

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

Tuesday, April 25, 2023

7:00 pm

School Board Office (In-person & virtual via Zoom Link)
811 Ontario Street, New Westminster

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	
Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the April 25, 2023 Regular School Board meeting.			
2.	<u>APPROVAL OF THE MINUTES</u>		
a.	Minutes from the Open Meetings held:		
	March 7, 2023 Regular Meeting	7:00 PM	5
Recommendation: That the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the March 7, 2023 Regular School Board Meeting.			
b.	Business Arising from the Minutes		
3.	<u>PRESENTATIONS</u>		
a.	National Day of Mourning Delegation	7:05 PM	10
b.	2023-2024 Preliminary Budget Stakeholder Presentations	7:15 PM	
	i. District Parent Advisory Council, Laura Kwong, Chair		15
	ii. CUPE 409, Dave Bollen, President		20

iii. New Westminster Teacher's Union - Kristie Oxley

iv. Indigenous Advisory Committee, Connie Swan

23

v. Principals & Vice-Principals (PVP), Ken Millard, Principal Lord Kelvin

4. COMMENT & QUESTION PERIOD FROM VISITORS

- DPAC
- CUPE
- NWTU

5. CORRESPONDENCE

6. BOARD COMMITTEE REPORTS

a. Education Policy & Planning Committee, April 11, 2023 7:40 PM

i. Comments from the Committee Chair, Trustee Andres

ii. Approval of the April 11, 2023 Education Policy and Planning Committee Minutes

29

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the April 11, 2023, Education Policy & Planning meeting.

b. Operations Policy & Planning Committee, April 11, 2023 7:45 PM

i. Comments from the Committee Chair, Trustee Russell

ii. Approval of the April 11, 2023 Operations Policy and Planning Committee Minutes

33

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the April 11, 2023, Operations Policy & Planning meeting.

iii. Board and Committee Meeting Calendar - September 2023 to June 2024 (B. Ketcham)

38

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve of the Board and Committee Meeting Calendar 2023-2024 as presented.

iv. Policy 7 Board Operations (Chair Dhaliwal)

40

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) adopt the proposed revisions and updates to Policy 7 Board Operations as presented.

7. REPORTS FROM SENIOR MANAGEMENT

- | | | | |
|----|---|---------|----|
| a. | International Education Report (T. Gee) | 7:55 PM | 54 |
| b. | 2023-2024 Budget Feedback Update (B. Ketcham) | 8:15 PM | 68 |
| c. | Capital Plan Response Bylaw (B. Ketcham) | 8:25 PM | 78 |

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) complete all three readings of Capital Bylaw No. 2023/24-CPSD40-01.

THAT the Board of Education of School District No. 40 (New Westminster) approve first and second reading of Capital Bylaw No. 2023/24 – CPSD40-01.

THAT the Board of Education of School District No. 40 (New Westminster) approve third reading, reconsideration and final adoption of Capital Bylaw No. 2023/24 – CPSD40-01.

- | | | | |
|----|---|---------|----|
| d. | Superintendent Update (K. Hachlaf) | 8:30 PM | 82 |
| | i. 2023-24 Budget Consultation Survey Results (K. Keighley-Wight) | | 90 |

8. NEW BUSINESS

8:45 PM

- | | | | |
|----|--|--|-----|
| a. | Policy 8 Board Operations (K. Hachlaf) | | 100 |
|----|--|--|-----|

Recommendation:

THAT the Board of Education of School District No. 40 (New

Westminster) adopt the proposed revisions and updates to Policy 8 Board Operations as presented.

9. OLD BUSINESS

10. TRUSTEE REPORTS 8:50 PM

11. QUESTION PERIOD (15 Minutes) 8:55 PM

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

12. NOTICE OF MEETINGS 9:10 PM

- Tuesday, May 2, 2023 Education Policy & Planning Committee, 3:30 pm at NWSS.
- Tuesday, May 2, 2023 Operations Policy & Planning Committee, 6:30 pm (Hybrid) (Virtual/SBO)
- Tuesday, May 23, 2023 School Board Meeting, 7:00 pm - (Hybrid) (Virtual/SBO)
- Events:
- Admin Professionals' Day- April 26, 2023
- Attend and participate in BCSTA Provincial Council & AGM - April 27th to April 30, 2023
- National Day of Mourning - April 28, 2023
- Asian Heritage Month - May, 2023
- BC Child Care Month - May, 2023
- Principals and Vice-Principals Appreciation Day - May 2023
- Red Dress Day and the National Day of Awareness for Missing and Murdered Indigenous Women and Girls - May 5, 2023
- International Day Against Homophobia, Transphobia and Biphobia - May 17, 2023

13. REPORTING OUT FROM IN-CAMERA BOARD MEETING 9:15 PM

- a. Record of the March 7, 2023 In-Camera Meeting
- b. Record of the April 11, 2023 Special In-Camera Meeting

14. ADJOURNMENT 9:15 PM

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

**Tuesday, March 7, 2023, 7:00 PM
Via Zoom Link**

PRESENT

Gurveen Dhaliwal, Chair	Karim Hachlaf, Superintendent
Maya Russell, Vice-Chair	Maryam Naser, Associate Superintendent
Dee Beattie, Trustee	Bettina Ketcham, Secretary-Treasurer
Danielle Connelly, Trustee	Robert Weston, Executive Director Human Resources
Elliott Slinn, Trustee	Amy Grey, Assistant Secretary-Treasurer
Marc Andres, Trustee	Dave Crowe, Director Capital Projects
Cheryl Sluis, Trustee	
	Members of the Public
	DPAC: Laura Kwong, Chair
	NWTU: Kristie Oxley, President
	Laura Goodman, Recording Secretary

The New Westminister School District recognizes and acknowledges the QayQayt First Nation, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. ADOPTION OF THE AGENDA

The Chair called the meeting to order at 7:00 pm.

**2023-023
Moved and Seconded**

THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda for the March 7, 2023, Regular School Board meeting.

CARRIED UNANIMOUSLY

2. APPROVAL OF THE MINUTES

a. Minutes from the Open Meetings held:

i. February 21, 2023, Regular Meeting Minutes.

**2023-024
Moved and Seconded**

THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes as distributed for February 21, 2023, Regular School Board meeting.

CARRIED UNANIMOUSLY

b. Business Arising from the Minutes

Nil.

3. PRESENTATIONS

Nil.

4. COMMENT & QUESTION PERIOD FROM VISITORS

DPAC: Laura Kwong, Chair

- The last DPAC meeting was held in February 2023.
- A letter of advocacy has been sent out to ICBC re: a letter of support for a funding request for the pedestrian safety pilot being run by the New West and Burnaby Walkers' Caucus. A letter of advocacy to MLA Aman Singh re: transportation for Queensborough students attending NWSS is in progress.
- DPAC has also helped to write 6 special resolutions for submission to BC CPAC for inclusion in our 2023 AGM which will be held in May. The resolutions address bylaws and policies regarding increased transparency, communication between BC CPAC and members DPAC and PACs in defining key position roles within the BC CPAC governance structure.

NWTU: Kristie Oxley

- Kristie provided a brief overview of the NWSS bathroom fire incident that occurred on February 24th. She also noted that additional bathrooms had been blocked off due to vandalism. Consultation has been completed, and video cameras will be installed over spring break. Phones have also been added to classrooms to improve the safety for students and teachers, and will provide additional ability for teachers to communicate directly with the office/administration if there is an issue. The phones will go live after spring break.
- Kristie noted other highlights including an opportunity to meet with a number of Teacher Librarians re: the work taking place to create Kits to go with the Districts Goal of numeracy this year. These kits which are full of materials (e.g., manipulatives) will be distributed to the elementary schools.

The public was given the opportunity to ask questions on matters that arose during the meeting. Please refer to the meeting video for full comments.

5. CORRESPONDENCE

- a. Chair Dhaliwal acknowledged the Ltr from Mayor Johnstone re: Child Care Protocol, and stated that it will be discussed further down on the Agenda.

6. BOARD COMMITTEE REPORTS

- a. The next EPPC & OPPC Meetings will be held on April 11, 2023.

7. **REPORTS FROM SENIOR MANAGEMENT**

a. Superintendent Update (K. Hachlaf)

Superintendent Hachlaf reported that he continues to participate in his 'school learning plan visits.' On February 7th & 8th he participated in a 2-day in-service with Equitas training as part of the District's commitment to anti-racist training. Hachlaf stated that he will report back on both items at our next Open Board meeting which will be held on April 25th.

i. Report on Civic Committees – SD40 Staff Representative (K. Hachlaf)

- Superintendent Hachlaf provided an updated list on the Civic Committees which is part of our workplan, and the annual report that is governed by the City. The report contains the District's Staff Representatives, Mandates, and Summaries.
- Trustee Sluis inquired as to why the District does not currently have representation on two other Civic Committees which are the Advisory Planning Commission, and the Arts Advisory Committee. She further stated that these two Committees could potentially have some crossover and collaboration with the Board and District. Superintendent Hachlaf stated that he would seek clarification to see if there is an opportunity for the Board and District to be part of these two committees and will report back.

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

- Secretary-Treasurer Ketcham provided a brief overview of the budget actual reports for the end of 2023; in follow-up to the amended budget approval that the Board had made at the Open Board meeting on February 21, 2023.
- Things are tracking as anticipated and all is looking well.

c. 2023-2024 District Calendar (M. Naser)

Associate Superintendent Naser shared that no feedback was received in the timeline allotted for the 2022-2023 District Calendar. She noted that she had received one response today, in which a parent put forth the request to consider putting non-instructional days and/or professional days always on Fridays. Naser stated that this is part of the Collective Agreement of the NWTU in which there is a voting procedure for professional day dates.

**Moved and Seconded
2023-024**

THAT the Board of Education of School District No. 40 (New Westminster) approve the 2023-24 District Calendar as presented.

CARRIED UNANIMOUSLY

8. NEW BUSINESS

a. Child Care Protocol (Chair Dhaliwal).

- Chair Dhaliwal stated that the renewed Child Care Protocol is in reference to the letter that Mayor Johnstone wrote, and recent conversations that the District has had with the City in regard to improving and collaborating their working relationship in terms of how the District tackles the Child Care crisis in the City.

2023-025

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) accept the invitation to create a renewed childcare protocol between the District and City of New Westminster and that an update be provided to the Board of Education no later than the scheduled June 2023 open board meeting.

9. OLD BUSINESS

Nil.

10. TRUSTEE REPORTS

Trustees provided highlights of the events they attended in March.

11. QUESTION PERIOD (15 Minutes)

The public was given the opportunity to ask questions on matters that arose during the meeting. Please refer to the meeting video for full comments.

- Kathleen Carlsen: thanked all the staff, students, and volunteers affiliated with 'Shrek the Musical' for putting on such a wonderful performance. She also thanked NWTUs Kristie Oxley for continuing to bring the concerns of NWSS staff re: requests for coverings for the glass windows to the Board.
- James Plett: he was grateful to see the Child Care proposal pass, and stated that it is an important first step in a long journey that began in October 2022. He appreciates the collaborative work of the Board of Education and City Council, and hopes that something purposeful comes from this collaboration.
- Laura Kwong: Laura queried the Board as to how many classrooms at NWSS have blinds, and how many do not. Laura also queried when these blinds would be installed. Superintendent Hachlaf provided a brief overview of the number of classrooms that currently have blinds, and that we currently have 11% of the students' recognizing concerns for additional blinds. Hachlaf stated that he will report back to the Board after the consultation is complete with a plan via the superintendent recommendation to the Board' after the March spring break. The Board will pass the final budget in May 2023.

12. NOTICE OF MEETINGS

Tuesday, April 11, 2022: Education Policy & Planning Committee – 3:30 pm – In-person.

Tuesday, April 11, 2022: Operations Policy & Planning Committee – (Hybrid)
(SBO/Virtual)

Tuesday, April 25, 2023: School Board Meeting, 7:00 pm – SBO

Reminders:

International Women’s Day – Wednesday, March 8th

World Autism Day – Sunday, April 2nd

Earth Day – Saturday, April 22

BCSTA Provincial Council & AMG – April 27-30

District Volunteer Recognition – Thursday, April 20th

13. REPORTING OUT FROM IN-CAMERA BOARD MEETING

- a. Record of the February 21, 2023, In-Camera Meeting

14. ADJOURNMENT

The meeting adjourned at 7:38 pm

Chair

Secretary-Treasurer

Day of Mourning for Workers Killed & Injured on the Job
Presentation to Local Government - 2023

Good Evening/Afternoon, my name is Sarah Wethered and I am a Delegate of the New Westminster & District Labour Council and a member of **NWTU**.

Each year the New Westminster & District Labour Council presents to the fourteen City Councils and seven School Boards within our region to seek their support and recognition of April 28th as the *Day of Mourning for Workers Killed & Injured on the Job*.

Our presentations are designed to be informative as we believe workplace health and safety is everyone's responsibility. This year workers across Canada are sharing that it is important to ***Know your rights; Use the tools; and Defend our wins.***

In 2021, over 1,000 people in Canada died as a result of their work. Too many families lose loved ones to occupational diseases. And we know those numbers are just the tip of the iceberg, because they include only those fatalities accepted by the workers' compensation system. In cases of workplace exposure to toxic chemicals or material like asbestos, effects only become apparent months, years or decades later.

On September 22, 2022, the BC Labour Heritage Centre officially dedicated the first public Asbestos Memorial in North America to honour the thousands of

victims who have died or been impacted by asbestos exposure. Labour leaders, government leaders, workers, family, and friends gathered for the unveiling of “Magic and Lethal”, a metal artwork that is activated by the wind and evokes a visual connection to the lungs and bronchial airways of the human body. If you visit the seawall by the Vancouver Convention Centre you can see the memorial in the place where workers without protective personal equipment loaded asbestos into ships for export for decades.

Workers aren’t disposable, and that is why memorials like Magic and Lethal are important and why we say we *fight for the living*. We owe it to the families who have lost their loved ones to preventable workplace fatalities, injuries and illnesses to do better for today’s workers.

Know your Rights. There is no better prevention measure than a well-trained, empowered health and safety committee. Workers, armed with robust training are the backbone of our health and safety system. Education is key, and this is especially true for young workers, who may not know their rights or may not feel able to speak up. While the average age of injured workers in BC in 2021 was 42 years, Worksafe statistics show that young people are seriously injured at some of the highest rates of all workers, and these injuries can impact young workers for the rest of their lives.

Use the Tools refers to legislation, regulation, education, equipment and more, but the most powerful health and safety tool is knowledge. Education and information empowers all workers to stand up for their rights at work. Investing in

proactive prevention measures will ensure workers can return home to their loved ones at the end of the day and live their lives free from work-related illness and injuries.

