

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

**Tuesday, October 2, 2018 – 7:30 pm**

**Queensborough Middle School**

**Location: 833 Salter Street, New Westminister**

**AGENDA**

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

Item	Action	Info	Presenter	Attachment
1. Approval of the Agenda	X		J. Janzen	
2. Presentations:				
a. Robotics Competition Vex IQ		X	Students & Teachers	
3. Reports from Senior Management				
a. Operations Update		X	K. Morris	P. 1
b. 2018-2019 Operating Fund Re-Calc. Estimate		X	K. Morris	
c. School Nourishment Program Update		X	Q. Gamblen	
d. May Day Update		X	K. Hachlaf	
4. General Announcements				
a. World Teacher Day – October 5, 2018		X	M. Ewen	
5. New Business				
a. Draft BCSTA Memorandum of Understanding		X	J. Janzen	P. 4
b. Teachers Teaching On Call (TTOC) Shortages		X	K. Slade-Kerr	P. 8
<b>Recommendation: THAT the Board of Education for School District No. 40 (New Westminister) direct staff to provide monthly reports to the Operations Policy and Planning Committee, commencing November 2018, to allow the Board to assess at each of the elementary, middle and high school level:</b>				
<b>a) The number of enrolling teacher absences not covered by a TTOC.</b>				
<b>b) The number of school based non-enrolling teacher absences not covered by a TTOC.</b>				
<b>c) The number of enrolling teacher absences not covered by a TTOC that are covered wholly or partly by a school-based non-enrolling teacher.</b>				
c. Student Exclusion Tracking		X	M. Naser	

Item	Action	Info	Presenter	Attachment
d. Expanding Child Care Options for Families	X		M. Gifford	P. 9
<b><i>THAT the Board of Education for School District No. 40 (New Westminster) direct staff to draft plans and funding proposals for submission to Ministry of Children and Family Development and/or Ministry of Education that will support the potential development of at least 100 new child care and school-age spaces at Richard McBride Elementary School, Queensborough Middle School, and Queen Elizabeth Elementary School; AND THAT, the Board receives a progress update from staff at the November 2018 Operations Committee meeting.</i></b>				
e. BCSTA Provincial Council Motions	X		J. Janzen	
6. Adjournment				

## **Capital Projects, Operations and Planning**

### **Lord Tweedsmuir Elementary**

The seismic project is underway. Five portables and a wash cart are ready for occupancy. Four classrooms will be moved out to the portables for October 1, 2018. The school's office, copier room and lunchroom have been seismically upgraded and reconfigured and were ready for occupancy on August 27, 2018. The seismic work for the gym and daycare is underway and should be completed by the end of October 2018.

Mechanical has started with the installation of the new piping air handlers to each classroom, funded with \$650,000 School Enhancement Project (SEP) funding and \$300,000 Annual Facilities Grant (AFG) funding.

New gym flooring schedule to start October 16, 2018.

### **Richard McBride Elementary**

The District has completed the Request for Proposal (RFP) process for project management services and awarded to Cascade Consulting. A steering committee has been established to move forward with the conceptual design. The RFP for Architectural Services has been posted to BC-Bid and responses will be received in early October with potential award in November 2018. Construction award is expected sometime in 2019.

### **New Westminster Secondary**

The Project is currently in the construction phase with most of the site excavation and civil works completed. Foundation and forming activities scheduled next. The overall design is at 90% completion with full "Issued for Construction" (IFC) drawings anticipated in November.

### **All Other Projects**

- **Glenbrook Middle School**

Boiler upgrade project is complete. The project was funded from \$250,000 2018-2019 Carbon Neutral Program (CNP) funding and if required, \$75,000 from Annual Facilities Grant (AFG) once the final accounting is completed. A rebate of \$18,000 is forthcoming from Fortis BC because of the project. The rebate will offset costs of the project.

- **Connaught Heights Elementary School**

Air handlers, all new piping and controls, and new classrooms' flooring projects are 99% complete, with balancing to be completed.

- **Lord Kelvin Elementary School**

Roll shutters project is complete.

- **Qayqayt Elementary School**

Playground project has been tendered and installation will take place November 2018.

Staff continues to work on planning for the future projects. We are ready to proceed with the top priority items in our capital plan. However, we do not expect significant new funding announcements from the ministry until a new provincial budget is tabled in the Spring.

