refer to District website for current rates, or contact the staff person responsible coordinating rental of that space the facilities rental department.	**See additional charges section
	Adult Recreational Groups	Adult groups i.e. sports groups such as basketball, volleyball, badminton, etc.			
	Non-profit Child Care	On-site child care and before and after school care	As specified in License Agreements	Fees to be determined based on space, time used and District costs	License Agreement Required

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C. Community	Other Recreational / Educational Programs	e.g. Post-Secondary Institutions	Based on space availability, <u>though</u> generally after 5 PM <u>or on</u> <u>weekends.</u>	Gym: \$38/hour Classroom/Multi- Purpose Room: \$27/hour ***Office \$11/hour Refer to <u>District website</u> <u>for current rates,</u> <u>or contact the</u> <u>staff person</u> <u>responsible</u> <u>coordinating</u> <u>rental of that</u> <u>space/facilities</u> <u>rental</u> <u>department.</u>	**See additional charges section
	<u>Adult Recreational Groups and Other Adult Groups</u>	<u>Adult groups i.e. sports groups such as basketball, volleyball, badminton, etc.</u> Public rentals for functions/events, meetings, etc.			
	Group Rentals	Public rentals with an annual schedule i.e. church groups, etc. <u>Public rentals by private sector for-profit businesses, groups or individuals undertaking for-profit activities.</u>			

Category	User Group	Category Definition	Priority of Use	Charge	Other
D. Commercial Film	Film Industry/Individuals / Groups of a Commercial Nature	Rental by film production companies Public rentals by private sector for-profit businesses, groups or individuals undertaking for-profit activities.	Based on space availability	Gym: \$65/hour Classroom/Multi-purpose Room: \$43/hour ***Office \$16/hour	**See additional charges section
	Film Industry	Rental by film production companies		See Filming Industry Fee Schedule in "Filming in District Facilities" Refer to District website for current rates or contact the Facilities Rental Department.	

****Additional Charges:** May apply to cover any additional staffing that is required (i.e. when District staff is needed for set up and take down, covering gym floors, clean-up, etc.) during regular working hours. On the weekends, and at other times when school is not in session or staff are not scheduled to be at a site, user groups will be charged a minimum 4-hour staffing charge on all bookings. User groups are responsible for paying all additional staffing costs no matter what category of use they fall under.

Fees will be charged for use or delivery of equipment.

Refundable Damage Deposits ~~may be~~ are required and vary based on the type of usage.

All facility (GST) and equipment use (PST) fees are subject to applicable taxes.

~~***Neighbourhood Learning Centre Office space: A limited number of office spaces will be available at each NLC facility. Spaces, when available, will be available for rental on an hourly, daily, or monthly basis.~~

Please see clause 2.6 for Equipment Use Fee Schedule

~~Section 2: Facility Use Conditions~~

~~The District endeavours to make its facilities accessible for the broadest range of uses possible. As such, conditions may be imposed upon reoccurring bookings, on a case-by-case basis, to ensure appropriate facility scheduling flexibility to address the needs of the District and the community. In the case of Category B Community-based Programs for Children, Youth and Adults that meet on a regular, reoccurring basis, facility space will be booked by facility rentals staff at pre-determined times of the year.~~

~~Bookings from year-to-year will not always be guaranteed or carried forward. In addition, the District may cancel bookings, at any time, based on violations of the Facility User Agreement/Permit, non-payment of fees, unexpected facility closures, changes in service delivery or unforeseen circumstances.~~

~~An annual review of all rates will occur, and said rates will be subject to increases on July 1st of each year.~~

~~Under special circumstances, the Director of Facilities and Operations may adjust fees and charges to meet current market value or extraordinary bookings.~~

~~The District retains sole discretion to set the allocation of times, applicable fees and schedule for all District facilities.~~

~~2.1 Restrictions:~~

~~The District reserves the right to restrict or prohibit access to District facilities to any individual, group, organization or commercial group that:~~

~~2.1.1 Promotes racism, hate, violence, censorship, crime or other unethical pursuits;~~

