



Supplement to: **OPERATIONS POLICY & PLANNING COMMITTEE**

Date: November 13, 2018

Submitted by: Kim Morris, Secretary-Treasurer

Item: Requiring Action Yes No For Information

Subject: Neighbourhood Learning Centre Process

Background:

A Neighbourhood Learning Centre is a welcoming place that supports the unique needs of its own community. NLCs maximize the use of school facilities for the benefit of local communities. Facilities are used by both the school and the community throughout the calendar year, both during and outside school hours. An array of programs and services can be offered and selected through community consultation, which represent partnerships between schools, school districts and local communities.

Neighbourhood Learning Centres can include many programs and services for all ages, such as childcare programs, office space, cultural supports, Aboriginal programs, health clinics, sports programs, seniors' centres, libraries and family resource centres.

Neighbourhood Learning Centre area in schools can vary from 2-3% to 15% of the cost of the construction budget.

The two most recent NLC's at Qayqayt Elementary School and Fraser River Middle School were purpose built for childcare of varying ages.

The upcoming NLC's that will be considered by the Board are New Westminster Secondary School and Richard McBride Elementary School.

The capital funding approval for the Richard McBride Elementary School replacement project was dependent on Strong Start and childcare being provided at the new school. Therefore, the purpose built variable for Richard McBride has already been determined. The work left to do for Richard McBride is to post a Request for Proposal (RFP) for a child care provider.

New Westminster Secondary School is open to other options for its purpose built NLC space, and feedback should be gathered from the community at large as to the purpose of the future space.



Often this is done through an advisory committee. The last Neighbourhood Learning Centre Advisory Committee Terms of Reference are attached (Appendix "A") for information.

The Board may wish to consider resurrecting the last Terms of Reference, updating the last Terms of Reference for today's context, or revamping the Terms of Reference altogether.

Recommendation:

Information only at this time.



**Neighbourhood Learning Centre (NLC)
Neighbourhood Advisory Committee Terms of Reference
(revised June 30, 2015)**

1. The purpose of the NLC Neighbourhood Advisory Committee is to:

- Advise the Board on NLC issues referred to them for further examination;
- Provide recommendations to District staff and/or the Board of Education on NLC operations;
- Advise and inform District staff and/or the Board and on neighbourhood needs;
- Provide an opportunity for the neighbourhood to give input into the programs and services offered in the NLC;
- Support the evaluation of the delivery of NLC programming and services and, when necessary, make recommendations to the Board;
- Support the development and sustainability of the NLC, including fundraising efforts; and,
- Help engage the neighbourhood, and broader community, in NLC activities.

2. Membership and Advisors

The Advisory shall be comprised of the following voting members:

a. Appointed by their respective group or organizations:

- *Board of Education Trustee (Chair of the Committee)*
- *Board of Education Trustee (Alternate Chair of the Committee)*
- *Qayqayt Parent Advisory Committee Representative*
- *Fraser River Parent Advisory Committee Representative*
- *Qayqayt School Staff Representative*
- *Fraser River School Staff Representative*
- *Qayqayt Child Care and/or Before and After-School Representative*
- *Fraser River Child Care and/or Before and After-School Representative*
- *Non-profit representative from the KIDS NEW WEST Child Development Committee*

b. Selected by the Board after an Expression of Interest process:

- *Youth Representative*
- *Senior Representative*
- *Business Representative*
- *Up to 4 members at large who live in the neighbourhood (i.e. parent of a preschooler, service user, etc.)*

Appointed representatives will appoint alternate members, as appropriate.

Changes to the Advisory composition will be subject to the approval of the Board of Education of School District No. 40.

*The Chair of the Advisory will only vote in the instance of a tie.

Non-voting advisors to the Advisory shall consist of the following representatives:

- *Senior Administrator*
- *Aboriginal Education Advisory Committee Representative*
- *Community School Coordinator*
- *Community Program Development Officer*

3. Term

The term for all voting members will be the period from September to August of the following year. Voting members can sit for up to two consecutive years and their membership may be renewed by the Board if they wish to continue in the role.

4. Quorum

A quorum shall consist of half the voting members plus one.

If a quorum is not present within 15 minutes following the time at which the meeting was to commence, the names of the members present at the meeting will be recorded, and the meeting shall stand adjourned.

5. Chair

The Chairperson will take input from the committee in establishing the agenda, and District staff will ensure the agenda is sent out to the Advisory in advance of meetings.

6. Recording Secretary

A secretary will be appointed on an annual basis, and they will take minutes and circulate said minutes to the Advisory after each meeting.

Minutes will also be provided to the Board when the Trustee Representative reports out on the meeting.

7. Meetings

Meetings will take place a minimum of three times annually; with dates and locations to be established in advance.

8. Action Teams

Action teams, or smaller working groups, will be established as needed to focus on specific projects or activities.

9. Rules of Procedure

Advisory procedures shall be governed by:

- The District Code of Conduct Policy No. 402.1 / 502.1 (see attached)
- The NLC Decision Making Guidelines (see attached)

10. Reporting Out

The Trustee representative will report out on the activities of the advisory committee at a Board meeting after each meeting.

District staff will provide an overview of the Advisory's activities to the Board on an annual basis by the end of June each year.

Neighbourhood Learning Centre (NLC) Decision Making Guidelines

Decision-making: The NLC Advisory Committee shall operate on the principle of seeking consensus for any recommendations put forward by the Advisory to the Board of Education.

Definition of Consensus: Consensus is a process for multi-party decision-making that synthesizes the ideas of all participants into a decision that is acceptable to all. Consensus requires high levels of commitment, time and communication. Consensus is not a compromise or form of deal making. It involves exploring “interests” and ensuring that the decision fits with the group’s purpose and values.

Consensus Guidelines:

- A clear proposal is put forth in advance of the meeting (with background material when possible);
- Adequate time is set aside for meaningful discussion;
- All parties are expected and encouraged to participate. If any party chooses not to participate, they give license to the group to make the decision for them and they commit to endorsing that decision;
- There may not be 100 % agreement; rather, consensus means that all parties are able to “live with” the decision provided there is the opportunity to review it after the decision has been implemented;
- Where there is disagreement, there is a commitment to:
 - o Discussing the underlying assumptions
 - o Seeking differences of opinion to gain understanding
 - o A willingness to consider different points of view
 - o Clarifying the issues; for example, identifying the real issues from surface issues
 - o Listening carefully to identify interests
 - o Looking for “win-win” outcomes
- Where there is a disagreement and a decision needs to be made, a vote will take place with the majority vote being the group decision;
- If time is not an issue, the decision may be deferred to a later date to go through the consensus process after committee members have had time to consider the issues; and,
- The opinions of all parties will be treated with respect.