



**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
OPERATIONS POLICY AND PLANNING COMMITTEE
AGENDA**

Tuesday, November 17, 2020

6:15 pm

Via Webex Livestream

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

	Pages
1. <u>Approval of Agenda</u>	6:15 PM
Recommendation: THAT the agenda for the November 17, 2020 Operations Policy and Planning Committee meeting be adopted as distributed.	
2. <u>Comment & Question Period from Visitors</u>	6:20 PM
3. <u>Reports from Senior Management</u>	
a. Capital Projects Update (D. Crowe)	6:25 PM
i. Richard McBride Elementary School	4
ii. New Westminster Secondary School	7
b. Operations Update (B. Ketcham)	6:35 PM
i. Facilities Report November 2020	14
ii. October 31, 2020 Financial Report	16
- Special Funds Update - October 2020	18
- Estimated Grant Recalculation Based on September 1701	19

iii.	Technical Information Services (TIS) Report November 2020 (M. Naser)		20
c.	Climate Action (K. Hachlaf & B. Ketcham)	6:50 PM	21
d.	F.W. Howay & Richard McBride Elementary - A Review of Potential Boundary Changes (K. Hachlaf)	7:20 PM	47

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of the F.W. Howay and Richard McBride Elementary Schools' catchment review and public consultation process outline as presented.

e.	Richard McBride Re-naming Consultation and Timeline (M. Naser)	7:40 PM	68
----	---	---------	----

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of the proposed consultation plan and timeline for the renaming of Richard McBride Elementary.

f.	Non-Replacement Data (Staffing & Education Assistants' Absence Coverage (R. Weston)	7:55 PM	70
g.	Living Wage Update (R. Weston)	8:05 PM	71

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No.40 (New Westminster) adoption of a Living Wage Policy, effective April 1, 2021, for employees and direct contract workers employed or engaged by the Board.

h.	COVID-19 Update (Verbal) (K. Hachlaf)	8:15 PM	
----	---------------------------------------	---------	--

4. General Announcements

5. New Business

6. Old Business

a.	2020-21 Board and Committee Meeting Format (Verbal) (All)	8:25 PM	
----	--	---------	--

7. Question Period (15 Minutes)

8:40 PM

Questions to the Chair on matters that arose during the meeting.

8. Adjournment

8:55 PM

PROJECT STATUS REPORT

Project	Project Name McBride Replacement	Project Description	Construction of new building and demolition of existing	Project Dashboard Green: As planned Yellow: Corrective Action Being Taken Red: Executive Attention Required			
Date	Nov. 17, 2020	Year	2020	Scope		Budget	
Prepared By	Karen Hearn			Schedule		Issues	

Project Status

Brief paragraph describing the status of the project, milestones achieved and not reached. Major upcoming milestones.

Project is in the construction stage.

Since the October report the following major milestones were achieved:

- Slab piping complete
- Slab pour completed except for gymnasium

Upcoming major milestones

- Pouring gym concrete slab
- Start installation of the steel structure

Project Scope

Changes to the original scope or key assumptions which may have a material impact on schedule, budget, or project outcome.

1. Increase of building size to accommodate siting on the property. The school portion of the building is 3,765 m². Total space for the Child Care is 435 m² with the Childcare funding being provided from the Ministry of Children and Family Development and the City of New Westminster.

Project Schedule

Highlight any important changes or risks to the project timelines.

The previously planned opening of the new school for September 2021 is no longer viable. The General Contractor has identified the potential for opening December 2021 or January 2022 though they are aiming to meet December 2021 with demolition of the existing school and full completion of the project changed from June to September 2022. The General Contractor has identified they are working to advance the schedule for an earlier completion if possible. COVID-19 creates additional caution as the availability of supplies and trades is being impacted by the pandemic. Currently, the impact of the pandemic has been beneficial rather than detrimental to the project.

PROJECT STATUS REPORT

The table below provides further detail regarding the project schedule.