## Ministry & Other Submissions: July to September 2018

Submitted to:	Description	Date
Ministry of Education	June 30, 2018 Quarterly Financial Statement (GRE)	July 18, 2018
Ministry of Education	Interim 2017-2018 Classroom Enhancement Fund Spending Plan	July 27, 2018
Ministry of Education	Actuarial Data: Retiree Experience	September 5, 2018
Ministry of Education	Portables Inventory	September 26, 2018
Ministry of Education	2017-2018 Audited Financial Statements	September 26, 2018
BCPSEA & PSEC	Senior Employee and Annual Executive Compensation Report	September 26, 2018
Ministry of Education	Construction Management – Monthly Project Report: Tweedsmuir	September 27, 2018

## Business Re-Engineering Initiatives

In efforts to reduce paper, increase efficiency, improve security and access, staff is undertaking a number of initiatives included below. These initiatives will streamline both District and School staff time when attending to administrative functions.

Project	Action	Status
Environmental Scan	Secretary-Treasurer orientation meetings with each Principal, on school sites, to determine administrative bottlenecks, barriers and improvements	Complete
AP515 – Purchasing & Tendering	Procedure amendments drafted, distributed widely for feedback, and received by the Board. Finalized in September 2018.	Complete
Purchasing & Payment Processing	Streamlined ordering with a focus on purchasing cards for small dollar purchases, and payments, again with the focus on purchasing cards, as well as near elimination of one form. Benchmarking indicates potential to reduce purchase order issuance and cheque/e-payment issuance by 50% each	Complete
School Account Handbook	Draft procedures manual to standardize treatment of finances in school chequing and other accounts, distributed to clerical staff and Principals/Vice-Principals.	In Progress
“Paperless” Board Meetings	Research and procurement of electronic agenda and minutes management software along with “loaner” laptops in preparation for new Trustees in November 2018	In Progress
Digital Filing	Research and procurement of a digital filing solution for Phase 1: accounts payable, personnel files, and board agendas and Phase 2: student records and remaining financial records.	In Progress

## Budget 2018-2019

Staff has thoroughly reconciled and developed a district summary of both teacher and support staffing levels allocated by the Human Resources Department compared to the 2018-2019 preliminary budget. Throughout the year, monthly reconciliations will be completed monitoring budgeted vs actual FTE, hours per week and expenditures to monitor surplus or deficit projections earlier in the year.

Staff is developing improved internal and outward facing financial reporting by:

1. re-aligning budget items to areas of responsibility
2. creating comparative reporting to same period previous year
3. providing a monthly amended budget report indicating re-allocations and additions/reductions to the budget
4. expanding the range of line items available to schools' reports thus reducing duplicate work being done by clerical staff, and to district staff to better monitor specific budget initiatives.

## **Budget 2019-2020**

Senior management team is framing a draft budget process to provide to the new incoming Board in November 2018, as a starting point for the Board to modify to suit its needs. The intent is that the Board approve a 2019-2020 budget process in early winter in order to ensure a fulsome and consultative budget process from January to April 2019, for third reading of the Preliminary Annual Budget by-law by April 30, 2019.

## Caroline Manders

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**Subject:** FW: Request for further feedback on draft BCSTA-MOE Memorandum Of Understanding  
**Attachments:** MOU BCSTA-MOE draft 3 September 25-2018.pdf

**From:** Mike Roberts <[MRoberts@BCSTA.ORG](mailto:MRoberts@BCSTA.ORG)>

**Sent:** September 25, 2018 2:57 PM

**Subject:** Request for further feedback on draft BCSTA-MOE Memorandum Of Understanding

Good afternoon Board Chairs

*cc Trustees, Secretary Treasurers*

BCSTA is once again seeking further input from member Boards as to the wording of a new Memorandum Of Understanding (MOU) between the Ministry of Education and BCSTA. The attached draft contains revised wording to address many of the ideas and concerns raised by boards when we reached out to you in June. It is important to note, however, that any final wording needs to reflect the views of the BCSTA membership in general as well as those of the Ministry. For this reason, every suggestion or idea cannot necessarily be included.

Our Board of Directors also wants it to be clear that this MOU is not intended to replace, nor circumvent the legislated co-governance relationship between individual Boards of Education and the Ministry of Education. The MOU is intended to broadly recognize and positively define the relationship between BCSTA and the Ministry, rather than intruding on the specified role of individual Boards and school districts.

It is also recognized that there will be supplemental informal agreements as well as policies that determine how the MOU may be operationalized on a day to day basis. The MOU itself is not intended to capture the specific processes or protocols that would guide individual communications, consultations and decision making between the parties. Although the MOU may guide the 'spirit' of such things, we have not attempted to include detailed processes or protocols in the wording.

**At this time, we are requesting your board's feedback on the revised draft.** You may wish to consider answers to the following questions, but you can also submit any ideas, suggestions, reflections or concerns that your board feels should be considered.

