

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

Tuesday, January 28, 2025

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.*

		<b>Pages</b>
1.	<b><u>ADOPTION OF THE AGENDA</u></b>	7:00 PM
<p>Recommendation:  <b>THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the January 28, 2025, Regular School Board meeting.</b></p>		
2.	<b><u>APPROVAL OF THE MINUTES</u></b>	7:00 PM
a.	Minutes from the Open Meetings held:	
1.	December 17, 2024, Regular Meeting.	5
<p>Recommendation:  <b>THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the December 17, 2024 Regular School Board Meeting.</b></p>		
b.	Business Arising from the Minutes	
3.	<b><u>PRESENTATIONS</u></b>	7:00 PM
a.	Learning Story No. 5 - Early Learning Initiatives (S. Singh & I. Neilson)	14
4.	<b><u>COMMENT &amp; QUESTION PERIOD FROM VISITORS</u></b>	7:15 PM
5.	<b><u>CORRESPONDENCE</u></b>	7:30 PM
a.	Ltr to Chair Russell and Superintendent Davidson from Tsq'escen' First Nation	26
b.	Response Ltr to Tsq'escen' First Nation Chief Helen Henderson	28

c. Ltr to Ministers Beare and Ma (M. Russell) 29

## 6. BOARD COMMITTEE REPORTS

a. Education Policy & Planning Committee, January 14, 2025. 7:35 PM

1. Comments from the Committee Chair, Trustee Andres.
2. Approval of the January 14, 2025, Education Policy and Planning Committee Minutes 31

**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 January 14, 2025.**

b. Operations Policy & Planning Committee, January 14, 2025. 7:40 PM

1. Comments from the Committee Chair, Trustee Connelly.
2. Approval of the January 14, 2025, Operations Policy and Planning Committee Minutes 37

**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 January 14, 2025.**

## 7. REPORTS FROM SENIOR MANAGEMENT

a. Superintendent Update (M. Davidson) (Verbal) 7:45 PM

b. 2025-26 Budget Process Schedule (B. Ketcham) 7:55 PM 39

**Recommendation:**  
**THAT the Board of Education of School District No. 40 (New Westminster) approve the 2025-26 budget process as presented.**

## 8. NEW BUSINESS

a. Annual Trustee Remuneration Review (B. Ketcham) 8:10 PM 41

b. BCSTA AGM Motions (C. Sluis) 8:20 PM 42

**Recommendation:**  
**THAT the Board of Education of School District No. 40 (New Westminster) prepare and submit the following motion to the BCSTA for consideration at the AGM:**

**THAT BCSTA request that the Ministry of Education and Child Care provide directed funding for portables used to address temporary enrolment pressures;**

**And that funding includes the acquisition of portables, site preparation, portable placement, furnishings, and supplies.**

<b>9.</b>	<b><u>OLD BUSINESS</u></b>	8:30 PM
a.	Policies (B. Ketcham)	
b.	Policy 7 - Board Operations	44
c.	Policy 7.1 - Public Participation at Board Meetings	49
d.	Policy 7.2 - Minutes	52
e.	Policy 7.3 - Trustee Remuneration & Expenses & Parental Leave	53
f.	Policy 8 - Board Committees	55
g.	Policy 10 - Policy Making	60

**Recommendation:**  
**THAT the Board of Education of School District No. 40 (New Westminster) approve the proposed revisions and updates to Policy 7 - Board Operations; Policy 7.1 - Public Participation at Board Meetings; Policy 7.2 - Minutes; Policy 7.3 - Trustee Remuneration & Expenses & Parental Leave; Policy 8 - Board Committees, and Policy 10 - Policy Making as presented.**

h.	Board Work Plan & Board and Committee Meeting Schedule (B. Ketcham)	63
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**Recommendation:**  
**THAT the Board of Education of School District No. 40 (New Westminster) approve the revised Board meeting and committee schedule and accompanying board work plan for February to June 2025.**

<b>10.</b>	<b><u>TRUSTEE REPORTS</u></b>	9:00 PM
<b>11.</b>	<b><u>QUESTION PERIOD (15 Minutes)</u></b>	9:10 PM
	<i>Questions to the Chair on matters that arose during the meeting.</i>	
<b>12.</b>	<b><u>NOTICE OF MEETINGS</u></b>	9:25 PM
	Tuesday, February 25, 2025 - School Board Meeting - 6:00 p.m. - Hybrid	
<b>13.</b>	<b><u>REPORTING OUT FROM IN-CAMERA BOARD MEETING</u></b>	9:30 PM
a.	Record of the December 11, 2024 Special In-Camera Meeting.	69

b. Record of the December 17, 2024 In-Camera Meeting.

70

14. ADJOURNMENT

9:30 PM



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

**Tuesday, December 17, 2024, 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  
Cheryl Sluis, Trustee  
Kathleen Carlsen, Trustee

Mark Davidson, Superintendent  
Geraldine Lawlor, Associate Superintendent  
Bettina Ketcham, Secretary-Treasurer  
Robert Weston, Executive Director, HR  
Amy Grey, Assistant Secretary-Treasurer  
Laura Goodman, Recording Secretary

*Members of the Public*  
Laura Kwong, DPAC Chair  
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 p.m.

**2024-083  
Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the December 17, 2024, Regular School Board meeting.***

- a. *Trustee Dhaliwal requested that New Business item 9 (b) Improving Transportation in School Zones & on Routes to School be moved to after 7(a) Board Committee Reports to accommodate parents participating in the Delegation agenda item scheduled one hour prior.*

**CARRIED UNANIMOUSLY**

2. **MINUTES FOR APPROVAL**

- Minutes from the Open meeting held:
  - i. November 26, 2024, Regular School Board Meeting.

**2024-084  
Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the November 26, 2024, Regular School Board Meeting.***

Trustee Kathleen Carlsen requested the following amendments be made to the meeting minutes:

- 1). Under 8 (d). Election of Vice Chair, ~~Trustee Kathleen Carlsen~~ **Gurveen Dhaliwal** nominated **Trustee Cheryl Sluis as Vice-Chair** for the 2024 Board of Education.
- 2). under 8 (e). New Business, Election of BCSTA Provincial Council Delegate Alternate, **Kathleen Carlsen** ~~Andres~~ **accepted the nomination.**

**CARRIED UNANIMOUSLY**

- Business Arising from the Minutes.  
Nil.

### 3. **PRESENTATIONS**

- a. Learning Story No. 4 - Human and Social Development (M. Smith).

Melanie Smith, District Vice Principal for Safe and Caring Schools, presented data from the Student Learning survey that assessed students' perceptions about their school environment and learning, highlighting student perceptions of safety, belonging and connectedness. Smith explained the challenges in collating data to understand the reasons behind students' feelings of safety and belonging and noted that student's sense of safety is below the provincial average in all age groups. Key findings included a 13% decrease in grade 7 students feeling welcome, a 6% increase in grade 10 students feeling welcome, and a 4% decrease in grade 12 students feeling a sense of belonging. Strategies to address these issues include improved supervision, enhanced training, and increased visibility of caring adults. The discussion also emphasized the need for ongoing engagement and support for students, particularly in middle schools.

Superintendent Davidson emphasized the need for clear policies and professional learning, and the importance of supporting teachers and staff in building relationships with students. The District is committed to continue to address these important issues and gather more data to inform future strategies.

To review Learning Story No. 4 presentation refer to the meeting [video](#) at 7:06 p.m.

- b. Supporting Safety of Students at 6<sup>th</sup> Ave. & 2<sup>nd</sup> Street  
(A. & L. Cotterall & T. Gilligan)

The Delegation focused on the Sixth Ave. and Second Street Intersections, a critical part of the safe walk route to Herbert Spencer Elementary. Cotterall and Gilligan, parents concerned about road safety near their children's school Herbert Spencer shared their experiences including community feedback regarding the dangerous intersection. They urged the Board of Education to advocate and support pedestrian safety upgrades to the City of New Westminster.

Gilligan presented the following requests to the Board for consideration:

1. To pass a motion to support the Community's efforts to improve safety at Sixth Ave. and Second Street and other school zone intersections in New Westminster.
2. To write a letter to the City Council reinforcing the urgent need for pedestrian safety upgrades and a comprehensive safety review including the quantitative and qualitative data of the near misses, unreported incidents, and pedestrian volume.

3. Support education initiatives for safe pedestrian and driver behaviours around schools.
4. Make school zone safety a standing agenda item to ensure oversight and visibility to monitor progress.

*The Trustees acknowledged and thanked the presenters and the community for their efforts and support in addressing the safety concerns of the 6th Ave. and 2nd Street intersection and other hot spot intersections within New Westminster.*

To review the Delegation presentation refer to the meeting [video](#) at 7:55 p.m.

#### 4. **COMMENT & QUESTION PERIOD FROM VISITORS**

DPAC: Laura Kwong, President

- DPAC highlighted their various events and participation in areas including online social media safety for kids, parent education seminar on Naloxone training, advocacy at the provincial level and shared their concerns related to school capacity and lack of adequate funding to the new Ministers of Education and Infrastructure, and participation in a Delegation at the December 2nd City of New Westminster Council meeting regarding traffic and transportation safety issues.
- Kwong noted the outdated nature of the Safe Routes to School program and the need for an update to consider recent transportation plans and post-pandemic driver behaviour changes and noted support of the motions from Trustees Andres and Carlson re: transportation.
- Kwong reiterated the importance of maintaining current staffing levels for resource teachers, ELL teachers and counsellors.

NWTU: Kristie Oxley, President

- Oxley expressed support for the motions to create additional administration time at schools and hopes for continued funding for teachers and support staff.
- Oxley highlighted the need for improved cooling systems in the food and textile rooms on first floor of the high school.

*The public was given the opportunity to ask questions on items related to the agenda with staff responding where appropriate. To view the full comment and question period, please refer to the meeting [video](#) at 8:10 a.m.*

#### 5. **CORRESPONDENCE**

*Chair Russell noted that the Board of Education received correspondence from the public regarding the traffic concerns discussed this evening.*

- a. École Herbert Spencer School - Traffic (C. Daws)
- b. New West Intersection 2nd & 6th Street (T. Gilligan)

## 6. **BOARD COMMITTEE REPORTS**

- a. The next EPPC & OPPC Committee Meetings will be held January 14, 2025.

## 7. **REPORTS FROM SENIOR MANAGEMENT**

- a. Superintendent Update (M. Davidson)

Superintendent Davidson reported on various activities and updates, including attending concerts, managing IT disruptions, and closing applications for principal and vice principal roles, with 14 out of the 30 applicants being internal.

- b. School Learning Plans (Verbal)

Davidson spoke to the strategic planning process and noted that the school learning plans align with the new strategic plan. The timeline for these plans is being moved forward to align with the strategic plan development in the spring. This alignment will help plan staffing and school priorities before the summer holiday. Davidson highlighted the importance of addressing data sets related to student achievement and graduation. The new school goals include metrics from the provincial student learning report to measure success qualitatively. At least one goal in the spring's learning plans will be linked to provincial assessment data.

- c. 2024-25 Amended Budget (M. Davidson)

Superintendent Davidson and the Secretary-Treasurer spoke to the Background Report provided in this evening's agenda package as it serves as information to support the additional budget request for the 2024-2025 school year. Discussion ensued around the need for increased administration time to enhance instructional leadership and support staff and students.

### *Highlights:*

- *Principals and Vice-Principals* struggle with heavy workloads, high expectations and time constraints, affecting their ability to engage in leadership roles. The proposed increase aims to bring administration time closer to regional norms.
- *Human Resources Staffing* concerns were raised about the outdated staffing levels in the HR department, which have not kept pace with the growth in student population and staff numbers. HR staff continue to work long hours, including evenings and weekends, due to the constant hiring process and the need for timely support for staff. The wellness of HR staff is a concern, and there is a need to bring service levels back to what they once were to provide better support to employees.
- Administration and the creation of the manager and clerical positions are intended to enhance instructional leadership and create a culture where leadership roles are seen as impactful and sustainable and have a positive impact on both staff and students.
- *Financial Impact and Budget Considerations:* Financial implications were considered, with an anticipated \$870,000 deficit budget and plans to use accumulated surplus reserves. Trustees supported the increase in staffing costs though emphasized their concerns about the investments on future budget impacts. Trustees supported the increase in administration and HR staffing but cautions the critical tipping point of \$2 million in the contingency reserve fund. The Secretary-Treasurer advised the Board to be prepared for challenging

conversations as they move forward with their decisions. Ketcham stated that during the 2025-26 budget creation, management intends to re-examine their budget to find efficiencies to offset the structural deficit. These will be brought forward as part of the annual preliminary budget process in March/April 2025. The amended budget for the 2024-25 school year will be brought forward for approval in February 2025.

