

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

**Tuesday, May 26, 2020, 7:00 PM  
Via Webex Livestream**

- PRESENT** Anita Ansari, Chair  
Dee Beattie, Trustee  
Danielle Connelly, Trustee  
Gurveen Dhaliwal, Vice Chair  
Mark Gifford, Trustee
- Karim Hachlaf, Superintendent  
Bettina Ketcham, Secretary-Treasurer  
Maryam Naser, Associate Superintendent  
Robert Weston, Executive Director, Human Resources  
Guests:  
Bruce Cunnings, Director, Instruction, Learning Services  
Janet Kinneard, Educational Assistant  
Marcel Marsolais, President CUPE Local 409  
Maureen McRae-Stanger, Director, Instruction, Learning & Innovations  
Kelly Proznick, District Arts Facilitator  
Caroline Manders, Recording Secretary
- REGRETS** Mary Lalji, Trustee  
Maya Russell, Trustee

*The New Westminster School District recognizes and acknowledges the Qayqayt First Nation, 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 called the meeting to order at 7:01pm.

Amendment: Agenda Item 3. Comment & Question Period from Visitors: Marcel Marsolais, President CUPE Local 409

**2020-034**

**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) adopt the May 26, 2020 agenda as amended for the Regular School Board meeting.***

**CARRIED UNANIMOUSLY**

**2. APPROVAL OF THE MINUTES**

a. Minutes from the Open Meeting held:

i. April 28, 2020 Regular Meeting

ii. May 12, 2020 Special Board Meeting

**2020-035**

**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the April 28, 2020 Regular School Board and for the May 12, 2020 Special Board Meetings.***

**CARRIED UNANIMOUSLY**

- b. Business Arising from the Minutes  
Nil.

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

President, CUPE Local 409 Marsolais addressed the Board with concerns pertaining to the reduction of clerical positions/hours and the need to increase custodial positions to address the COVID-19 cleaning requirements. President Marsolais was pleased that there will be daytime custodians present in each school during the pandemic. He asked that the \$1M in furniture allotment for NWSS be reconsidered.

**4. CORRESPONDENCE**

Correspondence was received.

**5. BOARD COMMITTEE REPORTS**

- a. CANCELLED - Education Policy & Planning Committee, May 5, 2020

- b. Operations Policy & Planning Committee, May 12, 2020

- i. Comments from the Committee Chair, Trustee Connelly

Trustee Connelly thanked the District staff for their work during this difficult and challenging time.

- ii. Approval of the May 12, 2020 Operations Policy and Planning Committee Minutes

**2020-036**

**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the May 12, 2020 Operations Policy & Planning Committee meeting.***

**CARRIED UNANIMOUSLY**

- iii. TransLink Advocacy

Chair Ansari read-out the draft TransLink advocacy letter, which will be sent to six Federal and Provincial government officials. Copies of these letters will be included in the June 23, 2020 Regular Open Board of Education correspondence.

**2020-037**

**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) write a letter to the Provincial and Federal governments to advocate that TransLink receive enhanced funding to the ensure necessary transit services will be there for essential workers, the community, and students when they need it.***

**CARRIED UNANIMOUSLY**

**6. REPORTS FROM SENIOR MANAGEMENT**

- a. Superintendent Update

Superintendent Hachlaf shared that a modified NWSS graduation will be hosted at New Westminster's Anvil Centre. Graduates will be able to 'Walk the Stage' and celebrate with their immediate families as per established health and safety guidelines. He thanked City of New Westminster staff for their assistance in securing this facility and making this event possible.

i. COVID-19 Update

- Phase 3 - Classroom instruction (50% K-5; 20% Grades 6-12):
  - Letter was sent on May 22, 2020 to parents of how Phase 3 will unfold.
  - Optional return to in-class instruction; at parents' discretion.
  - Schedule will allow custodians to provide daytime service; also deep-cleaning in the evening.
  - Middle schools will have 2 half-days.
  - Secondary school will have access to teacher and subject matter in first week, will need to ensure density does not exceed 20%; main focus of instruction will be remote/online learning; child care centres will continue to operate at all schools, which will include children of Emergency Services Workers and teachers; before and after school care will also be available.
  - Documents that the District has been using have been provided by the Ministries of Education and Health, the BC Centre of Disease Control, Fraser Health, and WorkSafeBC. These guidelines have been communicated to Principals, students and staff who are ill will not be able to attend school.
  - Attendance will be monitored regularly to ensure that the number of students in each class will not exceed the density target; if the number of students exceeds the target, it may be necessary to split a class/division over morning and afternoon schedules.

b. 2020-2021 Budget: Superintendent Recommendations Part 2 - District Arts Facilitator: Year-End Report

Director, Instruction, Learning & Innovations McRae-Stanger and District Arts Facilitator Kelly Proznick provided highlights:

- Three key initiatives:
  1. Development of a District Creative Arts Strategy – work completed by the District Arts Facilitator has laid the foundation for continued work to fill the identified gaps. This work will be done in collaboration with Arts Educators and Administrators from Elementary, Middle and Secondary.
  2. Access to Massey Theatre - most bookings were for NWSS events; Elementary and Middle schools prefer to use their own gymnasiums for productions. Equipment (light/sound/staging) support would be welcomed.
  3. Supplies and equipment - one-time enhancement funding to support equitable refresh of K-12 District Fine Arts equipment and supplies. A key purchase was portable staging, to be stored at NWSS, but to be used by Elementary and Middle schools for concerts and production at their sites. Next steps include ensuring that all schools have equal access to these resources.
- Suggestion that the unspent funds from the Massey Theatre Rental be used to provide release time/TTOC coverage for selected Arts Educations from Elementary, Middle and Secondary to come together collaboratively to create the District Creative Arts Strategy. Group to include 6 Arts Educators, 2 Administrators, and the Director of Instruction, Learning & Innovations to meet for 6-8 full days, as needed, throughout the school year to complete the project. A work group of Educational Assistants will be created to collaborate on arts programming accessible to all students.

