



**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
Combined Education & Operations
Policy and Planning Committees**

Tuesday, March 6, 2018 – 7:30 pm

School Board Office

Location: 811 Ontario Street, New Westminster

AGENDA

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

| Item | Action | Info | Presenter | Attachment |
|---|--------|------|------------|------------|
| 1. Approval of the Agenda | X | | J. Janzen | |
| 2. Correspondence | | | | |
| 3. Reports from Senior Management | | | | |
| a. Financial Update as at January 31, 2018 | X | | J. Pocher | P. 1 |
| b. Operations Update | X | | K. Lorenz | P. 3 |
| c. School to School Transitions | X | | B. Rundell | P. 6 |
| d. Student Engagement Report | X | | K. Hachlaf | P. 8 |
| e. Budget / Education Priorities | X | | K. Hachlaf | P. 23 |
| 4. General Announcements | | | | |
| 5. New Business | | | | |
| a. Childcare Facilities – District Feasibility Plan | X | | M. Gifford | P. 25 |

THAT the Board of Education for School District No. 40 (New Westminster) request staff, with support from consultants as needed, develop a preliminary feasibility report to assess site and cost consideration for the district to expand licensed childcare and out-of-school care on District Elementary and/or Middle School sites; AND THAT the report findings will be provided to the Board on or before the Operations Committee meeting of June 12, 2018; AND THAT the report will address the following:

- ***What are current state of space made available for licensed childcare and/or licensed afterschool care across the District?***
- ***What land availability could be made available for new licensed childcare facilities to be built or installed as portables?***
- ***What would the approximate unit cost be to acquire suitable portables?***
- ***By Fraser Health standards, what would be potential number of licensed spaces created, by infant-toddler, 3-5 year-old, or 5-12 year-old age groups?***
- ***What parallel planning, if any, is underway or anticipated by City of New Westminster, Kids New West or other potential partners?***

6. Adjournment

Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Selection: 201807 End Date: JANUARY 31, 2018

| | Description | Revenues | Original Budget | Revised Budget | Bud Remain \$ | Bud Remain % |
|-----|------------------------------------|-------------|-----------------|----------------|---------------|--------------|
| 621 | OPERATING GRANT MINISTRY OF EDUCAT | -30,655,948 | -60,746,601 | -60,746,601 | -30,090,653 | 50 |
| 629 | OTHER MINISTRY OF EDUCATION GRANTS | -314,726 | -911,673 | -911,673 | -596,947 | 65 |
| 641 | PROVINCIAL GRANTS OTHER | -75,100 | 0 | 0 | 75,100 | 0 |
| 643 | SUMMER SCHOOL FEES | -140,561 | -120,000 | -120,000 | 20,561 | -17 |
| 644 | CONTINUING EDUCATION | -109,915 | -240,000 | -240,000 | -130,085 | 54 |
| 645 | INSTRUCTIONAL CAFETERIA REVENUE | -62,327 | -130,000 | -130,000 | -67,673 | 52 |
| 647 | OFFSHORE TUITION FEES | -4,898,607 | -4,800,000 | -4,800,000 | 98,607 | -2 |
| 649 | MISCELLANEOUS REVENUE | -75,916 | -230,000 | -230,000 | -154,084 | 67 |
| 651 | COMMUNITY USE OF FACILITIES | -147,204 | -170,000 | -170,000 | -22,796 | 13 |
| 661 | INTEREST ON SHORT TERM INVESTMENT | -197,422 | -100,000 | -100,000 | 97,422 | -97 |
| | | ----- | ----- | ----- | ----- | ----- |
| | Grand Total | -36,677,726 | -67,448,274 | -67,448,274 | -30,770,548 | 46 |

