

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

Tuesday, October 24, 2023

7:00 pm

School Board Office (In-person & Via Zoom)

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
<p>Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the October 24, 2023 Regular School Board meeting.</p>		
2.	<u>APPROVAL OF THE MINUTES</u>	7:00 PM
a.	Minutes from the Open Meetings held:	
	September 26, 2023 Regular Meeting Minutes	5
<p>Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the September 26, 2023 Regular School Board meeting.</p>		
b.	Business Arising from the Minutes	
3.	<u>PRESENTATIONS</u>	7:05 PM
4.	<u>COMMENT & QUESTION PERIOD FROM VISITORS</u>	7:15 PM
	DPAC:	
	CUPE:	
	NWTU:	

5. CORRESPONDENCE 7:30 PM

6. BOARD COMMITTEE REPORTS

a. Education Policy & Planning Committee, October 10, 2023. 7:35 PM

i. Comments from the Committee Chair, Trustee Andres

ii. Approval of the October 10, 2023 Education Policy and Planning Committee Minutes 15

Recommendation:
THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the Education Policy and Planning Committee held on October 10, 2023.

b. Operations Policy & Planning Committee, October 10, 2023. 7:40 PM

i. Comments from the Committee Chair, Trustee Connelly

ii. Approval of the October 10, 2023 Operations Policy and Planning Committee Minutes 19

Recommendation:
THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the Operations Policy and Planning Committee held on October 10, 2023.

iii. Approval of the Long Range Facilities Plan (LRFP)

Recommendation:
THAT the Board of Education of School District No. 40 (New Westminster) approve the 2023 Long Range Facilities plan.

7. REPORTS FROM SENIOR MANAGEMENT

a. Superintendent Update (K. Hachlaf) 7:50 PM 25

b. Bank Signing Authority (B. Ketcham) 8:00 PM

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

Westminster)'s bank signing authorities Trustee Maya Russell and Trustee Cheryl Sluis, Karim Hachlaf, Superintendent; and Bettina Ketcham, Secretary-Treasurer be approved;

AND FURTHER that effective immediately, bank signing authority Gurveen Dhaliwal former Chair, be removed.

- c. Queensborough Bussing (Verbal) (B. Ketcham) 8:05 PM

8. NEW BUSINESS 8:15 PM

- a. Trustee By-Election (M. Russell)

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) provide notice per section 36(3) of the School Act to advise the City of New Westminster of the resignation of Trustee Dee Beattie from her position which will necessitate a by-election.

- b. Trustee School Assignments (M. Russell)

9. TRUSTEE REPORTS 8:30 PM

10. QUESTION PERIOD (15 Minutes) 8:40 PM

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

11. NOTICE OF MEETINGS 8:55 PM

Events

- National Custodian Appreciation Day – Monday, October 2, 2023
- Recognize World Teachers' Day – Thursday, October 5, 2023
- World Mental Health Day – Tuesday, October 10, 2023
- Represent Board at the British Columbia School Trustees Association (BCSTA) Provincial Council Meeting – Friday, October 20 – Saturday, October 21, 2023
- Indigenous focused professional development
- Canada School Library Day – Monday, October 23, 2023

12. REPORTING OUT FROM IN-CAMERA BOARD MEETING 9:00 PM

- a. Record of the September 26, 2023 In-Camera Meeting 28
- b. Record of the October 5, 2023 Special In-Camera Meeting 29
- c. Record of the October 10, 2023 Special In-Camera Meeting 30

13. ADJOURNMENT

9:00 PM

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

**Tuesday, September 26, 2023, 7:00 PM
Via Zoom Link**

PRESENT Maya Russell, Chair
 Gurveen Dhaliwal, Trustee
 Danielle Connelly, Trustee
 Elliott Slinn, Trustee
 Cheryl Sluis, 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
 Amy Grey, Assistant Secretary-Treasurer

Members of the Public
 Dan Healy & Kinga Urbanovich, KMPG
 Jen Davis, Principal, Fraser River Middle School
 Stephen Inniss, District V.P., ALC, & Summer Programs
 Laura Kwong, DPAC Chair
 Dave Bollen, CUPE President
 Kristie Oxley, NWTU President

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1. ADOPTION OF THE AGENDA

The Chair called the meeting to order at 7:03 pm.

2023-058

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the September 26, 2023, Regular School Board meeting.

CARRIED UNANIMOUSLY

Chair Russell made a statement to the Board and Members of the Public acknowledging the National Date for Truth and Reconciliation on September 30th. To view the full statement, please refer to the meeting [video](#) at [7:04 pm].

Chair Russell put forward the following motion.

2023-059

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) amend the agenda for the September 26, 2023, Regular School Board meeting to add the Trustee Dee Beattie update as the first item on the agenda.

CARRIED UNANIMOUSLY

Chair Russell made the following statement to the Board and Members of the Public.