~~2.1.2 Involves nudity;~~

~~2.1.3 Involves non-sanctioned use of sales of alcohol;~~

~~2.1.4 Is not in good standing (e.g. not in compliance with the facility rental agreement rules and conditions, has caused property damage, etc.);~~

~~2.1.5 Disrupts other facility patrons, operations or surrounding neighbourhood;~~

~~2.1.6 Includes the promotion of a political party or candidate for the purpose of election or re-election;~~

~~2.1.7 Misrepresents the scope and/or purpose of the rental function; and,~~

~~2.1.8 Contravenes District procedures; e.g., Non-smoking, Animals on School Grounds, Scents and Sensitivity, etc.~~

~~2.2 Procedure for Selecting User Groups~~

~~2.2.1 It is imperative that user groups are appropriate to the school and District setting. The safety of our students and the security of our facilities is paramount.~~

~~2.2.2 As such, staff who are responsible for booking facility space will ensure that facility users providing programming for school-aged children and youth on District property will:~~

~~2.3.2.1 Confirm that their members have a clean Criminal Record Search;~~

~~2.3.2.2 Be responsible for the conduct of their own members, and agree to indemnify the District in the event of loss; and,~~

~~2.3.2.3 Agree to these and all other terms in their Facility Use Agreements/Permits.~~

~~2.2.3 For Neighbourhood Learning Centre space, the following selection criteria needs to be met; i.e. uses that:~~

~~2.2.3.1 Prioritize the safety of students and the security of facilities;~~

~~2.2.3.2 Meet identified community needs, e.g. address program or service gaps; and, do not duplicate existing community based programs or services;~~

~~2.2.3.3 Operate independently and demonstrate an ability to cover operational costs, unless integrated into school programming;~~

~~2.2.3.4 Meet District procedure requirements regarding facility use;~~

~~2.2.3.5 Complement existing school based, community programs or services;~~

~~2.2.3.6 Contribute to community literacy and lifelong learning;~~

~~2.2.3.7 Enhance student readiness for learning success;~~

~~2.2.3.8 Facilitate community building and social interaction;; and~~

~~2.2.3.9 Are inclusive of people of different abilities, ages, cultures and incomes.~~

~~2.3 Liability Insurance:~~

~~2.3.1 The District does not provide user groups with Comprehensive General Liability Insurance coverage as part of their facility use agreement, nor can user groups purchase insurance through the District. It is the responsibility of each user group, or individual, to ensure that they have adequate insurance coverage for personal injury and property from a reputable provider.~~

~~2.3.2 The District will require proof of a minimum of:~~

~~2.3.2.1 \$2,000,000 (two million) in liability insurance from user groups;~~

~~2.3.2.2 \$5,000,000 (five million) in liability insurance from Child Care Service providers; and,~~

~~2.3.2.3 \$5,000,000 (five million) in liability insurance per occurrence from film production companies.~~

~~2.3.3 "The Board of Education for School District No. 40 (New Westminster)" must be named on the renter's insurance policy, as an insured third party, and the dates indicated on the insurance policy need to reflect the facility use dates indicated on the Facility Use Agreement/Permit. User groups holding events that involve paid musicians or stage performers shall indemnify and hold the Board blameless in the event of a legal action for the collection of SOCAN copyright royalties.~~

~~2.3.4 The District must be provided a copy of said insurance policy a minimum of 14 (fourteen) days prior to facility usage.~~

~~2.4 General Facility Use Conditions:~~

~~2.4.1 Facility Use Agreements/Permits are not transferable.~~

~~2.4.2 Facility bookings are not confirmed until all required documentation and payment, or arrangements for payment installments, is received.~~

~~2.4.3 Smoking, using tobacco, or holding lighted tobacco, is not permitted in District facilities or on District property at any time.~~

~~2.4.4 No lighted candles, lanterns, stoves or any other flame-bearing devices are permitted on District property.~~

~~2.4.5 No commercial advertising is to be displayed on District property without prior approval.~~

