

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

Tuesday, December 12, 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	
Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the December 12, 2023, Regular School Board meeting.	
2. <u>APPROVAL OF THE MINUTES</u> 7:00 PM	
a. Minutes from the Open Meeting held:	
i. November 28, 2023, Open Board Meeting.	3
Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for November 28, 2023, Regular School Board meeting.	
b. Business Arising from the Minutes.	
3. <u>PRESENTATIONS</u>	
4. <u>COMMENT & QUESTION PERIOD FROM VISITORS</u> 7:10 PM	
DPAC:	
CUPE:	
NWTU:	

5.	<u>CORRESPONDENCE</u>	7:25 PM	
6.	<u>BOARD COMMITTEE REPORTS</u>		
	a. The next EPPC & OPPC Meetings will be held on January 16, 2024.		
7.	<u>REPORTS FROM SENIOR MANAGEMENT</u>		
	a. Superintendent Update (K. Hachlaf)	7:30 PM	10
	i. After School Care Pilot Update (I. Neilson)	7:40 PM	21
	b. NWSS Capacity Recommendations (P. Craven & B. Ketcham)	7:50 PM	24
	c. Public Interest Disclosure (R. Weston)	8:00 PM	
	i. Public Interest Disclosure - Policy No. 25		28
	ii. Public Interest Disclosure Administrative Procedure No. 404		32
8.	<u>NEW BUSINESS</u>		
	a. Extracurricular Athletics Audit (Trustees C. Sluis & D. Connelly)	8:10 PM	39
9.	<u>TRUSTEE REPORTS</u>	8:20 PM	
10.	<u>QUESTION PERIOD (15 Minutes)</u>	8:30 PM	
	<i>Questions to the Chair on matters that arose during the meeting.</i>		
11.	<u>NOTICE OF MEETINGS</u>	8:45 PM	
	• January 16, 2024 - Education Policy & Planning Committee Mtg. - TBD		
	• January 16, 2024 - Operations Policy & Planning Committee Mtg. - Hybrid		
	• January 30, 2024 - School Board Meeting at 7:00 pm - Hybrid.		
12.	<u>REPORTING OUT FROM IN-CAMERA BOARD MEETING</u>	8:50 PM	
	a. Record of the November 28, 2023 In-Camera Meeting.		41
13.	<u>ADJOURNMENT</u>	8:50 PM	

**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

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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 Cunnings); 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