**2024-085**  
**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) approve the additional staffing resource request to increase administration by 5.1 FTE and an increase in HR department personnel by 2.0 FTE effective January 1, 2025.***

**CARRIED UNANIMOUSLY**

9. **NEW BUSINESS**

a. Trustee School Liaison Assignments (M. Russell)

Chair Russell provided a brief overview of the Trustee School Liaison assignment process and noted that the goal is to provide the Trustees with various school experiences. The Trustee Liaison assignment document will be distributed to all schools and PAC groups via the Superintendent's office and will come into effect January 2025.

b. Improving Transportation in School Zones & on Routes to School.  
Trustees K. Carlsen & M. Andres

Trustee Andres spoke to the Backgrounder report included in this evening's agenda acknowledging City Council's support for the motion and expressed optimism for a collaborative approach. The motion aims to improve transportation in school zones and on Routes to School as New Westminster's population grows. The city's adoption of a Vision Zero strategy and formation of a Vision Zero Task Force is highlighted as key initiatives. The school board's active role in planning and advocacy emphasizes school-related safety needs.

**2024-086**  
**Moved and Seconded**

**Safe Routes to School Update**

Whereas the Safe Walk to School Routes program provides a framework for ensuring safe, accessible routes to school for students and families and encourages active transportation to and from school;

**Be it resolved** that the Board of Education No. 40 (New Westminster):

1. Direct the Superintendent to collaborate with City officials and relevant advocacy groups to align efforts to ensure the program meets the needs of school communities.
2. Write a letter to the City of New Westminster to advocate for:

- a. An updated review of the Safe Walk to School Routes to assess current conditions and identify areas for improvement.
- b. The inclusion of the update to the Safe Walk to School Routes to be included in the 2025 work plan.

**CARRIED UNANIMOUSLY**

**2024-087  
Moved and Seconded**

*Trustee Carlsen stated that the second motion is regarding City funding for the walking school bus as part of Vision Zero.*

**Advocate for City Funding of the Walking School Bus as Part of Vision Zero**

Whereas the Walking School Bus is a proven, cost-effective strategy that supports the City of New Westminster's Vision Zero goal of eliminating all traffic-related fatalities and serious injuries

And whereas ongoing and sustainable funding is required to expand and maintain the Walking School Bus program district-wide:

Be it resolved that the Board of Education No. 40 (New Westminster):

Write a letter to the City of New Westminster advocating for:

1. An acknowledgement that the Walking School Bus program is a key component of the Vision Zero initiative.
2. A partnership to ensure continued and ongoing financial and logistical support for the Walking School Bus Program.

*Trustee Sluis requested the following amendment to number 2.*

2. ~~A partnership to ensure~~ Advocating for continued and ongoing financial and logistical support for the Walking School Bus Program.

**AMENDED MOTION**

2. Advocating for continued and ongoing financial and logistical support for the Walking School Bus Program.

**CARRIED**

**2024-088  
Moved and Seconded**

*Trustee Carlsen requested the following amendment with the addition of a number three.*

3. To encourage Council to reconsider their position not to fund long term and stable funding for the walking School Bus program.



**DEFEATED**

**2024-089**  
**Moved and Seconded**

*Chair Russell put forth the recommendation of the main motion as amended with the two points.*

Write a letter to the City of New Westminster advocating for:

1. An acknowledgement that the Walking School Bus program is a key component of the Vision Zero initiative.
2. Advocating for continued and ongoing financial and logistical support for the Walking School Bus Program.

**CARRIED**

**2024-090**  
**Moved and Seconded**

**Intersection Safety and Road Safety Around Schools**

Whereas the City of New Westminster has passed a motion directing staff to undertake a secondary review of intersection safety at 2nd Street and 6<sup>th</sup> Avenue, including near miss analysis, with the goal of implementing pedestrian safety upgrade, where warranted, by 2025.

Be it resolved that the Board of Education No. 40 (New Westminster):

Write a letter to the City of New Westminster to:

1. Endorse the City's review of intersection safety at 2nd Street and 6<sup>th</sup> Avenue and advocate for its inclusion in the 2025 budget.
2. Request the above review serve as a starting point for the City to conduct a broad review of all school zone intersections to prioritize identified improvements including, but not limited to crosswalks, intersections that directly impact students and family travel routes, pedestrian-controlled lights, visibility enhancements, and pickups and drop offs in school zones.

*Trustee Sluis acknowledged and thanked Trustees Andres and Carlsen for expanding this recommendation to include all school zones; a really important addition.*

**CARRIED UNANIMOUSLY**

**2024-091**  
**Moved and Seconded**

**SD40 to Join New Westminster City's Vision Zero**

Whereas the City of New Westminster has adopted a Vision Zero strategy and student participation, and advocacy are essential for ensuring school community needs are represented in this initiative;

Be it resolved that the Board of Education No. 40 (New Westminster):

Write a letter to the City of New Westminster to:

1. Offer its support for participation in the City of New Westminster's Vision Zero Task Force who will bring forward strategic priorities, mentorship to students and identify both pressing and long-term issues.
2. Encourage student representatives from elementary, middle, and high schools to participate in the Vision Zero Task Force.

Questions were asked and Discussion ensued.

*Trustee Andres stated that the intention of the motion was to have the School District encourage student representatives to build on this ongoing work, so students continue to be supported on an ongoing basis. Superintendent Davidson confirmed that the City will support student engagement in the Vision Zero Task Force.*

*Trustee Andres requested the following amendments to the motion to improve the clarity.*

**2024-092**  
**Moved and Seconded**

~~Write a letter to the City of New Westminster to:~~

1. Write a letter to the City of New Westminster to offer its support for participation in the City of New Westminster's Vision Zero Task Force who will bring forward strategic priorities, mentorship to students and identify both pressing and long-term issues.
2. Have New Westminster school district encourage student representatives from elementary, middle, and high schools to participate in the Vision Zero Task Force.

**MOTION AS AMENDED**

Be it resolved that the Board of Education No. 40 (New Westminster):

1. Write a letter to the City of New Westminster to offer its support for participation in the City of New Westminster's Vision Zero Task Force who will bring forward strategic priorities, mentorship to students and identify both pressing and long-term issues.
2. Have New Westminster school district encourage student representatives from elementary, middle, and high schools to participate in the Vision Zero Task Force.

**CARRIED**

*Chair Russell acknowledged and thanked Trustees Andres and Carlsen and the Community for their work in bringing these recommendations forward, and looks forward to the next steps.*

*To view the Transportation in School Zones agenda segment refer to [video](#) recording at 8:22 p.m.*



9. **OLD BUSINESS**

Strategic Plan Update (C. Sluis) (Verbal)

Trustee Sluis provided an update on the strategic planning process including meetings with their Strategic Planning Consultants 'Roots & Rivers' and various engagement activities. The Board and Senior Management Team (SMT) will be involved in the upcoming planning sessions scheduled for January 7 and February 4, 2025. A summary memo and list of emerging priorities will be shared before the March break.

10. **TRUSTEE REPORTS**

*Trustees provided highlights of the events they attended in December.*

11. **QUESTION PERIOD (15 Minutes)**

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 9:10 p.m.

12. **NOTICE OF MEETINGS**

Tuesday, January 14, 2024; Education Policy & Planning Committee  
(In-person, SBO Boardroom.)

Tuesday, January 14, 2024; Operations Policy & Planning Committee  
(In-person, SBO Boardroom.)

Tuesday, January 28, 2024: Open Regular Board Meeting, 7:00 p.m. (Hybrid)

Events:

- National Day of Remembrance and Action on Violence Against Women – December 6, 2024.

13. **REPORTING OUT FROM IN-CAMERA BOARD MEETING**

- a. Record of the November 26, 2024, In-Camera Meeting.
- b. Record of the December 4, 2024, Special In-Camera Meeting.
- c. Record of the December 10, 2024, Special In-Camera Meeting.

14. **ADJOURNMENT**

The meeting adjourned at 9:14 p.m.

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Chair

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Secretary-Treasurer



Supplement to: REGULAR SCHOOL BOARD MEETING

Date: January 28, 2025

Submitted by: Sandra Singh Director of Instruction, Learning and Innovation

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

Subject: Learning Story 5: Early Learning Initiatives

**Background:**

The Enhancing Student Learning Report Order specifies that each year a board must prepare and submit to the Ministry of Education a report that focuses on the three goals of public education: Intellectual Development, Social and Human Development, and Career Development.

District initiatives in the early years encompass aspects of these three goals. The approaches to teaching and learning with young children focus on the acquisition of key foundational skills in literacy and numeracy. The early years programs also focus on social emotional development and building caring relationships with young children. Lastly, the early years program supports transitions for young children to the kindergarten setting. This is an important district initiative to ensure that families of young children feel welcomed into their first formal introduction of the public education system.

The Early Years Development Index (EDI) is an important source of data that is considered in the Enhancing Student Learning Report.

The presentation will highlight the school district’s initiatives pertaining to the teaching and learning of children, and how the district continues to build a stronger sense of community with educators and families.

# Early Years Update

Update prepared for the Board of Education

Sandra Singh

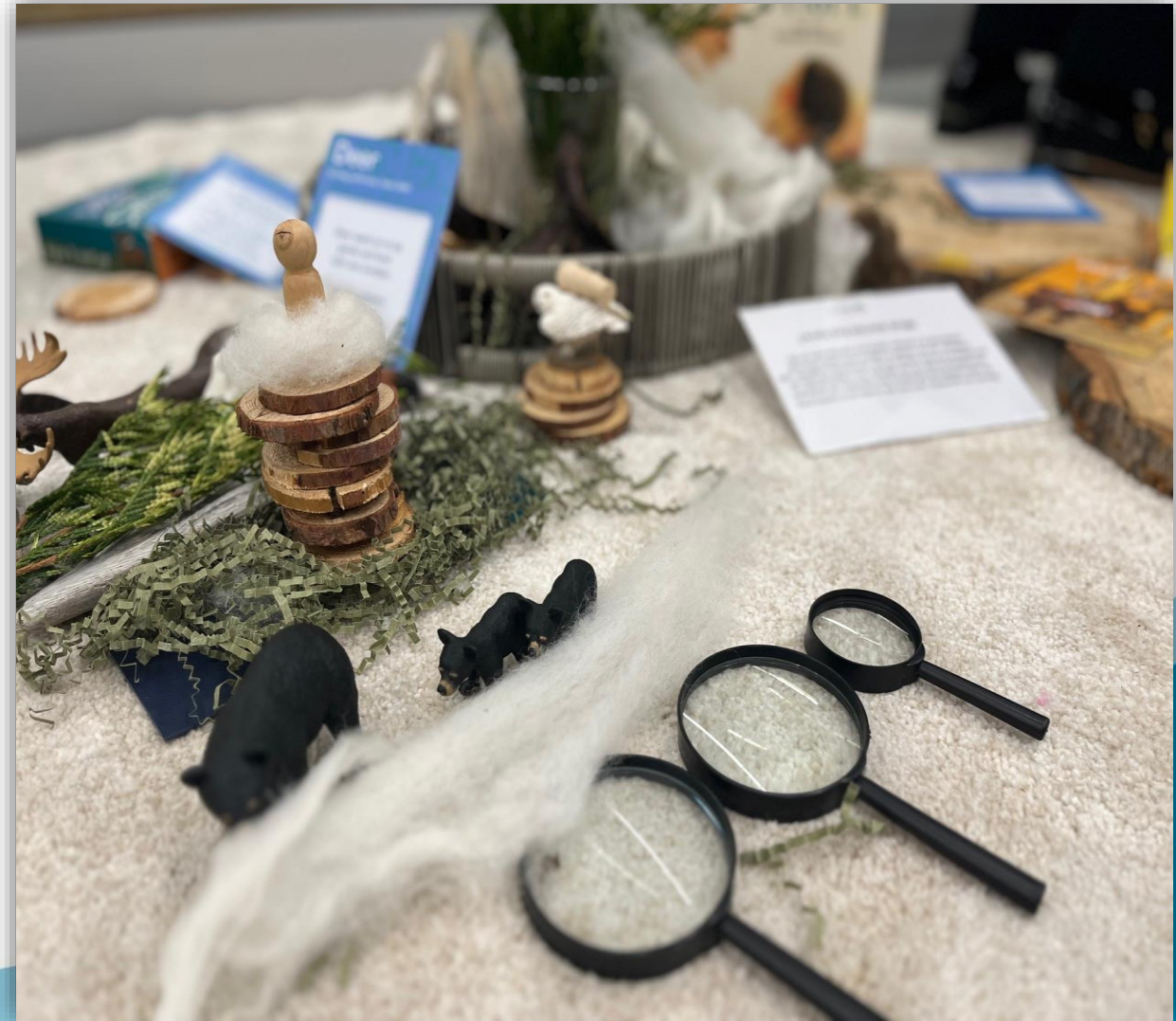
Ileana Neilson

January 28, 2025

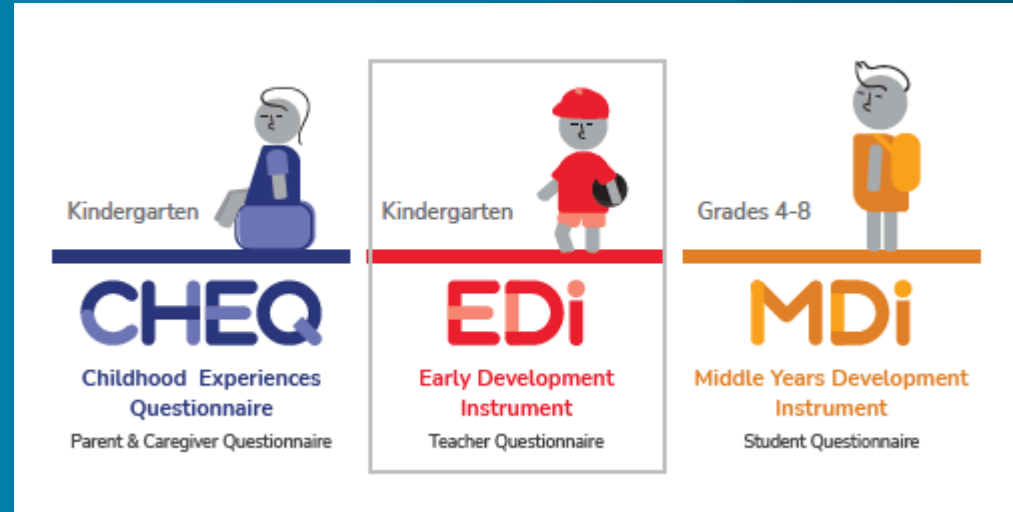


New  
Westminster  
Schools

- EDI data
- Welcome to Kindergarten
- Key projects developing this year:
  - I. H.E.E.T.
  - II. Learning in the Primary years
  - III. Parent evening sessions