Task	Completed by	Status Nov. 17/20
Phase one – new school		
Excavation, shoring, micro piling, formwork for foundation	Last week August 2020	Complete
Slab on grade	Mid-September 2020	In progress
Steel structure including decking	1 st week of March 2021	As planned
Roof	2 nd week April 2021	As planned
Exterior windows and exterior building envelope	Last week August 2021	As planned
Interior finishes	2 nd week December 2021	As planned
Occupancy	Mid December 2021	As planned
Phase two – demolition & completion of landscaping		
Demolition	Mid-April 2022	As planned
Completion of Landscaping	End of August 2022	As planned

Project Budget

Changes to overall budget and approx. % over or under budget.

The project budget has been revised based upon the bid price. The revised project budget is \$34,984,643. Earlier in the project Change Orders were exceeding expectation for the point in the project. Work with the General Contractor and consultants has resulted in cost savings. The quantity and dollar value of subsequent Change Orders has been modest. At this time, the project is projected to be within the revised project budget of \$34,984,643.

Major Risks

Comments provided for Septe3mer & October 2020 regarding Risks are included in **red italics**. New comments as of November 10, 2020 are in **blue italics**.

As identified in the Funding Agreement:

1. Unexpected Soil & Ground Conditions – **while there have been unexpected soil & ground conditions to date these have not resulted in significant impact to the project. For the Phase 1 (new school) portion of the project this risk is decreasing. The main water line serving the school was hit by an excavator on November 4th causing a shut down of water service to the School. The service was restored in less than 1.5 hours.**
2. Hazmat - **A small amount of abandoned asbestos containing underground pipe was discovered and removal and remediation completed at a cost of less than \$3,500.**
3. Additional City Requirements - **With the Building Permit in place this risk is decreased. There were some additional requirements.**
4. Post Completion Audit
5. Escalation **With the contract in place this risk has been eliminated.**

Additional major risks include:

- Safety – construction vehicle access as well as construction site strategies to minimize danger to students and community **With classes underway the Site Superintendent and School Principal have been working together to ensure deliveries of materials do not impact arrivals and departures of students and to ensure parents are not providing drop off via car on Archer Street.**

PROJECT STATUS REPORT

- *Neighbours concerns regarding construction disruption - To date there have been few complaints and no substantive concerns.*
- *Quality – ensuring competent contractor, design team, project manager The General Contractor and consultants have been responsive in a timely manner and providing quality service including detailed field reviews by consultants and the project manager.*
- *Timing of approvals – ensuring adequate time in the project schedule for approvals balanced with timely response While the approval to award the tender and receipt of permits from the City was slower than anticipated, these milestones have been achieved.*
- *COVID-19 and impact on availability and timing for supply deliveries and availability of trades personnel - The General Contractor is anticipating long lead time items and ordering/stock piling in advance as able.*

A Risk Management Plan for the project has been prepared and reviewed with the Steering Committee. The committee regularly review the risks and strategies in place to manage the risks.

Issues

Significant issues or risks that should be brought to the attention of the Project Committee. These include issues being managed by the project team and issues which need to be escalated for Executive intervention.

- *There are no significant issues at this time. The project schedule is being monitored with the original timeframe for the completion of the slab on grade delayed other portions of the project have advanced balancing out the progress.*



November, 7, 2020 - From School Street looking west

1. Project Summary

The existing school facility is approximately 70 years old and it has reached the end of its useful life as well as being classified as H1 high seismic risk. The existing school facility is built on an area that has history of burial usage.

The project consists of design and construction of a 19,837m² replacement facility on the existing SD owned property, decommissioning of the existing school, and restoration of the site with appropriate memorialization.

2. Project Structure

The Project Team are identified in Appendix 1.