District Arts Facilitator Proznick confirmed that all teachers had autonomy in submitting their 'wish' list of arts supplies and equipment. She worked collaboratively with each school to assist with the prioritization of what would be the best purchase. It was mentioned that schools not reflected on the list, have a robust arts program in place and felt they did not require additional resources at this time.

The Board of Education thanked District Arts Facilitator Proznick and Director, Instruction, Learning & Innovations McRae-Stanger for their work.

c. 2020-2021 Budget Bylaw - 3rd and Final Reading

Secretary-Treasurer Ketcham thanked the Board for their patience, understanding and support regarding the challenging 2020-21 budget process due to the pandemic. Readings 1 and 2 of the 2020-21 Budget Bylaw were passed at the May 12, 2020 Special Open Board meeting. Budget adjustments since May 12 were highlighted:

The impact is that the total operating shortfall increases to \$1,381,979 which will be funded out of accumulated surplus reserves.

The anticipated ending reserve balance of \$1,188,551 is below the recommended \$2M surplus balance. The figure does not include any surplus generated from 2019-20 resulting from the suspension of in-class instruction. Unused funds from the Massey Theatre will be included in year-end closing statements.

The Board thanked Secretary-Treasurer Ketcham for her work developing this budget in a very challenging year.

Trustee Gifford asked that the Board consider a recommendation to allocate \$150,000 of surplus funds for additional support staff (should this be required) within the District. Secretary-Treasurer Ketcham cautioned that the COVID-19 situation is ongoing and that there could be a second wave in the fall, which will continue to provide challenges for the District. Any surplus should go to support any uncertainty that may be upcoming this year. Following discussion, it was asked that the proposed recommendation be held until further information is confirmed in September.

**Moved**

***THAT the Board of Education of School District No. 40 (New Westminster) allocate \$150,000 from surplus funds to support increased District support staff needs.***

**MOTION NOT SECONDED**

Superintendent Hachlaf indicated that if there are any opportunities to review possible surplus allocation, this would be brought back to the Board for consideration, perhaps in the fall.

**2020-038**

**Moved and Seconded**

***THAT the Board of Education of School District 40 (New Westminster) approve THIRD, reconsideration and final reading of the 2020-21 Budget Bylaw in the amount of \$82,783,574 as presented.***

**CARRIED UNANIMOUSLY**

d. Inclusive Education Review Recommendations

Director, Instruction, Learning Services Cunnings provided highlights:

- On May 19 a meeting was held to review the preliminary recommendations; further edits and revisions will occur prior to the finalization of the report.

- The draft recommendations were briefly reviewed with the Board. The report encompasses five themes: 1. Student Needs; 2. Authentic Team Approach; 3. Family Support and Engagement; 4. High-Quality Professional Learning; 5. Expert Knowledge of Effective Practices and District Protocols.
- The timeline for May and June 2020 and next steps were reviewed.

Concern was expressed that Recommendation 2.4 pertaining to Educational Assistants' (EAs) involvement in SBT and/or IEP meetings is not worded strongly enough. EAs should be involved in these meetings. Director Cunnings indicated that the feedback from the EAs will be taken back to the consultants for consideration. Further work to take place with EAs and support staff.

It was asked that the final report be shared with the Ministry of Education to identify gaps and needs. This is a provincial matter of interest.

e. **Student Withdrawal & New Registration Report**

Associate Superintendent Naser shared the December 2019 and January / February 2020 report. Majority of withdrawals (66) were primarily due to families moving out of the District. During this period there were 79 new registrations.

**7. NEW BUSINESS**

Nil.

**8. TRUSTEE REPORTS**

Trustees provided highlights of activities they participated in May.

Chair Ansari wished the students, who will compete in the Game of Apps Provincials' competition on May 30, best of luck!

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

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

Janet Kinneard, Educational Assistant, indicated that the reason why many EAs do not participate in IEP meetings is that these meetings are usually scheduled for after school. Most EAs have other jobs after school, and face challenges with staff coverage when the IEP meeting takes place during daytime. Superintendent Hachlaf thanked Janet for her valuable input and feedback.

**10. NOTICE OF MEETINGS**

CANCELLED - Tuesday, June 2, 2020: Education Policy & Planning Committee

Tuesday, June 9, 2020: Operations Policy & Planning Committee, 7:00pm - Via Webex

Tuesday, June 23, 2020: School Board Meeting, 7:00pm - Via Webex

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

- a. Record of April 28, 2020 In-Camera Board Meeting

**12. ADJOURNMENT**

The meeting adjourned at 8:56pm.

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Chair

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Secretary-Treasurer