Trustee Dee Beattie has resigned from her position on the Board of Education. She informed the District that she is moving away from New Westminster to focus on her retirement and her health. The Board of Education will provide Municipal Council notice of this resignation in accordance with the provisions of the School Act; this notice will trigger a By-election to fill this vacant position. The date of this By-election will be determined by the municipally appointed Chief Election Officer and will be communicated out as soon as these dates are set. In the meantime, you can be confident that your Board will remain focused on the important work that we need to do here; together.

2. APPROVAL OF THE MINUTES

- a. Minutes from the Open Meetings held:
 - i. June 20, 2023, Open Board Meeting

2023-060

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for June 20, 2023, Regular School Board meeting.

CARRIED UNANIMOUSLY

- b. Business Arising from the Minutes
Nil.

3. PRESENTATIONS

- a. Summer Learning Presentation (S. Innis & J. Davis)

Jen Davis, Principal at Fraser River Middle School (FRMS), and Stephen Innis, District V.P, ALC & Summer Programs provided an overview of the 2023 Summer Learning Program at Lord Kelvin and NWSS. A significant increase in enrollment this year in which under 500 students participated in a wide variety of different courses such as 'Nature in Gardens, French Immersion, and Band concert to name a few. This summer learning program also included a community element in which Red Fox, an independent educator provided a physical literacy program for the intermediate classes, along with other green space activities. To view the full presentation, please refer to the meeting [video](#) at the [7:07 pm].

- b. 2022-2023 Audit Findings Report (Dan Healy & Kinga Urbanovich - KPMG)

Healy and Urbanovich presented their executive summary report, and highlighted the following areas of focus: capital assets and deferred capital revenue, compliance opinion, expense salaries and benefits, school generated funds, procurement, and accounting policy change. Audit is substantially complete pending discussions, obtaining a signed representation letter and Board approval. There have been no changes to the audit plan, which was originally presented back in June 2023, and is consistent with previous years.

Questions and discussion followed.

c. 2022-2023 Year-End Review (B. Ketcham & A. Grey)

i. 2022 - 2023 Year End Financial Statements

Assistant Secretary-Treasurer Grey recognized Dan Healy and his team for their professionalism, and the work that he and his team put in towards completing the 2022-2023 Year End Audit. She also extended recognition to the internal Finance Team, HR, IT, and Dave Crowe, Director of Capital Projects for their hard work.

- Associate Secretary-Treasurer Grey shared highlights of the 2022-2023 Year, the 2022-2023 Priorities that were executed, and the 2023-2024 priorities that were supported for the upcoming Year.

Secretary-Treasurer Ketcham took the opportunity to address the Capital Cost Share item this evening, as this item is included in tonight's Board's approval of financial statements. The District is looking to initiate a high-priority capital project which is to implement cooling measures within NWSS. The District will invest \$500K, as part of their 3.1-million-dollar surplus towards getting this project off the ground. As part of the approval of these financial statements they want to recognize this effort and investment as part of their Capital Cost Share restriction to their financial statement operating surplus, and to acknowledge these amounts will now be committed.

ii. Financial Statements Discussion and Analysis

Assistant Secretary-Treasurer Grey shared highlights of the operating, special purpose, and capital funds.

Questions and discussion followed.

Chair Russell acknowledged Secretary-Treasurer and her team for all their hard work in preparing the 2022-2023 financials.

2023-061

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) recommend the approval of the 2022-2023 Financial Statements as presented.

CARRIED UNANIMOUSLY

d. Programs of Choice Educational Review (N. Brennan)

External consultant, Nancy Brennan, provided a comprehensive report regarding the District's Programs of Choice Educational Review which is part of the work outlined in the New Westminster School District's Strategic Plan (2019-2024), and which took place over the first 6 months of 2023. Brennan provided an overview of each of the following 3 programs and noted that all are well regarded by the community with both students and staff. The 3 programs are: 1). Early and Late French Immersion (elementary, middle, and secondary school levels; 2). Montessori (Elementary level),

and The Home Learner's Program (Kindergarten through Grade 8). Brennan noted the background, challenges, additional items, and final considerations for each program to the Board.

The Board recognized Nancy Brennan for her comprehensive and thorough review of this project, and also thanked parents, students, and staff for their participation and work on this project. Questions and Discussion ensued. To view the full presentation, please refer to the meeting [video](#) at [8:00 pm].

2023-062
Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to bring forward recommendations, inclusive of budget and timeline considerations, based on the findings of the Programs of Choice review to the October Education Policy and Planning Committee meeting.

CARRIED UNANIMOUSLY

Chair Russell put forward the motion to recess for 5 minutes at [8:57 pm].

Chair Russell reconvened the meeting at [9:03 pm] and provided a statement regarding Board Protocol prior to the start of the Comment and Question Period.

