



**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER) REGULAR OPEN
MEETING OF THE BOARD AGENDA**

Tuesday, January 25, 2022, 7:00 pm

[Via Webex Livestream](#)

The New Westminister 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.

	Pages
1. <u>ADOPTION OF THE AGENDA</u> 7:00 PM	
Recommendation: THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda for the January 25, 2022 Regular School Board meeting.	
2. <u>APPROVAL OF THE MINUTES</u> 7:05 PM	
a. Minutes from the Open Meetings held:	
December 14, 2021 Regular Meeting	<u>5</u>
Recommendation: THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes as distributed for the December 14, 2021 Regular School Board Meeting.	
b. Business Arising from the Minutes	
3. <u>COMMENT & QUESTION PERIOD FROM VISITORS</u> 7:10 PM	
DPAC	
CUPE	
NWTU	
4. <u>CORRESPONDENCE</u> 7:20 PM	

- a. CUPE BC Petition - Before and After School Care [10](#)

5. BOARD COMMITTEE REPORTS

- a. Education Policy & Planning Committee, January 18, 2022 7:25 PM

- i. Comments from the Committee Chair, Trustee Beattie

- ii. Approval of the January 18, 2022 Education Policy and Planning Committee Minutes [34](#)

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the January 18, 2022 Education Policy & Planning Committee meeting.

- b. Operations Policy & Planning Committee, January 18, 2022 7:35 PM

- i. Comments from the Committee Chair, Trustee Connelly

- ii. Approval of the January 18, 2022 Operations Policy and Planning Committee Minutes [37](#)

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the January 18, 2022 Operations Policy & Planning Committee meeting.

- iii. Annual Trustee Remuneration Review [42](#)

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the Trustee Stipend increase by the five-year rolling CPI average of 2.08% effective July 1, 2022 for the positions of Chairperson, Vice-Chairperson and Trustee.

- iv. Policy 19 Revisions [43](#)

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve Policy 19 - Financial Reserves as presented.

Recommendation:

THAT the Board of Education for School District No. 40 (New Westminster) approve Policy 7 – Board Operations as presented.

vi. Advocacy Letter to Ministry of Education Supporting Hume Park

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) craft an advocacy letter highlighting and supporting the uniqueness of Hume Park especially as it currently exists in a gap created by policy revision.

6. REPORTS FROM SENIOR MANAGEMENT 7:55 PM

- a. Superintendent Update (K. Hachlaf)

7. NEW BUSINESS 8:05 PM

8. TRUSTEE REPORTS 8:10 PM

- a. Provincial Policy Matters - Direction to Board Representative to BCSTA Provincial Council Meeting
- b. Policy Positions - Review for Submission to BCSTA Annual General Meeting

9. QUESTION PERIOD (15 Minutes) 8:20 PM

Questions to the Chair on matters that arose during the meeting.

10. NOTICE OF MEETINGS 8:35 PM

Tuesday, February 8, 2022: Education Policy & Planning Committee Meeting,
5:00pm - via Webex

Tuesday, February 8, 2022: Operations Policy & Planning Committee Meeting,
6:30pm - via Webex

Tuesday, February 22, 2022: School Board Meeting, 7:00pm - via Webex

Reminders:

BCPSEA Annual General Meeting - January 27 - 28

Black History Month - February

BCSTA Provincial Council Meeting - February 12

Family Day - February 21

Pink Shirt Day - February 23

11. REPORTING OUT FROM IN-CAMERA BOARD MEETING 8:40 PM

a. Record of the December 14, 2021 Special In-Camera Meeting [68](#)

b. Record of the December 14, 2021 In-Camera Meeting [69](#)

12. ADJOURNMENT 8:45 PM



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

**Tuesday, December 14, 2021, 7:00 PM
Via Webex Livestream**

- | | | |
|----------------|--|--|
| PRESENT | Gurveen Dhaliwal, Chair | Karim Hachlaf, Superintendent |
| | Dee Beattie, Vice-Chair | Bettina Ketcham, Secretary-Treasurer |
| | Anita Ansari, Trustee | Maryam Naser, Associate Superintendent |
| | Danielle Connelly, Trustee | Guests: |
| | Mark Gifford, Trustee | Members of the Public |
| | Maya Russell, Trustee | Dave Crowe, Director - Capital Projects |
| | Mary Lalji, Trustee | Kristen Keighley-Wight, Communications Manager |
| | | Julie MacLellan, Reporter, New Westminster Record |
| | | Kathleen Chad, Principal, Skwo:wech |
| | | Sarah Wethered, President NWTU |
| | | Kathleen Carlsen, DPAC Chair |
| | | Laura Kwong, DPAC |
| REGRETS | Robert Weston, Executive Director, Human Resources | Jennifer Scorda, Principal, Connaught Heights |
| | | Pam Craven, District Principal, Sigma/RCAP/Power/Virtual |
| | | Leanne Sojka, Recording Secretary |

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 7:01 pm.

**2021-090
Moved and Seconded**

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the December 14, 2021 Regular School Board meeting as amended.

CARRIED UNANIMOUSLY

2. APPROVAL OF THE MINUTES

a. Minutes from the Open Meeting held:

November 23, 2021 Regular Open Meeting

**2021-091
Moved and Seconded**

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the November 23, 2021 Regular School Board meeting.

CARRIED UNANIMOUSLY

- b. Business Arising from the Minutes

Nil.

3. COMMENT & QUESTION PERIOD FROM VISITORS

DPAC – Laura Kwong asked for clarity on whether the November 30, 2021 incident that involved officers from the Canadian Border Services Agency (CBSA) officers at Lord Tweedsmuir Elementary was in violation of the Sanctuary Schools Policy and whether the Board has looked into take-home testing kits at schools following the winter break for those individuals who become sick at school.

Laura shared that DPAC is awaiting responses on the following COVID-19 measures. She also highlighted a concern over the quality of transparent information that is received from COVID-19 exposure notices. Laura added that Mayor Cotè and a representative from Translink will be in attendance at their January 20, 2022 meeting to answer questions and hear concerns regarding reliable transportation for students.

Chair Dhaliwal confirmed the incident on November 30, 2021 did not violate the Sanctuary Schools Policy given where the arrest occurred, a letter on behalf of the District and Board of Education was directed to the CBSA, the family is continuing to receive support. Superintendent Hachlaf confirmed that every school in the District has COVID-19 test kits on site and provided assurance that he will share the DPAC's concerns of Fraser Health's lack of details with them.

CUPE -There was no representative in attendance.

NWTU – President, Sarah Wethered provided the following updates: training on Equity and Inclusion occurred that will be followed up on January 11, 2022 with an Equity Audit workshop of their local; a grant was received from BCTF to replace a partial officer into the office on January 1, 2022; interviews for mentorship positions at NWSS have concluded for the second semester; local bargaining began which should conclude by March. Sarah identified the main concerns of their member are the chronic TTOC shortages.

Trustee Gifford joined the meeting at 7:20 pm

4. CORRESPONDENCE

- a. Petition Letter - Vaccine Mandate for Staff
- b. DPAC Chair - Classroom Blinds

Chair Dhaliwal flagged the letters and responses which were available for public consumption.

5. **REPORTS FROM SENIOR MANAGEMENT**

a. Superintendent Update (K. Hachlaf)

Superintendent Hachlaf provided context to the progress that has occurred following the completion of the second year of the Strategic Plan.

i. School Learning Plans (M. Naser)

Associate Superintendent, Naser shared a presentation on School Learning Plans that identified key components that directly correlate to the Board Strategic Plan and highlighted individual goals that a number of schools have adopted.

ii. Connaught Heights Presentation (J. Scorda)

Connaught Heights Principal, Jennifer Scorda shared a presentation on their School Learning Plan that highlighted their “Story Stones Collaborative Project” which encouraged oral storytelling in a creative and engaging manner. A video followed the presentation.

iii. COVID-19 Update (K. Hachlaf)

Superintendent Hachlaf provided a brief COVID-19 update for the time period of November 4 to December 1, 2021.

b. 2022-23 Budget Development Process and Timelines (B. Ketcham)

Secretary-Treasurer Ketcham reviewed the 2022-23 Budget Process. She said this schedule is consistent to the 2021-22 schedule which was well received by both the Board and stakeholders. Prior to Spring Break there is an opportunity for the District to submit enrollment projections to the Ministry of Education which drives funding.

Following an inquiry by Trustee Russell, Secretary-Treasurer Ketcham affirmed that time will be time set aside for a more detailed schedule for all the stakeholder groups including the Indigenous Education Committee and will be extremely mindful on how to best collect that feedback.

2021-092 Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the 2022-23 Budget Development Process and Timelines, as presented.