Superintendent Update

December 12th, 2023

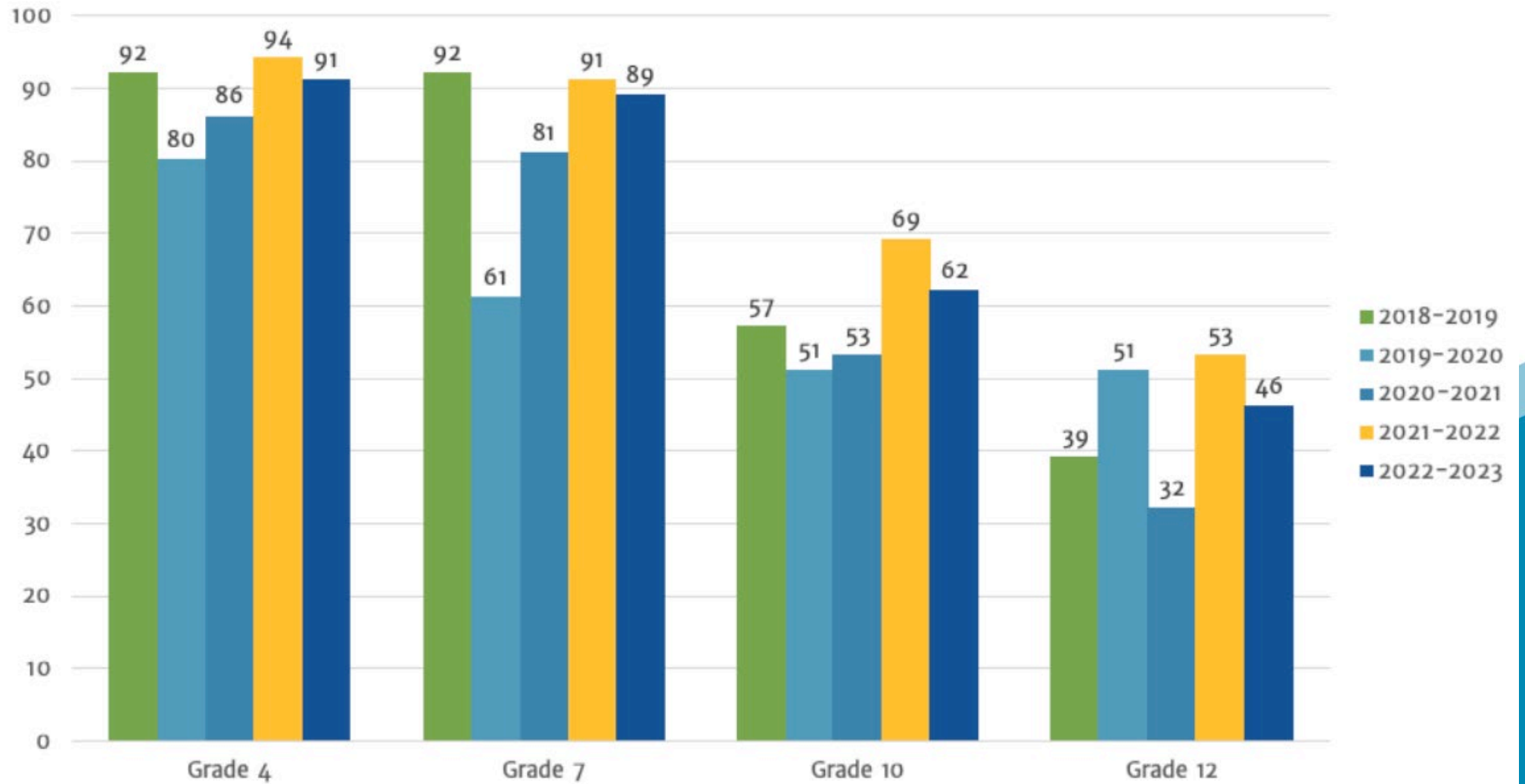
Karim Hachlaf



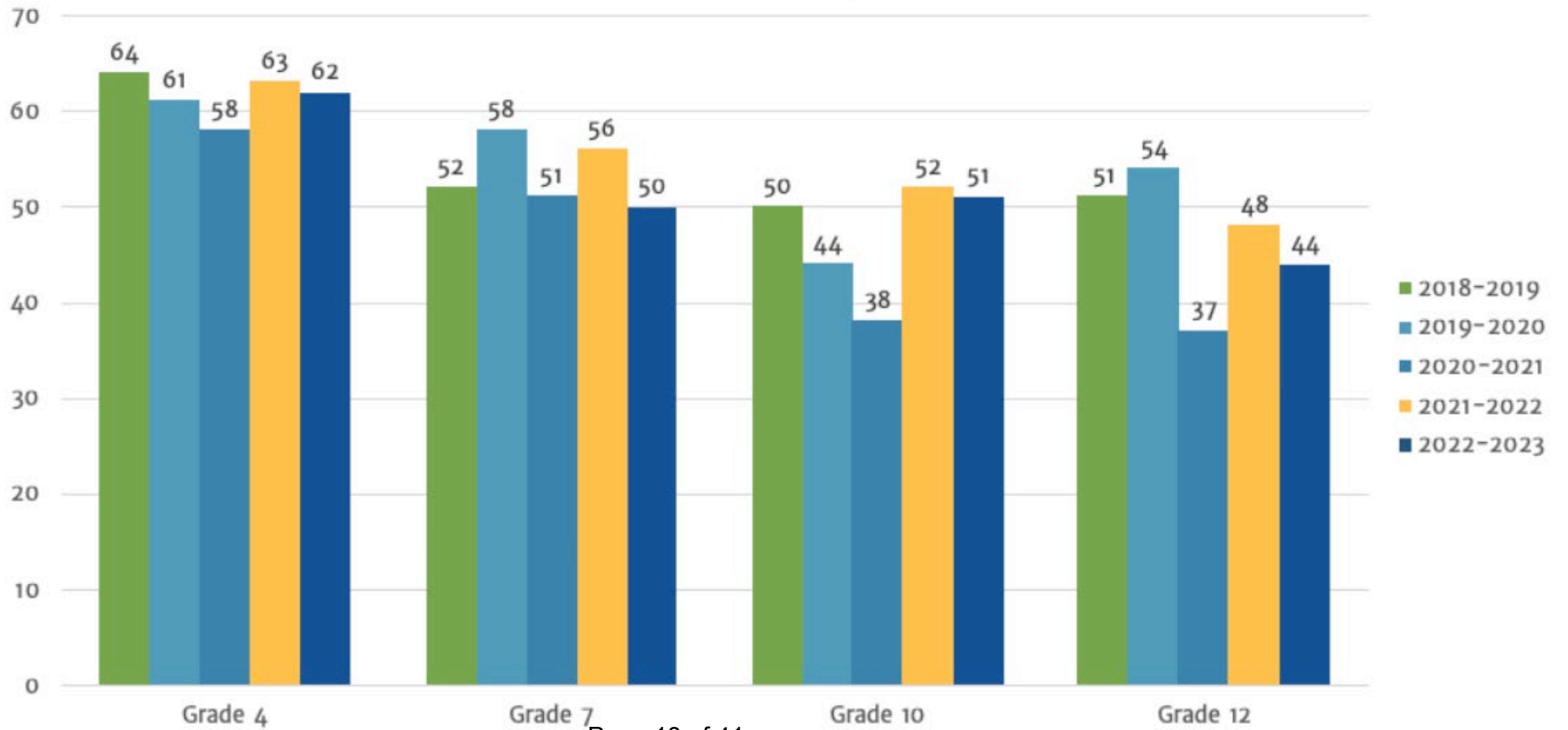
New
Westminster
Schools

Safe Schools

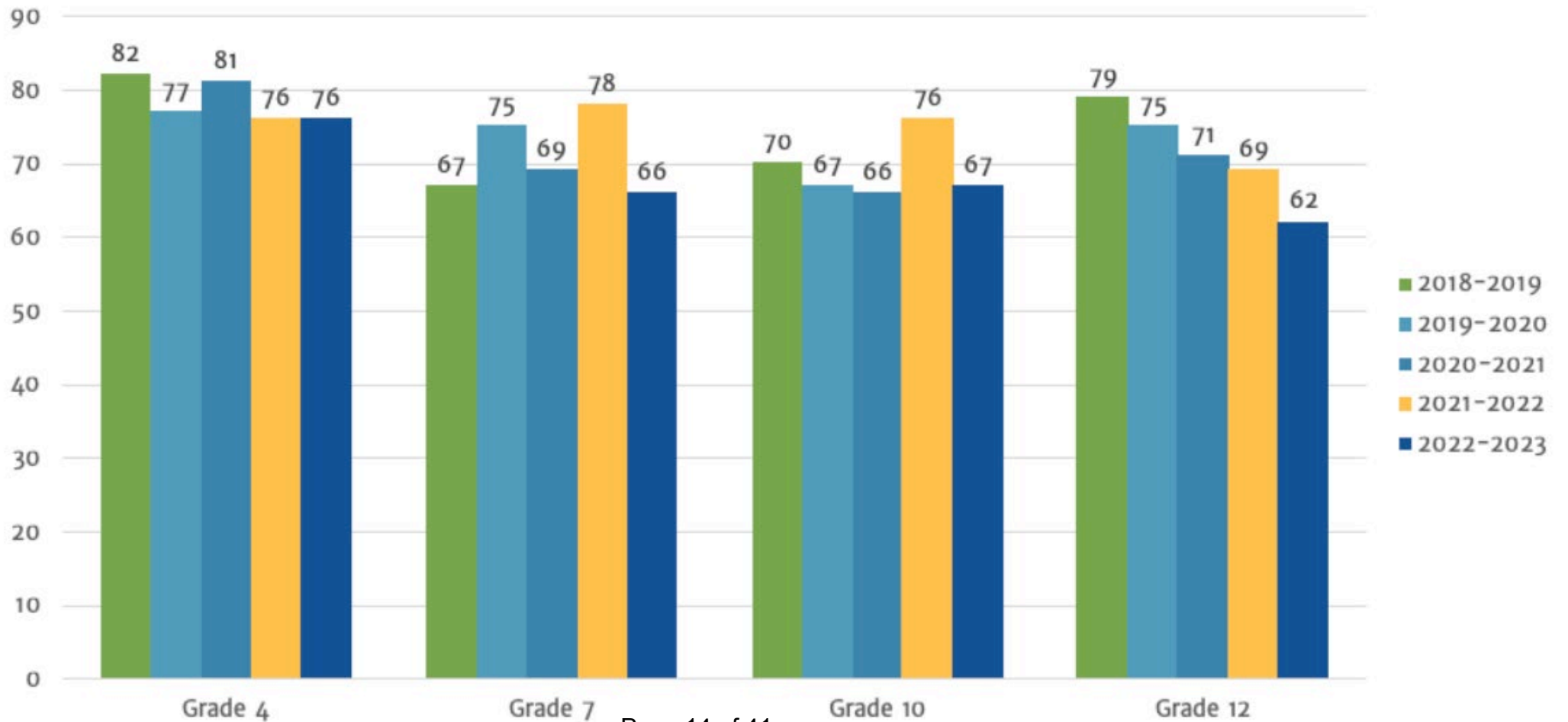
Student Learning Survey Participation Rate % by Grade 2018-2023