- Does the revised draft MOU reflect the appropriate working relationship between BCSTA and the Ministry of Education? If No, what changes would you suggest?
- Does the draft MOU, as worded, reflect the appropriate balance between the role of BCSTA and that of individual Boards of Education?
- Are there other considerations that should be included in the MOU? If Yes, what are they?
- Are there any other suggestions, reflections or concerns that your board would like to raise at this time?

**We would ask that any feedback from your board (rather than individual trustees) be forwarded to [feedback@bcsta.org](mailto:feedback@bcsta.org) by no later than 4:00 pm Monday, October 15, 2018.**

As with the previous survey of Boards in June, we will share your written feedback with members as well as utilizing it to complete the MOU joint rewriting process. The final version of the new MOU would be circulated to Boards in November, prior to the planned resigning at our Winter Academy on November 30<sup>th</sup>.

Please feel free to contact any member of your Board of Directors if you would like a conversation about the MOU.

**MIKE ROBERTS**

Chief Executive Officer

BC School Trustees Association (BCSTA)

P (604) 734-2721 | M (604) 754-5222 | W [bcsta.org](http://bcsta.org)

#### PURPOSE:

This Memorandum of Understanding (MOU) is intended to guide the working relationship between the Ministry of Education and the British Columbia School Trustees Association (BCSTA) as the representative voice of its member Boards of Education. This MOU is considered an aspirational document reflecting the shared commitment of both parties to realizing the full value and potential of British Columbia's students, in supporting the Educated Citizen.

#### WHEREAS:

A. The Province's K-12 education system is responsible for ensuring that the learning outcomes of students are achieved, and that they acquire the knowledge and skills necessary to contribute to a healthy society and a prosperous, sustainable economy;

B. Learning supports the well-being of the self, the family, the community, the land, and recognizes the role of indigenous knowledge;

C. The future of British Columbia and the intellectual development, human and social development, and career development of our children are of mutual concern and importance to all citizens;

D. All British Columbians, individually and collectively through their governments, share in the purpose that our students achieve their individual potential and become independent adults, who enjoy happy, successful, and prosperous lives;

E. Effective coordination between the Province and Boards of Education promotes certainty, stability and predictability of efficient governance, sound planning and performance in the public education system such that student achievement is always improving; and

F. The citizens of British Columbia are best served when the relationship between the Province and Boards of Education is grounded in a shared responsibility for improving outcomes for student success.

#### THEREFORE:

1. Boards of Education, as established by the *School Act*, are democratically elected by their constituents to represent the public interest in education by governing school districts in accordance with the legislation and in response to local and provincial values and priorities;
2. Boards of Education and the Province acknowledge their individual and shared accountabilities to effectively and efficiently manage public resources in a fiscally sustainable manner to support a strong and successful public education system focused on student success;
3. Student Achievement and student success is recognized and acknowledged by the Province and Boards of Education as the driving force behind all decisions affecting the public education system;
4. The Province recognizes that BCSTA, as the representative voice for its members and Boards of Education, is a key partner in developing and maintaining an effective education system, and further recognizes the legislated co-governance role of Boards of Education to determine local education priorities.
5. The BCSTA and Boards of Education recognize the Province's statutory and constitutional right to determine public education policy for the province;
6. The principles established in this MOU shall form the basis for the relationship between the Province and BCSTA as the representative voice of its member Boards.

#### PRINCIPLES:

##### 1. Public Confidence

The Province and BCSTA will seek shared opportunities to publicly demonstrate and communicate the achievements, strengths and potential opportunities for improvement in K-12 education with the goal of maintaining and improving public trust and confidence in the public education system across the province. Both parties recognize this is best achieved through a shared focus on student success and a demonstrated commitment to respect, integrity, public service, accountability and the sustainable management of public resources.

##### 2. Commitment to Action

In the interests of all British Columbians, the parties are committed to discharge their responsibilities within their respective areas of jurisdiction while understanding and respecting the jurisdiction of the other party.

##### 3. Partnership

The parties are committed to cooperate in the spirit of partnership, honouring each other's strengths and capacities, particularly in the development of policies, programs, projects and funding options.

The parties commit to clear division of responsibilities so that the Province and local Boards of Education can effectively perform their roles. The Province and BCSTA will also cooperate in the development and distribution of information required for effective discharge of this agreement.

##### 4. Consultation and Notification

Any party proposing a change in policies or programs that will affect the other party will consult and collaborate with the other party to the fullest extent possible given the specific circumstances and any respective legislative and confidentiality obligations. This commitment includes, but is not limited to, timely notification of the proposed change.

The parties recognize that there may be extraordinary circumstances that limit the timeliness of consultation and notification. In such circumstances the other party will be provided with the rationale for the unusual limitations to consultation.