CARRIED UNANIMOUSLY

c. Student Withdrawal & New Registration Report (M. Naser)

Associate Superintendent Naser provided highlights of the report:

- September – November 2021: 129 students left the District; of those, 101 students moved out of the District; 191 students entered the District; 412

students enrolled in the District December 2020 to November 2021; the same pattern of withdrawal and new registration for K to 12 students continues.

d. Administrative Procedures (B. Ketcham)

Secretary-treasurer Ketcham provided highlights of Administrative Procedures:

- AP550 - District Facility Use of Schools and Grounds: the Facilities team and herself undertook a widescale review and the District facility use and the rates allocated to community partners and the community as a whole. The new system is working well and has been well received
- The Administrative Procedure AP550 was revised to reflect the new system and the living document that now resides on a dedicated area of the District website providing helpful information such as Terms & Conditions and images of rental spaces. As such, the Administrative Procedure was paired down, most noticeably, the Appendices which effectively remove the Terms & Conditions
- AP501 – revisions were made in order to align with current practices by encouraging schools to utilize their budgets in the year allocated. Previously, budget carry-over was 30% but will now be 10%.

d. Distributed Learning Update (Verbal) (M. Naser)

Associate Superintendent Naser shared there will be a detailed Distributed Learning Plan Update presented in January 2022. Current updates include:

The MOE funding review process contains a goal of “per student funding” which includes plans for Distributed Learning which has recently been revised to Online Learning. The ministry is moving to a provincial approach to deliver online learning where there will be provincial online learning schools that each district can opt to offer students in their own district as a provincial provider. The District submitted an expression of interest to be considered a Provincial On-Line School (POLS). There will be a period of discovery in January 2022 with a final decision to be made at the end of February 2022. Questions and comments ensued.

6. NEW BUSINESS

Nil.

7. TRUSTEE REPORTS

a. Trustee Appointments to Committees (G. Dhaliwal)

Trustees shared highlights of activities they participated in during November and December.

Chair Dhaliwal shared the new committee appointees of Trustees. Trustee Connelly will continue to be Chair of the Operations Policy and Planning Committee and Trustee Beattie will take over for Trustee Russell as Chair of the Education Policy and Planning Committee.

8. QUESTION PERIOD (15 Minutes)

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

9. NOTICE OF MEETINGS

Tuesday, January 18, 2022: Education Policy & Planning Committee Meeting, 5:00pm - via Webex

Tuesday, January 18, 2022: Operations Policy & Planning Committee Meeting, 6:30pm - via Webex

Tuesday, January 25, 2022: School Board Meeting, 7:00pm - via Webex

Reminders:

Discover New Westminster Schools 2022 - January 10 -14, 2022

Black Shirt Day - January 15, 2022

BCPSEA Annual General Meeting - January 27 - 28, 2022

Black History Month - February

BCSTA Provincial Council, Morris J. Work Centre for Dialogue, Vancouver - February 11 - 12, 2022

10. REPORTING OUT FROM IN-CAMERA BOARD MEETING

a. Record of the November 23, 2021 In-Camera Meeting

11. ADJOURNMENT

The meeting adjourned at 8:49 pm

Chair

Secretary-Treasurer

Leanne Sojka

From: Board of Education
Sent: Tuesday, December 7, 2021 1:58 PM
To: Maria Mangalindan
Cc: Board of Education
Subject: RE: ::External Email:: Please support before and after school childcare

Hello,

Thank you for taking your time to share your concern and support for child care spaces in our community. It's an issue our Board is certainly aware of, and something our District continues to work on (see more here: <https://newwestschools.ca/seamless-day-child-care-in-new-westminster-schools/>).

Your support of this petition has been noted and will be reported back to the Board of Education.

Best,
Leanne

Leanne Sojka
Executive Assistant, Board of Education



P [604.517.1823](tel:604.517.1823) | E Isojka@sd40.bc.ca | W newwestschools.ca | T [@Isojka](https://twitter.com/Isojka)

The New Westminister 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.

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From: Maria Mangalindan <[REDACTED]>
Sent: Sunday, December 5, 2021 9:55 AM
To: Board of Education <boardofeducation@sd40.bc.ca>
Subject: ::External Email:: Please support before and after school childcare

You don't often get email from c.portacio31@gmail.com. [Learn why this is important](#)

The B.C. government is working to implement a universal \$10 per day childcare system. While a new system like this takes time to scale up to meet the nearly overwhelming demand across the province, progress is being made. As you know, the government and school districts are currently piloting more than 20 "Seamless Day" programs around the province for Kindergarten-aged kids, and the federal government has recently announced significant financial resources

to support childcare for kids aged 0-5.

What's missing is affordable universal, quality childcare for all school-aged children (ages 5 to 12). The solution to this need is right in front of us – our existing public school system.

I support public childcare integrated into the public education system from the early years on. But before and after school care is the obvious and necessary next step.

Before and after school childcare in schools just makes sense on so many levels:

- Low—or no—capital investments or construction required—public schools are already here;
- No recruitment/retention problems with staffing—qualified Education Assistants are already in place, and most of them don't receive full-time hours of work;
- Public delivery by school boards ensures high-quality care and oversight within an existing governance structure;
- Improved accessibility and fewer transitions for kids;
- Cost-effective delivery of high-quality childcare spaces; and
- One-stop for parents—just drop your kids at school in the morning and pick them up at the end of the day—no more running to multiple locations or juggling competing schedules.

Recent decisions by the B.C. government have given school districts the means and mandate to implement before- and after-school programs.

Given the benefits to families, kids and our schools, I am asking you to call on the Provincial Government to fully implement the \$10aDay childcare plan, and give School Districts the funding needed to deliver affordable childcare, including before and after school care.

I also ask that you take the much needed first step of implementing before- and after-school care directly operated by our local school district. Families in our community desperately need high quality before and after school care located at the school their children attend. The school district is ideally situated to open these spaces quickly and efficiently using existing school infrastructure and staff.

Sincerely,
Maria Mangalindan



▪

Leanne Sojka

From: Board of Education
Sent: Tuesday, December 7, 2021 2:11 PM
To: Greg Taylor
Cc: Board of Education
Subject: RE: ::External Email:: Please support before and after school childcare

Hello Greg,

Thank you for taking your time to share your concern and support for child care spaces in our community. It's an issue our Board is certainly aware of, and something our District continues to work on (see more here: <https://newwestschools.ca/seamless-day-child-care-in-new-westminster-schools/>).

Your support of this petition has been noted and will be reported back to the Board of Education.

Best,
Leanne

Leanne Sojka
Executive Assistant, Board of Education



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From: Greg Taylor <[REDACTED]>
Sent: Tuesday, November 2, 2021 3:15 PM
To: Board of Education <boardofeducation@sd40.bc.ca>
Subject: ::External Email:: Please support before and after school childcare

Dear School Trustees,

The B.C. government is working to implement a universal \$10 per day childcare system. While a new system like this takes time to scale up to meet the nearly overwhelming demand across the province, progress is being made. As you know, the government and school districts are currently piloting more than 20 "Seamless Day" programs around the province for Kindergarten-aged kids, and the federal government has recently announced significant financial resources to support childcare for kids aged 0-5.

What's missing is affordable universal, quality childcare for all school-aged children (ages 5 to 12). The solution to this need is right in front of us – our existing public school system.

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Given the benefits to families, kids and our schools, I am asking you to call on the Provincial Government to fully implement the \$10aDay childcare plan, and give School Districts the funding needed to deliver affordable childcare, including before and after school care.

I also ask that you take the much needed first step of implementing before- and after-school care directly operated by our local school district. Families in our community desperately need high quality before and after school care located at the school their children attend. The school district is ideally situated to open these spaces quickly and efficiently using existing school infrastructure and staff.

Sincerely,
Greg Taylor



Leanne Sojka

From: Board of Education
Sent: Tuesday, December 7, 2021 2:11 PM
To: jose vieira
Cc: Board of Education
Subject: RE: ::External Email:: Please support before and after school childcare

Hello Jose,

Thank you for taking your time to share your concern and support for child care spaces in our community. It's an issue our Board is certainly aware of, and something our District continues to work on (see more here: <https://newwestschools.ca/seamless-day-child-care-in-new-westminster-schools/>).

Your support of this petition has been noted and will be reported back to the Board of Education.

Best,
Leanne

Leanne Sojka
Executive Assistant, Board of Education



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From: jose vieira [REDACTED]
Sent: Tuesday, November 9, 2021 3:43 PM
To: Board of Education <boardofeducation@sd40.bc.ca>
Subject: ::External Email:: Please support before and after school childcare

You don't often get email from zedcatvieira1@hotmail.com. [Learn why this is important](#)

Dear School Trustees,

The B.C. government is working to implement a universal \$10 per day childcare system. While a new system like this takes time to scale up to meet the nearly overwhelming demand across the province, progress is being made. As you know, the government and school districts are currently piloting more than 20 "Seamless Day" programs around the province for Kindergarten-aged kids, and the federal government has recently announced significant financial resources

to support childcare for kids aged 0-5.

What's missing is affordable universal, quality childcare for all school-aged children (ages 5 to 12). The solution to this need is right in front of us – our existing public school system.

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Given the benefits to families, kids and our schools, I am asking you to call on the Provincial Government to fully implement the \$10aDay childcare plan, and give School Districts the funding needed to deliver affordable childcare, including before and after school care.

I also ask that you take the much needed first step of implementing before- and after-school care directly operated by our local school district. Families in our community desperately need high quality before and after school care located at the school their children attend. The school district is ideally situated to open these spaces quickly and efficiently using existing school infrastructure and staff.