# EDI DATA



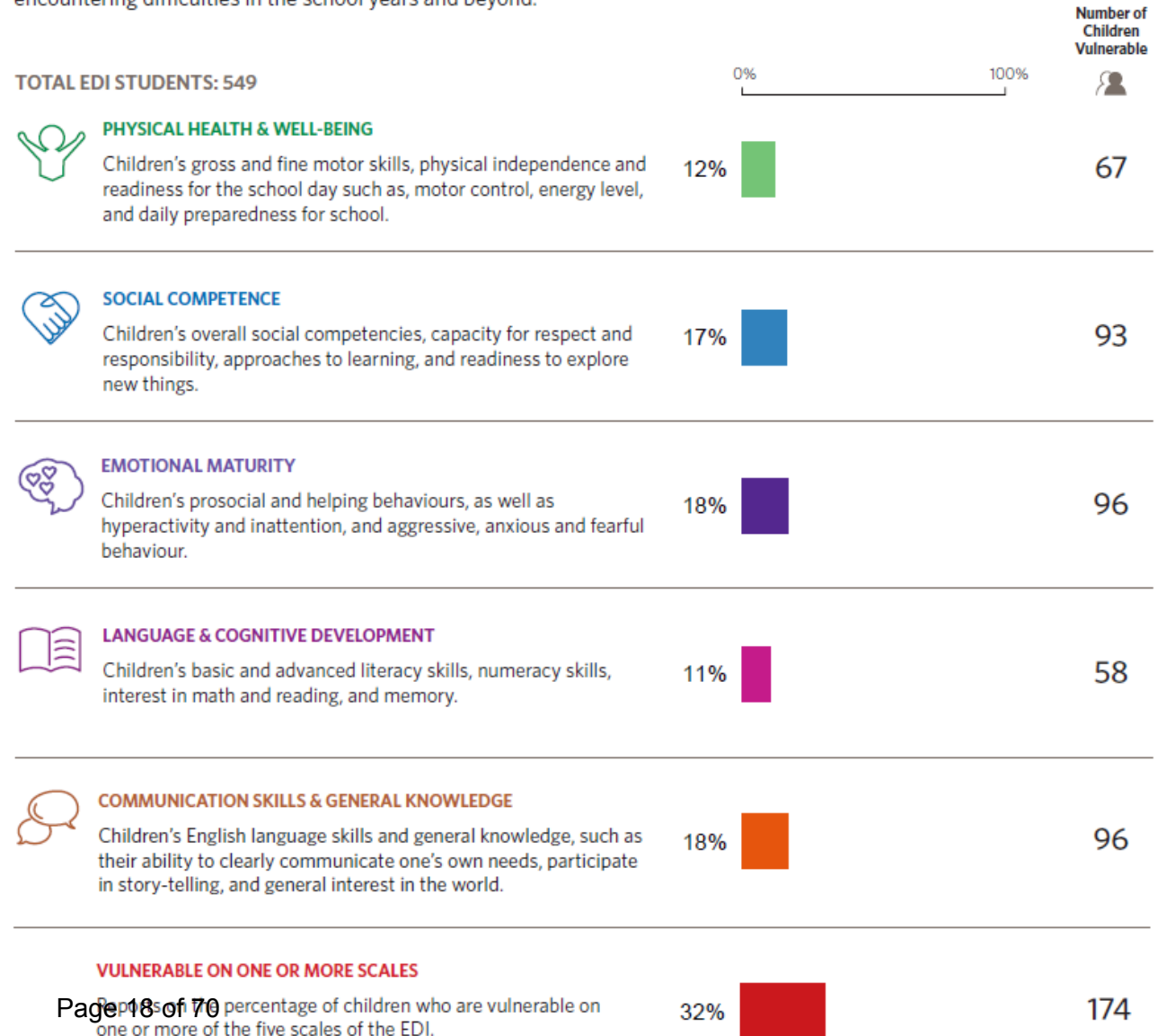
- Completed by kindergarten teachers for children in their classrooms in February 2024
- Designed to help us understand trends in children's development at a population level

# Participating teachers: 33

Data collected for 549 students, reflecting a student participation rate: 88.7%

EDI VULNERABILITY RATES BY SCALE


Without additional support or care, children who are vulnerable on the EDI have, on average, an increased risk of encountering difficulties in the school years and beyond.



The complexity of vulnerability patterns is increasing. It appears that children and families are experiencing more complex challenges, and vulnerable children are experiencing increased struggles across more areas of their lives.



EDI vulnerability rates for participating schools in SD 40 New Westminster for the 2023/2024 academic year.

 Data Suppressed

School Name	Total EDI Students	Physical Health & Well-being	Social Competence	Emotional Maturity	Language & Cognitive Skills	Communication Skills & General Knowledge	Vulnerable on One or More Scales
Connaught Heights Elementary	29	14%	31%	35%	24%	21%	52%
École Qayqayt Elementary	112	13%	13%	14%	5%	12%	29%
F W Howay Elementary	27	11%	15%	11%	15%	26%	33%
Herbert Spencer Elementary School	69	7%	7%	12%	9%	9%	23%
Lord Kelvin Elementary	100	20%	26%	26%	16%	31%	40%
Lord Tweedsmuir Elementary	74	14%	10%	8%	5%	15%	28%
Queen Elizabeth Elementary	85	5%	20%	19%	17%	20%	28%
Richard McBride Elementary	53	13%	21%	21%	4%	9%	32%
<b>New Westminster</b>	<b>549</b>	<b>12%</b>	<b>17%</b>	<b>18%</b>	<b>11%</b>	<b>18%</b>	<b>32%</b>

# Welcome to Kindergarten

Thunderbird real?  
I think Thunderbird is an  
imaginary bird made by  
First Nations People.  
(Eli)  
I've never seen a thunder, but  
I think it looks like this. →  
(Eli)

THUNDER IS  
STRONG

Eli:  
THUNDER comes  
out of clouds

Thunderbird



New  
Westminster  
Schools



WELCOME TO YOUR STUDIO

aesthete

[ ee-theet ] English  
(adj.) Someone with deep sensitivity to the beauty of art or nature.

# H.E.E.T





*The Hub of Excellence in Experiential Teaching* is a pilot project with Misty Paterson, PhD Candidate at SFU, certified B.C. Teacher, and independent pedagogical consultant. The project is offered in response to Early Years educators seeking collaborative, creative, and inquiry-based professional learning opportunities.



ARE WE READY TO BEGIN?

Immerse yourself in creative space with room to dream.  
Relax. Invite presence. Feel supported.  
Grab your favourite writing tool.  
We're about to fuel our teaching dreams!

This proposal is to immerse teachers in the very approaches they want to enliven in the classroom with children, and to facilitate critical reflection and action planning. H.E.E.T approaches mirror those found in our curriculum documents such as the B.C. Curriculum and the Early Learning Framework.

Networking with 4 schools	Reflecting and Documenting	Attending and Engaging	Tracing and Evaluating	Transferring and Imagining
				
Building district-wide connections	Creating a research tool for innovation	Guidance re: engagement with pro-tips	Embodied evaluating of inherited ideas	Concept planning + Big Idea building



# Learning in the Primary Years

“The principal goal of education in the schools should be creating [people] who are capable of doing new things, not simply repeating what other generations have done.”

—JEAN PIAGET

New offering coming up in 2025!

## Learning in the Primary Years

Learning in the Primary Years is intended to support teachers in nurturing the hearts and minds of young children from Kindergarten through Grade 3, fostering a sense of wonder and encouraging endless curiosity.

Let's unpack the framework together



We will engage in:

- Exploring key aspects of the Framework
- Connecting the foundations of learning presented in the framework to teaching in the primary years
- Key topics include strategies and ways to nurture Play, Social Emotional Learning, and Literacy and Numeracy

On Teams, from 3:30 to 4:30 pm on:

February 10, 2025

April 28, 2025

May 26, 2025

Chance to win a  
**Book prize**  
every session

Rsvp [here](#)  
or use QR code:



Learning In The Primary Years

# Before your bedtime

## Empowering parents & guardians

“Families are the first teachers, the primary caregivers, and the knowledge-holders of their children. Families have the most important role in promoting their children’s well-being and learning.”

- Ministry of Education and Child Care, BC Early Learning Framework, p.16



# BEFORE YOUR BEDTIME

New Westminster Schools cordially invites **parents and guardians of children born in 2020** to a virtual five-part series on key topics that will enable their child’s smooth transition to Kindergarten. These sessions entitled ‘Before your Bedtime’ are intended for parents and guardians. Please join district staff and guest speakers to these informative sessions followed by a Q&A.

## Empowering parents and guardians

### TOPICS AND DATES:

**Feb 10, 2025:** Social-Emotional Learning: Sleep, Nutrition and Physical Literacy

**March 10, 2025:** Social-Emotional Learning: Everyday Anxiety

**April 14, 2025:** DEIA, Inclusive and Indigenous Education

**May 12, 2025:** All about Play

**June 9, 2025:** Literacy and Numeracy -Play based practical tools and strategies

**All sessions are on ZOOM**

**7:00 to 7:45 p.m.**

Please register [here](#) or use QR code:



For more information, contact [ineilson@sd40.bc.ca](mailto:ineilson@sd40.bc.ca)





# Play, Connect, Grow

“Play and learning are like two wings of a butterfly, one cannot exist without the other”

- Carla Rinaldi

**DATE** Saturday, May 10, 2025  
**TIME** 11 a.m. to 1 p.m.  
**LOCATION** Queen`s Park  
Enter the park near 1st street & 5th avenue

## Play, Connect, Grow

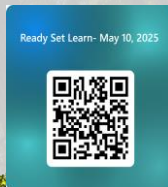
fostering a sense of wonder and encouraging endless curiosity.

New Westminister Schools welcomes children ages 3-5 with their caregivers, to our **Ready - Set- Learn** event. This free early learning event is sponsored by New Westminister Schools and the Ministry of Education and Child Care.

Bring your  
*picnic blanket*

Snacks will be provided. Join us for a fun play filled morning with:  
storytelling  
music  
face painting  
and art activities

Please **rsvp** [here](#)







Thank you





## Tsq'escen' First Nation

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December 18, 2024

School District No. 40 – New Westminster Schools  
811 Ontario Street  
New Westminster, BC V3M 0J7  
Maya Russell, Chairperson  
[mrussell@sd40.bc.ca](mailto:mrussell@sd40.bc.ca)  
Mark Davidson, Superintendent  
[mdavidson@sd40.bc.ca](mailto:mdavidson@sd40.bc.ca)

Dear Ms. Russell and Mr. Davidson:

**Re: Coming into Force of Tsq'escen' First Nation's Child Wellbeing Law,  
T'kwenm7iple7tens re Kikwe, on December 21, 2024**

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I am writing on behalf of Tsq'escen' First Nation to advise the School District No. 40 – New Westminster Schools ("SD40") of the coming into force of Tsq'escen' First Nation's child wellbeing law, *T'kwenm7iple7tens re Kikwe*, on December 21, 2024.

Tsq'escen' children and families are at the core of who we are as Secwépemc and our most valuable resource. It is our collective responsibility as Tsq'escen' to care for each other. We have known for generations the harm that colonial child welfare laws and practices inflict on our children, families, and community. We know that we, as Tsq'escen', are the best people to care for and make decisions for our stsmémelt (children). We know that it is only through the rejection of colonial law and the renewed exercise of our laws that we can achieve our goal of a strong and healthy community. *T'kwenm7iple7tens re Kikwe* is an expression of our inherent jurisdiction and legislative authority over child and family services for Tsq'escen' children, youth, and families.

By operation of s. 21(1) of *An Act Respecting First Nations, Inuit and Métis Children, Youth and Families*, S.C. 2019, c. 24 (the "**Federal Act**"), *T'kwenm7iple7tens re Kikwe* will also come into force on December 21, 2024 with the force of federal law. In practical terms, this means that *T'kwenm7iple7tens re Kikwe* governs the delivery of child and family services to Tsq'escen' children, youth, and families. In the event of a conflict or inconsistency between Tsq'escen's law and the *Child, Family and Community Service Act*, R.S.B.C. 1996, c. 46, Tsq'escen's law will prevail to the extent of the conflict or inconsistency.

