

AGENDA OF THE REGULAR OPEN MEETING  
OF THE NEW WESTMINSTER BOARD OF EDUCATION

Tuesday, January 31, 2023

7:00 pm

Via Zoom Link

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.

		Pages
1.	<u>ADOPTION OF THE AGENDA</u>	7:00 PM
<p>Recommendation:  <b>THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the January 31, 2023 Regular School Board meeting.</b></p>		
2.	<u>APPROVAL OF THE MINUTES</u>	7:05 PM
a.	Minutes from the Open Meetings held:	
	December 13, 2022 Regular Meeting	6
<p>Recommendation:  <b>THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the December 13, 2022 Regular School Board Meeting.</b></p>		
b.	Business Arising from the Minutes	
3.	<u>PRESENTATIONS</u>	
4.	<u>COMMENT &amp; QUESTION PERIOD FROM VISITORS</u>	7:10 PM
	DPAC	
	CUPE	
	NWTU	
5.	<u>CORRESPONDENCE</u>	7:20 PM

a.	Ltr to MLA Aman Singh QB Transportation	15
b.	Ltr from QayQayt PAC	16
c.	Leslie Abe - letter re: NWSS Students - alleged Walmart incident	17
d.	Mark Bice letter re: COVID protections in our schools	18
e.	James Plett letter re: Questions to the Board	19
f.	Bonnie Palmer letter re: reinstating the police liaison officer	20
g.	Sarina Prasad letter re: advocating for in-person meetings	21
h.	Grace Steyn letter re: advocating for in-person meetings	22
i.	J.J. Fellows letter re: advocating for virtual meetings	23
j.	Sue Kenny letter re: advocating virtual meetings	24
k.	Michele Bridge letter re: advocating virtual meetings	25
l.	Ashlee Reid - letter re: advocating virtual meetings	26
m.	Michelle Kennedy - re: advocating virtual meetings	27
n.	Cyrus Sy re: letter virtual and hybrid meetings	28
o.	James Plett letter re: advocating for hybrid meetings	29

**6. BOARD COMMITTEE REPORTS**

- a. The next EPPC & OPPC Meetings will be held on February 7, 2023.

**7. REPORTS FROM SENIOR MANAGEMENT**

7:50 PM

- a. Approve Budget Development Process & Timelines 2023-2024 (B. Ketcham) 30

**Recommendation:**

**THAT the Board of Education of School District No. 40 (New Westminster) approve the Budget Development & Timelines for 2023-2024 as presented.**

- b. Annual Trustee Remuneration Review (B. Ketcham) 31

- c. Superintendent Update (K. Hachlaf) 32
- i. Board Work Plan 37

8. **NEW BUSINESS** 8:30 PM

- a. Transit for Teens Advocacy and Endorsement (Trustee Connelly). 43

**Recommendation:**  
**THAT the Board of Education of School District No. 40 (New Westminster) endorse the Single Mothers' Alliance Transit for Teens Campaign; and in doing so, write a letter to the Mayors' Council on Regional Transportation, the board of directors of BC Transit, the Ministry of Transportation and Infrastructure, the Ministry of the Environment and Climate Change Strategy, the Office of the Premier, the Ministry of Social Development and Poverty Reduction, the Ministry of Education and Child Care, the Minister of State for Infrastructure and Transit, the Ministry of Children and Family Development, and the Select Standing Committee on Children and Youth to work with the provincial government to finalize and secure funding, and develop a plan that will provide free public transit for teens aged 13 to 18 in B.C.**

9. **OLD BUSINESS** 8:40 PM

- a. Board and Committee Meeting Format: Move all meetings to in-person. (Motions previously tabled at the December 13, 2023 Open Board Meeting.)

**Recommendation:**  
**2022-089**

**Motion Amended**

**THAT the Board of Education of School District No. 40 (New Westminister) move Operations Policy and Planning Committee to in-person for all meetings starting February 2023 including a livestream broadcast or virtual platform with an opportunity for members of the public to participate remotely and that the meeting start at 6 pm.**

**2022-091**

**THAT the Board of Education of School District No. 40 (New Westminister) move Board meetings to in-person for all meetings starting January 2023.**

**Recommendation:**

**THAT the Board of Education of School District No. 40 (New Westminster) move**

**the Operations Policy and Planning Committee to the hybrid option as presented in this report starting April 2023 including a livestream broadcast with an opportunity for members of the public to participate remotely and that the meeting start at 6pm.**

**THAT the Board of Education of School District No. 40 (New Westminster) move its Board of Education meetings to the hybrid option as presented in this report starting April 2023 including a livestream broadcast with an opportunity for members of the public to participate remotely and that the meeting start at 7pm.**

**THAT the Board of Education of School District No. 40 (New Westminster) make the necessary changes to Policy 7 (Board Operations) to align with its meeting practices.**

**THAT the Board of Education of School District No. 40 (New Westminster) make the necessary changes to Policy 8 (Board Committees) to align with its meeting practices.**

**10. TRUSTEE REPORTS**

9:10 AM

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

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

9:20 PM

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

**12. NOTICE OF MEETINGS 9:35 PM**

Tuesday, February 7, 2023: Education Policy & Planning Committee Meeting - 3:30 pm - Power Alternate Elementary

Tuesday, February 7, 2023: Operations Policy & Planning Committee Meeting - 6:30 pm - via Zoom Link

Tuesday, February 21, 2023: Open Board Meeting - 7:00 pm - via Zoom Link

Events:

Discover New Westminster Schools 2023 - January

Black Shirt Day - January 15, 2023

Represent Board at BCPSEA AGM - January 26 - 27, 2023

Black History Month February

Family Day - February 20

Pink Shirt Day February 22

Represent Board at BCSTA Provincial Council Meeting - February 24 - 25, 2023

**13. REPORTING OUT FROM IN-CAMERA BOARD MEETING 9:40 PM**

- a. Record of the December 13, 2022 In-Camera Meeting
- b. Record of the January 9, 2023 Special In-Camera Meeting
- c. Record of the January 23, 2023 Special In-Camera Meeting

**14. ADJOURNMENT 9:45 PM**

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

**Tuesday, December 13, 2022, 7:00 PM  
Via Zoom Link**

<b>PRESENT</b>	<p>Gurveen Dhaliwal, Chair Maya Russell, Vice-Chair Dee Beattie, Trustee Danielle Connelly, Trustee</p> <p>Elliott Slinn, Trustee Cheryl Sluis, Trustee Marc Andres, Trustee</p>	<p>Karim Hachlaf, Superintendent Maryam Naser, Assistant Superintendent Bettina Ketcham, Secretary-Treasurer Robert Weston, Executive Director Human Resources</p> <p>Dave Crowe, Director Capital Projects Guests Members of the Public DPAC: Laura Kwong, Chair NWTU: Kristie Oxley, President Laura Goodman, Recording Secretary</p>
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*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 7:00 pm.

**2022-083**

**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the December 13, 2022, Regular School Board meeting.***

**CARRIED UNANIMOUSLY**

**2. APPROVAL OF THE MINUTES**

a. Minutes from the Open Meetings held:

i. November 22, 2022, Regular Meeting Minutes.

**2022-084**

**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for November 22, 2022, Regular School Board meeting.***

**CARRIED UNANIMOUSLY**

b. Business Arising from the Minutes

Nil.

**3. PRESENTATIONS**

Nil.

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

Chair Dhaliwal read the following statement: The question and comment period provides an opportunity for respectful engagement with the Board. The use of inappropriate use of language to members of the Board, staff or other attendees and any conduct which disrupts a Board meeting will result in removal from the meeting. The Board requests that participants turn on their video, and state their full name and their connection with the school district prior to stating their comments and/or questions. The Board of Education may not typically respond to questions and comments and direct questions to staff.

Chair Dhaliwal clarified that there are *two comment and question periods* within our Board agenda.

- The first offers an opportunity to the public to provide comments on items directly related to the agenda; maximum time allotted is 5 minutes.
- The second allows members of the public to pose questions on items that are *not* on the agenda; maximum time allotted is 2 minutes.
- A second comment and question period at the end of our meeting, provides an opportunity for clarification concerning the meetings proceedings.

DPAC: Laura Kwong provided highlights:

- December DPAC meeting was not held; next meeting scheduled for January 19, 2023, at 7 pm. An in-person Q&A is scheduled to be held at this meeting, and DPAC has sent an invitation to the new Ministry of Education Minister, the Honourable Rachna Singh.
- Annual Survey to parents and caregivers closed on November 25<sup>th</sup> with over 500 responses being compiled and reviewed. A summary of the results was shared with the Board of Education, and Superintendent Hachlaf. Survey results reveal that student mental health, safe transportation and walking routes are primary concerns for the parents and caregivers of our District.
- DPAC would like to add their endorsement to the following two letters:
  - Letter sent to the NWTU regarding their request for security cameras at NWSS; and the letter sent from the NWCW to the Board of Education re: an ask for collaboration with the City of NW Parks and Recreation Department to use school facilities for enhanced community school programs.
- DPAC supports the CUPE BC campaign for the provincial school age care program funding for the districts expansion of school age care pilot projects, and new policy for school aged care.

NWTU: Kristie Oxley

- Kristie met with Superintendent Hachlaf, Principal McLeod, and CUPE president Dave Bollen, and other stakeholders regarding their letter re: cameras at NWSS. Discussions will continue in the new year.
- The priority TTOC program has been beneficial, and the union would like to have conversations around expanding this program

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

Members of the public voiced concerns regarding discussions by the Board of Education regarding the Purpose Society relocation and the Motion put forth by Trustee Beattie to the Board of Education to move from virtual to in-person meetings. *Please refer to the meeting video for full comments.*

## **5. CORRESPONDENCE**

Chair Dhaliwal acknowledged the following letters that were sent to the SD 40 Board of Education.

- a. Proposal for a school annex and childcare.
- b. Kindra Stowe letter re: daycare closures.
- c. NWTU letter re: safety at NWSS and response.
- d. CUPE letter re: Help BC create thousands of school-age childcare spaces.
- e. New Westminster Council of Women re: letter community school programs.

