

**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
REGULAR OPEN MEETING OF THE BOARD
AGENDA**

Tuesday, April 28, 2020

7:00 pm

Via Webex Livestream

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

Pages

1. ADOPTION OF THE AGENDA 7:00 PM

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve participation at all Committee and Board of Education meetings up to June 30, 2020 to be held via videoconference.

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the April 28, 2020 Regular School Board meeting.

2. APPROVAL OF THE MINUTES 7:05 PM

a. Minutes from the Open Meetings held:

i. March 10, 2020 Regular Meeting

4

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the March 10, 2020 Regular School Board Meeting.

b. Business Arising from the Minutes

3. NATIONAL DAY OF MOURNING

a. New Westminster & District Labour Council 7:10 PM

11

b.	Marcel Marsolais, President CUPE Local 409	7:15 PM	13
4.	<u>COMMENT & QUESTION PERIOD FROM VISITORS</u>	7:25 PM	
	<i>Please note that we will answer questions during Question Period near the end of the meeting.</i>		
5.	<u>CORRESPONDENCE</u>	7:30 PM	
6.	<u>BOARD COMMITTEE REPORTS</u>		
a.	CANCELLED-Education Policy & Planning Committee, April 14, 2020		
b.	Operations Policy & Planning Committee, April 21, 2020	7:35 PM	
	i. Comments from the Committee Chair, Trustee Connelly		
	ii. Approval of the April 21, 2020 Operations Policy and Planning Committee Minutes		16
	Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the April 21, 2020 Operations Policy & Planning Committee meeting.		
	iii. 2020-2021 Budget Process Schedule Amendment		20
	Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the Amended 2020-2021 Budget Process as presented.		
7.	<u>REPORTS FROM SENIOR MANAGEMENT</u>		
a.	Superintendent Update (K. Hachlaf)	7:45 PM	
	i. COVID-19 Verbal Update		
b.	2020-2021 Operating Budget (B. Ketcham)	8:10 PM	
8.	<u>NEW BUSINESS</u>	8:25 PM	
9.	<u>TRUSTEE REPORTS</u>	8:30 PM	

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|-----|---|---------|----|
| 10. | <u>QUESTION PERIOD (15 Minutes)</u> | 8:40 PM | |
| | <i>Questions to the Chair on matters that arose during the meeting.</i> | | |
| 11. | <u>NOTICE OF MEETINGS</u> | 8:55 PM | |
| | Tuesday, May 12, 2020: Operations Policy & Planning Committee, 7:00pm - Via Webex | | |
| | Tuesday, May 26, 2020: School Board Meeting, 7:00pm - Via Webex | | |
| 12. | <u>REPORTING OUT FROM IN-CAMERA BOARD MEETING</u> | 9:00 PM | |
| | a. Record of In-Camera March 10, 2020 | | 21 |
| | b. Record of Special In-Camera April 21, 2020 | | 22 |
| 13. | <u>ADJOURNMENT</u> | 9:05 PM | |

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

**Tuesday, March 10, 2020, 7:00 PM
School Board Office
811 Ontario Street, New Westminster**

PRESENT	Anita Ansari, Chair Dee Beattie, Trustee Danielle Connelly, Trustee Gurveen Dhaliwal, Vice-Chair Mark Gifford, Trustee Maya Russell, Trustee	Karim Hachlaf, Superintendent Bettina Ketcham, Secretary-Treasurer Robert Weston, Executive Director, Human Resources Caroline Manders, Recording Secretary Guests: Stephen Inniss, District Vice Principal, Pearson Adult Learning Centre Marcel Marsolais, President, CUPE Local 409 Maureen McRae-Stanger, Director, Instruction, Learning & Innovations Ken Millard, President, New Westminster Principals' and Vice Principals' Association Eric Young, President, New Westminster Teachers' Union
REGRETS	Mary Lalji, Trustee Maryam Naser, Associate Superintendent	

The New Westminster School District recognizes and acknowledges the Qayqayt First Nations, 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 7:10pm.

Add: Item 6e. Capital Bylaw No.2020/21 - CPSD40-01

2020-017

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda as amended for the March 10, 2020 Regular School Board meeting.

CARRIED UNANIMOUSLY

2. APPROVAL OF THE MINUTES

a. Minutes from the Open Meeting held:

i. February 25, 2020 Regular Meeting

2020-018

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the February 25, 2020 Regular School Board Meeting.

CARRIED UNANIMOUSLY

b. Business Arising from the Minutes

i. Continuing Education

Superintendent Hachlaf indicated that meetings have taken place with the New Westminster Teachers' Union (NWTU) and the considerations brought forward are being done so with their full knowledge.

The Board discussed the following motion. Superintendent Hachlaf indicated that retaining an evening program of Continuing Education could be accommodated within the new NWSS. All courses offered would be based on enrolment.

2020-019

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve to discontinue the day time and late afternoon continuing education program as of the end of the 2019-20 school year and make efforts to optimize the evening program and continue to run the evening program for one year to assess the financial and educational viability with a decision to be made about future steps by February 2021 in time for the 2021-22 budget cycle.

CARRIED UNANIMOUSLY

3. COMMENT & QUESTION PERIOD FROM VISITORS

CUPE Local 409 President Marcel Marsolais addressed the Board and indicated that the School District should reconsider their decision to reduce the Continuing Education Program.