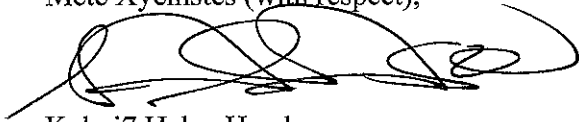
To facilitate this transition, Tsq'escen' First Nation has established its own agency, Élksts re Kikwe, dedicated to delivering child and family services to Tsq'escen' children, youth, and families. We are working collaboratively with directors and the Ministry of Child and Family Development across British Columbia to transfer all responsibilities for these services in a safe and supported manner over the next couple of months.

An essential part of a smooth, safe, and effective transition of jurisdiction is awareness of, education on, and cooperation with, *Élksts re Kíkwe*. Accordingly, we request that you work to raise awareness within SD40 and with your employees with respect to Tsqéscen's jurisdiction over its children and families. This education should include employee's obligations with respect to Tsqéscen children and youth, including reporting obligations and coordination with *Élksts re Kíkwe*. Further, we request that you consider impacts on school district services.

Please find attached to this letter, a one-pager on *T'kwem7iple7tens re Kíkwe* that can be circulated amongst your employees and network. Tsqéscen would also be pleased to discuss opportunities for Tsqéscen to support SD40 in any awareness, education, and training initiatives.

Should you have any questions, or wish to schedule a time to learn more about Tsqéscen's law and jurisdiction, please do not hesitate to contact me ([chief@tsqescen.ca](mailto:chief@tsqescen.ca)), our chief administrative officer, Laurelee Bennett ([cao@tsqescen.ca](mailto:cao@tsqescen.ca)), or our legal counsel, Katherine Hensel ([khensel@foglars.com](mailto:khensel@foglars.com)).

Mete Xyemstes (with respect),



Kukpi7 Helen Henderson

---

TEL: 250-397-2227  
[reception@tsqescen.ca](mailto:reception@tsqescen.ca)  
FAX: 250-397-2769

PO Box 1030  
100 Mile House, BC  
V0K 2E0

## BOARD OF EDUCATION

January 24, 2025

Chief Helen Henderson  
Tsq'ésceñ First Nation  
Box 1030 - 100 Mile House, BC  
V0K 2E0

Sent by email: [chief@tsqescen.ca](mailto:chief@tsqescen.ca)

Dear Kykpi7 Helen Henderson,

We received your announcement that the Tsq'ésceñ First Nation's child wellbeing law, *T'kwenm7íple7tens re Kíkwe* has come into effect as of December 21, 2024. We understand that this legislation and the establishment of the agency Lusts re Kíkwe takes over responsibility for Tsq'ésceñ children and youth in areas where School Districts have previously worked with the Province of B.C. Ministry of Children & Family Services.

Our senior staff have been alerted and will be following up if needed, but on behalf of our Board of Education I wanted to recognize the significance of this legislation coming into force.

New Westminister Schools is committed to working in partnership with you, in cherishing, supporting and protecting any Secwepemc stsmémelt in our community.

Warmly,



Maya Russell  
Chair, Board of Education

cc: Trustees, Board of Education School District No. 40  
Mark Davidson, Superintendent of Schools, School District No. 40  
Bettina Ketcham, Secretary-Treasurer, School District No. 40  
Christopher Brown, Legal Assistant, Fogler, Rubinoff LLP  
Carmon Pete, Wellness Manager, Tsq'ésceñ First Nation



## BOARD OF EDUCATION

January 15, 2025

Honourable Lisa Beare  
Minister of Education and Child Care  
P.O. Box 9045 Stn Prov Govt  
Victoria, BC V8V 9E2  
*Sent by email: [ECC.Minister@gov.bc.ca](mailto:ECC.Minister@gov.bc.ca)*

Honourable Bowinn Ma  
Minister of Infrastructure  
P.O. Box 9021 Prov Stn Govt  
Victoria, BC V8W 9E2  
*Sent by email: [INF.Minister@gov.bc.ca](mailto:INF.Minister@gov.bc.ca)*

Dear Ministers Beare & Minister Ma:

Re: Capital Project Planning Costs

I am writing on behalf of the Board of Education of School District No. 40 (New Westminister) to request government implement an annual reimbursement process for costs incurred during preliminary capital project planning.

Under the existing process, districts are responsible for funding feasibility costs associated with all government-supported projects until approval of capital funding. Only when funding is announced can districts reimburse themselves for these initial expenditures, which can amount to hundreds of thousands of dollars. It can take several years from the start of project planning to funding approval, and in that time these costs represent large sums of money taken out of classrooms, even if temporarily. As of this letter, New Westminister Schools has two projects in business case and our upfront costs are nearly \$500,000 and climbing.

In addition to the above, our Board is seeking government support to fully fund portable purchases and related expenses in response to enrolment growth, which are currently paid for through operating dollars. Our district currently uses 53 portables for instruction, which is a substantial number given our size. For added perspective, we use a greater number of portables on a per capita basis than the Surrey School District, which often makes headlines for the number of portables on their school grounds.

New Westminister Schools spent approximately \$850,000 purchasing portables to address capacity issues for the 2024-2025 school year. Given our district is at over 120 per cent of capacity across all schools, we anticipate more operating funds that should be dedicated to classrooms going towards creating capacity. For smaller districts like ours, portable purchasing charges are more burdensome and have a far greater impact on classrooms due to our small economy of scale.

Given these challenges, we request government implement both an annual reimbursement scheme and fully fund portables and their related costs. Such funding would alleviate the financial strain on smaller districts like ours and let us allocate our operating funds back to supporting students.

I appreciate your attention to this matter and look forward to your response.

Sincerely,



Maya Russell  
Board Chair, New Westminister Schools

ec: Trustees, Board of Education School District No. 40  
Mark Davidson, Superintendent of Schools, School District No. 40  
Bettina Ketcham, Secretary-Treasurer, School District No. 40





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

**Tuesday, January 14th, 2025, 4:30 PM  
School Board Office**

**PRESENT** Marc Andres, Committee Chair                      Mark Davidson, Superintendent  
Maya Russell, Trustee    Geraldine Lawlor, Associate Superintendent  
Cheryl Sluis, Trustee    Anne-Marie Martin, Recording Secretary  
Danielle Connelly, Trustee                                      Bettina Ketcham, Secretary Treasurer  
Gurveen Dhaliwal, Trustee                                      Robert Weston, Executive Director, Human Resources  
Elliott Slinn, Trustee    Rhonda Jones, Director of Instruction – Learning Services  
Kathleen Carlsen, Trustee                                      Susana Quan, Principal – New Westminster Secondary School

***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 4:31 pm

**Moved and Seconded**

***THAT the agenda for the January 14<sup>th</sup>, 2025, Education Policy and Planning Committee meeting be adopted as distributed.***

**CARRIED UNANIMOUSLY**

**2. PRESENTATIONS**

Nil.

**3. COMMENT AND QUESTION PERIOD**

Nil.

#### 4. **STUDENT VOICE**

Ava Purewal and Ruqaiyah Clouden presented the results of the final fall survey to which 114 Students participated, and the survey was open for 88 days.

A few questions that students were asked:

- News Sources that are efficient
  - Morning buzz – 83%
  - Instagram @newwestsecondary – 61%
  - Morning announcements – 38%
  - Posters around the school – 46%
  - Word of mouth – 57%
- The school wi-fi is capable of supporting my learning.
  - strongly agree – 16%
  - somewhat agree – 32%
  - neutral – 19%
  - somewhat disagree – 17%
  - strongly disagree – 16%
- What is a safe place for you at school:
  - classrooms
  - washrooms
  - with my friends
  - the grand commons
  - everywhere
  - N/A or none

Students have a sense of safety in the washrooms amongst there friends.

- How effective are the vape detectors at reducing vaping in the school washrooms:
  - Effective – 14%
  - Neutral – 16%
  - Ineffective – 70%

Students do not feel they help reduce vaping; they go off with the use of other things such as hairspray.

- Are you aware of the services and supports offered at the Wellness Centre:
  - Yes – 36%
  - A little bit, but not enough – 53%
  - No – 11%

The students feel more information regarding the support and services is needed.

Student Comments:

- Universal washrooms are unsanitary.
- More expansive sexual health education
- Poor Wi-Fi
- Vape detectors are not reducing vaping.
- Hall monitors going into washrooms to see if students are on their phones.
- Many students cutting in line for the servery.

- All students on spares to use their devices.
- Student Voice - Next Steps:
  - Student Wellness
    - Resources to help students quit vaping, understand the risks, etc.
    - Wellness Centre advertising
    - Open meeting with District Manager of Wellness
  - Anti-racism open meeting with Ken Headley
  - GSA + Student Voice Collaboration
    - Open meeting, understand what we can do to help.
    - Invite their executives to symposium.
  - Encourage teachers to volunteer to keep their classrooms open at lunch.
    - Helps with crowds.
    - Safe space

*Chair Andres acknowledged the importance of this work to give the board insight to what happens within the schools even through the times with no Wi-Fi and thanked them along with Principal Quan.*

*Trustee Russell thanked the students for the very thoughtful presentation and was curious about the next steps that were outlined.*

*Student Clouden advised not at this time, but Principal Quan will help organize future meetings/events.*

*Trustee Sluis thanked them for all their information (requested a copy of the presentation). Great question about where you feel safe and that the answers included everywhere as a response and classrooms.*

*Trustee Connelly asked if students using devices on spare breaks and is there a trend of students leaving campus.*

*Student Clouden was unsure if this was a trend, but they have heard students say it's a silly rule to enforce and that it is a possibility they leave campus.*

*Trustee Connelly asked if there was any data on this from the schools.*

*Superintendent Davidson advised that we do not track where students are on spare only if they are not in the classroom.*

*Principal Quan noted her observation at the school is that the trend is not leaving campus, so they are not using their own data and relying on school wi-fi. Students also need some time out and this needs to be added to our teaching. Students have shown significant growth with devices and being responsible.*

*Trustee Connelly asked a question regarding the vaping piece, I understand there were to be additional resources coming.*

*Superintendent Davidson mentioned that he was not aware of any additional resources, but it is something we can definitely look into.*

*Superintendent Davidson questioned is part of the issue around vaping that there are judgements being made about people who vape as opposed to vaping being bad for you.*

*Student Clouden was not sure if there is judgement about people who vape but seeing it in the school bathrooms believes the judgement would be more of them vaping then the health reasons for not.*

*Trustee Slinn commented on how well spoken both students are. Question is how the morning buzz is presented.*

*Student Purewal advised it is presented on the TV (screens) Friday mornings after A block. Video and News.*

*Trustee Slinn asked if they could see the videos. Student Purewal advised they are on Instagram.*

*Chair Andres this is the third year we heard this regarding concerns around the main floor bathrooms and asked the board if there are any mitigation factors we are looking at in this regard as this is not a one off is there anything Principal Quan can talk about how we can make that a more appealing environment for students.*

*Trustee Sluis concerned about undesirable, unsanitary washrooms and asked if we could look at additional cleaning.*

*Superintendent Davidson agreed that it was a reasonable option to discuss further.*

*Superintendent Davidson the things we are talking about washrooms and vaping were the things that school administrators and parents were talking about when we were in school and is a challenge we will always face.*

## **5. REPORTS FROM SENIOR MANAGEMENT**

- a. Career Programs Report (Tammy McArthur – District Career Coordinator and Carrie Gurba – Education – Career Programs)

### Dual Credit Youth Train in Trades Options

NWSS on Campus Train in Trades options for Grades 11 or 12 include Carpentry Foundation, Professional Cook 1, and Plumbing Level 1.

Examples of Off Campus Programs with BCIT, KPU, PIC and VCC during Grade 12 include: Automotive Collision & Refinishing, Baker, Electrician, Security Systems Technician and CNC Machinist.

Applications for the 2025-2026 School year are in the counselling office.

### Dual Credit Douglas College Healthcare Partnership

Partnered with New Westminster Secondary School, Students can now take up to six university transferable courses from January – August of their grade 12. Programs include Medical Office Assistant, Academic Foundations for Potential Nursing Applicants, Potential Psychiatric Nursing and Potential Health Information Management. Tuition is paid for the by the school district.

### Dual Credit SFU SIAT Creative Technology Micro-Certificate

A suite of three dual-studies courses for high school students to explore digital creativity. Students can apply to all or any of the courses, though all three would need to be completed to receive the Creative Technology Micro-Certificate Open to Grade 12 students.

These courses are offered by the School of Interactive Arts & Technology (SIAT) at Simon Fraser University (SFU). Students have the potential to receive both high school and university credit which is applicable at SFU or transferrable to other local university programs.

Courses available – Graphic Design, Game Design & Development and Creative Projects.