Item: 5. (a) Chair Dhaliwal clarified that the proposal for a school annex and childcare was sent to SD40 Board of Education by Allison Clavelle and Laura Kwong as two parents, and not by DPAC as originally stated in tonight's agenda.

Trustee Connelly put forth a recommendation to endorse the CUPE initiative  
Item: 5. (d)

### **2022-085 Moved and Seconded**

**THAT the Board of Education of School District No. 40 (New Westminster) write a letter supporting the CUPE BC Public Child Care Campaign that endorses the following requests:**

- **Ensuring the 2023 budget includes substantial funding for publicly delivered school-aged childcare by school districts.**
- **Supporting and funding each school district to hire a “Childcare Program Coordinator.”**
- **Creating new, and expanding existing, pilot projects for publicly delivered before- and after-school care in every school district in the 2023/24 year.**

**AND THAT the letter be sent to the Minister of Finance, the Minister of Education and Child Care, as well as to MLA Whiteside, MLA Aman Singh, and CC to CUPE BC President Karen Ranalletta.**

***CARRIED UNANIMOUSLY***

Chair Dhaliwal spoke to the New Westminster Council of Women re: letter community school programs - Item: 5. (e) and stated that after school programming is a commitment by the Board, and thanked the great work of our community partnerships and programming.



**6. BOARD COMMITTEE REPORTS**

Nil.

**7. REPORTS FROM SENIOR MANAGEMENT**

- a. Superintendent Hachlaf provided an update on the following activities.
- Hachlaf expressed his gratitude to the school communities, students, and staff for all their hard work in organizing and holding events such as the school winter celebrations he attended at Skwo:wech and Lord Kelvin Elementary Schools.
  - Discover New Westminster Schools event will be held in the NWSS gymnasium on January 10, 2023. Parents will have the opportunity to engage in course programming, and to learn about the diverse programs in our school district.
  - December Learning Opportunities.
  - Consent Education: Former Minister Jennifer Whiteside sent communication to all Boards and Superintendents in the province in the form of 2 health guides.
    1. Supporting Student Health Guide (Secondary 2022)
    2. Supporting Student Health Guide (Elementary 2022)The guides that have been released contain a variety of topics from consent education, bullying, and mental health to name a few.
  - Vancouver Sun Children’s Fund has been a long-standing provider of our school nourishment program, and they donated \$140,000 this year.
  - NWSS Update: Principal McLeod engaged with his staff, students, and PAC to review alternate types of online safe reporting systems; to investigate vape detectors; to provide education behind vaping; to investigate staffing and the requirements around supervision and the training provided; to create student private conversation areas, and the request for the additional use of cameras. Hachlaf confirmed that PAC did endorse the use of additional cameras at NWSS which aligns with our privacy and FIPPA requirements.
- i. School Calendars
- Associate Superintendent Naser provided the Board with preliminary information related to the Draft District Calendar for the 2023-2024 school year. The Calendar will be posted to our website for public consultation and community feedback for one month beginning January 4, 2023. Information will be brought forward and shared at the Educations Policy & Planning Committee meeting to be held on February 7<sup>th</sup>. Final Board approval of the Calendar will be held at our Open Board meeting on February 21<sup>st</sup>, with final submission of all school district calendars to the Ministry of Education prior to March 30, 2023.
- ii. School Learning Plans
- Associate Superintendent Naser provided an overview and examples of the School Learning Process that occurs across all our districts schools. This is part of the framework for enhancing the student learning process for the Ministry of Education in which schools develop annual plans for improvement to achieve particular goals. Themes focus on social and emotional learning, connection & community, literacy, identity, and outdoor learning. Parents will have the

opportunity to feel connected to their children’s learning by discussing the learning process with their teachers, and how their children are progressing in school. SLP’s are located on a school’s website under the ‘About Us’ tab under ‘Learner Success.’

- b. Short Term Capacity Review Update – Child Care (B. Ketcham)
- Secretary-Treasurer stated that since October 2022, she had participated in several meetings with the City, Purpose Society, and her team to explore and identify a more central downtown location as requested by the community members. No solutions were identified based on funding, timeline or practicality considerations.
  - A statement was received by Purpose Society which acknowledges that they would like to take the district up on both relocations to both Lord Tweedsmuir and F.W. Howay Elementary in respect to moving ‘Ready Set Grow,’ and the QayQayt Children’s Centre to these sites. Ketcham reiterated the timeline would be for March 2024 to allow the district time to convert these spaces once a seamless transition has been accomplished; then begin renovations of spaces to classroom use for September 2024.

**2022-086**

**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) approve the relocation of the Ready Set Grow Children’s Centre (located at FRMS) to the grounds of Lord Tweedsmuir Elementary School and relocation of QayQayt Children’s Centre to the grounds of F.W. Howay Elementary School.***

***AND THAT the New Spaces Funding for Lord Tweedsmuir Elementary and FW Howay be accepted and approved.***

**CARRIED UNANIMOUSLY**

*Trustees were given the opportunity to ask questions and discussions ensued.*

Secretary-Treasurer clarified that once the Board makes its decision surrounding accepting this new spaces funding that it is tied to a particular agreement, and this agreement does stipulate for the relocations to these sites. Once this agreement is signed this new spaces funding and relocations will move ahead as planned. It does not preclude staff from still providing assistance where we can find solutions that are community oriented and in the downtown location; whether it is with Purpose Society, the City or any other stakeholder that may bring ideas to the table on how we can all support child care in New Westminster.

Chair Dhaliwal acknowledged and thanked the Board, Staff, and partners in their work and support in the ability to relocate child care as opposed to removing it; positive in that we were able to deliver a no-net loss of child care for New West families.

c. Student Family and Affordability Fund Update (B. Ketcham)

- Secretary-Treasurer Ketcham stated that in August 2022, the Province made the announcement for \$60 million dollars to be spread across all school districts to assist families with challenges of inflation. The NW School District received \$697K in total, and reported out on a very aggressive plan to ensure that this funding was distributed to families quickly. The funding delivered will aide families in the reduction in school supplies, no cost field trips, and funding for school wide presentations. A significant portion of allocation will go to the subsidized lunch fuel up program, and the newly implemented breakfast and snack program. To support our most vulnerable families \$150K was allocated to local customized sports. A significant order for gift cards will be put through in December to support families around this Christmas season. The option to provide concession cards / transit passes will be left to the discretion of each school principal.

d. Budget to Actual Financial Results (B. Ketcham)

- Secretary-Treasurer Ketcham provided a snapshot of our revenues (e.g., budget to actuals), and trends for the month ending November 30, 2022.
- Budget looks healthy with 67% remaining and 7 months of the school year left.
- Highlight: budget recalibration may be required due to salary trends, and employee benefits re: higher absences due to cold and flu season. An amended budget will be presented in February 2023.

e. Non-Replacement Data Update – October to November 2022 (R. Weston)

Executive Director, Human Resources, Robert Weston provided a Staffing update for the period of October 3<sup>rd</sup> to November 30<sup>th</sup>, 2022.

- Teachers: October - an absence rate of 5%, unable to fill 30% with TTOC's. These positions were covered with non-enrolling and administrative staff. November - an absence rate of 7%, unable to fill 46% of these positions.
- EAs: October - an absence rate of 9%, unable to fill 16% of these positions. November - absence rate of 11%, unable to fill 33% of these positions.
- Weston thanked the NWTU president in commenting on how the priority TTOC program has been helping the current absence rate, and for the suggestion to possibly expand this program. He also stated that his team continues to investigate and support initiatives to ensure we have TTOCs and casual EAs to support absenteeism and will report back in the spring.

The opportunity for questions arose, discussion ensued.

**8. NEW BUSINESS**

a. Coalition for healthy school foods workshop.

Trustee Connelly attended a meeting which was hosted by the Coalition for Healthy School Food on December 2, 2022. The meeting was called regarding a questionnaire that was distributed by the Federal government on the creation of the Canadian universal school food program, as many individuals were struggling with

the questionnaire itself. It is recommended that the Board follow-up with a letter as per the instructions stated at the end of the questionnaire. The letter is to be submitted by December 16, 2022.

**2022-087**

**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) appoint Trustee Connelly to complete the Pan-Canadian School Food Online Consultation Questionnaire on behalf of the New Westminster School Board following the Guiding Principles created by the Coalition for Healthy School Food, of which SD40 is an endorser, and;***

***THAT the Board of Education of School District No. 40 (New Westminster) write a letter to Employment and Social Development Canada sharing additional feedback and comments regarding the questionnaire by December 16, 2022.***

**CARRIED UNANIMOUSLY**

- b. Board and Committee Meeting Format: Move all meetings to in-person.

Trustee Dee Beattie put forth the following two recommendations to the Board to move all meetings to in-person to: 1. Facilitate better communication and understanding between the Board, presenters, and members of the public; 2. Reports presented to the Board for discussion during in-person meetings creates better conversations and rapport; 3. In-person meetings builds transparency and trust with the public. Trustee Beattie also requested that the Boardroom be set up properly to stream each meeting live via YouTube.

**2022-088**

**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) move Operations Policy and Planning Committee to in-person for all meetings starting February 2023.***

*Trustees had the opportunity to ask questions, and significant discussion ensued.*

*Chair Dhaliwal put forth the recommendation to amend the motion to include livestream broadcast and that the meeting start at 6pm.*

**2022-089**

**Motion Amended**

***THAT the Board of Education of School District No. 40 (New Westminster) move Operations Policy and Planning Committee to in-person for all meetings starting February 2023 including a livestream broadcast or virtual platform with an opportunity for members of the public to participate remotely and that the meeting start at 6 pm.***

**2022-090**  
**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) extend the meeting to 10:30pm***

***CARRIED UNANIMOUSLY***

**2022-091**  
**THAT the Board of Education of School District No. 40 (New Westminster) move Board meetings to in-person for all meetings starting January 2023.**

**2022-092**  
**Moved and Seconded**  
**Motion to Table**

***THAT the Board of Education of School District No. 40 (New Westminster) Table Motion 2022-088 and 2022-091 to the January 2023 Board meeting to allow staff time to present clear options.***

***TABLED***  
***CARRIED UNANIMOUSLY***

**9. TRUSTEE REPORTS**

- a. Trustees provided highlights of the events they attended in December.