4. CORRESPONDENCE

Correspondence was received.

5. BOARD COMMITTEE REPORTS

a. Combined Education & Operations Policy and Planning Committee, March 3, 2020

i. Comments from the Committee Chairs, Trustees Beattie and Connelly

Trustee Beattie thanked Ken Millard, Principal of Lord Kelvin Elementary, for hosting the March 3 Combined Education and Operations meeting. The Board enjoyed the student presentations and the tour of the Sensory Room.

ii. Approval of the March 3, 2020 Combined Education & Operations Policy and Planning Committee Minutes

2020-020

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the March 3, 2020 Combined Education & Operations Policy and Planning Committee meeting.

CARRIED UNANIMOUSLY

iii. Board and Committee Meeting Calendar - September 2020 to June 2021

2020-021

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the Board and Committee Meeting Calendar 2020-2021 as presented.

CARRIED UNANIMOUSLY

6. REPORTS FROM SENIOR MANAGEMENT

a. Superintendent Update

Superintendent Hachlaf provided highlights of his March report:

- Qayqayt Elementary:
 - How do you show inclusion?
 - Pink Shirt Day
 - Sensory Room
 - Hands-on Learning
 - Chocolate Chip Mining
- NWSS Site Tour with the Board of Education
- Fraser River Middle School
 - Student Council - time for a compliment
 - Gardening project
 - Deep Learning
 - Coding project
- Professional Development
 - Continuing opportunities into May
- May Day 2020
 - Sienna Vahra and Daniel Di Geso, students at F.W. Howay Elementary School, were respectively selected as May Day Queen and Royal Consort.

b. 2020-2021 Preliminary Budget

i. Stakeholder Submission Presentations

Marcel Marsolais, President of CUPE Local 409 addressed the following:

- Cleanliness of the schools – restore day custodians, which would allow for cleaning throughout the day.
- Restore Aboriginal Education support staffing.
- Eliminate allocating clerical education workers hours-of-work based on student enrolment by increasing their hours of work to address workloads throughout the District.
- Adopt the Living Wage Policy.
- Increase maintenance staffing levels by targeting provincial-designated funding and ensuring that all capital project revenue is preserved to fund additional staff in order for the District to continue to realize the savings achieved.

Eric Young, President of the New Westminster Teachers' Union, reiterated items submitted for the 2019 budget cycle.

Classroom needs:

- Flexible seating, furniture and accessories.
- Technology that students need to access the curriculum through Google Read and Write, e.g. headsets, iPads, Chromebooks.
- Comprehensive list of standard classroom supplies.
- Textbooks (print and online).
- Self-regulation tools (e.g. beanbag chairs, wobble chairs, fidgets, noise-blocking headsets).

School needs:

- Photocopiers.
- Laminator.
- Art, Math, science and Applied Design Science & Technology supplies.
- Easy to use reading assessment kit (more than one per school).

Teacher needs:

- Improve class size and composition.
- Resource/learning support for teachers – more preparation time.
- Educational Assistants and Custodial Staff.
- Continuing use of Teacher Coaches.

Ken Millard, President of the New Westminster Principals' and Vice Principals' Association provided highlights:

- Committed to developing vibrant learning communities.
- Supporting the social/emotional needs of students and staff.
- Measurable goals are created and monitored; teachers collaborate on curriculum and assessment; promote collective efficacy of staff.
- Priority 1: Increase administrator time to support the success of all learners (students, teachers, support staff) at all levels of learning. Increase FTE time for Vice Principals.
- Priority 2: Increase resources for Social-Emotional Learning and mental health to support all learners (students, teachers, support staff) at all levels of learning. Continued support for recruiting, training and retention of trained, qualified, and experienced staff to support students with SEL/mental health concerns; additional administration time to implement universal and targeted programs.

Superintendent Hachlaf confirmed that 0.2 Vice Principal FTE at the elementary school level is a common ratio; the middle school allocation increases (as per school size) was increased in 2019 to 0.2 at Glenbrook; Fraser River may require a review; Queensborough is stable. The secondary school ratio was increased to support the upcoming move to the new school.

ii. 2020-2021 Superintendent Recommendations

Secretary-Treasurer Ketcham summarized the information covered at the March 3, 2020 Combined Education and Operations Policy & Planning Committee meeting:

- Decrease in International Revenue.
- Purchase of Portables to accommodate increased enrolment.
- Continuing Education programming adjustments.
- Unfunded increases to P/VP and exempt for approved BCPSEA grid and performance increases.
- Several years of approved one-time surplus initiatives.

Superintendent Hachlaf presented the preliminary recommendations. A follow-up report of the recommendations, including budget numbers, will be presented at the April 21, 2020 Operations Policy and Planning Committee meeting. Highlights included:

Strategic Priority #1 - Transform the Student Experience:

- Surplus Initiatives – it was suggested to not continue the 2019-20 surplus initiatives and treat them as one-time initiatives.
- Students are meaningfully engaged and have an active voice - will maintain 2 positions which were added in 2018; professional development around mental health literacy.
- Neighbourhood Learning Centre - Wellness Centre which will provide support for Social-Emotional Learning.
- Staff are supported and encouraged to find purpose and meaning in their work and reach their full potential.