Accountability is critical when it comes to health and safety at work. As workers, we hold each other accountable, reporting issues and dangers as soon as they arise and actively participating in joint health and safety committees. We call on employers to invest in meaningful prevention measures; offer robust ongoing training; identify workplace hazards and develop an action plan for addressing them; and ensure worker participation in developing and monitoring the systems that will make workplaces safer.

Governments are also accountable and have a role to play in ensuring health and safety in our workplaces. We call on federal and provincial governments to hire and train more health and safety officers and inspectors; enforce the laws we have, including legislated Occupational Health and Safety requirements and the Westray Law; and include mental health as a specific component of occupational health and safety in the Canada Labour Code.

Here in BC, unions have made hard fought gains in ensuring appropriate WorksafeBC coverage. For example, in 2018, the provincial government introduced presumptive coverage for mental health disorders and in 2019 coverage was expanded to include more categories of work. Under the presumptive clause, when a worker from an eligible occupation, such as a first responder, receives a formal diagnosis of PTSD or another mental health disorder

as a result of a work-related traumatic event or events, it is easier to advance a Workers Compensation claim. Presumptive coverage for firefighters has also been expanded to include 20 occupational diseases, including the addition of ovarian and cervical cancers, an important milestone for equity in workplace health and safety.

When we say **Defend our Wins**, we are referring to improvements, like those I just mentioned that workers have gained over long years of lobbying all levels of government and sharing heartbreaking stories of preventable loss, trauma and suffering. When it comes to workplace health and safety, we cannot take any backward steps. Workplace injuries, and illnesses and fatalities are preventable and must never be seen as “just part of the job.”

Finally, last year we shared with you the Canadian Labour Congress campaign ***Work Shouldn't Hurt*** that called on the Federal Government to take a leadership role internationally by ratifying the International Labour Organization, or ILO Convention 190 which aims to eliminate violence and harassment at work. I am pleased to report that this was passed, and early this year Canada became the 25th country in the world to ratify this convention which provides a common framework for action and a unique opportunity to shape a future of work based on social justice.

I would like to conclude by inviting you to join our Labour Council this Day of Mourning for Workers Killed and Injured on the Job on **Friday April 28th at 11:00am in Westminster Pier Park in New Westminster**. Links to the event are on the Labour Council website and Facebook pages.

Everyone here today can help us make a difference. Be safety conscious, support accountability measures and Health and Safety education in your workplaces.

Thank you.

**Respectfully presented by,
New Westminster & District Labour Council**

Chartered by the Canadian Labour Congress




Affiliated to the BC Federation of Labour



DPAC Feedback on SD40 2023/24 Budget Priorities

— 25 April 2023 —

Budget Priorities - Alignment with DPAC

SD40 Priority Areas		DPAC Priority Area
Staffing to Support Growth		Increased total FTE hours for EAs Increased total FTE hours for Custodians Equitable access to music programs
Reducing Barriers for Vulnerable and Marginalized Students		Increased access for mental health and wellness supports for all students
Safe and Welcoming Schools		Student safety, especially at NWSS Safe and Reliable Transportation
Planning for Future Growth		
Technology and Connection		
Child Care		

DPAC Priority Area 1 - Staffing Increases

In alignment with “Staffing to support growth”

- Increased FTE hours for EAs - too many students are without the support they need
- Increased FTE hours for custodians - over-crowded schools require more time to maintain their cleanliness
- Equitable access to music programs

DPAC Priority Area 2 - Access and availability to mental health supports

In alignment with “Reducing barriers to vulnerable and marginalized students”

- Increased access for mental health and wellness supports for all students - increased ratio of counsellors to students needed to keep up with student needs.

DPAC Priority Areas - Student safety & transportation

In alignment with “Safe and Welcoming Schools”

- Student safety, especially at NWSS - Students experiencing sexual harassment, racism, witnessing drug related activity on school grounds on a regular basis is not conducive to a safe and welcoming learning environment
- Safe and reliable transportation - NWSS students in Queensborough, West End middle school students, walking school bus & other active transportation



April 25, 2023

To: The Board of Education, New Westminster Schools

Re: District Budget Priorities for the 2022/2023 School Year

Thank you for the opportunity for CUPE Local 409 to provide our input into the 2022/2023 school district budget. We appreciate the inclusive approach in our collective efforts to support students, parents, and staff.

Daytime Custodian:

Our experiences have illustrated the need for vital daytime custodial services to be improved. The last few years have underlined the critical importance of custodial work and its significant contribution to promoting healthy and safe schools for students, families, staff, and our community.

We are asking for another daytime custodian at NWSS. Currently the student population is 2,300 and there are over 100 staff. Right now, the one daytime custodian is expected to respond to a variety of incidents in the day. Beyond regular services of replacing supplies, the solitary daytime custodian is being summoned to quickly respond to an increasing number of vandalism incidents in bathrooms including but not limited to fires, floods, and physical damage to property. These calls add to the regular workload scheduled for each day, which is already too much for one worker to proficiently address. Having a high number of people in the building results in a high volume of work.

Custodians are working at maximum capacity. When they are away due to injury or illness, they are not always replaced. This adds additional stress on returning workers to compensate for the previously missed days of work and to return to the high standards of cleanliness that we uphold in our district.

Increased Support for Clerical Staff:

Clerical staff in our district experience ongoing workload issues and often feel compelled to work extra unpaid hours to meet deadlines. In our schools we have Secretary 2s and Secretary 1s. The Secretary 1 positions are often not full-time in the schools. In adding hours to these positions, it would provide the much-needed support to ensure the administrative functions of the school be completed on time and students and parents are fully supported. When Secretary 2's is absent, Secretary 1's cover. When Secretary 1's is absent they are sparsely covered or not covered at all. This in turn transfers additional workload to Secretary 2's on top of their over loaded schedule. Restoring staffing levels to a level that has not been in place since June 2021 would more equitably distribute the workload.

CUPE will always promote full time jobs for all members, part time jobs or less than full time hours create precarious work and the need to find other jobs to supplement wages.



Information Technology Department:

During this round of bargaining, the school board and CUPE 409 added a Labour Market Adjustment for the IT department. This step moves us closer to our target for better recruitment and retention of skilled IT workers, however we need to be more active in promotion and retaining jobs in our district. More staff are needed to equitably distribute the workload. These positions would support the digital needs of the staff and students as well as move to a more green initiative and reduce paper consumption.

Trades workers/Increased Apprenticeship Opportunities:

As you may well know, we have an aging workforce in our district. We would like to see an increase in apprenticeship opportunities. This would allow SD40 to have a pool of experienced workers to mentor new apprentices and pass on critical knowledge of our unique infrastructure. Employers that hire and train apprentices will foster a relationship built on growth and personal development, resulting in a stable workforce. Apprenticeship opportunities recruit and develop a skilled workforce that improves productivity and creates cost savings for the district. They serve to increase retention of skilled trades staff to carry out the many functions needed in our buildings. This is an opportune moment to recruit women in trades for further investment in an equitable work force. These actions will create a sense of pride of the workers in our district.

Indigenous Graduation requirements:

CUPE 409 endorses the hiring of an Indigenous Curriculum Facilitator to help support access to appropriate resources and creation of culturally appropriate environments, and atmospheres of learning. We would like to remind the district it needs to ensure the Indigenous Graduation requirements program is rolled out appropriately by using the five principles of cultural safety (Social justice, trust, respect, self awareness and self reflection).

Increased Hours for Education Assistants:

Classrooms in B.C. have become increasingly complex and diverse places of learning and providing inclusive learning environments is a cornerstone of British Columbia's public K-12 education system. Working directly with students with diverse and complex needs, CUPE Education Assistants (EAs) are a critical component in ensuring inclusive education. While the number of students with inclusive education designations has remained constant over the past 10 years, the supports required by many students has become increasingly more complex and intensive. As the union mentioned last year in this submission, the number of classrooms with 1 to 3 students with Individualized Education Plans (IEPs) has increased 11% since 2006-2007, while the number of classrooms with 4 to 6 students with IEPs has increased 83%, and classrooms with 7 or more students with IEPs has increased 126%.

School District 40 along with many school districts in BC face significant difficulties filling EA positions. Support staff continue to report that insufficient hours of employment, which create personal hardship for EAs, has been the major contributor to the recruitment and retention problems that districts face. Improvements in hours would go a long way for achieving recruitment and retention to meet the demands in our district. Recent advances at the local bargaining table saw Middle School EA hours



increased from 28.75 hours a week to 30 hours a week to match NWSS. Hours for elementary EAs need to be increased to 30 hour a week to provide the same excellent level of care and continuity.

EAs are scheduled bell to bell. This does not allow time for preparation. To provide the quality of support to the students they work with, many EAs do extra tasks on their own time in an effort to ensure the students are successful. The growing complexity of the job and the multiple skills required should be reflected in the wages they earn. Increased hours also provide whole jobs and better overall wages for EAs. This will also help with the retention and recruitment of EAs.

As a vital part of the learning environment, it is essential to have an EA presence in the classroom. EAs are a resource for students and provide resources to students. These personal connections and physical resources require a space for collaborative learning to grow.

At NWSS the Inclusive Education Department has a Life Skills program that no longer has the physical infrastructure required, due to the equipment not transferring to the High school building, to teach these special learners essential life skills The program is in need of Washer/dryer, to learn how to maintain personal hygiene and maintain a household. Stove/oven, fridge, dishwasher and sink to teach daily food cycle of cooking and cleaning including food safe and nutrition.

Students at the high school need a fully funded and supported Work Experience program connecting them in a meaningful way with realistic job opportunities in the community. Students need meaningful work in areas that develop skills in their field of interest.

The Work Experience program is no longer the robust program it once was. It no longer connects students with a wide range of community business and jobs with peers as they move into adulthood. Students at the high school need a fully funded and supported Work Experience program that connects them in a meaningful way with realistic job opportunities in the community. Students need meaningful work in areas that develop skills in their field of interest and assist them in a smooth transition to post-secondary life in the community. We strongly support allocating funds to the revitalization of this valuable program.

CUPE Local 409 would like to thank you again for the opportunity to provide input into the budget process.

Sincerely,

Dave Bollen
President, CUPE Local 409

Indigenous Education Department Budget Priorities 2023-24

Before I start, I would like to take this opportunity to thank the board for including the Indigenous Education Advisory Committee as a stakeholder group in the budget consultation process.

The Indigenous Education Budget Priorities come from a consultative and collaborative process of which include a range of stakeholders from the Indigenous Education Team, the Indigenous Education Advisory Committee, the New Westminster Secondary School Reconciliation Committee and the NWSS English Department.

A). Advisory Committee Membership:

Before I begin, I would like to provide a background of the district's Indigenous Education Advisory Committee. The Committee is Composed of members from:

1. The District's Indigenous Education Team, including the Indigenous Graduation Coach, and all the Indigenous Support Workers. In addition, there are representatives from the Teacher's Association and CUPE.
2. There is a member from the School Board of Trustees, as well as, membership from various Community Partner Groups – that being Douglas College, Simon Fraser University, the Ministry of Children and Families, Indigenous Child & Youth Mental Health, and Spirit of the Children.
3. The district's leadership team including the Associate Superintendent, the District VP of Indigenous Education, as well as a Principal/Vice-Principal rep are also part of the committee.
4. Most recently, we have student membership, who just attended her first meeting in February.

5. The Advisory has also put forth a call out for Parent Representation and we are excited to announce that we have an interested NWSS parent.
6. Last but not least, we have Chief Rhonda Larrabee, who is a long standing committed and valued member of the Advisory, as well as, Metis Elder - Dene Paquette.
7. As you can see there is a range of representation from students to school district staff to community partners and outside agencies and finally that of the local First Nation

B). Advisory Engaged in a Consultation Process Regarding Next Year's Budget:

We recently had an Advisory Meeting on April 6, 2023

1. 14 Advisory Members attended the meeting.
2. The meeting focused on the budget of the Indigenous Education Department
3. A presentation of the department's budget was provided to the members.
4. NWSS Reconciliation Committee/NWSS English Department delivered a presentation at the meeting highlighting what they felt to be important with regards to Indigenous Education.
5. Small group break-out sessions and in-depth discussions allowed for the opportunity to hear each groups' top priorities.
6. It is important to point out that also reflected in the consultation process is the voice of the Indigenous Education Department. An opportunity was provided prior to the Advisory Meeting, whereby the Indigenous Education team was involved in a budget consultation engagement session.
7. Following is the feedback received from that of the Advisory Committee, the New Westminster Secondary Reconciliation Committee/English Department and the Indigenous Education Team.

Advisory Committee Meeting on February 16th –

This is what we heard

1. That there is a need for a full-time Curriculum Facilitator
 - The new Indigenous focused Grad Requirement will be in full launch September 2023, meaning that every single student in BC will be required to complete a 4 credit Indigenous Education course in order to meet the requirements of graduation.
 - It was heard in the breakout sessions, that a curriculum facilitator is needed to help support teachers in curriculum development and implementation – this could take the form of co-teaching and mentoring, while adhering to protocols, teachings, Indigenous Worldviews, and helping to source and utilize resources known to be authentic.
 - Motion 4: at NWSS Staff Committee Meeting on Jan. 19/2023 (100% in favour); NWSS Staff Meeting Ratification Vote on Jan. 25/2023 (92%).

2. In an overall picture across the district, a Curriculum Facilitator is needed to Support teachers in all subject areas with **Indigenizing the Curriculum** in the following areas:
 - Help with unit and lesson planning and delivery.
 - Help and guidance with authentic and current resources – (helping to create curriculum kits)
 - Assisting staff and students in the understanding of Indigenous culture, heritage, and spirituality.
 - Help teachers with protocols associated with *Indigenous Ways of Knowing and Learning*

- Finally, support teachers journey with professional development of Indigenous focused curriculum.

I am now going to make mention of two items that were also brought forth at the Advisory: The first speaks to staff absences and the second brings attention to Elders and Knowledge Keepers.

Before I provide the details on these topics, it needs to be noted that these two topics are not budget items:

The first topic that was brought up discusses staff absences at the Alternate location.

1. Staff Absences: Alternate Locations (POWER/RCAP):

- At the Advisory, there was student representation, who expressed concerns of having a support worker at the beginning of the year, making connections, and then felt an absence at the Alternate location.
- It needs to be noted that the Indigenous Education Team did experience a shortage of staffing levels due to members of the team going on a leave year this year.
- It needs to be stressed that during this time, the team did step in to cover staffing shortages.
- We did everything we could so that service could continue for students.
- All staff have returned now.
- There is coverage at each site.

The second item that I will elaborate on that is also not a budget item as it was allocated last year - speaks to elders, knowledge keepers, and guest speakers.