~~2.4.6 Parking of vehicles is only permitted in specified parking areas. Vehicles parked in fire or unauthorized areas may be towed away at the vehicle owner's expense.~~

~~2.4.7 No event or activity admission or fees can to be charged without prior approval.~~

~~2.4.8 Concession sales are not permitted without prior approval.~~

~~2.4.9 User groups are:~~

~~2.4.9.1 Expected to obtain, and post, all necessary permits and licenses;~~

~~2.4.9.2 Responsible for the conduct of participants, and need to ensure they are only in the facility space indicated on the Facility Use Agreement/Permit during the times specified. Set up and take down allowances need to be incorporated into usage times;~~

~~2.4.9.3 Expected to conduct themselves in an orderly manner and abide by any instructions relayed to them by District employees. In the case of disagreements regarding the interpretation of Facility Use Agreements/Permits, user groups are expected to conform to the requests of the District employee in charge and then contact the District's Facility Rentals Department as soon as possible;~~

~~2.4.9.4 To respect the District's concern for the maintenance and security of District facilities and are expected to cooperate with District employees in this regard;~~

~~2.4.9.5 Responsible for providing adult supervision for children and youth at all times;~~

~~2.4.9.6 Not permitted to store their property on stages or in other spaces in District facilities without prior approval;~~

~~2.4.9.7 Required to comply with fire codes and maximum occupancy regulations for the facility space; and,~~

~~2.4.9.8 Required to comply with all earthquake, lockdown and other emergency procedures.~~

~~2.4.10 The preparation, cooking and serving of food must receive prior approval. User groups will be required to provide verification that they have secured a Temporary Food Permit from Fraser Health a minimum of fourteen (14) days prior to facility usage. Additional charges may apply to cover any additional staffing that is required to clean up after the event/program where food has been served.~~

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~~2.4.11 Gymnasium use:~~

~~2.4.11.1 Dribbling, passing and throw ins of soccer balls allowed. No hard shooting against the gym walls is permitted;~~

~~2.4.11.2 No throwing or batting of outdoor softballs and baseballs will be permitted. Only balls for indoor use (i.e. Wiffle balls, Softees, Lite Flight balls, and sponge type balls, etc.) will be permitted;~~

~~2.4.11.3 Regulation lacrosse balls are not permitted. With prior approval, Sponge balls or Gosom balls will be permitted;~~

~~2.4.11.4 Only plastic floor hockey sticks are permitted;~~

~~2.4.11.5 Only regulation gym shoes, or non-marking shoes, are permitted;~~

~~2.4.11.6 No school based sports equipment (i.e. volleyballs, basketballs, etc.) can be used;~~

~~2.4.11.7 A \$500 refundable damage deposit (post-dated cheque or credit card) is required for use of school score clocks;~~

~~2.4.11.8 A \$300 refundable damage deposit (post-dated cheque or credit card) will be required for use of microphone equipment; and,~~

~~2.4.11.9 User groups requesting gymnasiums at New Westminster Secondary School for events that require tables and chairs and/or involve the serving of refreshments, are required to pay a \$240 floor covering fee to cover staff set up and take down costs.~~

~~2.4.12 The performance of live music or the use of recorded music must receive prior approval. User groups will be required to provide verification that a SOCAN (the Society of Composers, Authors and Music Publishers of Canada) license has been secured a minimum of fourteen (14) days prior to facility usage. More information on SOCAN licenses is available at: <http://www.socan.ca/licensees/music-use#event>.~~

~~2.4.13 On weekends, and at other times when school is not session, or District staff are not scheduled to be in a facility, user groups will be charged a minimum 4-hour staffing charge on all bookings. User groups will be responsible for paying all additional staffing costs no matter what category of use they fall under; this includes internal District bookings.~~

~~2.4.14 Facility users will be held responsible for any damages to the facility or its equipment should it occur. This includes loss of school or Neighbourhood Learning Centre equipment.~~

~~2.4.15 Failure to comply with the conditions laid out in Facility Use Agreements/Permits will be grounds for the cancellation of agreements and may prevent the future use of District facilities.~~