3. Scope

The new school will accommodate more than 1,900 students with 76 teaching units and an allowable school area of 16,390m², plus Neighbourhood Learning Centre (NLC) space of 2,802m², and a SD Maintenance/IT facility of 645m², for a total gross area of 19,837m² per the CPFA.

There may be sufficient site area to accommodate two playfields and the Maintenance/IT facility is proposed as a stand-alone facility separate from the new school building.

4. Schedule

The following Table 1 sets out target milestone dates.

Table 1 – Tentative Timetable for Key Milestones

Milestone/Deliverable	Target Dates	Revised
RFQ issued	November 24, 2016	-/-
RFP issued	Early March 2017	Late March 2017
Technical submissions	July 2017	September 25, 2017
Financial submissions	August 2017	November 1, 2017
Contract award	September 2017	December 2017
Occupancy	September 2019	2020/21
Demo + Memorialization	2021-2023	-/-

5. Budget

Contract expenditures to date total to an aggregate value of approximately \$85,400,000

Overall Complete (Phase 1 & 2)	81%
Design-Build Agreement (School/MIT)	97.5%

6. Communications**a) General**

- Communication has been circulated to public regarding Covid-19 impact to construction phase of NWSS Replacement Project and subsequent impact to opening schedule.
 - Staffing levels of workforce is approximately 160 - 170, and continues to fluctuate from week to week.
 - Significant interruption to materials supply chain, however, all needed construction materials have arrived on the worksite and are being installed.
 - School will not be available for occupancy in early September 2020. Project team is working closely with Contractor to establish an updated schedule for completion based on availability of workers and impacts of materials and equipment supply.
- Communications with adjacent residents has occurred regarding implementation of 6th Street Pedestrian Activated signal crossing and subsequent impacts to on-street parking.

7. Work Completed or Underway**October Achievements:**

Past 4 weeks:

- Permanent Power on to MIT building
- Startup of MIT mechanical systems (boilers and Air Handling equipment)
- Installation of Doors and hardware
- Final Completion of folding panel partitions
- Installation of building signage (interior and exterior)
- Final lift of Asphalt Paving on all service lanes
- Completion of Wood Slat Ceiling
- Completion of Theatre Wire Tension Grid and Start of Theatre AV and Lighting
- Start of Theatre wood paneling
- Start of Gym Wood Flooring
- Balancing of School HVAC system near complete (only deficiencies outstanding)
- Startup of AV systems such as audio and projector screen
- Move in of Owner Furnishing
- Testing of Fire Alarm Systems
- Exterior Light Standards installed and turned on
- Install of Kitchen Equipment (ranges, ovens, cooking equipment)
- Commissioning of Lighting Control Systems on Level 1 (lights work on all floors)
- Start of Writeable Surface installation
- Completion of Cladding and Soffits

8. November planned construction activities:

Next 2-4 Weeks

- Landscaping installation (trees and shrubs)
- Startup and commissioning of the dust extraction systems
- Completion of Gym Wood Flooring
- Completion of Kitchen Equipment including exhaust hood suppression testing
- Completion of Theatre Wood paneling
- Install of Theatre Drapery
- Install of Theatre Seating
- Continue final paint and writeable surface installation
- Building Occupancy reviews and Issuance of Occupancy Permit
- Final Cleaning

Notes:

- *Work hours for Graham Design-Builders - Monday to Friday from 7:00 a.m. to 5:00 p.m.*
- **Traffic/Pedestrian/Cycling movements through and around worksite on Municipal streets are operating effectively and safely.**

Appendix 1 – Project Team

- **School District #40:**
 - o Karim Hachlaf, Superintendent
 - o Murray McLeod, NWSS Principal
 - o Dave Crowe, Director, Capital Projects
 - o Grant Lachmuth (Black Wolf Consulting Inc.), Project Officer