Operating Fund - Year to Date Expense to Budget Summary

G.L. Period Selection: 201807 End Date: JANUARY 31, 2018

| | Description | YTD Exp | YTD Com | YTD Exp + Com | Budget | Bud Remain \$ | Bud Remain % |
|-----|-----------------------------------|------------|-----------|---------------|------------|---------------|--------------|
| 105 | PRINCIPALS & VP SALARIES | 2,070,056 | 0 | 2,070,056 | 3,021,732 | 951,676 | 31 |
| 110 | TEACHERS SALARIES | 14,204,486 | 0 | 14,204,486 | 31,682,876 | 17,478,390 | 55 |
| 120 | SUPPORT STAFF SALARIES | 2,997,247 | 0 | 2,997,247 | 5,540,166 | 2,542,919 | 46 |
| 123 | EDUCATIONAL ASSISTANTS SALARIES | 2,234,044 | 0 | 2,234,044 | 4,405,334 | 2,171,290 | 49 |
| 130 | OTHER PROFESSIONAL SALARIES | 1,325,828 | 0 | 1,325,828 | 2,118,648 | 792,820 | 37 |
| 140 | SUBSTITUTE SALARIES | 831,056 | 0 | 831,056 | 1,497,864 | 666,808 | 45 |
| 200 | EMPLOYEE BENEFITS | 5,688,980 | 0 | 5,688,980 | 12,347,909 | 6,658,929 | 54 |
| 310 | SERVICES | 1,084,841 | 216,175 | 1,301,016 | 1,592,200 | 291,184 | 18 |
| 312 | LEGAL COSTS | 3,473 | 0 | 3,473 | 30,000 | 26,527 | 88 |
| 330 | STUDENT TRANSPORTATION | 47,591 | 21,720 | 69,311 | 137,800 | 68,489 | 50 |
| 340 | PROFESSIONAL DEVELOPMENT & TRAVEL | 427,859 | 4,344 | 432,203 | 493,300 | 61,097 | 12 |
| 360 | RENTALS & LEASES | 146,081 | 35,071 | 181,152 | 260,000 | 78,848 | 30 |
| 370 | DUES & FEES | 93,751 | 13 | 93,764 | 129,000 | 35,236 | 27 |
| 390 | INSURANCE | 83,738 | 0 | 83,738 | 111,000 | 27,262 | 25 |
| 510 | SUPPLIES | 1,104,939 | 594,329 | 1,699,268 | 2,403,065 | 703,797 | 29 |
| 540 | UTILITIES | 263,359 | 3,034 | 266,393 | 466,100 | 199,707 | 43 |
| 551 | GAS - HEAT | 118,459 | 0 | 118,459 | 278,500 | 160,041 | 57 |
| 555 | CARBON TAX EXP | 0 | 0 | 0 | 50,000 | 50,000 | 100 |
| 560 | WATER & SEWAGE | 127,253 | 0 | 127,253 | 270,900 | 143,647 | 53 |
| 570 | GARBAGE & RECYCLE | 35,106 | 8,425 | 43,531 | 73,000 | 29,469 | 40 |
| 580 | FURNITURE & EQUIPMENT REPLACEMENT | 59,350 | 7,746 | 67,096 | 86,150 | 19,054 | 22 |
| 590 | COMPUTER & EQUIPMENT REPLACEMENT | 587,114 | 180,543 | 767,657 | 981,354 | 213,697 | 22 |
| 591 | TANGIBLE CAPITAL ASSETS PURCHASED | 51,496 | 24,167 | 75,663 | 0 | -75,663 | 0 |
| | | ----- | ----- | ----- | ----- | ----- | ----- |
| | Grand Total | 33,586,107 | 1,095,567 | 34,681,674 | 67,976,898 | 33,295,224 | 49 |

Draft Meeting Schedule

A draft meeting schedule for the upcoming fiscal year is attached as **Appendix A** for the Board's consideration.

Provincial and Budget Announcement

The Provincial Budget that was announced on February 20, 2018 is currently being reviewed for any potential impact on the district's activities. At this time, it is expected that the announced move from MSP premiums to an employer health tax will result in a cost pressure for the district. It is not clear at this time if that cost will be fully-funded in the preliminary funding announcement expected from the Ministry later this month. Any anticipated costs and expected revenues will be incorporated into the estimates used in the preparation of the 2018/19 Annual Budget.

2018/19 Budget Planning

A budget survey was published on the district website to request input on district priorities and feedback on the district's strategic plan. The survey was open to the public for the month of February and responses are currently being collated for presentation to the Board at its meeting on March 13th. Letters requesting feedback have also gone out to stakeholder groups inviting them to share their priorities with the Board. All responses will be included in the Board's package for the March 13th meeting.

Capital Projects and Planning

District staff continue to work with the Ministry to obtain project approval and funding for all the projects identified on our Five-Year Capital Plan. As well, staff are currently working to place portables at various sites around the district to accommodate anticipated enrollment growth in the 2018/2019 school year. However, portables are not a desirable long-term solution and staff are also working to prepare an updated Long-Range Facility Plan that will address expected space requirements throughout the district over the long term.

Respectfully,

Kevin Lorenz
Secretary-Treasurer

Appendix A

BOARD MEETING SCHEDULE "DRAFT - SUBJECT TO CHANGE"

September 2018 to June 2019

| | | | |
|--------------|----------------|--|-----------------|
| Tues. | Aug 28 | - sometimes an In-Camera meeting only before school opens | |
| Tues. | Sept 04 | - no meeting 1st day of school | |
| Tues | Sept 11 | Education Policy/Planning Committee | 7:30 PM |
| Tues. | Sept 18 | Operations Committee (In-Camera & Open) | 6:30 PM |
| Tues. | Sept 25 | Board Meetings (In-Camera & Open) | 6:30 PM |
| Tues. | Oct 02 | Education Policy/Planning Committee | 7:30 PM |
| Tues. | Oct 09 | Operations Committee (In-Camera & Open) | 6:30 PM |
| Tues. | Oct 16 | - as required/at call of the Chair | tbd |
| Tues. | Oct 23 | Board Meetings (In-Camera & Open) | 6:30 PM |
| Tues. | Oct 30 | - as required/at call of the Chair | tbd |
| Tues. | Nov 06 | Tentative - Oath of Office for Newly Elected Trustees - City Hall | tbd |
| Tues. | Nov 13 | <i>In-Camera Ops & Open Combined Ed & Ops</i> | 6:30 PM |
| Tues. | Nov 20 | Governance Orientation - Part 1 | 5:00 to 8:00 PM |
| Tues. | Nov 27 | Board Meetings (In-Camera & Open) | 6:30 PM |
| Tues. | Dec 04 | In-Camera Ops & Open Combined Ed & Ops | 6:30 PM |
| Tues. | Dec 11 | Board Meetings (In-Camera & Open) | 6:30 PM |
| Tues. | Dec 18 | Governance Orientation - Part 2 | 5:00 to 8:00 PM |
| Tues. | Dec 25 | - winter break | |
| Tues. | Jan 01 | New Year's Day | |
| Tues. | Jan 08 | Education Policy/Planning Committee | 7:30 PM |
| Tues. | Jan 15 | Operations Committee (In-Camera & Open) | 6:30 PM |
| Tues. | Jan 22 | Finance Orientation | 5:00 to 8:00 PM |
| Tues. | Jan 29 | Board Meetings (In-Camera & Open) | 6:30 PM |
| Tues. | Feb 05 | Education Policy/Planning Committee | 7:30 PM |
| Tues. | Feb 12 | Operations Committee (In-Camera & Open) | 6:30 PM |
| Tues. | Feb 19 | Strategic Plan Orientation | 5:00 to 8:00 PM |
| Tues. | Feb 26 | Board Meetings (In-Camera & Open) | 6:30 PM |