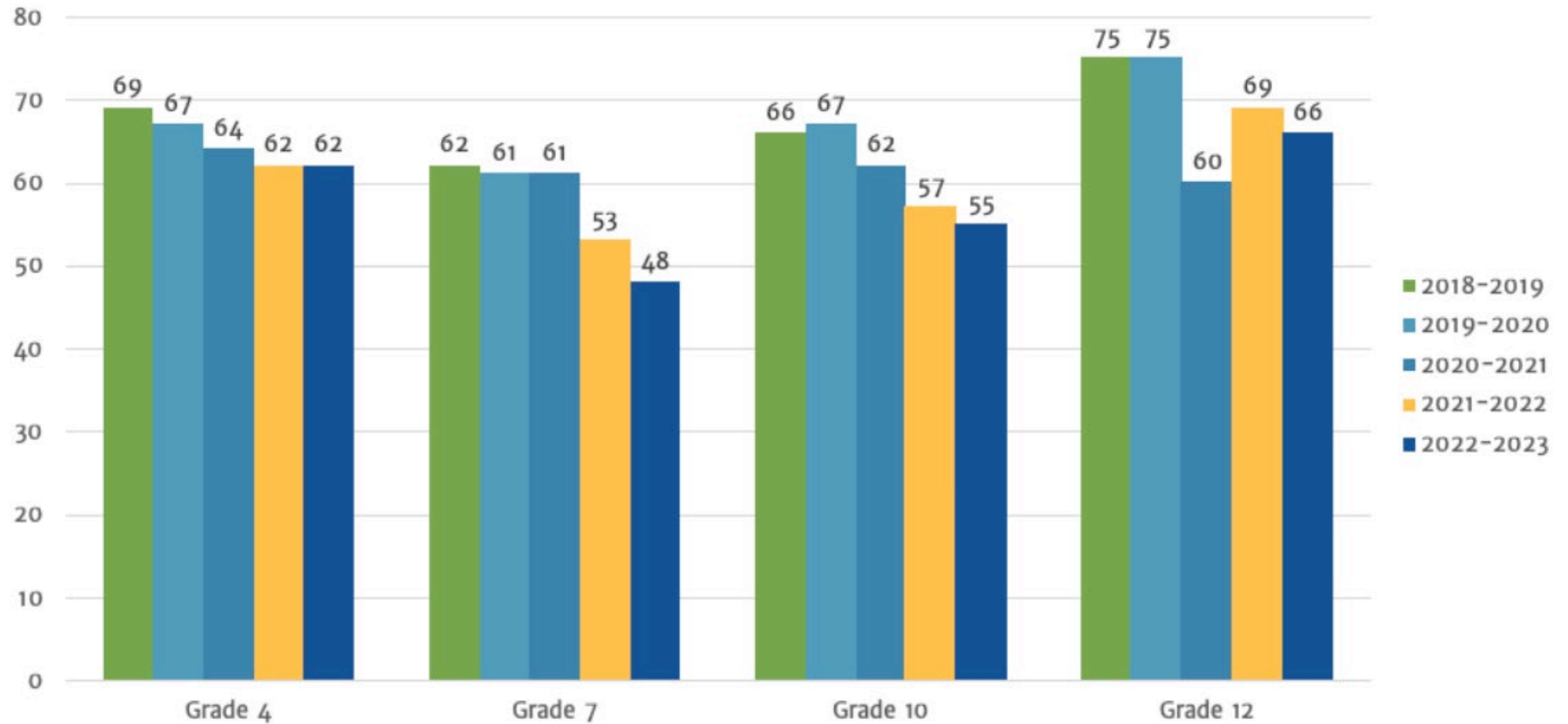
Is School a Place You Feel You Belong? % of Students Reporting Often or Always



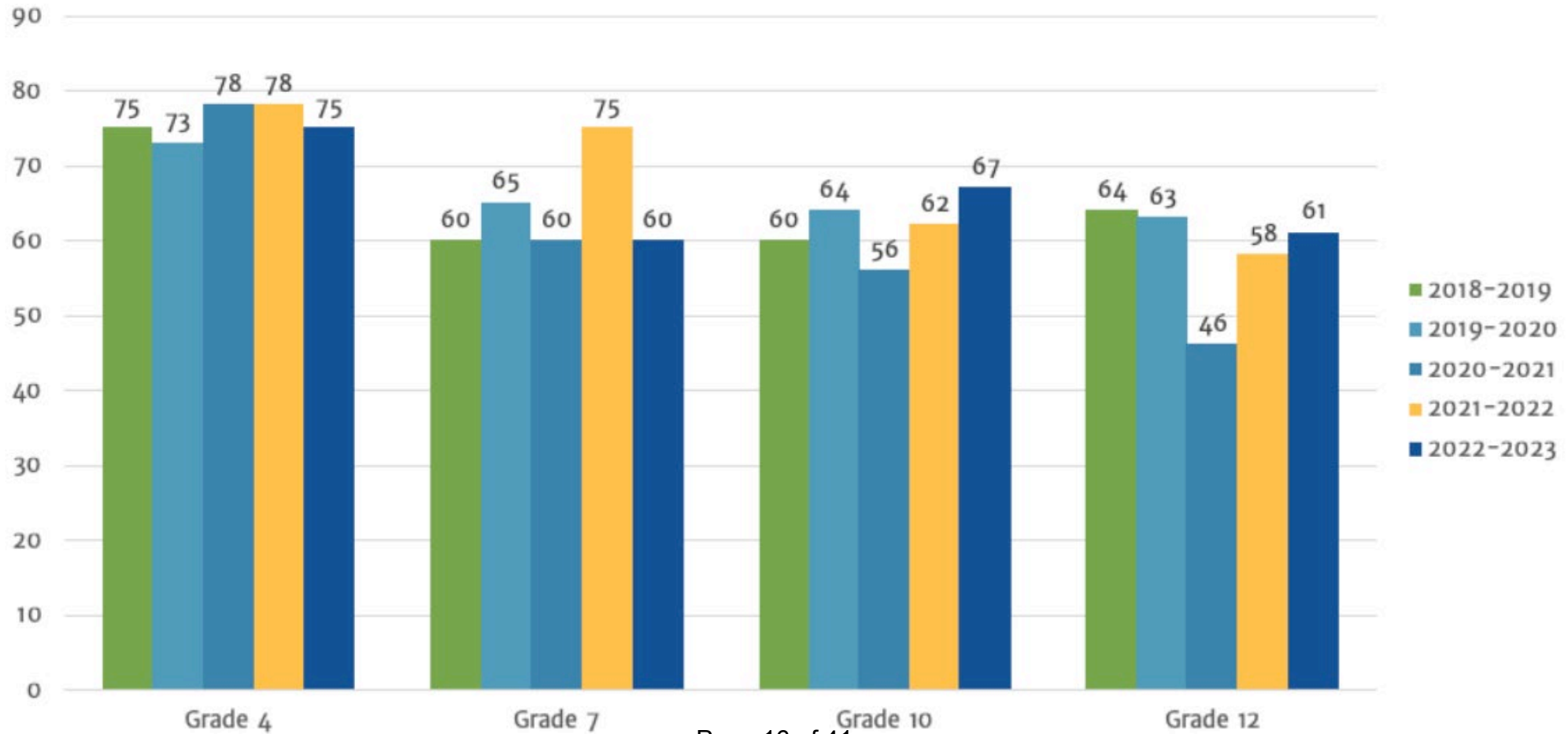
Do You Feel Safe at School? % Students Reporting Often or Always