Sincerely,
jose vieira

[Redacted signature]

▪

Leanne Sojka

From: Board of Education
Sent: Tuesday, December 7, 2021 2:10 PM
To: Katerina Tsangarakis
Cc: Board of Education
Subject: RE: ::External Email:: Please support before and after school childcare

Hello Katerina,

Thank you for taking your time to share your concern and support for child care spaces in our community. It's an issue our Board is certainly aware of, and something our District continues to work on (see more here: <https://newwestschools.ca/seamless-day-child-care-in-new-westminster-schools/>).

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Best,
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Leanne Sojka
Executive Assistant, Board of Education



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From: Katerina Tsangarakis <[REDACTED]>
Sent: Monday, November 22, 2021 5:57 PM
To: Board of Education <boardofeducation@sd40.bc.ca>
Subject: ::External Email:: Please support before and after school childcare

You don't often get email from ktsangarakis@hotmail.co.uk. [Learn why this is important](#)

Dear School Trustees,

The B.C. government is working to implement a universal \$10 per day childcare system. While a new system like this takes time to scale up to meet the nearly overwhelming demand across the province, progress is being made. As you know, the government and school districts are currently piloting more than 20 "Seamless Day" programs around the province for Kindergarten-aged kids, and the federal government has recently announced significant financial resources

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Sincerely,
Katerina Tsangarakis

Leanne Sojka

From: Board of Education
Sent: Tuesday, December 7, 2021 2:09 PM
To: Paul Thadathilayyathu
Cc: Board of Education
Subject: RE: ::External Email:: Please support before and after school childcare

Hello Paul,

Thank you for taking your time to share your concern and support for child care spaces in our community. It's an issue our Board is certainly aware of, and something our District continues to work on (see more here: <https://newwestschools.ca/seamless-day-child-care-in-new-westminster-schools/>).

Your support of this petition has been noted and will be reported back to the Board of Education.

Best,
Leanne

Leanne Sojka
Executive Assistant, Board of Education



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From: Paul Thadathilayyathu <[REDACTED]>
Sent: Tuesday, November 30, 2021 1:12 PM
To: Board of Education <boardofeducation@sd40.bc.ca>
Subject: ::External Email:: Please support before and after school childcare

You don't often get email from pthadathilayyathu@sd40.bc.ca. [Learn why this is important](#)

Dear School Trustees,

The B.C. government is working to implement a universal \$10 per day childcare system. While a new system like this takes time to scale up to meet the nearly overwhelming demand across the province, progress is being made. As you know, the government and school districts are currently piloting more than 20 "Seamless Day" programs around the province for Kindergarten-aged kids, and the federal government has recently announced significant financial resources

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- Improved accessibility and fewer transitions for kids; and
- Cost-effective delivery of high-quality childcare spaces; and
- One-stop for parents—just drop your kids at school in the morning and pick them up at the end of the day—no more running to multiple locations or juggling competing schedules.

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Given the benefits to families, kids and our schools, I am asking you to call on the Provincial Government to fully implement the \$10aDay childcare plan, and give School Districts the funding needed to deliver affordable childcare, including before and after school care.

I also ask that you take the much needed first step of implementing before- and after-school care directly operated by our local school district. Families in our community desperately need high quality before and after school care located at the school their children attend. The school district is ideally situated to open these spaces quickly and efficiently using existing school infrastructure and staff.

Sincerely,
Paul Thadathilayyathu



▪

Leanne Sojka

From: Board of Education
Sent: Tuesday, December 7, 2021 2:09 PM
To: Jimmy Norono
Cc: Board of Education
Subject: RE: ::External Email:: Please support before and after school childcare

Hello Jimmy,

Thank you for taking your time to share your concern and support for child care spaces in our community. It's an issue our Board is certainly aware of, and something our District continues to work on (see more here: <https://newwestschools.ca/seamless-day-child-care-in-new-westminster-schools/>).

Your support of this petition has been noted and will be reported back to the Board of Education.

Best,
Leanne

Leanne Sojka
Executive Assistant, Board of Education



P [604.517.1823](tel:604.517.1823) | **E** Isojka@sd40.bc.ca | **W** newwestschools.ca | **T** [@Isojka](https://twitter.com/Isojka)

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From: Jimmy Norono <[REDACTED]>
Sent: Tuesday, November 30, 2021 2:15 PM
To: Board of Education <boardofeducation@sd40.bc.ca>
Subject: ::External Email:: Please support before and after school childcare

You don't often get email from jimmynoronio@yahoo.com. [Learn why this is important](#)

Dear School Trustees,

The B.C. government is working to implement a universal \$10 per day childcare system. While a new system like this takes time to scale up to meet the nearly overwhelming demand across the province, progress is being made. As you know, the government and school districts are currently piloting more than 20 "Seamless Day" programs around the province for Kindergarten-aged kids, and the federal government has recently announced significant financial resources

to support childcare for kids aged 0-5.

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Sincerely,
Jimmy Norono



•

Leanne Sojka

From: Board of Education
Sent: Tuesday, December 7, 2021 2:08 PM
To: Trish Kinsey
Cc: Board of Education
Subject: RE: ::External Email:: Please support before and after school childcare

Hello Trish,

Thank you for taking your time to share your concern and support for child care spaces in our community. It's an issue our Board is certainly aware of, and something our District continues to work on (see more here: <https://newwestschools.ca/seamless-day-child-care-in-new-westminster-schools/>).

Your support of this petition has been noted and will be reported back to the Board of Education.

Best,
Leanne

Leanne Sojka
Executive Assistant, Board of Education



P [604.517.1823](tel:604.517.1823) | E isojka@sd40.bc.ca | W newwestschools.ca | T [@isojka](https://twitter.com/isojka)

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From: Trish Kinsey <[REDACTED]>
Sent: Tuesday, November 30, 2021 3:55 PM
To: Board of Education <boardofeducation@sd40.bc.ca>
Subject: ::External Email:: Please support before and after school childcare

You don't often get email from trishwong@netscape.net. [Learn why this is important](#)

Dear School Trustees,

The B.C. government is working to implement a universal \$10 per day childcare system. While a new system like this takes time to scale up to meet the nearly overwhelming demand across the province, progress is being made. As you know, the government and school districts are currently piloting more than 20 "Seamless Day" programs around the province for Kindergarten-aged kids, and the federal government has recently announced significant financial resources

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Sincerely,
Trish Kinsey



•

Leanne Sojka

From: Board of Education
Sent: Tuesday, December 7, 2021 2:07 PM
To: Maggie Ma
Cc: Board of Education
Subject: RE: ::External Email:: Please support before and after school childcare

Hello Maggie,

Thank you for taking your time to share your concern and support for child care spaces in our community. It's an issue our Board is certainly aware of, and something our District continues to work on (see more here: <https://newwestschools.ca/seamless-day-child-care-in-new-westminster-schools/>).

Your support of this petition has been noted and will be reported back to the Board of Education.

Best,
Leanne

Leanne Sojka
Executive Assistant, Board of Education



P [604.517.1823](tel:604.517.1823) | **E** Isojka@sd40.bc.ca | **W** newwestschools.ca | **T** [@Isojka](#)

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From: Maggie Ma [REDACTED]
Sent: Tuesday, November 30, 2021 3:57 PM
To: Board of Education <boardofeducation@sd40.bc.ca>
Subject: ::External Email:: Please support before and after school childcare

You don't often get email from ssstar99@hotmail.com. [Learn why this is important](#)

Dear School Trustees,

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Sincerely,
Maggie Ma

[Redacted signature block]

•

Leanne Sojka

From: Board of Education
Sent: Tuesday, December 7, 2021 2:06 PM
To: "Rob Stotesbury-Leeson"
Cc: Board of Education
Subject: RE: ::External Email:: Please support before and after school childcare

Hello Rob,

Thank you for taking your time to share your concern and support for child care spaces in our community. It's an issue our Board is certainly aware of, and something our District continues to work on (see more here: <https://newwestschools.ca/seamless-day-child-care-in-new-westminster-schools/>).

Your support of this petition has been noted and will be reported back to the Board of Education.

Best,
Leanne

Leanne Sojka
Executive Assistant, Board of Education



P [604.517.1823](tel:604.517.1823) | **E** isojka@sd40.bc.ca | **W** newwestschools.ca | **T** [@Isojka](#)

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From: "Rob Stotesbury-Leeson" <[REDACTED]>
Sent: Tuesday, November 30, 2021 5:31 PM
To: Board of Education <boardofeducation@sd40.bc.ca>
Subject: ::External Email:: Please support before and after school childcare

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Dear School Trustees,

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Sincerely,
Rob Stotesbury-Leeson



•

Leanne Sojka

From: Board of Education
Sent: Tuesday, December 7, 2021 2:03 PM
To: Jennifer Rebamontan
Cc: Board of Education
Subject: RE: ::External Email:: Please support before and after school childcare

Hello Jennifer,

Thank you for taking your time to share your concern and support for child care spaces in our community. It's an issue our Board is certainly aware of, and something our District continues to work on (see more here: <https://newwestschools.ca/seamless-day-child-care-in-new-westminster-schools/>).