4. COMMENT & QUESTION PERIOD FROM VISITORS

DPAC: Laura Kwong, Chair

- Laura thanked the staff, teachers, administrators, and all the adults in our schools who work to ensure that gender and sexual orientation diverse students, their families and staff feel safe and welcomed in our schools.
- PACs recently reached out to DPAC for support in addressing recent Anti-SOGI actions, and are glad to have dedicated staff such as Ken Headley, District Vice Principal - Diversity, Equity & Inclusion available to support them in their PACs.
- DPAC would like to see the Board refocus their mandate with their stakeholders and community partners on issues the District is currently facing; short- and long-term capacity, student assessment wait times, and understaffed schools.
- The Qayqayt and FRMS pilot walking school bus started its operation this week.
- DPAC put forward a request to the Board of Education for an independent investigation regarding Trustee Dee Beattie's actions. For the complete statement and response please refer to the [video](#) at [9:10 pm].

CUPE 409: Dave Bollen, President

- Bollen is currently working with his team re: site checks to ensure that there are site safety reps at each location which will allow 'Health & Safety' meetings to move forward.
- National Convention in Quebec City: Bollen noted this will be the last time CUPE will be able to hold their convention in Quebec City due to its enormous growth; the venue will be moved to another location in the future.
- CUPE 409 purchased a new software system that will help them manage Human Resources and Membership data.

NWTU: Kristie Oxley, President

- NWTU requested that the Board look at strategies and clarity around staff fund raising processes and limitations. Request to have AP 520 – Fundraising Activities and Sponsorship in District Facilities be revised to state clearly how long funds can be held, the point at which time these funds are allocated to the general school fund, and how that reallocation will be communicated to the community members.

The public was given the opportunity to ask questions on matters that arose during the meeting with staff responding where appropriate. To view the full comment and question period, please refer to the meeting [video](#) at [9:05 pm].

Chair Russell put forward the Motion at 9:31pm to extend the meeting to 11:00 pm.

5. CORRESPONDENCE

Nil.

6. BOARD COMMITTEE REPORTS

- a. The next EPPC and OPPC Committee Meetings will be held on October 10, 2023.

7. REPORTS FROM SENIOR MANAGEMENT

- a. Superintendent Update (K. Hachlaf)

Welcome Back Message, and kick off to the school year – Good things are happening!

- Superintendent Hachlaf noted that in June 2023, DPAC had notified the District re: challenges surrounding the two-week kindergarten gradual entry program. Staff are in the process of preparing further analysis and viable options for subsequent school years, and will provide a progress update at the next Education Policy and Planning Committee Meeting in November.

Highlights:

- The District launched their first parent toolkit for Diversity, Equity, Inclusion and Anti-racism which provides an A-Z collection of resources ranging from videos, books, web links, and other media.
- The District Learning Team hosted a showcase earlier this month in the Learning Commons at NWSS, and invited staff across the District to participate and learn about the great array of district resources that are available.
- Expansion of the Just Before Preschool and Seamless Day 1-K programs. The District has received funding approval for daycare relocation projects at both Howie and Lord Tweedsmuir which are on schedule.
- Superintendent Hachlaf attended an amazing student artwork showcase at NWSS for both current and recent graduates; the works are prominently displayed throughout NWSS.
- Fuel Up! School nourishment program ensures that no child is hungry, and the District continues to seek additional input to ensure they continue to do everything they can to support families through this program.
- Affordability Fund: The District has received provincial funding to offset costs in order help families with a number of financial pressures.
- The school District continues to grow with multiple projects such as the Queen Elizabeth expansion project, the New Fraser River Elementary school currently in progress, and they are looking towards building a new Middle School on the West end.

Long Range Facilities Plan (LRFP)

- Secretary-Treasurer Ketcham announced that the Long Range Facilities Plan (LRFP) document was publicly shared with families and staff, and noted that two information sessions will be held for those who are interested in attending. NWSS theatre: October 3, 2023, 6:30-8:00pm; and via Zoom: October 5, 2023, 6:30-8:00pm.

Continued Capacity Pressures:

- Ketcham noted that all schools across the District continue to face pressures re: capacity, and they continue to review and navigate both the short-term pressures that they are experiencing until the schools and facilities are built and students are placed in those facilities. They will also continue to explore a number of options for the 24-25 school year such as timetable modifications, portables, interior renovations, and programming considerations across all sites with additional planning around NWSS. The District will provide a report at the Operations Policy and Planning Committee meeting on October 10th re: enrollments.

i. Our learning journey: tracking our progress (Senior Management Team)

Superintendent Hachlaf provided an overview of the Learning Journey; also referred to as the District's Strategic Plan. The Senior Management Team provided the following highlights from their overall progress from their 30-page detailed tracking report: Transform the Student Experience, Inclusive Education, Equity in Action, Literacy and Numeracy, Student Voice, Building Relationships, Budget Development Process, Lead into the Future, Long Range Facilities Plan, Climate Action, Childcare, and Board Advocacy to name a few. This tracking report will frame and guide their future goals and direction with measurable evidence over the next 5 years. Hachlaf noted that the execution and detail of their Strategic Plan is grounded in supporting student success and comes from a variety of sources which range from school growth plans, district reviews, and local and provincial student data results; the key to their success is aligning their work across all of these areas including their Board's workplan which serves as a planning tool for their Board agendas.

