

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

Tuesday, December 3, 2019, 7:00 PM

School Board Office

811 Ontario Street, New Westminster

PRESENT	Anita Ansari, Chair	Karim Hachlaf, Superintendent
	Dee Beattie, Trustee	Bettina Ketcham, Secretary-Treasurer
	Danielle Connelly, Trustee	Maryam Naser, Associate Superintendent
	Gurveen Dhaliwal, Vice Chair	Robert Weston, Executive Director, Human Resources
	Mark Gifford, Trustee	Karen Klein, Director of International Education
	Maya Russell, Trustee	Pam Craven, District Principal
	Student Trustees:	Scott Hodson, Teacher
	Rebecca Ballard	Jamie Sadler, District Principal
	Tony Jiang	Maureen McRae-Stanger, Director of Instruction, Learning & Innovations
	Sam Killawee	Lindsay Waldner, Teacher
		Bruce Cunnings, Director, Instruction, Learning Services
		Quirina Gamblen, Director of Programs and Planning
		Caroline Manders, Recording Secretary
REGRETS	Mary Lalji, Trustee	

Co-Chairs Beattie and 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 7:01pm.

Moved and Seconded

THAT the agenda for the December 3, 2019 Combined Education & Operations Policy and Planning Committees' meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Correspondence

Nil.

3. Presentation

a. School Learning Plans

Associate Superintendent Naser updated the Board on the School Learning Plans process. The School Learning Plans are available to view on the respective school's website. Each Plan captures the focus for the school year. Visits to the schools in the fall and spring show the progress made towards achieving their Plans.

b. Draft 2019-2024 Strategic Plan

Superintendent Hachlaf reviewed the draft 2019-2024 Strategic Plan "Our Learning Journey". Feedback was provided by the trustees. The Strategic Plan will be made available as an interactive web version on the District's website.

Moved and Seconded

THAT the Combined Education & Operations Policy and Planning Committees recommend to the Board of Education of School District No. 40 (New Westminster) to adopt the 2019-2024 Strategic Plan as presented, including the edits discussed.

CARRIED UNANIMOUSLY

4. Comment & Question Period from Visitors

Nil.

5. Student Voice

Nil.

6. Reports from Senior Management

a. Statement of Financial Information (SOFI) Report

Secretary-Treasurer Ketcham provided a brief overview of the 2018-19 SOFI Report.

Moved and Seconded

THAT the Combined Education & Operations Policy and Planning Committees recommend to the Board of Education of School District No. 40 (New Westminster) to acknowledge receipt of the Statement of Financial Information Report for information.

CARRIED UNANIMOUSLY

b. 2020-2021 ThoughtExchange Public Engagement Process

Secretary-Treasurer Ketcham highlighted the upcoming ThoughtExchange public engagement process, which will be launched in early January 2020.

c. Review International Program Report

Director of International Education Klein presented an update on the International Education Program. Of significance, it was noted that the program has had to be right-sized as capacity in schools has decreased due to enrollment of local students. There is anticipated to be a large financial impact to the District in coming years as the fee-paying students has significantly decreased.

Trustee Connelly indicated that a motion coming forward at the upcoming BCSTA AGM will ask to capture the students coming into a District in February as well as the current September timeline, which will assist with budgeting.

d. Board Authority / Authorized (BAA) Courses

Director of Instruction, Learning & innovations McRae-Stanger provided a brief overview of the purpose of BAA courses. The District currently have 26 approved BAA courses.

District Educators Pam Craven, Scott Hodson, and Lindsay Waldner presented their respective proposed BAA courses (9 total) including Applications for Learning 10/11/12; Laboratory Technology 12; Self-Efficacy 10/11/12; Volleyball Skills 10/12.

The Board requested additional information regarding the following:

- Laboratory Technology 12 – ensure that NWTU is apprised of using a non-enrolling teacher for this course.
- Confirmation of fees for Volleyball Skills courses.

This information will be provided at the December 10, 2019 Regular Open Board meeting.

e. Special Education Review December Report

Director, Instruction, Learning Services Cunnings delivered the December update:

- [ThoughtExchange survey](#) and public engagement information has been published on social media and the District's [website](#).
- Parent focus groups are scheduled for December 3 (Lord Kelvin Elementary), December 10, 2019 (École Glenbrook Middle School) and January 15, 2020 (New Westminster Secondary School).
- LST focus group is December 10-11.
- Student focus group will be created.
- Learning Services staff will take part in a focus group early January.
- Equity Scan has been completed, school principals are now included.
- Advisory Group will meet before Christmas.

f. Non-Replacement Data (Staffing) & Education Assistants' Absence Coverage

Executive Director of Human Resources Weston provided an overview of the status of absenteeism within the District. Over the past few months, work has taken place to develop a process to capture absenteeism data more accurately. 65% of absences have been able to be covered from within the District and have been more successful in recruiting TTOC this year, compared to last year.

Currently, there are 29 students enrolled in the New Westminster Schools' Education Assistants training program and many have expressed an interest in working within the District upon graduation (June 2020). The program has gone very well, and it is anticipated to run the program again in 2020.

g. International Baccalaureate (IB) Programme Update

Director of Programs and Planning Gamblen and Jamie Sadler, District Principal, provided highlights of the International Baccalaureate Programme (IB) Review.

To provide opportunities to as many students as possible, it is recommended that:

- Options be provided for all Grade 9 students to participate in a wide variety of courses, especially elective courses;
- Opportunities for all Grade 10 students to take Honours, whether they apply to the IB Programme or not;
- Options for all Grade 10 students to apply to the IB Programme.

Moving the registration to Grade 10 will allow all staff to be included in the process, which will enable both students and staff to be more involved in the process.

A parent information night is planned for January 8, 2020, which will include a break-out session for the various Programs of Choice.

IB fees are set by the IB organization and are standard across the province. Financial support is available for students who may require assistance.

7. General Announcements

Nil.

Moved and Seconded

THAT the Combined Education & Operations Policy and Planning Committees' members hereby extend the length of the meeting past 9:30pm as per Board Policy 7, Board Operations.

CARRIED UNANIMOUSLY

8. **New Business**

- a. Education Policy and Planning Committee Daytime Meeting Pilot

It was asked what the proposed time would be for the daytime meeting. This will be discussed and confirmed at a later date.

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) that in order to continue to foster youth/student engagement in Board Governance, the Board directs staff to explore the feasibility of having an annual daytime Education Policy & Planning Committee meeting in lieu of one monthly evening meeting.

CARRIED UNANIMOUSLY

9. **Adjournment**

The meeting adjourned at 9:40pm.