

**MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION  
OPERATIONS POLICY & PLANNING COMMITTEE  
HELD TUESDAY, APRIL 17, 2018 AT 7:30 PM  
SCHOOL BOARD OFFICE  
811 ONTARIO STREET, NEW WESTMINSTER**

**PRESENT**

Casey Cook, Trustee	Karim Hachlaf, Superintendent
Michael Ewen, Trustee	Bev Rundell, Interim Superintendent
Mark Gifford, Chair	Kevin Lorenz, Secretary-Treasurer
James Janzen, Trustee	Belinda Scott, Director, Programs & Planning
Kelly Slade-Kerr, Vice Chair	

## 5. GENERAL ANNOUNCEMENTS

None.

## 6. NEW BUSINESS

### a. Audit Committee – M. Ewen

Trustee Ewen provided background regarding the establishment of an Audit Committee.

Moved and Seconded:

***THAT the Operations Policy and Planning Committee recommend that the Board of Education for School District No. 40 (New Westminster) establish an Audit Committee based on the BCSTA document “Audit Committee Sample Terms of Reference”.***

Carried Unanimously

### b. Public Engagement in the School District – M. Ewen

Trustee Ewen provided some context as to the purpose of the proposed motion. The motion was amended as stated below.

#### Resolution:

Moved and Seconded:

***THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) that the Board establish an education partner and community Task Force to review the current School Board public engagement and make recommendations to the Board on how to improve our engagement with the public.***

#### Amendment to Resolution:

Moved and Seconded:

***THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) that the Board directs staff to develop a strategy to identify opportunities and make recommendations as to how to improve our engagement with the public and our stakeholders.***

Amendment Carried Unanimously

### c. Duty to Document – M. Ewen

Trustee Ewen reviewed the process for Duty to Document.

Moved and Seconded:

***THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) that the Board develop a Duty to Document Policy on the Duty to Document Board decisions and retention of School District decision making records, and that the Board determine what areas and/or what items should be specified in such a policy.***

MOTION FAILED

## 7. ADJOURNMENT

The meeting adjourned at 9:00 pm.