BOARD MEETING SCHEDULE "DRAFT - SUBJECT TO CHANGE"

September 2018 to June 2019

| | | | |
|-------|----------|---|------------------------|
| Tues. | March 05 | <i>In-Camera Ops & Open Combined Ed & Ops</i> | 6:30 PM |
| Tues. | March 12 | Board Meetings (In-Camera & Open) | 6:30 PM |
| Tues. | March 19 | - spring break | |
| Tues. | March 26 | - spring break | |
| Tues. | April 02 | Education Policy/Planning Committee | 7:30 PM |
| Tues. | April 09 | Operations Committee (In-Camera & Open) | 6:30 PM |
| Tues. | April 16 | Strategic Plan Session | <i>5:00 to 8:00 PM</i> |
| Tues. | April 23 | Strategic Plan Session | <i>5:00 to 8:00 PM</i> |
| Tues. | April 30 | Board Meetings (In-Camera & Open) | 6:30 PM |
| Tues. | May 07 | Education Policy/Planning Committee | 7:30 PM |
| Tues. | May 14 | Operations Committee (In-Camera & Open) | 6:30 PM |
| Tues. | May 21 | Strategic Plan Finalizations | <i>5:00 to 8:00 PM</i> |
| Tues. | May 28 | Board Meetings (In-Camera & Open) | 6:30 PM |
| Tues. | June 04 | Education Policy/Planning Committee | 7:30 PM |
| Tues. | June 11 | Operations Committee (In-Camera & Open) | 6:30 PM |
| Tues. | June 18 | Retirement Dinner | tbd |
| Tues. | June 25 | Board Meetings (In-Camera & Open) | 6:30 PM |

New Westminster Family of Schools
2018-19 Course Selection/Articulation Timeline

| | |
|--------------------------|--|
| January 2019 | <ul style="list-style-type: none"> • NWSS Specialty Program Promotions and Applications: • NWSS Course Requests begin for Current NWSS students. • NWSS Parent Information Evenings for Special Programs such as IB and Apprenticeships • Grade 9 Honours Pre IB applications |
| February 2019 | <ul style="list-style-type: none"> • NWSS Grade 9 Honours (Pre-IB) entrance assessment • NWSS Apprenticeship Applications • NWSS Student Course Request for current NWSS students continue • NWSS open house parent night for all students (Mid-February) • NWSS Student Course Requests Begin for Family Schools Mid-February (NWSS teams visit Middle Schools) |
| March 2019 | <ul style="list-style-type: none"> • NWSS Parent Night for incoming Grade 9 students and their families First Week of March • Grade 9 transition packages due at NWSS from family of schools (SD40 middle schools) before Spring Break. • All On Line Course Requests for NWSS due by Spring Break |
| April 2019 | <ul style="list-style-type: none"> • NWSS VP/Counselor/Learning Services/Aboriginal Education to feeder schools for Individual Student Articulation meetings with Middle School SBT's and Teachers. |
| May 2019 | <ul style="list-style-type: none"> • Entrance assessments for prospective NWSS Pre-IB grade 10 and IB 11 students and acceptance letters to Grade 9 Honours students. • Grade 8 students from family of schools visit NWSS. |
| June 2019 | <ul style="list-style-type: none"> • Out of District applications. |
| August 2019 | <ul style="list-style-type: none"> • August newsletter will be emailed to all families and posted on the nwss.ca website with information regarding opening day, etc. • NWSS Student schedules are picked up on the first day of school in September |

2018.2019.Middle School Articulation Timeline:

| School | Event | Date |
|-------------|--|--------------------|
| EGMS | Information packages about EGMS to feeder schools | March |
| | Articulation with feeder schools | April |
| | Family Information night | May |
| | Tours for Grade 5 students from feeder schools | June |
| | Transition observations of/visits for specified students | On going as needed |
| FRMS | Articulation meetings with the four feeder schools. | May |
| | Tours for Grade 5 students from the four feeder schools. Separate day time tours. Parents invited. | June |
| | Transition observations of/visits for specified students | Ongoing as needed |
| QMS | Articulation meeting with QE | May |
| | Tour for Gr. 4 QE students /parents & other feeder schools (Connaught gr. 5 Montessori students who are in QMS' catchment) | June |
| | Transition observations of/visits for specified students | Ongoing as needed |