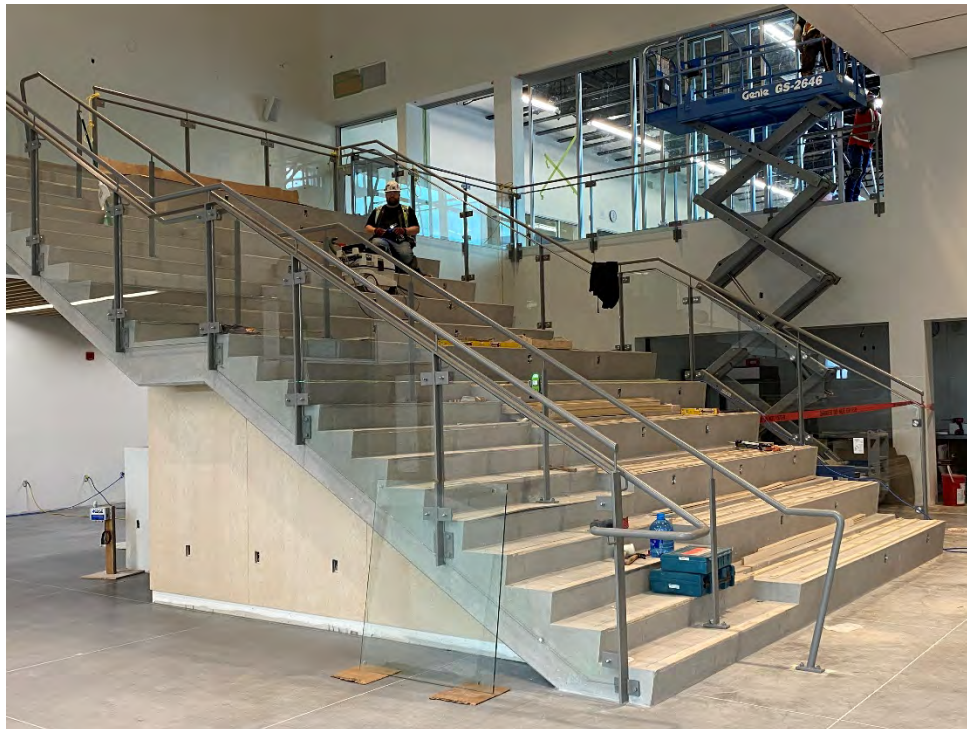
Front entry of School



Front of School by Theatre



Installation of gymnasium floor



Stairway from Grand Commons to the Learning Commons



Capital Projects, Operations and Planning

- **Lord Kelvin, Qayqayt, Queen Elizabeth Elementary and Glenbrook Middle Schools:**

Footings and slabs are being installed for the outdoor learning spaces. The structures are scheduled to arrive at the end of November and will be installed in December. This is funded by the federal funding for COVID-19.

- **Qayqayt Elementary:**

Building permit application for the bathroom portable has been submitted; application for the plumbing permit will be next. This was funded out of the COVID-19 dollars received in part by the province and federal government.

- **Queen Elizabeth Elementary:**

This project was moved to the project definition report stage which is a deeper analysis in to the supported option to build a 13 classroom addition to this school. We have now assembled a team of experts to write the report and provide further analysis to more concretely cost the project by the quantity surveyor.

- **Glenbrook and Queensborough Middle Schools:**

Installation of new sinks and taps as a result of the COVID-19 funding for improving hand hygiene has been completed.

All Sites:

- Installation of new intrusion and fire alarm systems continues.
- ESC continues updating the programming of the motion and CO2 sensors.
- Installation of new VOIP phone system continues.
- 200 touchless taps are on order. This is funded by the COVID-19 federal funding.
- MERV 13 filters which were back-ordered have arrived and are installed.