How Many Adults at School Care About You? % Students Reporting 2 or More



Do You Feel Welcome at Your School? % Students Reporting Often or Always





“Any quantitative data requires qualitative digging.”

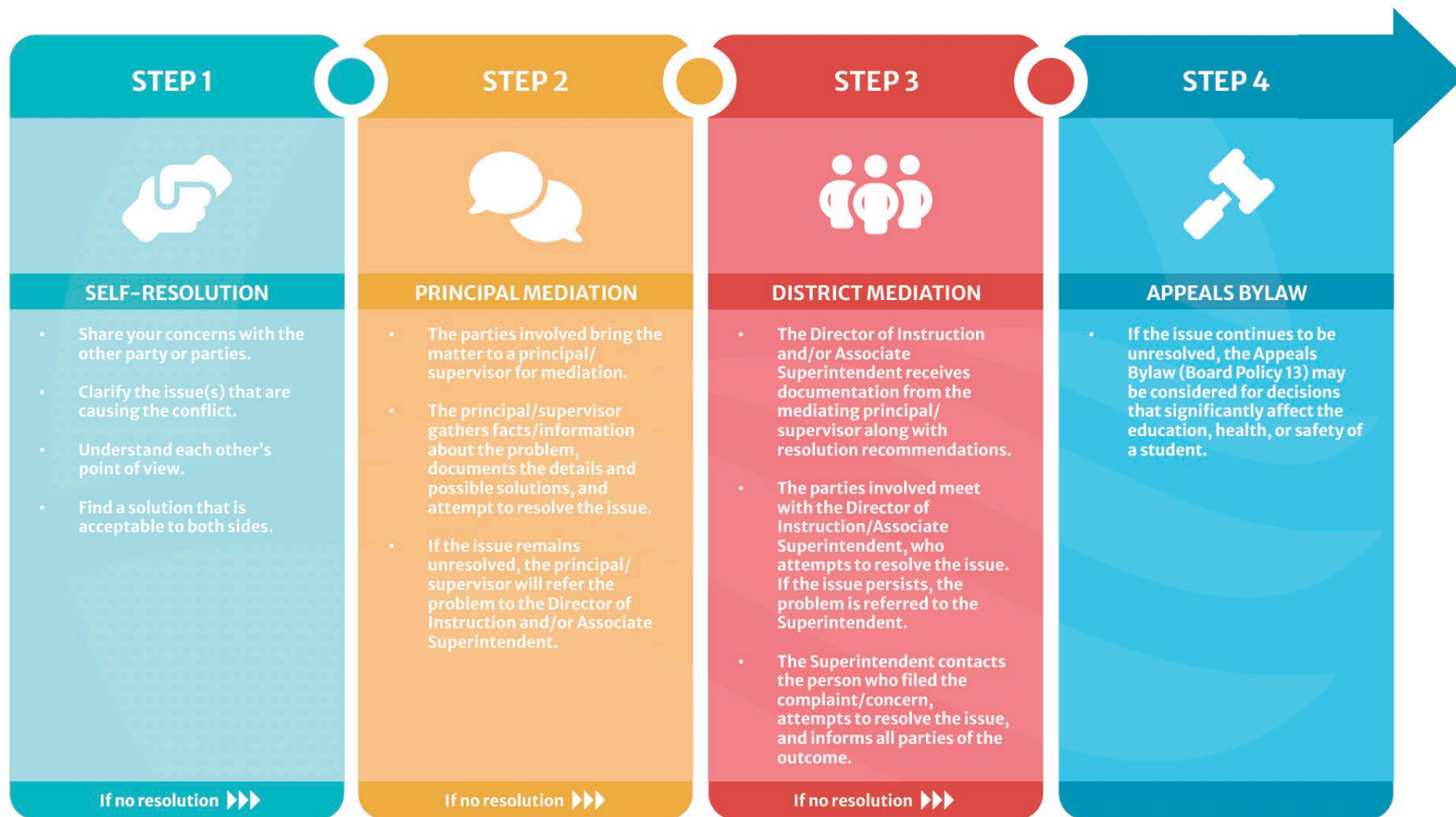
Street Data – Safir & Dugan



Working Together

- Middle and Secondary School Collaboration
- Student Safety Action Plans (students, staff & parents)
- Upcoming Staff Reports to the Board
- Budget Process

HOW TO RESOLVE A COMPLAINT OR CONCERN



If you need help understanding the complaint/concern resolution process, please contact your school's principal or email New Westminster Schools at info@sd40.bc.ca.



DISCOVER



When

Tuesday, January 9, 2024

Where

New Westminster
Secondary School

Time

5:30 p.m. to 8:30 p.m.



"Discover our fantastic Programs of Choice, explore course selection options, and more!"



Supplement to: **REGULAR SCHOOL BOARD MEETING**

Date: Tuesday, December 12, 2023

Submitted by: Ileana Neilson, Manager Early Learning Child Care

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

Subject: Tweedsmuir After School Studio opening Jan 2024

Background:

We are happy to announce a new child care pilot program called the **Tweedsmuir After School Studio**. The program starts at Lord Tweedsmuir Elementary School in **January 2024** featuring 24 child care spaces that are open to Kindergarteners and Grade 1 students.

Licensing update

We have obtained municipal clearance, and we have Fraser Health Inspection scheduled for December 12, 2023. This is the last step towards obtaining the program Licence and we are well prepared for this inspection.

