

BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
OPERATIONS POLICY AND PLANNING COMMITTEE
AGENDA

Tuesday, April 11, 2023

6:30 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>Approval of Agenda</u>	6:30 PM	
Recommendation: THAT the agenda for the April 11, 2023 Operations Policy and Planning Committee meeting be adopted as distributed.			
2.	<u>Comment & Question Period from Visitors</u>	6:35 PM	
3.	<u>Reports from Senior Management</u>		
a.	Capital Projects Update	6:45 PM	
	i. NWSS Decommissioning Project (D. Crowe)		3
b.	Operations Update		
	i. Facilities & Finance Report March/April 2023 (M. Brito) (A. Grey)	6:55 PM	5
	ii. March 31, 2023 Financial Forecast (A. Grey)	7:05 PM	6
	iii. 2023-2024 Base Budget Presentation (B. Ketcham)	7:10 PM	7
c.	2023-2024 Capital Plan Response Update (B. Ketcham)	7:50 PM	24
d.	Human Resources & Staffing Update (R. Weston)	8:00 PM	

i. February 1, 2023 to March 31, 2023 and Year to Date - Non-
Replacement Data (Staffing) 27

ii. School Year 2023/24 - Spring Staffing Process 28

e. Technology Information Services Verbal Update (M. Naser) 8:10 PM

f. Board and Committee Meeting Calendar - September 2023 to June 2024 (Verbal) (B. Ketcham) 8:20 PM 29

Recommendation:

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.

g. Policy 7 Updates - Board of Operations (K. Hachlaf) 8:30 PM 31

Recommendation:

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.

4. General Announcements 8:40 PM

5. New Business

6. Old Business

7. Question Period (15 Minutes) 8:45 PM

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

8. Adjournment 9:00 PM



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

Date: April 11, 2023

Submitted by: Dave Crowe, Director of Capital Projects

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

Subject: NWSS Hazardous Materials Abatement, Demolition and Restorative Works

PROJECT SCOPE:

The scope includes hazardous materials abatement and demolition of the old NWSS and site restorative works.

CONTRACTOR: Division 2 Contracting Ltd.

TARGET PROJECT COMPLETION DATE: Fall 2023

CURRENT PROJECT STATUS:

- Approximately 40% Complete
- Hazardous materials abatement currently ongoing. Estimated completion mid-Summer 2023.
- Demolition of school estimated to start late-Spring and completed in Fall 2023.
- Restorative works, including site clean-up estimated to be complete by late Fall 2023.

4-6 WEEK LOOK-AHEAD:

- Complete hazardous material abatement in Pearson wing.
- Start demolition of Pearson wing. Work will be undertaken within City of New Westminister’s requirements and the contractor’s approved operational plans.
- Start hazardous material abatement in Massey wing.

COMMUNICATIONS:

SD40’s Project Manager leads weekly stakeholder meetings with the City of New Westminster, Massey Theatre Society, Moody Park Arena and Demolition Contractor. Public notifications will be issued by the contractor to local residences prior to the start of demolition works involving heavy equipment and debris removal.



RECYCLING/RE-USE

Prior to the start of hazardous materials abatement, the contractor facilitated removal of significant quantities of school furnishings for re-purposing, including desks, lockers, other furnishings, and equipment. Approximately 95% of these products were salvaged for re-purposing. The contractor's focus will be to optimize recycling of all construction materials during demolition.

SAFETY

The Contractor has developed and implemented site safety plans in compliance with WorkSafe BC requirements and City of New Westminister traffic management requirements.

Prepared by Gordon Kishkan, Project Manager, School District 40.

Capital Projects, Operations and Planning

1. Daycare portables design is complete for interior layout and the civil service design at Howay and Tweedsmuir. We now have stamped and sealed design drawings from portable supplier and have submitted building permit to City of NW building dept. for these two sites. The portable supplier will be starting to build these portables shortly and should be ready by summer. We plan to have all the services in place before portable placement in August.
2. Planning for short term capacity, we have submitted portable building permits for Fraser River Middle (1 portable), Herbert Spencer (1 portable) and Queen Elizabeth (2 portables). Portable site is ready for placement at Fraser River and Herbert Spencer and will be placed over the next two months. However, site prep is required at Queen Elizabeth in May.
3. Qayqayt downstairs 2 classroom renovation is going well. Demolition is complete. Plumbing lines moved. Sprinkler reconfiguration, HVAC, lighting, flooring, and cabinetry remain. Will be ready for classes September 2023.
4. Heat pump at Glenbrook-Heat pump is installed at GMS over spring break. Transformer still required to be installed to supply power to heat pump in summer.
5. The playground at Tweedsmuir is installed and complete.
6. Safety features were added to NWSS over the Spring Break including new cameras on second and third floor, classroom phones added that allow a classroom-initiated call to the office to improve communication (before only office could initiate a call), vape detectors installed in main floor gender neutral washrooms.