March 6, 2018

Report to the Board – Student Engagement and Leadership

Background

At the November 28, 2017 Board meeting, Trustee Lalji submitted a motion “THAT the Education Policy and Planning committee recommend to the Board of Education for School District No. 40 (New Westminster) that they appoint no more than two Student Trustees, and one Aboriginal Student Trustee to sit on the Board of Education.” After a discussion period on the motion, the Board requested staff to investigate this process further and provide recommendations which consider potential next steps prior to an approval of motion.

Rationale

The following rationale, regarding above motion, was shared by Trustee Lalji:

The student voice is a resonant force in establishing a thriving learning environment giving students the ability to influence learning is integral to everyone’s success. Appointing a student trustee would empower students by giving them a voice and keeping the student body informed of discussions and decisions that affect them.

We want our schools to be places where students take ownership of their learning and their school environment. In order to accurately represent the New Westminster School District, the student body needs to be heard, sharing their views, ideas and concerns with us so that decisions can be made with their best interests in mind.

Report

The following report has been prepared by Associate Superintendent Karim Hachlaf for review by the Board of Education. In considering the motion to appoint student trustees, the report examines existing student governance structures within the New Westminster School District and includes recommendations, based on best practice, to consider.

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Research

Within my research, I examined three other school districts which have implemented a formal process to ensure the student voice is heard and considered at the Board level. While each school district employs a slightly different process, they all share a common commitment to encourage open communication with the Board and increase student engagement in School District governance.

Greater Victoria School District No. 61

Deb Whitten, Associate Superintendent of Schools, shared their process for creating a Representative Student Advisory Council (see Appendix A). The Representative Student Advisory Council consists of Grade 11 and 12 students from each secondary school and alternate program. All schools individually handle the selection process, which includes an interview with the school principal and a current student representative. This process is completed in May to allow a meeting with the current council and newly appointed representatives. The council will meet once a month, with the Superintendent, to discuss particular agenda items they would like to bring forward to the Board of Education. At these monthly meetings, the council decides which representatives will attend the upcoming Board and committee meetings. The Representative Student Advisory Council is a standing agenda item to allow for comments and questions to the Board.

Vancouver School Board – School District No. 39

In speaking with the former interim Superintendent, John Lewis, the Vancouver School Board has implemented a school regulation for a student trustee (see Appendix B). Essential to this process is the Vancouver District Student Council (VDSC). The VDSC has representatives from each of the 18 secondary schools and alternate programs. Through the Superintendent's office, staff support is provided to the VDSC with an Educational Coordinator who provides guidance and assistance to the student council and to the individual student trustee. "The staff liaison, in addition to support from the Superintendent, has been integral to the success of the student trustee."

The election of the student trustee is by secret ballot, after each student trustee candidate has had an opportunity to make a short presentation. The successful candidate will serve a one-year term. The student trustee does receive an honorarium and additional funds are available for conference attendance.

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Sunshine Coast – School District No. 46

In 2015, the school district adopted a new Administrative Regulation (see Appendix C) on Student Leadership. The rationale included the need for the Board to have a direct link to student voice on an ongoing basis. Similar to Vancouver and Victoria school districts, the Sunshine Coast school district created a District Student Leadership Team (DSLTL). The DSLTL includes two students from each secondary school and the Sunshine Coast Alternative program and meets with the Superintendent every two months. Further, the DSLTL would select a representative to fulfill the role of student trustee for a one-year term. As Superintendent Patrick Bocking noted to me, “there is absolutely no downside to having a student trustee and everything good about it!”

With all three school districts, the student trustee or representative student council, would have the opportunity to participate in the public/open committee and Board meetings. However, the student trustee did not attend closed meetings nor was entitled to vote. In summary, the student trustee is not a member of the Board and does not have the statutory powers or duties of a School Trustee under the *School Act* and our New Westminister School District Board Policy #3 (see Appendix D).

Recommendations Moving Forward for the New Westminister School District

Inherent in the above student leadership models, are two key elements: student voice and choice. Moreover, in all three school district examples, a district student council provided a more informed and representative structure that can be sustained over time. While we have student leadership opportunities and initiatives supported by teachers at our secondary school, there is currently no student council. Furthermore, there is no question that our school district, can and should, benefit from providing a structure for student voice at our Board and Committee meetings.

Moving forward, the following implementation steps need to be considered:

- An inclusive and transparent process for the selection of student representatives for our own New Westminister School District student leadership group needs to be developed in partnership with our students.
- Staffing support to work with our District student leadership group on a regular basis.
- Determine a process within the student leadership group to represent student voice at Board and committee meetings.
- Develop a new Administrative Procedure that reflects the process and selection of student representatives for Board participation.
- Update our current Board Policy #3 to reflect formal support for our new Administrative Procedure on student leadership.