*Trustee Russell commented how incredibly exciting and impressed she was with the partnerships and thanked McArthur.*

*Trustee Connelly mentioned the need to ensure parents receive information on how to make course selections. (Discover New Westminster)*

*Trustee Slinn thanked them and commented that he was jealous and wished he had those opportunities available to him when he was a student.*

*Superintendent Davidson mentioned he can feel the excitement from McArthur and that we are grateful for how you teach.*

### Showcasing Careers Programs: Work Experience 12A/B

Work experience (wex) is designed to prepare grade 11 and 12 students for the transition from secondary School to the world of work or further training and education.

- Provides admittance to otherwise less accessible.
- Professional environments for 85+hours
- Facilitates conscious career reflection skills that.
- Can be used lifelong.
- Helps students learn how to take initiative in the
- Workplace, develop their network, and overall.
- Strengthens employability skills.
- Encourages development of grit and resilience
- Confirms or changes a student's postsecondary/
- Career goals

### Work Experience 2024-2025 Ministry Enhancement Grant

New Westminster Secondary School was awarded a \$50,000 grant proposal. With this grant the focus will be:

- Placements in ECE, Technology, and Healthcare
- Continue to build community partnerships such as with the City of New Westminster, Royal Columbian Hospital, NRPD
- Initiation of new database
- Aligning the program with revised Ministry Work Experiences Guide ex: remote work
- Develop opportunities with Education Assistant Support for Neurodiverse learners.

Some partners listed City Avenue Market, Queen's Park Dental and Central City Animal Clinic.

*Chair Andres and the trustees thanked both McArthur and Gurba for their presentation and the work they do.*

#### b. Inclusive Education Update (Rhonda Jones – Director of Instruction – Inclusive Education)

Areas of focus for the remainder of the 2024-2025 school year:

- Universal Design for Learning
- Transitions
- Competency-Based IEP Implementation

Highlights:

- Inclusive Insights Newsletter
- POPFASD (Provincial Outreach Program Fetal Alcohol Spectrum Disorder) CARS (Collaborative Action Research Studies) grant - \$4000 to support literacy
- New processes and procedures to support staff, students, and families:
  - Revised SBT Template
  - Timeline for IEPs
  - Consultation Documentation to ensure parents are part of the process.
  - Student File Review System
  - Targeted EA Training to Build Skills & Capacity

What's next:

- Inclusive Education Staff Wrapping Around Schools in Multidisciplinary Team Approach
- Extensive Involvement with the Provincial Outreach Programs
- Inclusive Education Staff Handbook Update
- Inclusive Education Website Alignment
- Collaboration with Surrounding Districts to Support the Professional Growth of Inclusive Education Team
- May - Student Art Show – Anvil Centre

*Superintendent Davidson turned back to page 13 and spoke to the processes and how these allowed Jones to have one on one meeting, which provided professional learning opportunities.*

*Trustee Russell thanked and congratulated Jones on her work.*

*Trustee Connelly had a question regarding the newsletter for whom this was intended. Jones advised that these are created for the support teachers, to provide further information and links to news articles.*

*Trustee Sluis acknowledged the importance of the work and thanked Jones.*

*Chair Andres the clarity for staff and families is what stands out. Thank you.*

c. District Calendar Review (Geraldine Lawlor – Associate Superintendent)

Associate Superintendent Lawlor provided and a draft review of both the 2025-2026, and 2026-2027 School Year calendar.

Confirmation for Professional Development days for the 2026-2027 school year will be provided by NWTU the week of January 20<sup>th</sup>, 2025.

*Chair Andres noted that the 2026-2027 school year starts later and wondered if this would impact Ministry standard minutes.*

*Associate Superintendent Lawlor noted this calendar was a draft and further dates/times will be confirmed with other school districts in the lower mainland to be aligned. Calendar(s) will be brought forward for approval in the Regular Board meeting in February (2025).*

**6. GENERAL ANNOUNCEMENTS**

Nil.

**7. ADJOURNMENT**

The meeting adjourned at 5:41 pm.



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

**Tuesday, January 14, 2025, 5:45 PM  
In-person & Via Zoom Link**

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

Mark Davidson, Superintendent  
Geraldine Lawlor, Associate Superintendent  
Bettina Ketcham, Secretary-Treasurer  
Robert Weston, Executive Director, HR  
Dave Crowe, Director of Capital Projects  
Laura Goodman, Recording Secretary

REGRETS Amy Grey, Assistant Secretary-Treasurer  
Matt Brito, Director of Facilities & Operations

***Committee Chair Connelly 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 5:50 p.m.

**Moved and Seconded**

***THAT the agenda for the January 14, 2025, Operations Policy and Planning Committee meeting be adopted as distributed.***

**CARRIED UNANIMOUSLY**

**2. PRESENTATIONS**

Nil.

**3. CORRESPONDENCE**

Nil.

**4. COMMENT & QUESTION PERIOD FROM VISITORS**

Nil.

5. **REPORTS FROM SENIOR MANAGEMENT**

a. Queen Elizabeth Expansion Project.

Director Crowe discussed the progress of the new addition to Queen Elizabeth Elementary School and highlighted minor setbacks in the start of pile driving in December, though noted recent successes in catching up. The noise and vibration levels from the construction activities and pile driving revealed readings well below the anticipated thresholds and are good news for the project. Pile driving will be conducted next week during school hours to determine if it is feasible to continue this process without disruption to school activities as this option has the potential to shorten the project duration. Crowe noted the successful relocation of a city's high-pressure sewer line to make way for the school construction; this project involved significant cooperation from the City of New Westminster's engineering staff providing the necessary resources to complete the process without disrupting city services. Crowe stated that only one inquiry had been received from a concerned citizen regarding the process and duration of the project.

*Questions and discussion ensued.*

b. Operations Update

1. Facilities & Finance Report

The Facilities and Finance team are hard at work on several initiatives. Highlights include the New Westminster Secondary School (NWSS) cooling project which is on target to provide cooling relief before the start of summer school programming. The finance team is busy working on ongoing year-end closes meeting legislative requirements. Questions were posed and the Secretary-Treasurer responded to Trustee questions. A copy of the report is included in the agenda package.

6. **GENERAL ANNOUNCEMENTS**

Nil.

7. **NEW BUSINESS**

Nil.

8. **OLD BUSINESS**

Nil.

9. **QUESTION PERIOD (15 Minutes)**

Nil.

10. **ADJOURNMENT**

The meeting adjourned at 5:59 p.m.



Supplement to: OPEN SCHOOL BOARD MEETING

Date: January 28, 2025

Submitted by: Bettina Ketcham, Secretary-Treasurer

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

Subject: 2025-26 Budget Process

**Background**

Attached is the proposed budget process for the 2025-26 year. The board will note some changes from the prior year budget process which are highlighted as follows:

- The approval of the budget has been accelerated from May to April. This is in alignment with the HR staffing process. The Ministry due date is unchanged at June 30<sup>th</sup>.
- The Coordinating Committee (newly proposed structure) will be utilized as the vehicle to conduct the consultation with stakeholders, in contrast to the one-on-one sessions previously held with partner groups. The new structure serves the nature of this committees' intent.
- The Budget survey has been moved up earlier in the process to mid February.

**Recommendation:**

**THAT** the Board of Education of School District No. 40 (New Westminster) approve the 2025-26 budget process as presented.

**New Westminster Schools**

**Budget Process: 2025-26**

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Event</b>	<b>Attendees</b>	<b>Goal</b>
28-Jan-25	SBO	7:00 PM	Regular Open Board Meeting	Board	Approval of the 2025/26 budget process
February 10 - 21, 2025	Virtual	N/A	Budget Survey Open	Community, Staff, Parents and Students	Collection of Budget priority areas
<b>3 -Year Enrolment Projections submitted to MECC - February 14</b>					
25-Feb-25	SBO	7:00 PM	Regular Open Board Meeting	Board	Approval of the Amended Budget for 2024-25.
11-Mar-25	SBO	7:00 PM	Regular Open Board Meeting	Board	Stakeholder submission presentations and presentation of budget survey results
<b>Ministry Funding Announcement - March 15</b>					
<b>Spring Break - March 17-28</b>					
15-Apr-25	SBO	1:00 PM	Coordinating Committee Meeting on Budget	Coordinating Committee	Present proposed recommended budget.
29-Apr-25	SBO	7:00 PM	Regular Open Board Meeting	Board	Superintendent Budget recommendations and completion of all three readings of budget bylaw
<b>Staffing Processes Commences - May 1</b>					
<b>Ministry Submission Deadline - June 30</b>					



Supplement to: OPEN BOARD MEETING

Date: January 22, 2025

Submitted by: Bettina Ketcham, Secretary-Treasurer

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

Subject: Trustee Remuneration

**Background:**

The Board of Education follows Board Policy 7 – Board Operations which states that the Board may authorize the payment of remuneration to be paid to trustees by an annual resolution of the Board of Education. Trustee stipend increases, if approved, will come into effect on July 1<sup>st</sup> of each year and are to be based on the most recent five-year rolling average of the Vancouver Consumer Price Index (CPI).

The average rolling CPI for the past five years is 3.38%. If applied, the following would be the effect on trustee remuneration:

Position	Annual Current Stipend	Increase to stipend	Stipend with CPI increase
Chairperson	\$31,924	\$1,079	\$33,003
Vice-Chairperson	\$29,971	\$1,013	\$30,984
Trustee	\$28,018	\$947	\$28,965

The increase overall to the budget is \$6,827, plus benefits for a total of \$7,851.

For perspective, both the CUPE and Teachers' Union, as part of their collective agreements received a 3.0% general wage increase effective July 1, 2024. Exempt and PVP groups were approved an annual increase of 3.0% to avoid compression.

If trustees would like to enact the increase, a motion must be moved, seconded and carried.

**Supplement to:** OPEN SCHOOL BOARD MEETING

**Date:** January 28, 2025

**Submitted by:** Cheryl Sluis, Trustee

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

**Subject:** 2025 BCSTA AGM Motion

**Background**

The New Westminster School District currently uses 53 portables for instruction, which is a substantial number given our size. For added perspective, we use a greater number of portables on a per capita basis than the Surrey School District, which often makes headlines for the number of portables on their school grounds.

New Westminster Schools spent approximately \$850,000 purchasing portables to address capacity issues for the 2024-2025 school year. Given our district is at over 120 per cent of capacity across all schools, we anticipate more operating funds being redirected to creating space for growing enrolment in upcoming years. For smaller districts like ours, portable purchasing charges are more burdensome and have a far greater impact on classrooms due to our small economy of scale.

The Ministry’s Operating Grant funding remains insufficient to meet the infrastructure demands that growing enrolment pressures place on districts across the Province. At present, new portables cost \$150,000 and must come out of district operating budgets, not capital funding. There is no separate funding provided by government for portables and as such, these costs take resources away from children and youth. Portables should be covered by capital budgets or operating funding increased for Districts having to pay for these expenses to support enrolment growth. In addition to these costs, an extra \$100,000 are generally spent on site preparation, portable placement and accessibility structures such as ramps and walkways. It is clear that self-funding large portions of capital and infrastructure projects from Operation Grants compromises the educational experience of students, particularly in growing districts.

The New Westminster School Board has advocated vigorously for funding for portable costs and as part of our advocacy, is utilizing the BC Schools Trustee Association which represents all Districts within the province of British Columbia to amplify the growing concern across our District and so many others.



**Recommendation:**

**THAT the Board of Education of School District No. 40 (New Westminister) prepare and submit the following motion to the BCSTA for consideration at the AGM:**

THAT BCSTA request that the Ministry of Education and Child Care provide directed funding for portables used to address temporary enrolment pressures;

And that funding includes the acquisition of portables, site preparation, portable placement, furnishings, and supplies.

## Policy 7

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### BOARD OPERATIONS

The Board's ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. In order to discharge its responsibilities to the electorate of the District, the Board shall hold meetings as often as necessary.

The Board has adopted policies so the business of the Board can be conducted in an orderly and efficient manner. All points of procedure not provided for in this Policy Handbook shall be decided in accordance with Robert's Rules of Order. Robert's Rules of Order shall be used as a tool to facilitate discussion and decisions and ensure meetings are orderly, not for more experienced participants to frustrate participation by others.

The Board's fundamental obligation is to govern to improve student learning and success. It is the Board's belief that these efforts are strengthened through the participation of the public. Consistent with this objective the Board encourages the general public and partner groups to contribute to the governance process, through engagement with the Board through a variety of mechanisms. Towards this end, the Board believes its affairs must be conducted, whenever appropriate, in public.

There are times when public interest is best-served by private discussion of specific issues in "in-camera" (closed) sessions.

The Board further believes public interest can be enhanced by ongoing and meaningful public engagement, including having members of the public participate at Board meetings. In order to carry out its responsibilities effectively, the Board will hold periodic meetings of several types. Formal meetings, at which all formal and legal business of the Board as a corporate body shall be done, may be designated as inaugural, regular, special, or closed (in-camera). The Board may also hold informal meetings from time to time for the purposes of general discussion, meeting with other individuals or groups or for information gathering and sharing.

The Board has adopted specific policy governing the conduct of its formal meetings.

1. Board Composition and Elections

Seven trustees are elected at large to the Board of Education for a four-year term. The one electoral area for the district is the Municipality of New Westminster. Therefore, all trustees are elected at large.