Finance

1. Significant time has been spent on the 2023-24 budget including various consultations with stakeholder groups.
2. Preparation for the March GRE (Government Reporting Entity) report is in progress and due April 12th. This is a significant Ministry of Education and Child Care reporting requirement as it is the government's year-end.

Ministry & Other Submissions: March/April 2023

Submitted to:	Description	Date
Ministry of Education and Child Care	Testing Lead Content in Drinking Water	March 30, 2023
Ministry of Education and Child Care	School District Quarterly GRE Financial Reporting – March	April 12, 2023
Ministry of Education and Child Care	Carbon Neutral Government Program 2022 consumption data inputting due	April 28, 2023

School District No. 40 (New Westminster)
 31-Mar-23
 Projections to June 30, 2023

	2022/23 Amended Budget	March 31, 2023	June 30, 2023 Projected	Over (Under) Budget
OPERATING GRANT MINISTRY OF EDUCATION	70,664,421	49,479,751	70,664,421	0
OTHER MINISTRY OF EDUCATION GRANTS	3,653,500	2,276,756	3,653,666	166
PROVINCIAL GRANTS OTHER	68,788	58,325	75,800	7,012
SUMMER SCHOOL FEES	940	0	940	0
CONTINUING EDUCATION	1,900	1,969	2,813	913
OFFSHORE TUITION FEES	2,871,610	2,159,390	2,871,610	0
MISCELLANEOUS REVENUE	477,836	413,576	477,831	(5)
COMMUNITY USE OF FACILITIES	589,667	429,279	572,371	(17,296)
INTEREST ON SHORT TERM INVESTMENT	415,000	324,171	444,171	29,171
Total Revenue	78,743,662	55,143,217	78,763,623	19,961
STAFF SALARIES (INCLUDING BENEFITS)	71,466,903	50,391,292	71,567,290	100,387
SERVICES AND SUPPLIES	7,488,750	5,228,134	7,473,812	(14,938)
TOTAL EXPENSE	78,955,653	55,619,426	79,041,102	85,449
LOCAL CAPITAL	(352,445)	(352,445)	(352,445)	0
TOTAL OPERATING SURPLUS (DEFICIT), FOR THE YEAR	(564,436)	(828,654)	(629,923)	(65,487)
Special Purpose (additional expenses funded by, and reported in, the Operating Fund):				
Learning Improvement Fund	-	-	(68,687)	(68,687)
Community LINK	-	-	-	-
Classroom Enhancement Fund	-	-	-	-
	-	-	(68,687)	(68,687)
TOTAL OPERATING SURPLUS (DEFICIT), FOR THE YEAR	(564,436)	(828,654)	(698,611)	(134,175)
Opening Accumulated Surplus (per FS)	3,082,162	3,082,162	3,082,162	
Effects on Surplus Reserve	(564,436)	(828,654)	(698,611)	(134,175)
Anticipated ending surplus	2,517,726	2,253,508	2,383,551	(134,175)