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I look forward to further dialogue and providing ongoing leadership support to successfully empower our students to pursue their passions, interests and future.

Respectfully submitted,

Karim Hachlaf

Associate Superintendent

A handwritten signature in black ink, appearing to read 'K. Hachlaf'.

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APPENDIX A - *Greater Victoria School District No. 61*

Process for Student Representative Selection

The Representative Advisory Council of Students recommends the following process to select student representatives:

- All schools have a similar process
- All schools make students aware of the opportunity
- The student can be in grade 11 or grade 12 in the following year
- Representatives can serve for more than one year but need to reapply after the first year
- Selection can be either an application process or teacher's recommendation to the principal with an interview that includes the current student representative (during or after selection process)
- Selection will be in May
- Representatives from both groups meet in May or June (current and new representatives)

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APPENDIX B - *Vancouver School Board – School District No. 39*

BK: Student Trustee

Classification:

B: Board Governance and Operations

Code:

BK

The position of Student Trustee has been established by the Vancouver Board of Education (VBE) for the purpose of encouraging open communication between the student body and the Board, increasing student engagement in School District governance matters, and increasing student participation in district planning and policy and program development.

The Student Trustee position on the VBE is guided by the following Regulations.

SMT Responsibility: SUP

Cross References:

BD: School Board Meetings (general policy) BDDA: Notification of Board Meetings

Adopted Date:

Monday June 17, 2013

Revision Date:

Jun 2015

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BK-R: Student Trustee on Vancouver Board of Education

Classification:

B: Board Governance and Operations

Code: BK-R

REGULATION: STUDENT TRUSTEE

1.0 ROLE DESCRIPTION AND EXPECTATIONS

The Student Trustee:

1.1 is not a member of the Board, is not entitled to vote on any matter before the Board or any of its committees, and does not have the statutory powers or duties of a school trustee under the *School Act*.

1.2 will attend all regular public meetings of the Board but is not entitled to be present at any meetings that are private and/or closed to the public.

1.3 may attend all meetings of the Board, including standing committee meetings, except private/closed meetings or at which persons other than trustees are excluded.

1.4 will participate with other trustees in discussions, and provide a student perspective on matters before the Board.

1.5 will comply with the *Student Trustee Conflict of Interest Guidelines* in Appendix 1.

1.6 is not entitled to move a motion, but may suggest a motion on any matter at a meeting of the Board or a committee on which he/she sits.

1.7 shall have access to all information and resources provided to Board members (e.g.: reports, training sessions, etc.) with the exception of information related to matters which are being considered at a private/closed meeting or from which persons other than trustees are excluded.

1.8 will present a Student Trustee report at the first regular Board meeting of each month.

1.9 will report regularly to the students of the VBE, through the Vancouver District Student Council (VDSC), the activities of the Board pertaining to public meetings of the Board and its committees.

1.10 is encouraged to visit and meet with secondary school students in schools within the Vancouver School District.

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2.0 ELIGIBILITY AND QUALIFICATIONS

To qualify to be nominated and hold the position of Student Trustee, the person must meet the following qualifications:

- 2.1 be a student in regular attendance at a VBE secondary school.
- 2.2 be 16 years of age or older by December 31 of the school year in which he/she holds office.
- 2.3 have parental consent (if under 19 years of age).
- 2.4 be a member of the Vancouver District Student Council (VDSC).

3. ELECTION OF A STUDENT TRUSTEE

In order to elect a Student Trustee, the VDSC must follow the process outlined below.

- 3.1 Each member of the VDSC is eligible to be nominated as a candidate for the position of Student Trustee, subject to section 2 of this Regulation.
- 3.2 Candidates interested in election as a Student Trustee will provide members of the VDSC with a personal resume and/or a letter of intent at least forty-eight hours prior to the meeting of the VDSC to select the Student Trustee.
- 3.3 Student Trustee candidates will be provided the opportunity to make a five minute presentation to the meeting of the appropriate VDSC meeting.
- 3.4 Where there is more than one candidate, the VDSC will select, by secret ballot, the Student Trustee representative from among the candidates. Balloting will continue, dropping off the candidate with the fewest votes, until one candidate achieves a simple majority.
- 3.5 VDSC will notify the Secretary-Treasurer of the person elected as Student Trustee.
- 3.6 In the event that the Student Trustee leaves office before the completion of his or her term, the vacancy will be filled by a by-election.

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4. TERM OF OFFICE

4.1 The Student Trustee will be elected in May/June for the following school year. The term of office of the Student Trustee shall be from September 1st of the year in which he/she is elected and ends June 30 of the following school year.

4.2 The term of office for the Student Trustee will be one school year. A Student Trustee may be re-elected by the VDSC and may serve a maximum of two years. The Student Trustee will be expected to serve during the school year only.

5. DISQUALIFICATION OF STUDENT TRUSTEES

5.1 A student trustee will be disqualified from service if he or she:

- a) ceases to be a student in School District 39 (Vancouver).
- b) is absent from three consecutive regular meetings of the Board without permission of the Board.
- c) is convicted of an offence under the Criminal Code of Canada or under the Youth Criminal Justice Act.

