



MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION  
**OPERATIONS POLICY & PLANNING COMMITTEE**  
HELD TUESDAY, APRIL 11, 2017 AT 7:30 PM  
SCHOOL BOARD OFFICE, 800 ONTARIO STREET

**PRESENT:** Ms. Jonina Campbell, Trustee  
Mr. C. Cook, Trustee  
Mr. M. Ewen, Trustee  
Mr. M. Gifford, Board Vice Chair  
Mr. J. Janzen, Committee Chair  
Ms. M. Lalji, Trustee  
Ms. K. Slade-Kerr, Board Chair

Mr. P. Duncan, Superintendent of Schools  
Mr. K. Lorenz, Secretary Treasurer  
Ms. B. Basden, Recording Secretary

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

1. **ADOPTION OF THE AGENDA**

Moved and Seconded:

*THAT the agenda for the April 11, 2017 Open Operations Policy and Planning Committee meeting be as amended by adding 2b) Home Learners Program Delegation.  
Carried Unanimously.*

2. **DELEGATION**

*a) DPAC re AEDs (Automated External Defibrillators)*

Beth Ott, New Westminister DPAC Past Chair, attended the meeting with Chris Chong from St. John's Ambulance, to promote the use of AEDs (Automated External Defibrillators) in district schools.

Trustee Cook requested the issue of AED's be referred to staff for a report.

*b) Home Learners Program*

A delegation of parents and staff from the Home Learners Program attended the meeting regarding the move of the portable on the Hume Park site.

Moved and Seconded:

*THAT the Board of Education for School District No. 40 (New Westminister) direct senior staff to bring a report to the Board at their April 25<sup>th</sup> meeting on the issue of moving the portable currently located at Hume Park.*

*Carried Unanimously.*

**3. DRAFT BUDGET 2017/18**

The Committee received a number of documents as background information for the Budget 2017/18 presentation. Secretary Lorenz highlighted sections of the budget and responded to questions from the Trustees.

Moved and Seconded:

*THAT the Operations Policy and Planning Committee recommend that the Board of Education of School District No. 40 (New Westminster) approve the 2017/18 Operating Budget as presented.*

*Carried Unanimously.*

**4. REPORTS FROM SENIOR MANAGEMENT**

*a) Monthly Financial Update at February, 28, 2017.*

Secretary Treasurer Lorenz presented the Operating Fund – Year to Date Expense to Budget Summary for the month ending February 28, 2017.

*b) Maintenance & Capital Projects Update*

The Committee received the monthly update on Maintenance and Capital Projects.

**5. PROPOSED POLICY HANDBOOK REVIEW (cont'd)**

**Policy 11: BOARD DELEGATION OF AUTHORITY**

Moved and Seconded:

*THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 11 “Board Delegation of Authority” under the preamble by adding: “In the absence of Board policy in cases where an immediate administrative response is required the Superintendent will: 1. If time permits, consult with the Board Chair and Vice Chair; 2) Inform the Board as soon as is practicable and at the next regular meeting, of the action taken and the nature of the emergent issues and, where warranted, the need for policy in the event of future occurrences; and 3) The action must be taken with regard for the tenor of the Board’s foundational statements.”*

*Motion Failed.*

**Policy 12: ROLE OF THE SUPERINTENDENT**

Moved and Seconded:

*THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 12 “Role of the Superintendent” under “Background” by adding at the end of the paragraph “The Superintendent shall:”*

*Carried Unanimously.*

Moved and Seconded:

***THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 12 “Role of the Superintendent” under Specific Areas of Responsibility #1 Student Learning Clause 1.2 to read “Support instructional strategies, assessment and resources that reflect sensitivity to diversity and incorporate themes such as inclusion, receipt and acceptance.***

Moved and Seconded:

***THAT the Operations Policy and Planning Committee amend the motion to amend Board Policy Handbook Policy 12 “Role of the Superintendent” under Specific Areas of Responsibility #1 Student Learning Clause 1.2 to read “Support instructional strategies, assessment and resources that reflect mission, vision and goals of the District.***

***Carried Unanimously.***

Main motion as Amended:

***THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 12 “Role of the Superintendent” under Specific Areas of Responsibility #1 Student Learning Clause 1.2 to read “Support instructional strategies, assessment and resources that reflect mission, vision and goals of the District.***

