

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

**Tuesday, November 28, 2023, 7:00 PM
In-Person and Via Zoom Link**

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

Karim Hachlaf, Superintendent
Bettina Ketcham, Secretary-Treasurer
Maryam Naser, Associate Superintendent
Robert Weston, Executive Director Human Resources
Dave Crowe, Director of Capital Projects
Amy Grey, Assistant Secretary-Treasurer

Members of the Public
Laura Kwong, DPAC
Dave Bollen, CUPE 409 President
Kristie Oxley, NWTU President

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

1. ADOPTION OF THE AGENDA

The Chair called the meeting to order at 7:02 pm.

2023-074

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the November 28, 2023, Regular School Board meeting.

CARRIED UNANIMOUSLY

2. APPROVAL OF THE MINUTES

a. Minutes from the Open Meetings held:

i. Open Board Meeting held Tuesday, October 24, 2023.

2023-075

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for October 24, 2023, Regular School Board meeting.

CARRIED UNANIMOUSLY

b. Business Arising from the Minutes

Nil.

3. PRESENTATIONS

Nil.

4. COMMENT & QUESTION PERIOD FROM VISITORS

DPAC: Laura Kwong, Chair

- DPAC held their November meeting at École Herbert Spencer; a well attended meeting.
- Two DPAC executive members attended the DPAC Summit held in Richmond on November 17th & 18th; an opportunity to begin coordinated advocacy with other DPAC executives on issues they are jointly facing.
- Kindergarten Gradual Entry Program Review: DPAC requested that the District's program review include the engagement of families who have recently participated in this process.
- Fraser River Middle School (FRMS): DPAC requested that the District reach out and engage with PAC, parents, and caregivers of West End students at FRMS to understand their transportation needs.
- Montessori Program of Choice Review (POC): DPAC ask that the District be in full consultation and engage with the families and staff involved prior to a final decision being made on any Montessori consolidation.
- DPAC thanked the Board and noted that she had received acknowledgement of both of these letters from the District related to Fuel up and LRFP.
- Laura thanked the Board for sending their letter of advocacy for assessment wait times.

CUPE 409: Dave Bollen, Chair

- CUPE is currently preparing for the 2024 New Westminster School District (SD40) Trustee By-election.
- CUPE National Convention was held in Quebec City October 23rd- 27th of which five of 8 executive members attended to help celebrate CUPE's 60th birthday.
- CUPE President Dave Bollen, and Vice-President Erica Bigland attended the CUPE Education week in Nanaimo, BC; a great learning experience.
- Bollen thanked the Board and Human Resources for adding two new ECE workers; the first 7 hour/day - 35-hour week position in New West which will help both the members and the children they support.
- CUPE congratulates all the 20- and 30-year CUPE member employees who attended the service recognition awards this year on November 14, 2023.

NWTU: Kristie Oxley, President

- Kristie took the opportunity to express her thanks for the two invitations that she received and attended this month; the NWSS Remembrance Day Ceremony, and the District Pro-D Day held on November 14th, 2023.
- Kristie noted that the tentative \$300,000 By-election cost was expensive and queried if there is way of offsetting this cost with a grant from the Ministry of Education and Child Care.

Discussion ensued and questions answered by the Board Chair & Superintendent.

The public was given the opportunity to ask questions on items related to the agenda with staff responding where appropriate. To view the first full comment and question period, please refer to the meeting [video](#) at [7:03 pm].

5. CORRESPONDENCE

Nil.

6. BOARD COMMITTEE REPORTS

a. Education Policy & Planning Committee, November 14, 2023.

i. Comments from the Committee Chair, Trustee Andres.

Trustee Andres provided brief highlights of the meeting.

ii. Approval of the November 14, 2023 Education Policy and Planning Committee Minutes.

2023-076

Moved and Seconded

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 November 14, 2023.

CARRIED UNANIMOUSLY

b. Operations Policy & Planning Committee, November 14, 2023.

i. Comments from the Committee Chair, Trustee Connelly.

Trustee Connelly provided brief highlights of the meeting.

ii. Approval of the November 14, 2023 Operations Policy and Planning Committee Minutes.

2023-077

Moved and Seconded

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 November 14, 2023.