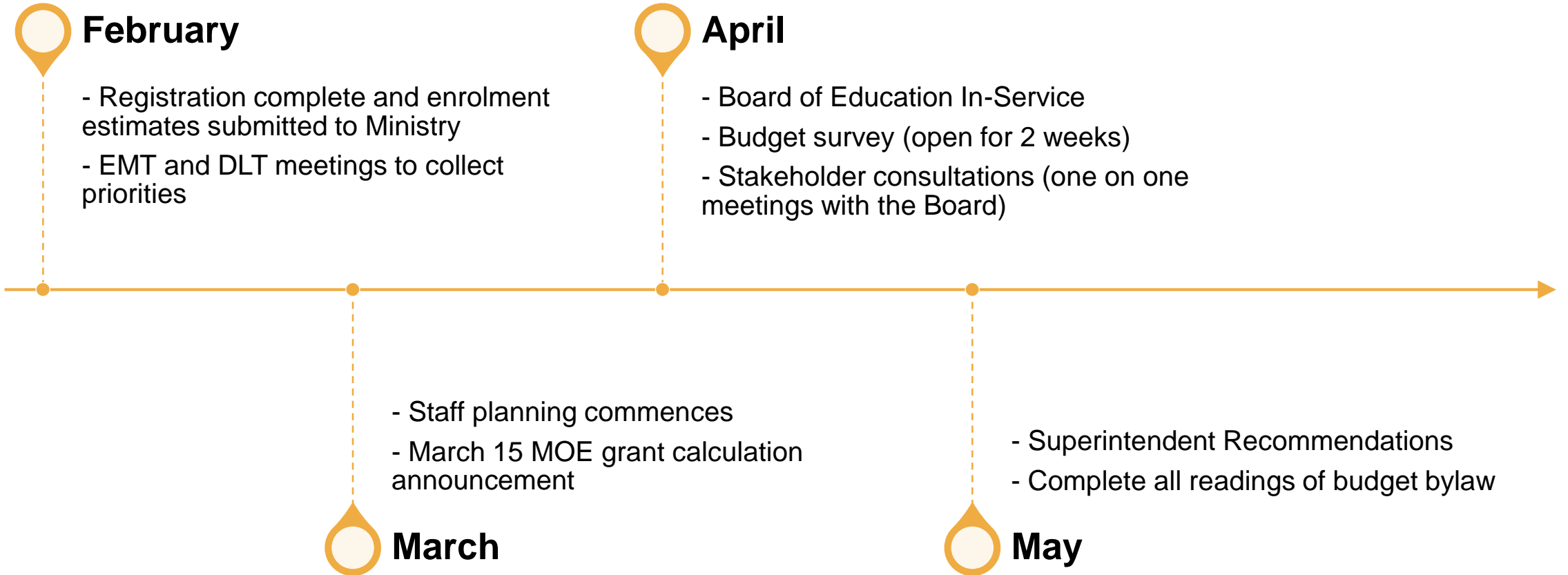
2023-24 Base Budget

April 11, 2023

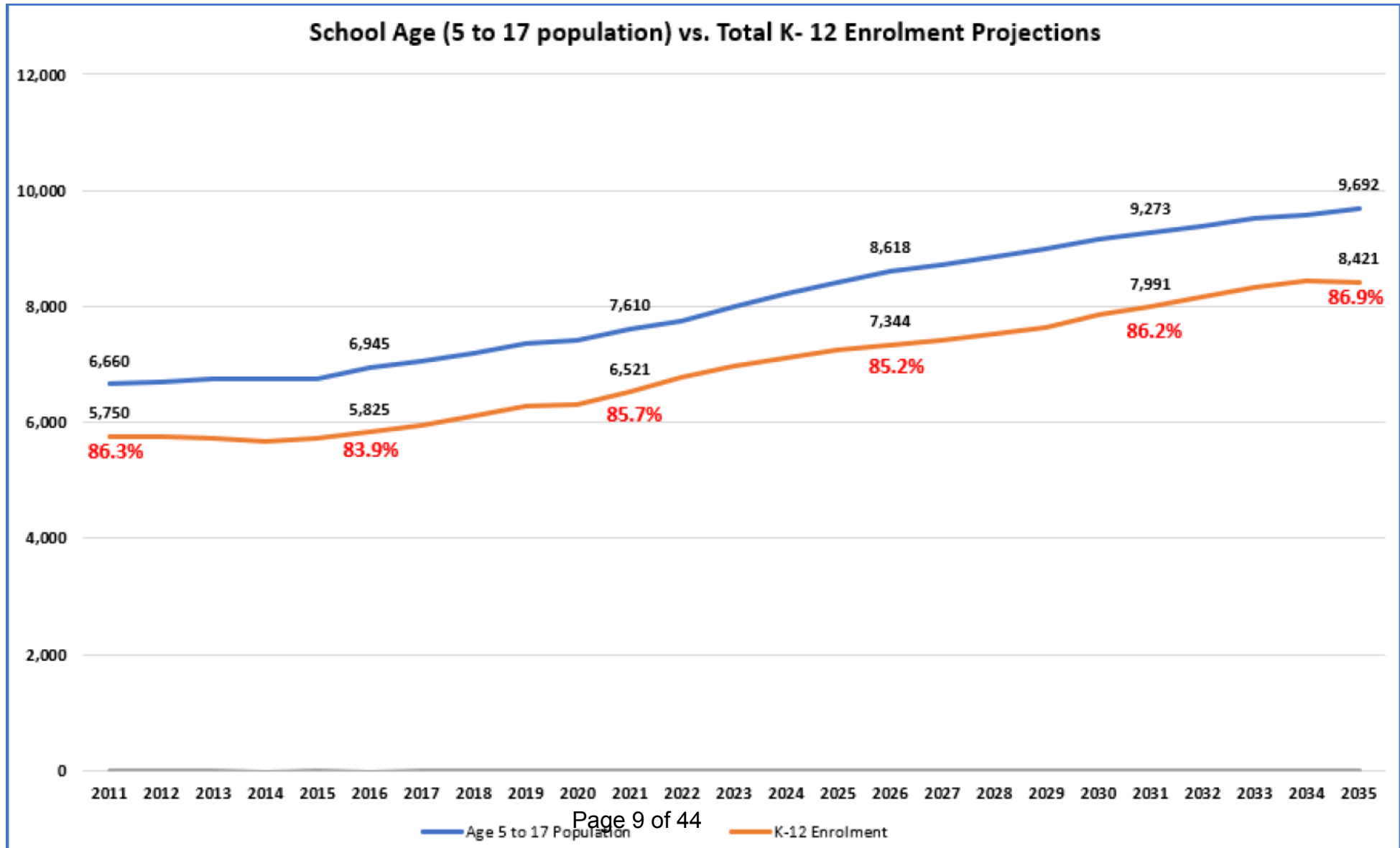


New
Westminster
Schools

Budget Timeline Overview



Enrolment – School Aged



Provincial Landscape

- ❑ GOVERNMENT IS PROVIDING AN ADDITIONAL \$620 MILLION IN OPERATING GRANTS TO SCHOOL DISTRICTS IN 2023/24 THAT TOTAL AN ESTIMATED \$6.622 BILLION.
- ❑ THE MINISTRY IS INCREASING THE BASIC PER-STUDENT ALLOCATION FOR STANDARD, ALTERNATE AND CONTINUING EDUCATION SCHOOLS BY 9.4% FOR 2023/24.
- ❑ PROVINCIALY EXPECTING AN INCREASE OF 5,701 FTE (OR 1.0%) OVER THE SEPTEMBER 2022 TOTAL.
- ❑ DISTRICTS EXPECT AN ADDITIONAL 9,335 ELL STUDENTS AND 1,400 INDIGENOUS EDUCATION STUDENTS.
- ❑ NEW SCHOOL FOODS PROGRAM - \$71.5M (PER YEAR FOR 3 YEARS)
- ❑ LABOUR SETTLEMENT FUNDING RELATED TO THE COST OF LIVING ADJUSTMENT (COLA) FOR TEACHERS AND SUPPORT STAFF WILL BE ALLOCATED AS A SPECIAL GRANT AT A LATER DATE.

2023-24 Rate Changes

	2023-24 Rate Increase	2023-24 Rates	
Basic Allocation	\$740	\$8,625	} 76% of provincial allocation
Distributed Learning	\$600	\$6,960	
Students with Special Needs – Level 1	\$4,220	\$49,070	} 17% of provincial allocation
Students with Special Needs – Level 2	\$2,000	\$23,280	
Students with Special Needs – Level 3	\$1,010	\$11,760	
English / French Language Learners	\$150	\$1,735	
Indigenous Students	\$145	\$1,710	
Adult Education	\$475	\$5,505	