Strategic Priority #2 - Build Meaningful Relationships

- Families have opportunities to engage with the educational system to develop trusting relationships.
- Students are connected in a welcoming and inclusive learning community:
 - NWSS Welcoming Centre/Wellness Centre.
 - Improve and provide seamless transitions into elementary, middle and secondary school.
- Staff are valued and appreciated:
 - Recognize staff as mentors, facilitators, coaches, leaders in education, and as vital contributors to the students learning experiences.
 - Principals and Vice Principals have been trained as to how to conduct positive reviews; Unions will be engaged in discussion and anticipate to put in place support systems by fall.

Strategic Priority #3 - Lead into Our Future

- Commitment to truth and reconciliation guides and informs our work in the district.
- Maintain financial accountability, transparency and stability:
 - Ensure a transparent and consultative budget process, which aligns with strategic priorities and objectives.
 - Budget process and documents are all available online.
 - Attract, recruit and retain staff.
- Develop an environmental strategy and climate action plan and provide leadership in environmental education:
 - Recent seismic enhancements to existing schools is LEED Certified.
 - School enhancement programs help to reduce carbon footprint.
 - Digitizing documents will reduce necessity to print material.
 - Climate Action Plan will be developed and presented in September 2020.
 - Land acquisitions for future growth.

Strategic Priority #4 - Ensure full participation in learning

- Sustain ongoing commitment to address food security and healthy eating to ensure high quality food programs:
 - Superintendent Hachlaf acknowledged the feedback received regarding the School Nutrition Program; District is committed to finding solutions; School Nourishment Coordinator to be confirmed soon.
 - Increasing child care spaces - 100 spaces; District, in partnership with the City of New Westminster, will continue to pursue other opportunities.

The Board will continue the discussion at the April 21, 2020 Open Operations Policy and Planning Committee meeting.

- c. District Calendar 2020-2021

2020-022

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the 2020/2021 District Calendar as presented.

CARRIED UNANIMOUSLY

- d. Student Withdrawal & New Registration Report

Due to Associate Superintendent Naser being absent from the meeting, Chair Ansari postponed review of the report to the April 28, 2020 Regular Open Board meeting.

e. Capital Bylaw No. 2020/21 - CPSD40-01

Secretary-Treasurer announced the School Enhancement Program Upgrades. Most work will take place over the summer. Capital Projects have to be completed by March 31, 2021. The District was also approved to begin planning the next stages of the Queen Elizabeth Elementary School expansion. A Project Definition Report will be submitted in draft by October 2020 to the Ministry of Education. Due to the upcoming NWSS move, it was necessary to allocate \$1M of surplus for NWSS furniture and equipment.

2020-023

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) complete all three readings of Capital Plan Bylaw No. 2020/21-CPSD40-01.

CARRIED UNANIMOUSLY

2020-024

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve first and second reading of Capital Plan Bylaw No. 2020/21-CPSD40-01.

CARRIED UNANIMOUSLY

2020-025

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve third reading, reconsideration and final adoption of Capital Plan Bylaw No. 2020/21-CPSD40-01.

CARRIED UNANIMOUSLY

2020-026

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) transfer \$1,000,000 of surplus to local capital and approve expenditure of these amounts for the investment of furniture and equipment related to New Westminster Secondary School.

CARRIED UNANIMOUSLY

7. TRUSTEE REPORTS

a. BCSTA Substantive Motion

Trustee Gifford explained that the motion arose as a result of a staff presentation at the February 11, 2020 Open Operations Policy and Planning Committee meeting. Unfortunately, the motion was submitted after the deadline and BCSTA felt it did not meet their standard for reconsideration.

If the Board so wishes, the BCSTA motion can be challenged at the AGM. BCSTA would require notification by April 6.

The Trustees provided highlights of events they attended in February/March.

8. QUESTION PERIOD (15 Minutes)

The public was given the opportunity to ask questions on matters that arose during the meeting.

9. NOTICE OF MEETINGS

Tuesday, April 14, 2020: Education Policy & Planning Committee, 6:00pm - New Westminster Secondary School, 835 Eighth Street

Tuesday, April 21, 2020: Operations Policy & Planning Committee, 7:00pm - School Board Office

Wednesday, April 22, 2020: District Volunteer Appreciation Event, 7:00pm -
Lord Kelvin Elementary School, 1010 Hamilton Street

Tuesday, April 28, 2020: School Board Meeting, 7:00pm - School Board Office

Reminder: National Day of Mourning, April 28, 2020

10. REPORTING OUT FROM IN-CAMERA BOARD MEETING

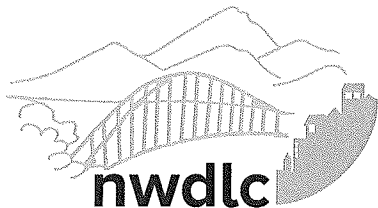
- a. Record of In-Camera February 25, 2020 Board Meeting

11. ADJOURNMENT

The meeting adjourn at 9:18pm.