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

Chair Dhaliwal stated that the purpose of this question period is to obtain clarification concerning the meetings proceedings.

Questions to the Chair on matters that arose during the meeting centered around the following:

- Allegations that siblings had been split up between school sites due to capacity issues.
- Vice-principles continue to cover multiple classes due to the district's inability to replace absences.

**11. NOTICE OF MEETINGS**

January 31, 2023 – School Board Meeting at 7:00 pm – Online

February 7, 2023 – Education Committee at 3:30 pm – In Person

February 7, 2023 – Operations Committee Meeting at 6:30 pm – Online

February 21, 2023 – School Board Meeting – 7:00 pm - Online

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

- a. Record of the December 13, 2022, In-Camera Board Meeting.

**13. ADJOURNMENT**

The meeting adjourned at 10:06 pm.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

DRAFT

## BOARD OF EDUCATION

January 25, 2023

MLA: Hon. Aman Singh  
Richmond-Queensborough  
Parliament Buildings  
Victoria, BC V8V 1X4

Sent via email: [aman.singh.MLA@leg.bc.ca](mailto:aman.singh.MLA@leg.bc.ca)

Dear MLA Singh,


On behalf of the Board, thank you for taking the time to talk with me about important issues facing Queensborough students and families. In particular, transportation for Queensborough students to attend New Westminister Secondary School (NWSS) remains a priority and I appreciate your understanding and commitment to improving the reliability and timeliness of student commutes to school.

As you know, Queensborough is geographically isolated from the rest of New Westminister with many Queensborough students relying on public transit to commute to and from NWSS. Queensborough continues to experience tremendous growth with approximately 400 Queensborough resident students attending NWSS with additional growth expected. It is important that Queensborough students have safe, accessible, and reliable transportation options.

We greatly appreciate the advocacy brought surrounding the "school tripper" supplementary bus on route 128 departing the 22<sup>nd</sup> St. station at 8:10AM that was added before the start of the 2022-23 school year. We understand in our staff discussions with Coast Mountain that a current service analysis is underway and we will be receiving results shortly. Despite the additional service enhancement added, our learning community is still expressing concerns about the shortage of timely transportation to the high school, and we are looking for your continued support and advocacy with a possibility of additional school trippers to improve direct access and additional capacity to ensure students are getting to school on time.

Sincerely,

**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)**



Gurveen Dhaliwal  
Chair, Board of Education

CC: Trustees, Board of Education School District No. 40  
Rachna Singh, Minister of Education and Childcare  
Patrick Johnstone, Mayor of New Westminister



Ecole Qayqayt Elementary PAC  
85 Merivale St  
New Westminster, BC V3L 0G2

SD40 Board of Education  
811 Ontario St  
New Westminster, BC V3M 0J7  
January 16, 2023

To the SD40 Board of Education,

The PAC of Ecole Qayqayt Elementary passed a motion at our January 11th, 2023 meeting to write a letter to the SD40 Board of Education to express our opposition to the motion presented at the December 13th 2023 regular Board meeting to move all Board and Committee meetings to in-person attendance only.

We are in opposition of this motion because

- the Board of Education and School District 40 maintains that: "Parent and community involvement is essential to effective schools and the District." (Administrative Procedure 110)
- this will create a barrier to members of the public accessing public Board and Committee meetings and will remove the opportunity for families to attend virtually and learn about how and why decisions regarding their children's education are made.
- many families including single caregiver families would be very challenged to attend and speak at in person only meetings, as well as families with caregivers who do not work 9-5 schedules, or caregivers that have mobility limitations or disabilities, plus the financial burden of paying a babysitter.

As we've seen over the past few years of working through the pandemic, hybrid and virtual meetings are a great way to lower barriers and give parents who normally would not have been able to attend, the freedom to become more involved in their child's education.

We strongly urge the Board of Education to reconsider moving regular Board and Committee meetings to in-person attendance only.

Regards,

The Ecole Qayqayt Elementary PAC



From: Leslie Abe  
To: Board of Education <boardofeducation@sd40.bc.ca>

Date: Wednesday, January 11, 2023

On Monday I was in Walmart as two teenage boys came running through the store with their faces red, eyes covered screaming they had been pepper sprayed. The police came, eventually the fire department and ambulance. I overheard the conversation when the boys said they went to NWSS. I understand NWSS is having a few problems and now this. Maybe having a police liaison office at the school would help elevate some of the problems you are having and maybe it might have helped in this situation as well.

Regards

Leslie Abe

**From:** Mark Bice

**Sent:** December 8, 2022 2:37 PM

**To:** Board of Education <[boardofeducation@sd40.bc.ca](mailto:boardofeducation@sd40.bc.ca)>

**Subject:** ::External Email:: Letter for inclusion in next week's (Dec 13, 2022) school board meeting and minutes

To whom it may concern,

I am writing this letter out of deep concern for the lack of COVID protections being implemented in our schools right now, especially in light of the recently uncovered evidence that provincial health has been downplaying the risk of transmission in schools and providing misleading information to the public (<https://www.cbc.ca/news/canada/british-columbia/bc-modelling-group-fall-wave-1.6617650>, <https://www.straight.com/news/covid-19-bc-emails-dr-bonnie-henry>). We know that deaths and hospitalizations are still very high (this year has been the worst so far in the pandemic, even with the downplay and under-counting employed by our PHO). We know that long COVID is a very real danger impacting OVER A MILLION Canadians so far (<https://www150.statcan.gc.ca/n1/daily-quotidien/221017/dq221017b-eng.htm>). And we have given up on all protections and knowingly put our children's health (and future) at risk. With the now overflowing pediatric ICUs and rash of pediatric flu deaths, we are in an extremely dire situation. What has happened to the precautionary principle?

It is time for our school boards across the province to stop doing the bare minimum and to lead by implementing better protections for children.

There are so many more things we can be doing, including:

- Reinstate masking inside schools
- Install HEPA filters in each classroom. If budgets are strained then allow parents to donate or facilitate community fundraising for them.
- Booster vaccine requirements for all teachers and school workers.
- Stronger public communication on COVID safety protocols and encouraging parents to get their children boosted. The number of parents doing this now is abysmal and we need to be better vaccine advocates.
- Implement requirements and transparency around reporting of COVID absences and outbreaks. Not doing this makes it impossible for parents to do personal risk assessments. It is our right to know when classrooms are having COVID outbreaks and we shouldn't have to rely on citizen statisticians to figure out how bad things are.

We claim to teach our children about science, truth, inclusion, and empathy for others. Yet we are refuting science, ignoring statistics, and showing them that we care more about minor conveniences and comforts than the safety of those most vulnerable to this virus.

The province and schools have failed our children. But it's not too late if we change course right now. We must do better...

Sincerely,

Mark Bice

**From:** James Plett  
**Sent:** January 15, 2023 11:00 AM  
**To:** Board of Education <[boardofeducation@sd40.bc.ca](mailto:boardofeducation@sd40.bc.ca)>  
**Subject:** External Email: Questions for the board

Good day,

I have three questions for the board. I've been unable to find answers elsewhere so I would welcome clarification on these points.

1. In previous meetings, it has been indicated that the board has considered "other" downtown locations to replace the spots being taken from the NLC-designated spaces at Qayqayt and Fraser River Middle School. Specifically, what other locations were considered?
2. It was indicated that the current administration building next to FRM was considered (briefly) to replace the lost spaces. Is there any report or some such documentation detailing what concerns were raised and why this was determined to be an unsuitable course of action?
3. On the October 25<sup>th</sup> meeting, the minutes indicated there was correspondence. However, I cannot find it in the minutes package. Was this missed?

Thanks  
James Plett

Sent from Mail for Windows

> -----Original Message-----  
> From: B Palmer  
> Sent: December 9, 2022 3:52 PM  
> To: Board of Education <[boardofeducation@sd40.bc.ca](mailto:boardofeducation@sd40.bc.ca)>  
> Subject: ::External Email:: School Liaison Officer  
>  
>

> Good afternoon,  
>  
> I am writing to express my support for reinstating the police liaison officer at New Westminster Secondary.  
>  
> I am sure you are aware of the numerous criminal and pseudo criminal incidents at the high school. All of which have escalated since the removal of the police resource at the school.  
>  
> My son is in grade 10 and I will be most likely pulling him out of the public system next year because he does not feel safe at the school.  
>  
> Since the removal of the SLO program there have been fights, gangs of kids from Cariboo Hill harassing and threatening NW kids on the school grounds. There is vaping in the bathrooms, selling of vaping products in the bathrooms, BB guns and pepper spray on school grounds. There has been arson committed at the school and the list goes on.  
>  
> When will the school board revisit this issue?  
>  
> Sincerely,  
> Bonnie Palmer  
>  
>

-  
**From:** Sarina Prasad

**Date:** January 9, 2023, at 10:21:02 AM PST

**To:** Gurveen Dhaliwal <[gdhaliwal@sd40.bc.ca](mailto:gdhaliwal@sd40.bc.ca)>, Maya Russell <[mrussell@sd40.bc.ca](mailto:mrussell@sd40.bc.ca)>, Dee Beattie <[dbeattie@sd40.bc.ca](mailto:dbeattie@sd40.bc.ca)>, Danielle Connelly <[dconnelly@sd40.bc.ca](mailto:dconnelly@sd40.bc.ca)>, Cheryl Sluis <[csluis@sd40.bc.ca](mailto:csluis@sd40.bc.ca)>, Marc Andres <[mandres@sd40.bc.ca](mailto:mandres@sd40.bc.ca)>, Elliott Slinn <[eslinn@sd40.bc.ca](mailto:eslinn@sd40.bc.ca)>

**Subject:** Advocating for In-Person Meetings

Hello there,

As a parent of 3 children and I would like to express my support in advocating for the continuation of school board and committee meetings in a hybrid or virtual format that allows for two-way engagement from the public. Moving back to an in-person-only format will make it very difficult for many parents and caregivers to attend and will ultimately reduce parent and caregiver engagement in the decision-making process.