2. Elders, Knowledge Keepers & Guest Speakers

- ❑ There is a high interest from our staff to produce a resource list of Elders and Knowledge Keepers, who are readily available through a central booking system and knowledgeable across a range of subject areas and in *Indigenous Ways of Knowing and Being*
- ❑ This initiative was placed on hold last year due just coming out of Covid.
- ❑ Recognizing the pause placed on this initiative, the Elders and Knowledge Keepers initiative was one of the main topics of discussion at our very first Advisory meeting held this school year in October.
- ❑ At this meeting, the Advisory had in depth conversations about ways to engage and access Elders and Knowledge Keepers.
- ❑ To date, I am happy to report that we have 4 Elders/Knowledge Keepers: Deni Paquette, who sits on the Advisory, has agreed to help be a resource person to provide insight into Metis teachings, culture, and history.
- ❑ The Sparrows from Musqueam are another example of Elders and Knowledge Keepers we managed to connect with. This couple has experience and expertise around cedar weaving, the Kairos Blanket Exercise, fishing techniques, carving, and so much more.
- ❑ Overall, we see the need to have authentic voice in the classrooms and continue to work towards building a community of Elders and Knowledge Keepers for Staff to access.

Overall,

We believe that we need to move forward with maintaining current staffing levels and hiring a full time Curriculum Facilitator.

1. **Maintain Current Staffing** – we appreciate the increase from last year and would really like to maintain the current staffing levels.

- ❑ With Covid Funding we were able to hire an additional full time Indigenous support worker making it a team of six.

The Indigenous Support worker has helped to provide more direct and consistent service for students and has also helped to offset the load of the number of students carried by the other Support Workers.

2. Hire 1.0 Curriculum Facilitator

- With respect to hiring a full time Curriculum Facilitator, we also appreciate that needs have not only been heard but set into motion.
- A posting has gone out; candidates have been shortlisted and I am excited to share that we are in the process of holding interviews next week.

I would just like to close by expressing gratitude for allowing the Indigenous Education Department to be a stakeholder in the consultative Budget process for the second year. It is so important to be apart of these conversations and our voice is not only heard, but truly valued in this process.

Sincerely,

Connie Swan

VP, Indigenous Education

New Westminster School District

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

**Tuesday, April 11, 2023, 3:30 PM
Fraser River Middle School**

- PRESENT**
- | | |
|------------------------------|---|
| Marc Andres, Committee Chair | Karim Hachlaf, Superintendent |
| Daniel Connelly, Trustee | Maryam Nasar, Associate Superintendent |
| Surveen Dhaliwal, Trustee | Bettina Ketcham, Secretary-Treasurer |
| Cheryl Sluis, Trustee | Maureen McRae-Stanger, Director of Instruction-Learning & Innovations |
| Elliott Slinn, Trustee | Kristen Keighley Wight, Communications Manager |
| Maya Russell, Trustee | Anne-Marie Martin, Recording Secretary |
| | Murray McLeod, Principal – NWSS |
| | Jen Harrison, Principal – FRMS |
| | John Lekakis, Principal – QMS |
| | Chris Evans, Principal – GMS |
| | Tammy McArthur, Teacher – NWSS |
| | Carrie Gurba, Teacher - NWSS |
- REGRETS**
- | |
|--|
| Robert Weston, Executive Directory Human Resources |
| Dee Beattie, Trustee |

Vice-Chair Beattie recognized and acknowledged the Qayqayt First Nation, as well as all Coast Salish peoples, on who's traditional and unceded territories we live, we learn, we play, and we do our work.

1. ADOPTION OF THE AGENDA

The meeting was called to order at 3:30 pm

Amendment to the Agenda was made to move forward Nancy Brennan's report on Programs of Choice to the beginning of Presentations as she has another commitment to attend.

Moved to Seconded

THAT the agenda for the April 11, 2023, Education Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. **PRESENTATIONS**

Students from Queensborough Middle School - Ryder dillon, Lily Julnes, Ian Lee, Anaiyah Prasad acted out a scene from Shrek The Musical

Glenbrook Middle School - Joyce Grant, Leo Li, Abigail Yonas present information on “The Monkey Rebels Club” – pamphlets were issued to the Trustees.

Students from Fraser River Middle School - Cayleigh Elcheshen, Melody Hur, Julia Racho, Josie vining, Mya Terlicher presented information on Empowered with Skills for Life.

3. **COMMENT AND QUESTION PERIOD**

No comments or questions

4. **STUDENT VOICE**

Shantei & Julia introduced themselves to the Board. They provided an update on the Student Symposium that was held on Monday March 27th, 2023. The summary included the following topics:

- Anti-Racism
- Mental Health and Wellness
- School Safety
- Student Success
- Symposium Feedback

Committee provided comments and discussions followed.

5. **REPORTS FROM SENIOR MANAGEMENT**

a. Programs of Choice (Nancy Brennan)

The primary objectives of the review are to:

- identify both the strengths of and challenges to the existing programs of choice.
- ascertain whether these programs continue to meet the diverse needs and interests of New Westminster students,
- provide a comparison of program of choice offerings in neighbouring school districts and
- contemplate possible future opportunities for SD 40's Programs of Choice.

Focus group meetings for staff, parents, students, and other interested community partners are currently being scheduled.

b. Career Programs (Maureen McRae-Stanger, Tammy McArthur & Carrie Gurba)

The following points were highlighted in the report presented by the Learning Team: **Framework for Enhancing Student Learning – Student Success in New West Schools 2021-2022**

- Three key developmental areas and specific goals that support measurable student success.



- Intellectual Development initiatives to support literacy and numeracy K-12.
- Human and Social Development initiatives to support a sense of safety, welcome and belonging in our schools.
- Career Development initiatives to support graduation, the core competencies, and career and life goals.

The following points were highlighted in the report: **Career Programs in New West Schools:**

Students will graduate and have the Core Competencies to achieve their Career and life goals through the following opportunities:

- Careers Curriculum K-12
- Work Experience – (WEX) is designed to prepare students for the transition from secondary school to the world of work or further training and education.
- Trades and Apprenticeships – Technology start (Grade 9), Explore & Prepare (Grade 10-12), Train & Work (Grade 10-12)

Programs Offered in New West Schools

- Explore Technology and Trades
- Train in Trades
- Work in Trades

Skilled Trades BC Discover Grant of \$4500 – Grade 8 Discover Trades Days: February 3, April 19 & May 2, 2023

Upcoming events:

- BCIT Indigenous Trades Sneak Peak Day May 30, 2023
- Jill of all Trades - A day for Women - November 29, 2023

New Program Alert

- BCIT Aircraft Maintenance Engineer - BCIT ACE Microcredential/1 yr. Paid Internship Pilot (currently two students participating)
- \$1000 Youth Work in Trades Award - was presented to twelve students in 2022-2023

Discussion followed with appreciation towards the Trades and Apprenticeships.

c. 2023-2024 School Fees (Maryam Naser)

The following topics were discussed:

- Fees have been aligned across schools as much as possible.
- Fees for school supplies are optional
- All requests for school fees are communicated with a hardship clause

Trustee comments included:

- Trustee Connelly it would be helpful if graduation related fees were published as a separate document.



- Trustee Sluis rental fees for music instruments less at the high school, do other schools need more instruments.
- Trustee Connelly recommendation to add all school sports to the fee schedule.
- Trustee Russell suggested that school fees be discussed further at the upcoming Board meeting focused on budget.

6. **GENERAL ANNOUNCEMENTS**

No announcements

7. **ADJOURNMENT**

The meeting adjourned at 5:07pm

DRAFT

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

**Tuesday, April 11, 2023, 6:30 PM
Via Zoom Link**

PRESENT Gurveen Dhaliwal, Chair
Maya Russell, Committee Chair
Danielle Connelly, Trustee
Cheryl Sluis, Trustee
Elliott Slinn, Trustee
Marc Andres, Trustee
Karim Hachlaf, Superintendent
Bettina Ketcham, Secretary-Treasurer
Maryam Naser, Associate Superintendent
Robert Weston, Executive Director Human Resources
Dave Crowe, Director of Capital Projects
Matt Brito, Director of Maintenance & Operations
Laura Goodman, Recording Secretary
Members of the Public
Laura Kwong, DPAC Chair
Kristie Oxley, NWTU President

REGRETS Dee Beattie, Trustee
Amy Grey, Assistant Secretary-Treasurer

Committee Chair Russell recognized and acknowledged the Qayqayt First Nation, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play, and we do our work.

1. Adoption of the Agenda

The meeting was called to order at 6:37 pm

Moved and Seconded

THAT the agenda for the April 11, 2023, Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Comment and Questions from Visitors

Nil.

3. Reports from Senior Management

- a. Capital Projects Update (Verbal) (D. Crowe)
 - i. NWSS Decommissioning Project

Director Capital Projects Crowe reported that this project includes the abatement and demolition of the old NWSS, and is going well with 40% of the project now complete. The estimated completion date of the hazardous materials abatement is mid-summer 2023, with the demolition of the school estimated to start late-spring and be completed by late fall 2023. Site safety plans in compliance with WorkSafe BC requirements and City of New Westminster traffic management requirements have also been developed and implemented.

b. Operations Update

i. Finance & Facilities Report (M. Brito) (A. Grey)

Matt Brito, Director of Maintenance & Operations provided an overview:

- The daycare portables design for the interior layout and the civil service design at Howay and Tweedsmuir has been completed, and a building permit submitted to the City of NW building department for both sites. The supplier will begin to build the portables, and they should be completed by the summer. Brito stated that the plan is to have all the services in place before the portable placement in August.
- QayQayt: the renovation of the 2 downstairs classrooms is going well with the demolition now complete. The classrooms will be ready for September 2023.
- NWSS safety features were added over the Spring Break: cameras on the second and third floor, classroom phones added that allow a classroom-initiated call to the office to improve communication, and vape detectors were installed in main floor gender neutral washrooms.

ii. March 31, 2023 Financial Forecast (B. Ketcham)

Secretary-Treasurer Ketcham provided highlights. The projected operating deficit as of March 31, 2023 to June 30 is \$828K. A higher deficit than originally anticipated from the 2022/23 amended budget of \$564K. Ketcham stated that this increased deficit is due to the higher level of absences than what they had originally projected. Once data points are collected for April and May they hope to see less illness they have to replace which will improve financial results. Ketcham stated that this is important for the Trustees to take note of as we pass the 2023-24 budget because the accumulative surplus balances are an important tool to the contingency reserves or to help balance future budgets. To assist with the Boards' financial decisions, more reports like this will be forthcoming.

iii. 2023-24 Base Budget - 18:30

Secretary-Treasurer Ketcham reviewed the 2023-24 Base Budget.

Highlights:

- Enrolment is anticipated to increase by 280 FTE.
- Base budget without any additional efficiencies and priorities is \$177K.
- District is waiting on whether PVP/Exempt staff wages will be funded and the funding related to the Cost of Living Adjustment in the collective agreements.
- Superintendent recommendations presented on May 2nd
- Significant consultation process commencing with district survey, one-on-one stakeholder consultations and open meeting presentations.

Questions and discussion ensued.

c. 2023-2024 Capital Plan Response Update (B. Ketcham)

Secretary-Treasurer Ketcham provided highlights to the Ministry's award of minor capital projects to the District which includes the funding of \$1.75M for Queensborough Middle School (\$550K), Ecole Glenbrook Middle School (\$450K), and Ecole Herbert Spencer Elementary (\$750K). The funding for minor capital projects must be spent by March 31, 2024. The District is commencing work to tender the above projects to execute the majority of this work over the summer months.

Major Capital Projects:

- The relocation of infant/toddler programs does allow the District to renovate and convert the interior spaces back into 4 classrooms each at QayQayt Elementary and FRMS. Ketcham stated that the District has moved forward to the Business Case development phase, and are anticipating a quick turnaround by the Ministry given the smaller scope of this work.
- Land Acquisition: District has been approved to move forward on a possible site acquisition for purpose of building a new middle school in the city's west end. The District will be moving forward on the work required to identify an appropriate site. Ketcham stated that it is important to note that this is not an approval of the land acquisition itself, but an acknowledgement of the Ministry's support to carry out the next steps of additional analysis that will lead to possible future funding approvals.
- Queen Elizabeth Elementary Expansion Update: work continues on the approved QE 13-classroom expansion project, and they are currently in the development permit application stage. They continue to work with all their partners to continue to address challenges from a construction perspective at this complex site. They are anticipating a delay in the opening of the expansion to the 2025-26 school year.
- The bylaw will be brought to the April 25, 2023 Board meeting where three-readings of the capital bylaw will be requested for approval.

Questions and discussion ensued.

d. Human Resources & Staffing Update (R. Weston)

i. February and March, 2023 and Year to Date – Non-Replacement Data (Staffing)

Executive Director, Human Resources Weston shared highlights of the report which represented February and March Non-Replacement Data (Staffing). The majority of the February and March absences for Enrolling Teaching, Non-Enrolling Teaching, and Educational Assistant absences were filled directly, with the balance being filled via internal reassignments and administrative coverage. Challenge: they are cross-competing with many other districts re: staff in the Metro Vancouver area who are in similar positions. Year-to-date overall: we are doing better than average in replacing the enrolling teaching, non-enrolling teaching, and educational assistant absences for this school year.

ii. School Year 2023/24 - Spring Staffing Process

Executive Director Human Resources Weston noted that positions will soon be posted for the 2023/24 school year. The District's posting period is from May 9th to June 30 during which time they will post up to 150 positions primarily in teaching, student support, clerical, maintenance and custodial. The District is currently reviewing their needs by considering actual and anticipated retirements, leaves of absence, reduced assignments, accommodations and other anticipated staff moves in order to have the majority of staffing positions for the September 2023 school start confirmed and completed before they break for the summer.

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

Associate Superintendent Naser provided an update:

- A small, but dedicated IT team continues to trouble shoot issues, commission technology and hardware, and monitor the WiFi at our schools.
- NWSS: ongoing WiFi issues at NWSS warranted the need to do problem solving in concert with the Ministry of Education. Changes have been implemented, and our IT Team has provided information to the NWSS admin team requesting feedback on how these changes are impacting WiFi access.
- Staff Refresh will continue this spring with the commissioning of another 40 to 50 devices to staff members to complete the first batch for this year. The cycle of refreshing the most antiquated devices for staff will continue next year.
- Future plan is to hold a focussed pilot project around I-Pad use in the classroom, specifically in K-5, and to host a district group of educators that would like to learn more on how the I-Pad can be used as a powerful educational tool.
- Remedy Calculations are in the final process of being automated.

f. Board and Committee Meeting Calendar - September 2023 to June 2024 (Verbal)

Secretary-Treasurer Ketcham outlined the proposed changes for the Board and Committee Meeting Calendars for the 2023-24 school year. All Board and Operations meetings were switched from virtual to hybrid in 2022, and they will continue with this format. The Education Policy & Planning Committee meeting will continue to be in-person, and rotational amongst sites as determined by the Associate Superintendent and Trustee lead.