***Carried Unanimously.***

Moved and Seconded:

***THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 12 “Role of the Superintendent” under Specific Areas of Responsibility #4 Personnel Management by adding Clause 4.2 “Monitor and improve the performance of all staff”; and by renumbering the remainder of the items.***

***Motion Failed.***

Moved and Seconded:

***THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 12 “Role of the Superintendent” under Specific Areas of Responsibility #8 Organizational Leadership and Management Clause 8.1 to read “Promote at all times a high standards of collaborative professional leadership, effective human relations, and a spirit of educational innovation and advancement throughout the district”.***

***Carried Unanimously.***

**Policy 15: RECRUITMENT AND SELECTION OF PERSONNEL**

Moved and Seconded:

*THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 15 “Recruitment and Selection of Personnel” by:*

- *adding at the beginning of the preamble “The Board believes that the recruitment and selection of District Personnel is a shared responsibility between the Board and the Superintendent”;*
- *adding at the end of the first paragraph of the preamble “To this end, the recruitment, selection and hiring of professional staff will occur through a multi-step process.*
- *adding in the middle of the preamble “Recruitment: All professional staff vacancies will be advertised in appropriate professional publications, internally and externally. Advertisements will include statements of essential and desirable qualifications. A minimum of two weeks must be allowed for advertising vacancies, except in exceptional circumstances for unanticipated vacancies, which may require shortening advertisement times to no less than one week.*
- *adding in the middle of the preamble “Screening: The intent of the screening process is to identify all candidates for interviewing and will be composed of up to two representatives from each of the stakeholder groups and the other members of the senior management team. The Screening committee recommendations are consultative and do not bind the Superintendent or the Board. The Screening Committee will make its recommendations to the Superintendent.*
- *adding in end of the preamble: “Specifically: The following process will be followed for Assistant Superintendent and Secretary Treasurer positions: 1.1 The Superintendent will use a screening committee to conduct initial interviews; 1.2 The screening committee will recommend candidates to be interviewed by the selection committee; 1.3 The Board and Superintendent shall constitute the selection committee; 1.4 The selection committee will attempt to achieve consensus. In the event this is not possible, the successful candidate must be supported by a majority vote of the trustees; 1.5 These positions shall have a role description and the person occupying each of the positions shall have a written contract of employment; 1.6 The compensation grid will be determined by the Board and placement on the grid by the Superintendent; AND THAT, the Superintendent is delegated full authority to recruit and select staff for all other positions.*

*Motion Failed.*

**Policy 19: RESTRICTED AND NON-RESTRICTED SURPLUS FUNDS**

Moved and Seconded:

*THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 19 “Restricted and Non-Restricted Surplus Funds” under the preamble by adding to the last line of the 2<sup>nd</sup> paragraph, “...at the discretion of the Board”.*

Moved and Seconded:

*THAT the Operations Policy and Planning Committee amend the proposed amendment to Board Policy Handbook Policy 19 “Restricted and Non-Restricted Surplus Funds” under the preamble by changing the word “discretion” to “direction”.*

*Carried Unanimously.*

Main motion as Amended:

*THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 19 “Restricted and Non-Restricted Surplus Funds” under the preamble by adding to the last line of the 2<sup>nd</sup> paragraph, “...at the direction of the Board”.*

*Carried Unanimously.*

Moved and Seconded:

*THAT the Operations Policy and Planning Committee amend the Board Policy Handbook Policy 19 “Restricted and Non-Restricted Surplus Funds” under 2) Restricted Surplus Funds, by changing “contingency funds equal to \$500,000” to read “contingency funds equal to \$1,000,000.*

*Motion Failed.*

Moved and Seconded:

*THAT the Operations Policy and Planning Committee recommend that the Board of Education for School District No. 40 (New Westminster) approve the revised Policy Handbook effective April 25, 2017.*

*Carried Unanimously.*

**6. CITY COMMITTEE ASSIGNMENTS**

This item was deferred to another meeting.

**7. GENERAL ANNOUNCEMENTS**

There were no general announcements.

**8. NEW BUSINESS**

There was no new business.

**9. ADJOURNMENT**

The meeting adjourned at 9:50 p.m.