The virtual format is a smart and valuable tool to have available to include more parent engagement. If there are any objections to this, I would love to hear the reasons against it.

I personally feel like this system works better especially for working parents or those without caregivers. Every parent's voice is important towards valuable input and engagement towards better decision making.

Thank you for your time.

Sarina Prasad

From: Grace Steyn  
Subject: Board Meetings  
Date: January 12, 2023, at 6:48:48 AM PST  
To: "[gdhaliwal@sd40.bc.ca](mailto:gdhaliwal@sd40.bc.ca)" <[gdhaliwal@sd40.bc.ca](mailto:gdhaliwal@sd40.bc.ca)>

Good morning, Gurveen,

My name is Grace Steyn. I am an Ecole Qayqayt Elementary mom with two kids, my son is in grade 4 and daughter in grade 2.

I wanted to quickly connect with you about the recommendation/motion that was tabled at the December 13 School Board meeting with respect to Board and Committee meetings returning to in-person only meetings.

Over the past two years I have listened in to at least a dozen school board or committee meetings. I was only able to do so as they were offered virtually. My partner often works evenings making a trip outside of home impossible with two young kids.

I feel that if meetings were to return to only in-person, I would not be able to attend. I also feel that in-person meetings are a real barrier for engagement and participation for families with young children, single parent households, parents who work evenings or are at afterschool activities with their kids (who may be able to join virtually) and also any families with immune compromised loved ones.

Further to the last example, this week the Minister of Health opened 20 emergency operations centres at acute care hospitals across the province to deal with the 'tridemic' of respiratory illnesses as our hospitals are surging over capacity. I question the wisdom and responsibility of elected School Board leaders insisting on getting together in-person during this time and requiring families to only engage and directly participate in this way.

I urge you to please reconsider this recommendation/motion. I know that you and several others on the Board ran on a platform of equity, access and social justice I find this recommendation in conflict with those values. I understand conversations are easier in person but not at the expense of excluding families mentioned above.

Thank you for taking the time to consider my concerns.

Grace

**From:** J.J. Fellows  
**Sent:** January 11, 2023 3:23 PM  
**To:** Board of Education <[boardofeducation@sd40.bc.ca](mailto:boardofeducation@sd40.bc.ca)>  
**Subject:** External Email: School Board Meetings

Hello SD40 School Board,

I am writing to express my support for the New West School Board meetings to continue in an online format that allows for parent participation and engagement. This is vitally important for equity and inclusion. Parents cannot always find or afford caregivers for our children in order to attend these meetings in-person, and in person attendance is unsafe for many vulnerable members of our community during this time of heightened circulation of respiratory viruses. In the spirit of equity, diversity and inclusion, I request that these meetings continue online.

Best,

Jill

--

Jennifer Fellows

**From:** Sue Kenny

**Sent:** January 11, 2023 11:00 AM

**To:** Board of Education <[boardofeducation@sd40.bc.ca](mailto:boardofeducation@sd40.bc.ca)>

**Subject:** External Email: Continuation of Hybrid meetings.

Chair Dhaliwal and Board of Education Trustees,

I would like to first express my gratitude to the board for making things more accessible for parents through these past COVID years. Being flexible and pivoting the way you do things has helped to bridge the gap for many parents and caregivers that otherwise would not have had the opportunity to attend your meetings and to participate and learn about the great things New West schools are doing.

With that said I would ask that you continue to offer access to your meetings in a hybrid manner that allows for participation on both sides. One way communication is not productive and engaging of the parent community. Having in person meetings only limits accessibility for many parents/caregivers in different life circumstance such as: Single parents that don't have alternative care for their children, parents with mobility issues and disabilities that would make attending physically very difficult, parents and caregivers that are "under the weather" but would still like to be able to "attend", parents and caregivers with sick kids at home, parents and caregivers that work shifts or longer hours and would not be able to make the meeting from their work, etc. The list is expansive, it goes beyond just a question of covid. Allowing these hybrid meetings is a positive thing on so many levels. Keeping a two-way hybrid model sends a message of cooperation and inclusiveness to parents, limiting the meetings to in person only also sends a clear message; that parent participation is not really invited or welcome.

Thanks for your time and consideration on this topic.

Sincerely,

Susan Kenny



From: Michele Bridge  
Sent: January 11, 2023 7:56 PM  
To: Board of Education <[boardofeducation@sd40.bc.ca](mailto:boardofeducation@sd40.bc.ca)>  
Subject: :External Email: Disagreement with motion to hold meetings in-person only

I was recently notified that the school board is putting forward a motion to move all board meetings and committees to be in-person only. I want to express my deep concern with this motion and my strong disagreement with this approach. As elected members, the School Board should be making choices that lower barriers to engagement for all constituents. We have proven through the pandemic that hybrid or virtual options for meetings provide people with flexibility to attend meetings, and balance and manage other life commitments. By limiting all meetings to in-person creates a significant barrier for people with busy lives, families or non-typical schedules. As such, engagement with the board is limited to only those who can accommodate the precise time and location of the meeting (including ability to get to the meeting in terms of transportation, mobility and child care).

Of course, being in-person creates opportunities for connections that are not the same online. But overall, I'm deeply concerned that moving all meetings to in-person only creates biased opportunities for engagement. I strongly reject this motion.

Michele Bridge  
New West resident  
parent of a child in New West elementary school

**From:** Ashlee Reid  
**Sent:** January 11, 2023 8:04 PM  
**To:** Board of Education <[boardofeducation@sd40.bc.ca](mailto:boardofeducation@sd40.bc.ca)>  
**Subject:** External Email: Motion to only in person meetings

To whom it may concern:

My name is Ashlee Reid, and I am a Mom to a 4th grade girl at Qayqayt Elementary and a member at large on the school PAC.

Tonight at our PAC meeting, Laura Kwong (DPAC president) mentioned that there was a motion in the December meeting to only do future meetings in person. The motion has been tabled to the January 31st meeting.

I am appalled that this motion is even being brought on the table. After everything we have learned from the past 3 years dealing with COVID, it has shown people that not everything has to be done in person. Now, with having that option taken away again, it is just not fair or right.

Many people, especially single Moms like myself, have trouble finding childcare and if they can, it can be quite pricey. Why put that burden on them? Others may have sick children on that particular meeting night and can't physically be there. Why take away that option? If an immunocompromised Mom wants to be part of a board of education meeting, but can't because they are all now in person, how is that fair?

There are so many reasons why this isn't right and as a member of this community for over 20 years and a Mom, I urge you to reconsider and take this option off the table and provide that virtual attendance is an option. It disappoints me that we have to even have this discussion and I would hope the board of education would be more in tune with the 21st century and what the New West families' needs are.

Thank you,  
Ashlee Reid

**From:** Michelle Kennedy <kennedymichelle@gmail.com>  
**Sent:** January 12, 2023 11:00 AM  
**To:** Board of Education <boardofeducation@sd40.bc.ca>  
**Subject:** ::External Email:: Motion to eliminate virtual meeting options

Good morning to the elected officials of the Board of Education-

I'm writing this email regarding the motion that was put forward at the board of education meeting in December. It was motioned that moving forward, meetings will no longer have a virtual option. As an invested parent in the school system, as well as a working parent AND a wife to a partner who travels 75% of every month, this motion is short-sighted and creates an incredible barrier of entry for parents such as myself. I believe in local volunteerism, I myself am the vice chair of my PAC, and with that, I believe in being informed. I attend the board meetings and would not be able to attend if the virtual option was eliminated. As elected officials, I believe it is your job and opportunity to decrease barriers of entry for your constituents.

Thank you for your time and consideration

Michelle Kennedy

**From:** Cyrus Sy

**Sent:** January 16, 2023 5:30 PM

**To:** Cyrus Sy <cyrus.sy@gmail.com>; Board of Education <boardofeducation@sd40.bc.ca>

**Cc:** Gurveen Dhaliwal <gdhaliwal@sd40.bc.ca>; Maya Russell <mrussell@sd40.bc.ca>; Dee Beattie <dbeattie@sd40.bc.ca>; Danielle Connelly <dconnelly@sd40.bc.ca>; Cheryl Sluis <csluis@sd40.bc.ca>; Marc Andres <mandres@sd40.bc.ca>; Elliott Slinn <eslinn@sd40.bc.ca>

**Subject:** External Email: In support of virtual and hybrid meetings

Dear Board of Trustees,

As a parent of two children in the SD40 school system, I strongly support the continuation of all school board meetings in a hybrid or virtual format. During the pandemic, we saw a significant increase in participation and engagement in board and PAC meetings with virtual meetings. By allowing for remote participation, busy parents, and those without access to childcare can still have their voices heard and stay informed about important decisions that affect their children's education. More importantly, any hybrid or virtual format must allow for two-way participation (e.g., a YouTube live stream is not sufficient) for fulsome and meaningful engagement.

Investing in a hybrid or virtual meeting format is a smart choice for our community as it maximizes accessibility for all parents and caregivers, while still allowing for the benefits of in-person interaction. By doing so, we can ensure that everyone has the opportunity to be an active and engaged member of the community and that our children's education is shaped by the input of all stakeholders.

regards,

Cyrus Sy

Parent, DPAC and PAC Member

**From:** James Plett  
**Sent:** January 15, 2023 11:06 AM  
**To:** Board of Education <[boardofeducation@sd40.bc.ca](mailto:boardofeducation@sd40.bc.ca)>  
**Subject:** External Email: Hybrid meetings

Hello,

I would like to offer an opinion on the format that hybrid meetings should take, should the board determine that is the way to go forward.

