

**BUILDINGS AND GROUNDS COMMITTEE**  
**Reporting to Public Session, Tuesday, November 26, 2019**

The Buildings and Grounds Committee met on Wednesday, November 20, 2019 at 5:33 pm. In attendance were Trustees Larry Hayes (Chair), Bill Brassington and Christine Cunningham, DPAC Representative Calvin Taplay, Secretary-Treasurer Russell Horswill and Assistant Secretary-Treasurer Ishver Khunguray.

**1. Capital Projects Update**

Mr. Russell Horswill, Secretary-Treasurer, presented the November Capital Projects update, which included information on the University Highlands Elementary School / Childcare Expansion project, a final report on the Armstrong Elementary seismic mitigation project, and an update on the Parkcrest Elementary and Seaforth Elementary Schools seismic mitigation project plans. The Schematic Design Report for the Parkcrest Elementary School project was shared with Trustees.

Recommendation: THAT the Board of Education receive this information.

**2. Burnaby North Secondary School Seismic Project Update**

Mr. Horswill advised the committee that the design development phase for the Burnaby North Secondary School replacement project is now 95% complete. The Quantity Surveyor (cost consultant) has been engaged to establish an updated project budget to be submitted to the Ministry of Education. Pre-qualification of contractors is under way and it is anticipated the tender award will occur in the first quarter of 2020.

Recommendation: That the Board of Education receive this information.

**3. Childcare Project Update**

Mr. Horswill updated the Committee on the status of the childcare initiative. Funding applications have been submitted to the Ministry of Children and Family Development and a confirmation of funding has been sent to the City of Burnaby. The Request for Proposals for a Construction Manager has been issued and the contract will be awarded early December. Modular units have been ordered for delivery May 15, 2020. Staff are working with the City of Burnaby to expedite the Preliminary Project Agreement and Building Permit processes.

Recommendation: THAT the Board of Education receive this information.

#### **4. School Project: Rainbow Crosswalk, Royal Oak Program**

Mr. Horswill presented a request from the Royal Oak Secondary program located at Canada Way Education Centre to install a rainbow crosswalk at the program entrance.

Recommendation: THAT the Board of Education approve the requested rainbow crosswalk at Royal Oak Secondary located at Canada Way Education Centre.

#### **5. Adjournment**

The meeting was adjourned at 6:10 pm.

#### **6. Next Meeting**

The next Buildings and Grounds Committee meeting will be Wednesday, December 4, 2019 at 5:30 pm.

**EDUCATION COMMITTEE**  
**Reporting to Public Session, Tuesday, November 26, 2019**

The Education Committee met on Monday, November 4, 2019 at 4:00 pm. In attendance were Trustees Gary Wong (Chair), Peter Cech and Jen Mezei, Assistant Superintendent Wanda Mitchell, BTA President Leanne Sjodin and DPAC Representative Maria Gunner.

**1. District Literacy Framework**

Brandon Curr, Director of Instruction and Tanis Anderson, District Literacy Consultant provided the committee with an update on the new District Literacy Framework. The Literacy Framework builds upon a previous document which assisted in guiding literacy professional learning across the district and enhanced literacy practices in classrooms.

The updated framework was created by a team of Burnaby teachers with feedback on its development provided by Elementary Head Teachers, Secondary English Department Heads and Elementary Principals and Vice-Principals.

The updated Literacy Framework provides educators with a foundation of rich literacy programming in K-12 classrooms, with an emphasis on reading, writing and oral language. With a focus on these three components, the framework provides educators with research-based best practices and strategies to support literacy development. The framework will be used to support classroom practice, as well as guide the development of professional learning both at a district and school level. The implementation of the District Literacy Framework is an objective in the Burnaby Board of Education's Strategic Plan.

Recommendation: THAT the Board of Education receive this information.

**2. Competency Based Individual Education Plan (CBIEP)**

Murray Genge, District Principal, Learning Support Services, provided background and information on the implementation of the Competency Based Individual Education Plan (CBIEP) and how it aligns with the redesigned curriculum. Kathleen Eddy and Nicole Macpherson, District Learning Support Teachers provided an overview of the new planning system for students with designations using the CBIEP and described the historical trajectory from the IEP to the new CBIEP.