Capital planning

Ministry & Other Submissions: November 2020

Submitted to:	Description	Date
Ministry of Education	Classroom Enhancement Fund (CEF) – 2020/21 Initial Reporting – Remedies	November 13, 2020
Ministry of Education	Federal Safe Return to Class Fund Reporting	November 13, 2020
Ministry of Education	Employment Data and Analysis System (EDAS) Q1	October 31, 2020

Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Range: 201901 End Date: JULY 31, 2018 To 202104 End Date: OCTOBER 31, 2020

	Description	Revenues	Original Budget	Revised Budget	Bud Remain \$	Bud Remain %	2020 Ytd Revenue	2020 Annual Budget	Bud Remain \$	2020 % Remaining
619	OTHER FEDERAL GRANTS	0	0	0	0	0.00	0	0	0	0.00
621	OPERATING GRANT MINISTRY OF EDUCAT	-13,284,636	-62,811,196	-62,811,196	-49,526,560	78.85	-13,426,203	-61,938,097	-48,511,894	78.32
629	OTHER MINISTRY OF EDUCATION GRANTS	-488,765	-2,651,940	-2,651,940	-2,163,175	81.57	-147,480	-1,637,939	-1,490,459	91.00
641	PROVINCIAL GRANTS OTHER	-22,929	-162,000	-162,000	-139,071	85.85	-56,388	-162,000	-105,612	65.19
643	SUMMER SCHOOL FEES	-1,026	-36,190	-36,190	-35,164	97.16	-45,802	-36,190	9,612	-26.56
644	CONTINUING EDUCATION	-3,036	-30,000	-30,000	-26,964	89.88	-7,105	-62,100	-54,995	88.56
645	INSTRUCTIONAL CAFETERIA REVENUE	-7,291	-130,000	-130,000	-122,709	94.39	-23,530	-130,000	-106,470	81.90
647	OFFSHORE TUITION FEES	-321,738	-1,280,200	-1,280,200	-958,462	74.87	-1,119,984	-3,493,723	-2,373,739	67.94
649	MISCELLANEOUS REVENUE	-16,325	-57,825	-57,825	-41,500	71.77	-12,988	-349,623	-336,635	96.29
651	COMMUNITY USE OF FACILITIES	-53,045	-170,000	-170,000	-116,955	68.80	-80,189	-255,000	-174,811	68.55
661	INTEREST ON SHORT TERM INVESTMENT	-54,963	-250,000	-250,000	-195,037	78.01	-150,020	-500,000	-349,980	70.00
670	APPROPRIATED SURPLUS	0	-1,782,934	-1,782,934	-1,782,934	100.00	0	-1,546,205	-1,546,205	100.00
		-----	-----	-----	-----	-----	-----	-----	-----	-----
	Grand Total	-14,253,754	-69,362,285	-69,362,285	-55,108,531	79.45	-15,069,689	-70,110,877	-55,041,188	78.51

Operating Fund - Year to Date Expense to Budget Summary

G.L. Period Range: 202001 End Date: JULY 31, 2019 To 202104 End Date: OCTOBER 31, 2020