INCREASES ARE APPROXIMATELY 9.4% INCLUSIVE OF LABOUR SETTLEMENT FUNDS

SD 40 Impacts – Rate v. Enrolment growth

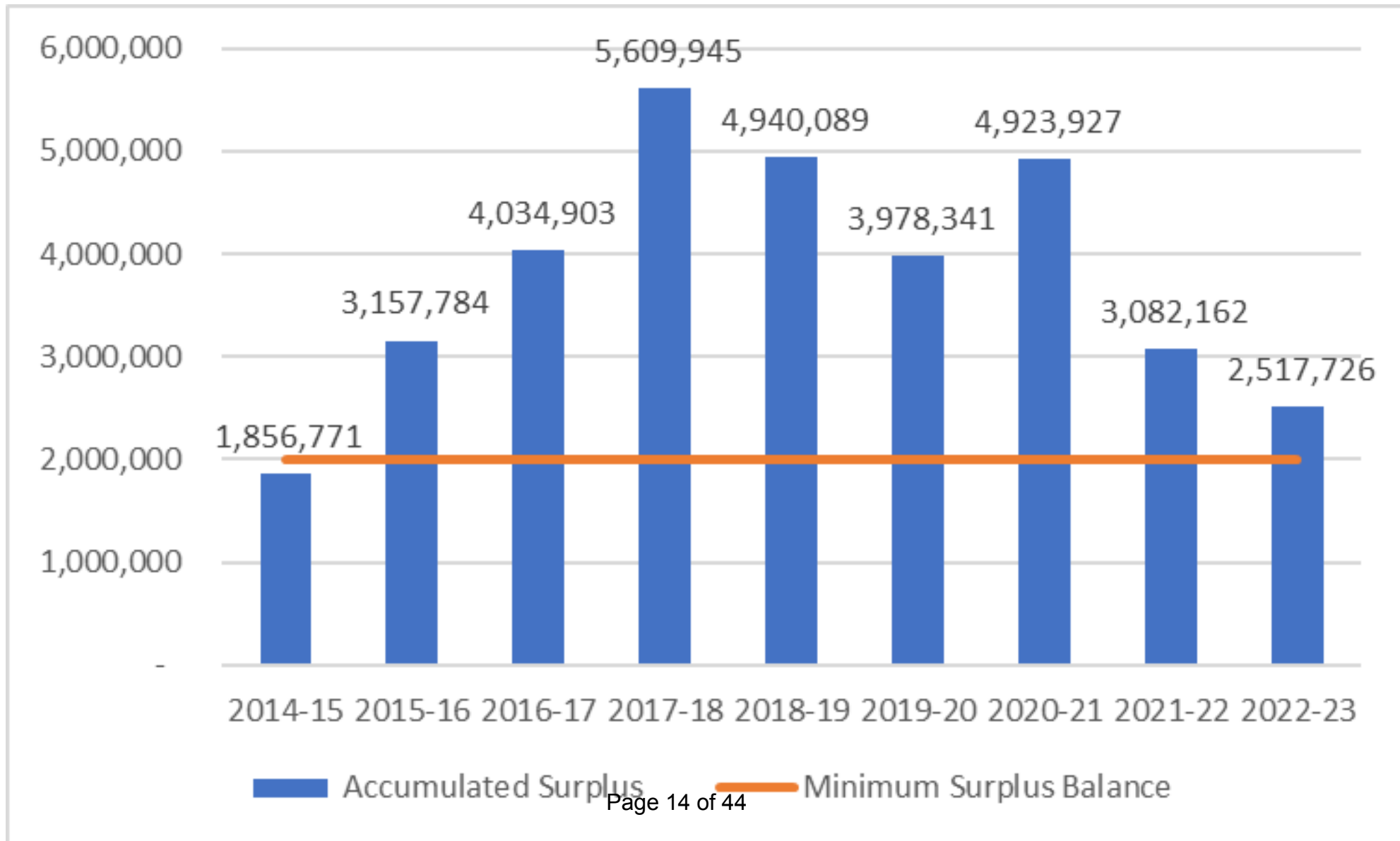
	2022-23	2023/24	Rate Change	Enrolment
Basic Allocation	\$56,231,717	\$63,986,659	\$5,551,577	\$2,203,365
Unique Student Needs	11,170,784	12,522,175	\$1,041,906	\$309,485
Salary Differential	1,244,085	1,291,897		47,812
Unique Geographic Factors	1,603,018	1,582,002	-21,016	0
Curriculum and Learning Support	60,487	63,701	0	3,214
Summer School Funding	246,988	270,145	23,157	0
Newcomer Refugee	107,342	117,427	\$10,085	0
Total	\$70,664,421	\$79,834,006	\$6,605,709	\$2,563,876
Change Explained	\$9,169,585		\$9,169,585	

2023-24 A Shifting Landscape



- NEW MINISTER OF EDUCATION
- NEW BOARD OF EDUCATION
- GROWING ENROLMENT AND CAPACITY PRESSURES
- POST-COVID WORLD
- AFFORDABILITY, INFLATION AND LOOMING RECESSION
- CHILDCARE PORTFOLIO
- SHRINKING ACCUMULATED SURPLUS /RESERVES

Accumulated Surplus by Year





2023-24 Base Budget

Base Budget Changes for 2023-24



- ADJUSTED OPERATING GRANT REVENUE AND INTERNATIONAL REVENUES
- ENROLMENT GROWTH TEACHERS (ENROLLING AND NON-ENROLLING) AND EA'S INCLUDED
- (CURRENTLY) UNFUNDED INCREASES AS PER BCPSEA AND PSEC GRID TO P/VP AND EXEMPT INCLUDED
- REMOVED ONE-TIME SAVINGS AND REVERSED SURPLUS ASKS FROM 2022-23
- REALLOCATION OF COSTS DUE TO NEW FUNDING FOR PROVINCIAL SCHOOL NUTRITION PROGRAM
- INFLATION ON SERVICES AND SUPPLIES