## 5. Flexibility

Policies or programs will be developed with consideration to the varying needs and circumstances of local Boards of Education in different areas of the province where appropriate and where it is not to the detriment of the education system as a whole.

### IMPLEMENTATION:

The parties will cooperate in implementing this agreement through subsidiary protocol agreements consistent with the above principles. These protocol agreements will address specific priorities of one or both parties, such as shared service delivery, learning transformation and student success or other priorities identified during the term of the agreement.

The parties will take a leadership role with education sector organizations to establish an annual Education Calendar of significant dates, deadlines and opportunities for purposeful, regular in-person meetings among education partners. The calendar is intended to support timely, effective and efficient communication, consultation, collaboration and decision-making. As a specific priority and in support of district leadership and strong connections between school districts and the Ministry, the parties commit to jointly organizing annual liaison meetings with the BC Superintendents' Association (BCSSA) and BC Association of School Business Officials (BCASBO).

### REVIEW OF THE MOU

This MOU is a living document and as such, shall remain in effect for five years from the date of its signing, to be reviewed by both parties annually or as circumstances require.

### ADMINISTRATION OF THE MOU

The lead contacts for administering this MOU are the Minister of Education and the President of BCSTA.

DRAFT

Supplement to: **COMBINED EDUCATION AND OPERATIONS POLICY & PLANNING COMMITTEE**

Date: October 2, 2018

Submitted by: Trustee Kelly Slade-Kerr, Vice Chair

Item: Requiring Action Yes ☒ No ☐ For Information ☐

Subject: Teachers Teaching On Call (TTOC) Shortages

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### Background:

In the 2016/17 school year, the availability of teachers on call (TTOCs) resulted in school administration filling in for absent classroom teachers on a regular basis. Since that time, the SCC decision on class size and compensation has resulted in an increase in the demand for teachers across the province. Many districts across the province and the BCTF are reporting that teacher shortages are causing significant difficulties in the public education system.

New Westminister has been able to fill almost all teaching positions for the current school year. However, given the difficulties with providing TTOC coverage just prior to the SCC decision and the shortage of teachers now facing other districts, it is likely that New Westminister will have difficulty providing TTOC coverage for absent teachers.

It is incumbent on the Board of Education to monitor the situation in New Westminister both to ensure we are meeting the needs of our students and to provide data that will assist in trustee advocacy efforts relating to the issue of teacher shortages.

### Recommendation:

***THAT the Board of Education for School District No. 40 (New Westminister) direct staff to provide monthly reports to the Operations Policy and Planning Committee, commencing November 2018, to allow the Board to assess at each of the elementary, middle and high school level:***

- a) The number of enrolling teacher absences not covered by a TTOC.***
- b) The number of school based non-enrolling teacher absences not covered by a TTOC.***
- c) The number of enrolling teacher absences not covered by a TTOC that are covered wholly or partly by a school-based non-enrolling teacher.***

Supplement to: **COMBINED EDUCATION AND OPERATIONS POLICY & PLANNING COMMITTEE**

Date: October 2, 2018

Submitted by: Trustee Mark Gifford, Chair

Item: Requiring Action Yes ☒ No ☐ For Information ☐

Subject: Expanding Child Care Options for Families

### Background:

The Child Care and Facilities District Feasibility Report received at the June 12, 2018 Operations Committee detailed significant pressures on child care spaces currently available through District partnerships with Child Care operators. Infant-toddler, 3-5 and school-age care all experience high demand, with waiting lists of two and three years being common. Available classroom and land space is also very limited, but there is some immediate potential to leverage capital planning and resources at McBride and Queen Elizabeth Elementary Schools, as well as at Queensborough Middle School. As example, there is potential to develop at least 100 new spaces at McBride Elementary School (24 3-5; 20 school-age), Queensborough Middle School (20 school-age) and Queen Elizabeth Elementary School (12 infant toddler; 24 3-5).

Further meetings and conversations between New Westminister Schools, City of New Westminister, Ministry of Children and Family Development (MCFD) and other partners have also underscored alignment with City of New Westminister Child Care priorities, and with B.C.'s Ministry of Children and Family Development's New Spaces funding. With these relationships and those with licensed non-profit operators, there are significant opportunities to for the School District, City of New Westminister, and MCFD to develop new spaces. Given limited availability of resources and capital planning underway, timing is of the essence.

### Recommendation:

***THAT the Board of Education for School District No. 40 (New Westminister) direct staff to draft plans and funding proposals for submission to Ministry of Children and Family Development and/or Ministry of Education that will support the potential development of at least 100 new child care and school-age spaces at Richard McBride Elementary School, Queensborough Middle School, and Queen Elizabeth Elementary School; AND THAT, the Board receives a progress update from staff at the November 2018 Operations Committee meeting.***