Chair

Secretary-Treasurer



NEW WESTMINSTER &
DISTRICT LABOUR COUNCIL

Stephen Crozier, President
Janet Andrews, Secretary-Treasurer
Chartered By The Canadian Labour Congress

March 10, 2020

Anita Ansari, Chairperson
New Westminster School District #40
811 Ontario Street
New Westminster, BC V3M 0J7

Dear Chairperson Ansari & Trustees:

The New Westminster & District Labour Council represents over 60,000 affiliated union members in 14 communities in the Lower Mainland.

In 1984 our national organization, the Canadian Labour Congress (CLC), introduced the annual day of remembrance for workers killed and injured on the job. April 28th was chosen because this was the day that the third reading took place for the first comprehensive Workers' Compensation Act (Ontario 1914) in Canada. The "Workers Mourning Day Act" (Bill C223) became law on February 1, 1991, an Act which states "the day of April 28th shall be respected as the day of official recognition". The day of recognition was proclaimed by the government of British Columbia in 1989.

On behalf of our members and their families and all workers living and/or working in your community, we have **two requests of your School Board:**

- We request that the **School Trustees observe one minute of silence** in the Board Room at the Board meeting **on or before April 28th**.
- We also request an **opportunity to appear as a delegation** to make a **10 minute presentation at the April 28th, 2020 regular Board meeting**. A member of the Labour Council residing in the district will be presenting on behalf of the Labour Council. Our presentation will focus on the CLC's 2020 theme "**Prevent Occupational Cancer: Stop Deadly Exposures Now**" and will include up-to-date information on workers' health & safety issues like the "Alive after Five" initiative, WorkSafeBC regulatory reviews and/or changes that have impacted BC's workplace accident and fatality rates.

There will be remembrances across Canada on April 28th for workers who have been killed on the job, and to recognize those who have suffered from workplace injury, accident or disease. Please join us on Tuesday, April 28th at 11 am at Westminster Pier Park in New Westminster as we mourn for those who have died from workplace accidents or disease but we also recommit ourselves to fight for the living.

Sincerely,

Janet Andrews
Secretary- Treasurer

JA/cb

moveUP

Phone: 604-291-9306 NWDLC@SHAWCABLE.COM
105-3920 Norland Avenue, Burnaby, BC V5G 4K7

NWDLC NWDLC.CA

Proclamation

WHEREAS: Every year, more than 1,000 Canadian workers are killed on the job.

AND WHEREAS: Thousands more are permanently disabled.

AND WHEREAS: Hundreds of thousands are injured.

AND WHEREAS: Thousands of others die from cancer, lung disease, and other ailments caused by exposure to toxic substances at their workplaces.

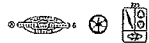
AND WHEREAS: April 28 of each year has been chosen by the Canadian Labour Congress as:

- a Day of Mourning for these victims of workplace accidents and disease;
- a day to remember the maximum sacrifice they have been forced to make in order to earn a living;
- a day to renew approaches to governments for tougher occupational health and safety standards, and more effective Compensation;
- a day to rededicate ourselves to the goal of making Canada's workplaces safer.

AND WHEREAS: April 28th was proclaimed a "Day of Mourning" by an Act of Parliament on February 1st, 1991.

I _____, of _____
do hereby proclaim April 28 as an annual Day of Mourning in recognition of workers killed, injured or disabled on the job.

Signed: _____



Time-loss claims in public school districts

Injury statistics by occupation type, claim type, accident type, gender, age, nature of injury, and source of injury.

Customize your search

Occupation
All

Year group
☐ 2010 to 2014
☒ 2015 to 2019
☐ 2010 to 2019

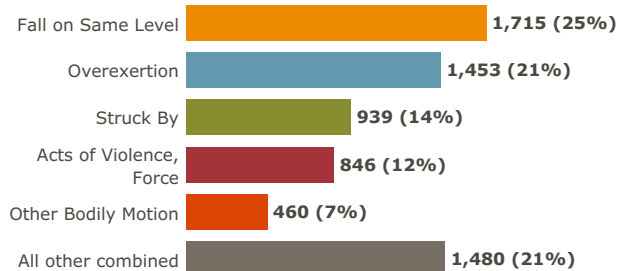
Claim type
☒ time-loss claims (by first payment year)
☐ serious injury (by serious injury year)
☐ long recovery sprains and strains (by injury year)