5.2 A student trustee may be disqualified from service if he or she:

- a) breaches the confidentiality of the Board.
- b) is suspended from school for a serious violation of the Code of Conduct or other Board policies or school rules.

6.0 HONORARIUM AND SUPPORT FOR THE STUDENT TRUSTEE

6.1 The Student Trustee will receive an honorarium as determined by the Board from year to year. This honorarium will be pro-rated if a Student Trustee does not serve for the full term.

6.2 The Student Trustee will be reimbursed for any appropriate receipted expenses incurred as a function of the role, including transportation costs in accordance with Board policies. Further, the Student Trustee will be supported in attending conference opportunities that relate to the role, with a budget for conference expenses to be approved by the Board.

6.3 The Student Trustee will be supported in attending one out of district conference opportunity per school year that relates to the role, if they so choose to attend, with a maximum budget of \$3000 and in alignment with Board conference expense guidelines. A request for an out of district conference must be received by the Board for review prior to registration via a proposal that includes proposed expenses.

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7. RESPONSIBILITIES OF THE BOARD CHAIR AND SUPERINTENDENT OF SCHOOLS (OR DESIGNATES)

7.1 To appoint one elected trustee to act as a mentor for the Student Trustee.

7.2 To meet with the Student Trustee at the beginning of the school year to discuss their responsibilities and participation.

7.3 To meet with the VDSC at the beginning of the school year to orient them to the role and expectations of Student Trustee to the Board and to encourage VDSC student representatives to attend VBE Standing and Advisory Committee meetings, and to support the Student Trustee at Board meetings throughout the school year.

7.4 To acknowledge the service of the Student Trustee to the Board during the second Board meeting in June of each school year.

7.5 To organize an annual liaison meeting between the Board and VDSC.

8. OTHER

The Student Trustee will not participate in BCSTA events in any formal manner. The Student Trustee may accompany elected trustees to appropriate BCSTA events or orientation and training purposes provided BCSTA does not object.

Student Trustee Conflict of Interest Guidelines

1. A Student Trustee must not participate in any Board discussion where the Student Trustee may have a conflict of interest or an apparent conflict of interest.
2. For the purposes of this policy and regulation, the Student Trustee has a conflict of interest when a Student Trustee or their parent(s), spouse, sibling or child has a direct or indirect financial interest in the matter being discussed at the Board or Committee meeting.
3. For the purposes of this policy and regulation, the Student Trustee has an apparent conflict of interest where a reasonable member of the public may believe that the Student Trustee's participation in a discussion at a Board or Committee meeting may have been affected by their private interest.
4. A Student Trustee who believes that he or she has a conflict of interest must declare the conflict to the Board or the Committee and withdraw from any further participation in the discussion of the matter that gave rise to the conflict.

Adopted Date:

Monday June 17, 2013

Revision Date:

Jun 2015

Oct 2016

Sep 2017

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APPENDIX C - Sunshine Coast – School District No. 46



School District No. 46 (Sunshine Coast)

Administrative Regulations

EDUCATION

2820

STUDENT LEADERSHIP

Background

Student Voice allows a direct link between the current educational experience of students and the Board on matters immediately before the Board on an ongoing basis.

District Student Leadership Team (DSLTT)

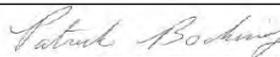
- Two students (normally one in grade 11 and one in grade 12) from Pender Harbour, Chatelech, Sunshine Coast Alternative and Elphinstone Secondary Schools will meet with the Superintendent or designate at least every two months to discuss matters of interest to students.
- A process will be developed by the DSLTT to nominate a member of the DSLTT to be Student Trustee for the academic year.
- Should the nominee be unable to complete his/her term, the DSLTT will nominate another student to fulfill the role of the Student Trustee for the balance of that school year.

Student Trustee

- The Student Trustee shall be recommended to the Board each school year by the DSLTT, where possible at the October board meeting.
- The Chair of the Board or designate will mentor the student trustee.
- The Student Trustee shall have the same opportunities for participation in meetings of the Board and its committees as an elected Trustee. However, the Student Trustee is not a member of the elected Board, and, therefore, cannot attend closed meetings. Further, the Student Trustee cannot vote on matters before the Board.
- The Student Trustee must try to attend all regular meetings of the Board, normally in Gibsons.
- The Student Trustee shall report to the DSLTT the activities and priorities of the Board.
- The Student Trustee shall act in accordance with the Bylaws and Policies of the Board.
- The Student Trustee shall prepare a written report for the June Board meeting to describe his/her experiences as a Student Trustee for his/her term of office.