During the meeting, there was some discussion about moving to a format where, for instance, community members could call in, or use some sort of chat feature, to engage during any question answer periods open to the public and using this in conjunction with the livestream.

I would offer that those proposed ideas are insufficient for engaging properly with the public. I think that the ideal solution would be one like what New West City Council does. In essence, all (speaking) board members would be present on camera and speaking guests would be as well, at either a camera station provided at the in-person meeting or via the guests own device for remote attendees. This might require each board member in-person to have a device and would likely require moderation whereby staff or the chair mute and unmute speakers as appropriate to prevent cross-chatter.

I think that any system that limits engagement (such as some of the ideas proposed at the last meeting (e.g., a chat option during the livestream)) would be betraying the point of having an open meeting, and that if the board is unable to implement such a system at this time, it's incumbent on the board to wait until they're able to do so.

If something is worth doing, it is worth doing right.

Thank you,  
James Plett

Sent from [Mail](#) for Windows

**New Westminster Schools**

**Budget Process: 2023-24**

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Event</b>	<b>Attendees</b>	<b>Goal</b>
31-Jan-23	Virtual	7:00 PM	Regular Open Board Meeting	Board	Approval of the 2023/24 budget process
<b>3 -Year Enrolment Projections submitted to MECC - February 15</b>					
21-Feb-23	Virtual	7:00 PM	Regular Open Board Meeting	Board	Approval of the Amended Budget for 2022-23
<b>February/March 2023 - DLT/EMT Learning Priorities Set</b>					
27-Mar-23	Shadbolt Centre for the Arts	7:30 AM - 2:00 PM	Student Symposium	Trustees/Staff/Students	Collect student feedback
<b>Ministry Funding Announcement - March 15</b>					
<b>Spring Break - March 13 - 24</b>					
04-Apr-23	SBO	2:00 PM	Board In-Service - BUDGET	Trustees	
April 11 - 21, 2023	Virtual	N/A	Budget Consultation Process	Community, Staff, Parents and Students	Collect community and stakeholder feedback through public survey and focused consultation with stakeholders
11-Apr-23	Virtual	6:30 PM	Operations Policy & Planning Commttee	Committee Members	Estimated 2023-24 base budget and 3 year financial plan
25-Apr-23	Virtual	7:00 PM	Regular Open Board Meeting	Board	Public and student engagement survey results and stakeholder submission presentations
09-May-23	Virtual	6:30 PM	Operations Policy & Planning Committee	Committee Members	Superintendent's recommendations
09-May-23	Virtual	Post Ops	Regular Open Board Meeting - SPECIAL	Board	Complete 1st and 2nd reading of budget bylaw
<b>Staffing Processes Commences - May 15</b>					
23-May-23	Virtual	7:00 PM	Regular Open Board Meeting	Board	Complete 3rd reading of budget bylaw
<b>Ministry Submission Deadline - June 30</b>					



Supplement to: **OPEN BOARD MEETING**

Date: January 25, 2023

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 1<sup>st</sup> 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 3.06%. If applied, the following would be the effect on trustee remuneration:

Position	Annual Current Stipend	Increase to stipend	Stipend with CPI increase
Chairperson	\$29,975	\$917	\$30,892
Vice-Chairperson	\$28,141	\$861	\$29,002
Trustee	\$26,307	\$805	\$27,112

The increase overall to the budget is \$5,803, plus benefits for a total of \$6,674.

For perspective, both the CUPE and Teachers Union, as part of their collective agreements receive a 3.24% general wage increase effective July 1, 2022. Exempt and PVP groups were approved an average annual increase of 4.7% to avoid compression.