CARRIED UNANIMOUSLY

7. REPORTS FROM SENIOR MANAGEMENT

a. Superintendent Update (K. Hachlaf)

Superintendent Hachlaf provided highlights on the following activities:

- NWSS District Pro-D: held on November 14th, 2023.

- A District wide event in which the focus for all staff is towards Diversity, Equity, Inclusion, and Anti-racism. Hachlaf noted that the District is in the draft process of their own DEIA framework which will go before the ‘Diversity, Equity, Inclusion, and Anti-racism Advisory Committee for review. A DEIA update will be provided to the Board in the springtime.
- Recognition of 20- and 30-year Employees event was held on November 14th; Hachlaf acknowledged and congratulated employees for their significant career milestones and achievements within New Westminster schools.
- Keynote speaker: Angie Osachoff, Director of Canadian Programs at Equitas. The Ministry and the Board of Education has been working with Angie and Equitas to develop staff training modules centered around Human Rights.
- 2023 National Gathering for Indigenous Education. Hachlaf noted that he had the opportunity to attend the national conference for Indigenous education in Montreal, Quebec from November 15th to 17th. An opportunity to join in, and participate with, Indigenous team leads, keynote speakers, and a number of different breakout sessions; all of which provided him an opportunity to expand his own learning.
- New Directors of Instruction: Superintendent Hachlaf took the opportunity to acknowledge the educators across their District; Pam Craven, existing Director of Instruction – Secondary Education; Rhonda Jones, the successful candidate for Director of Inclusive Education who started in her new role in early November (replacing Bruce Cummings); Sandra Singh, the successful candidate for Director of Learning and Innovation who will begin her role on January 8, 2024 (replacing Maureen McRae-Stanger).
- ‘Discover New Westminster Schools’ event will be held on Tuesday, January 9, 2024, from 5:30pm to 8:30pm at NWSS Grand Commons: an opportunity to maximize the learning experience for students, parents, and staff with a book fair, and over 25 booths to explore re: all the programs and services that New Westminster Schools offers.

i. Library Learning Commons Budget (M. McRae-Stanger)

Director of Instruction McRae-Stanger presented her report on *Library Learning Commons Budgets; Action Research Report and Recommendations* and highlighted five areas of focus: The Why, What and How; The Process, Recommendation 1: Communication; Recommendation 2: Budget Planning; Recommendation 3: Equitable Structures. The generation of this report is a direct result of 1). The Board’s Budget consultation process in April 2023, which identified equity issues across New West schools, and 2). The Superintendents subsequent request for an action research process to gather further information and to identify potential gaps. The Goal of this report is to promote equity in library funding to ensure all students in New West Schools have ample access to Library Learning Commons resources. *Next Steps:* to implement recommendations, and in June 2024, review recommendations and revise as needed for the 2024-2025 school year.

Discussion ensued and questions answered.

To view the presentation in its entirety, please refer to the [video](#) at [7:45 pm].

b. Administrative Procedure 251 - Learning Resources (Verbal) (M. McRae-Stanger)

Director of Instruction McRae-Stanger reported on Administrative Procedure No. 251 which was last updated in 2019. The majority of the changes were significant in order to 1). Support the selection of learning resources now required

within their schools such as print, digital, and guest speakers, and 2). To ensure that the resources students are using are aligned with their curriculum. McRae-Stanger noted that the revised AP 251 is now aligned with goals on Diversity, Equity, Inclusion, and Anti-racism (DEIA); Truth and Reconciliation, and the BC Human Rights Code. The AP also outlines the roles and responsibilities of their educators on how to review, select, and use the various resources in their classroom.

c. Review and Approve Board / Authority Authorized Course (P. Craven)

Pam Craven, Director of Instruction for Secondary Programs presented her report to the Board on Board / Authority Authorized Course (BAA) 'Traditional Trades and Tool Making 11. Craven noted that BAA courses, are courses which are developed by teachers who are in alignment with students who share a joint passion and/or interest to learn a particular new course/skill set that is not offered within our Ministry of Education courses. The BAA courses are offered in grade 10 through 12, are for credit, and contribute to the regular Dogwood program. Craven noted that there are currently 88 (BAA) courses in total in the district; 36 of which are active.