Date adopted: January 13, 2015
Revised:

Reference:
Board Policy 2.8

Supt. Signature: 

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2 ROLE OF THE BOARD

On behalf of the students and citizens of the Sunshine Coast, the Board shall:

- 2.1 Ensure the school district operates with a clear set of Values, a Vision and a Mission Statement that are reflective of our community, and our students' needs.
- 2.2 Develop, carry forward and regularly evaluate a Strategic Plan that sets direction for School District No. 46 (Sunshine Coast).
- 2.3 Adopt and review policies that establish a clear assignment of roles, responsibilities, accountability and evaluation among the Board and senior administration.
- 2.4 Protect the integrity of the community, students and public education by fostering an atmosphere of trust, respect and confidence free of discrimination, harassment, and any financial or ethical impropriety.
- 2.5 Make decisions and communicate publicly as a corporate body, with individual trustees having no authority to direct staff, or act or speak for the Board or school district, unless otherwise delegated to do so in Board policy.
- 2.6 Adopt and amend an annual budget.
- 2.7 Select and evaluate the Superintendent of Schools.
- 2.8 Support the annual selection and participation of a student trustee and District Student Leadership Team (DSLTT).
- 2.9 Comply with other statutory responsibilities such as the appointment of an auditor, and submission of Achievement Contract, School Plans, Superintendent's Report on Student Achievement, School Calendar and Capital Plan.
- 2.10 Emphasize strong and balanced communications in support of the Board's Vision, Mission, Values and Strategic Plan by facilitating community involvement in district and school planning, and informing the community about (a) education issues; (b) services, programs and processes; and (c) local and provincial goals, plans and policies; and facilitating community involvement in district and school planning.
- 2.11 Create appropriate partnerships with other agencies to coordinate effective and efficient delivery of education and other services to the citizens of the Sunshine Coast.
- 2.12 Promote the continuity of governance capability by training and developing its trustees, including prompt orientation of new members.

APPENDIX D – *New Westminister Schools – School District No. 40*
Policy #3 – Role of The Trustee

ROLE OF THE TRUSTEE

Trustees are elected in accordance with the Local Government Act.

The role of the trustee is to contribute to the Board as it carries out its legislated mandate. The oath of office taken by each trustee when he or she assumes office binds that person to work diligently and faithfully in the cause of public education. A trustee must first and foremost be concerned with the interests of the school board.

The Board of Education is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. The School Act gives no individual authority to trustees. As members of the corporate Board, trustees are accountable to the public for the collective decisions of the Board, and for the delivery and quality of educational services. A trustee must serve the community as an elected representative, but the trustee's primary task is to act as a member of a corporate Board. School board trustees collectively and individually have a public duty to carry out their responsibilities and the work of the school board in good faith and with reasonable diligence. Trustees have one overarching responsibility – a shared public duty to advance the work of the school board. A trustee's fiduciary duties are owed to the school board (not to themselves, their family or friends) which is, in turn, accountable to the electorate.

A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the District.

- The Board shall indemnify a trustee in accordance with Policy 20 Indemnification By-Law

Specific Responsibilities of Individual Trustees

The trustee shall:

1. Become familiar with District policies and procedures, meeting agendas and reports in order to participate in Board business.
2. Support a majority vote of the Board to advance the work of the board and monitor progress to ensure decisions are implemented.
3. Refer governance queries, issues and problems not covered by Board policy to the Board for corporate discussion and decision.
4. Refer administrative matters to the Superintendent.
5. The trustee, upon receiving a complaint or an inquiry from a parent, staff member or community member about operations, will refer the parent, staff member or community member back to the teacher, Principal, or District Office personnel and will inform the Superintendent or designate of this action.
6. Keep the Board and the Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the District.

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7. Provide the Superintendent with counsel and advice, giving the benefit of the trustee's judgment, experience and familiarity with the community.
8. Attend meetings of the Board; participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of children within the District.
9. Attend committee meetings or meetings as a Board representative, as assigned, and report to the Board in a timely manner.
10. When delegated responsibility, will exercise such authority within the defined terms of reference in a responsible and effective way.
11. Participate in Board/trustee development sessions so that the quality of leadership and service in the District can be enhanced.
12. Share the materials and ideas gained from a trustee development activity with fellow trustees at the next available opportunity.
13. Stay current with respect to provincial, national and international educational issues and trends.
14. Strive to develop a positive and respectful learning and working culture both within the Board and the District.
15. Attend District or school functions when invited and when possible.
16. Continue to carry out duties with integrity and responsibility during an election period.
17. Become familiar with, and adhere to, the Trustee Code of Conduct.

Orientation

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate a smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and approved plans.

The Board believes an orientation program is necessary for effective trusteeship.

1. The District will offer an orientation program for all trustees following an election that provides information on:
 - 1.1 Role of the trustee and the Board;
 - 1.2 Organizational structures and procedures of the District;
 - 1.3 Board policy, agendas and minutes;
 - 1.4 Existing District initiatives, annual reports, budgets, financial statements and long-range plans;
 - 1.5 District programs and services;
 - 1.6 Board's function as an appeal body;
 - 1.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and
 - 1.8 Trustee remuneration and expenses.

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2. The District will provide financial support for trustees to attend British Columbia School Trustees Association sponsored orientation seminars.
3. The Board Chair and Superintendent are responsible for ensuring the development and implementation of the District's orientation program for trustees. The Superintendent shall ensure each trustee has access to the Board Policy Handbook and Administrative Procedures Manual at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.
4. Incumbent trustees are encouraged to help newly elected trustees become informed about history, functions, policies and procedures.