Your support of this petition has been noted and will be reported back to the Board of Education.

Best,
Leanne

Leanne Sojka
Executive Assistant, Board of Education



P [604.517.1823](tel:604.517.1823) | E lsojka@sd40.bc.ca | W newwestschools.ca | T @lsojka

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From: Jennifer Rebamontan [REDACTED]
Sent: Tuesday, November 30, 2021 6:10 PM
To: Board of Education <boardofeducation@sd40.bc.ca>
Subject: ::External Email:: Please support before and after school childcare

You don't often get email from jengeba.online@gmail.com. [Learn why this is important](#)

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Sincerely,
Jennifer Rebamontan



▪

Leanne Sojka

From: Board of Education
Sent: Tuesday, December 7, 2021 2:02 PM
To: MARY LAQUIHON
Cc: Board of Education
Subject: RE: ::External Email:: Please support before and after school childcare

Hello Mary,

Thank you for taking your time to share your concern and support for child care spaces in our community. It's an issue our Board is certainly aware of, and something our District continues to work on (see more here: <https://newwestschools.ca/seamless-day-child-care-in-new-westminster-schools/>).

Your support of this petition has been noted and will be reported back to the Board of Education.

Best,
Leanne

Leanne Sojka
Executive Assistant, Board of Education



P [604.517.1823](tel:604.517.1823) | **E** isojka@sd40.bc.ca | **W** newwestschools.ca | **T** @Isojka

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From: MARY LAQUIHON <[REDACTED]>
Sent: Tuesday, November 30, 2021 6:16 PM
To: Board of Education <boardofeducation@sd40.bc.ca>
Subject: ::External Email:: Please support before and after school childcare

You don't often get email from mqlaquihon08@yahoo.ca. [Learn why this is important](#)

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Sincerely,
MARY LAQUIHON

[Redacted signature]

▪

Leanne Sojka

From: Board of Education
Sent: Tuesday, December 7, 2021 1:59 PM
To: "Marie-Claude Brisson"
Cc: Board of Education
Subject: RE: ::External Email:: Please support before and after school childcare

Hello,

Thank you for taking your time to share your concern and support for child care spaces in our community. It's an issue our Board is certainly aware of, and something our District continues to work on (see more here: <https://newwestschools.ca/seamless-day-child-care-in-new-westminster-schools/>).

Your support of this petition has been noted and will be reported back to the Board of Education.

Best,
Leanne

Leanne Sojka
Executive Assistant, Board of Education



P [604.517.1823](tel:604.517.1823) | E isojka@sd40.bc.ca | W newwestschools.ca | T @Isojka

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From: "Marie-Claude Brisson" [REDACTED]
Sent: Tuesday, November 30, 2021 8:04 PM
To: Board of Education <boardofeducation@sd40.bc.ca>
Subject: ::External Email:: Please support before and after school childcare

You don't often get email from mc.f.brisson@gmail.com. [Learn why this is important](#)

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Sincerely,
Marie-Claude Brisson



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

Tuesday, January 18, 2022, 5:00 PM

Via Webex Livestream

- PRESENT**
- | | |
|----------------------------|--|
| Gurveen Dhaliwal, Chair | Karim Hachlaf, Superintendent |
| Dee Beattie, Vice-Chair | Bettina Ketcham, Secretary-Treasurer |
| Anita Ansari, Trustee | Maryam Naser, Associate Superintendent |
| Mary Lalji, Trustee | Leanne Sojka, Recording Secretary |
| Danielle Connelly, Trustee | Guests: |
| Maya Russell, Trustee | Members of the Public |
| Mark Gifford, Trustee | Amy Grey, Assistant Secretary-Treasurer |
| | Stacy Brine, Teacher, NWSS |
| | Jennifer Scorda, Principal, Connaught/Home Learners |
| | Kristen Keighley-White, Communications Manager |
| | Pam Craven, District Principal |
| | Julie MacLellan, Reporter, New Westminster Record |
| | Kathleen Carlsen, DPAC Chair |
| | Sarah Wethered, President, NWTU |
| | Tanis Anderson, District Vice Principal, Early Learning Students |
- REGRETS** Robert Weston, Executive Director Human Resources

Committee Chair Beattie recognized and acknowledged 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 of the Board called the meeting to order at 5:00 pm

Moved and Seconded

THAT the agenda for the January 18, 2022 Education Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. PRESENTATIONS

- a. Hume Park (J. Scorda & P. Craven)

Associate Superintendent Naser provided an introduction to the Home Learners Program presentation. She confirmed the District has been advocating strongly to the Ministry of Education to address a gap in new policy for online learning which would

impact the delivery of the existing program. Of note, was the high percentage of District enrollment at Hume Park.

Connaught Heights/Home Learners Principal Jennifer Scorda provided highlights of the Hume Park Home Learners' Program (Grade K – 9):

- Structure
- Enrollment
- Funding

District Principal Sigma/RCAP/Power/Virtual Pam Craven provided highlights of the New Westminster On-Line Home Learners' Program (Grade 9 – 12):

- Program provides students with an alternate choice to face-to-face instruction
- Enrollment is continuous – the numbers indicate one student, and each student could be enrolled in numerous courses
- Staffing
- Out of District funding

3. **COMMENT AND QUESTION PERIOD**

For full comments and questions, please refer to the meeting video.

4. **REPORTS FROM SENIOR MANAGEMENT**

a. Distributed Learning (P. Craven, J. Scorda & M. Naser)

A presentation of proposed changes to the Distributed Learning format was shared:

- Context, recommendations from Funding Review Panel and key changes for the 2022-2023 school year
- New Model: Local Online Learning Schools (LOLS) and Provincial Online Learning Schools (POLS)
- Policy definitions
- Implications for New Westminister Schools
- Implementation timeline
- Next Steps

Questions and discussion ensued.

Trustee Ansari put forward a motion:

Moved and seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminister) to craft an advocacy letter highlighting and supporting the uniqueness of Hume Park especially as it currently exists in a gap created by policy revision.

CARRIED UNANIMOUSLY

b. District Nourishment Program Update (T. Anderson)

District Vice Principal, Early Learning, Anderson provided an update to the District Nourishment Program:

- Meet twice a month with Simply Foods
- Advertising has increased through the District and social media
- Barriers have been removed when applying for subsidy
- Balance between "kid friendly foods" and exposing students to new foods
- Increase in number of families participating, paying full price
- Typically order 2 - 3 days a week
- Even with proceeds coming from full paying families, this does not significantly offset the costs of subsidy paid by the District and the Board will have to consider its priorities for resourcing during the 2022-23 school year and how this initiative may be supported.
- BC Dairy continues to provide a free dairy product for subsidized lunches or reduced rate for paid lunches
- New Packaging - Canadian company supplying 95% recycled paper fiber from renewable resources

Questions and discussion ensued.

5. **GENERAL ANNOUNCEMENTS**

Nil.

6. **ADJOURNMENT**

The meeting adjourned at 6:25 pm

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

**Tuesday, January 18, 2022, 6:30 PM
Via Webex Livestream**

PRESENT Gurveen Dhaliwal, Chair Karim Hachlaf, Superintendent
 Dee Beattie, Vice-Chair Bettina Ketcham, Secretary-Treasurer
 Anita Ansari, Trustee Maryam Naser, Associate Superintendent
 Mary Lalji, Trustee Robert Weston, Executive Director Human Resources
 Danielle Connelly, Trustee Leanne Sojka, Recording Secretary
 Maya Russell, Trustee Guests:
 Mark Gifford, Trustee Members of the Public
 Amy Grey, Assistant Secretary-Treasurer
 Dave Crowe, Director – Capital Projects
 Tanis Anderson, District Vice Principal, Early Learning
 Sarah Wethered, President, NWTU
 Kristen Keighley-Wight, Communications Manager
 Julie MacLellan, Reporter, New Westminster Record
 Kathleen Carlsen, DPAC Chair

Committee Chair Connelly recognized and acknowledged 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 of the Board called the meeting to order at 6:33 pm.

Moved and Seconded

THAT the agenda for the January 18, 2022 Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. COMMENT & QUESTION PERIOD FROM VISITORS

Nil.

3. REPORTS FROM SENIOR MANAGEMENT

a. Capital Projects Update (D. Crowe)

i. Skwo:wech Elementary School Replacement Project

Director Capital Projects Crowe highlighted the major milestones that have been achieved and those upcoming. He noted there were no significant issues other than the

ongoing delays due to COVID-19 supply chain issues, extreme cold weather conditions and COVID-19 staffing issues. Due to these influences, it is difficult to provide any definitive move-in schedule and confirmed a move will not occur prior to Spring Break.

b. Operations Update

i. Facilities Report January 2022 (B. Ketcham)

Secretary Treasurer Ketcham shared the report.

ii. 2021-22 Grant Recalculation and Amended Budget Update (B. Ketcham)

Secretary-Treasurer Ketcham reviewed the grant recalculation. The Ministry's new grant recalculation aligned with earlier estimates. She confirms the amended budget season is going well and will provide more detailed budget information at the February Committee meeting.

iii. Finance Update (B. Ketcham)

Secretary-Treasurer Ketcham briefly reviewed the year-to-date Revenue to Budget Summary which captures revenue received up to December 31 of this year, noting there was nothing of significance to highlight.