Statistical overview

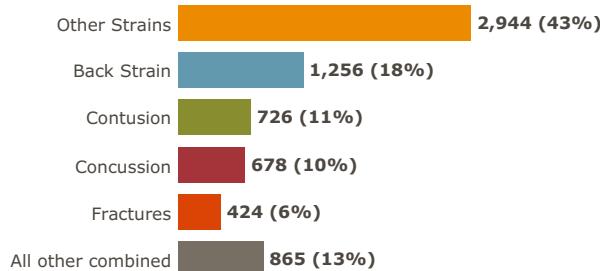
Total time-loss claims

6,893

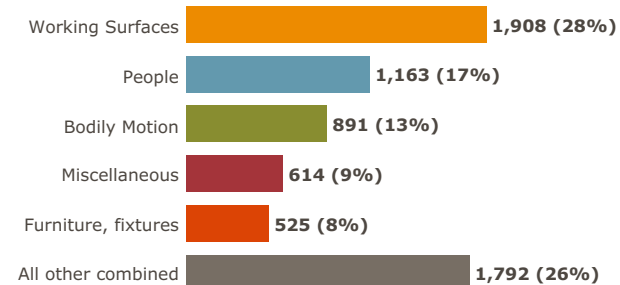
Most frequent accident types



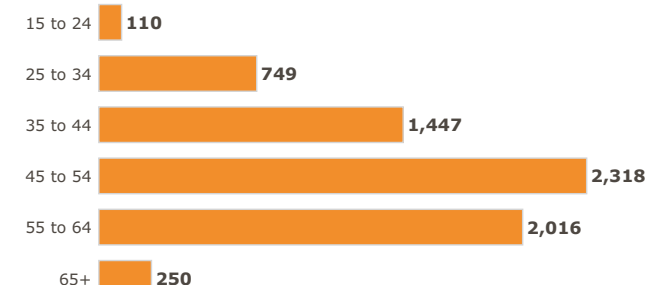
Most frequent nature of injury



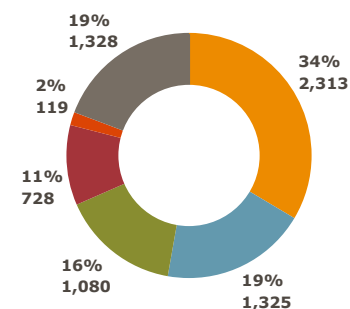
Most frequent sources of injury



Total time-loss claims by Age



Most frequent occupations



- Elementary and secondary school teacher assistants
- Janitors, caretakers and building superintendents
- Elementary school and kindergarten teachers
- Secondary school teachers
- School principals and administrators of elementary and secondary schools
- Total Other Occupations

Links and references

- [Education](#)
- [Find your classification unit](#)
- [Slips, trips & falls](#)
- [Lifting and handling](#)
- [Acts of violence](#)
- [Managing safety in education](#)

Time-loss claims in public school districts

Injury statistics by occupation type, claim type, accident type, gender, age, nature of injury, and source of injury.

Customize your search

Occupation

All

Year group

☐ 2010 to 2014
☒ 2015 to 2019
☐ 2010 to 2019

Claim type

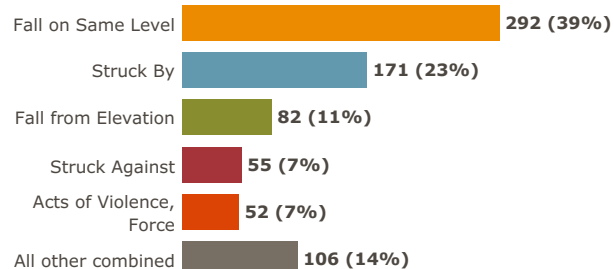
☐ time-loss claims (by first payment year)
☒ serious injury (by serious injury year)
☐ long recovery sprains and strains (by injury year)

Statistical overview

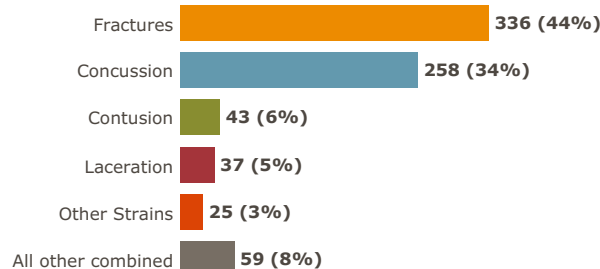
Total serious injury claims

758

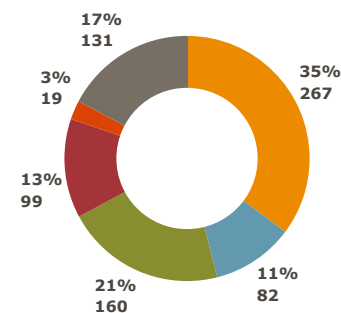
Most frequent accident types



Most frequent nature of injury

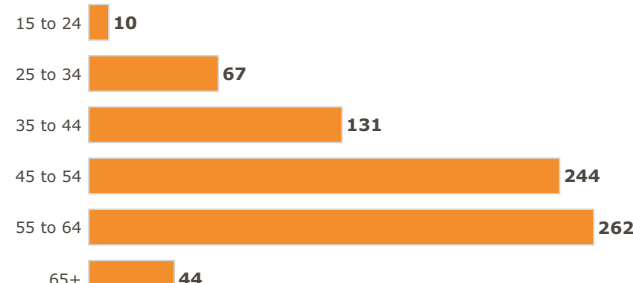
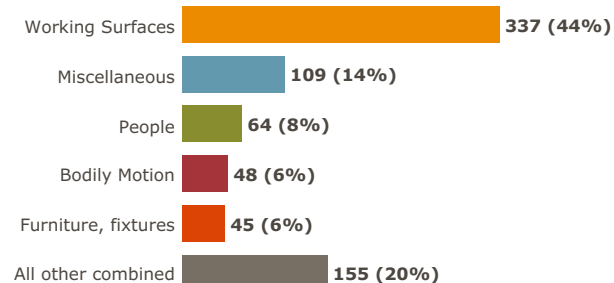


Most frequent occupations



- Elementary and secondary school teacher assistants
- Janitors, caretakers and building superintendents
- Elementary school and kindergarten teachers
- Secondary school teachers
- School principals and administrators of elementary and secondary schools
- Total Other Occupations

Most frequent sources of injury



Links and references

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- [Acts of violence](#)
- [Managing safety in education](#)

Time-loss claims in public school districts

Injury statistics by occupation type, claim type, accident type, gender, age, nature of injury, and source of injury.