Moved & Seconded

THAT the operations policy and planning committee recommend to the Board of Education of School District No. 40 (New Westminster) that the Board and Committee Meeting Calendar be approved as presented.

CARRIED UNANIMOUSLY

g. Policy 7 Updates - Board of Operations (K. Hachlaf)

Superintendent Hachlaf provided an update to the initial Policy 7 edits that were recommended to the Board Work Plan (for the Board and the General Public). At the January 31, 2023 Board of Education meeting, the Board provided further direction and input regarding updating Policy 7 – Board Operations. Hachlaf presented substantial revisions and additions re: Policy 7 to the Board

Moved & Seconded

THAT the operations policy and planning committee recommend to the Board of Education of School District No. 40 (New Westminster) that edits to Policy 7 Board Operations be approved as presented.

CARRIED UNANIMOUSLY

4. **General Announcements**

Nil.

5. **New Business**

Nil.

6. **Old Business**

Nil.

7. **Question Period (15 Minutes)**

Please refer to the meeting video at [1:31:30] for full comments.

8. **Adjournment**

The meeting adjourned at 8:37 pm.

Chair

Secretary-Treasurer

BOARD MEETING SCHEDULE

September 2023 to June 2024

Tues.	Sept	5	<i>First Day of School</i>		
Tues.	Sept	26	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	Oct	10	Education Policy/Planning Committee	3:30 PM	in person*
Tues.	Oct	10	Operations Policy/Planning Committee	6:30 PM	Hybrid
Tues.	Oct	24	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Thurs	Nov	7	<i>Board In-Service - Placeholder (Topic TBD)</i>	2:00 PM	(SBO)
Tues.	Nov	14	Education Policy/Planning Committee	3:30 PM	in person*
Tues.	Nov	14	Operations Policy/Planning Committee	6:30 PM	Hybrid
Tues.	Nov	28	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	Dec	12	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	Dec	19	<i>Winter Break (December 18 - 29)</i>		
Tues.	Dec	26			
Tues.	Jan	16	Education Policy/Planning Committee	3:30 PM	in person*
Tues.	Jan	16	Operations Policy/Planning Committee	6:30 PM	Hybrid
Tues.	Jan	30	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	Feb	13	Education Policy/Planning Committee	3:30 PM	in person*
Tues.	Feb	13	Operations Policy/Planning Committee	6:30 PM	Hybrid
Tues.	Feb	27	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	March	12	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	March	19	<i>Spring Break (March 18 - 29)</i>		
Tues.	March	26			
Tues.	April	9	<i>Board In-Service - Budget 2024/25</i>	2:00 PM	in person

BOARD MEETING SCHEDULE

September 2023 to June 2024

Tues.	April	16	Education Policy/Planning Committee	3:30 PM	in person*
Tues.	April	16	Operations Policy/Planning Committee	6:30 PM	Hybrid
Tues.	April	30	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	May	14	Education Policy/Planning Committee	3:30 PM	in person*
Tues.	May	14	Operations Policy/Planning Committee	6:30 PM	Hybrid
Tues.	May	28	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	June	11	Education Policy/Planning Committee	3:30 PM	in person*
Tues.	June	11	Operations Policy/Planning Committee	6:30 PM	Hybrid
Tues.	June	25	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid

*Education meetings will be held at schools on a rotational basis and will be communicated closer to the date



Supplement to: **OPERATIONS POLICY & PLANNING MEETING**

Date: April 11, 2023

Submitted by: Karim Hachlaf, Superintendent

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

Subject: POLICY 7 – BOARD OPERATIONS UPDATE

Background:

At the January 31, 2023 Board of Education Meeting, the Board provided further direction and input regarding updating Policy 7 – Board Operations. After reviewing all of the feedback provided from individual trustees, the attached policy revisions has incorporated the corresponding input. The highlighted areas indicate more substantial revisions and/or additions including:

- *Robert’s Rules of Order (Page 1)*
- *Board public engagement (Page 1)*
- *Inaugural Meeting & Annual Meeting (Page 2)*
- *Regular Meeting Schedule (Page 3)*
- *Meeting Attendance by Trustees (Page 5)*
- *Conduct of Board Meeting Attendees (Page 5-6)*
- *Notice and Agendas (Page 6)*
- *Public Participation (Page 9-10)*
- *Comment and Question Periods (Page 10-11)*
- *Correspondence to the Board (Page 11)*

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) adopt the proposed revisions and updates to Policy 7 (Board Operations).

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.

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. Robert's Rules of Order shall be used as a tool to facilitate discussion and decisions and ensure meetings are orderly, not for more experienced participants to frustrate participation by others.

The Board's fundamental obligation is to preserve, if not enhance, public trust in public 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 as allowed under the School Act.

The Board further believes public interest can be enhanced by ongoing and meaningful public engagement, including 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

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 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 and done in consultation with the outgoing Board. If the Board is unable to agree on a date, the Secretary-Treasurer shall select a date. 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.

The term of office of the Chair, Vice Chair, BCSTA representative and alternate, BCPSEA representative and alternate shall be from the date of the election until the following inaugural or annual meeting unless the trustee resigns from their assignment or a majority of the Board wishes to hold an election before the following inaugural or annual meeting date

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

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

3. Regular Meetings

- 3.1 The purpose of the regular Board meeting is for the Board to conduct its business. Meetings will be open to the public and representatives of the press.
- 3.2 Regular meetings of the Board shall be held typically 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.
- 3.5 A quorum, which the *School Act* states 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.

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 Staff changes including appointments, transfers, resignations, promotions and demotions;

- 5.1.7 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;
- 5.1.8 Lease, sale or exchange of real property prior to finalization thereof;
- 5.1.9 Matters pertaining to the safety, security of protection of Board property;
- 5.1.10 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 Trustees must uphold the confidentiality of proceedings of closed (in-camera) meetings.
- 5.7 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
- 5.8 The Board shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than Trustees or Officers of the Board are excluded. The record or general statement of the closed meeting shall be available to the public.
- 5.9 All regular Board meetings and in-camera meetings described in Section 3 and 5 shall adjourn by 9:30 p.m., unless in either case, the time limit is extended to 10:00 p.m. by two-thirds majority vote, and beyond 10:30 p.m. by unanimous consent of all trustees present. Adjournment time for special meetings, referred to in Section 5 shall be determined by those members present.

Meeting Attendance by Trustees

Trustees are expected to participate in regularly scheduled Board and Committee meetings via the established meeting format.

If a Trustee cannot attend a meeting, via the established meeting format, 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 and/or facilitate remote participation, if possible.

6. Conduct of Board Meeting Attendees

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

6.2 The Board recognizes the values and objectives of the B.C. 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 a person or group which are likely to expose a person or group to hatred or contempt, because of any of the prohibited grounds. The Board is responsible for avoiding such statements in the conduct of its meetings.

6.3 The Board supports 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.

6.4 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.

6.5 A person who engages in improper conduct at an in-person or remote board meeting (e.g., discriminatory 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).

6.6 The decision to expel an attendee or terminate their presentation, or a failure to do so may be appealed through a written statement which will be considered by the whole Board at its next meeting. A vote must be held to uphold the decision or provide a remedy.

7. Trustee In-Service Sessions

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

8. Notice and Agendas

- 8.1 Forty-eight hours' notice in writing shall be emailed to all Trustees for any meeting of the Board, except the regularly scheduled Board meetings, unless there is unanimous agreement of trustees to waive such notice.
- 8.2 Prior to each meeting of the Board or Committee of the Whole, Administration, in consultation with the Chair and Vice-Chair, and relevant Committee Chair, shall prepare an agenda for all business, relevant to the agenda to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.
- 8.3 The Board Chair and Superintendent shall establish items on the agenda for each regular meeting. The agenda shall generally follow the order outlined below:
 - 8.3.1 Adoption of Agenda
 - 8.3.2 Approval of Minutes
 - 8.3.3 District Presentations (staff and students)
 - 8.3.4 Delegations (10 minutes per presentation)
Must be scheduled in advance through the Office of the Secretary-Treasurer.
 - 8.3.5 Comment and Question Period from Visitors (15 minutes)
 - 8.3.6 Comment and Questions from Stakeholders (DPAC, NWTU & CUPE) 3 minutes each
 - 8.3.7 Correspondence
 - 8.3.8 Board Committee Reports
 - 8.3.8.1 Education Policy and Planning Committee
 - 8.3.8.2 Operations Policy and Planning Committee
 - 8.3.9 Reports Senior Management
 - 8.3.10 Old Business
 - 8.3.11 New Business
 - 8.3.12 Trustee Reports
 - 8.3.13 Question Period (15 minutes)
 - 8.3.14 Notice of Meetings
 - 8.3.15 Reporting Out from In-Camera Meeting
 - 8.3.16 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 noon on the Monday 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 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 Board 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 by noon, 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 emailed to Trustees at least 24 hours prior to the time of the Board Meeting.
- 8.8 Where material or motions are introduced at a Board meeting, which has not been made available to Trustees in accordance with section 8.1 and 8.2, a Trustee may call notice on any motion arising from such material and that motion accordingly shall be considered on the agenda of the next Board meeting.
- 8.9 Items proposing board action shall be accompanied with an action request form briefly outlining the issue, pertinent information and a recommendation.

9. Minutes

9.1 The minutes shall:

- 9.1.1 Be prepared as directed by the Secretary-Treasurer
 - 9.1.2 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 9.1.3 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business
- 9.2 The Secretary-Treasurer 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.
- 9.3 The Secretary-Treasurer shall establish a codification system for resolutions which will:
- 9.3.1 Provide for ready identification as to the meeting at which it was considered
 - 9.3.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
 - 9.3.3 Establish and maintain a file of all Board minutes
- 9.4 All Committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report including any recommendations to the Board.
- 9.5 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.
- 9.6 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.
- 9.7 Upon adoption by the Board, the minutes of meetings other than in-camera meetings shall be open to public scrutiny.

10. Motions

- 10.1 No decision shall be made by the Board unless upon a motion of a Trustee, seconded by another Trustee and approved by majority vote.
- 10.2 A 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.

- 10.3 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.
- 10.4 When a motion under consideration entertains several propositions, the vote upon each proposition shall be taken separately, if so requested by any Trustee present.
- 10.5 After the Board has taken a vote on any motion, the Board shall not vote on that motion again at the same meeting.
- 10.6 A reconsideration motion can only be proposed by a trustee who voted with the majority at a previous meeting.
- 10.7 The Chair shall have the same voting rights as any other member
- 10.8 Where the number of votes on a motion is equal, the motion is defeated and the Chair shall so indicate.
- 10.9 All Trustee votes shall be recorded on all votes, except where a secret ballot has been held for election purposes.
- 10.10 The Chair or other presiding officer shall determine all points of procedure except that any ruling may be challenged by any Trustee and decided by a majority vote of the Trustees present. Where a ruling of the chair is challenged, a motion to sustain the chair shall be made and a vote shall be taken forthwith without debate.

11. Public Participation

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

Delegations

- 11.1 The Chair shall rule on the propriety of all presentations and questions and may decline to have a matter heard from a delegation or terminate any presentation or question or refer it to an "in camera" meeting of the Board if that is deemed to be appropriate by the Chair.
- 11.2 A person or group wishing to address the Board on an item not otherwise on the agenda shall provide written notification and a written outline of the presentation and all presentation materials to the Secretary-Treasurer by noon 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 two comment/question periods, one during the meeting and one at the end of the meeting. Both comment/question periods have a 15- minute maximum each but may be extended by resolution of the Board.

- 11.6 There shall be a "Comment and Question" period on each regular Board meeting agenda during which members of the public may address the Board on any item on the agenda by so advising the Chair at that time. The time limit for such presentations shall be three 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 During the "Comment and Question" period, questions also may be asked of the Board about items not on the agenda, without notification, and the time limit for putting such questions by any individual shall also be three minutes, excluding responses from the Board.
- 11.10 Any questions asked during the "Comment and Question" period may be responded to at that meeting or an undertaking will be given to provide a response at a future regular meeting. No motions or action will be considered by the Board at the time of presentation: matters requiring action may be referred to a Committee meeting for consideration.
- 11.11 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 and seeking clarity on matters that arose during that Board meeting. Questions will be directed to the Chair who will respond on behalf of the Board. The Chair may refer the question to staff for an immediate response or a response may be provided at the next regular board meeting.

Correspondence to the Board

Correspondence may be sent to the Board as a whole or to individual trustees. Even when correspondence is addressed to an individual trustee the contents may be more appropriately addressed by the corporate Board. Where correspondence is addressed to the Board or its contents are more appropriately addressed by the corporate Board the following processes shall

be adhered to. The intended outcomes of these processes are: to ensure Board correspondence is acknowledged in a timely fashion, the corporate Board is aware of the public input provided and where required, a corporate response is provided in a timely manner.

11.12 Where correspondence is received that appears to require a formal Board response, that correspondence will be referred to the Board for corporate discussion and decision. Should correspondence, received by noon on the Monday of the week preceding the date of the regular Board meeting and specifically relate to an agenda item, it will be considered on the agenda under "Correspondence." Correspondence that does not meet the above will be circulated to Trustees and uploaded to the Teams folder.

11.13 Consistent with Policy 3, should a trustee receive a complaint or an inquiry from a parent, staff member or community member about an operational matter, they will refer the parent, staff member or community member back to the teacher, Principal of District Office personnel and will inform the Superintendent or designate of this action.

11.14 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 and uploaded to the Teams folder.

11.15 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.

13. Board Parental Leave

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

13.1 Eligibility

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

13.2 Leave Provisions

13.2.1 Maternity Leave

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

13.2.2 Parental Leave

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

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

13.3 Official Roles and Responsibilities

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

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

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

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

13.4 Notice

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

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

13.5 Return to Duties

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

Contact Information

Questions or comments about this Policy may be addressed to the Privacy Officer.

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

Income Tax Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Revised: April 18, 2023
April 30, 2019
October 29, 2019
January 28, 2020
January 18, 2022

International Education Annual Report April 2023

International Education Team:

Trevor Gee
Program Manager

Sara Dick
Marketing

Eva Shen
Homestay

Yiwen Zhang
Finance

Naomi Park
Secretary-Translator

Summary

2022-2023 began with the largest intake of students in the 36 year history of the international program. Our staff rose to the challenge this presented and together we managed the homestay placements, class scheduling and overall support of a very large group of new students.

This year also saw the return of more students interested in two and three-year graduation. We will continue to concentrate on this trend while maintaining a diversity of nationalities.

With the easing of pandemic restrictions we were able to offer trips and visits to the Rocky Mountains, Yukon and Victoria where students could see our amazing country. Pictures from these trips will be in this presentation.