~~2.4.16 The District assumes no responsibility for accidents, injury or loss of property arising out of the use or misuse of District facilities or property.~~

2.5—~~Alcohol in District Facilities~~

2.5.1—~~In general, it is not the practice of the District to authorize events that include alcohol in District facilities.~~

2.5.2—~~However, it is acknowledged that some user groups may want to serve alcohol at events. In this instance, an application can be filed with the Secretary Treasurer or designate, for approval to serve alcohol. If approved, organizers of the event or activity would need to:~~

2.5.2.1—~~Book the facility in accordance with District procedures:~~

2.5.2.2—~~Agree to enforce all restrictions expressed and implied by the *British Columbia Liquor Act* and provide proof that a Temporary Provincial Liquor License has been obtained:~~

2.5.2.3—~~Provide a copy of their Insurance Certificate indicating that they have independent liability insurance in the amount of a minimum \$2,000,000 (two million);~~

2.5.2.4—~~Provide verification that there is a demonstrated plan in place for the security and control of the function with a named person responsible, and make arrangements to pay the District for additional security if required;~~

2.5.2.5—~~Apply, in writing, a minimum of thirty (30) days in advance of the proposed function date; and,~~

2.5.2.6—~~Agree to these and other facility use terms.~~

2.6—~~District Equipment Use by User Groups:~~

2.6.1—~~No District equipment is to be used without the prior approval of the Districts' Facility Rentals Department.~~

2.6.2—~~No school based sports equipment is available for public usage.~~

2.6.3—~~The following Equipment Use Fee Schedule will apply:~~

Chairs	\$0.40/chair
Tables (wood topped, 5ft x3ft)	\$3.00/table
Podiums	\$3.00/use
Microphones (with access to sound system)	\$10.00/use and \$300 damage deposit
Volleyball Nets	\$3.00/use
Hockey Nets	\$3.00/use
Score Clocks	\$10.00/use and \$500 damage deposit

2.6.4—~~The above user fees will support the purchase and replacement of District equipment as a result of usage.~~

2.6.5—~~User groups requesting use of gyms at New Westminster Secondary School for events that require tables and chairs, and/or involve serving refreshments, are required to pay a \$240 floor covering fee to cover staff set up and take down costs.~~

2.7 ~~Filming in District Facilities~~

2.7.1 ~~All production inquiries will be directed to the District Facility Rentals Department. Through the usage of the facility booking online system, production companies and the City of New Westminster Filming Coordinator will be able to determine what sites are available for filming.~~

2.7.2 ~~Production companies are required to name "Board of Education for School District No. 40 (New Westminster)" on their insurance policy with minimum liability coverage of \$5,000,000 (five million) per occurrence.~~

2.7.3 ~~The following Film Industry Fee Schedule shall apply:~~

Facility Use Fee	\$2,000 to \$5,000 per day based on site requirements
Facility Use Prep Fee	½ daily rate
Facility Use Clean Up (Rap) Fee	½ daily rate
Parking Lot Rental	\$500.00/24 hours
Set Supervision by District Staff	2.5 x Collective Agreement Rate for the duration of the filming Note: some shoots can run 24 hours/day
Garbage Disposal Fee	Going rate/bin
Damage Deposit	\$5,000 per occurrence
Damage Deductions	Cost of Materials, 2x Cost of Labour (at Collective Agreement rate) & Administration and Taxes
School Appreciation Fee	Note: \$500/occurrence Paid directly to the school as a thank you for school use
District Administration Fee	15%

2.8 ~~Communication Protocol~~

2.8.1 ~~Each fall, if requested, long term facility user groups will be provided with an opportunity to meet with school-based administrators to provide an overview of their use of facilities in District schools.~~

2.8.2 ~~In the event facility use issues arise that cannot be resolved by the facility user group and the Director of Facilities and Operations, the matter will be brought to the Superintendent for resolution.~~