Customize your search

Occupation

All

Year group

- ☐ 2010 to 2014
☒ 2015 to 2019
☐ 2010 to 2019

Claim type

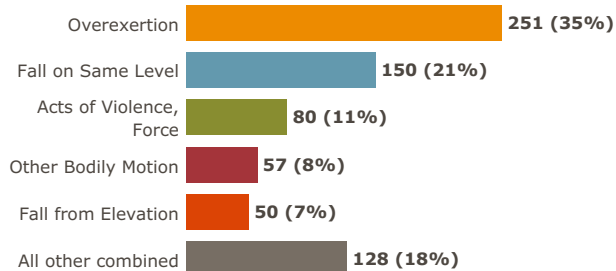
- ☐ time-loss claims (by first payment year)
☐ serious injury (by serious injury year)
☒ long recovery sprains and strains (by injury year)

Statistical overview

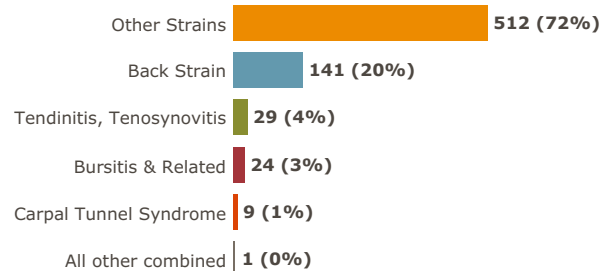
Total long recovery sprains and strains claims

716

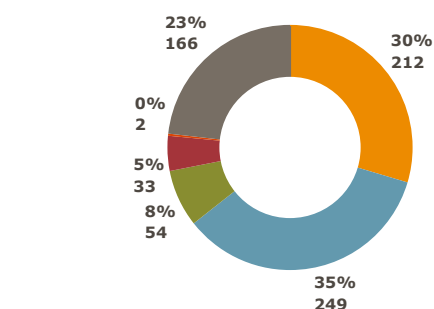
Most frequent accident types



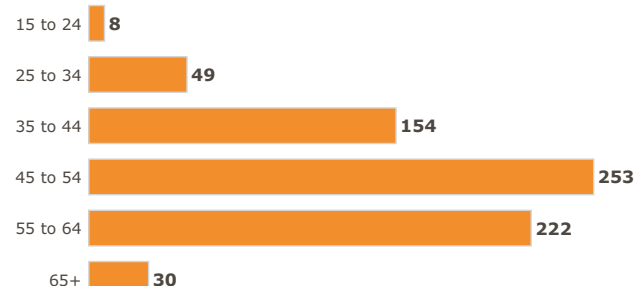
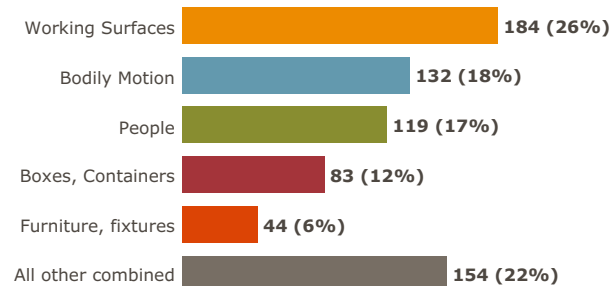
Most frequent nature of injury



Most frequent occupations



Most frequent sources of injury



- Elementary and secondary school teacher assistants
- Janitors, caretakers and building superintendents
- Elementary school and kindergarten teachers
- Secondary school teachers
- School principals and administrators of elementary and secondary schools
- Total Other Occupations

Links and references

- [Education](#) [Find your classification unit](#)
- [Slips, trips & falls](#) [Lifting and handling](#)
- [Acts of violence](#) [Managing safety in education](#)

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

**Tuesday, April 21, 2020, 7:00 PM
Via Webex Livestream**

PRESENT	Anita Ansari, Chair	Karim Hachlaf, Superintendent
	Dee Beattie, Trustee	Bettina Ketcham, Secretary-Treasurer
	Danielle Connelly, Trustee	Maryam Naser, Associate Superintendent
	Gurveen Dhaliwal, Vice Chair	Robert Weston, Executive Director, Human Resources
	Mark Gifford, Chair	Caroline Manders, Recording Secretary
	Maya Russell, Trustee	
REGRETS	Mary Lalji, Trustee	

Chair Connelly recognized and acknowledged the Qayqayt First Nations, 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. Approval of Agenda

The meeting was called to order at 7:00pm. On behalf of the Board of Education, Operations Policy and Planning Committee Chair Connelly offered condolences to those who lost their lives to COVID-19 and to the victims of the mass shooting in Nova Scotia.

Moved and Seconded

THAT the Operations Policy & Planning Committee approve that the April 21, 2020 meeting to be held via videoconference.

CARRIED UNANIMOUSLY

Moved and Seconded

THAT the agenda for the April 21, 2020 Open Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Correspondence

Nil.

3. Comment & Question Period from Visitors

Please note questions will be answered during Question Period near the end of the meeting.