For the complete overview of the 'Our learning journey; tracking our progress please refer to the [video](#) at [9:41 pm].

ii. Staffing – School Opening (Verbal) (R. Weston)

At 10:22 pm Chair Russell requested that the Staffing school report be tabled and brought back to the next open Board meeting in October.

b. Five-year capital plan – Minor capital projects (B. Ketcham)

Secretary-Treasurer Ketcham provided an overview re: the Minor Capital Plan. Submission highlights included the School Enhancement Program (SEP), the Carbon Neutral Capital Program (CNCP), the Playground Equipment Program (PEP), and the Food Infrastructure Program; all of which reveal the District's priorities for upcoming years. Ketcham noted that the entire request across the Minor Capital Project envelope that the District is looking to the Ministry to support is \$11.2 million dollars. The submission deadline to the Ministry for minor capital projects is September 30th, 2023; the District will report back once they receive approval from the Ministry sometime in March 2024.

2023-063
Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the Five year capital plan - Minor capital projects as presented for submission to the Ministry of Education and Childcare.

CARRIED UNANIMOUSLY

8. **NEW BUSINESS**

a. **Timing of Annual Elections:**

Secretary-Treasurer Ketcham stated that the annual elections as per Board Policy No. 7 are to occur in November; these nominations tonight represent a deviation from their Board policy. As a result of this deviation, it is appropriate for this Board to consider a Motion to amend this timing for this particular year.

2023-064
Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) hold its annual election meeting on September 26, 2023, with the annual cycle of elections falling back to November as per Board Policy No. 7 in 2024.

CARRIED UNANIMOUSLY

b. **Election of Chair**

Secretary-Treasurer Ketcham called for nominations for the position of Chair for the 2023 Board of Education. Maryam Naser, Associate Superintendent, and Robert Weston, Executive Director of Human Resources, served as Scrutineers.

Trustee Danielle Connelly nominated Trustee Maya Russell as Chair for the 2023 Board of Education.

Trustee Maya Russell accepted the nomination.

Secretary-Treasurer called for nominations for the position of Chair for the 2023 Board of Education a 2nd and 3rd time.

There being no further nominations, ***Trustee Maya Russell was declared Chair*** for the 2023 Board of Education (by acclamation).

c. **Election of Vice-Chair**

Chair Maya Russell called for nominations for the Vice-Chair for the 2023 Board of Education.

Trustee Marc Andres nominated Trustee Cheryl Sluis as Vice-Chair for the 2023 Board of Education.

Chair Russell called for nominations for the position of Vice-Chair for the 2023 Board of Education a 2nd time.

Trustee Danielle Connelly nominated herself as Vice-Chair for the 2023 Board of Education.

Chair Russell called for nominations for the position of Vice-Chair for the 2023 Board of Education a 3rd and final time.

Trustee Cheryl Sluis accepted the nomination.

Chair Russell requested that ballots be distributed to the Trustees for a vote.

There being no further nominations, **Trustee Cheryl Sluis was elected as Vice-Chair** for the 2023 Board of Education (by acclamation).

d. **Election of BCSTA Provincial Delegate and Alternate.**

Chair Russell called for nominations for the BCSTA Provincial Council Delegate for the 2023 Board of Education.

Trustee Cheryl Sluis nominated Gurveen Dhaliwal for BCSTA Provincial Council Delegate for the 2023 Board of Education.

Trustee Dhaliwal accepted the nomination.

Chair Russell called for nominations for the position of **BCSTA Provincial Council Delegate** for the 2023 Board of Education 2nd and 3rd and final time.

There being no further nominations, **Trustee Dhaliwal was declared BCSTA Provincial Council Delegate** for the 2020 Board of Education (by acclamation).

Election of BCSTA Provincial Council Delegate Alternate

Chair Russell called for nominations for the position of **BCSTA Provincial Council Delegate Alternate** for the 2023 Board of Education.

Vice-Chair Cheryl Sluis nominated Trustee Elliott Slinn for the BCSTA Provincial Council Delegate Alternate for the 2023 Board of Education.

Chair Russell called for nominations for the position of BCSTA Provincial Council Delegate Alternate for the 2023 Board of Education 2nd and 3rd and final time.

Trustee Slinn accepted the nomination.

There being no further nominations, **Trustee Slinn was declared BCSTA Provincial Council Delegate Alternate** for the 2020 Board of Education (by acclamation).

e. **Election of BCSTA Representative and Alternate.**

Chair Russell called for nominations for the BCPSEA Representative for the 2023 Board of Education.

Chair Russell nominated Trustee Danielle Connelly for the BCPSEA Representative for the 2023 Board of Education.