2. Inaugural Meeting and Subsequent Annual Meeting

- 2.1 Inaugural Meeting

After the general local election of school trustees, the Secretary-Treasurer must convene an inaugural meeting of the Board of Education as soon as possible and, in any event, within 30 days from the date that the newly elected Board begins its term of office. The Oath of Office and inaugural meeting shall be scheduled on the same date and done in consultation with the outgoing Board. If the Board is unable to agree on a date, the Secretary-Treasurer shall select a date. The order of business shall include:

- 2.1.1.1 Statement of the Returning Officer;

- 2.1.1.2 To make a prescribed oath of office, by oath or solemn affirmation;

- 2.1.1.2.1 Each trustee will take the oath of office immediately following the call to order of the inaugural meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.



- 2.1.1.3 Election of Chair and Vice Chair;
- 2.1.1.4 Election of BCSTA Provincial Council delegate and alternate delegate;
- 2.1.1.5 Election of BCPSEA representative and alternate.

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

## 2.2 Annual Meeting

2.2.1 Each year thereafter during the term of office, the Board of Education shall hold elections at the regular board meeting in November to elect the Chairperson, Vice Chairperson, BCSTA Provincial Representative and BCPSEA Representative and the respective alternates. The meeting shall be convened by the Secretary-Treasurer or designate. The order of business shall include:

- 2.2.1.1 Report of Current Chair;
- 2.2.1.2 Election of Chair and Vice Chair;
  - 2.2.1.2.1 Upon election of the new Chair, the Chairperson shall preside over the remainder of the meeting and call for the election of the other remaining positions as noted above.
- 2.2.1.3 Election of BCSTA Provincial Council delegate and alternate delegate;
- 2.2.1.4 Election of BCPSEA representative and alternate.

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

- 2.2.2 Elections shall be by ballot vote. Should an election vote end in a tie, up to two further votes shall be taken to break the tie. After the third vote, if a tie continues, the Board shall recess and reconvene at a time of its choosing in order to conduct a fourth vote).
- 2.2.3 In the final term of office, a report will be provided by the current chair during the board meeting directly preceding the Trustee elections.

## 3. Regular (Open) Meetings

- 3.1 The purpose of the regular Board meeting is for the Board to conduct its business. Meetings will be open to the public and representatives of the press.
- 3.2 In order to facilitate the conduct of its meetings, Robert's Rules of Order (or a simplified version thereof) shall be utilized.
- 3.3 Regular meetings of the Board shall be typically held on the fourth Tuesday of each month (except for July and August) at 6:00 p.m. at the Board Office (811 Ontario St.), except where the Chair has indicated in the notice of meeting that the meeting shall be held in some other place, including virtual meetings, or at some other time. Schedules for Board meetings are available on the District website.
- 3.4 All trustees, staff, and members of the public are expected and required to conduct the business of the Board with proper decorum and in a respectful manner.
- 3.5 No business shall be conducted by the Board unless upon a motion of a Trustee, seconded by another Trustee.
- 3.6 Additions made to the agenda once the meeting has been called to order shall be emergent in nature. A motion is considered emergent if failure to address its content would result in immediate reputational harm to the District or physical, psychological, or emotional harm to the individuals it serves or employs.

3.7 A quorum, which the *School Act* states is a simple majority of the number of trustees, must be present for every duly constituted meeting. If a quorum is not present within fifteen minutes of the time appointed for the meeting, then the meeting shall stand adjourned.

4. In-camera (Closed) Meetings

- 4.1 If in the Board's opinion the public interest so requires, the Board may order a meeting or part thereof to be closed and may exclude persons other than Trustees and senior staff as provided for in this policy and the *School Act*.
- 4.2 The following matters are considered by the board in in-camera meetings:
- 4.2.1 Salary claims and adjustments and the consideration of requests of employees and Board Officers with respect to collective bargaining procedures;
  - 4.2.2 Accident claims and other matters where Board liability may arise;
  - 4.2.3 Legal opinions respecting the liability or interest of the Board;
  - 4.2.4 The conduct, efficiency, discipline, suspension, termination or retirement of employees;
  - 4.2.5 Medical Examiner's examinations and medical reports;
  - 4.2.6 Staff changes including appointments, transfers, resignations, promotions and demotions;
  - 4.2.7 Purchase of real property including the designation of new sites, consideration of appraisal reports, consideration of accounts claimed by owners, determination of Board offers and expropriation procedures;
  - 4.2.8 Lease, sale or exchange of real property prior to finalization thereof;
  - 4.2.9 Matters pertaining to the safety, security or protection of Board property;
  - 4.2.10 Such other matters where the Board decides that the public interest so requires, including matters of a confidential, sensitive or preliminary nature.
- 4.3 In-Camera meetings of the Board shall be held prior to Regular (open) meeting of the Board on the fourth Tuesday of each month, from 5:00 P.M. or such other time as noted in the agenda.
- 4.4 The Board may, by motion, recess a regular meeting in progress for the purpose of meeting in-camera.
- 4.5 The Board shall, as the last item of business at each In-Camera meeting, consider a motion to make public such information that it deems to be no longer in the public interest to exclude from the public purview.
- 4.6 Trustees must uphold the confidentiality of proceedings of closed (in-camera) meetings.
- 4.7 The Board Chair, Secretary-Treasurer and Superintendent shall establish items on the agenda for each in-camera meeting. The agenda shall generally follow the order outlined below.
- 4.7.1 Adoption of the Agenda
  - 4.7.2 Minutes for Approval
  - 4.7.3 Reports from Senior Management
  - 4.7.4 Other Business
  - 4.7.5 Items to be Reported out at Open Meeting
  - 4.7.6 Notice of Meetings
  - 4.7.7 Adjournment
- 4.8 Items requested for inclusion on an in-camera agenda must follow the procedures noted in section 9.
- 4.9 The agenda and supporting material for each in-camera (closed) Board meeting will be made available to trustees on the Friday preceding the date of the in-camera Board meeting.
- 4.10 The Board shall prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at a meeting from which persons other than Trustees or Officers of the Board are excluded. The record or general statement of the closed meeting shall be available to the public.

5. Special (Regular or In-camera) Meetings
  - 5.1 Meetings other than regularly scheduled open or in-camera meetings will be termed "special" meetings.
  - 5.2 A special meeting of the Board may be called by the Chair or, where the Chair is not available, by the Vice-Chair, or by the Superintendent or Secretary-Treasurer with prior consultation with the Board Chair.
  - 5.3 The business to be conducted shall be set out in the notice.
  - 5.4 No business shall be conducted at a special meeting other than that for which the meeting is called without the consent of two-thirds of the sitting Trustees.
  - 5.5 All supporting material for Special Open and In-Camera Board emailed to Trustees at least 24 hours prior to the time of the Board Meeting.
6. All Regular (open), Special Open Board meetings described in Section 3 and 5 shall adjourn no later than 9:00 P.M.
  - 6.1 Should the business of the Board remain unfinished by the time of adjournment, the Board shall make a motion to table undiscussed matters to the next Committee of the Whole Meeting where discussions will be made open to the public or to the next Regular (open) meeting scheduled.
  - 6.2 All in-camera or special in-camera board meetings described in section 4 and 5 shall adjourn no later than 9:30 P.M. which includes any reconvening of the board to an in-camera meeting subsequent to an open meeting.
7. Meeting Attendance by Trustees
  - 7.1 Trustees are expected to participate in regularly scheduled Board meetings via the established meeting format.
  - 7.2 Should the established format be a virtual meeting, it is expected that all trustees and District staff utilize their camera for purposes of full participation.
  - 7.3 If a Trustee cannot attend a meeting, via the established meeting format, the Trustee will provide notice, via email, text message or phone call to Chair and Superintendent at their earliest convenience to support ability of staff and Board to prepare appropriately for the meeting and/or facilitate remote participation, if possible.
8. Notice of Open Meetings and Agendas
  - 8.1 Forty-eight hours' notice in writing shall be emailed to all Trustees for any meeting of the Board unless there is unanimous agreement of trustees to waive such notice.
  - 8.2 Prior to each meeting of the Board, Administration, in consultation with the Chair and Vice-Chair shall prepare an agenda for all business to be brought before the Board and the Board shall proceed with the business in the order set out unless that agenda is altered by resolution.
  - 8.3 The Board Chair, Secretary-Treasurer and Superintendent shall establish items on the agenda for each regular meeting. The agenda shall generally follow the order outlined below:
    - 8.3.1 Adoption of Agenda
    - 8.3.2 Approval of Minutes
    - 8.3.3 District Presentations (staff and students)
    - 8.3.4 Delegations (10 minutes per presentation)

*Must be scheduled in advance through the Office of the Secretary-Treasurer.*

    - 8.3.5 Correspondence
    - 8.3.6 Board Committee Reports
      - 8.3.6.1 Committee of the Whole (open session)
      - 8.3.6.2 Coordinating Committee

- 8.3.7 Reports Senior Management
- 8.3.8 Old Business
- 8.3.9 New Business
- 8.3.10 Board highlights (written)
- 8.3.11 Notice of Meetings
- 8.3.12 Adjournment

9. Items or motions for the agenda are to be submitted to the Board Chair and Superintendent (or designate) for consideration for its inclusion at an upcoming Board meeting agenda, or other committee (see Policy 8) for discussion, by the noon on the Monday of the week preceding the date of the Board meeting. All items submitted for inclusion in the open agenda must be accompanied by a backgrounder in standard Board format and shall identify if the agenda item is for information or decision.
10. The agenda and supporting material for each regular Open Board meeting will be made available to trustees and the public on the School District web site on the Friday preceding the date of the Board meeting.
11. Where material or motions are introduced at a Board meeting, which has not been made available to Trustees in accordance with section 9, a Trustee may call notice on any motion arising from such material and that motion accordingly shall be considered on the agenda of the next Board meeting.

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

*Financial Disclosure Act*

*Income Tax Act*

*SD No. 40 (New Westminster)*

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*Adopted: May 30, 2017*

*Revised: January 28, 2025  
April 25, 2023  
April 30, 2019  
October 29, 2019  
January 28, 2020  
January 18, 2022*

## Policy 7.1

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### **PUBLIC PARTICIPATION AT BOARD MEETINGS**

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

#### 1. Conduct of Board Meeting Attendees

- 1.1 The Board expects all persons attending its meetings to conduct themselves in a respectful manner.
- 1.2 A person of the public who engages in improper conduct at an in-person or remote board meeting may be expelled from the meeting by the Board Chair (Chair) or other member presiding the meeting.

#### 2. Delegations

- 2.1 The Chair shall rule on the propriety of all presentations and may decline to have a matter heard from a delegation or terminate any presentation or refer it to an "in camera" meeting of the Board if that is deemed to be appropriate by the Chair.
- 2.2 When delegations request to speak to the Board regarding a concern/conflict, the Superintendent of Schools shall ensure that all avenues for resolution of conflict have been exhausted prior to requesting an opportunity to appear before the Board.
- 2.3 A person or group wishing to address the Board shall provide written notification and a written outline of the presentation and all presentation materials to the Secretary-Treasurer by end of business on the last day of the month prior to the regular Board meeting. The presentation will be listed as a "Delegation" on the agenda of the Regular Board meeting, providing the matter is deemed by the Board Chair to be appropriately considered in a public meeting.
- 2.4 Delegations, regardless of size, shall appoint not more than two spokespersons and will have no more than 10 minutes to present to the Board.
- 2.5 Trustee questions will be for clarification only. The Board will not enter into debate with a delegation regarding the matters in the presentation.
- 2.6 The Board will generally reserve decision on a response to the matter raised by a delegation, until the next Board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the Board.

### 3. Question period during the Regular open board meeting

- 3.1 Members of the public may submit questions to the Board of Education ([boardofeducation@sd40.bc.ca](mailto:boardofeducation@sd40.bc.ca)) regarding items within the upcoming board agenda package until 12 P.M. (noon) on the day of the regular board meeting. Presenters will endeavor to incorporate the answers to the questions within their presentations.
- 3.2 There shall be a Question Period of up to 15 minutes at the end of every regularly scheduled Board meeting where members of the public may ask a question and seek clarity on matters that arose during that Board meeting. Questions will be directed to the Chair who will respond on behalf of the Board. The Chair may refer the question to staff for an immediate response or a response may be provided at the next regular board meeting.
- 3.3 The time limit for such comments/questions shall be three minutes excluding any responses to questions from Trustees.
- 3.4 Individuals in their role as employees of the school district shall channel their questions through an executive member of the employee group to which they belong.

### 4. Correspondence to the Board

Correspondence may be sent to the Board as a whole or to individual trustees. Even when correspondence is addressed to an individual trustee the contents may be more appropriately addressed by the corporate Board. Where correspondence is addressed to the Board, or its contents are more appropriately addressed by the corporate Board the following processes shall be adhered to. The intended outcomes of these processes are: to ensure Board correspondence is acknowledged in a timely fashion, the corporate Board is aware of the public input provided and where required, a corporate response is provided in a timely manner.