About **Tweedsmuir After School Studio**

- Tweedsmuir After School Studio is open during **after school hours only, Monday to Friday, from 3 p.m. to 7 p.m.** and operates out of a kindergarten classroom.
- The program is **closed during spring break, Christmas break, summer break, statutory holidays, Non-Instructional Days**, and on other school closure days (e.g., snow days).
- Our team includes two early childhood educators and an educational assistant. This means we work with a lower child-to-staff ratio, ensuring we meet each child’s individual needs.
- Program fees are **\$200** for kindergarteners and **\$ 348.50** for Grade 1 children pending the district’s approval of BC Government’s Child Care Fee Reduction Initiative.
- Families may also qualify for the Affordable Child Care benefit (ACCB). [Learn how to apply.](#)
- BC Early Learning Framework is the foundation for the program, this means we focus on relationships, community, and enhancing the social- emotional well-being of children in our classroom. [Learn more about the Early Learning Framework](#)

Community Communication

Our website has been updated, allowing families to discover child care details under the dedicated Child Care in Our Schools section. This includes information on child care partnerships within our schools and district- operated programs.

[Tweedsmuir After School Studio – New Westminister Schools – District 40 \(newwestschools.ca\)](https://newwestschools.ca)

Communication was disseminated to Tweeds community via email, flyers, and social media at the end of November, including details about the program, fees, and waitlist registration.

Waitlist and registration

Waitlist opened for interested families on November 30th, 2023. We are encouraged by the positive response from the community thus far, and we anticipate continued interest as we move forward. Once Licence is obtained, we will commence registration for the program, giving priority to Kindergarten children, followed by Grade one children enrolled at Tweedsmuir.

Staffing

Collaborating with HR, we've posted positions for the two Early Childhood Educators (ECE) and one 7-hour Educational Assistant (EA) this week.

Mid November, we conducted interviews for ECE casuals to support our team and we now have 4 ECE Casuals to strengthen our team and notably, two of the ECE casuals currently engaged with our district have indicated interest in the ECE positions at Tweeds. Additionally, we have received interest from EA currently at Lord Tweedsmuir in the 7-hour position.

Staffing will be finalized once Licence is obtained.



Introducing the

Tweedsmuir After School Studio

Tweedsmuir After School Studio is an exciting new child care pilot project funded by the New Westminister Board of Education. Featuring 24 child care spaces, the program is open to Kindergarteners and Grade 1 students.

Program Specifics

- Tweedsmuir After School studio is open during **after school hours, Monday to Friday, from 3 p.m. to 7 p.m.**
- Our team includes two early childhood educators and an educational assistant. This means we work with a lower child-to-staff ratio, ensuring we meet each child's individual needs.
- The program is **closed during spring break, Christmas break, summer break, statutory holidays, Non-Instructional Days**, and on other school closure days (e.g., snow days).
- Program fees will be subject to the District being approved for Child Care Fee Reduction Initiative. In addition, families may also qualify for the Affordable Child Care Benefit.

How to Apply

- The application and waitlist open for all Kindergarten and Grade 1 families on **Thursday, November 30, 2023, at 10 a.m.**
- Kindergarten-age children will receive priority followed by Grade 1 students.

Apply at

<https://newwestschools.ca/programs-services/child-care-in-our-schools/tweedsmuir-after-school-studio/>

Questions? Contact us!

Ileana Neilson - ineilson@sd40.bc.ca | 604-517-6398

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Supplement to: **REGULAR OPEN SCHOOL BOARD MEETING**

Date: December 12, 2023

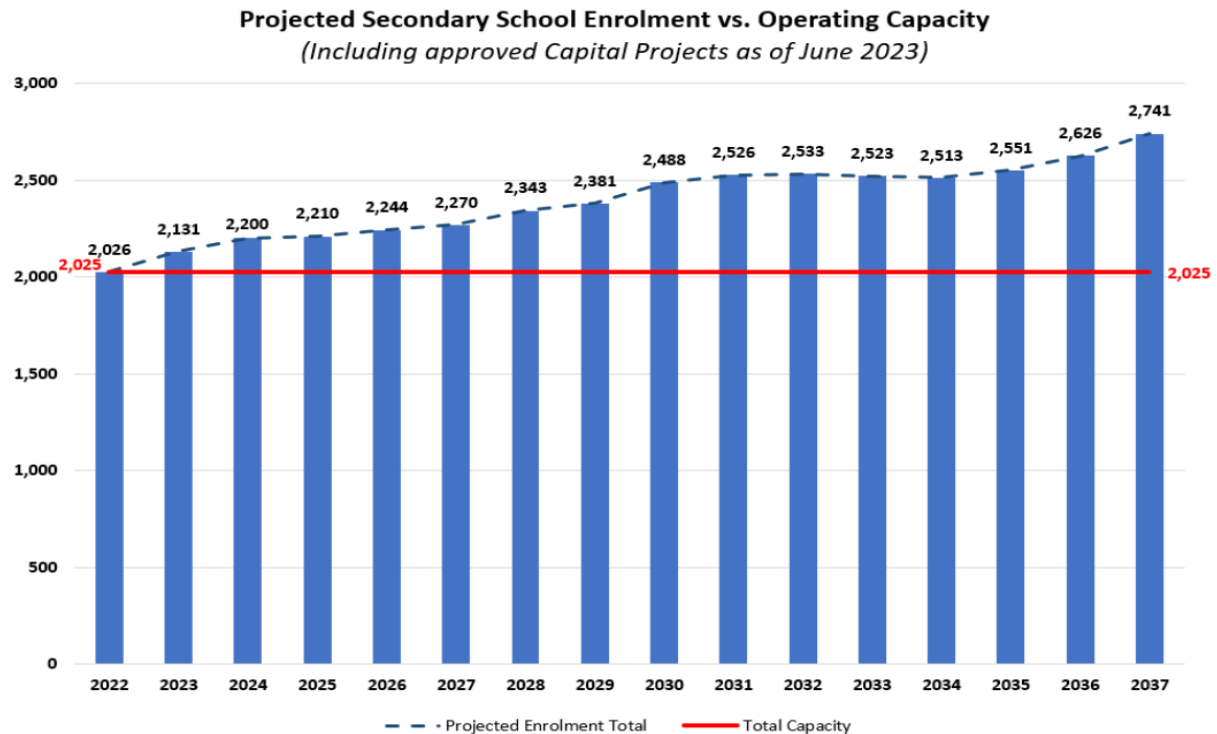
Submitted by: Pam Craven, Director of Instruction, Secondary Programs/
Bettina Ketcham, Secretary-Treasurer

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

Subject: NWSS Capacity Creation

Background

The District faces capacity pressures throughout the District at all levels of education including at the high school. The table below represents the anticipated growth. While the long-range plan recommends the steps required to create long term capacity, the District is still tasked to accommodate enrolment over the short and medium term.



2024 – 2025 School year

Addressing the capacity concerns at NWSS involves considering the retention of the 4-block timetable for the 2024-2025 school year. This option can be achieved through strategic space utilization, timetable considerations, and an alternate delivery method to Career Life Education (a mandatory grade 10 course).