Chair Russell called for nominations for the position of BCPSEA Representative for the 2023 Board of Education a 2nd and 3rd and final time.

Trustee Connelly accepted the nomination.

There being no further nominations, **Trustee Connelly was declared BCPSEA Representative** for the 2020 Board of Education.

BCSTA Provincial Council Delegate Alternate

Chair Russell called for nominations for the position of BCSTA Provincial Council Delegate Alternate for the 2023 Board of Education.

Trustee Gurveen Dhaliwal nominated Trustee Cheryl Sluis for the BCSTA Provincial Council Delegate Alternate for the 2023 Board of Education.

Chair Maya Russell nominated Trustee Elliott Slinn for the BCSTA Provincial Council Delegate Alternate for the 2023 Board of Education.

Chair Russell called for nominations for the position of BCPSEA Representative for the 2023 Board of Education a 3rd and final time.

Vice-Chair Sluis declined the nomination.

Trustee Slinn accepted the nomination.

There being no further nominations, ***Trustee Slinn was declared BCSTA Provincial Council Delegate Alternate*** for the 2020 Board of Education (by acclamation).

- f. Motion to destroy the Ballots.

Chair Russell put forward the following Motion.

**2023-000
Moved and Seconded**

THAT the Board of Education of School District No. 40 (New Westminster) direct the Secretary-Treasurer to destroy all ballots.

CARRIED UNANIMOUSLY

9. TRUSTEE REPORTS

Trustees provided highlights of the events they attended in September.

10. QUESTION PERIOD (15 Minutes)

Questions to the Chair on matters that arose during the meeting. The public was given the opportunity to ask questions on matters that arose during the meeting. Please refer to the meeting [video](#) at the [10:37 mark] for full comments.

11. NOTICE OF MEETINGS

Tuesday, October 10, 2023: Education Policy & Planning Committee Meeting, 3:30pm - TBA

Tuesday, October 10, 2023: Operations Policy & Planning Committee Meeting, 6:30pm - (Hybrid)

Tuesday, October 24, 2023: Open Regular Board Meeting, 7:00pm - (Hybrid)

Reminder:

Orange Shirt Week - Monday, September 25, 2023 - Friday, September 29, 2023.

National Day of Truth and Reconciliation - Saturday, September 30, 2023.

12. REPORTING OUT FROM IN-CAMERA BOARD MEETING

- a. i. Record of the June 20, 2023, In-Camera Meeting

13. ADJOURNMENT

The meeting adjourned at 10:43 pm

Chair

Secretary-Treasurer

DRAFT

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

**Tuesday, October 10th, 2023, 3:30 PM
New Westminster Secondary School (In-person)**

PRESENT Marc Andres, Committee Chair
Danielle Connelly, Trustee
Gurveen Dhaliwal, Trustee
Cheryl Sluis, Trustee
Maya Russell, Trustee
Elliott Slinn, Trustee

Karim Hachlaf, Superintendent
Maryam Naser, Associate Superintendent
Bettina Ketcham, Secretary-Treasurer
Anne-Marie Martin, Recording Secretary
Guests:
Members of the Public
Pam Craven, Director of Instruction, Secondary Programs
Murray McLeod, NWSS Principal
Connie Swan, District VP Indigenous Education
Amelia Laidlaw, Indigenous Curriculum Coordinator
Kenneth Headley, District VP – Diversity, Equity, Inclusion
& Anti-Racism

Student Voice members
Julia MacCormac, Callum Purewall and Gunjot Nahal

REGRETS Robert Weston, Executive Director Human Resources

Committee Chair Andres 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 3:30 pm

Moved and Seconded

THAT the agenda for the October 10th, 2023, Education Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. **PRESENTATIONS**

New Westminster Secondary School (P. Craven & M. McLeod)

Pam and Murray presented highlights on NWSS school startup including school opening activities, Grade 9 Parent night and Reconciliation week activities.

A presentation of proposed changes to the NWSS Timetable was shared:

<u>Actions Taken</u>	<u>Exploration of Ideas</u>
Consultant Report	Optimizing schedule
Exploration of space and numbers	Drop and add structure for courses
Meeting with other district staff	Increase online offerings [CLE]
Survey to teachers & students	Other spaces (Sigma/Online)

Next steps include an update at the Education Policy & Planning committee meeting on Tuesday, November 14, 2023, followed by the proposal on December 12th, 2023.

Questions and comments ensured.

3. **COMMENT AND QUESTION PERIOD**

No comments or questions

4. **STUDENT VOICE**

Julia introduced this year's Student Voice members Callum and Gunjot who were present as well she acknowledged Murray McLeod as the Student Voice Teacher representative.

Julia, Callum, and Gunjot outlined upcoming Student voice agenda items which included launching the fall survey. The students are looking forward to the Symposium in the spring and the use of Instagram for student engagement and communication.

Trustees thanked the students for their participation and provided comments which included Chair Andres suggestion to provide updates on positive accomplishments throughout the year.