*Legal Reference: Sections 49, 50, 52, 65, 85 School Act
Local Government Act*

SD No. 40 (New Westminster)

Adopted: May 30, 2017

2018-19 Annual Budget Priorities – March 6 Operations Committee Meeting

The public consultation process for input into budget priorities with our Partner Groups took place during February with all feedback being compiled and shared with the Board. As part of this consultation process, the Board has requested the Senior Management Team to identify and present budget recommendations. In doing so, the following recommendations are situated using our *Teaching and Learning in Diverse Classrooms – A District Blueprint for Learner Success (March 2017)*. Additionally, the recommendations take into account our Accountability Report on student achievement as presented at the January 9, 2018 Education Policy and Planning Committee meeting.

1. **Engagement and Personalized Learning**

- a. Priority 1: Ongoing focus on supporting educators with implementing re-designed curriculum with a targeted goal on literacy and numeracy.
 - i. Resources for K-12
 - Leveled Literacy Resources
 - Numeracy Resources
 - Aboriginal Education Resources
 - Google Read & Write
 - Discovery Education

The recommended budget will include \$400,000 to provide the opportunity to support the acquisition of the above resources for our schools.

- b. Priority 2: Create opportunities for professional collaboration.
 - i. School Innovation Grants
 - ii. Dinner Series
 - Focused on Numeracy, Literacy, Mental Health and Zones of Regulation initiatives.
 - iii. EA District Training
 - iv. Curriculum Implementation and District Wide Professional Days
 - These two days for educators will include keynote speakers and workshop presenters.

The recommended budget will include \$160,000 to continue to support our educators towards increasing student achievement through inquiry and project-based learning.

- c. Priority 3: Build Capacity.
 - i. Teacher Coaches
 - Direct support to teachers at the school level in developing the skills and strategies to differentiate instruction and personalize learning designed to support student understanding of core competencies (skills) over knowledge acquisition (facts).

The recommended budget will include \$300,000 (3.0 teaching FTE) to increase targeted supports for our teachers as they continue to transition to concept-based curriculum and instruction.

- d. Priority 4: Create a sustainable teacher mentorship program.
 - i. Support new teachers, in collaboration with the NWTU, as they enter our school district with a mentor/protégé system as part of a full day of orientation.

The recommended budget will include \$50,000 to pilot a new teacher mentorship program.

- e. Priority 5: Implementation of effective physical learning environments.
 - i. Conduct scan to update classroom furniture options to support flexible learning spaces which meet the diverse needs of our students.

The recommended budget will include \$100,000 to acquire new classroom furniture for our schools.

2. Social Emotional Well-Being and Healthy Lifestyles

- a. Priority 1 & 2: Nurture caring, compassionate and positive relationships and promote social emotional learning.
 - i. Resources for K-12
 - SOGI 123 – District 0.2 FTE

The recommended budget will include \$25,000 to implement a 0.2 District SOGI lead teacher and provide additional school resources.

- b. Priority 3: Nurture positive classroom and school communities.
 - i. Continue to improve transition planning and academic success for Aboriginal students.
 - Expand current Graduation Coach to include an additional Transition teacher/coach at elementary and middle schools.

The recommended budget will include \$100,000 to implement an additional Transition teacher/coach.

- c. Priority 4: Encourage student empowerment and self-advocacy.
 - i. Staffing Support for Representative Student Advisory Group.

The recommended budget will include \$15,000 to implement a non-enrolling block to support student voice from our secondary school and alternate programs.

- d. Priority 6: Promote healthy lifestyles.
 - i. Implementation of District wide school nourishment program.

In addition to the Community LINK funding to support a district wide school nourishment program, the recommended budget will include \$50,000 to support the start-up costs for the successful implementation of the program.



Supplement to: March 6, 2018 Combined Education and Operations Policy and Planning Meeting

Date: February 28, 2018

Submitted by: Mark Gifford

Item: Requiring Action For Information

SUBJECT: Childcare Facilities – District Feasibility Plan

Background:

Given Provincial budget announcements in February 2018, the anticipation of new public funding for childcare infrastructure in British Columbia, and growing needs of children and families to access high-quality, licensed childcare, it is wise to assess the physical and financial capacity of the School District to create and host new spaces, and partner with licensed childcare providers.

At this time, the District does not have dedicated funding to create new spaces, whether purpose built, portables or classroom enhancements. The recommendation below is intended to better position the Board of Education to make decisions and engage with the Province and stakeholders, including the City of New Westminister, licensed childcare providers, community partners and families, should new streams of public funding become available.

Recommendation:

THAT the Board of Education for School District No. 40 (New Westminister) request staff, with support from consultants as needed, develop a preliminary feasibility report to assess site and cost consideration for the district to expand licensed childcare and out-of-school care on District Elementary and/or Middle School sites; AND THAT the report findings will be provided to the Board on or before the Operations Committee meeting of June 12, 2018; AND THAT the report will address the following:

- **What are current state of space made available for licensed childcare and/or licensed afterschool care across the District?**
- **What land availability could be made available for new licensed childcare facilities to be built or installed as portables?**
- **What would the approximate unit cost be to acquire suitable portables?**
- **By Fraser Health standards, what would be potential number of licensed spaces created, by infant-toddler, 3-5 year-old, or 5-12 year-old age groups?**
- **What parallel planning, if any, is underway or anticipated by City of New Westminister, Kids New West or other potential partners?**