



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

**Tuesday, October 15th, 2024, 4:30 PM
School Board Office**

PRESENT Marc Andres, Committee Chair Mark Davidson, Superintendent
 Maya Russell, Trustee Geraldine Lawlor, Associate Superintendent
 Cheryl Sluis, Trustee Bettina Ketcham, Secretary Treasurer
 Danielle Connelly, Trustee Anne-Marie Martin, Recording Secretary
 Gurveen Dhaliwal, Trustee Ileana Neilson, Manager, Early Learning and Child Care
 Kathleen Carlsen, Trustee (online) Pam Craven, Director of Instruction – Leadership and Learning
 Susana Quan, Principal, New Westminster Secondary School
 Sandra Singh, Director of Instruction – Learning and Innovation

Student Voice: Ava Purewal and Ruqaiyah Clouden

REGRETS Robert Weston, Executive Director, Human Resources
 Elliott Slinn, Trustee

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

1. ADOPTION OF THE AGENDA

The meeting was called to order at 4:30 pm

Moved and Seconded

THAT the agenda for the October 15th, 2024, Education Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. PRESENTATIONS

Chair Andres advised the Committee that we have no presentations at this time, and that we are in the middle of revisioning what our EPPC meetings will look like moving forward. In the past we have gone to different schools and met with them. We are just changing the format slightly, stay tuned for further information.

3. COMMENT AND QUESTION PERIOD

Kristie Oxley – NWTU President to address the kindergarten gradual entry with the following comments:

- Met with kindergarten teachers from all schools over the past weeks.
- Had a meeting with Geraldine Lawlor, Sandra Singh, and Robert Weston on October 10th, 2024, along with four kindergarten teachers which she acknowledged took time out of their schedule as well as the preparation before hand for TTOC's. They presented their specific requests at this meeting.
- Round table concern was whether final decisions made last spring were what parents wanted.
- Noted teachers will accept the offer from Sandra Singh to speak to parents/guardians at the upcoming Kindergarten Information session.

Chair Andres thanked Oxley and noted and acknowledged the teachers for their time and support.

Chair Andres requested clarification on how many teachers took time off for the meeting.

Oxley clarified that there were two zoom meetings, and she met up with the others that were not able to attend at the end of September. The four teachers that attended the October 10th, 2024, which was the JEDIC meeting, were from Skwo:wech, Lord Kelvin and Queen Elizabeth.

4. STUDENT VOICE

Chair Andres welcomed Ava Purewal and Ruqaiyah Clouden.

Purewal and Clouden provided the following information for the new school year:

- Student Voice is a NWSS student led club that works to ensure student feedback is heard.
- This is done by collecting data on student opinions and taking the information to the Board members and the Superintendent.
- Today was the first meeting which they started working on the annual Fall survey.
- There are four themes that will be focused on in the survey and at the Student Symposium – safety, student success, technology, and anti-racism.
- This year's focus will also be on the student's opinion of the 2025-2026 NWSS Timetable structure.
- Last year there were four hundred student responses, but with better promoting they are hoping to get more by informing teachers of the survey and asking them to give their students a couple of minutes to scan the QR code and fill it out.
- Aim is to have the Fall Survey released in the next few weeks.
- Fifteen multiple choice questions and one fill-in question that the survey has not covered.
- Results to be analyzed by end of month and data visualization of the responses by November.

Trustees Russell - your plans sound fantastic and your sample numbers from your previous year are well within a representative sample or exceed a representative sample, and the results were solid.

Chair Andres expressed gratitude and thanked both Purewal and Clouden.

Chair Andres asked if there was a designated time the students can do the survey in class.

Purewal responded they felt that since the results were solid as Trustee Russell mentioned, there was no need, but if in the future we wanted to see more numbers we can make it a core competency where it is required.

5. **REPORTS FROM SENIOR MANAGEMENT**

- a. Digital Devices / Process Update - Pam Craven (Director of Instruction - Leadership & Learning) & Susana Quan (NWSS Principal)

Ministerial Order No. M89

- To promote provincial consistency and to support boards of education in ensuring their schools have appropriate policies in place to restrict student personal digital device use.

Schools - Code of Conduct

- The use of personal digital devices at school is to be restricted for educational purposes, to promote online safety and focused learning environments.
- Examples of Elementary, Middle, and Secondary schools code of conduct were provided.

Updates

- September staff meetings & student assemblies - review the Code of Conducts
- September first week of classes - active teaching and promotion of behavioural expectations outlined in Code of Conduct; elementary, middle & secondary lesson plans created and shared by District IT Facilitator – Murtaza Velji
- In progress – exploring creation of posters for around schools.
- Ongoing - ensure expectations regarding personal digital devices are known by TTOC and visitors to school sites.

Susana Quan, Principal of New Westminster Secondary School provided an update on the first month with digital device restrictions that included the following.

- August 2024 letter went out to Parents/Guardians regarding digital device updates.
- With 2500 students it has been a learning adjustment for everyone teachers/staff/parents/students
- Five phones have been taken and the situation used as a learning opportunity.
- Learning process
- Data from May 2024 shows bandwidth is down 33%.

Trustee Carlsen questioned whether staff were on their devices during class time.

Trustee Russell requested a point of order and to direct this to the Superintendent. Chair Andres agreed to the point of order and to keep personnel matters in-house.

Superintendent Mark Davidson commented that middle school students seemed more active in play on the school fields.