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

# Superintendent Update

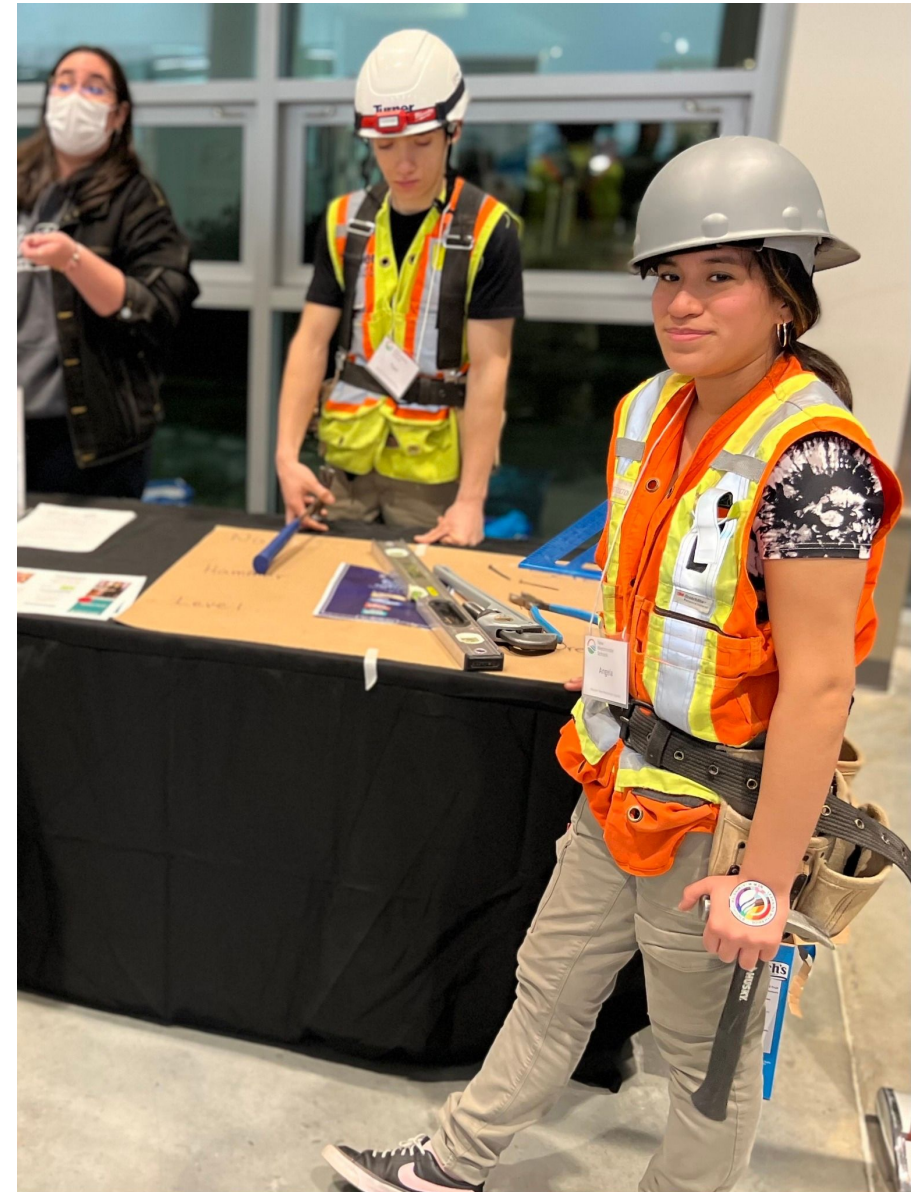
Karim Hachlaf  
January 31, 2023



New  
Westminster  
Schools



# Discover New Westminster Schools



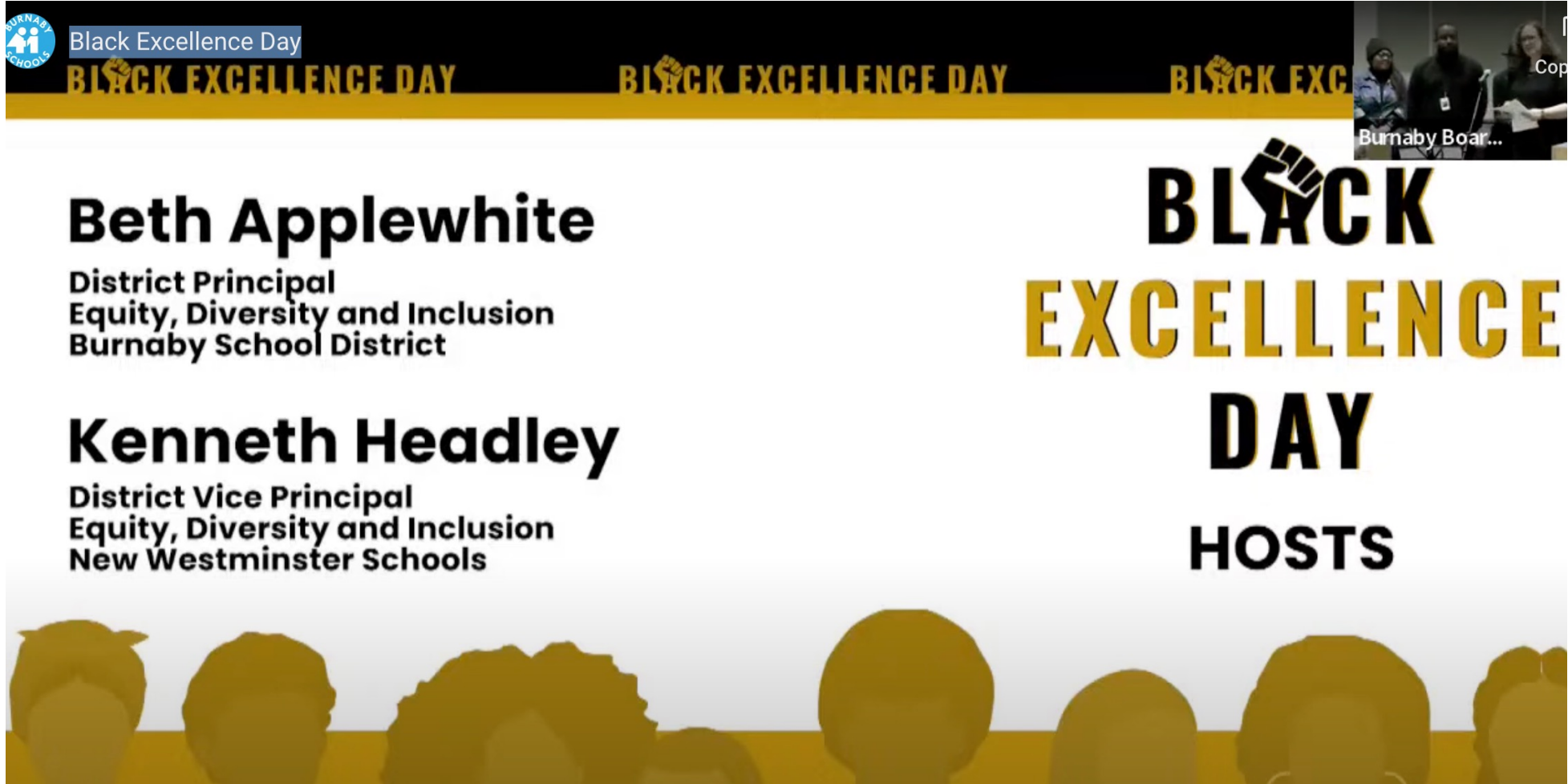


# Discover New Westminster Schools





# #Black Excellence Day



The banner features a black header with the Burnaby Schools logo on the left, the text "Black Excellence Day" in a blue box, and the phrase "BLACK EXCELLENCE DAY" repeated three times in yellow. On the right is a small photo of a panel discussion with the caption "Burnaby Boar...". The main body of the banner is white and contains the names and titles of the hosts, followed by the large text "BLACK EXCELLENCE DAY HOSTS". The bottom of the banner has a yellow bar with silhouettes of diverse people's heads.

**Burnaby Schools** Black Excellence Day  
**BLACK EXCELLENCE DAY** **BLACK EXCELLENCE DAY** **BLACK EXC**

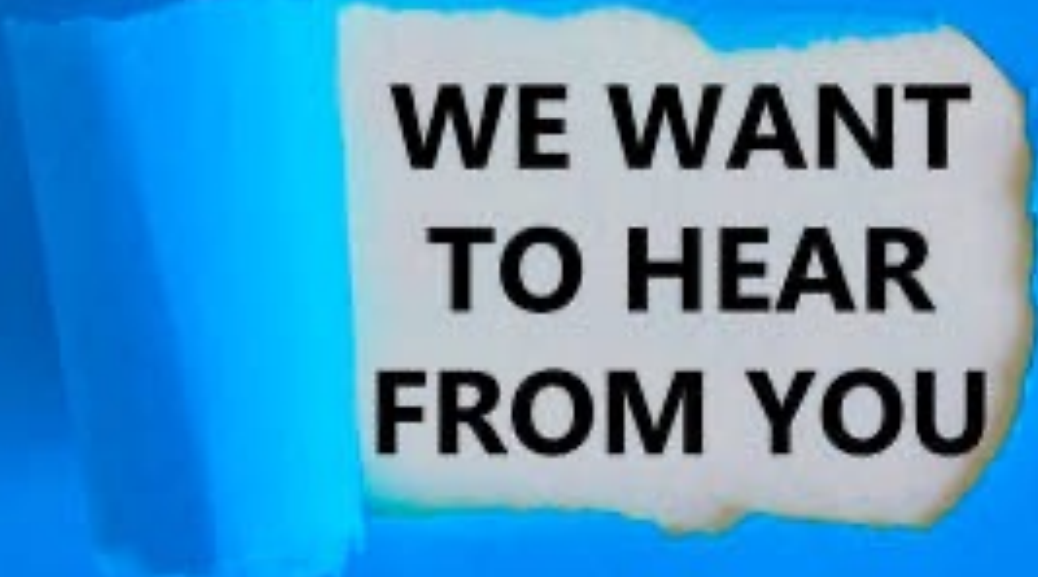
Burnaby Boar... Cop

**Beth Applewhite**  
District Principal  
Equity, Diversity and Inclusion  
Burnaby School District

**Kenneth Headley**  
District Vice Principal  
Equity, Diversity and Inclusion  
New Westminster Schools

**BLACK EXCELLENCE DAY HOSTS**

# Survey Says...

A torn piece of white paper is centered on a blue background. The paper has jagged edges and a vertical crease on the left side. The text on the paper is in bold, black, uppercase letters.

**WE WANT  
TO HEAR  
FROM YOU**

## **BOARD ANNUAL WORKPLAN**

### **September**

#### **Education**

- No meeting

#### **Operations**

- No meeting

#### **Regular Board Meeting Agenda Items**

- Five-year capital plan – Minor capital projects
- Receive audit report and management letter and approve financial statements
- Approve appointment or reappointment of auditor (if required – rotational every 3 years)
- Receive Executive Compensation Disclosure Statement

#### **Events**

- Orange Shirt Week – September 26 – September 30, 2022
- National Day of Truth and Reconciliation – September 30, 2022

### **October**

#### **Education**

- Indigenous Education Report
- Inclusive Education Review Update

#### **Operations**

- Standing operations reports (Capital, Facilities, Finance, TIS, HR)
- Review enrolment and staffing report

#### **Regular Board Meeting Agenda Items**

*(Election day: October 15; Last meeting of Board elected in 2018)*

- Review Strategic Directions
- Chairs Annual Report (moved to October as last Board meeting of 2018 board)

#### **Events**

- National Custodian Appreciation Day – October 2, 2022
- Recognize World Teachers' Day – October 5, 2022
- World Mental Health Day – October 10, 2022
- Indigenous focused professional development
- Canada School Library Day – October 24, 2022

## November

### Education

- District Literacy Update
- Review and approve Board authorized courses

### Operations

- Standing operations reports (Capital, Facilities, Finance, HR)

### Regular Board Meeting Agenda

- Oath of Office
- Elect Chair/Vice-Chair
- Receive Statement of Financial Information (SOFI) Report

### Events

- New Trustee Orientation – November 3, 2022
- Remembrance Day Ceremonies – November 11, 2022
- Represent Board at BCPSEA Symposium – November 7 – 8, 2022
- Represent Board at BCSTA Provincial Council Meeting / BCSTA Trustee Academy – December 1 – 3, 2022
- National Day of Remembrance and Action on Violence Against Women – December 6, 2022

## December

### Education

- No meeting

### Operations

- No meeting

### Regular Board Meeting Agenda Items

- Receive School Learning Plans to be presented to the Board annually by the Superintendent
- Childcare Update
- Review Trustee appointments to committees and community liaison groups
- Approve Trustee school liaison assignments

### Events

- New Trustee Orientation – December 8, 2022

## January

### Education

- No Meeting

### Operations

- No Meeting

### Regular Board Meeting Agenda Items

- Approve Budget Development Process and Timelines
- Annual Trustee Remuneration Review – Regular Open Board
- Review/approve signing authorities
- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Review policy positions for submission to BCSTA Annual General Meeting

### Events

- Discover New Westminster Schools 2023 – January
- Represent Board at BCPSEA AGM – January 26 – 27, 2023
- Black Shirt Day - January 15, 2023

## February

### Education

- Review Student Learning/Welfare Accountability Report
- Review Recommended 2-year District Calendar

### Operations

- Standing operations reports (Capital, Facilities, Finance, HR)
- Report on Committees – SD40 Staff Representative
- School Nourishment Update

### Regular Board Meeting Agenda Items

- Approve Amended Budget for Current Fiscal Year

### Events

- Black History Month
- Represent Board at BCSTA Provincial Council Meeting – February 24 - 25, 2023
- Pink Shirt Day – February 22, 2023

## March

### Education

- No meeting

### Operations

- No meeting

### Regular Board Meeting Agenda Items

- Approve District Calendar
- **Memorialization Advisory Committee Report**

### Events

- International Women's Day – March 8, 2023
- World Autism Day – April 2, 2023

## April

### Education

- Review Career Programs Report
- Review Sexual Orientation and Gender Identity (SOGI) report
- Review Health and Wellbeing report
- Review school fees

### Operations

- Standing operations reports (Capital, Facilities, Finance, HR)
- 2023-24 Base budget presentation
- Approve Calendar for Board and Committee meetings

### Regular Board Meeting Agenda Items

- 2022 – 2023 Budget feedback update

### Events

- Budget in-service – April 4, 2023
- Attend and participate in BCSTA Provincial Council & AGM – April 27 – April 30, 2023
- Earth Day – April 22, 2023
- District Volunteer Recognition – April 23 – 29, 2023
- Administrative Professionals' Day – April 26, 2023
- National Day of Mourning – April 28, 2023
- Principals and Vice-Principals Appreciation Day – May
- Red Dress Day and the National Day of Awareness for Missing and Murdered Indigenous Women and Girls – May 5, 2023



## May

### Education

- Review Sanctuary Schools Report
- Review International Program Report
- Distributed Learning & Continuing Education Report
- Inclusive Education Review Update

### Operations

- Superintendent Recommendations (23-24 school year budget)

### Regular Board Meeting Agenda Items

- Superintendent/CEO evaluation and Board evaluation
- Approve budget for upcoming fiscal year
- Approve Terms of Engagement with auditor and audit plan
- Capital Plan response by-law approval

### Events

- Asian Heritage Month - May
- Child Care Month in BC – May
- International Day Against Homophobia, Transphobia and Biphobia – May 17, 2023

## June

### Education

- School Nutrition update
- Childcare update
- Climate action update report

### Operations

- Standing operations reports (Capital, Facilities, Finance, TIS, HR)
- Approve 5-year Capital Plan (major capital projects)
- Receive Annual Facilities Grant Spending Plan
- Receive Audit Planning Report

### Regular Board Meeting Agenda Items

- Approve Annual Board Work Plan for following year
- Climate action report

### Events

- Host employee Retirement Dinner Ceremony
- National Indigenous People's Day - June 21, 2023

- Canadian Multiculturalism Day – June 27, 2023
- National Indigenous History Month - June
- Pride Month – June