4. Reports from Senior Management

a. Operations Update

- April 2020 Operations Update

Secretary-Treasurer Ketcham highlighted the following:

- Capital project improvements have been approved for Connaught Heights, FW Howay, Herbert Spencer and Queen Elizabeth Elementary schools as well as Glenbrook Middle school.
- Annual lead testing has been completed at FW Howay, Herbert Spencer and Lord Kelvin Elementary schools as well as Glenbrook and Queensborough

Middle schools. All sites were below the acceptable concentration levels. Lead testing is completed every three years per site.

- COVID-19 has changed the ways of work at the District, specifically regarding safe working distances, hygiene and sign-in procedures. Work that is typically completed over the summer is now being pulled forward where possible.
- Custodial hours have been adjusted to accommodate day schedules while staff are in the building to ensure constant cleaning and disinfection throughout the day.
- Finance team has been working to prepare the financial reporting requirements for March 31 which is the government's year end. In anticipation of the ratification of the teacher's collective agreement, payroll staff are preparing for the required retroactive pay estimates back to July 2019.
- March 31, 2020 Financial Report

Secretary-Treasurer Ketcham provided highlights:

- Revenues are close to 30% which is right on-budget; in light of COVID-19, if regular operations do not resume, this would cause a shortfall of current fiscal year anticipated revenue.
 - o International students: 50 students have been repatriated; 42 students have selected to continue with online learning. No impacts to revenue this year.
 - o Potential facility rental loss of \$72K.
 - o About \$100K reduction in interest on short term investments.
- Expenses are at 28% of budget remaining, tracking slightly lower due to the \$1million allocation to furniture for the new NWSS facility.
 - o Tracking under budget for Principals' & Vice Principals' salaries; teachers' salaries are in-line with budget.
 - o Substitute salaries: there are currently no TTOCs or Casuals working right now, this could be a potential saving.
 - o Employee benefits on-track.

Secretary-Treasurer Ketcham will provide a follow-up regarding the inquiry regarding International Program host families and whether or not they continue to be paid as the students have been repatriated.

It was asked whether it would be possible to get a break down of the legal fees. Due to confidentiality, this will require further review as to how this information could be disseminated publicly.

The Provincial Government has confirmed that salaries will be paid to the end of April 2020 but no information beyond this time frame has been communicated.

5. General Announcements

Nil.

6. New Business

a. COVID-19 Update

Superintendent Hachlaf highlighted the COVID-19 Update:

- The District is working according to the Ministry of Education guiding principles.
- Navigating to remote learning environments will lead the way to changes in ways of work operationally going forward.
- Childcare provided for essential services workers.

- A District-wide survey was distributed to all district families, over 4,000 parents participated and answered questions surrounding essential service support, childcare support, meal support, unique needs and technology support.
Superintendent Hachlaf thanked Westminster Children's After School Society (WCAS) for their partnership with the District in assisting with providing childcare; he also thanked all those working at the six District childcare learning centres to provide childcare for essential services workers.
Every effort is being made to reach out to Queensborough families who may be facing transportation challenges in being able to pick-up meals at NWSS.
- Superintendent Hachlaf thanked Val Pontier, Sabine Decamp and Gary Pattern for their work and leadership in utilizing the District's 3D printers to create face shields for front-line health care workers; to date 500 face shields per week are being produced.

Associate Superintendent Naser explained childcare provisions being put in place for students who require a higher level of support. Principals have been asked to reach out to vulnerable students who may require assistance and counselling support to bring them into the schools where face-to-face support can be offered in a classroom setting.

A list of various resources has been published on the District's [website](#) to assist with those who are seeking additional support. The Districts' six childcare learning centres will be able to accommodate Tier 2 essential services workers' children. However, should additional space be required, other sites may be considered. Staff has also reached out to the English Language Learner students and their families.

Secretary-Treasurer Ketcham confirmed that there are sufficient cleaning supplies within the District.

Committee Chair Russell requested that the Board of Education write a letter to commend staff, teachers and the administration of New Westminster Schools for their dedication to students in this unprecedented time in which their work is more important than ever. Board Chair Ansari indicated that she will draft the letter, which will be sent to the District.

b. 2020-2021 Budget Process Schedule Amendment

Secretary-Treasurer Ketcham provided a brief explanation as to why the 2020-21 budget process has required some scheduling changes, which entails shifting the budget process out by one month. The Ministry's submission deadline is June 30, which still provides ample time to complete the process.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to approve the Amended 2020-2021 Budget Process as presented.

CARRIED UNANIMOUSLY

c. 2020-2021 Budget Update

Secretary-Treasurer Ketcham provided an update:

- No change in the current funding formula.
- Operating Grants continues to be based on FTE (76% is allocated using a standard per student FTE amount) (Basic Allocation).