This report will briefly review some of the changes and activities we as a program and team have been involved in, student number statistics and the impact of our international program on our New Westminister Schools and community.



2022-2023 saw the launch of our new logo and brochure available in nine languages.



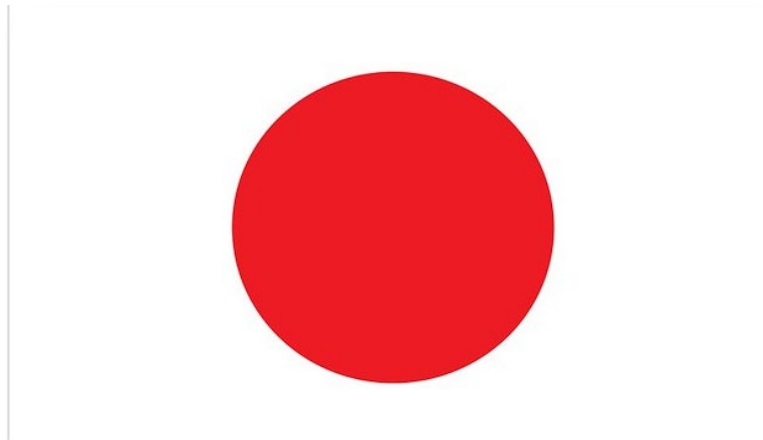
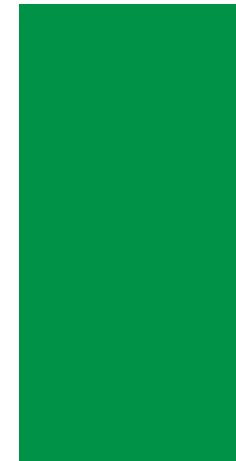
Trevor Gee
Program Manager

tgee@sd40.bc.ca 604.517.6279
820 6th Street, New Westminister, BC, Canada V3M 3S9

NewWestInternational.ca

Marketing Activities

After almost three years of travel restrictions we were able to return to the countries whose students make up the majority of our one year and graduating students. It is important to join other school districts who are “in country” actively marketing their programs to parents, agencies and students. Marketing visits may be to agency offices, large agency conferences organized by British Columbia or Canadian International Education Associations or independently organized by our staff members.



Student Travel

“This was one of the greatest trips of my life. Canada is forever in my heart.”

Matilde from Italy commenting on the spring break Rocky Mountain trip.



2022-2023 saw the return of students trips

- ❖ Rocky Mountain Trip (Vernon, Lake Louise, Banff, Golden)
- ❖ Yukon
- ❖ Victoria

➤ These trips deepen student understanding of Canada and build a bond between our country and international students.

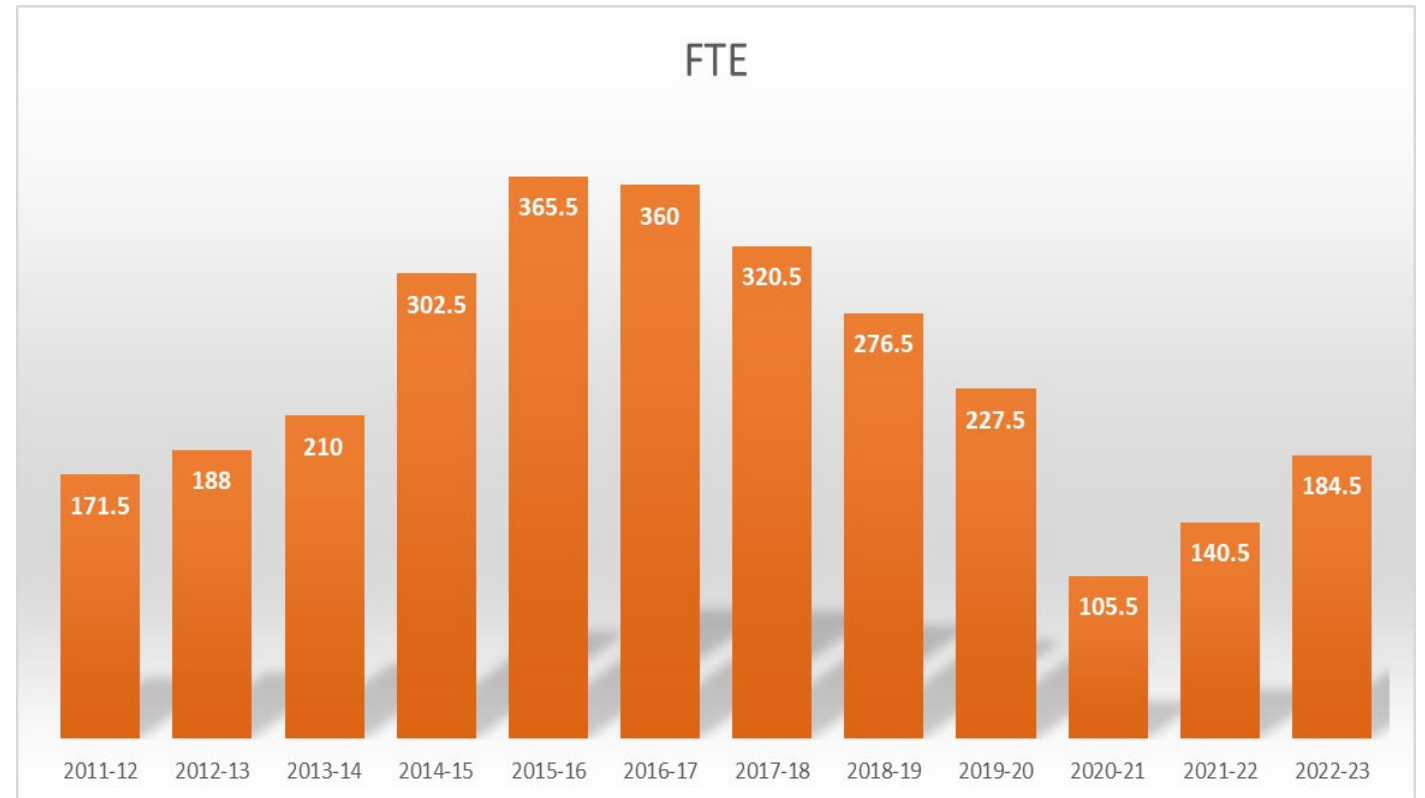
➤ These same students as adults in business and government in their home countries will no doubt be eager to look for opportunities to work with Canada in business and culture.



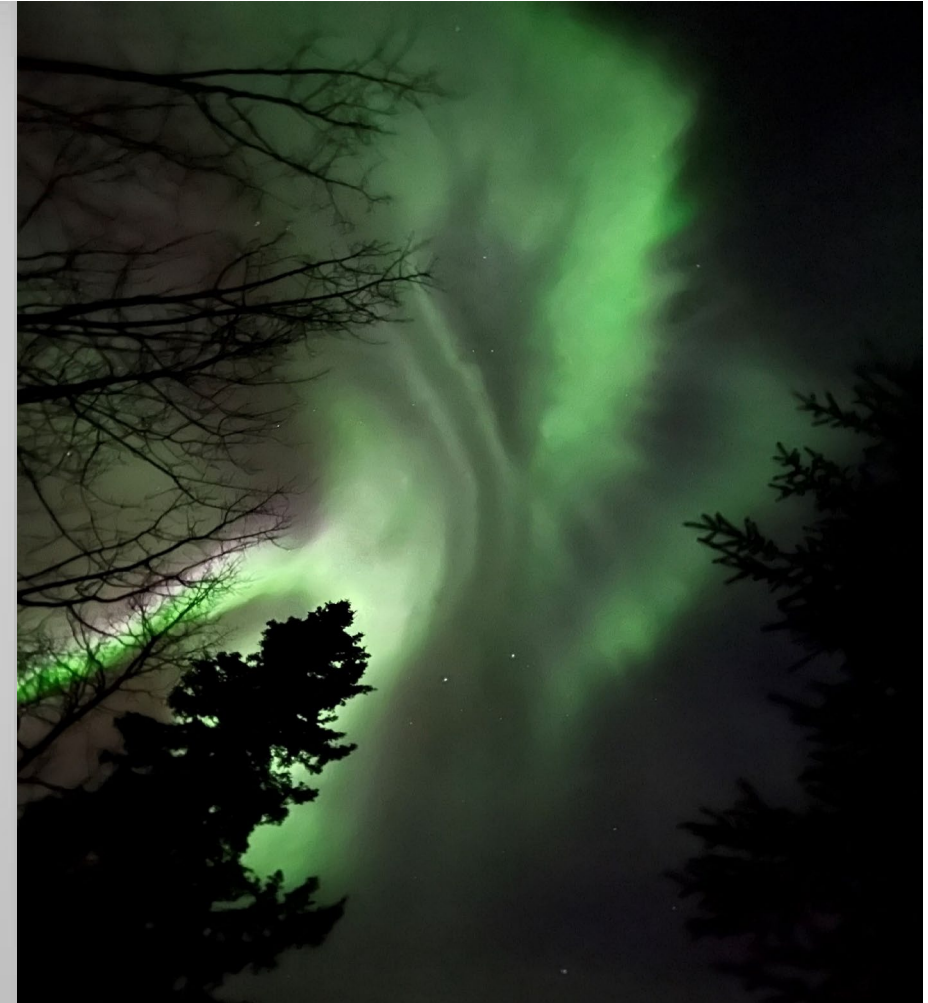
The Numbers...



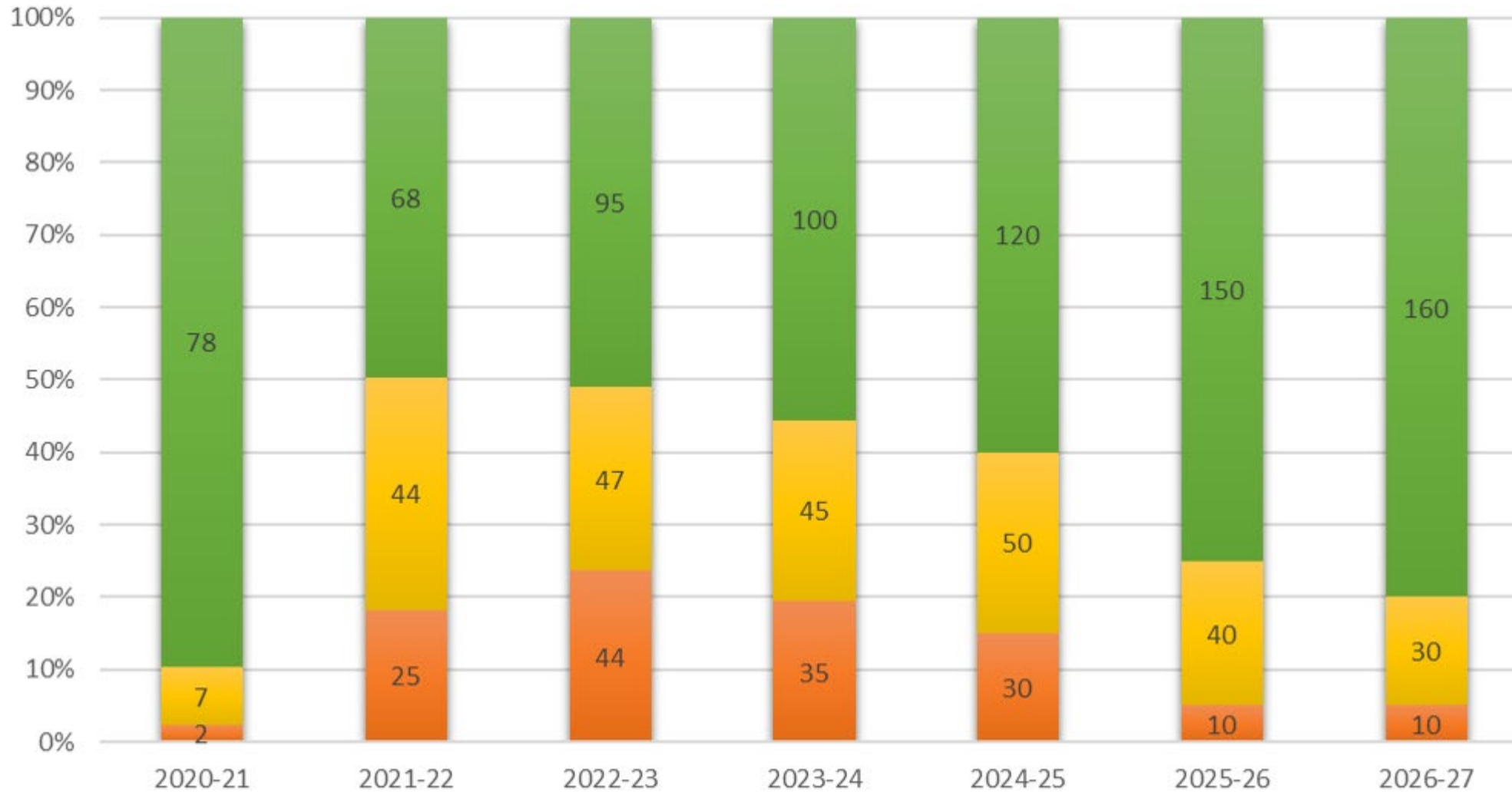
FTE Ten-Year Enrolment Trend



Students By Grade



One Semester, One Year and Graduating Students Seven Year Trend



Students by Country



The Challenges:

Homestay Placement:

As the backgrounds of our students change so does the need for host families. Due to the country origin of our students we have gone from roughly 60% of our Student in our district homestay program to approximately 95%. Our homestay Families are a vital component to the success of our program.

School Space:

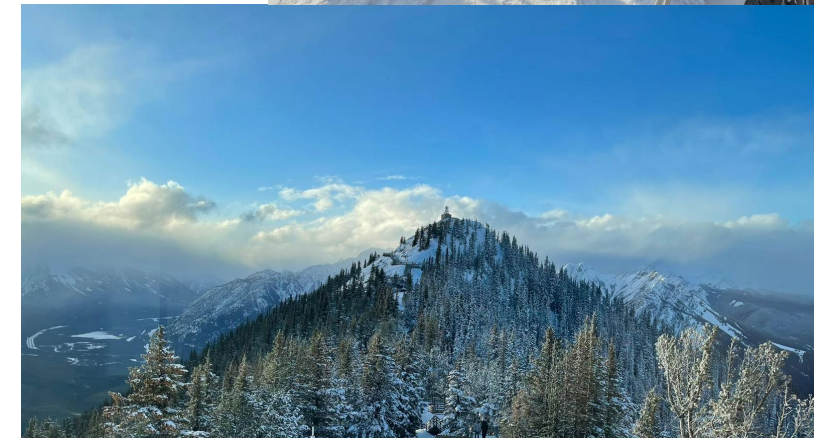
A few years back we placed close to 40 students in our elementary and middle schools.