#### July/August

- Meetings to be scheduled as needed

#### As Required

- Attend Trustee development/orientation sessions
- Attend Board Liaison meetings as outlined in the Trustee calendar
- Attend school functions (as invited)
- Represent Board at BCSTA Metro Branch Meeting
- Advance Board positions through BCPSEA
- Meetings with elected officials
- Hear appeals as needed
- Review the District Strategic Plan
- Make disbursements from Capital Reserve Fund
- Approve tender selection for contracts
- Declare facilities surpluses to general school needs
- Approve disposition and acquisition of real property (lands and buildings)
- Ratify Memoranda of Agreement with bargaining units
- Ratify Collective Agreements

#### Monthly/Quarterly

- Operations Update (capital projects, legal, contracted management services, financial variances, budget updates and significant tendering awards) (Monthly Operations Committee)
- Human Resources Update (Staffing) (Monthly Board In-Camera)
- Non-Replacement Data (Staffing) (Quarterly Operations Committee)
- Student Withdrawal & New Registration Report (Quarterly In-Camera & Open Board)

*Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act*

*SD No. 40 (New Westminster)*

*Adopted: May 30, 2017*

*Revised: June 21, 2022  
September 28, 2021  
September 29, 2020  
September 24, 2019  
September 25, 2018*

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



Supplement to: REGULAR SCHOOL BOARD MEETING

Date: January 31, 2023

Submitted by: Danielle Connelly, Trustee

Item: **Requiring Action** Yes  No  **For Information**

Subject: Transit for Teens Advocacy and Endorsement

**Background:**

Lack of affordable transportation is one of the most significant barriers to social inclusion, school attendance and success, and labour market inclusion for low-income adults and youth. Free public transportation for youth aged 13-18 in British Columbia could help alleviate this barrier and work towards the desirable goal of reducing poverty and increasing access to public education, as well as helping to create lifelong transit riders which also helps towards reducing the environmental impact of other less efficient modes of transportation. In September of 2021, TransLink launched the Get on Board program allowing children aged 12 and under to ride all BC Transit and TransLink transit services free of charge. This was a big step in the right direction but still missed capturing the 13–18-year-old demographic, many of whom rely on transit to get to school, jobs, and extracurricular activities as well as to access health care, support services and food security.

In January 2023, the Single Mothers’ Alliance of BC launched their Transit for Teens campaign, calling on the BC government to extend free transit to include youth 13-18 in all transit systems in BC. Their letter can be found here: [https://assets.nationbuilder.com/singlemothersalliancebc/pages/1238/attachments/original/1673048746/SingleMothersAlliance\\_TransitForTeens\\_Letter\\_Jan062023.pdf?1673048746](https://assets.nationbuilder.com/singlemothersalliancebc/pages/1238/attachments/original/1673048746/SingleMothersAlliance_TransitForTeens_Letter_Jan062023.pdf?1673048746)

The Single Mothers’ Alliance research related to a City of Vancouver free transit pilot project in 2021-2022 captured the impact of unlimited, free transit on low-income youth from their parents’ perspectives (report here: [https://www.canva.com/design/DAFO9aeV8ws/94VGK82r\\_7ljNhZY5AWXQg/view?utm\\_content=DAFO9aeV8ws&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=publishsharelink#4](https://www.canva.com/design/DAFO9aeV8ws/94VGK82r_7ljNhZY5AWXQg/view?utm_content=DAFO9aeV8ws&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink#4)).



They heard that youth took more initiative to organize their lives; parents witnessed increased uptake of after-school activities, mental health support services, and increased social inclusion. They reported an increase in overall mental health and well-being among their youth since they were no longer left behind or had to experience shame when asking for free rides.

We can no longer afford to leave our most valuable resource behind, our youth, and we must build a new culture of green transportation rooted in generations to come.

Transit for Teens Current List of Endorsers: First Call Child and Youth Advocacy Coalition, CUPE BC, Aunt Leah's Place, Urban Native Youth Association, Society for Children and Youth, Pacific Immigrant Resources Society, BC Coalition to End Youth Homelessness, BC Poverty Reduction Coalition, West Coast LEAF, Women Transforming Cities.

**Recommendation:**

**THAT the Board of Education of School District No. 40 (New Westminster) endorse the Single Mothers' Alliance Transit for Teens Campaign; and in doing so, write a letter to the Mayors' Council on Regional Transportation, the board of directors of BC Transit, the Ministry of Transportation and Infrastructure, the Ministry of the Environment and Climate Change Strategy, the Office of the Premier, the Ministry of Social Development and Poverty Reduction, the Ministry of Education and Child Care, the Minister of State for Infrastructure and Transit, the Ministry of Children and Family Development, and the Select Standing Committee on Children and Youth to work with the provincial government to finalize and secure funding, and develop a plan that will provide free public transit for teens aged 13 to 18 in B.C.**



Supplement to: REGULAR SCHOOL BOARD MEETING

Date: January 31, 2023

Submitted by: Karim Hachlaf, Superintendent

Item: **Requiring Action** Yes  No  For Information

Subject: Board and Committee Meeting Structure

**Background:**

At the December 13, 2022 Board of Education Meeting, the motions below were tabled to allow the Superintendent to return to the Board and present a viable method to accommodate a true hybrid meeting. More specifically, the desired objective is to design a meeting to foster face to face interactions for trustees and public attendees while providing a simultaneous online platform to allow for both online viewing and engagement.

*Recommendation 2022-089*

*Motion Amended*

*THAT the Board of Education of School District No. 40 (New Westminster) move the Operations Policy and Planning Committee to in-person for all meetings starting February 2023 including a livestream broadcast or virtual platform with an opportunity for members of the public to participate remotely and that the meeting start at 6pm.*

*Recommendation 2022-091*

*Motion*

*THAT the Board of Education of School District No. 40 (New Westminster) move Board meetings to in-person for all meeting starting January 2023.*

In reviewing potential options, the following criteria was applied aligning with the Board's commitment "to welcome and provide for a variety of forms of public participation by members of the community" (*Policy 7 – Board Operations*):



- Supporting the successful return to face-to-face meetings
- Provide a barrier-free method to watch live meetings remotely
- Provide an accessible method for remote participants to provide comment and questions within our committee and Board meetings.

As part of my review, further research was conducted by examining other Metro school districts with a focus on their respective Board Operations policies (Appendix A) and meeting structure.

In order to meet the criteria above, district staff have investigated the additional technical requirements to successfully meet a hybrid meeting option.

### **Video**

Irrespective of the online platform used, there will need to be an additional investment to successfully meet the hybrid meeting criteria including:

- Video equipment to livestream (capable to connect to a variety of online platforms)
- Video infrastructure to connect to our existing microphone and speaker system

An initial estimate to implement the required video equipment and infrastructure will come at a cost of up to \$20,000. The video equipment will allow for video footage of our board table which will be livestreamed to our public who wish to view meetings remotely, live or at a later date. Additionally, any visual content (e.g. during staff presentations) will be displayed on screen.

### **Audio**

As mentioned above, the goal is to use our existing microphone and speaker system to ensure high quality sound and reduce background noise for both in-person and remote participants. Beyond the audio requirements for the meeting, the goal is to also accommodate remote public participation during our “comment and question” period. You will see in Appendix A, the Vancouver School Board has provided an online link for participants to submit questions in-advance of their question period.

Alternatively, staff have explored the ability to provide an online link (via zoom) in order for remote participants to join the meeting and pose their question directly to the Chair. This feature would need to be separately moderated, whereby the participant would be unmuted and have the opportunity to pose their question. The goal would be to use our existing audio equipment to ensure both the live audience and participants viewing the live feed would be able to hear the questions and comments.



A time maximum should continue to be implemented to ensure the Board is able to successfully execute its agenda.

In accordance with the above proposal and to provide sufficient time to install and test the additional video equipment, the revised recommendations are proposed.

**Recommendation:**

***THAT the Board of Education of School District No. 40 (New Westminister) move the Operations Policy and Planning Committee to the hybrid option as presented in this report starting April 2023 including a livestream broadcast with an opportunity for members of the public to participate remotely and that the meeting start at 6pm.***

***THAT the Board of Education of School District No. 40 (New Westminister) move its Board of Education meetings to the hybrid option as presented in this report starting April 2023 including a livestream broadcast with an opportunity for members of the public to participate remotely and that the meeting start at 7pm.***

***THAT the Board of Education of School District No. 40 (New Westminister) make the necessary changes to Policy 7 (Board Operations) to align with its meeting practices.***

***THAT the Board of Education of School District No. 40 (New Westminister) make the necessary changes to Policy 8 (Board Committees) to align with its meeting practices.***