- Supplemental funding based on:
 - o Unique student needs
 - o Unique district factors
 - o Funding Protection/Enrolment Decline
- Provincial funding to school districts was highlighted.
- 2020/21 Rate Changes were reviewed:
 - o Overall lifts are noted in all categories; no increase for Distributed Learning
 - o 1.74% rate change increase; 0.92% enrolment change increase:
 - o Additional funding for:
 - Equity of Opportunity
 - Unique Geographic Factors
 - Curriculum and Learning Support
 - Small Community Supplement
- Total school-aged enrolment funding - increase of approximately \$588,593.
- Overall resulting in a lift of \$1,023,916 due to rate changes, however, several supplements were rolled in to the general operating grant block, resulting in less revenue of \$168,932 than if these supplements were unchanged.
- Risks to Projections:
 - o Funding to be confirmed by Ministry of Education
 - o Potential new cost pressures to be confirmed by province

The districts have been asked to provide COVID-19 impacts (includes both costs and savings) to the Ministry, however, it is not clear as to what the Ministry will do with this information.

2020-21 COVID-19 financial impacts:

- Potential revenue loss related to the COVID-19
- Potential additional costs related to the COVID-19

There are many unknowns and variables that may cause significant shortfalls for the 2020-21 budget.

7. Old Business

Nil.

8. Question Period (15 Minutes)

Nil.

Trustee Connelly thanked the District's students, teachers, parents/guardians, staff, unions, and community partners for everyone's patience, support and work.

9. Adjournment

The meeting adjourned at 8:34pm.

New West Schools
Budget Process: 2020-2021

Date	Location	Time	Event	Attendees	Goal
26-Nov-19	SBO	7:00 PM	Regular Open Board Meeting	Board	Approval of the 2020/21 budget process
3-Dec-19	SBO	7:00 PM	Operations Policy & Planning Committee	Committee Members	Review ThoughtExchange process planned for January 2020
Winter Break - December 23 - January 3					
13-Jan-20	N/A	N/A	Thought Exchange engagement process	N/A	Collect community and stakeholder feedback (January 13 - 24)
16-Jan-20	SBO	7:30 AM	District Leadership Team	Staff, PVP	Budget Process Overview
11-Feb-19	SBO	7:30 PM	Operations Policy & Planning Committee	Committee Members	Public and student engagement results
3 -Year Enrolment Projections to MOE - February 15					
18-Feb-20	Douglas College	6:00 PM	Talking Tables Dinner Meeting	Trustees, Staff, PVP/Stakeholders/Students	Facilitated Discussion Dinner Meeting
21-Feb-20	Shadbolt Centre	9:00 AM	Student Symposium	Trustees/Staff/Students	Collect student feedback
25-Feb-20	SBO	7:00 PM	Regular Open Board Meeting	Board	Approval of the Amended Budget for 2019/20
3-Mar-20	SBO	7:00 PM	Combined Ed and Ops Policy & Planning Committee	Committee Members	Estimated Structural Surplus/Deficit
10-Mar-20	SBO	7:00PM	Regular Open Board Meeting	Board	Superintendent's recommendations and stakeholder submission presentations
Ministry Funding Announcement - March 13					
Spring Break - March 16 - 27					
7-Apr-20	SBO	7:00 PM	Special Meeting (NOT REQUIRED)	Board	Review of funding model annouced for 2020/21 by Ministry fo Education- and discussion of forseen impacts
21-Apr-20	SBO	7:00 PM	Operations Policy & Planning Committee	Committee Members	2019-20 Budget updates and 2020-21 provincial funding update
21-Apr-20	SBO	Post Ops	Regular Open Board Meeting - SPECIAL (CANCELLED)	Board	Complete 1st and 2nd reading of budget bylaw (POSTPONED)
23-Apr-20	SBO	4:30 PM	District Leadership Team	Staff, PVP	Superintendent's Recommendations Review (POSTPONED)
28-Apr-20	SBO	7:00 PM	Regular Open Board Meeting	Board	Complete 3rd reading of budget bylaw (POSTPONED)
Staffing Processes Commence - May 1					
12-May-20	SBO	7:00 PM	Operations Policy & Planning Committee	Committee Members	
12-May-20	SBO	Post-Ops	Regular Open Board Meeting - SPECIAL	Board	Complete 1st and 2nd reading of budget bylaw
21-May-20	SBO	4:30 PM	District Leadership Team	Staff, PVP	Superintendent's Recommendations Review
26-May-20	SBO	7:00 PM	Regular Open Board Meeting	Board	Complete 3rd reading of budget bylaw
19-May-20 9-Jun-20	SBO	7:00 PM	Operations Policy & Planning Committee	Committee Members	20/21 Process Debrief & Improvements to Be Made
Ministry Submission Deadline - June 30					

ADOPTION OF AGENDA – 6:00 pm.

MINUTES FOR APPROVAL – February 25, 2020

BUSINESS ARISING FROM THE MINUTES – Nil

CORRESPONDENCE – Nil

REPORTS FROM SENIOR MANAGEMENT – Personnel / Finance

The meeting recessed at 7:10pm

The meeting resumed at 9:24pm

Legal / Operations

OTHER BUSINESS – Nil

ITEMS TO BE REPORTED OUT AT OPEN MEETING – Nil

NOTICE OF MEETINGS

ADJOURNMENT – 9:58 pm.



ADOPTION OF AGENDA – 6:47 pm.

HUMAN RESOURCES – Bargaining

The meeting recessed at 6:55pm

The meeting resumed at 8:42pm

HUMAN RESOURCES – Bargaining

BCSTA BOARD OF DIRECTORS ELECTION – 2020-2021 Election Process Review

ADJOURNMENT – 8:58 pm.