

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

**Tuesday, March 3, 2020, 6:00 PM
LORD KELVIN ELEMENTARY SCHOOL
1010 HAMILTON STREET, NEW WESTMINSTER**

PRESENT	<p>Anita Ansari, Chair Dee Beattie, Trustee Danielle Connelly, Trustee Gurveen Dhaliwal, Vice Chair Mark Gifford, Trustee Maya Russell, Trustee Student Trustees: Jalen Bachra Rebecca Ballard Sierra Rose-Hand</p>	<p>Karim Hachlaf, Superintendent Bettina Ketcham, Secretary-Treasurer Maryam Naser, Associate Superintendent Robert Weston, Executive Director, Human Resources Guests: Bruce Cunnings, Director, Instruction, Learning Services Peter Julian, MP, New Westminster-Burnaby Kristen Keighley-Wight, Communications Manager Sonia Maglio, Teacher, Lord Kelvin Elementary Marcel Marsolais, President, CUPE Local 409 Laurie Meston, Inclusive Education Consultant Ken Millard, Principal, Lord Kelvin Elementary Stephanie Musgrove, Teacher, Lord Kelvin Elementary Susan Powell, Inclusive Education Consultant Caroline Manders, Recording Secretary</p>
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 6:01pm.

Moved and Seconded

THAT the agenda for the March 3, 2020 Combined Open Education Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Correspondence

Nil.

3. Comment & Question Period from Visitors

Co-Chair Beattie introduced MP Peter Julian who thanked the Board of Education for their work and for the opportunity to attend his first Board meeting.

4. Presentation

a. Lord Kelvin Presentation

Three Grade 5 Lord Kelvin Elementary School students presented their live CLKS talk show. The Board was also invited to experience the school's Sensory Room.

5. Student Voice

a. Queensborough Student Transportation

Student Voice's Jalen Bachra presented transportation options for Queensborough neighbourhood students. Highlights included:

- Only area where closest high school is separated by a bridge.
- Over 200 students from Queensborough attend NWSS.
- More time spent commuting, less time spent with families.

The Board indicated their support of continued advocacy around this topic. It was suggested that the Board connect with TransLink to review whether a 'school special' bus is an option, as well as designating Eighth Avenue as a high-traffic corridor. Student Voice is encouraged to also reach out to TransLink and advocate to have a student voice sit on the TransLink Board.

b. Student Symposium Debrief

Student Voice's Rebecca Ballard briefly spoke about the February 21st Student Symposium and thanked Superintendent Hachlaf for his support of the student-organized event. Initial feedback from students is that they liked the full-day format. Suggestions for the next Student Symposium include, changing the scheduling of the focus groups to take place throughout the day; shorten the session times; reduce the number of participants for the focus groups. A more detailed presentation will be provided at the April 14, 2020 Education Policy and Planning Committee meeting.

6. New Business

Nil.

Student Voice Trustees asked to be excused from the meeting at 6:55pm; to return for the Inclusive Education Review.

7. Reports from Senior Management

a. January 31, 2020 Financial Report

Secretary-Treasurer Ketcham provided highlights:

- Revenues and expenses are on-track;
- Medical Plan revenue (International Program) a one-time only recognition as revenue for 2019-20;

Secretary-Treasurer Ketcham will forecast expenses/revenues for the remainder of the year and will bring forward any pertinent information to the Board.

b. 2020-2021 Preliminary Budget Update

i. Community Engagement Summary - Talking Tables

Secretary-Treasurer Ketcham presented highlights:

- Three stakeholder feedback opportunities were held in January and February:
 - ThoughtExchange Survey
 - Talking Tables (63 participants representing CUPE, NWTU, DPAC, P/VP, senior management and staff)
 - Student Symposium

ii. Structural Surplus/Deficit

Secretary-Treasurer Ketcham presented a detailed overview of the surplus/deficit current situation. Superintendent Hachlaf had requested that the motion regarding Continuing Education, brought forward at the February 25, 2020 Regular Open Board meeting be postponed so additional information on the four scenarios could be presented and reviewed by the Board.

Since enrolment (registration) data is still being gathered (until March 13), several enrolment forecast data points have been taken into consideration. Enrolment is anticipated to increase.

The Board has discussed Continuing Education over the past weeks, the District has made some estimates and included those assumptions in the calculation. Two significant expenditures that staff thought to incorporate into the structural deficit are the purchase of portables and P/VP and exempt staff salaries, which remain unfunded by the province. The Superintendent Recommendations will be reviewed at the March 10 Regular Open Board meeting. The Board was presented with the following scenarios for consideration and discussion:

Scenario 1 – Revenue adjustments and large unfunded expenditures;

Scenario 2 – Scenario 1 plus removal of surplus initiatives and one-time savings;

Scenario 3 – Scenario 2 plus elimination of Day Continuing Education program;

Scenario 4 – Scenario 3 plus elimination of Day and Late Afternoon Continuing Education program.

c. Board and Committee Meeting Calendar - September 2020 to June 2021

Secretary-Treasurer Ketcham presented the 2020-21 Board and Committee Meeting calendar.

Moved and Seconded

THAT the Combined Education & Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of the Board and Committee Meeting Calendar 2020-2021 as presented.

CARRIED UNANIMOUSLY

Student Voice Trustees rejoined the meeting at 8:05pm.

d. Inclusive Education Review Initial Findings

Director of Instruction, Learning Services Cunnings introduced the two Inclusive Education consultants, Laurie Meston and Susan Powell. They shared with the Board highlights of the feedback received from the various focus groups. Overall there was a lot of positive feedback of the initiatives and staff within the District.

Emerging themes include:

- Communication challenges:
 - What is District policy?
 - Need updated Special Ed Handbook
 - Need a Parents Handbook
 - Consistency around using the same form
- Role Clarity - who does what?
- School-based Teams should receive training on how to handle situations.

- How to situate people around a table when there is a parent meeting.
- How to adapt/personalize IEPs.
- All staff having the knowledge and skills (the increased use of teacher-coaches) have made strides in improving training for staff; also improvements in mental health and wellness training.

Next steps will include bringing forward to the Board in April, specific recommendations which will improve the support of parents and children.

President of CUPE Local 409, Marcel Marsolais briefly addressed the Board and indicated his support of the Review.

e. Equity Scan

Associate Superintendent Naser provided an overview of the Equity Scan. The Equity Scan Team met with the Ministry in late 2019 to discuss the Special Education Review and the Equity Scan process. It was decided that some of the Equity Scan would take place as part of the Inclusive Education Review. The engagement process has been successful in identifying both what's going well and challenges. Next steps will include developing a District equity profile, construct a theory of change and create an equity action plan.

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

Executive Director of Human Resources Weston provided highlights of the November and December 2019 report. It was confirmed that this data does not reflect any long-term absences. Replacement for absent EAs still remains high (30%). A pilot to hire priority TTOCs within the District was launched in fall 2019 and has now expanded to include 12 priority TTOCs who are assigned to specific school locations each day and are then utilized where needed. This strategy has worked well and is providing consistency in coverage.

g. 2020-2021 Draft School Year Calendar

Associate Superintendent Naser provided an update on the feedback received regarding the proposed 2020/21 school calendar. The *School Act* and the *School Calendar Regulation* require that proposed school calendars be made available for public comment before being considered for adoption. The proposed calendar was posted on the District website for 28 days requesting that feedback be received by February 28. No feedback was received. The calendar will be formally adopted at the March 10, 2020 Regular Open Board meeting.

8. General Announcements

Nil.

9. Adjournment

The meeting adjourned at 9:30pm.