Base Budget

- DETAILED REVIEW OF EXCEL BASE BUDGET WORKING PAPER**
- THE FOLLOWING THREE YEARS HAVE ANTICIPATED BASE BUDGETS AS FOLLOWS (ASSUMING NO REQUESTS OR PRIORITIES)**
 - 2023-24: Surplus of \$178,000
 - 2024-25: Surplus \$26,000
 - 2025-26: Surplus \$31,000
- WE DO NOT YET KNOW WHETHER THE MINISTRY WILL BE FUNDING EXEMPT STAFF WAGES**

Efficiencies and New Priorities

- BUDGET IS STILL A WORK IN PROGRESS**
- DISTRICT IS LOOKING AT NEW PRIORITIES BROUGHT FORWARD AND EFFICIENCIES REQUIRED TO ASSIST IN BALANCING THE BUDGET**
- LISTENING TO STAKEHOLDER FEEDBACK**
- TRADE OFFS AND PRIORITIZATION EXERCISE**
- MAY 9TH SUPERINTENDENT RECOMMENDATIONS**

Stakeholder Consultation

Budget Survey

- BUDGET SURVEY OPENED TO THE LEARNING COMMUNITY ON TUESDAY, APRIL 11TH AND IS OPEN FOR 2 WEEKS (CLOSES APRIL 23RD)**
- SHORT SURVEY THAT WILL TAKE NO MORE THAN 5 MINUTES TO COMPLETE**
- PROVIDES THE GENERAL SHAPING OF BUDGET DIRECTIONS**
- WHAT WILL WE DO WITH THIS INFO?**
 - will be shared with Board of Education in advance of the April 25th Board meeting
 - Feedback will help to shape the 23-24 priorities approved by the Board

Focused Consultation Meetings

- VIRTUALLY HELD AND FOCUSED FOR THE BOARD TO MEET WITH SPECIFIC GROUPS

- SUPPORT STAFF (CUPE) – TUESDAY, APRIL 18 @ 5 – 5:30PM
- NWTU – TUESDAY, APRIL 18 @ 5:45 – 6:15PM
- PRINCIPAL & VICE PRINCIPAL– TUESDAY, APRIL 18 @ 6:30 – 7PM
- STUDENT VOICE – WEDNESDAY, APRIL 19 @ 5 – 5:30PM
- INDIGENOUS EDUCATION COMMITTEE – WEDNESDAY, APRIL 19 @ 5:45 – 6:15PM
- DPAC - WEDNESDAY, APRIL 19 @ 6:30 – 7PM

- NOTE: STUDENT SYMPOSIUM HELD MARCH 27 TH (NOT SPECIFICALLY BUDGET FOCUSED BUT INFORMATIVE OF IMPORTANT TOPICS FOR STUDENTS)

Questions?