5. **REPORTS FROM SENIOR MANAGEMENT**

a. Indigenous Education Report (C. Swan, A. Laidlaw & K. Headley)

➤ Introduction to Indigenous Education Department Staff

After staff introductions, staff presented on initiatives planned for the 2023/24 school year. The following were highlighted:



- Indigenous Systems of Knowledge
 - Curriculum & Grad Transitions
 - Truth and Reconciliation initiatives at schools
 - Indigenous Education Council development
 - Equity in Action Plan representation
- **Diversity, Equity, Inclusion and Anti-Racism** presented by Ken Headley
- Professional Learning Series connecting DEIA and Truth and Reconciliation (Deepening Indigenous Ways of Knowing) offerings this year.
 - Staff collaboration opportunities.
 - District wide Diversity, Equity, Inclusion and Antiracism Pro D
 - Panel and Deepening Indigenous Ways of knowing Presentation
 - JEDI (Justice, Equity, Diversity & Inclusion) leads in schools.

Questions and comments ensued.

b. Programs of Choice (POC) Review Recommendations (M. Naser)

Maryam provided a brief overview of the POC Review & presented staff recommendations for the 2023/24 school year:

Context

- POC review completed June 2023
- 3 Guiding Questions:
- What is working well in the program (EFI, LFI, Montessori, Home Learners)?
 - What challenges are obstacles are being faced by the program?
 - What opportunities are there for improvement to the program?
- Program Strengths
- Programs are well regarded by the community
 - Programs meet current community needs
 - Alignment with curriculum
 - Dedicated staff
 - Strong parent involvement
- Program Challenges
- Limited number of spaces
 - Staffing
 - Gaps in understanding of parent understanding of program
 - Impact of attrition in intermediate grades
 - French “presence” in schools
 - Inclusive supports
 - Resource to support curriculum

- Considerations from Consultant
- Staff Recommendations:

<input type="checkbox"/> EFI and Montessori waitlists dissolved on the last day of instruction in December	October 2023
<input type="checkbox"/> The inclusion of the Home Learners Program in all district notices and events and improve communication with families.	October 2023
<input type="checkbox"/> The development of more French Immersion & Montessori Program information resources for parents, including video clips, interviews, newsletters, etc.	December 2023
<input type="checkbox"/> More opportunities for teacher collaboration across the district and between the elementary, middle, and secondary FI programs.	January 2024
<input type="checkbox"/> Reinstate school visits to all Grade 5 classrooms to fully promote the Late French immersion Program.	January 2024
<input type="checkbox"/> Increase efforts to provide bilingual signage in all common areas of French Immersion school sites and increase French language usage within the school day.	April 2024
<input type="checkbox"/> Consider the creation of a District Montessori Advisory Committee.	May 2024
<input type="checkbox"/> Continuing to advocate for the implementation of Montessori training programs at BC universities. Consider providing some financial support to teachers interested in pursuing Montessori training.	May 2024
<input type="checkbox"/> A small annual district budget allocation to both schools intended to be used for items unique to the Montessori program.	May 2024
<input type="checkbox"/> A review of the funding currently allocated to professional services.	January 2024

- Areas for further investigation

Questions and comments ensued.

6. **GENERAL ANNOUNCEMENTS**

Nil.

7. **ADJOURNMENT**

The meeting adjourned at 5:00 pm.

- Superintendent Hachlaf thanked NWTU President for bringing this item up to the Board, and echoed the sentiment that our curriculum facilitators do fantastic work. Hachlaf acknowledged the work the HR Department continues to do to recruit teachers for these positions so their facilitators can return to their roles.
- Chair Connelly noted that Board Chair Russell will be participating in BCSTA's Advocacy Day in Victoria on November 19, 2023; one of the items on the Agenda is recruitment and retention; an important item of discussion when advocating for more teachers.

5. **REPORTS FROM SENIOR MANAGEMENT**

a. Capital Projects Update (D. Crowe)

i. NWSS Decommissioning Project

- Director Capital Projects Crowe shared the following highlights: NWSS decommissioning project is going well, and is on schedule to be completed in late December or early January 2024.
- Crowe noted that as the demolition is nearing completion it has provided the team a great opportunity to review the topography and the area that they have to work with in terms of revisiting the memorial park concept.
- Communications: Crowe reported that they continue to hold their weekly meetings with their stakeholders, and there have been no concerns received from their stakeholders as well as from the general public.
- Site Safety: the safety record for the site has been flawless, and they have had zero claims and/or issues. An update will be provided at the next Operations Policy and Planning Committee on Tuesday, November 14, 2023.

b. Operations Update

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

Matt Brito, Director of Facilities and Operations highlighted key points:

- Daycare portables have been delivered and placed at F.W. Howay and Lord Tweedsmuir schools; underground utilities were installed over the summer, and they are currently working on various system connections to these portables. The District is on track for receiving city occupancy between December and January at which time they will work together with Purpose Society and Fraser Health re: inspections and preparation for spring break 2024 occupancy.
- Qayqayt and FRMS classroom conversions: currently preparing the construction management tender package, and working on the design drawing in order to begin renovations during the 2024 spring break.
- Short Term Capacity: The District has applied for 2 portables and washcart for Lord Tweedsmuir to be completed in October and placed in November.
- EV Chargers: All EV chargers have been switched over to FLO chargeables.
- The District is in the final stages of commissioning and closing out their SEP, and CNCP projects for 2023-24.