The goal this evening is to acquire Board approval for this new Traditional Trades and Tool Making 11 course, so it can be offered in the District's January course selection guidelines for students in the fall of 2024.

Questions and discussion ensued.

To view the (BAA) presentation in its entirety, please refer to the [video](#) at [8:30 pm].

2023-078

Moved and Seconded

***THAT the Board of Education of School District No. 40 (New Westminster) approve the following Board Authority/Authorized Course for the 2024-2025 school year:
Traditional Trades and Tool Making 11.***

CARRIED UNANIMOUSLY

Chair Russell put forward a motion for a 5-minute recess at 8:40 pm.

The meeting reconvened at 8:47 pm.

d. Receive Statement of Financial Information (SOFI) Report (B. Ketcham)

Secretary-Treasurer Ketcham stated that Districts are required to submit a SOFI Report. Two significant items within the SOFI Report are the financial statements which the Board approved in September 2023. The District is also required to report all employees who earn over \$75K per fiscal year (July 1st - June 30th) including their incurred expenses. The District is also required to send in a list of vendors for which they have spent over \$25K, most of which are related to capital projects and capital works.

2023-079

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) acknowledge receipt of the Statement of Financial Information (SOFI) Report for Information.

CARRIED UNANIMOUSLY

e. By-Election Update (B. Ketcham)

Secretary-Treasurer Ketcham stated that the majority of this information was reported by the City of New Westminster at their Open meeting held on November 28th, 2023; at which time, the City did appoint a Chief election officer and a Deputy Chief election officer for this upcoming By-election; the general voting day is February 3, 2024.

Ketcham acknowledged that the estimated \$300,000 overall cost for the By-election as noted by the City is on the higher side, a result from the fact that the City does not have staff capacity to run this By-election. The District will work with the City to offset the estimated \$300,000 by providing the necessary staffing related supports, and hardware as it relates to technology and communication related supports.

Trustee Dhaliwal put forward the following recommendation.

2023-080

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) write a letter to the Ministry of Education and Child Care requesting dedicated financial supports to fund By-elections in school districts.

Trustee Connelly put forward an amendment to the recommendation.

THAT the Board of Education of School District No. 40 (New Westminster) write a letter to the Ministry of Education and Child Care requesting dedicated financial supports to fund By-elections in school districts; and to cover the costs of this By-election.

MOTION CARRIED AS AMENDED

f. Program of Choice – Montessori Recommendations (M. Naser)

Associate Superintendent Naser provided an update, and noted that staff recommend that Programs of Choice (POC) consolidation be considered in conjunction with the opening of a new elementary school. Staff also requested that the Board initiate a public consultation process in line with the IAP2 framework when the consolidation process becomes feasible in order to gain valuable input from the community re: the transition process for program consolidation.

2023-081
Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) accepts this information as presented.

CARRIED UNANIMOUSLY

8. NEW BUSINESS

Chair Russell acknowledged, and thanked Associate Superintendent Maryam Naser for her significant work, and valuable contributions and leadership to New Westminster Schools for the past 9 years; she will be leaving the District to take up her new role at the Richmond School Board.

9. TRUSTEE REPORTS

Trustees spoke to various meetings and events they attended over the past month.

10. QUESTION PERIOD (15 Minutes)

The public was given the opportunity to ask questions on matters that arose during the meeting. Members of the public voiced their concerns to the Board of Education on the following topics: Literacy, bussing and transportation services, the librarian budget process, Administrative Procedure 251 - Learning Resources, and the Board's letters of advocacy re: the length of wait times and access to student learning assessments.

Please refer to the meeting [video](#) at the [9:00 pm] for full comments.

11. NOTICE OF MEETINGS

- Tuesday, December 12, 2023 – Open Board Meeting at 7:00 pm (Hybrid)

Events:

- National Day of Remembrance and Action on Violence Against Women – Wednesday, December 6, 2023.

12. REPORTING OUT FROM IN-CAMERA BOARD MEETING

- a. Record of the October 24, 2023 In-Camera Board Meeting.
- b. Record of the November 14, 2023 Special In-Camera Meeting.

13. ADJOURNMENT

The meeting adjourned at 9:29 pm.

Chair

Secretary-Treasurer