Due to space constraints this number has dropped to 10 for 2022-2023. Interest in Elementary and middle schools remains strong.

Graduation, One Year and One Semester Students

Our program is hugely popular in countries where one semester programs are the choice for parents and students and their schools. Prior to the pandemic and the construction of the new school the majority of our students were graduating students.

Prior to the completion of the construction of the new school and during the pandemic we gradually moved to one semester and one year to maintain our revenue targets.



The Solutions:

Homestay

We have been working closely with the Communications Manager of the school district to actively recruit new host families. Together with this campaign as well as events such as Discover New Westminster Schools and evening information sessions we have been able to slowly but surely grow the number of new families. As well, our Homestay Manager has been working hard supporting current families ensuring they will continue with our program.

School Space

We are aware of the constraints for space in the district and work within the limits that this brings. We work closely with district staff to place one or two students per year only after local student needs are addressed.

Graduation, One Year and One Semester Students

As we saw from a previous slide with the pandemic hopefully behind us we have begun to refocus our marketing activities back to countries where graduation in Canada is valued and considered an asset for future post-secondary plans both here and in the home countries of students. The diversity of nationalities is still important but we must think strategically in terms of numbers.



Benefits of the International Education Program in our Schools and Community

For over 36 years students from around the world have been attending schools in New Westminster. These students chose our district because of the high quality of instruction, to develop their English language skills, to make local friends and to broaden their horizons for future post secondary and employment opportunities. The benefits for international students are clear but how do these students and the international program contribute to New Westminster School communities?

Financial Contribution

Fee paying international students make a significant contribution to the overall school district budget.

Volunteer Contribution

New Westminster international students are actively volunteering in elementary school after School programs, at school fund raising events and assisting in many other important causes.

Family Cultural Contribution

Students staying with local New Westminster families enrich their host families where cultures are shared and long-term friendships are forged. Many of our host families have stayed in contact with their students. Local families have visited their students in their home countries and many have even attended weddings. Some of our host families have also commented on their children improving their French skills after hosting students from France and Belgium.



Community Cultural Contribution

International students are interested in making connections within our schools and New Westminster community. They bring a rich background of culture to share with local students.

Community Economic Contribution

International students are visiting local restaurants, purchasing items at local stores and paying a monthly fee to their homestay families. Together with other districts and at various levels of education, international students are making an important economic contribution to our communities.

Global Connection Contribution

Our international students are invested in learning about Canada including our society, our democratic government, the diversity of our society and of course making friends with local students to mention only a few points. The connections that are being made between our students and those from around the world will trickle down to business, culture and government in student home countries.

Exchange of Ideas Contribution

International students add a wealth of new ideas and exchange of ideas in all of the classes they attend. Together with other new comers to Canada they enrich the exchange of ideas and opinions.



Looking Ahead...

As we turn the page from the pandemic we expect that interest in our international program will continue to rebound especially from the countries that have been traditional supporters of our long-term graduation program. This coupled with the work we have done in other countries we expect to maintain a diverse number of nationalities. Parents recognize our schools as a destination where their children will receive an inspired education from caring and supportive staff in a community which values the contributions they make on a daily basis. The New Westminister School District International program was one of the first programs of its kind in Canada. We are proud of the previous 36 years of changing the lives of young people from so many countries and are inspired by these same youth for the future of our country and the world we all share.



2023-24 Budget Consultation Results

April 25, 2023



New
Westminster
Schools

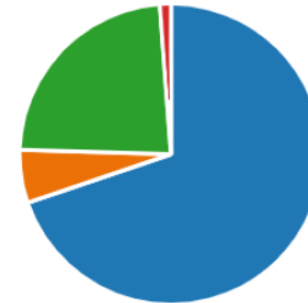
Survey overview

- ❑ **SURVEY OPEN APRIL 11 – 21, 2023**
- ❑ **GUIDED FROM THE PRIORITIES SET FROM STRATEGIC PLAN**
- ❑ **BROAD LEVEL STROKES ON DIRECTION BOARD IS HEADED AND SURVEY USED TO SEE IF WE ARE HEADED IN THE RIGHT DIRECTION**
- ❑ **933 RESPONDENTS**
- ❑ **NOW WHAT?**

Survey – “the Who”

1. Which best describes your relationship with the District?

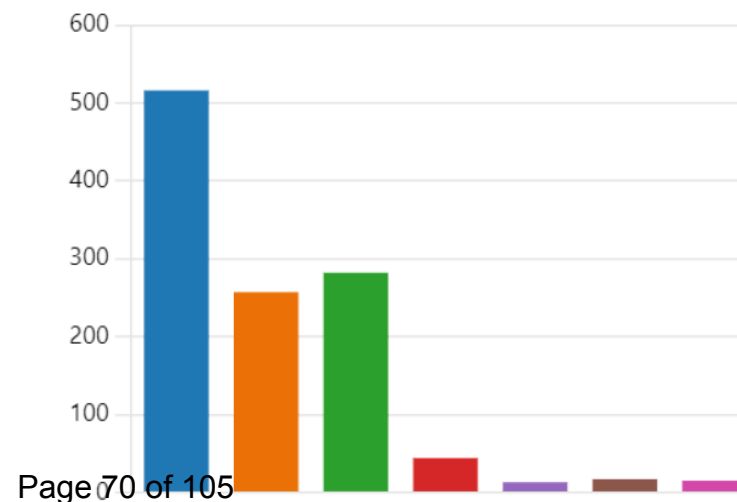
● Parent or caregiver	651
● Student	53
● Staff	218
● Community member	11



70% of respondents were parents or caregivers; 23% were staff members

2. Please let us know which school(s) you feel you are best connected with.

● One of our elementary schools	516
● One of our middle schools	257
● New Westminster Secondary Sc...	282
● A District run program (Home L...	44
● Another District site, or district-...	13
● I am a member of the communi...	17
● Other	15

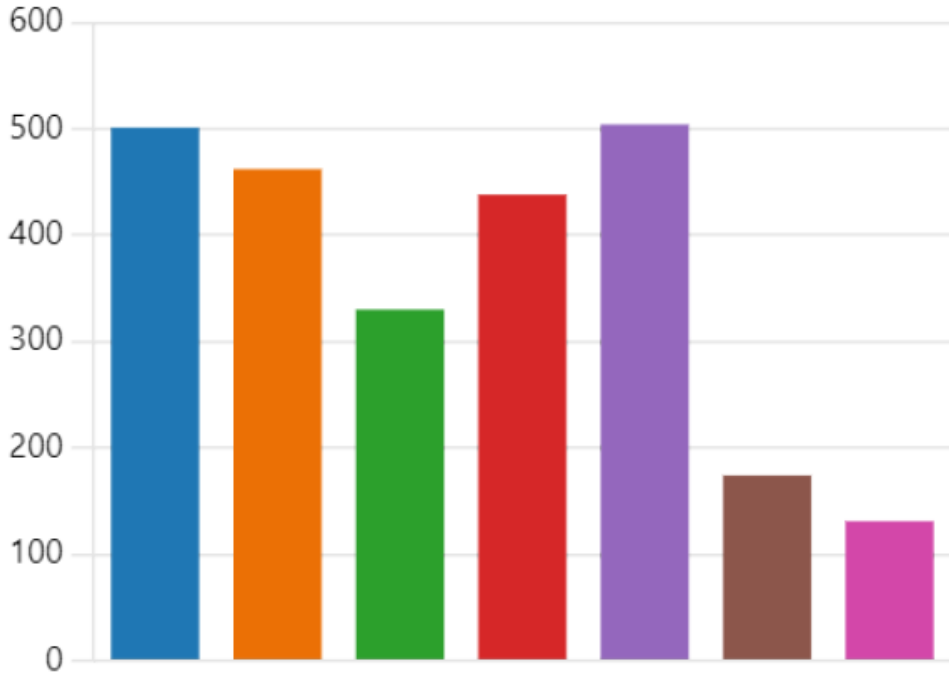


55% identified as feeling best connected to Elementary; followed by 30% feeling best connected to the high school

Staffing to Support Growth

Which of the below staffing increases would you support the District in making for the 2023-24 school year? (Check all that apply)

- Additional Priority TTOCs and Pr... 501
- Additional supervision to ensure... 462
- Adjustments in current staffing l... 330
- Specially trained or experienced... 438
- Additional specialists to support... 504
- Continuing to invest in the Clim... 174
- Other 131

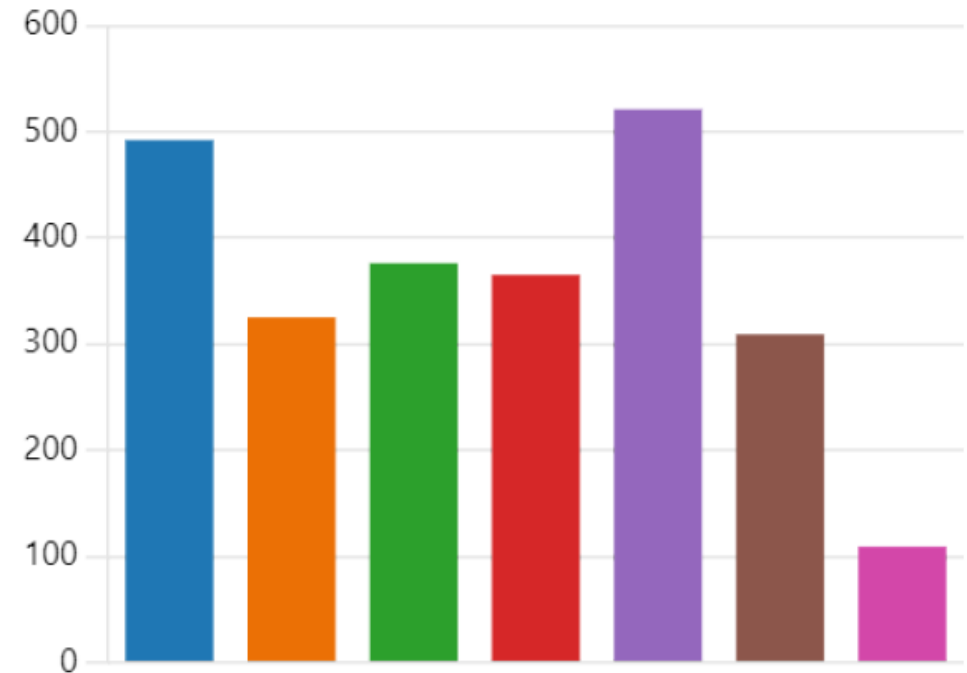
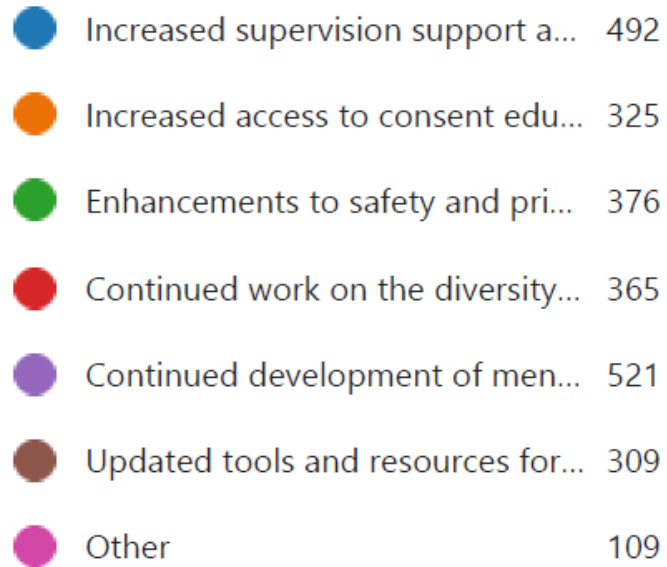


Marginalized and Vulnerable Students

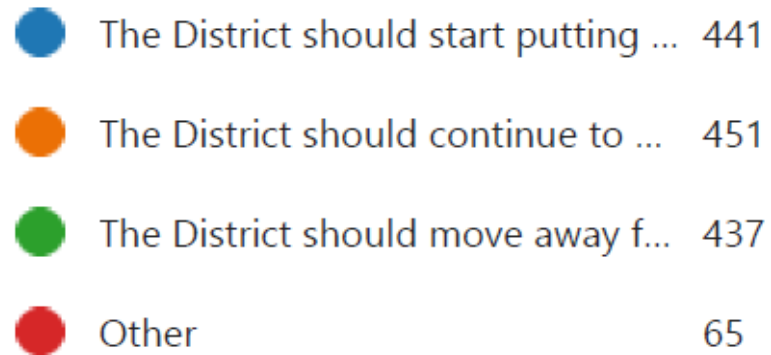
● I am happy to hear that New W...	620
● I feel neutral about these invest...	169
● I did not know that the District ...	98
● I think there are other barriers t...	60
● Other	108



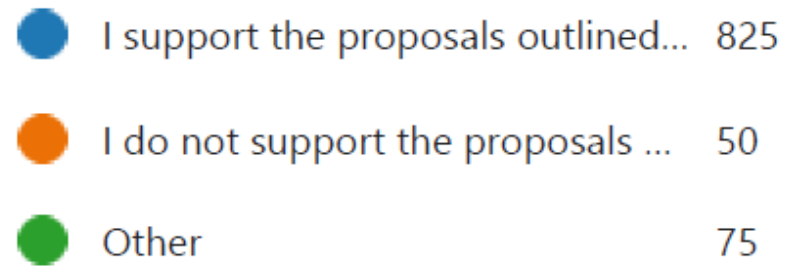
Safe and welcoming schools



Planning for future growth

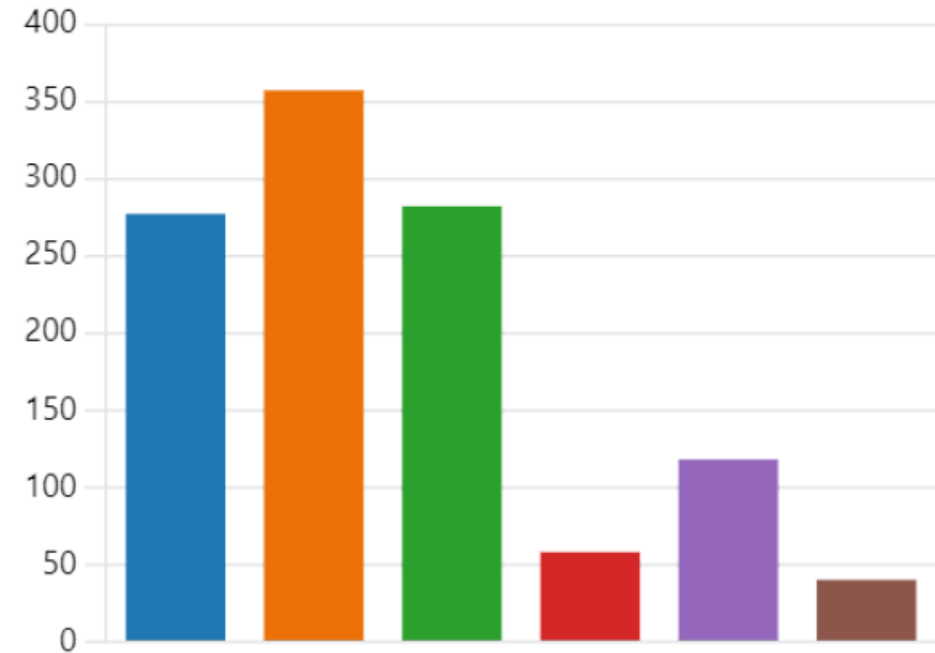


Technology

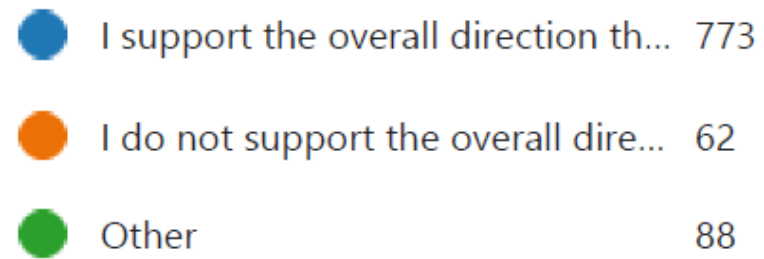


Childcare

●	I believe the district should expa...	277
●	I believe the district should cont...	357
●	I support the expansion of befor...	282
●	I do not support the expansion ...	58
●	I don't have an opinion on this i...	118
●	Other	40