She reviewed the year-to-date Expense to Budget Summary and clarified the budget remaining in most categories were sitting where she would expect and when necessary, provided details of any nuances or timing differences in payment. With respect to substitute salaries, she noted an adjustment would be required given the recruitment requirements to meet the staffing shortfall.

Questions and discussion ensued.

iv. Technology Information Services Verbal Update (M. Naser)

Associate Superintendent Naser provided an update on the technology refresh:

- Two devices have been identified for student use:
 - Laptop
 - iPad (more appropriate for the younger learners)

A cautious approach will commence with a small purchase of laptops and iPads this month. Following favourable feedback to the steering committee, additional devices will be purchased as Chrome books are systematically replaced based on where they are in their individual lifecycle. Data centres located at New Westminster Secondary School and Fraser River Middle School are becoming antiquated and as a result, some servers and hardware will need to be replaced this year. A new Wi-Fi process has been implemented for students, bypassing the registration step. Wi-Fi infrastructure has been updated at all three middle schools.

c. Childcare Update (T. Anderson)

District Principal Early Learning, Anderson provided highlights to the Childcare Update. Working collaboratively with WCAS, exploring new spaces and revising licensing to "school age on school grounds" has resulted in an additional 90 spaces across New Westminster Schools. She shared that WCAS now offers a total of 435 school age spaces and provided information of childcare spaces within individual schools and Seamless Day Childcare at Qayqayt Elementary. She noted with the voluminous foundation work completed it will be easier to replicate Seamless Day Childcare at other schools in the future.

Questions and discussion ensued.

d. Annual Trustee Remuneration Review (B. Ketcham)

Secretary-Treasurer Ketcham reviewed the background to the Trustee Remuneration.

Trustee Connelly put forward a motion:

Moved and seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of the Trustee Stipend increase by the five-year rolling CPI average of 2.08% effective July 1, 2022 for the positions of Chairperson, Vice-Chairperson and Trustee.

**CARRIED
1 Opposed**

Discussion amongst the Trustees ensued.

e. Administrative Procedures and Policy 19 Updates (B. Ketcham)

i. Administrative Procedure 500 - Budget Development

Secretary-Treasurer Ketcham reviewed the Policy 19 – Financial Reserves and Administrative Procedure 500 – Budget Development, Monitoring and Reporting Backgrounder noting the revisions were required in order to align with the Ministry of Education's direction in these areas.

Administrative Procedure 500 – Budget Development has been renamed to encompass budget development, monitoring and reporting. Adoption will be required by the end of the fiscal year, June 30, 2022. One of the most substantial changes in providing greater budget transparency and accountability is the creation of a three-year financial plan which will be presented as part of the preliminary budget process for the 2022-23 school year. She confirmed the District already provides a robust consultation process, delivers regular budget updates and forecasting that parallels the achievement of long-range strategic goals.

ii. Policy 19 - Restricted and Non-Restricted Surplus Funds

Secretary-Treasurer Ketcham shared that stemming from the Funding Model Review completed a number of years ago, Policy -19 that guides the Board's financial reserves and as of June 30, 2022, Boards are expected to have a policy consistent with the Ministry of Education Provincial Accumulated Operating Surplus Policy. To demonstrate accountable and transparent financial planning, Board policy will:

1. Clearly explain the purpose of operating surplus, and how the surplus will be used to support the boards' strategic objectives (for example, improve student educational outcomes) and other operational priorities of school districts.
2. Include guidelines on how inter-fund transfers will be managed
3. Outline how financial risk will be mitigated by establishing a contingency operating surplus.

She identified the most significant changes relate to better explaining the importance of reserves in managing the operations of the District and to remove the \$500,000 Board contingency which is now considered redundant as all unrestricted reserves (which are to be no less than \$2,000,000 or 2% of expenses) serve as a "healthy" contingency.

Questions and discussion ensued.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) the approval of Policy 19 - Financial Reserves as presented.

CARRIED UNANIMOUSLY

f. COVID-19 Update (K. Hachlaf)

Superintendent Hachlaf highlighted the significant increase in notifications due to the higher transmission, shorter incubation and community transmission of the Omicron variant. He confirmed the District will not be reporting out on behalf of Fraser Health with self-monitor and self-isolation notifications due to the fact the notifications are no longer achieving the goal of stopping the spread of COVID-19. Replacing these notifications is absenteeism reporting by parents – data that is then reported out daily to the Ministry and Fraser Health. There have been some increases in student absenteeism, historical staff absenteeism and confirms the District is awaiting delivery of rapid antigen testing that will provide two kits to every employee.

Components of a functional closure were presented: staff capacity, considerations for a decision and the process on day "0", day "1 – 7" and day "8". He shared he has concerns over sustaining a functional closure for an extended period of time.

g. 2022-2023 District Calendar(M. Naser)

Assistant Superintendent Naser indicated the District Calendar was posted to the website to provide the community with an opportunity for feedback. The calendar will be

brought back to the March 8, Board meeting for approval and will then be submitted to the Ministry.

4. GENERAL ANNOUNCEMENTS

Nil.

5. NEW BUSINESS

a. Meeting Format (Chair Dhaliwal)

Chair Dhaliwal provided her comments and reasons for maintaining virtual Board and Committee meetings and suggested reassessing at the April Committee meeting.

b. Board Member Parental Leave Policy (Trustee Gifford)

Trustee Gifford shared the current ability within the School Act to provide some discretion around leaves. In an effort to support the wellbeing of current and future Trustees, especially in an election year, modelling a family friendly policy for maternity and parental leaves, Policy 7 has been amended. It was confirmed that a Trustee on an active leave, following written notice to the Superintendent may attend meetings and carry a vote.

Discussion on the value of other leaves being written into Policy 7 occurred thereby ensuring supportive yet clear guidelines for Trustees to follow.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) to amend Policy 7 – Board Operations to include 7.13 Trustee Maternity/Parental Leave Policy.

CARRIED UNANIMOUSLY

6. OLD BUSINESS

Nil.

7. QUESTION PERIOD (15 Minutes)

Nil.

8. ADJOURNMENT

The meeting adjourned at 8:48 pm



Supplement to: **OPERATIONS POLICY AND PLANNING COMMITTEE MEETING**

Date: January 18, 2022

Submitted by: Bettina Ketcham, Secretary-Treasurer

Item: Requiring Action Yes No For Information

Subject: Trustee Remuneration

Background:

The Board of Education follows Board Policy 7 – Board Operations which states that the board may authorize the payment of remuneration to be paid to trustees by an annual resolution of the Board of Education. Trustee stipend increases, if approved, will come in to effect on July 1st of each year and are to be based on the most recent five-year rolling average of the Vancouver Consumer Price Index (CPI).

The average rolling CPI for the past five years is 2.08%. If applied, the following would be the effect on trustee remuneration:

Position	Annual Current Stipend	Increase to stipend	Stipend with CPI increase
Chairperson	\$29,364	\$611	\$29,975
Vice-Chairperson	\$27,568	\$573	\$28,141
Trustee	\$25,771	\$536	\$26,307

The increase overall to the budget is \$3,864, plus benefits for a total of \$4,444.

For perspective, both the CUPE and Teachers Union, as part of their collective agreements receive a 2% increase annually. Exempt and PVP groups are also proposed at the 2% wage increase to avoid compression.

If trustees would like to enact the increase, a motion must be moved, seconded and carried.

FINANCIAL RESERVES

The long-term financial health of the District is critical to ensure that a strong educational system is maintained for the students in the District. The Board will establish appropriate financial reserves to provide for ongoing operational needs and long term planning.

The Board is responsible for ensuring the district is protected financially from extraordinary circumstances which would negatively impact the education of students. To discharge this responsibility, the Board shall build and maintain a contingency reserves through the maintenance of an accumulated surplus at least 2 percent of operating expenses.

A level of financial reserves is an indicator of financial health and can contribute resources to provide for multi-year planning for future educational services or reduce financial risk. In order to provide increased financial stability, effective planning and support funding predictability, the Board has established this financial reserve policy with funds sourced from revenues that are in excess of expenditures.

The Board shall designate within its accumulated surplus funds those, which are restricted and those, which are non-restricted. Restricted funds are those the Board has designated for a specific purpose by Board motion.

Procedure

1. All restrictions on financial reserves require a board motion. Restrictions included within the preliminary operating budget, amended operating budget and financial statements approved by the board shall constitute an approval of the restriction.
2. Internal restrictions on financial reserves will be for the following purposes:
 - a. Operations spanning future school years, including unfunded capital expenditures such as technology, educational supports and deferred maintenance of facilities;
 - b. Anticipated unusual expenses identified by the Board
 - c. Nature of constraints on the funds
3. The Board shall maintain a contingency reserve of at least 2% of operating expenditures and is intended to cover off the following expenses which include but are not limited to:
 - a. The funding of new cost pressures in a fiscal year that were not known at the time of budget development;
 - b. The payment of severances (wages and benefits) upon termination of employment;

- c. The settlement of any legal action that is not covered by insurance;
 - d. Coverage for disaster recovery expenditures;
 - e. Extraordinary expenses incurred to ensure business continuity;
 - f. Replacement of equipment essential to the continuation of safe operations of school district facilities;
 - g. Coverage for unexpected additional major capital project costs not funded by the province.
4. In recognizing that the use of the contingency reserve represents a one-time source of funding, the Board will incorporate into its future budget planning processes, strategies to re-establish the contingency reserves should they fall below 2% of operating expenditures.

