

**MINUTES OF THE REGULAR OPEN MEETING  
OF THE NEW WESTMINSTER BOARD OF EDUCATION**

**Tuesday, January 28, 2020, 7:00 PM  
School Board Office  
811 Ontario Street, New Westminister**

<b>PRESENT</b>	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	Bruce Cunnings, Director of Instruction, Learning Services
	Maya Russell, Trustee	Pam Craven, District Principal
		Cheryl Kelly, Teacher, Continuing Education
		Patricia Kearney, Teacher, Continuing Education
		Sarah Wethered, Teacher-Librarian
		Caroline Manders, Recording Secretary
<b>REGRETS</b>	Mary Lalji, Trustee	

*The New Westminister School District recognizes and acknowledges 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**

The chair of the Board called the meeting to order at 7:04pm.

**2020-001  
Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda for the January 28, 2020 Regular School Board meeting as distributed.***

**CARRIED UNANIMOUSLY**

**2. APPROVAL OF THE MINUTES**

- a. Minutes from the Open Meetings held:
  - i. December 10, 2019 Regular Meeting

**2020-002  
Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes as distributed for the December 10, 2019 Regular School Board Meeting.***

**CARRIED UNANIMOUSLY**

- b. Business Arising from the Minutes  
Nil.

**3. PRESENTATION**

- a. Sarah Wethered - Recipient of the Angela Thacker Memorial Award  
Chair Ansari, on behalf of the Board, presented Sarah with a Certificate of Achievement. Sarah was selected to be the recipient of the Angela Thacker Memorial Award by the Canadian School Libraries organization. Her leadership with the British Columbia Teacher-Librarian's Association and implementation of an innovation grant aimed at

improving school library learning commons programs in areas identified in *Leading Learning: Standards of Practice for School Library Learning Commons in Canada*.

4. **COMMENT & QUESTION PERIOD FROM VISITORS**

NWTU President Eric Young advised the Board that two Continuing Education staff members would join the meeting to present a letter to the Board for their consideration.

5. **CORRESPONDENCE**

Correspondence was received.

Chair Ansari confirmed that child care is essential to the community and that the Board is committed to find solutions.

6. **BOARD COMMITTEE REPORTS**

a. Education Policy & Planning Committee, January 14, 2020 – the meeting was cancelled due to weather.

b. Operations Policy & Planning Committee, January 21, 2020

i. Comments from the Committee Chair, Trustee Connelly

Trustee Connelly thanked Secretary-Treasurer Ketcham for providing the detailed background regarding the Trustee Remuneration.

ii. Approval of the January 21, 2020 Operations Policy and Planning Committee Minutes

**2020-003**

**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the January 21, 2020 Operations Policy & Planning Committee meeting.***

**CARRIED UNANIMOUSLY**

iii. Trustee Remuneration

**2020-004**

**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) approve the annual five-year rolling average increase of 1.92%, effective July 1st, 2020.***

**CARRIED UNANIMOUSLY**

Board Policy 7 - Board Operations

**2020-005**

**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) accept the revised Policy #7 Board Operations.***

**CARRIED UNANIMOUSLY**

iv. BCSTA Motion - Climate Literacy Funding and Supports

Trustee Connelly will be bringing forward this motion at the February BCSTA Provincial Council meeting. Several Boards have declared a climate emergency and BCSTA has indicated that they will provide resources.

**2020-006**

**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) recommends that BCSTA advocates / requests / encourages / urges the Provincial Government (Ministry of Education and Ministry of Environment & Climate Change Strategy) to provide funding to support climate literacy in all BC schools (i.e. curriculum supports, professional development opportunities).***

**CARRIED UNANIMOUSLY**

**7. REPORTS FROM SENIOR MANAGEMENT**

a. Superintendent Update

Superintendent Hachlaf provided highlights of his January report:

- POWER & RCAP
  - Essay writing
- Lord Kelvin:
  - CLKS TV News Show; class collaboration; art project; environmental leadership (reusable bags), Science World is sponsoring a product design initiative. The reusable bags are created from recycled t-shirts and sewn into bags by the students.
- Qayqayt Elementary
  - Literacy Week
- BC Women's Hospital collaborative partnership with grade 12 NWSS students regarding endometriosis.
- First annual Discover New Westminster Schools event was successful
- New Richard McBride Elementary School construction will begin very soon.
- Farewell NWSS Planning has begun.
- Kristen Keighley-Wight has been hired as the District's new Communications Manager. She will join the District on February 10.

i. Memorialization Advisory Committee (MAC) Update

Several First Nations have joined the MAC. MAC will recognize diverse cultural heritage of the site and respect all groups who have historical connections to the site.

Site Map of the proposed NWSS Memorialization project was presented. The MAC completed development of Aspirational Statements and Guiding Principles, which will be relied upon as this project progresses.