2023-24 Base Budget

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Reversal of One-Time Adjustments and allocations	Reversal of local capital deficit repayment	Reversal of 22-23 one-time priorities	Enrolment Growth Staffing and Labour Settlement	Exempt/PVP wage increase (unfunded)	Benefit Cost Increases	Trustee Stipend	Revenue Adjustment	International Education	EFFICIENCY - LINK monies freed up for subsidies	Portables	School Budget Increases	Inflation	Misc Adjustments	2023-24 Base Budget
OPERATING GRANT MINISTRY OF EDUCAT								9,169,585							79,834,006
OTHER MINISTRY OF EDUCATION GRANTS								-2,778,986							874,514
PROVINCIAL GRANTS OTHER															68,788
SUMMER SCHOOL FEES															940
CONTINUING EDUCATION															1,900
OFFSHORE TUITION FEES															1,900
MISCELLANEOUS REVENUE									-27,610						2,844,000
COMMUNITY USE OF FACILITIES	-236,550														241,286
INTEREST ON SHORT TERM INVESTMENT	-30,000														559,667
APPROPRIATED SURPLUS	20,000														435,000
	0														0
Total Revenue	-246,550	0	0	0	0	0	0	6,390,599	-27,610	-	0	0	0	0	84,860,101
PRINCIPALS & VP SALARIES	-25,000				228,359										4,355,342
TEACHERS SALARIES	-64,620			3,544,294						-	220,000				37,593,314
SUPPORT STAFF SALARIES				344,341										35,000	6,390,153
EDUCATIONAL ASSISTANTS SALARIES				497,430											7,777,217
OTHER PROFESSIONAL SALARIES	-10,700		-35,000		149,005		5,800							-42,200	2,966,769
SUBSTITUTE SALARIES	-11,900			82,733										-12,000	2,824,335
EMPLOYEE BENEFITS	-11,004			979,556	74,516	150,000	900			-	55,000			-4,015	15,160,270
STAFF SALARIES (INCLUDING BENEFITS)	-123,224	0	-35,000	5,448,354	451,880	150,000	6,700	0	0	-	275,000	0	0	-23,215	77,067,401
SERVICES	-105,198		-24,000						37,626			-7,615	37,539	-2,419	2,097,053
LEGAL COSTS	-25,000														66,100
STUDENT TRANSPORTATION	-300											0			58,550
PROFESSIONAL DEVELOPMENT & TRAVEL	19,326		-7,000						4,760						506,651
RENTALS & LEASES				10,000										8,000	288,362
DUES & FEES	14,740								-9,080						109,714
INSURANCE															138,158
SUPPLIES	-34,348								14,000			37,679	21,438	8,410	1,829,836
UTILITIES															590,549
GAS - HEAT															278,790
CARBON TAX EXP															51,000
WATER & SEWAGE															240,432
GARBAGE & RECYCLE															102,386
FURNITURE & EQUIPMENT REPLACEMENT	-134,467		-52,500								250,000		12,990	-3,000	506,518
COMPUTER & EQUIPMENT REPLACEMENT	33,919												20,887		751,030
LOCAL CAPITAL		-352,445													0
Total Expense	-354,552	-352,445	-118,500	5,458,354	451,880	150,000	6,700	0	47,306	-275,000	250,000	30,064	92,854	-12,224	84,682,529
Opening Accumulated Surplus (per FS)															2,517,734
Effects on Surplus Reserve	-564,428	108,002	352,445	118,500	-5,458,354	-451,880	-150,000	-6,700	6,390,599	-74,916	275,000	-250,000	-30,064	-92,854	12,224
Anticipated ending surplus															2,695,307



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.

Supplement to: **COMBINED EDUCATION AND OPERATIONS POLICY & PLANNING COMMITTEE**

Date: April 4, 2023

Submitted by: Robert Weston, Executive Director of Human Resources

Item: Requiring Action Yes No For Information

Subject: February 1, 2023 to March 31, 2023 and Year to Date - Non-Replacement Data (Staffing)

Background:

The data chart below is provided in response to the following Board motions:

MOTION: 2018-118 - Teachers Teaching On-Call (TTOC) Shortages, and

MOTION: 2018-119 - Educational Assistants Absence Coverage

February 2023	Total absence days in month	Total absence days replaced in month	Total absence days not replaced by TTOC's/Casuals	Year to Date 2022-2023		Year to Date 2021-2022	
				Abs.	Repl.	Abs.	Repl.
A. Enrolling Teaching	444 7%	354 80%	90 20%	2138.5 5.7%	1583 74%	5.1%	62%
B. Non-Enrolling Teaching	118 5%	33 28%	85 72%	602.5 4.6%	177.5 29%	4.7%	29%
C. Education Asst.	404 11.5%	230 57%	173 43%	1975 9.8%	1406 71%	1812 9.8%	62%

March 2023	Total absence days in month	Total absence days replaced in month	Total absence days not replaced by TTOC's/Casuals	Year to Date 2022-2023		Year to Date 2021-2022	
				Abs.	Repl.	Abs.	Repl.
A. Enrolling Teaching	316 7%	257 81%	60 19%	2454.5 5.8%	1654 67%	5.7	68%
B. Non-Enrolling Teaching	71 4%	32.5 46%	38 54%	673.5 4.6%	210 31%	4.9	30%
C. Education Asst.	256 10%	141 55%	115 45%	2231 9.8%	1547 69%	9.9	71%

Improved
Same
Worse



Supplement to: COMBINED EDUCATION AND OPERATIONS POLICY & PLANNING COMMITTEE

Date: April 3, 2023

Submitted by: Robert Weston, Executive Director of Human Resources

Item: Requiring Action Yes No For Information

Subject: School Year 2023/24 – Spring Staffing Process

Background:

We will very soon be posting positions for the 2023/24 school year. We are currently reviewing our needs and considering actual and anticipated retirements, leaves of absence, reduced assignments, accommodations and other anticipated staff moves in order that we can complete as much of the posting process before we break for the Summer. In this way we have the majority of staffing confirmed for our September 2023 school start.

In addition to the above, the posting process offers the opportunity for staff considering a change of assignment, school or grade level to “make a change” and enjoy a different assignment.

Our posting period is from May 9th to June 30 during which time we will post up to 150 positions primarily in teaching, student support, clerical, maintenance and custodial.