Legal Reference: Section 85 School Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017
Revised: December 14, 2021

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)



Supplement to: **OPERATIONS POLICY AND PLANNING COMMITTEE MEETING**

Date: January 18, 2022

Submitted by: Mark Gifford, Trustee

Item: Requiring Action Yes No For Information

Subject: Board Maternity/Parental Leave Policy

Background:

Currently, there is no reference to a Maternity/Parental Leave policy within our Board Policies. This creates a barrier for Trustees who wish to give birth or adopt a child during their term of office, as well as for individuals who might otherwise consider becoming Trustees.

Amending Policy 7 – Board to include a Maternity/Parental policy will support Trustees in their decision to become parents while balancing their work as elected officials.

Draft policy amendment is attached.

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminister) to amend Policy 7 – Board Operations to include 7.13 Trustee Maternity/Parental Leave Policy.

BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. If a quorum is not present within fifteen minutes of the time appointed for the meeting, then the meeting shall stand adjourned.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order.

The Board's fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

There are times when public interest is best-served by private discussion of specific issues in "in-camera" sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go in-camera for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes public interest can be enhanced by having members of the public participate at Board meetings.

In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as inaugural, regular, special, or closed (in-camera). The Board may also hold informal meetings from time to time for the purposes of general discussion, meeting with other individuals or groups, or for information gathering and sharing.

The Board has adopted specific policy governing the conduct of its formal meetings.

1. Board Composition and Elections

As indicated in Trustee Elections By-law No. 2018-TE-SD40-02 attached as Appendix A seven trustees are elected at large to the Board of Education for a four-year term. The one electoral area for the district is the Municipality of New Westminster. Therefore, all trustees are elected at large.

2. Inaugural Meeting and Subsequent Annual Meeting

2.1 Inaugural Meeting

2.1.1 An inaugural meeting of the Board of Education shall be convened by the Secretary-Treasurer or designate on the first Tuesday of November the month following Trustee elections, or as soon thereafter as it is convenient. The order of business shall include:

2.1.1.1 Statement of the Returning Officer;

2.1.1.2 To make a prescribed oath of office, by oath or solemn affirmation;

2.1.1.2.1 Each trustee will take the oath of office immediately following the call to order of the inaugural meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

2.1.1.3 Election of Chair and Vice Chair;

2.1.1.4 Election of BCSTA Provincial Council delegate and alternate delegate;

2.1.1.5 Election of BCPSEA representative and alternate.

(Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote.)

2.2 Annual Meeting

2.2.1 Each year thereafter during the term of office, the Board of Education shall hold elections at the regular board meeting in November to appoint the Chairperson, Vice Chairperson, BCSTA Provincial Representative and BCPSEA Representative and the respective alternates. . The meeting shall be convened by the Secretary-Treasurer or designate. The order of business shall include:

2.2.1.1 Report of Current Chair;

2.2.1.2 Election of Chair and Vice Chair;

2.2.1.3 Election of BCSTA Provincial Council delegate and alternate delegate;

2.2.1.4 Election of BCPSEA representative and alternate.

Upon election of the Chair, the Chairperson shall preside over the remainder of the meeting and call for the election of the other remaining positions as noted above.

2.2.2 In the final term of office, a report will be provided by the current chair during the board meeting directly preceding the Trustee elections.

(Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote.)

3. Regular Meetings

3.1 The purpose of the regular Board meeting is for the Board to conduct its business. Meetings will be open to the public and representatives of the press.

- 3.2 Regular meetings of the Board shall be held on the fourth Tuesday of each month at 7:00 p.m. at the Board Office (811 Ontario St.), except where the Chair has indicated in the notice of meeting that the meeting shall be held in some other place or at some other time. Schedules for Board meetings are available on the District website.
 - 3.3 All trustees, staff, and members of the public are expected and required to conduct the business of the Board with proper decorum and in a respectful manner.
 - 3.4 No business shall be conducted by the Board unless upon a motion of a Trustee, seconded by another Trustee.
4. Special Meetings
- 4.1 Meetings other than regular meetings will be termed "special" meetings, including special in-camera meetings.
 - 4.2 A special meeting of the Board may be called by the Chair or, where the Chair is not available, by the Vice-Chair.
 - 4.3 A special meeting of the Board may be called by the Secretary-Treasurer at the request of at least 2/3 of the trustees in office.
 - 4.4 The business to be conducted shall be set out in the notice.
 - 4.5 No business shall be conducted at a special meeting other than that for which the meeting is called without the consent of two-thirds of the sitting Trustees.
5. In-camera Meetings
- 5.1 In-Camera meetings of the Board may be held with the public and others excluded as provided for in the *School Act*, and only the following matters may be considered at such meetings:
 - 5.1.1 Salary claims and adjustments and the consideration of requests of employees and Board Officers with respect to collective bargaining procedures;
 - 5.1.2 Accident claims and other matters where Board liability may arise;
 - 5.1.3 Legal opinions respecting the liability or interest of the Board;
 - 5.1.4 The conduct, efficiency, discipline, suspension, termination or retirement of employees;
 - 5.1.5 Medical Examiner's examinations and medical reports;
 - 5.1.6 Matters pertaining to individual pupils including the conduct, discipline, transfers, resignations, promotions and demotions;
 - 5.1.7 Staff changes including appointments, transfers, resignations, promotions and demotions;
 - 5.1.8 Purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures;
 - 5.1.9 Lease, sale or exchange of real property prior to finalization thereof;

- 5.1.10 Matters pertaining to the safety, security of protection of Board property;
- 5.1.11 Such other matters where the Board, by motion, decides that the public interest so requires.
- 5.2 Regular In-Camera meetings of the Board shall be held prior to regular Open meeting of the Board on the fourth Tuesday (if necessary) of each month and prior to Committee Meetings, if required, from 6:00 - 7:00 p.m. or such other time as noted in the agenda.
- 5.3 In-Camera meetings may be called at other times by following the notice of procedures set out in this Policy.
- 5.4 The Board may, by motion, recess a regular meeting in progress for the purpose of meeting in closed session.
- 5.5 The Board shall, as the last item of business at each In-Camera meeting, consider a motion to make public such information that it deems to be no longer in the public interest to exclude from the public purview.
- 5.6 The Board Chair and Superintendent shall establish items on the agenda for each in-camera meeting. The agenda shall generally follow the order outlined below.
 - 5.6.1 Adoption of the Agenda
 - 5.6.2 Minutes for Approval
 - 5.6.3 Reports from Senior Management
 - 5.6.4 Other Business
 - 5.6.5 Items to be Reported out at Open Meeting
 - 5.6.6 Notice of Meetings
 - 5.6.7 Adjournment
- 6. The Board shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than Trustees or Officers of the Board are excluded. The record of the closed meeting shall be open for inspection at all reasonable times by any person.

Length of Meetings

All regular Board meetings and in-camera meetings described in Section 3 and 5 shall adjourn by 9:30 p.m., unless in either case, the time limit is extended to 10:00 p.m. by two-thirds majority vote, and beyond 10:30 p.m. by unanimous consent of all trustees present. Adjournment time for special meetings, referred to in Section 5 shall be determined by those members present.

Teleconference and Video Conferencing

Participation in regularly scheduled Board and Committee meetings via teleconference or videoconference, email, text message or phone call is not permitted, unless approved by the Board.

If a Trustee cannot attend a meeting the Trustee will provide notice, via email, text message or phone call to Chair and Superintendent at their earliest convenience to support ability of staff and Board to prepare appropriately for the meeting.

7. Trustee In-Service Sessions

- 7.1 Trustee in-service sessions will be held as needed. The Superintendent will set the dates and agenda in consultation with the Board. The purpose of these sessions is to provide an opportunity to receive information in an informal setting, not for decision-making.
- 7.2 The Board shall prepare a record containing a general statement as to the nature of each in-service session of the matters discussed.