- Phase two projects: The Queensborough Middle School roof has been completely redone. The mechanical reheat projects at Glenbrook Middle and Herbert Spencer Elementary schools are more efficient as they allow room temperatures to be controlled.

Assistant-Secretary Treasurer Grey provided an update.

- The payroll team has been working diligently with their September startup and onboarding new staff. Grey noted that there has also been a large number of Ministry & Other Submissions for September 2023. *For more information, please refer to the Operations Update in the OPPC Agenda package.*

ii. Technology & Information Services (TIS) (M. Naser)

- Associate Superintendent Naser provided an update and stated that September had been a busy month with providing IT access to new staff and students; updating and refreshing their accounts and passwords.
- Wi-Fi Access: Naser noted that the TIS team had made a number of improvements to the Wi-Fi Networks over the summer which included a number of system upgrades such as tightening security, and simplifying the initial network connection configuration which has improved the overall Wi-Fi access and performance for staff and students.
- Bandwidth: TIS Team has adjusted the number of guest machines that can be on the network; and hope this will cut down on the traffic and bandwidth. The District is providing students with login access, and they do not anticipate issues with bring your own device that have to do with bandwidth access and a slow Wi-Fi access. Naser will continue to provide updates as the TIS team continues to monitor bandwidth. There are no concerns at the schools at this time re: Wi-Fi, and two TIS members will continue to work with staff to provide loaner devices and cart devices that they have available. A planned upgrade to their servers within their data centres will be completed over the next several months.

c. Enrollment and Staffing Update (M. Naser and R. Weston)

Associate Superintendent Naser provided the annual staffing and enrollment numbers for the 2023-2024 school year.

Highlights:

- Naser noted that District school enrolment continues to grow and has done so over the last 3 years; in some schools quite dramatically. The enrollment numbers at Lord Kelvin, Lord Tweedsmuir, Skwo:wech, Qayqayt, FRMS and NWSS are significantly up; with Glenbrook school being down since last year. The majority of District schools continue to experience a number of pressures in a number of areas such as staffing, student population and student needs.

Other Programs & Alternate Programs:

- Hume Park (HLP) – FTE is now at 101; lower than this at the beginning of this year; albeit down from last year.

Special Programs:

- Special education, Inclusive education, and Funded categories (e.g., recognized by the Ministry of Education and Child Care) have all shown an increase in growth.

- ELL is up 219 students and HR is working diligently to meet the needs across all the District's schools; however, this is more dramatic than they expected in terms of rate of growth. Naser noted that they did staff for their enrollment projections; in the spring they did anticipate growth in ELL and many other areas.

Executive Director, Human Resources Weston provided a staffing update.

Highlights:

- Hiring Process: Weston noted that challenges remain in the hiring process, as they continue to seek good candidates; they hire 70-75% of the candidates they interview in order to maintain the standard they require to fill these various positions. Principals and Vice-Principals now participate in the hiring process which increases the District's capacity to conduct interviews, thereby placing the District in a better position this year.
- NWTU: There are a total of 7 teaching positions currently available. Weston noted that HR is currently in the process of interviewing 4 teachers; and completing 2 reference checks and are confident that they will be able to hire 6 new teachers. These new hires will allow the facilitators who were covering the vacant teaching positions to return to their previous positions.
- CUPE Staffing & Support: there are currently 213 Educational Assistants working within the District which does not include the priority casuals, which is a 6% increase over last year. The need for more support staff will increase as the student population increases.
- Resource & Learning Support: the District is currently recruiting and interviewing for 2.3 FTEs, and one 0.4 Counsellor position. Weston noted that the District keeps all their vacancies up-to-date on the Make a Future New Westminster Job Site to increase their chances of locating good, qualified applicants. They are confident that the numbers will stabilize by the end of October, and they will be able to fill the vacancies they currently have.

Questions and Discussion ensued to review the complete discussion please refer to the video at [7:10 pm]

d. Long Range Facilities Plan (B. Ketcham)

Secretary-Treasurer Ketcham provided an overview of the LRFPI Information sessions that took place on Tuesday, October 3rd In-person at NWSS, and Thursday, October 5th via Zoom, and thanked the Trustees and members of the public who participated. Ketcham noted that both the online and in person comments were positive in terms of individual reactions to the plans put forward. The LRFPI will continue to be updated and/or refreshed beyond its approval this evening via data observances in order to continue to meet the ongoing enrolment demands of their growing community.

