

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

**Tuesday, March 5, 2019, 7:30 PM  
Herbert Spencer Elementary School  
605 Second Street, New Westminster**

<b>PRESENT</b>	Anita Ansari, Vice Chair	Karim Hachlaf, Superintendent
	Dee Beattie, Trustee	Kim Morris, Secretary-Treasurer
	Danielle Connelly, Trustee	Maryam Naser, Associate Superintendent
	Gurveen Dhaliwal, Trustee	Robert Weston, Executive Director of Human Resources
	Mark Gifford, Chair	Guests:
	Maya Russell, Trustee	Bruce Cunnings, Director of Instruction, Learning Services
<b>REGRETS</b>	Mary Lalji, Trustee	Suzanne Cameron, Principal, Herbert Spencer Elementary
		Tracy Gates, Vice Principal, Herbert Spencer Elementary

*Chair Connelly 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. Approval of Agenda**

The meeting was called to order at 7:32pm.

**Moved and Seconded**

***THAT the agenda for the March 5, 2019 Combined Education and Operations Policy and Planning Committee meeting be adopted as distributed.***

**CARRIED UNANIMOUSLY**

**2. Correspondence**

- a. BCSTA 2019 Budget Overview-Feb.25, 2019  
Correspondence was received.

**3. Presentation**

- a. Herbert Spencer Elementary School Learning Plan  
Suzanne Cameron, Principal, provided an introduction relative to how students are helping to change the process of assessment.  
Tracy Gates, Vice Principal and teacher of technology (Grades 1-5), introduced an app for students to design, create and build their own video games using the core competencies.  
Two students demonstrated how they created their game based on the fairytale Rapunzel and played a level of the game.

**4. Comment & Question Period from Visitors**

Three special needs parents addressed the Board with concerns regarding their children.

Trustee Dhaliwal and Superintendent Hachlaf acknowledged the parents' concerns and appreciation for the feedback. The parents were encouraged to stay for the Special Education Review Update, which with consensus of the Board was moved up the agenda to be item 5a.

## 5. **Reports from Senior Management**

### a. Special Education Review March Update

Director of Instruction, Learning Services Cunnings and Associate Superintendent Naser provided the update, including the process for the review and how the data will be collected. Stakeholder engagement will include focus groups; Thoughtexchange; school and district process.

The process will include the following:

- comprehensive review of special education services and programs
- special education review advisory group
- data collection
- schools; district; consultation
- guiding document outlining directions for improvement

Concern was expressed regarding the lack of one-on-one interviews with parents who may not be comfortable sharing private information in public. It was confirmed that there will be an opportunity for parents to provide feedback in a private setting. An independent consultant will also be engaged to assist with obtaining the feedback in some cases.

### b. January 31, 2019 Financial Update

Secretary-Treasurer Morris reviewed the revenues and expenses as at January 31, 2019.

### c. Operations Update

A cleanliness review across the District is taking place, which will inform part of the budget process as it moves forward. This report should be ready soon so it can be included in the budget review.

#### i. 2019-2020 Preliminary Budget

##### a. Community Engagement Summary - Talking Tables, February 21, 2019

Secretary-Treasurer Morris provided a summary of the Talking Tables event. A [detailed report](#) of all the compiled feedback has been posted on the District website.

##### b. Structural Surplus/Deficit

Secretary-Treasurer Morris provided a detailed overview of the 2019-2020 preliminary budget process. The [budget presentation](#) and [Budget Draft 1 – Structural Surplus/Deficit](#) are posted on the District website.

Enrolment projections, the estimated operating grant and other revenue, have been calculated. The details of five forecast models using various assumption for expenses were reviewed.

Trustees asked a variety of questions, and areas of further analysis related to the international program, cleanliness review, Fine Arts, school allocation working group, learning initiatives, teacher grid analysis, attrition, equity of technology and school fees.

The Board will be asked to give first reading to the 2019-2020 Preliminary Budget by-law on March 12, 2019.

Superintendent's recommendations will be presented at the April 9, 2019 Operations Policy & Planning meeting, with a Special Open Board meeting to follow to put second reading of the Budget bylaw on the floor.

Superintendent Hachlaf indicated that this budget process will provide opportunities for detail and the big picture.

- ii. Board and Committee Meeting Calendar - September 2019 to June 2020

**Moved and Seconded.**

***THAT the Combined Education and Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of the Board and Committee Meeting Calendar 2019-2020 as presented.***

**CARRIED UNANIMOUSLY**

**6. General Announcements**

Nil.

**7. New Business**

- a. Board Policy Revision: Policy 7 Board Operations (M. Gifford)

Draft revisions to Policy 7, Board Operations were reviewed. Edits were suggested for item 6. Trustee In-Service Sessions; item 7.5, third paragraph; and item 10.4.

Once revisions are finalized, the corresponding edits will be applied as appropriate for Policy 8, Board Committees.

Chair Gifford indicated that due to time constraints prior to the March 12, 2019 Board meeting, that District staff provide edits for review prior to inclusion in the Board meeting package.

**MOTION AMENDED**

**Moved and Seconded**

***THAT the Combined Education and Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to bring forward the draft Policy 7, Board Operations, as amended, to the Board meeting on March 12, 2019.***

**CARRIED UNANIMOUSLY**

**8. Adjournment**

The meeting adjourned at 10:19pm.