The team presented research from teacher and parent groups that contributed to the shift to this new document which aims to better support students. This CBIEP focuses on student voice, student strengths and connecting all students to the curriculum. Within the presentation they reviewed the philosophy of the document and the important role that students and parents play in the creation of the CBIEP. School-based teachers and other groups within the district are being supported in their learning around the CBIEP by the

District Learning Support Team through a variety of professional development opportunities.

Recommendation: THAT the Board of Education receive this information.

### **3. Adjournment**

The meeting was adjourned at 5:10 pm.

### **4. Next Meeting**

The next Education Committee meeting will be Monday, January 13, 2020 at 4:00 pm.

**POLICY COMMITTEE**  
**Reporting to Public Session, Tuesday, November 26, 2019**

The Policy Committee met on October 15, 2019 at 3:35 pm. In attendance were Trustees Jen Mezei (Chair), Peter Cech, Superintendent of Schools, Gina Niccoli-Moen, Secretary-Treasurer, Russell Horswill, Burnaby DPAC Representative, Dave Dye and Trustee Christine Cunningham as a participant.

**1. Policy No. 1.10.00 District Policy and Policy Development**

The committee discussed the current practice of circulating policies for stakeholder input. Staff presented an updated version of the policy that reflects current practice. A revised version of the policy will be drafted separating Board Policy, Regulations, and Administrative Procedures.

Recommendation: THAT the Board of Education receive this information.

**2. Policy No. 2.50.00 Whistle-Blower Protection**

The committee received a draft policy that established “whistle-blower protection”. Staff shared a draft Administrative Procedure to support the policy statement. The committee reviewed and discussed the policy in detail, and requested that staff develop a revised version of the policy separating Board Policy, Regulations, and Administrative Procedures

Recommendation: THAT the Board of Education receive this information.

**3. Policy No. 5.14.00 Physical Restraint and Seclusion**

The committee received a draft policy on student physical restraint and seclusion with attached Regulation. Staff presented a draft Administrative Procedure. The committee provided feedback to staff on the draft policy. Staff will prepare a revised copy for future consideration.

Recommendation: THAT the Board of Education receive this information.

**4. Policy Manual Review**

The committee further discussed the restructuring of the Board Policy Manual to streamline the content and to clarify areas that are administrative in nature. The committee will consider the policy manual review at a future meeting.

Recommendation: THAT the Board of Education receive this information.

### **5. Policy 3.02.00 Role of the Superintendent**

The committee received a draft policy with attached Regulation defining the role of the Superintendent. The committee will consider the policy at a future meeting.

Recommendation: THAT the Board of Education receive this information.

### **6. Policy No. 3.01.00 Delegation of Authority**

The committee received a draft policy with attached Regulation that defines the authority delegated to the Superintendent. The committee will consider the policy at a future meeting.

Recommendation: THAT the Board of Education receive this information.

### **7. Policy No. 1.25.00 Trustee Code of Ethics**

The committee received a draft policy that defined the Trustee Code of Ethics. The committee will consider the policy at a future meeting.

Recommendation: THAT the Board of Education receive this information.

### **8. Policy No. 5.45.00 Sexual Orientation / Gender Identity**

The committee discussed the draft Policy No. 5.45.00 currently being circulated by Notice of Motion. An additional recommendation was made by the committee to include the provision for gender-neutral washrooms and change rooms in new schools and, should that not be possible, an alternative space be designated.

Recommendation: THAT the Board of Education receive this information.

### **9. Adjournment**

The meeting was adjourned at 4:40 pm.

### **10. Next Meeting**

The next Policy Committee meeting will be Monday, November 18, 2019 at 5:30 pm.

**POLICY COMMITTEE**  
**Reporting to Public Session, Tuesday, November 26, 2019**

The Policy Committee met on Monday, November 18, 2019 at 5:35 pm. In attendance were Trustees Jen Mezei (Chair), Peter Cech, Ryan Stewart, Superintendent of Schools, Gina Niccoli-Moen, Secretary-Treasurer, Russell Horswill, Assistant Superintendent Heather Hart for item 4, and Trustee Christine Cunningham as an observer.

**Notice of Motion:**

**1. Policy No. 5.45.00 Sexual Orientation / Gender Identity**

At the September 24, 2019 Board meeting, Policy No. 5.45.00 Sexual Orientation / Gender Identity was approved for circulation as Notice of Motion. No feedback was received. The committee gave the policy a final review and confirmed that the updated wording include the provision for gender-neutral washrooms and change rooms in new schools and, should that not be possible, an alternative space be designated. The policy is now being recommended to the Board for final approval.