Overall Assessment





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

Date: April 11, 2023

Submitted by: Bettina Ketcham, Secretary-Treasurer

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

Subject: Capital Plan Response Update 2023-24

Background:

Attached, please find the draft Capital Bylaw No. 2023/24 – CPSD40-01. The Ministry of Education announced the following minor capital projects awarded to the District. They are as follows:

Facility Name	Program Project Description	Amount funded by MoE
Queensborough Middle School	SEP – Roofing Upgrades	\$550,000
Ecole Glenbrook Middle School	SEP – HVAC Upgrades	\$450,000
Ecole Herbert Spencer Elementary	CNCP – HVAC Upgrades	\$750,000
Total Funding for 2023/2024		\$1,750,000

The funding for minor capital projects must be spent by March 31, 2024. The District is commencing work to tender the above projects to execute the majority of this work over the summer months.

Major capital Projects:

Renovations

As previously reported, the District had amended its major capital request in late 2022, subsequent to the Board’s decision to relocate two infant toddler programs from Qayqayt and Fraser River Middle School, to include requests for funding to support interior renovations required to convert these child care spaces back to instructional spaces. The Ministry has acknowledged the District’s pressures and have moved us on to business case development for these projects. This does not mean the work is funded yet, but that the Ministry will consider the

request, based on additional work that needs to be done and information that needs to be gathered. Since receiving notification of this support, the District is well into drafting its business case and anticipates a quick turn around given the smaller scope of these requests.

Facility Name	Program Project Description	Amount funded by MoE
Ecole Qayqayt Elementary	Internal renovation	TBD – in business development stage
Fraser River Middle School	Internal renovation	TBD – in business case development

Land Acquisition

The District is also very excited to have been supported to move forward on a possible site acquisition for purpose of building a new middle school. There is no specific site connected to this support, only the larger regional consideration that the District is targeting a new middle school in the city’s West End. The District will be moving forward on the work required to identifying an appropriate site to place a third middle school on the mainland portion of New Westminister, to relieve the growing pressure on capacity at both Fraser River Middle and Ecole Glenbrook Middle Schools, as a result of the growing school age population.

Note that this is a request for the acquisition of land only. Another submission and business case for the construction of a school will be required by the Ministry of Education. **It is important to note that this is not an approval of the land acquisition itself, but an acknowledgement of the Ministry’s support to carry out the next steps of additional analysis that will lead possible future funding approvals.** The District is commencing working on the documentation required and will be working closely with both the City of New Westminister and the Ministry of Education in the coming months.

Conclusion: The bylaw will be brought to the April 25, 2023 Board meeting where three-readings of the capital bylaw will be requested for approval.

Recommendations coming to the Board meeting:

The School Act - Section 68 (4) states:

"The Board may not give a By-Law more than 2 readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the By-Law all 3 readings at that meeting"

THAT the Board of Education of School District No. 40 (New Westminister) complete all three readings of Capital Bylaw No. 2023/24 – CPSD40-01.



THAT the Board of Education of School District No. 40 (New Westminister) approve first and second reading of Capital Bylaw No. 2023/24 – CPSD40-01.

THAT the Board of Education of School District No. 40 (New Westminister) approve third reading, reconsideration and final adoption of Capital Bylaw No. 2023/24 – CPSD40-01.

Queen Elizabeth Elementary Update

We have continued working on the approved Queen Elizabeth 13-classroom expansion project and are currently in the development permit application stage. We are working with all our partners as we continue to address challenges of this very complex site.

The complexity of construction includes planning for a large expansion on a constrained (small) site and geo-technical challenges that include the schools' location within the Fraser River flood plain. These factors have led to required additional in-depth analysis to ensure safety and design optimization, to achieve best value and ensure spaces are designed for 21st century learning. The planning stages have taken more time than initially contemplated, which is why we anticipate a delay of opening into the 2025-26 school year at this point. We will continue to bring forward further updates on this project as they become available.

In terms of next steps, the District looks forward to completing the required transportation studies and surveys plus preparing for the City of New Westminister design panel review.

**CAPITAL BYLAW NO. CPSD40-01
CAPITAL PLAN 2023/24**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 40 (New Westminster) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2023/24 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 9, 2023, is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No.40 (New Westminster) Capital Bylaw No. CPSD40-01.

READ A FIRST TIME THE 25th DAY OF *April* 2023;
READ A SECOND TIME THE 25th DAY OF *April* 2023;
READ A THIRD TIME, PASSED THE 25th DAY OF *April* 2023.

APPLY CORPORATE SEAL

Gurveen Dhaliwal, Board Chair

Bettina Ketcham, Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 40 (New Westminster) Capital Bylaw No. CPSD40-01 adopted by the Board the 25th day of April 2023.

Bettina Ketcham, Secretary-Treasurer

Superintendent Update

Karim Hachlaf

April 25, 2023



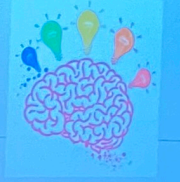
New
Westminster
Schools

March & April School Visits





START BRAINSTORMING!



April 25 District Professional Day

Welcome and Land Acknowledgment: Chief Rhonda Larrabee and
Connie Swan
Prayer and Drumming: Glen Williams

Opening Remarks: Karim Hachlaf

Keynote 1: Dr. Gwen Point
Embedding Indigenous Knowledge in our Curriculum

Keynote 2: Honourable Steven Point
Understanding the Traditional Territory of New Westminster & Recent First Nations History

Fashion Show to Honour Missing and Murdered Indigenous Women:
Linda Kay Peters

Lunch with colleagues
Afternoon Workshops



Anti-Racism: Resource Guide & Training

- Online Modules
- Resource Guide to Racial Justice with a human rights-based approach
- Administrative Training
- Racial Equity Summit for Black Youth





Ministry Peer Review

Strengths

- Quantitative and qualitative data drives the District's continuous improvement cycle
- Purposeful alignment between the multi-year Strategic Plan, operational plans and Objectives and Key Results
- The District continues to support professional learning to build the collective efficacy of staff

Douglas College Success Report

Applications & Enrolment

- Every year we receive thousands of applications, but here are the numbers for
- Fall 2022 from New Westminster Secondary.
- > 192 students applied to Douglas
- > 151 students admitted into our programs
- > 77 students enrolled in classes

Scholarships & Awards

- Your students received scholarships and awards totalling:
- \$75,000

Academic Success

- 69 students on the Honour Roll
- 22 students on the Dean's List
- 56 students applied for graduation
- 3 students serving as Douglas College Student Ambassadors
- 3 students selected for Royals Athletic Teams

District Communications Survey

Communications Survey

GOALS:

- **ASSESS HOW THE TOOLS AND STRATEGIES WE'RE USING ARE LANDING WITH PEOPLE**
- **MEASURE PAIN POINTS AND PRIORITIES FOR PARENTS, AS WE THINK ABOUT NEXT STEPS**



Communications Survey

1. How do you define your relationship to our district or schools?

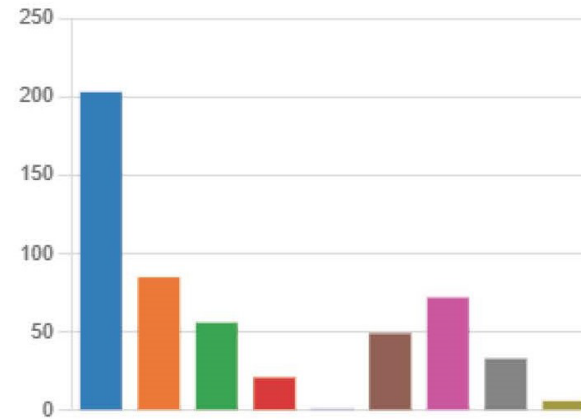
● Parent or caregiver	210
● Student	21
● Staff	9
● Community member	5



Communications Survey

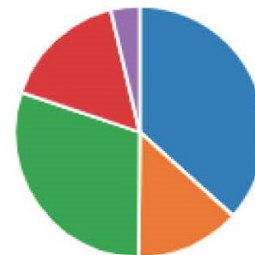
4. Where do you hear about or look for updates from New Westminster Schools (the District)? Please select all that apply.

By email	203
On our website: newwestschool...	85
On social media	56
Through local news coverage	21
Through advertising or promoti...	1
Word of mouth (other parents)	49
Information sent home from the...	72
Staff emails or staff portal	33
Other	6



5. What social media platforms do you use often? Select all that apply.

Facebook	127
Twitter	47
Instagram	104
None	56
Other	13



Communications Survey

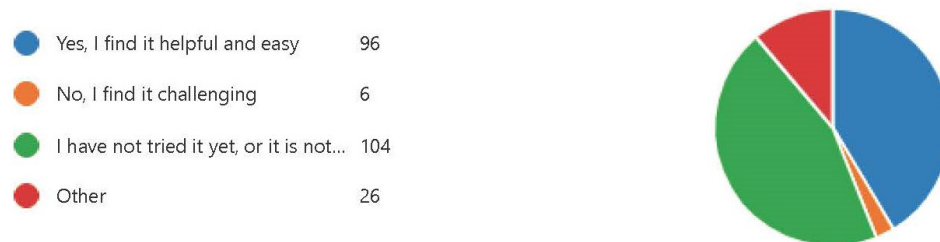
6. Do you or other members of your family use translation supports to help you find information about either your school or the district?

This may include:

- the use of the Google Translate feature that's built into all school and district sites,
- translations of key Ministry education or health documents that can be provided,
- support from our Settlement Workers In Schools program (run by MOSAIC), or
- other translation supports (through the Welcome Centre, in your family, or through other community organizations)



7. If you have used the new online absence report forms that are available on school websites now, do you find it helpful and easy to use?

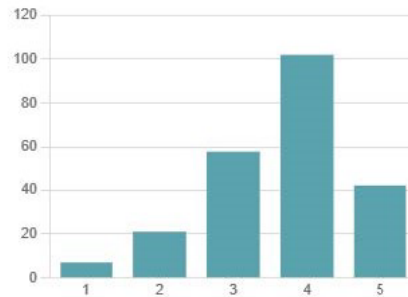


Communications Survey

8. On a scale of one to five, how happy are you with the overall CONTENT and QUALITY of the information coming from the District? Is it relevant, interesting, and timely?

This may include emails from "New Westminster Schools" or from the Superintendent / Associate Superintendent, or information shared on the website and social media.

3.66
Average Rating

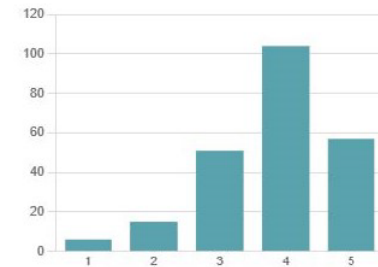


9. On a scale of one to five, how CLEAR and WELCOMING are the messages you receive, or the content you read, from the District? Is the information easy to understand? Does the tone feel appropriate to the situations?

This may include emails, website content or social media posts.

(1 being poor, 5 being excellent)

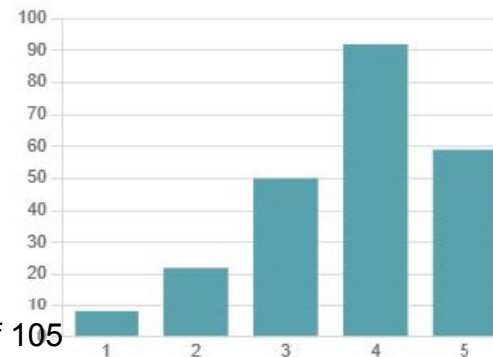
3.82
Average Rating



13. How happy are you with the overall CONTENT and QUALITY of information you receive **from your school**? Is it clear, helpful, and welcoming?

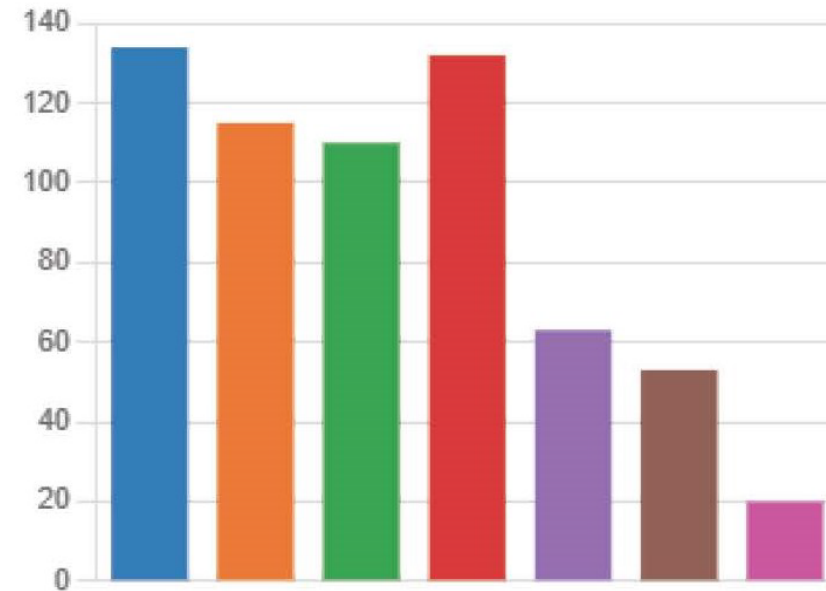
This may include school-wide emails, the school website, and the school's social media posts.