2.9 ~~Facility Use Bookings, Changes and Cancellations~~

2.9.1 ~~Evening booking requests by Internal Users (i.e. Schools, PACs, District Community Schools, Community Education, etc.) for events, activities, and courses will need to be submitted to the Facility Rentals Department by May 1 of each calendar year. Internal facility booking requests after this date will not be guaranteed.~~

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~~2.9.2 Facility Use Agreement/Permit changes/cancellations will only be accepted from the individual(s) who signed the original agreement. Facility users must provide the District Facility Rentals Department a minimum of 120 hours' notice of cancellation.~~

~~2.9.3 The District may cancel bookings, at any time, based on violations of the Facility Use Agreement/Permit, non-payment of fees, unexpected facility closures, changes in service delivery or unforeseen circumstances. Advance notice will be given whenever possible.~~

~~2.10 District Facility Signage Program~~

~~2.10.1 Eligibility Criteria~~

- ~~• Only Non-Profit Child and Youth Development groups that are New Westminster-based.~~

~~2.10.2 Coordination~~

- ~~• Administered by the Facilities Rentals Department at no charge to User Groups.~~

~~2.10.3 Guidelines~~

~~2.10.3.1 Signs to be posted only for the purposes of promotion: annual/seasonal registration periods, community non-for-profit events and activities.~~

~~2.10.3.2 The District reserves the right to limit the number of signs that will be posted at any given time.~~

~~2.10.3.3 Signage can be posted for a maximum of 30 days.~~

~~2.10.3.4 Signage has to be affixed to designated school fences only.~~

~~2.10.3.5 Signs must not block or impede any other school signage.~~

~~2.10.3.6 Signs are to be no larger than 4 ft. x 4 ft. and need the approval of the Director of Facilities and Operations prior to being posted.~~

~~2.10.3.7 User groups are responsible for posting signs in a structurally sound manner that will resist weather conditions and/or vandalism.~~

~~2.10.3.8 User groups are responsible for putting the signs in place and taking them down at the end of the 30 days. Failure to remove signs will jeopardize future signage privileges.~~

~~2.10.3.9 Signage must immediately be cleaned or removed by the user group if they become damaged or vandalized.~~

~~Section 3: Facility Use Procedures~~

~~3.1. All facility booking requests, both internal and by outside user groups, will be processed through the District Active Network facility booking website at:~~

~~3.1.1 The only exception will be Category B Community-based children, youth and adult recreational user groups that meet on a regular, reoccurring basis. In these cases, facility rentals staff will accept requests for facility space at pre-determined times of the year and enter the booked space into the system.~~

~~3.2. Staff will make every effort to accommodate the booking request, within the parameters of Administrative Procedure 550 District Facility Use and Fees and Charges.~~

~~3.3. A successful booking must include the following steps:~~

~~3.3.1 ActiveNet registration by the user group. An authorized individual for user group will be required to register their organization, and all individuals who are authorized to complete facility bookings on behalf of the organization, into the ActiveNet system. Full contact information for both authorized individuals and the organization will be required. During the registration process organizations will also be required to identify which Category of Use (i.e. District and Community School Partnership, Non-profit, Community, or Commercial) their organization falls under, and facility booking staff will verify stated Categories of Use.~~

~~3.3.2 An electronic Facility Use Request submitted through ActiveNet completed by the individual(s) authorized by the user group.~~

~~3.3.3 Confirmation that space is available from the District Facility Rentals Department. The user group will receive an electronic Facility Use Agreement/Permit outlining booking date(s), fee(s), locations(s), facility costs, insurance requirements, damage deposit requirements (if applicable), and rules and conditions for facility usage. Said agreements will only be issued to individuals 19 years or older, and to those individuals authorized by the user group.~~

~~3.3.4 Payment is due upon receipt of the Facility Use Agreement/Permit through ActiveNet by credit card or electronic cheque transfer. Payment installments can be requested through ActiveNet and arranged through the Facility Rentals Department. In such cases, up to a \$5.00 administration fee will be charged per installment.~~