For the 2024-2025 school year, it will be important to focus on optimizing space usage through scheduling refinements. This will be crucial in overcoming space constraints and ensuring efficient utilization of available resources. Working with department heads and teachers the exploration of alternatives for course offerings has begun. These include reviewing grade 9 elective rotations, offering elective courses in alternate years, and exploring courses to transfer to an online or hybrid delivery model. Work is still underway to determine how much space can be created because of this exercise.

By delivering Career Life Education (CLE) through an online approach, fourteen classroom spaces will be freed up. This equals 350 seats available over the course of two semesters, contributing to the flexibility of scheduling for general classrooms. The focus is on CLE due to its role in developing key competencies and serving as a prerequisite for Career Life Connection (a grade 12 graduation requirement, currently offered online through MS Teams). To implement this change for September 2024 a plan for delivering and transitioning to an online model will need to be created.

Associated Costs to be considered for the 2024 – 2025 school budget

- Cost to use LMS (Brightspace) approx. 547 students x \$10 per student =\$5,470
- Additional teacher support and training for moving courses to an online delivery method

Through strategic space utilization, timetable considerations, and an alternate delivery to Career Life Education additional time is created so that during the 2024-2025 a deep dive and continued consultation with stakeholders regarding other options (for example 5-block timetable options) can be explored to resolve the space capacity issues in specialty classrooms for the 2025-2026 school year.

Future years' considerations

The following considerations will continue to be made for future school years, as has already been discussed at a previous board meeting. Each of these considerations below will have either an operating budget impact or will need to be a major capital plan request to the Ministry of Education.

Programming considerations including International Education

NWSS has 179 (headcount) international students. At present, an assumption has been made to hold the number of students constant in the above noted table. These international students bring a rich tapestry of culture to the school and are a valuable student population. However, as regular enrollment continues to grow, options to investigate the size of the program or

placement of these students within the District will need to be closely monitored. It should be noted, however, that reductions to international programming will have significant budget impacts due to the decrease in international tuition revenues. These revenues presently support many staffing and other resources outside international education that are only possible due to this stream of funding.

Portables

Staff have explored the use of portables as a strategy for increased enrolment. Portables that are purchased come out of the District's operating budget. With a longer-term strategy in mind and the need to build a school hub, the District is investigating a grouping of 10 portables complete with bathrooms, meeting rooms and ancillary spaces which will be in excess of \$4 million. Given the cost, the District may not be able to achieve the overall desired scale immediately due to cost and timing/availability of these portables. Adding to the complexity would be that the only place to put portables on the NWSS site would be off the end of the gymnasiums which is an archeological heritage area as well as a site that is highly utilized by the public.

Furthermore, the use of portables does not increase the capacity for specialty space for programs such as the arts, athletics, and shop spaces. While it works well for creating academic spaces, because of the inability to expand specialty areas using this strategy, its benefits are limited.

If this strategy is seen to be necessary, the District will need to set aside a substantial amount of operating funds starting in in the 24-25 school year as part of its budget planning.

Building renovations and permanent modulars

The District is looking at the existing floor plan to possibly identify areas that may lend themselves to create additional instructional space. The costs of renovations would be significant and would require support and funding from the Ministry of Education and Childcare to carry out the work. The timelines on approval would be out of the District's control but requests for immediate work should be contemplated in the June 2024 capital plan submission if deemed to be a necessary strategy.

The Ministry have also been supportive of permanent modular structures to support school additions. Recently, the Ministry has supported modular additions that are 14 – 16 classrooms large. The cost and timelines are anticipated to be greatly reduced relative to traditional construction means. Like a building renovation, this too would be a permanent addition to the school where the costs would be high and require support and funding from the Ministry.

With the building and permanent modular strategy, there are a few notable concerns beyond timelines and funding approval. Firstly, any significant renovation or large modular addition would make the school "too big" where we may find ourselves with nearly 3,000 students. This must be reviewed from an educational lens prior to proceeding with any such action. Secondly, any major capital addition reduces the business case for another secondary school or at least



greatly delays it. Based on our long range facilities plan, the recommended strategy is to build a significant addition in Queensborough which will substantially alleviate the pressures on NWSS and reduce commute times for students living in the Queensborough neighbourhood. We know that there are many merits to having more than one high school in a community that is positive for kids.

Conclusion

Sufficient spaces can be created for the 2024-25 school year. We will have to continue to monitor the enrolment growth closely as other strategies may need to be accelerated to accommodate growth. Investigative work is still ongoing as it relates to a 5-block model and additional programming efficiencies and changes. Medium- and long-term considerations including portables and permanent modulars or building renovations will be further discussed in the Spring as these have operating budget implications and in the case of capital requests, must be submitted by June 30th.

PUBLIC INTEREST DISCLOSURE POLICY

PURPOSE

The Board of Education of School District No. 40 (“School District”) is committed to honesty, integrity and accountability in its operations, programs and services, and to promoting a culture of openness and transparency. The School District encourages and supports all employees in bringing forward reports of unlawful acts and acts of Wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* (“PIDA”).

The purpose of this Policy and related Procedures is to establish a process, in compliance with PIDA, for employees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

SCOPE OF POLICY

This Policy applies to alleged Wrongdoing related to the School District’s operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

DEFINITIONS

In this Policy and the Procedures, the following capitalized terms are defined as indicated:

“**Advice**” means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or PIDA;

“**Discloser**” means an Employee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;

“**Disclosure**” means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA;

“**Employee**” refers to a past and present employee of the School District;

POLICY MANUAL

“**FIPPA**” means the Freedom of Information and Protection of Privacy Act, and all regulations thereto;

“**Investigation**” means an investigation undertaken by the School District under this Policy or by the Ombudsperson under PIDA;

“**Personal Information**” has the same meaning set out in FIPPA, namely “recorded information about an identifiable individual,” and includes any information from which the identity of the Discloser or any person who is accused of Wrongdoing or participates in an Investigation can be deduced or inferred;

“**PIDA**” means the *Public Interest Disclosure Act* of British Columbia, and all regulations thereto;

“**Procedure**” means the School District’s Administrative Procedure associated with this Policy, as amended;

“**Reprisal**” means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of an Employee because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation; and

“**Wrongdoing**” refers to:

- a. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- b. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee’s duties or functions;
- c. a serious misuse of public funds or public assets;
- d. gross or systematic mismanagement;
- e. knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

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STATEMENT OF PRINCIPLES

- The School District is committed to supporting ethical conduct in its operations, and seeks to foster a culture in which Employees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about PIDA, this Policy and the Procedures.
- The School District will investigate Disclosures that it receives under this Policy. Investigations under this Policy will be carried out in accordance with the principles of procedural fairness and natural justice.
- The School District will not commit or tolerate Reprisals against any Employee who, in good faith, makes a request for Advice, makes a Disclosure, participates in an Investigation or makes a complaint under this Policy.
- The School District is committed to protecting the privacy of Disclosers, persons accused of Wrongdoing and those who participate in Investigations in a manner that is consistent with its obligations under PIDA and FIPPA.