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	5:00 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.

2.2.2 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 Matters pertaining to individual students including conduct and discipline;
- 5.1.8 Staff changes including appointments, transfers, resignations, promotions and demotions;^{5.1.7}
- 5.1.9 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;
- 5.1.10 Lease, sale or exchange of real property prior to finalization thereof;
- 5.1.11 Matters pertaining to the safety, security of protection of Board property;
- 5.1.12 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

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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

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

7.2 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.

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

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

7.5 A person who engages in improper conduct at an in-person or remote board meeting

(e.g. 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).

7.6 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.

5 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.

6 Notice and Agendas

- 8.1 Forty-eight hours' notice in writing shall be emailed to all Trustees for any meeting of the Board, except the regularly scheduled Board meetings, unless there is unanimous agreement of trustees to waive such notice.
- 8.2 Prior to each meeting of the Board or Committee of the Whole, Administration, in consultation with the Chair and Vice-Chair, and relevant Committee Chair, shall prepare an agenda for all business, relevant to the agenda to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.
- 8.3 The Board Chair and Superintendent shall establish items on the agenda for each regular meeting. The agenda shall generally follow the order outlined below:
 - 8.3.1 Adoption of Agenda
 - 8.3.2 Approval of Minutes
 - 8.3.3 District Presentations
 - 8.3.4
 - 8.3.5 Delegations (10 minutes per presentation)
Must be scheduled in advance through the Office of the Secretary-Treasurer.
 - 8.3.7 Comment and Question Period from Visitors (15 minutes)
 - 8.37i Comment and Questions from Stakeholders (DPAC, NWTU & CUPE) 3 minutes each
 - 8.3.8 - 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
- Old Business
- New Business
- 8.3.10 Trustee Reports
- 8.3.11 Question Period (15 minutes)
- 8.3.12 Notice of Meetings
- 8.3.13 Reporting Out from In-Camera Meeting
- 8.3.14 Adjournment
- 8.4 Agenda items for Board meetings may originate from:
 - 8.4.1 Board Annual Work Plan
 - 8.4.2 Business arising from previous meetings
 - 8.4.3 Business from committee-of-the whole meetings
 - 8.4.4 Business from sub-committee meetings
 - 8.4.5 Superintendent of Schools or designate
 - 8.4.6 Individual Trustees
- 8.5 Items for the agenda are to be submitted to the Superintendent or designate by the 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 meetings will be

emailed to Trustees at least 24 hours prior to the time of the Board Meeting.

- 8.8 Where material or motions are introduced at a Board meeting, which has not been made available to Trustees in accordance with section 8.1 and 8.2, a Trustee may call notice on any motion arising from such material and that motion accordingly shall be considered on the agenda of the next Board meeting.
- 8.9 Items proposing board action shall be accompanied with an action request form briefly outlining the issue, pertinent information and a recommendation.

7 Minutes

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

9.1 The minutes shall record:

- 9.1.1 Date, time and place of meeting
- 9.1.2 Type of meeting (Inaugural, regular or special)
- 9.1.3 Name of presiding officer
- 9.1.4 Names of those trustees and administration in attendance
- 9.1.5 Approval of preceding minutes
- 9.1.6 Only motions will be recorded in the minutes. Preamble, rationale, or discussions will not be recorded in the minutes, unless directed by the Board through resolution
- 9.1.7 Points of order
- 9.1.8 Appointments
- 9.1.9 Recommended motions proposed by Committees
- 9.1.10 Trustee declaration pursuant to Section 56, 57 or 58 of the *School Act*

9.2 The minutes shall:

- 9.2.1 Be prepared as directed by the Secretary-Treasurer
- 9.2.2 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 9.2.3 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business

9.3 The Secretary-Treasurer shall ensure that, upon acceptance by the Board, appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the District are affixed to the concluding page of the minutes.

9.4 The Secretary-Treasurer shall establish a codification system for resolutions which will:

- 9.4.1 Provide for ready identification as to the meeting at which it was considered
- 9.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
- 9.4.3 Establish and maintain a file of all Board minutes

9.5 All Committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report including any recommendations to the Board.

9.6 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent to institute and maintain

effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

- 9.7 The approved minutes of a regular or special meeting shall be posted to the website within 48 hours or 2 regular business days following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
- 9.8 Upon adoption by the Board, the minutes of meetings other than in-camera meetings shall be open to public scrutiny.

8 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.

9 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.

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

SD No. 40 (New Westminster)

Adopted: May 30, 2017

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

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