*Chair Andres inquired about student safety and had it improved.
Craven expressed that it is still very early to determine.*

*Trustee Connelly inquired about pushback from parents.
Craven has had no pushback.*

Quan if needed I call the parents/guardians to discuss situations that arise but no pushback.

b. Gradual Entry Update 2 - Sandra Singh (Director of Instruction - Learning & Innovation)

Gradual Entry Follow-Up
October 9-23, 2024

- Each elementary school will be provided with a ½ day TTOC so that Kindergarten teachers may complete a brief survey regarding this year's gradual entry. The date will be determined by admin and teachers.
- Parents and guardians will be requested to complete a survey regarding this year's gradual entry.
- A summary of the information gathered from the surveys will be provided to elementary administrators so that they may share with kindergarten teachers at their school.
- NWTU will be provided with the summary.
- Board of Education will be provided with the summary.

*Trustee Sluis asked if the committee will receive any recommendations.
Singh commented that she would provide a summary review.*

*Trustee Carlsen asked if the surveys had gone out yet.
Singh advised yes; they have gone out.*

*Trustee Carlsen asked when the survey closes.
Singh advised October 23rd at 11:59pm*

*Trustee Connelly asked if the committee could see the survey.
Singh will forward a copy.*

c. Kindergarten Information Session - Ileana Neilson (Manager, Early Learning and Child Care)

Monday, October 21st, 2024
New Westminster Secondary School Theatre
Doors open at 6:30 p.m.
Presentation begins at 7:00 p.m.

- 282 families have responded yes to attend the October 21st session. There will be sixteen tables, ten kindergarten teachers, along with a welcome package that includes registration forms and a book.

Neilson advised that 650 packages were created for the November 4th opening registration for the 2025-2026 school year.

Chair Andres inquired whether the packages will be made available online.

Neilson ensured that all documents were available online and at the Welcome Centre.

Chair Andres expressed gratitude and thanked Neilson.

d. AI Framework - Pam Craven (Director of Instruction - Leadership & Learning)

The below information was presented to the committee:

AI Planning & Implementation Timeline

1. Establish a Foundation

2. Develop Staff
3. Education Community and Students
4. Assess & Progress

Example of a School District Story - Guide to Responsible AI Implementation from Cumberland County Schools 4/11/24 was provided.

Guiding Principles

- Inclusive: Prioritize Humane and Ethical Use (Human-Centered Design)
- Engagement & Innovation: Focus on Education and Learning (Purposeful Educational Value)
- Equity: Champion Equity and Justice (Fairness, Inclusivity, Bias)
- Collaboration: Be Transparent
- Integrity: Safeguard Privacy, Security, and Data Protection

Student AI Integration: 0 to Infinity

0 - AI Free

- Work must be completed entirely without any AI assistance.
- Students must rely entirely on their own knowledge, understanding, and skills.
- Any AI use is a violation of student academic integrity policy.
- An academic honesty pledge that AI was not used may be required.

1 - AI Assisted -

- AI is used for tasks as specified such as brainstorming, planning, feedback etc.
- No AI content is allowed in the final submission.
- Usage beyond specified tasks is a violation of academic integrity.
- Disclosure statement should be submitted with final product; be prepared to share links, screenshots, etc. as evidence of all AI Chats

2 - AI Enhanced -

- AI is used interactively to enhance knowledge, efficiency, & creativity.
- Student must review, verify, and refine AI generated content. Student is responsible for the validity of all general is required.
- Students provide evidence of AI Interactions (e.g. share links, screenshots, reference, etc.)

∞ AI Enabled -

- Using AI to create in unconventional ways, demonstrating critical thinkers, creatives, and problem solvers.
- Student must review, verify, and refine AI generated content as needed. Student is responsible for the validity of all AI-generated content.
- All AI tools and how they were used are documented by the student.

Other notes of interested provided by Craven:

- Teachers will direct how much AI can be used.
- Metro Superintendents have been leading the way with providing education. There have been three sessions provided to Mike Lee, Bettina Ketcham, Sandra Singh, Pam Craven and Jawad Razzaq. First half of the sessions were communicating all the changes.
- Challenge that some applications like Co-Pilot you currently need to be eighteen to use; this should be changed to thirteen by end of the year.
- In the Spring of 2025, there will be a forum on how and where we are.

Trustee Dhaliwal voiced concern for this generation of learners and was curious about strategies to shift away from homework and focus on in class essays to ensure some of those competencies are being met, and how learning and critical thinking will be taught.

Craven agreed and noted that this is the biggest concern for our online teachers right now. But we are lucky with Brightspace it has a detector built in to help us with that, but for classroom teachers this is an ongoing conversation because we will change are assessments and the way we do things.

Trustee Connelly appreciates all the work but wonders about the direction from BC or Canada and the cost associated and how can the board help.

Craven advised the Provincial website is generic and the school boards need to tweak them to be school specific. Craven also noted that they are working with Metro Vancouver School districts.

Chair Andres noted that the implications are vast and that the School District and School Boards should talk with the Ministry of Education.

Chair Andres commented on current software that translates conversations in many languages in real time. We need to make sure we stay up to date with other communities. Collaborating is key as we are a small district.

6. GENERAL ANNOUNCEMENTS

Chair Andres encouraged as many Board and Committee members to attend the Kindergarten Information Session on Monday October 21st, 2024, at New Westminster Secondary School.

7. ADJOURNMENT

The meeting adjourned at 5:25 pm.