8. Notice and Agendas

- 8.1 Forty-eight hours' notice in writing shall be emailed to all Trustees for any meeting of the Board, except the regularly scheduled Board meetings, unless there is unanimous agreement of trustees to waive such notice.
- 8.2 Prior to each meeting of the Board or Committee of the Whole, Administration, in consultation with the Chair and Vice-Chair, and relevant Committee Chair, shall prepare an agenda for all business, relevant to the agenda to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.
- 8.3 The Board Chair and Superintendent shall establish items on the agenda for each regular meeting. The agenda shall generally follow the order outlined below:
 - 8.3.1 Adoption of Agenda
 - 8.3.2 Approval of Minutes
 - 8.3.3 District Presentations
 - 8.3.4 Student Presentations
 - 8.3.5 Delegations
 - 8.3.6 Community Presentations (10 minutes per presentation)
Must be scheduled in advance through the Office of the Secretary Treasurer.
 - 8.3.7 Comment and Question Period from Visitors
 - 8.3.8 Board Committee Reports
 - 8.3.8.1 Education Policy and Planning Committee
 - 8.3.8.2 Operations Policy and Planning Committee
 - 8.3.9 Reports Senior Management
 - 8.3.10 Trustee Reports
 - 8.3.11 Question Period (15 minutes)
 - 8.3.12 Notice of Meetings
 - 8.3.13 Reporting Out from In-Camera Meeting
 - 8.3.14 Adjournment
- 8.4 Agenda items for Board meetings may originate from:
 - 8.4.1 Board Annual Work Plan
 - 8.4.2 Business arising from previous meetings

- 8.4.3 Business from committee-of-the whole meetings
- 8.4.4 Business from sub-committee meetings
- 8.4.5 Superintendent of Schools
- 8.4.6 Individual Trustees

- 8.5 Items for the agenda are to be submitted to the Superintendent or designate by the close of business of the Monday for the week, preceding the date of the Board meeting. Items should identify whether they are for Information, Discussion, or Decision.

In consultation with Board Chair, Vice-Chair, and when applicable, relevant Committee Chair, items will be considered for inclusion on the Agenda provided initial communication with Superintendent or Designate has occurred, and is accompanied by submission of a backgrounder in standard Board format. Backgrounders will be subject to copy edit for clarity and accuracy of information, when necessary (and with consultation / inclusion of submitter).

If it is determined that the item has not been properly prepared for inclusion on the Agenda (e.g. information is not correct, not accurate, not provided in backgrounder format), the Chair will communicate decision and rationale to the Trustee who submitted the item by Tuesday of the week prior to the meeting. If the Trustee does not agree with the decision, they may request it be included on the agenda by resolution at the call of the meeting.

Agenda items, including individual trustee submissions, are not to be shared with the public prior to the agenda being finalized and items have been determined to be “in-camera” or “regular open”.

The agenda and supporting material for each regular Open and In-Camera Board meeting will be provided electronically to all Trustees on the Thursday, preceding the date of the Board meeting;

- 8.6 The agenda and supporting material for each regular Open Board meeting will be made available to the public on the School District web site on the Friday preceding the date of the Board meeting.
- 8.7 All supporting material for Special Open and In-Camera Board meetings will be emailed to Trustees at least 24 hours prior to the time of the Board Meeting.
- 8.8 Where material or motions are introduced at a Board meeting, which has not been made available to Trustees in accordance with section 8.1 and 8.2, a Trustee may call notice on any motion arising from such material and that motion accordingly shall be considered on the agenda of the next Board meeting.
- 8.9 Items proposing board action shall be accompanied with an action request form briefly outlining the issue, pertinent information and a recommendation.

9. Minutes

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

9.1 The minutes shall record:

- 9.1.1 Date, time and place of meeting

- 9.1.2 Type of meeting (Inaugural, regular or special)
 - 9.1.3 Name of presiding officer
 - 9.1.4 Names of those trustees and administration in attendance
 - 9.1.5 Approval of preceding minutes
 - 9.1.6 Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the Board through resolution
 - 9.1.7 Points of order
 - 9.1.8 Appointments
 - 9.1.9 Recommended motions proposed by Committees
 - 9.1.10 Trustee declaration pursuant to Section 56, 57 or 58 of the *School Act*
- 9.2 The minutes shall:
- 9.2.1 Be prepared as directed by the Superintendent
 - 9.2.2 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 9.2.3 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business
- 9.3 The Superintendent shall ensure that, upon acceptance by the Board, appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the District are affixed to the concluding page of the minutes.
- 9.4 The Superintendent shall establish a codification system for resolutions which will:
- 9.4.1 Provide for ready identification as to the meeting at which it was considered
 - 9.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
 - 9.4.3 Establish and maintain a file of all Board minutes
- 9.5 All Committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report including any recommendations to the Board.
- 9.6 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 9.7 The approved minutes of a regular or special meeting shall be posted to the website within 48 hours or 2 regular business days following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
- 9.8 Upon adoption by the Board, the minutes of meetings other than in-camera meetings shall be open to public scrutiny.
10. Motions
- 10.1 No decision shall be made by the Board unless upon a motion of a Trustee, seconded by another Trustee and approved by majority vote.
 - 10.2 A motion to vary the agenda to advance an item on the agenda so that it may be dealt with immediately following delegations concerning that item shall be in order.

- 10.3 A Trustee shall not speak other than on the motion under debate. A Trustee shall only speak once on the same motion without the leave of the Board except to explain a part of his or her remarks, which may have been misunderstood, or to raise a point of information or clarification. The mover of the motion, however, may speak again to close debate. Trustees shall not speak to any motion for a period of longer than ten minutes without the leave of the Board.
- 10.4 Every Trustee present at a meeting of the Board has the right and duty to vote except where the Trustees has disqualified himself or herself from the proceedings because of a declared conflict of interest, which shall be recorded. This vote shall either be in the affirmative or the negative. Trustees not voting will be deemed to have voted in the affirmative.
- 10.5 When a motion under consideration entertains several propositions, the vote upon each proposition shall be taken separately, if so requested by any Trustee present.
- 10.6 After the Board has taken a vote on any motion, the Board shall not vote on that motion again at the same meeting.
- 10.7 A reconsideration motion can only be proposed by a trustee who voted with the majority at a previous meeting.
- 10.8 The Chair shall have the same voting rights as any other member
- 10.9 Where the number of votes on a motion is equal, the motion is defeated and the Chair shall so indicate.
- 10.10 All Trustee votes shall be recorded on all votes, except where a secret ballot has been held for election purposes.
- 10.11 The Chair or other presiding officer shall determine all points of procedure except that any ruling may be challenged by any Trustee and decided by a majority vote of the Trustees present. Where a ruling of the chair is challenged, a motion to sustain the chair shall be made and a vote shall be taken forthwith without debate.

11. Public Participation

The Board welcomes and provides for a variety of forms of public participation by members of the community. Public participation may be through presentations by a delegation, through formal question/comment periods in regular Board meetings or in the form of written communications. Such opportunities shall not be used to address matters, which must be dealt with in in-camera meetings as noted elsewhere in this policy.

Delegations

- 11.1 The Chair shall rule on the propriety of all presentations and questions and may decline to have a matter heard from a delegation or terminate any presentation or question or refer it to an "in camera" meeting of the Board if that is deemed to be appropriate by the Chair.
- 11.2 A person or group wishing to address the Board on an item not otherwise on the agenda shall provide written notification and a written outline of the presentation to the Secretary-Treasurer by close of business on the Monday of the week preceding the date of the regular Board meeting. The presentation will be listed as a "Delegation" on the agenda of the Regular Board meeting providing the matter is one that is appropriately considered in a public meeting.

11.3 Delegations shall have 10 minutes to present to the Board.

11.4 The Chair may refer to Robert's Rules of Order to ensure that all voices at the Board table have an opportunity to be heard.

Comment and Question Periods

Each public meeting agenda shall provide for two comment/question periods, one during the meeting and one at the end of the meeting.

11.5 The Board will generally reserve decision on a response to the matter raised by a delegation, until the next Board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the Board.

11.6 There shall be a "Comment and Question" period on each regular Board meeting agenda during which members of the public may address the Board on any item on the agenda by so advising the Chair at that time. The time limit for such presentations shall be five minutes excluding any responses to questions from Trustees but this time may be extended by resolution of the Board.

11.7 During the "Comment and Question" period, questions also may be asked of the Board about items not on the agenda, without notification, but the time limit for putting such questions by any individual shall be two minutes, excluding responses from the Board, unless the Board by resolution consents to an extension of that time.

11.8 Any questions asked during the "Comment and Question" period may be responded to at that meeting or an undertaking will be given to provide a response at a future regular meeting. No motions or action will be considered by the Board at the time of presentation: matters requiring action will be referred to a Committee meeting for consideration.

11.9 There shall be a Question Period of up to 15 minutes at the end of every regularly scheduled Board meeting, where members of the public may ask a question on matters that arose during that Board meeting. Questions will be directed to the Chair who will respond on behalf of the Board. The Chair may refer the question to staff for an immediate response or a response may be provided at the next regular board meeting.

Correspondence

Correspondence may be sent to the Board as a whole or to individual trustees. Even when correspondence is addressed to an individual trustee the contents may be more appropriately addressed by the corporate Board. Where correspondence is addressed to the Board or its contents are more appropriately addressed by the corporate Board the following processes shall be adhered to. The intended outcomes of these processes are: to ensure Board correspondence is acknowledged in a timely fashion, the corporate Board is aware of the public input provided and where required, a corporate response is provided in a timely manner.

11.10 Where non-routine correspondence is received that appears to require a formal Board response, that correspondence shall be placed on the agenda of the next regular board meeting together with whatever recommendation for Board action the Superintendent deems appropriate. This correspondence will be noted on the agenda as "Correspondence for Action".