**APPENDIX A - Board Meeting Policy Review**

<b>DISTRICT</b>	<b>Public Comment and Question Period</b>	<b>Live Streamed</b>	<b>Correspondence</b>
<b>Vancouver - Hybrid</b>	An online link is provided to members of the public to submit questions to the Board. At the start of the meeting, the Chair will announce that the Question link is active. At the completion of committee reports, the Chair announces the link is closed. At the end of the meeting, members of the public will have the opportunity to state their question(s) to the Board.	Teams Live Broadcast is used (comments are turned off) and files are uploaded to the YouTube channel. Video of board table during meeting and toggles to all PowerPoint slides during staff presentations.	Board correspondence will be acknowledged by the Board Chair or Superintendent expeditiously - within 10 days of receipt. Not included in Board agenda.
<b>Delta</b>	A question period of no more than 30 minutes will be provided at the end of each Board meeting. The purpose of the question period is to ensure that the education partners, the public and the media have an opportunity to ask questions relating to an agenda topic and/or to obtain clarification concerning any business conducted during the previous Board meeting. Respectfully, we ask that questions from individuals are succinct, focused and not be a statement. Questions of a more complex nature should be emailed to questions@deltaschools.ca Individuals will receive a written response as soon as practicable. Each individual shall be limited to one question, as well as one follow-up question on the same topic, if clarification is necessary. We believe in the importance of communicating with our stakeholders, and all members of the community are encouraged to attend the meeting.	No	The Board Chair or Superintendent or designate shall acknowledge expeditiously any letter, fax or email, other than letters of acknowledgement, circular letters or letters terminating a correspondence. In general, letters, faxes or emails directed to the District and addressed to the Board Chair, or to the Board, or to officials of the Board, shall be acknowledged within ten (10) working days following receipt of such correspondence.
<b>Surrey</b>	In-formal question period upon conclusion of formal meeting; maximum 30 minutes; members of the public are required to complete a form, and provide their name and address. Individuals are limited to one question as well as one follow-up question on the same topic. If the Board is unable to hear all questions, a written response will be provided within 30 days or the individual may wish to attend the next meeting. Question period is intended to enable members of the community to obtain information from the Board that cannot be provided by staff. All questions posed will receive a written response.	Yes	
<b>Burnaby</b>	20 minute maximum; Following Procedures include: 1) Questions or requests for information are to be received by 8am on the Monday preceding the regular Tuesday Board meeting, or clarification will be made regarding the disposition of a written response. 2) Questions asked by persons who are present, and who identify themselves by name, will be responded to immediately if the Board has dealt with the matter previously or if an answer based upon an established board decision can be given. If this is not the case, or if officials do not choose to respond, the question will be recorded, and a written response will be provided. 3) Questions or inquiries which deal with or reflect upon the personal or professional attributes of individuals will not be recognized.	Yes - video conference available	The Secretary-Treasurer's department is the official office of communications for the Board. Communications addressed to the Board will be included on the next meetings agenda. The deadline for submissions is 9:00 am on the Wednesday prior to the meeting.
<b>West Vancouver</b>	Two question periods with a 10 minute maximum.	No	Correspondence is posted on the district website. A list of non-routine correspondence addressed to the Board will be available at each regular meeting. All correspondence or material addressed to a trustee in name or as chair of a committee will be forwarded to the Superintendent. When a trustee and/or senior staff member receives a letter of interest: 1) Respond to their email, thank the sender and advise them that you will forward their message to the Board Chair and Superintendent. 2) Forward a brief response and the original message to the Superintendent who will direct it to the appropriate person for a response. 3) The response will be copied to all trustees and Superintendent. 4) The original email and response will be retained in a "correspondence" folder. 5) If a message of interest to the community, it will be included in the "correspondence" list of letters and sent out with the Agenda packages and available to the public.





Supplement to: **REGULAR SCHOOL BOARD MEETING**

Date: January 31, 2023

Submitted by: Karim Hachlaf, Superintendent

Item: **Requiring Action**      Yes       No       **For Information**

Subject: Policy 7 (Board Operations) Revisions

**Background:**

The need to develop, assess and revise policies is an important function for the Board of Education. Additionally, the Superintendent is tasked to support the Board with policy planning and development. During the pandemic, we moved Board and committee meetings online and have found this format to foster increased participation and engagement with our public.

More recently, the Board of Education has received overwhelming support to maintain the opportunity for members of the public to attend and participate remotely in its Committee and Board meetings. The goal of removing barriers to public participation and engagement and ensuring accessibility for all is central to the Board’s core values.

As we continue to make adjustments and enhancements to the way we conduct business, our Board Operations Policy 7 needs to be re-assessed and revised accordingly. Appendix B (attached) outlines suggested changes to align our policy to current practice and make some refinements to create greater transparency.

Based on upcoming Board discussion and any approved or amended policy revisions, it is suggested separate recommendations on the relevant section be made. Please note upon final approved revisions, the numbering will be adjusted as necessary. Finally, the attachment includes technical edits throughout and specific revisions within Policy 7 on:

- Section 5: In-Camera Meetings
- Section 6: Meeting Attendance by Trustees
- Section 7: Conduct of Board Meeting Attendees
- Section 9: Notice of Agendas
- Section 12: Public Participation
- Section 13: Correspondence

## 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 confidential issues which include but are not limited to 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 ~~After the general local election of school trustees, the Secretary-Treasurer must convene a~~ An inaugural meeting of the Board of Education as soon as possible and, in any event, within 30 days from the date that the newly elected Board begins its term of office. The Oath of Office and inaugural meeting shall be scheduled on the same date, 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 typically 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, including virtual meetings, 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 students-pupils including the conduct and, ~~discipline, transfers, resignations, promotions and demotions;~~
  - 5.1.7 Staff changes including appointments, transfers, resignations, promotions and demotions;

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- 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

~~5.6.7.7~~ Trustees must uphold the confidentiality of proceedings of closed (in-camera)

~~6. 5.8~~ The Board shall prepare a record containing a general statement as to the nature of 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.

5.9 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

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members present.

6. *Meeting attendance by Trustees*~~Teleconference and Video Conferencing~~

~~Trustees are expected to pParticipate in~~ regularly scheduled Board and Committee meetings via ~~the established meeting format. teleconference or videoconference, email, text message or phone call is not permitted, unless approved by the Board.~~

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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. Conduct of Board Meeting Attendees

7.1 The Board expects all persons attending its meetings to conduct themselves in a respectful manner.

7.2 The Board supports and endorses the values and objectives of the Human Rights Code and specifically section 7 of the code which prohibits persons from making or publishing statements which indicate an intention to discriminate against another person or group or which are likely to expose a person or group to hatred or contempt, because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or group.

7.3 The Board support and endorses the values expressed in the Canadian Charter of Rights and Freedoms, and specifically the fundamental freedom of thought, belief, opinion and expression guaranteed by Section 2 of the Charter. These rights and freedoms, however, must be balanced with the school board's commitment to Section 7 of the Human Rights Code.

7.4 Pursuant to those values and objectives, the school board expects all persons granted delegation status to provided a reasoned, meaningful presentation which addresses the subject matter of their application. Delegations are reminded that their presentations should not address other matters.

7.5 A person who engages in improper conduct at an in-person or remote board meeting (e.g. disrespectful conduct, conduct which disrupts or interferes with the proceedings of the Board) may be expelled from the meeting by the Board Chair or other member presiding the meeting. Public statements which are contrary to Section 7 of the Human Rights Code will not be tolerated and a person who engages in such discriminatory conduct may be subject to immediate expulsion (public statements include oral statements made in public at a board meeting and written statements distributed to the public at a Board meeting).

#### 7.8. 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.

#### 8-9. Notice and Agendas

8.1 Forty-eight hours' notice in writing shall be emailed to all Trustees for any meeting of the

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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 Staff and Student Presentations
  - ~~8.3.4 Student Presentations~~
  - 8.3.5 Delegations (10 minutes per presentation)  
*Must be scheduled in advance through the Office of the Secretary Treasurer.*
  - ~~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
  - Old Business
  - New Business
  - 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 or designate
  - 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 ~~on~~ the Monday ~~offer~~ of 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

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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 ~~Friday~~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.

#### 9.10. 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*

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9.2 The minutes shall:

~~9.2.1~~ Be prepared as directed by the ~~Secretary-Treasurer~~ ~~Superintendent~~  
~~9.2.1 r~~

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 ~~Secretary-Treasurer~~ ~~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~~ ~~Secretary-Treasurer~~ 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.

~~40.11.~~ 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.

#### 44.12. 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 and all presentation materials 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.

~~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.

*Comment and Question Periods*

Each public meeting agenda shall provide for ~~at two~~ comment/question periods, ~~one~~ during the meeting ~~and one at the end of the meeting for a maximum limit of 20 minutes.~~

~~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.

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~~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~~ The question period is also intended to enable members of the community to obtain information from the Board that cannot be otherwise provided by staff.

~~11.8~~ Individuals in their role as employees of the school district shall channel their questions through an executive member of the employee group to which they belong.

~~11.9~~ The question period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels such as Board and/or District committees.

~~11.10~~ 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.

~~11.11~~ At the beginning of a Board meeting, the Chair will announce that an online link will be made available for participants joining the meeting remotely and who are wish to pose a question during the "comment and question period."

~~11.12~~

~~11.12~~ 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. The Chair may refer the question to staff for an immediate response or a response may be provided at the next regular board meeting. No motions or action will be considered by the Board at the time of presentation: matters requiring action ~~may~~ 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

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~~response may be provided at the next regular board meeting.~~

13. Correspondence to the Board

Correspondence may be sent to the Board [at boardofeducation@sd40.bc.ca](mailto:boardofeducation@sd40.bc.ca) 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.

13.1 A list of non-routine correspondence addressed to the Board or received by the Superintendent or designate acting in their official corporate capacities will be kept and forwarded to trustees.

13.2 A list of official correspondence received by the Board (e.g. municipal or provincial correspondence) by the Wednesday preceding the Board meeting will be available at each regular meeting. Should official correspondence miss the cutoff date, it will be added to the next scheduled Board meeting.

13.3 All correspondence or material addressed to a trustee in name or as chair of a committee will be forwarded to the Superintendent.

13.4 When a trustee receives an e-mail of interest to trustees and/or senior staff:

13.4a Respond to email by thanking sender and advising you are forwarding message to the Board Chair and Superintendent.

13.4b Forward a brief response and the original message to the Superintendent who will direct it to the appropriate person for response.

13.5c The response will be copied to all trustees and Superintendent.

13.6d The original email and response will be retained in a "correspondence" folder.

13.6e If it is a message of interest to the community, at the discretion of the Chair and Vice-Chair, it will be included in the "correspondence" list of letters sent out the Agenda packages and available to the public.

13.6f All correspondence, including staff responses, will be stored into an online monthly correspondence folder for all trustees to review.

~~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~~

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~~together with whatever recommendation for Board action the Superintendent deems appropriate. This correspondence will be noted on the agenda as "Correspondence for Action".~~

~~11.10 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".~~

~~11.11 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 and expected to follow any and all relevant administrative procedures regarding travel and expenses.

#### ~~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.~~

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~~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 Westminister 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.

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### 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)*

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*Adopted: May 30, 2017*

*Revised: April 30, 2019  
October 29, 2019  
January 28, 2020  
January 18, 2022*

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