Questions and Discussion ensued to review the complete discussion please refer to the video at [7:24 pm].

Moved and Seconded

THAT the Operations Policy and Planning Committee meeting recommend to the Board of Education of School District No. 40 (New Westminster) approve of the 2023 Long Range Facilities Plan.

CARRIED UNANIMOUSLY

e. NWSS Capacity Creation Strategies (B. Ketcham)

Secretary-Treasurer Ketcham provided an update further to the one provided on September 26, 2023 at the Regular Open Board meeting at which time staff indicated that NWSS continues to face capacity pressures. Ketcham spoke to the following options which have been considered by the Board of Education, and which staff continue to work on in order to identify space to create capacity for the 2024-2025 school year and beyond.

Timetable Modifications: Murray McLeod (Principal) and Pam Craven (Director of Instruction) at NWSS presented their report re: 'Timetable Exploration' earlier today at the Education Policy and Planning Committee meeting.

Other Strategies include: 1). Exploring the use of portable structures and their land placement as a strategy to deal with the increased enrolment at NWSS. 2) Programming Considerations: various programs at NWSS, including the International Education program are being reviewed to see how staff can meet the needs of students in various programs while at the same time optimizing space utilization. The need to examine course participation rates and course demands over the near and long term to ensure that the District achieves the right balance of all students in programs to meet the needs of our growing district. 3) Interior renovations within NWSS.

Next Steps: Staff will report back on the items noted above at the next Operations Policy and Planning Meeting in November.

f. Administrative Procedures (B. Ketcham)

Secretary-Treasurer Ketcham reported on the following Administrative Procedures and noted that the majority of these changes were to update the information within, as the last updates were completed in 2017-2018.

- AP 132B: Snow Removal - renamed from 544 - Appendix B to 132 - Appendix B (clarifying the commitment to snow removal both in terms of areas and timelines).
- AP 540: Facilities Planning - updated to ensure the Long Range Facilities Plan (LRFP) is updated every 5 years, and the current facilities planning is in alignment with their current procedures.
- AP 544: Access to Buildings - terms updated to ensure they are in alignment with current terminology, security access, technology standards and inventory.
- AP 545: Chemical and Hazardous Waste Management - Former Superintendent referenced changed to Director of Facilities and Operations.
- AP 547: Spraying of Chemical Applications. The name was changed to Pesticide Applications: language updated to coincide with current safety guidelines and the handling of hazardous materials, which are effectively based on today's operational procedures re: chemical and waste management.
- AP 565 Crossing Guards: language updated to ensure procedural alignment with the District, City of New Westminster, HUB, and Active School Travel (HAST).

Questions and Discussion ensued.

6. **General Announcements**

Nil.

7. **New Business**

Nil.

8. **Old Business**

Nil.

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

Questions directed to the Chair on matters that arose during the meeting.
Please refer to the meeting video at [8:00 pm] for full comments.

10. **Adjournment**

The meeting adjourned at 8:02 pm.

DRAFT

Superintendent Update

October 24, 2023

Karim Hachlaf



New
Westminster
Schools

Orange Shirt





October Staff Learning Events

- Literacy & Numeracy Session
- French Book Club
- Teacher Mentorship
- Planning, Assessment & Evaluation
- Media Services
- Math Minds workshop
- Competency Based Individual Education Plans
- Report Card Writing 101
- Climate Action Grants and Staff Challenge

**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER) RECORD OF SEPTEMBER 26, 2023
IN-CAMERA MEETING**

ADOPTION OF AGENDA – 5:01 PM.

MINUTES FOR APPROVAL

- i. Special In-Camera Board Meeting held June 16, 2023
- ii. Special In-Camera Board Meeting held on June 19, 2023.
- iii. In-Camera Board Meeting held on June 20, 2023.
- iv. Special In-Camera Board Meeting held on September 7, 2023.

BUSINESS ARISING FROM THE MINUTES – Nil

REPORTS FROM SENIOR MANAGEMENT – Personnel, Capital Projects, Administration

NEW BUSINESS – Chair Report & CUPE

ITEMS TO BE REPORTED OUT AT OPEN MEETING – Nil

NOTICE OF MEETINGS

Tuesday, October 24, 2023: In-Camera Board Meeting, 6:00 pm (SBO & Via MS Teams).

ADJOURNMENT – 7:00 PM



**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER) RECORD OF OCTOBER 5, 2023
SPECIAL IN-CAMERA MEETING**

ADOPTION OF AGENDA – 4:15 PM

REPORTS FROM SENIOR MANAGEMENT – Administration

ADJOURNMENT – 4:45 PM



**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER) RECORD OF OCTOBER 10, 2023
SPECIAL IN-CAMERA MEETING**

ADOPTION OF AGENDA – 5:30 PM

REPORTS FROM SENIOR MANAGEMENT

- Land Acquisition

ADJOURNMENT – 6:21 PM