



- PRESENT:** Ms. Jonina Campbell, Trustee  
Mr. C. Cook, Trustee  
Mr. M. Ewen, Trustee  
Mr. M. Gifford, Board Vice Chair  
Mr. J. Janzen, Committee Chair  
Mr. K. Slade-Kerr, Board Chair
- Mr. K. Lorenz, Secretary Treasurer  
Mr. K. Hachlaf, Associate Superintendent  
Ms. P. Samra, Recording Secretary

Regrets: Pat Duncan, Superintendent; Mary Lalji, Trustee

*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 October 10, 2017 Open Operations Policy and Planning Committee meeting be adopted as presented.*

*Carried Unanimously.*

**2. REPORTS FROM SENIOR MANAGEMENT**

**a) Operations Update**

Secretary Treasurer Lorenz presented the monthly operations update.

**b) Business company**

Moved and Seconded:

*THAT Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminister as the sole shareholder of the School District No. 40 Business Company take steps to dissolve the Business Company;*

*AND THAT the Board of Education direct the Secretary Treasurer to pay all outstanding liabilities of the business company to a maximum of \$40,000;*

*AND THAT the Secretary Treasurer be asked to take all necessary steps to minimize costs to dissolve the business company by requesting the Ministry of Education to waive the reporting requirements under the Part 6.1 of the School Act.*

*Carried.*

**c) Hume Park Home Learners**

Moved and Seconded:

*THAT Operations Policy and Planning Committee recommend to the Board of Education to direct the Secretary Treasurer to take appropriate steps to inform the ministry of the decision of the Board of Education for School District No. 40 (New Westminster) to reopen the facility located at 521 Fader Street, as Hume Park School.*

*Carried Unanimously.*

**3. GENERAL ANNOUNCEMENTS**

There were no general announcements.

**4. NEW BUSINESS**

**a) Duty to Document**

Moved and Seconded:

*THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) that the Board develop a Duty to Document Policy on the Duty to Document Board decisions and retention of School District decision making records, and that the Board determine what areas and/or what items should be specified in such a policy.*

*AND THAT the Board would like to refer staff to find best practices for duty to document at a school district level*

*Carried Unanimously.*

**5. ADJOURNMENT**

The meeting adjourned at 8:47 p.m.