3.74
Average Rating



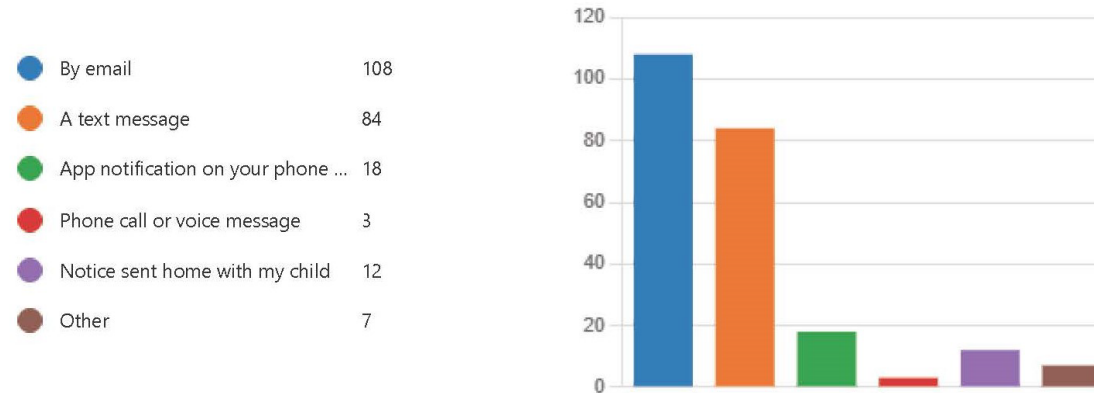
Communications Survey

14. As the district looks to potentially update and/or build on the various tools we all use to connect with you, please tell us which of the following things you would like to see prioritized:

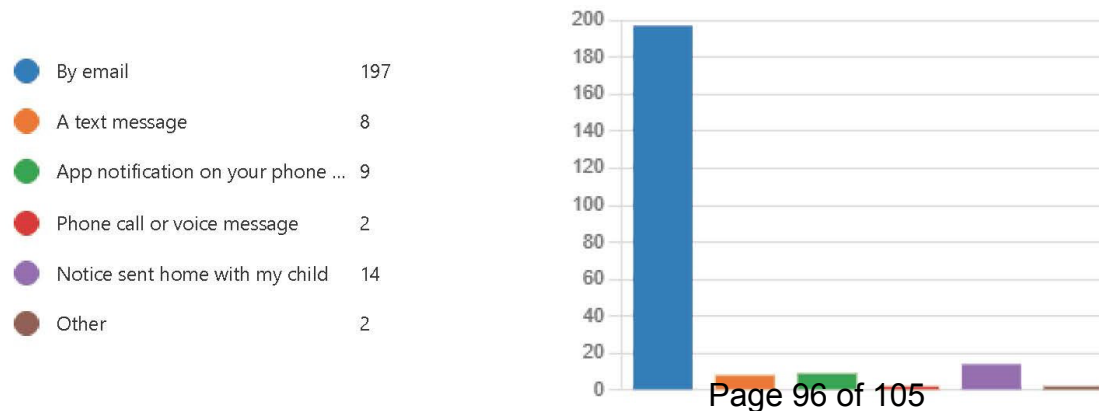


Communications Survey

15. When it comes to timely notices or reminders from either your school or the district (e.g. snow closure notifications, or reminders about early dismissal or events like Pink Shirt Day), what would be your preferred way to receive messages like these?



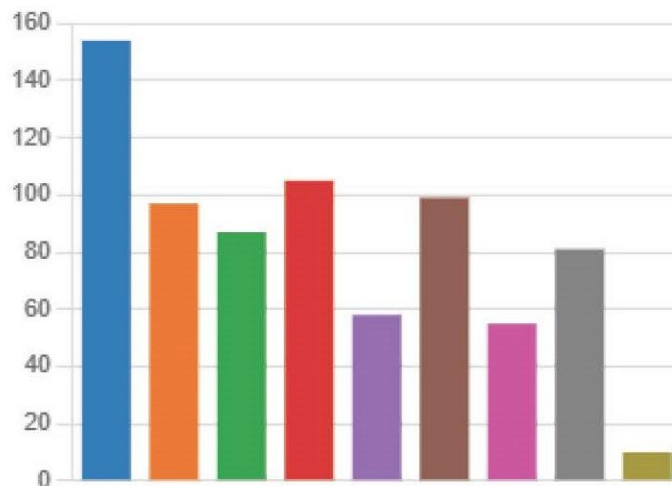
16. When it comes to larger informational messages sent from either your school or the district (e.g. newsletters, messages from the Superintendent, health and safety notices), what would be your preferred way to receive messages like these?



Communications Survey

WHAT KINDS OF STORIES DOES OUR COMMUNITY WANT TO HEAR MORE ABOUT?

- **THE TOP 3 TOPICS:**
 - Stories about what kids are learning in classrooms
 - Invitations to events (school based and district wide)
 - Community partnership info (after-school programs, etc)



Communications Survey

TAKE AWAYS AND THEMES FROM COMMENTS:

- Challenges accessing report cards
- Desire for consistency between schools
- Everything mobile friendly
- Parents want emails, websites and newsletters that are:
 - clear
 - not repetitive
 - mobile friendly

Communications Survey

NEXT STEPS:

- Assess budget implications, system requirements and staff capacity
- Build out short and long-term goals, looking at this data to guide priority areas for development

POLICY MANUAL
POLICY 8

BOARD COMMITTEES

The Board recognizes its obligations to establish committees as provided for in the CUPE and NWTU collective Agreements. These include two committees identified in the CUPE Collective Agreement, The CUPE Labour/ Management committee and the Personnel committee. One additional committee is identified in the NWTU Agreement, namely the NWTU Grievance Management (Step 3) committee. The purpose, powers and duties and membership are articulated in these collective agreements.

The Board shall be guided by the following principles when establishing committees outside the provisions articulated in collective agreements:

- The Board's decision-making role can be exercised only by the Board as a whole, not by an individual trustee or committee;
- The Board's function is primarily governance, rather than administration or operations;
- Responsibilities placed on trustees are to be closely related to the Board's central role as per Policy 2.

The Board may, consistent with the above principles, designate committees for the consideration of particular problems or issues, with subsequent advice or recommendations to the Board. Committees established by the Board are to assist the Board in doing Board work.

Committee members or representatives shall be named by the Board, normally at the inaugural or first meeting of the year.

Standing Committees

Standing Committees are established to assist the Board with work of an on-going or recurring nature.

There shall be two standing committees of the whole: The Education Policy and Planning Committee of the Whole and the Operations Policy and Planning Committee of the Whole.

1. A quorum of the Committee of the Whole shall be the same as a quorum for the Board.
2. A meeting of the Committee of the Whole shall have the same notice requirement as a Board meeting except that during any meeting of the Board, the Board may resolve itself into Committee of the Whole to consider specific matters.
3. The Chair may preside in the "Committee of the Whole" or appoint another Trustee to chair the meeting. In the absence of the Chairperson, the same procedures shall be followed as apply when the Chair is not present at a Board meeting.

4. The rules of procedure set for regular Board meetings shall be observed in “Committee of the Whole” so far as may be applicable, except that:
 - 4.1 The number of speeches by Trustees to any question shall not be limited; however, no Trustee shall speak for longer than a total time of ten minutes on any question without permission of the Committee;
 - 4.2 The Chair may speak to motions without vacating the Chair;
 - 4.3 Members of the public are welcome to fully participate in discussion, without the right to move or second a motion or to vote, and are subject to the same rules of order and procedure as Trustees;
 - 4.4 Minutes shall be kept of the Committee Business and those minutes shall be presented to the Board for approval at the next Board meeting.
 - 4.5 All motions adopted by the Committee of the Whole or any Sub-Committee shall be presented to the Board. This may be **effected affected** by a single motion, but any Trustee may request any specific motion to be dealt with separately. The usual rules of the Board shall apply.
 - 4.6 **Robert’s Rules of Order shall be used as a tool to facilitate discussions and decisions and ensure meetings are orderly, not for more experienced participants to frustrate participation by others.**
5. The Chair of the Committee of the Board will be responsible for setting and maintaining the agenda and reporting recommendations to the Board, in writing, prior to the meetings. In addition, the Chair is responsible for ensuring annual work plan items within areas of the committee’s responsibility are addressed in a timely manner to facilitate Board action.
 - 5.1 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.
6. Items for the agenda are to be submitted to the Superintendent or designate by the close of business of the Monday for the week preceding the date of the Board meeting. Items should identify whether they are for Information, Discussion, or Decision.

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

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”.

7. The agenda and supporting material for each Committee of the Board meeting will be provided electronically to all Trustees on the **FridayThursday** preceding the meeting.
8. The meeting and support material for each Open Committee of the Board meeting will be available to the public on the school district website on the Friday preceding the meeting.
9. A Record of Closed (In-Camera) meetings will be prepared and presented at the following public Open Board meeting.
10. **Public Participation in Committee Meetings:** The Board welcomes and provides for public participation by delegations at open committee meetings. Such presentations shall not be used to address matters, which must be dealt with in in-camera meetings as noted in Policy 7 section 5. In addition, structures have been defined in legislation and collective agreements to deal with labour management issues. The public participation opportunities at committee meetings are not to be used to deal with such matters. The Board respects and honours employee groups' contracts and official representatives and will therefore deal with labour management issues through defined legislated and collective agreement processes.
 - a. 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 if that is deemed to be appropriate by the Chair.
 - b. A person or group wishing to address the Committee on an item not otherwise on the agenda shall provide written notification and a written outline of the presentation to the Secretary-Treasurer by close of business on the Monday of the week preceding the date of the committee meeting. The presentation will be listed as a "Delegation" on the agenda of the committee meeting providing the matter is one that is appropriately considered in a public meeting.
 - c. Delegations shall have 10 minutes to present to the Committee.
 - d. The Board will generally reserve decision on a response to the matter raised by a delegation, until the next Board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the Board.
11. **Education Policy and Planning Committee of the Whole**
 - a. **Purpose**
 - i. To allow the Board to explore education matters in much greater depth than can be accomplished in a scheduled regular meeting of the Board.
 - ii. To solicit and receive information from the Superintendent and/or designates relevant to the development of various system activities and plans.
 - iii. To assist the Board with work of an on-going or recurring nature.
 - b. **Powers and duties**
 - i. Make recommendations for agenda items for subsequent Board meetings.
 - ii. Make recommendations to the Board for action.

- c. Membership
 - i. The Board Chair, in consultation with the Board of Education, shall appoint one of the trustees to be the chair of the committee of the board for a one-year term, commencing in January of each year.
- d. Meetings
 - i. Typically monthly, (usually the first or second Tuesday of the month). Committee In-Camera meetings may will be convened prior to open committee meetings, as required. In-Camera topics are as defined in policy 7 section 5.1.

ii. ~~Length of Meetings~~

~~All regular Board meetings and in-camera meetings described in Policy 7, Sections 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 Policy 7, Section 4 shall be determined by those members present~~

~~11.1— Teleconference and Video Conferencing~~

~~Participation in regularly scheduled Board and Committee meetings via teleconference or videoconference is not permitted, unless approved by the Board. If a Trustee cannot attend a meeting the Trustee will provide notice, via email, text message or phone call to Chair and Superintendent at their earliest convenience to support ability of staff and Board to prepare appropriately for the meeting.~~

- e. Meeting Attendance by Trustees.
 - Trustees are expected to participate in regularly scheduled Board and Committee meetings via the established meeting format. If a Trustee cannot attend a meeting, via the established meeting format, 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 and/or facilitate remote participation, if possible.

12.

~~12.~~ Operations Policy and Planning Committee of the Whole

- a. Purpose
 - i. To allow the Board to explore operations matters in much greater depth than can be accomplished in a scheduled regular meeting of the Board.
 - ii. To solicit and receive information from the Superintendent and/or designates relevant to the development of various system activities and plans.
 - iii. To assist the Board with work of an on-going or recurring nature.
 - iv. To fulfill the roles, responsibilities and duties of the Audit Committee.

- b. Powers and duties
- i. Make recommendations for agenda items for subsequent Board meetings.
 - ii. Make recommendations to the Board for action.
 - iii. Review the audit tender process.
 - iv. Recommend the appointment of an external auditing firm to the Board.
 - v. Meet with the internal auditor and external auditors to ensure that:
 - a. The Board has implemented appropriate systems to identify, monitor and mitigate significant business risk.
 - b. The appropriate systems of internal control, which ensure compliance with board policies and procedures, are in place and operating effectively.
 - c. The Board's annual financial statements are fairly represented in all material respects in accordance with generally accepted accounting principles.
 - d. Any matter that the external auditors wish to bring to the attention of the Board has been given adequate attention.
 - e. The external audit function has been effectively carried out.
 - vi. Make recommendations pertaining to relevant policies and administrative procedures; and
 - vii. Make recommendations relevant to financial reporting and disclosure processes.
- c. Membership
- i. The Board chair, in consultation with the Board of Education, shall appoint one of the trustees to be the chair of the committee of the board for a one-year term, commencing in January of each year.
 - ii. For Audit Committee agenda items: additional non-voting members include the internal auditor, and an independent non-voting lay expert, if no trustee is a "financial expert" with relevant expertise and skills exists on the Board.
- d. Meetings
- i. **Typically monthly, (usually the first or second Tuesday of the month). Committee In-Camera meetings may will be convened prior to open committee meetings, as required. In-Camera topics are as defined in policy 7 section 5.1.**
~~Audit Committee function: annually each, September (financial statement/audit review), February (amended budget performance) and May (audit planning).~~
 - ii. **Meeting Attendance by Trustees.**
 - **Trustees are expected to participate in regularly scheduled Board and Committee meetings via the established meeting format. If a Trustee cannot attend a meeting, via the established meeting format, 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 and/or facilitate remote participation, if possible.**

ii. Length of Meetings

All regular Board meetings and in-camera meetings described in Policy 7 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 Policy 7 Section 4 shall be determined by those members present.

iii. Teleconference and Video Conferencing

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

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

Special Committees

Special committees are established to assist the Board on a specific project or a particular purpose. The terms of reference for each special committee will be established at the time of formation.

Resource Personnel

The Superintendent may appoint resource personnel to work with committees, and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Contact Information

Questions or comments about this Policy may be addressed to the Privacy Officer.

Legal Reference: Sections 65, 85 School Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017

*Revised: April 18, 2023
October 29, 2019
April 30, 2019
September 25, 2018*