- 4.1 Where correspondence is received that appears to require a formal Board response, that correspondence will be referred to the Board for corporate discussion and decision. Should correspondence, received by noon on the Monday of the week preceding the date of the regular Board meeting and specifically relate to an agenda item, it will be considered on the agenda under "Correspondence." Correspondence that does not meet the above will be circulated to Trustees.
- 4.2 Consistent with Policy 3, should a trustee receive a complaint or an inquiry from a parent, staff member or community member about an operational matter, they will refer the parent, staff member or community member back to the teacher, Principal or District Office personnel and will inform the Superintendent or designate of this action.
- 4.3 Where non-routine correspondence is received that does not appear to require a formal Board response, that correspondence, together with any response issued by the Superintendent, shall be circulated to the Trustees.

- 4.4 Where an individual trustee receives correspondence that in the trustee's judgement is more appropriately a corporate Board matter, the correspondence will be directed to the Superintendent who will acknowledge the correspondence, and act in accordance with 3.1 or 3.2 above.

*SD No. 40 (New Westminster)*

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*Adopted: January 28, 2025*

*Revised:*

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## Policy 7.2

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### MINUTES

The work of the Board of Education is carried out by means of duly constituted meetings. A record of all meetings and decisions made by the Board must be maintained as a matter of public record.

1. The minutes shall be prepared as directed by the Secretary-Treasurer and be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
2. The Secretary-Treasurer shall ensure that, upon acceptance by the Board, appropriate initials are appended to each page of the minutes, and that appropriate signatures are affixed to the concluding page of the minutes.
3. The Secretary-Treasurer shall establish a codification system for resolutions which will:
  - 3.1 Provide for ready identification as to the meeting at which it was considered
  - 3.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
  - 3.3 Establish and maintain a file of all Board minutes
4. All Committees of the Board shall prepare and submit minutes or a report to the Board.
5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
6. The approved minutes of a regular or special meeting shall be posted to the website within 48 hours or 2 regular business days following approval. The Secretary-Treasurer is responsible to post the approved minutes.

*SD No. 40 (New Westminster)*

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*Adopted: January 28, 2025*

*Revised:*



## Policy 7.3

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### TRUSTEE REMUNERATION AND PARENTAL LEAVES

#### 1. Trustee Remuneration and Expenses

##### 1.1 Annual Remuneration

- 1.1.1 Under Section 71 of the *School Act*, a Board may authorize the payment of remuneration to be paid to trustees by annual resolution of the Board of Education. In January, the Secretary-Treasurer will inform the Board of Education of the most recent five-year rolling average of Vancouver's Consumer Price Index.
- 1.1.2 Trustee stipend increases, if approved, will come into effect on July 1 of each year.
- 1.1.3 Trustees do not have access to any other benefits other than the ability to access the District's Employee and Family Assistance Program (EFAP).

##### 1.2 Expenses

- 1.2.1 Trustees are expected to exercise discretion in incurring expenses within the limit of the annual budget appropriation, and expected to follow any and all relevant administrative procedures regarding travel and expenses.

#### 2. Board Parental Leave

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

##### 2.1 Eligibility

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

##### 2.2 Leave Provisions

###### 2.2.1 Maternity Leave

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

###### 2.2.2 Parental Leave

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

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

### 2.3 Official Roles and Responsibilities

- 2.3.1 Trustees on maternity/parental leave will continue to have access to information through official Board communications (i.e., email, MS Teams), unless the Trustee on leave chooses to opt-out.
- 2.3.2 Trustees will be exempt, without consequence, from attending meetings of the Board and any committee of which the Trustee is a member. All appointments will be re-assigned temporarily until the Trustee's return.
- 2.3.3 A Trustee on leave reserves the right to participate as an active member of the Board at any time during their leave. This refers to attending committee, Board and in-service meetings only. The Trustee on leave must notify the Board Chair and Superintendent in writing at least 48 hours before on their intention to attend one of the above listed meetings.
- 2.3.4 A Trustee on leave shall utilize an out-of-office email feature to identify they are on leave and offer an alternate contact.

### 2.4 Notice

- 2.4.1 Trustees who wish to take maternity/parental leave must notify the Board Chair and Superintendent in writing at least four weeks prior, if possible, to the anticipated commencement of the leave indicating the expected start and end dates of the leave. No Board motion is required for approval of maternity/parental leave.
- 2.4.2 Return to Duties
- Following a Trustee's return from leave, they will work with the Board Chair and/or Superintendent to get up to speed on any relevant information/issues.

*SD No. 40 (New Westminster)*

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*Adopted: January 28, 2025*

*Revised:*

## Policy 8

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### BOARD COMMITTEES

The Board recognizes its obligations to establish committees as provided for in the CUPE and NWTU collective Agreements. The Board shall be guided by the following principles when establishing committees outside the provisions articulated in collective agreements:

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

The Board may, consistent with the above principles, designate committees for the consideration of matters of importance to New Westminster School District, with subsequent advice or recommendations to the Board. Committees established by the Board are to assist the Board in doing Board work. Committee members or representatives shall be named by the Board Chair, normally the month following the inaugural or first meeting of the year.

#### Standing Committees

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

There shall be four standing committees: Committee of the Whole, Coordinating Committee, Audit Committee and Policy Review Committee. As circumstances require, the Board may choose to form an Ad hoc Committee to address specific matters.

#### 1. Committee of the Whole

The Committee of the Whole exists to provide the Board and administrative staff an opportunity to engage in meaningful planning or in-service discussions to enhance the Board's understanding of various issues which may also be preliminary in nature or are considered confidential or sensitive in nature. The Committee of the Whole may also be used to discuss open or non-confidential matters.

##### 1.1. Committee of the Whole Structure and Organization

- 1.1.1. The Committee of the Whole is made up of all members of the Board of Education.
- 1.1.2. The Board of Education Chair shall preside as Chair of the Committee of the Whole or may appoint another Trustee to serve as chair on a term or rotational basis. In the absence of the appointed or rotational Committee Chairperson the Board Chair or Vice-Chair of the Board shall chair the Committee meeting.
- 1.1.3. Committee of the Whole meetings of the Board shall be held at 4:30 P.M. on the second Tuesday of the month (excluding March, July, August and December).
- 1.1.4. A meeting of the Committee of the Whole shall have the same notice requirement as a Board meeting.
- 1.1.5. A quorum of the Committee of the Whole shall be the same as a quorum for the Board. If a quorum is not present within fifteen minutes of the time appointed for the meeting, then the meeting shall stand adjourned.
- 1.1.6. Committee of the Whole meetings may be held in public, in-camera, or a combination thereof.
- 1.1.7. Published agendas for the Committee of the Whole will indicate what portion, if any, of the meeting will be held in open or in-camera.

1.1.8. In-camera matters relevant for discussion with the Committee of the Whole shall be consistent with matters described at the Board in-camera meetings as discussed in Policy 7 Board Operations.

1.1.9. No Board decisions will be voted upon at the Committee of the Whole meetings. Recommendations from the Committee of the Whole shall be made to the Board of Education for vote and approval.

## 1.2 Committee of the Whole Operations

1.2.1 The agenda development process and operations of this committee shall follow the same procedures as outlined in Policy 7 for Board meetings.

1.2.2 A record of the open portion of the Committee of the Whole meetings will be prepared and presented at the following public Open Board meeting.

## 2. Coordinating Committee

Coordinating Committee exists to provide the Board and Superintendent regular, meaningful engagement with, and advice from, partner groups regarding matters of importance to the district.

### 2.1. Coordinating Committee Membership

2.1.1 The Superintendent of Schools (or designate) and an appointee of the Board shall be the co-committee chairs. In addition, the following members shall comprise the Coordinating Committee:

- 2.1.1.1. All Board of Education Trustees welcome
- 2.1.1.2. Recording Secretary (Assigned by the Superintendent)
- 2.1.1.3. NWTU President or designate
- 2.1.1.4. CUPE Local 409 President or designate
- 2.1.1.5. DPAC Chair or designate
- 2.1.1.6. Three (3) Principal representatives (one high school, one elementary, and one middle)
- 2.1.1.7. Exempt staff representative assigned by the Superintendent
- 2.1.1.8. Indigenous Education Council Chair or designate
- 2.1.1.9. Others invited by the Superintendent

2.1.2 The Superintendent may appoint members of their staff to support the Board in their work and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

### 2.2 Conduct of Coordinating Committee Meetings:

2.2.1. The Co-Chairs of the Committee shall develop the agenda. Items may be submitted for consideration two weeks prior to the date of the committee meeting by all other members. Consultation at Coordinating Committee does not bind the Board or Superintendent to a specific action. The agenda shall generally follow the order outlined below.

1. Adoption of the Agenda
2. Minutes for Approval
3. Discussion of Matters Referred to Coordinating Committee
4. Notice of Meetings
5. Adjournment

- 2.2.2 Minutes of Coordinating Committee meetings will be submitted to the Board for approval at the next Regular Meeting of the Board.
- 2.2.3 Meetings of the Coordinating Committee will occur three times a year. Dates and times are to be determined in June of the prior school year. Where appropriate, and when timelines allow, additional meetings may be added to invite partner groups the opportunity to engage in consultation at the request of a partner group, Superintendent or Board.
- 2.2.4 Meetings shall be facilitated using Robert's Rules of Order (or a simplified version thereof).

### 3. Audit Committee

- 3.1 The purpose of the Committee is to assist the Board of Education in fulfilling its responsibilities in relation to:
  - 3.1.1 Overseeing the School District's financial reporting process and its internal control structure and report its findings to the Board of Education. This task is facilitated by asking questions about the quality of work done by management, participating in the audit planning and reporting processes, understanding and reviewing the aspects of the operation that put the School District at risk, and the District's preparedness to face that risk. It summarizes its findings and recommendations so that the Board can make informed decisions.
  - 3.1.2 Monitoring the scope and costs of the activity of the external auditors and assessing their performance.
  - 3.1.3 Recommending to the Board the terms of engagement for the external Auditor.
- 3.2 Audit Committee Duties and meeting conduct:
  - 3.2.1 Review the audited financial statements and recommend approval of the audited statements by the Board.
  - 3.2.2 Review the External Auditor's assessment of management's risk mitigation strategies and the appropriateness of internal controls with a focus on safeguarding District assets.
  - 3.2.3 Review the "Auditor's Management Letter" with the Auditor and assess Management's action plan to address concerns.
  - 3.2.4 Review proposed terms of engagement for the external auditor and make recommendations to the Board regarding such terms of engagement.
  - 3.2.5 Make enquires of the Auditor which members of the Committee believe are necessary to discharge its fiduciary responsibilities.
  - 3.2.6 Make recommendations to the Board regarding appointment of external auditor and review external audit services at least every five years.
  - 3.2.7 As appropriate, make policy recommendations to the Board related to the role of the audit committee.
  - 3.2.8 Meetings of the Audit Committee will occur twice per year – prior to the audit commencement and upon completion of the audit of the financial statements. Where appropriate and considered necessary, additional meetings may be added for the committee to discharge their duties.
  - 3.2.9 Meetings shall be conducted in closed sessions with recommendations brought to an open meeting of the Board.
  - 3.2.10 Meetings shall be facilitated using Robert's Rules of Order (or a simplified version thereof)

### 3.3 Audit Committee Membership:

- 3.3.1 Membership shall include three (3) trustees appointed by the Board Chair (including the Audit Committee Chair).
- 3.3.2 Resources to the committee include one (1) external resource personnel and three (3) Staff Resources including the Secretary-Treasurer, Assistant Secretary-Treasurer and Superintendent.
- 3.3.3 Recommendations may only be raised by the audit committee members to the Board of Education.
- 3.3.4 External resource personnel: One member of the public holding an accounting designation may be appointed as a resource to the audit committee. Public members will be appointed by the Board for a term of two years with the possibility of a second two-year term extension, at the will of the Board.
- 3.3.5 Trustee members appointed shall make themselves available for meetings during the course of normal business hours.

## 4 Policy Review Committee

4.1 The Policy Review Committee's purpose is to review the policy framework for the District and make policy recommendations to the Board.

### 4.2 Policy Review Committee duties include:

- 4.2.1 Ensure Board Policies are reviewed at least once in a four-year term and that compliance with legislation, regulations and legislative mandate is maintained.
- 4.2.2 Review and make recommendations to the Board on the school district's compliance with legislative requirements.
- 4.2.3 Review matters referred to the committee by the Board and make recommendations as requested.
- 4.2.4 Bring forward changes to policy or new policies created to the District's coordinating committee for consultation with partner groups.
- 4.2.5 Meetings of the Policy Committee will meet pending the schedule determined by the Committee chair, but no less than twice per year.
- 4.2.6 Meetings shall be facilitated using Robert's Rules of Order (or a simplified version thereof).

### 4.3 Policy Review Committee Membership

- 4.3.1 Membership shall include three (3) trustees appointed by the Board Chair (including the Policy Review Committee Chair), and the Superintendent and up to two (2) additional Staff Resources as appointed by the Superintendent dependent on the nature of the policy being reviewed.
- 4.3.2 Trustee members appointed shall make themselves available for meetings during the course of normal business hours.

## 5 Ad hoc Board Committee

Ad hoc Board Committees are established to engage in collaborative examination of any matter or issue related to support of student learning for the purposes of informing governance decisions or for the support of the Superintendent in their work.