It was confirmed that the designs shown are conceptual designs only - nothing has been finalized. Next steps include a planned consultation process via Open House format, which will provide an opportunity for feedback. The District looks forward to partnering with the City as plans develop.

b. Distributed Learning

District Principal Pam Craven presented highlights of the Online Learning program.

School Learning Plan has included the development of teacher videos, which are directly linked to the District's program. An innovation grant has provided software, equipment, expertise and setup to create and edit instructional videos.

Looking ahead, course development will include career life connection 12 (blended model at NWSS); French 12; marketing to attract more adults to the program.

Secretary-Treasurer Ketcham was asked to provide the funding levels for online learning and continuing education programs and bring this to the February 11 Operations Policy and Planning Committee meeting.

c. Special Education Review January Update

Director of Instruction, Learning Services Cunnings provided highlights of the January Special Education Review process:

- Focus groups are ongoing
- Student engagement ongoing
- Advisory Group has had four meetings to date and have also been involved in obtaining data from stakeholder groups and have started to analyse the results to identify the themes. Members of the Advisory group will join the Education Policy & Planning Committee meeting on February 4.
- Top Thoughts of parents, enrolling and non-enrolling staff; Educational Assistants; LSTs:
  - Transitions - Middle to High School
  - Extra-curricular / after-school programs supports
  - Communication

Trustee Russell thanked Director Cunnings and District staff for their work.

Notifications of the various focus groups' meeting dates were extensively shared on social media, school websites, school communications, DPAC, District website. Feedback may also be submitted via email [specialeducationreview@sd40.bc.ca](mailto:specialeducationreview@sd40.bc.ca) until mid-February.

d. District Calendar 2020-2021

Associate Superintendent Naser reviewed the 2020-2021 District Calendar. The calendar will be posted on the District website for 28 days; feedback will be brought forward at the March 3 Combined Education and Operations Policy & Planning Committee meeting and formally adopted at the March 10 Regular Open Board meeting.

e. Continuing Education

Secretary-Treasurer Ketcham provided a detailed overview of the Continuing Education program:

- Spring 2019 - changes in how FTE were claimed due to a Continuing Education Enrollment Audit.
- Numbers of Continuing Education FTE have reduced significantly (nearly half from previous numbers). A detailed breakdown of FTE and budget impacts was reviewed.
- Economies of scale – the larger the program it is easier to absorb the same expenses that are incurred by a smaller program. Also need to ensure that the administration/teaching supports are in place to maintain a well-run program. The Continuing Ed program's future home would be a third party rental - would need approximately 5-7000 sq. feet. Alternatives could include portables - about \$60K per portable to refurbish plus relocation and utilities hook-ups, etc.

- Currently, the program is incurring a decrease in revenue of approximately \$1.2M:
- Next steps include decisions that need to be made within a compressed timeline as a new budget cycle is upon us and maintenance would require lead time to prepare for site preparation, etc.

Discussion followed. It was asked that additional information be provided to the Board at the February 11 Operations Policy & Planning Committee meeting. Perhaps, conduct a survey of the Continuing Education students asking them what they would like to see retained from the current program; what is foundational; what would their preference be as to how and when (daytime, afternoon, evening) the program is offered? Could child care be provided? Would need to find out what Burnaby Schools' Continuing Education and what Douglas College offers in comparison to the District.

**8. NEW BUSINESS**

Nil.

**9. TRUSTEE REPORTS**

- a. Provincial Policy Matters - Direction to Board Representative to BCSTA Provincial Council Meeting

The previously discussed BCSTA motion regarding Climate Emergency Literacy Funding will be brought forward. Trustee Connelly will search the BCSTA motion database regarding any motions pertaining to Continuing Education.

The Trustees provided highlights of events they attended in January.

**10. QUESTION PERIOD (15 Minutes)**

The public was given the opportunity to ask questions on matters that arose during the meeting.

Cheryl Kelly and Patricia Kearney, teachers at the Continuing Education program, spoke on behalf of the Continuing Education staff. They presented a letter to the Board for their review and consideration. Staff looks forward to increasing the enrolment of the Continuing Education program. Integration with the Online Learning program would be possible with some students, however, other students would require more direct support in a classroom setting. They look forward to further discussion with the Board.

**11. NOTICE OF MEETINGS**

Tuesday, February 4, 2020: Education Policy & Planning Committee Meeting, 6:00pm - Qayqayt Elementary School, 85 Merivale Street

Tuesday, February 11, 2020: Operations Policy & Planning Committee Meeting, 7:00pm - School Board Office

Tuesday, February 25, 2020: School Board Meeting, 7:00pm - School Board Office

Reminder:

Pink Shirt Day - February 26

**12. REPORTING OUT FROM IN-CAMERA BOARD MEETING**

- a. Record of In-Camera December 10, 2019 Board Meeting

**13. ADJOURNMENT**

The meeting adjourned at 8:58pm.

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Chair

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Secretary-Treasurer