- 11.11 Where non-routine correspondence is received that does not appear to require a formal Board response, that correspondence, together with any response issued by the Superintendent, shall be circulated to the Trustees. This correspondence will be noted on the agenda as "Correspondence for Information".
- 11.12 Where an individual trustee receives correspondence that in the trustee's judgement is more appropriately a corporate Board matter, the correspondence will be directed to the Secretary-Treasurer who will acknowledge the correspondence, and act in accordance with 11.10 or 11.11 above.

12. Trustee Remuneration and Expenses

12.1 Annual Remuneration

- 12.1.1 Under Section 71 of the *School Act*, a Board may authorize the payment of remuneration to be paid to trustees by annual resolution of the Board of Education. In January, the Secretary-Treasurer will inform the Board of Education of the most recent five-year rolling average of Vancouver's Consumer Price Index.
- 12.1.2 Trustee stipend increases, if approved, will come in to effect on July 1 of each year.

12.2 Expenses

- 12.2.1 Trustees are expected to exercise discretion in incurring expenses within the limit of the annual budget appropriation.

Conference and Travel Expenses

- 12.2.2 Effective execution of Board responsibilities requires that trustees represent the Board at various meetings and conferences, and that they remain informed through attendance at periodic seminars, conventions and workshops related to their responsibilities. The Board encourages such attendance, and shall include funds in the annual budget to cover expenses.
- 12.2.3 The Board of Education of School District No. 40 (New Westminster) supports Trustees attending conferences, conventions, seminars and courses of an education nature, within the budget limitations established by the Board.
- 12.2.4 The Board does not expect that such attendance should be at the personal expense of the Trustee. Actual reasonable costs for meals and costs incurred, while on Board business, may be claimed. Receipts are to be provided along with the purpose of the business or meeting.
- 12.2.5 Trustees may claim, while on Board business:
- 12.2.5.1 Long distance toll charges and cellular phone charge for School Board business telephone calls;
 - 12.2.5.2 Other reasonable requests may be considered at the discretion of the Board.
- 12.2.6 Trustees will inform the Board, in advance, of their intention to attend a conference/seminar or travel on Board business and shall obtain prior approval of the Board for such attendance. Trustees shall book registrations, travel and accommodations in consultation with the Superintendent's office.

- 12.2.7 For travel by private automobile, Trustees may claim the District rate in effect at the time. The maximum amount claimable is limited to the cost of economy airfare between points travelled, when air transportation is available and practical.
- 12.2.8 Cost of airfare is limited to the cost of economy airfare.
- 12.2.9 Travel costs outside of British Columbia must receive prior approval of the Board.
- 12.2.10 Trustees may claim amounts for taxis, parking fees, local mileage, etc. Receipts are to be provided.
- 12.2.11 Lodging
Trustees may claim the government or conference rate of the hotel/motel, less any personal items charged. Receipts are to be provided. If staying with a friend or relative, \$20.00/night may be claimed without a receipt.
- 12.2.12 Meals
Trustees may claim actual reasonable costs. Receipts are to be provided. District practice requires that an actual receipt is provided detailing the purpose of the meeting and who was in attendance. There shall be no reimbursement for alcoholic beverages.

12.3 Payment of Expenses

- 12.3.1 Expenses must be submitted on a timely basis to the Secretary Treasurer at least once a month.
- 12.3.2 For inaugural functions and one spousal meal per conference, spousal expenses may be claimed.
- 12.3.3 Trustees may seek an advance, the amount of which is determined by Board resolution for out-of-town business engagements of two or more days.
- 12.3.4 The Secretary-Treasurer and Chair of the Board shall review Trustee expenses. Concerns about Trustee expenses shall be referred to the Board by the Chair. Quarterly print-outs will be provided to all Board members regarding Trustee expenses.

13 Board Parental Leave

The New Westminster Board of Education recognizes the importance of supporting Trustees who may wish to give birth or adopt a child during their term of office. This policy is in support of Trustees in their decision to become parents while balancing their work as elected officials.

13.1 Eligibility

- 13.1.1 Trustees who give birth or adopt a child are eligible for the maternity and/or parental leave benefits under this policy. Trustees who are the co-parent/spouse of a person giving birth or adopting a child are eligible for parental leave benefits under this policy, regardless of family status or gender.

13.2 Leave Provisions

13.2.1 Maternity Leave

Paid maternity leave up to six months is available to Trustees who are pregnant or have given birth. Trustees on maternity leave will continue to receive their full remuneration.

13.2.2 Parental Leave

Paid parental leave up to six months following the birth or adoption of a child is available to Trustees regardless of family status or gender. Trustees on parental leave will continue to receive their full remuneration.

Maternity leave and parental leave entitlements may not be combined, shall not exceed a total of 6 months per leave and will not extend beyond the end of the Trustees' term of office, unless re-elected.

13.3 Official Roles and Responsibilities

13.3.1 Trustees on maternity/parental leave will continue to have access to information through official Board communications (i.e. email, MS Teams), unless the Trustee on leave chooses to opt-out.

13.3.2 Trustees will be exempt, without consequence, from attending meetings of the Board and any committee of which the Trustee is a member. All appointments will be re-assigned temporarily until the Trustee's return.

13.3.3 A Trustee on leave reserves the right to participate as an active member of the Board at any time during their leave. This refers to attending committee, Board and in-service meetings only. The Trustee on leave must notify the Board Chair and Superintendent in writing at least 48 hours before on their intention to attend one of the above listed meetings.

13.3.4 A Trustee on leave shall utilize an out-of-office email feature to identify they are on leave and offer an alternate contact.

13.4 Notice

13.4.1 Trustees who wish to take maternity/parental leave must notify the Board Chair and Superintendent in writing at least four weeks prior, if possible, to the anticipated commencement of the leave indicating the expected start and end dates of the leave.

No Board motion is required for approval of maternity/parental leave.

13.5 Return to Duties

13.5.1 Following a Trustee's return from leave, they will work with the Board Chair and/or Superintendent to get up to speed on any relevant information/issues.

*Legal Reference: Sections 50, 56, 57, 58, 59, 66, 67, 68, 69, 70, 71, 71(1), 72 School Act
Financial Disclosure Act
Income Tax Act*

SD No. 40 (New Westminster)

Adopted: May 30, 2017

*Revised: April 30, 2019
October 29, 2019
January 28, 2020
January 18, 2021*

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)

Superintendent Update

Karim Hachlaf
January 25, 2022



New
Westminster
Schools

Discover New Westminster Schools

Programmes : What is the Learner Profile?

It's the IB mission statement translated into a set of learning outcomes for the 21st century.



IB programmes promote the education of the whole person, emphasizing intellectual, personal, emotional and social growth through all domains of knowledge.

IB learners strive to be:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

What is the Difference Between EFI & LFI?

The Ministry of Education provides curriculum for French Immersion:

- Early French Immersion (Kindergarten to Grade-12)
- Late French Immersion (Grade 6-12)
- These programs are differentiated according to point of entry as follows:

Program	Entry Point	School	Grades
Early French Immersion	Kindergarten Grade 1 (space permitting)	Qayqayt Spencer Tweedsmuir	*K-12
Late French Immersion	Grade 6	Glenbrook	*6-12

- Students in EFI and LFI programs combine in Grade 8 and continue in FI until Grade 12

7

What is Montessori?

- The Montessori philosophy places an emphasis on individual student choice in learning and a balance between whole class lessons, small group lessons and individual lessons.
- Montessori students learn that having choices requires taking personal responsibility.
- The use of self-correcting materials allows for a varied pace that accommodates many levels of ability within a classroom.
- Self-motivated learning is encouraged.
- Montessori students are supported in becoming lifelong learners and responsible global citizens.



New Westminster Secondary School

2022 – 2023
Technology, Trades &
Apprenticeship Grades 9-12

Tammy McArthur
District 40 Career Coordinator



Staffing Update





Looking Ahead...

CELEBRATING

BLACK

HISTORY

MONTH

FEBRUARY

Coming soon...

Literacy and Numeracy Frameworks

Wellness Handbook and Mental Health in
New Westminster schools Strategy

Arts education plan

Enhancing Student Learning: Student Success Results

Education Policy & Planning Committee
February 8, 2022



New
Westminster
Schools

February 22





**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)
RECORD OF DECEMBER 14, 2021 SPECIAL IN-CAMERA MEETING**

ADOPTION OF AGENDA – 5:00 PM

CORRESPONDENCE – 5:05 PM

REPORTS FROM SENIOR MANAGEMENT –Administration – 5:10 PM

ADJOURNMENT – 5:35 PM



**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)
RECORD OF DECEMBER 14, 2021 IN-CAMERA MEETING**

ADOPTION OF AGENDA – 6:00 PM

MINUTES FOR APPROVAL – 6:05 PM

CORRESPONDENCE – Facilities – 6:10 PM

REPORTS FROM SENIOR MANAGEMENT – Facilities, Administration – 6:15 PM

NEW BUSINESS – 6:45 PM

ITEMS TO BE REPORTED OUT AT OPEN MEETING – 6:50 PM

NOTICE OF MEETINGS – 6:55 PM

ADJOURNMENT – 7:00 PM