5.1 Ad hoc Board Committee Membership and Purpose

5.1.1 will be determined by the Superintendent and Board.

5.1.2 The purpose of an Ad hoc Board committee is to:

5.1.2.1 Provide Board support for the advancing of the purpose identified in at the time of the committee's constitution.

5.1.2.2 Bring to attention of the Board matters being discussed and issues which fall within the purview of the Board.

5.1.2.3 The representative shall bring recommendations to the Superintendent and/or the Board for consideration and decision.

5.2 The Ad hoc committee shall determine its terms of reference as guided by the purpose of its creation.

5.3 An Ad hoc committee dissolves once recommendations to the Board or Superintendent have been delivered or at the end of the school year in which the committee was established.

5.4 Meetings are held at the call of the Ad Hoc Committee Chair.

*Legal Reference: Sections 65, 85 School Act*

*SD No. 40 (New Westminster)*

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*Adopted: May 30, 2017*

*Revised: January 28, 2025  
April 25, 2023  
October 29, 2019  
April 30, 2019  
September 25, 2018*

## Policy 10

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### POLICY MAKING

#### Background

Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the District's operations are to be supported and how the Board's values, beliefs, and expectations are communicated. Policies provide effective direction to the Superintendent, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in, or connected with, the operation of the District. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the *School Act* and other provincial and federal legislation.

Board policies shall provide an appropriate balance between the duty of the Board to develop broad guidelines to guide the District and the empowerment of the Superintendent to exercise professional judgment in the administration of the District.

The Board believes in the establishment and review of policy which reflects its values and perspectives.

The Board shall adhere to the following stages in its approach to policy making:

1. Planning

The Board, in cooperation with the Superintendent, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

Development

2. The Board may develop the policy itself or delegate the responsibility for its development to the Superintendent. In either case, newly developed policies shall be referred to Coordinating Committee for review and feedback, preferably prior to having been passed. In either case, feedback provided by Coordinating Committee is to be considered.

3. Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Superintendent share the responsibility for implementation of policies relating to the Board-Superintendent relationship. The Superintendent is responsible for the implementation of the other policies.

4. Evaluation

The Board, in cooperation with the Superintendent, shall evaluate each policy during a term of office to determine if it is meeting its intended purpose. The Board, in consultation with the Superintendent, will determine which policies are referred to Coordinating Committee for broader evaluation and review.

## Procedures

1. Any trustee, employee group, taxpayer, parent, student, or School Council of the District may make suggestions regarding the possible development of a policy or the need for policy revisions on any matter by presenting a proposal for a policy or revisions, in writing, to the Superintendent. The proposal shall contain a brief statement of purpose or rationale.
2. The Superintendent will inform the Board of the request for policy development/revision. The Board will determine the action to be taken.
3. If necessary, the Superintendent or designate will draft amendments to an existing policy or a new policy as the case may be.
4. When appropriate, the Superintendent shall seek legal advice on the intent and the wording of the policy.
5. The policy draft is then brought by the Superintendent to the Board for review.
6. After the Board has determined that a new policy is necessary it will direct the Superintendent or designate to prepare a draft policy for its consideration. The Board acknowledges that in certain circumstances, stakeholders affected by a proposed policy may be involved in policy development. Except in emergent or unusual circumstances, once the Board has determined that new policy is required, the Coordinating Committee shall be engaged in the process of development and/or review.
7. Once a draft policy has been considered by the Board it may direct that the document be circulated to partner groups, in addition to referral to the Coordinating Committee, with an invitation to study the draft and to suggest modifications.
8. The Superintendent or designate and the Trustee assigned to the Coordinating Committee will receive feedback to the draft policy and will advise the Board if a further draft is necessary.
9. Once the above processes have occurred, the policy will be recommended to the Board for final approval.
10. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
11. In the absence of existing policy, the Superintendent shall make decisions, on matters affecting the administration, management, and operation of the District. The Superintendent shall present the circumstances to the Board and seek the will of the Board regarding the maintenance of the status quo, the creation of new policy, or the development of an administrative procedure. The Board may, where they believe an administrative procedure addresses governance priorities, engage the consultation process described above to convert said procedure to policy.

12. The Superintendent shall develop administrative procedures as specified in Policy 11 – Board Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the District. These must be in accordance with Board policies.
13. The Board may also delete a policy and subsequently delegate the Superintendent authority over this area. The Superintendent may choose to then develop an administrative procedure relative to this matter.
14. The Superintendent must inform the Board of any changes to administrative procedures.
15. The Superintendent shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the District’s website, in a timely manner, for staff and public access.
16. The Board shall review and revise its policies on a rotational basis which provides for all policies being reviewed at least once per term of office.

*Legal Reference: Sections 65, 74, 85 School Act*

*SD No. 40 (New Westminster)*

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*Adopted: May 30, 2017*

*Revised: January 28, 2025  
November 26, 2024*



**Supplement to:** OPEN SCHOOL BOARD MEETING

**Date:** January 28, 2025

**Submitted by:** Bettina Ketcham, Secretary-Treasurer

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

**Subject:** Board Work Plan & Board and Committee meeting schedule

**Background**

With the anticipation of the revised Policy 7 and 8 approved by the Board of Education, attached are supplemental documents supporting this change.

The Board work plan includes committee and board meeting dates from February to June 2025 and the accompanying work plan identifies the timing of various staff presentations at upcoming committee and board meetings.

**Recommendation:**

THAT the Board of Education of School District No. 40 (New Westminster) approve the revised Board meeting and committee schedule and accompanying board work plan for February to June 2025.

## BOARD MEETING SCHEDULE - REVISED

**January 2025 to June 2025**

Tues.	Jan	14	Education Policy and Planning Meeting	4:30 PM	in-person
Tues.	Jan	14	Operations Policy and Planning Meeting	5:45 PM	in-person
Tues.	Jan	28	Board Meetings (In-Camera & Open)	6:00PM/7:00PM	Hybrid
Tues.	Feb	11	Committee of the Whole	4:30 PM	in-person
Tues.	Feb	25	Board Meetings (In-Camera & Open)	5:00PM/6:00PM	Hybrid
Tues.	March	4	Coordinating Committee	3:30 PM	in-person
Tues.	March	11	Board Meetings (In-Camera & Open)	5:00PM/6:00PM	Hybrid
Tues.	March	18	<i>Spring Break (March 18 - 29)</i>		
Tues.	March	25			
Tues.	April	8	Committee of the Whole - Budget Focus (in-camera)	4:30 PM	in person
Tues.	April	15	Coordinating Committee - Budget Focus	3:30 PM	in-person
Tues.	April	29	Board Meetings (In-Camera & Open)	5:00PM/6:00PM	Hybrid
Tues.	May	6	Coordinating Committee	3:30 PM	in-person
Tues.	May	13	Committee of the Whole	4:30 PM	in-person
Tues.	May	27	Board Meetings (In-Camera & Open)	5:00PM/6:00PM	Hybrid
Tues.	June	10	Committee of the Whole	4:30 PM	Hybrid
Tues.	June	24	Board Meetings (In-Camera & Open)	5:00PM/6:00PM	Hybrid



**POLICY MANUAL**  
**Policy 2 – Appendix A**

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**BOARD ANNUAL WORKPLAN**

**February**

**Committee of the Whole (Open)**

- Review Recommended 2-year District Calendar
- Community Schools and NLC Programs
- School Nourishment Update

**Coordinating Committee**

- No meeting

**Regular Board Meeting Agenda Items**

- Approve Amended Budget for Current Fiscal Year
- Child Care Update

**Events**

- Black History Month - February 2025
- Represent Board at the British Columbia School Employers' Association (BCSTA) Provincial Council Meeting - Saturday, February 22, 2025
- Pink Shirt Day - Wednesday, February 26, 2025

**March**

**Committee of the Whole (Open)**

- No meeting

**Coordinating Committee**

- No meeting scheduled

**Regular Board Meeting Agenda Items**

- Approve District Calendar
- Stakeholder Budget Presentations
- Presentation of budget survey results

**Events**

- International Women's Day - Saturday, March 8, 2025

**April**

**Committee of the Whole (Open)**

- Review Sexual Orientation and Gender Identity (SOGI) report

**Coordinating Committee**

- Partner group budget consultation

**Regular Board Meeting Agenda Items**

- Approve school fees
- Approval of Capital Plan Response Bylaw
- Approve of Preliminary Budget
- Approval of Board Strategic Plan 2025 - 2030

**Events**

- Budget in-service - April 8, 2025
- World Autism Day - Wednesday, April 2, 2025
- National Volunteer Week - Sunday, April 27 to Sunday, May 4, 2025
- Attend and participate in the British Columbia School Trustees Association (BCSTA) Provincial Council & All General Meeting (AGM) - Thursday, April 24 to Saturday, April 26, 2025
- Earth Day - Tuesday, April 22, 2025
- Administrative Professionals' Day - Wednesday, April 23, 2025
- National Day of Mourning - Monday, April 28, 2025

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**May**

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**Committee of the Whole (Open)**

- Review Sanctuary Schools Report
- Review International Program Report
- Online Learning & Continuing Education Report

**Coordinating Committee**

- Agenda to be formed in consultation with Partners

**Regular Board Meeting Agenda Items**

- Receive Annual Facilities Grant Spending Plan
- Approve School Site Acquisition Charge Bylaw
- Approve Eligible School Site Proposal

**Events**

- Red Dress Day and the National Day of Awareness for Missing and Murdered Indigenous Women and Girls - Monday, May 5, 2025
- Asian Heritage Month, Child Care Month in BC - May 2025
- Principals and Vice-Principals Appreciation Day - Thursday, May 1, 2025
- International Day Against Homophobia, Transphobia and Biphobia - Saturday, May 17, 2025

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**June**

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**Committee of the Whole (Open)**

- Climate action update report

**Coordinating Committee**

- No meeting scheduled

**Audit Committee**

- Receive Audit Planning Report

**Regular Board Meeting Agenda Items**

- Approve Annual Board Work Plan for following year

- Good Things are Happening (year in review)
- Approve 5-year Capital Plan (major capital projects)

#### Events

- Host employee Retirement Dinner Ceremony
- National Indigenous People's Day - Saturday, June 21, 2025
- Canadian Multiculturalism Day - Friday, June 27, 2025
- National Indigenous History Month, Pride Month - June 2025

#### July/August

- Meetings to be scheduled as needed

#### As Required

- Attend Trustee development/orientation sessions
- Attend Board Liaison meetings as outlined in the Trustee calendar
- Attend school functions (as invited)
- Represent Board at the British Columbia School Trustees Association (BCSTA) Metro Branch Meeting
- Advance Board positions through the BC Public School Employers' Association (BCPSEA)
- Meetings with elected officials
- Hear appeals as needed
- Review the District Strategic Plan
- Make disbursements from Capital Reserve Fund
- Approve tender selection for contracts
- Declare facilities surpluses to general school needs
- Approve disposition and acquisition of real property (lands and buildings)
- Ratify Memoranda of Agreement with bargaining units
- Ratify Collective Agreements

#### Monthly/Quarterly

- Operations Update (capital projects, legal, contracted management services, financial variances, budget updates and significant tendering awards) (Monthly Operations Committee)
- Human Resources Update (Staffing) (Monthly Board In-Camera)
- Non-Replacement Data (Staffing) (Quarterly Operations Committee)
- Student Withdrawal & New Registration Report (Quarterly In-Camera & Open Board)

#### Contact Information

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Questions or comments about this Policy may be addressed to the Secretary-Treasurer.

*Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act*

*SD No. 40 (New Westminster)*

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*Adopted: May 30, 2017*

*Revised: January 28, 2025  
June 24, 2024  
June 21, 2023  
September 28, 2021  
September 29, 2020  
September 24, 2019  
September 25, 2018*

**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)  
RECORD OF DECEMBER 11, 2024 SPECIAL IN-CAMERA MEETING**

**ADOPTION OF AGENDA**

- 4:34 PM

**REPORTS FROM SENIOR MANAGEMENT**

- Administration

**OTHER BUSINESS**

- Nil.

**ADJOURNMENT**

- The Special In-Camera Board meeting adjourned at 6:21 p.m.

**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)  
RECORD OF DECEMBER 17, 2024 IN-CAMERA MEETING**

**ADOPTION OF AGENDA**

- 6:00 p.m.

**MINUTES FOR APPROVAL**

- In-Camera Board Meeting held on November 26, 2024.

**BUSINESS ARISING FROM THE MINUTES**

- Nil

**REPORTS FROM SENIOR MANAGEMENT**

- Capital Project, Administration, Finance, Human Resources

**NEW BUSINESS**

- Chair Report

**ITEMS TO BE REPORTED OUT AT OPEN MEETING**

- Nil

**NOTICE OF MEETINGS**

- Tuesday, January 28, 2025: In-Camera Board Meeting, 6:00 pm  
(SBO & Via MS Teams).

**ADJOURNMENT**

- The In-Camera Board meeting recessed at 6:57 p.m. to start the Open Board meeting.
- The In-Camera Board meeting reconvened at 9:19 pm.
- The In-Camera Board meeting adjourned at 9:43 p.m.