PRIVACY AND CONFIDENTIALITY

All Personal Information that the School District collects, uses or shares in the course of receiving or responding to a Disclosure, a request for Advice, a complaint of a Reprisal, or conducting an Investigation will be treated as confidential and will be used and disclosed as described in this Policy, the Procedures, PIDA or as otherwise permitted or required under FIPPA and other applicable laws.

REPORTING

Each year, the Superintendent shall prepare, in accordance with the requirements of PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be following the requirements of FIPPA.

RESPONSIBILITY

The Superintendent is responsible for the administration of this Policy, and shall ensure that training and instruction is available to all Employees concerning this Policy, the Procedures and PIDA.

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In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority in writing to the Secretary-Treasurer or other senior members of the School District.

References: *[Insert references or delete if not required]*

Appendix A: *[Insert appendix or delete if not required]*

Adopted: **November 2023**

Revised:

ADMINISTRATIVE PROCEDURES MANUAL
Administrative Procedure 404

PUBLIC INTEREST DISCLOSURE – ADMINISTRATIVE PROCEDURE

I. DEFINITIONS

Capitalized terms in this Procedure have the meanings set out in the Policy, and the following additional terms shall have the following meanings.

1. “**Designated Officer**” means the Executive Director of Human Resources as designated by the Superintendent in accordance with section V. of this Procedure.
2. “**Disclosure Form**” means the form attached to this Procedure as Appendix 1.
3. “**Ombudsperson**” means the Ombudsperson of British Columbia;
4. “**Policy**” means the School District’s Public Interest Disclosure Policy;
5. “**Protection Official**” means:
 - a. in respect of a health-related matter, the provincial health officer,
 - b. in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
 - c. in any other case, a police force in British Columbia.
6. “**Respondent**” means a person against whom allegations of Wrong doing or a complaint of reprisal is made;
7. “**School**” means
 - a. a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction
 - b. the teachers and other staff members associated with the unit, and
 - c. the facilities associated with the unit,and includes a Provincial resource program and a distributed learning school operated by a board;
8. “**Supervisor**” includes
 - a. an Employee’s direct management supervisor,
 - b. for School-based Employees, the Principal or any Vice-Principal at the School where the Employee is assigned;

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9. **“Urgent Risk”** arises there is a reasonable belief that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.

II. WHO MAY MAKE A DISCLOSURE

1. Any Employee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Employee was employed or engaged by the School District.
2. Reports received from members of the public, school trustees, or from Employees who were not employed with the School District at the time that the alleged Wrongdoing occurred or was discovered are outside the scope of the Policy and this Procedure.

III. HOW TO MAKE A DISCLOSURE

1. An Employee who reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:
 - a. that person’s Supervisor;
 - b. the Superintendent;
 - c. a Designated Officer other than the Superintendent; or
 - d. The Ombudsperson.
2. A Disclosure should be submitted in writing using the Disclosure Form or in other written form, and include the following information if known:
 - a. a description of the Wrongdoing;
 - b. the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;
 - c. the date or expected date of the Wrongdoing;
 - d. if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
 - e. whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.
3. A Disclosure may be submitted to the School District on an anonymous basis, but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit investigation, the School District may take no action with

ADMINISTRATIVE PROCEDURES MANUAL

- respect to the Disclosure. Any notices required to be given to a Discloser under this Policy or PIDA will not be provided to an anonymous Discloser, except at the discretion of the Designated Officer and where the Disclosure has provided contact information.
4. A Discloser who is considering making a Disclosure may request Advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer, or the Ombudsperson.
 5. A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to alleged Wrongdoing by that person, and any person who receives a Disclosure and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to another person under this Policy with responsibility for receiving a Disclosure.

IV. HOW TO MAKE A DISCLOSURE ABOUT URGENT RISK

1. PIDA permits Employees to make public disclosures if the Employee reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.
2. Before making a public disclosure of an Urgent Risk the Employee must:
 - a. consult with the relevant Protection Official (public health officer, Emergency Management BC, or police),
 - b. receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure,
 - c. refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the Urgent Risk;
 - d. refrain from disclosing any information that is privileged or subject to a restriction on disclosure under PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege, and
 - e. seek appropriate advice if uncertain about what Personal Information, privileged or other information may be disclosed as part of a public disclosure.
3. An Employee who makes a public disclosure in relation to an Urgent Risk is expected to provide timely notification to their Supervisor or the Superintendent about the public disclosure or submit a Disclosure in accordance with section III. above.

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4. If the Employee decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.

V. REFERRAL TO A DESIGNATED OFFICER

1. Each Supervisor and any other Employee who receives a Disclosure under this Policy must promptly refer it, including all Disclosures Forms and other materials supplied, to the appropriate Designated Officer as follows:
 - a. Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure shall first be referred to the Superintendent who may delegate their duties under the Policy and this Procedure to any other Designated Officer;
 - b. If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure should be referred to a Designated Officer other than the Superintendent to assess whether the Disclosure falls within the scope of PIDA or this Policy. If so, then the Disclosure should be referred to Office of the Ombudsperson.

VI. RESPONSIBILITIES OF THE DESIGNATED OFFICER

1. The Designated Officer is responsible to:
 - a. Receive and respond to any Disclosure;
 - b. Receive and respond to reports made about Urgent Risks;
 - c. If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;
 - d. Review allegations of Wrongdoing in a Disclosure and determine if they fall within the scope of PIDA or this Policy;
 - e. Refer disclosures or allegations falling outside the scope of PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable;
 - f. If a Disclosure relates to Wrongdoing at another government body that is subject to PIDA, refer the Disclosure to that institution;
 - g. Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;
 - h. If appropriate, initiate an Investigation into allegations of Wrongdoing in accordance with section VIII. below;
 - i. Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk;

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- j. Manage communications with the Discloser and Respondent;
- k. Notify the Discloser and the Respondent of the outcome of the Investigation in accordance with section VIII. 8.; and
- l. Ensure that, in accordance with section IX. of this Procedure, all Personal Information received by the School District related to the Disclosure, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and PIDA.

VII. RESPONSIBILITIES OF EMPLOYEES

1. All Employees are responsible to:
 - a. make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;
 - b. refrain from engaging in Reprisals and report all Reprisals in accordance with this Procedure and PIDA;
 - c. maintain the confidentiality of Personal Information received in connection with a Disclosure, request for Advice or Investigation in accordance with the Policy, this Procedure, and PIDA;
 - d. provide their reasonable cooperation with investigations by the School District or the Ombudsperson;
 - e. seek appropriate advice if uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk; and
 - f. comply with the requirements of this Procedure and PIDA concerning Urgent Risks.