~~3.3.5 Damage deposits (when required) must be arranged through the District Facility Rentals Department and will require a postdated cheque or credit card number within fourteen (14) days receipt of the electronic Facility Use Agreement/Permit. Upon completion of the booking and equipment use, damage deposits will be returned or partly/fully withheld depending on damage and the terms outlined in the Facility Use Agreement/Permit (if applicable).~~

~~3.3.6 Facility Use Agreements/Permit are not valid until payment, or arrangements for payment, have been made, and all required documentation is received. Facility Use Agreements/Permits will expire if this is not done within fourteen (14) days of receipt of the electronic Facility Use Agreement/Permit, unless arrangements are made with the Facility Rentals Department to extend the timeline.~~

- ~~3.3.7 Users must be in compliance with the Administrative Procedure 550 – District Facility Use and Fees and Charges and the Facility Use Agreement/Permit terms and conditions.~~
- ~~3.3.8 If the user group is requesting to serve alcohol at a function in an NLC space they will also be required to:~~
- ~~3.3.8.1 agree to enforce all restrictions expressed and implied by the *British Columbia Liquor Act* and provide proof that a Temporary Provincial Liquor License has been obtained:
 - ~~○ provide a copy of their Insurance Certificate indicating that they have independent liability insurance in the amount of a minimum \$2,000,000 (two million);~~~~
 - ~~3.3.8.2 provide in writing their plans for the security and control of the function and the name and contact information for the person responsible security if required;~~
 - ~~3.3.8.3 make arrangements to pay the District for additional security if required; and,~~
 - ~~3.3.8.4 apply in writing a minimum of thirty (30) days prior to facility usage~~
- ~~3.3.9 Rental disputes or special rental requests will be reviewed by the Director of Facilities and Operations or designate. If a resolution is not attained, the matter may be directed to the Superintendent for resolution.~~

Reference: Sections 22, 23, 65, 85 School Act
Liquor Control and Licensing Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017

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ADMIN PROCEDURES MANUAL
Administrative Procedure 501

MANAGEMENT OF SCHOOL BUDGETS

Background

The primary focus of the District's budgeting process is to ensure that adequate human and material resources are provided to support student learning at the school level. Resources are allocated to schools on an equitable basis according to sound education principles.

The philosophy for the expenditure on resources allocated to schools and programs is that those funds be spent on the students in that year that they are provided.

Procedures

- ~~1. 100% of targeted school operating budget surpluses (rollover funds) at year end may be carried over to the following fiscal year if the surplus is less than 10% of the school operating budget.~~
- ~~2.1. Up to 30 10% of budget remaining, after the removal of non-discretionary budget line items, of targeted school operating budget surpluses (rollover funds) at year end may be carried over to the following fiscal year if the surplus is greater than 10% of the school operating budget.~~
- ~~3.2. Special Purpose funds that are permitted to be carried over will be carried over in a manner that distinguishes them from the funds in section 1.~~
- ~~4.3. Schools and programs are prohibited from incurring operating budget deficits. If a school finds itself in an operating deficit, a plan must be put forward by the school or program Principal on how the deficit is retired.~~
- ~~5.4. Exemptions from this Administrative Procedure may be granted in exceptional circumstances. Requests for exemptions are to be forwarded in writing to the Superintendent Secretary-Treasurer for approval.~~
 - ~~5.1 A copy of the approved request will be forwarded by the Superintendent to the Secretary-Treasurer.~~

Reference: Sections 22, 23, 65, 85, 106.2, 106.3, 106.4, 100, 110, 111, 112, 112.1, 113, 114, 115, 117, 118 School Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Revised: September 24, 2019

Revised: December 14, 2021

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**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)
RECORD OF NOVEMBER 23, 2021 IN-CAMERA MEETING**

ADOPTION OF AGENDA – 5:45 pm

MINUTES FOR APPROVAL

CORRESPONDENCE

REPORTS FROM SENIOR MANAGEMENT – Facilities, Administration

NEW BUSINESS

ADJOURNMENT – Adjourned at 6:46 pm