Recommendation: THAT the Board of Education receive this information and that the final edits to Policy 5.45.00 as presented be approved for insertion into the Policy Manual.

**2. Policy No. 3.00.00 Financial Management**

At the September 24, 2019 Board meeting, Policy No. 3.00.00 Financial Management was approved for circulation as Notice of Motion. The committee was advised that one response was received which recommended changes to the composition of the Audit Sub-Committee. The Policy Committee considered the response and is recommending that the policy be modified to include two public members on the Audit Sub-Committee, who are appointed by the Board.

Recommendation: THAT the Board of Education approve Policy No. 3.00.00 Financial Management as presented for insertion into the Policy Manual.

**Policy Development:**

**3. Policy No. 2.50.00 Whistle-Blower Protection**

The committee received an updated Whistle-Blower Protection Policy and Administrative Procedure that incorporated feedback from the prior meeting. The Committee discussed the changes. Staff will consult with internal stakeholders on the draft policy and bring back comments to a future Policy Committee meeting.

Recommendation: THAT the Board of Education receive this information.

#### **4. Policy No. 5.14.00 Physical Restraint and Seclusion**

The committee received an updated draft of Policy No. 5.14.00 Physical Restraint and Seclusion and attached Regulations. Staff presented a draft Administrative Procedure. The committee provided feedback to staff on the draft policy, who will prepare a revised copy for the next meeting.

Recommendation: THAT the Board of Education receive this information.

#### **New Items:**

#### **5. Policy No. 5.15.00 Student and Other School Records Access, Storage and Transfer**

A copy of Policy No. 5.15.00 Student and Other School Records Access, Storage and Transfer was provided to the committee, along with a printed version of electronic form 1704 – Permanent Student Record. Staff will review the policy to ensure it reflects current practice. The committee also considered the development of a Competency-Based Individual Education Plan (CBIEP) pamphlet. The development of the pamphlet was referred to Education Committee. The committee will consider this policy at a future meeting.

Recommendation: THAT the Board of Education receive this information.

#### **6. Adjournment**

The meeting was adjourned at 6:40 pm.

#### **7. Next Meeting**

The next Policy Committee meeting will be held on Monday, December 16, 2019 at 5:30 pm.



**YOUTH AND COMMUNITY SERVICES COMMITTEE**  
**Reporting to Public Session, Tuesday, November 26, 2019**

The Youth and Community Services Committee (YCSC) met on Tuesday, November 5, 2019 at 5:30 pm. In attendance were Trustees Bill Brassington (Chair), Christine Cunningham, Assistant Superintendent Roberto Bombelli, and DPAC representative Ashley Sandquist.

**1. Reports from Community Committees**

Trustees who represent the Board on community committees updated the YCSC on items that would be of interest to the Board.

**Traffic Safety**

Trustee Cunningham reported that at the October meeting the committee received a presentation regarding traffic congestion and speeding around Windsor Elementary School. A full traffic signal will now be installed at Gilley Avenue and Imperial Street. The committee was also advised that the intersection at Beaverbrook Crescent and Beaverbrook Drive near Stoney Creek Community School will be redesigned in 2020.

Recommendation: THAT the Board of Education receive this information.

**2. Applied Design, Skills and Technologies Support in Schools**

Garth Errico, Director of Instruction, outlined the district's approach to supporting Career Education and the Applied Design, Skills and Technologies (ADST) curriculum with in-house expertise from the district's Staff Development Team, as well as extensive community partnerships including Simon Fraser University, British Columbia Institute of Technology, IBM, Microsoft, EA Sports, Vancouver Animation School, Lighthouse Labs, and Fortius.

Lucky Saini, District Vice-Principal Education Technology, Paul Arthur, Program Consultant Career Education and Transition Programs, Amanda Coutts, Learning Technologies Helping Teacher and Alex Mckillop, District Advisor Applied Design, Skills and Technologies, presented how they support schools and teachers in the implementation of the ADST curriculum, with a focus on ADST in elementary schools, coding and computational thinking

Recommendation: THAT the Board of Education receive this information.

### **3. Adjournment**

The meeting was adjourned at 7:12 pm.

### **4. Next Meeting**

The next Youth and Community Services Committee meeting will be Tuesday, December 3, 2019 at 5:30 pm.