VIII. INVESTIGATIONS

1. Every person involved in receiving, reviewing and investigating Disclosures must carry out those functions in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under PIDA.
2. The School District shall seek to complete all Investigations within 90 calendar days of receipt of a Disclosure, but the Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
3. The Designated Officer may expand the scope of any Investigation beyond the allegations set out in the Disclosure to ensure that any potential Wrongdoing discovered during an Investigation is investigated.

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4. All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation, though overall responsibility and accountability for the Investigation remains with the Designated Officer.
5. The Designated Officer may consult with the Ombudsperson regarding a Disclosure or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable Discloser.
6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
 - a. the Disclosure does not provide adequate particulars of the Wrongdoing;
 - b. the Disclosure is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure under the Policy or PIDA, or does not deal with Wrongdoing;
 - c. the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;
 - d. the investigation of the disclosure would serve no useful purpose because the subject matter of the disclosure is being, or has been, appropriately dealt with;
 - e. the Disclosure relates solely to a public policy decision;
 - f. the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
 - g. the Investigation may compromise another investigation; or
 - h. PIDA otherwise requires or permits the School District to suspend or stop the Investigation.
7. Subject to the School District's obligations under FIPPA and section III. 3. above, the Discloser and the Respondent(s) will be provided with a summary of the School District's findings, including:
 - a. notice of any finding of Wrongdoing;
 - b. a summary of the reasons supporting any finding of Wrongdoing;
 - c. any recommendations to address findings of Wrongdoing.

IX. PRIVACY AND CONFIDENTIALITY

1. All Personal Information that the School District collects, uses or shares in connection with a Disclosure, request for Advice, or an Investigation shall be treated

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- as confidential and shall be used and disclosed by the School District only as described in the Policy, the Procedures and PIDA unless otherwise permitted or required under FIPPA or other applicable laws.
2. Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure or a request for Advice Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
 3. Any person who receives information about the identity of a Discloser for the purposes of investigating the Disclosure shall maintain the identity of the Discloser in confidence and may only use or share that information for the purposes described in this Policy or PIDA, except with the consent of the Discloser or as authorized or required by PIDA or other applicable laws.
 4. The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of receiving or responding to a Disclosure, a request for Advice, or conducting an investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared internally on a need-to-know basis.

X. REPRISALS

1. The School District will not tolerate Reprisals against Employees.
2. Any Employee who believes that they have been the subject of a Reprisal may make a complaint to the Ombudsperson, who may investigate in accordance with the procedures set out in PIDA.
3. Any person who engages in any Reprisals shall be subject to disciplinary action up to and including, for an Employee, dismissal for cause.

References: [Insert references or delete if not required]

Appendix A: [Insert appendix or delete if not required]

Adopted: November 2023

Revised:

Supplement to: OPEN BOARD MEETING ON DECEMBER 12, 2023

Date: December 2023

Submitted by: Cheryl Sluis, Trustee and Danielle Connelly, Trustee

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

Subject: Extracurricular Athletics Audit

Background:

There is clear evidence that access to extracurricular activities, and in particular athletic opportunities, can have a huge impact on student achievement, school culture, and community engagement.ⁱ

New Westminster School District supports the role of athletics in our community and in our schools. As such, it is imperative that the Board of Education ensures that these opportunities are offered in an equitable and meaningful way. This includes being aware of and removing the barriers to participation which may include socio-economic status, sexual orientation or gender identity, race, disability, and gender. Human rights law requires that the provision of services, including in schools, must not discriminate (whether directly or indirectly) on the basis of these grounds.

In particular, gender inequity in sports is a key issue that is well documented in research and at a policy level in Canada.ⁱⁱ Research has demonstrated the majority (over 90%) of Canada's sport's media coverage is focused solely on men's sport, and that women and girls have lower sport participation rates than men and boys.ⁱⁱⁱ Equity is important at the middle and secondary school levels, not only to increase opportunities for women, girls and gender diverse people in sports and physical activity, but to change perceptions—particularly the incorrect perception that sports participation is not important for girls and women.^{iv}

New Westminster School District has an opportunity to be a leader in this important work.

Recommendation:

THAT the New Westminster School Board (SD40) direct staff to review the district's approach to provide and support extra-curricular physical activities (including intra-murals and inter-varsity competition), including but not limited to:

- *Review current mandates / regulations including the British Columbia School Athletics Association and Burnaby New West School Athletics Association,*
- *Review district policies and procedures,*
- *Assess the current situation (including quantity and quality of extracurricular opportunities for students, quality of coaching, funding for and access to equipment and facilities),*

- *Identify gaps, and*
- *Make recommendations*

All work should be completed with equity lens considering gender, race, sexual orientation and gender identity, class, age, and ability.

And report back to the Board with findings by April 2024.

ⁱ See, e.g., Tremblay et al, “Canada’s Physical Literacy Consensus Statement: process and outcome” (2018), online: <https://bmcpublihealth.biomedcentral.com/articles/10.1186/s12889-018-5903-x> and Participaction, “Expert Statement on Physical Activity and Brain Health in Children and Youth,” online: https://participaction.cdn.prismic.io/participaction%2Fe6cb2b35-2d29-4539-80ee-515a0ae9dfb3_2018_expert_statement_on_physical_activity_and_brain_health_in_children_and_youth.pdf.

ⁱⁱ Sport Information Resource Centre, Gender Equity, online: <https://sirc.ca/gender-equity/>.

ⁱⁱⁱ Sport Information Resource Centre, “Signals versus noise: Gender equity in Canadian sport” (2022), online: <https://sirc.ca/blog/signals-versus-noise/>.

^{iv} Laurie Priest and Liane Summerfield, “Promoting Gender Equity in Middle Level and Secondary School Sports Programs” (2016), online: <https://journals.sagepub.com/doi/abs/10.1177/019263659507957509?journalCode=buld>.

**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)
RECORD OF NOVEMBER 28, 2023 IN-CAMERA MEETING**

ADOPTION OF AGENDA

- 6:00 PM

MINUTES FOR APPROVAL

- In-Camera Board Meeting held on November 28, 2023.

BUSINESS ARISING FROM THE MINUTES

- Nil

REPORTS FROM SENIOR MANAGEMENT

- Nil

NEW BUSINESS

- Nil

ITEMS TO BE REPORTED OUT AT OPEN MEETING

- Nil

NOTICE OF MEETINGS

- Tuesday, December 12, 2023: In-Camera Board Meeting, 6:00 pm (SBO & Via MS Teams).

ADJOURNMENT

- Motion to adjourn at 6:54 pm to begin the Regular Open Board meeting at 7:00 pm.