	Description	YTD Exp	YTD Com	YTD Exp + Com	Budget	Bud Remain \$	Bud Remain %	2020 YTD Exp	2020 Ytd Comm	2020 Total Exp.	2020 Final Budget	2020 Bud Remaining	2020 Bud %
105	PRINCIPALS & VP SALARIES	1,304,538	0	1,304,538	3,884,787	2,580,249	66.42	1,250,174	0	1,250,174	3,603,270	2,353,096	65.30
110	TEACHERS SALARIES	6,107,301	0	6,107,301	30,161,384	24,054,083	79.75	6,118,951	0	6,118,951	29,583,810	23,464,859	79.32
120	SUPPORT STAFF SALARIES	1,399,743	0	1,399,743	5,382,102	3,982,359	73.99	1,654,499	0	1,654,499	5,435,860	3,781,361	69.56
123	EDUCATIONAL ASSISTANTS SALARIES	1,193,490	0	1,193,490	6,139,541	4,946,051	80.56	1,133,690	0	1,133,690	5,703,365	4,569,675	80.12
130	OTHER PROFESSIONAL SALARIES	916,853	0	916,853	2,844,443	1,927,590	67.77	876,806	0	876,806	2,750,203	1,873,397	68.12
140	SUBSTITUTE SALARIES	228,549	0	228,549	2,053,157	1,824,608	88.87	397,875	0	397,875	2,081,375	1,683,500	80.88
200	EMPLOYEE BENEFITS	2,674,202	0	2,674,202	11,902,956	9,228,754	77.53	2,956,781	0	2,956,781	12,165,733	9,208,952	75.70
310	SERVICES	611,007	104,876	715,883	1,845,138	1,129,255	61.20	634,996	122,647	757,643	2,403,790	1,646,147	68.48
312	LEGAL COSTS	1,482	0	1,482	115,000	113,518	98.71	25,327	0	25,327	135,000	109,673	81.24
330	STUDENT TRANSPORTATION	-1,200	99,226	98,026	130,696	32,670	25.00	35,503	89,553	125,056	179,989	54,933	30.52
340	PROFESSIONAL DEVELOPMENT & TRAVEL	401,789	0	401,789	558,110	156,321	28.01	53,328	2,715	56,043	517,719	461,676	89.18
360	RENTALS & LEASES	108,106	1,086	109,192	233,400	124,208	53.22	103,546	1	103,547	233,400	129,853	55.64
370	DUES & FEES	59,084	0	59,084	83,900	24,816	29.58	61,748	3,801	65,549	91,400	25,851	28.28
390	INSURANCE	117,822	0	117,822	111,000	-6,822	-6.15	103,278	0	103,278	111,000	7,722	6.96
510	SUPPLIES	249,069	398,659	647,728	1,674,894	1,027,166	61.33	515,988	345,457	861,445	1,958,417	1,096,972	56.01
540	UTILITIES	62,128	6,616	68,744	492,500	423,756	86.04	101,061	7,560	108,621	494,500	385,879	78.03
551	GAS - HEAT	20,085	0	20,085	247,000	226,915	91.87	25,110	0	25,110	247,000	221,890	89.83
555	CARBON TAX EXP	0	0	0	50,000	50,000	100.00	0	0	0	50,000	50,000	100.00
560	WATER & SEWAGE	42,566	0	42,566	270,606	228,040	84.27	71,789	0	71,789	270,606	198,817	73.47
570	GARBAGE & RECYCLE	18,782	9,169	27,951	89,400	61,449	68.73	19,663	11,681	31,344	89,400	58,056	64.94
580	FURNITURE & EQUIPMENT REPLACEMENT	116,620	93,755	210,375	428,146	217,771	50.86	77,266	35,909	113,175	333,856	220,681	66.10
590	COMPUTER & EQUIPMENT REPLACEMENT	-5,516	10,860	5,344	664,123	658,779	99.20	200,611	22,187	222,798	671,184	448,386	66.81
599	TRANSFER TO LOCAL CAPITAL	0	0	0	0	0	0.00	0	0	0	1,000,000	1,000,000	100.00
		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	Grand Total	15,626,500	724,247	16,350,747	69,362,283	53,011,536	76.43	16,417,990	641,511	17,059,501	70,110,877	53,051,376	75.67

Special Funds Update - October 2020

Name of Grant	Opening Surplus	Expected Funding	Expenses	Budget Remaining	Budget Remaining %
ANNUAL CAPITAL GRANT	\$ -	\$ 235,872	\$ 235,872	\$ -	0%
CLASSROOM ENH FND - OVERHEAD	\$ -	\$ 373,060	\$ 52,156	\$ 320,905	86%
CLASSROOM ENH FUND - REMEDIES	\$ 38,737	\$ -	\$ 18,520	\$ 20,217	52%
CLASSROOM ENH FUND - STAFFING	\$ -	\$ 5,226,659	\$ 1,103,093	\$ 4,123,566	79%
COMMUNITY LINKS	\$ -	\$ 1,550,170	\$ 258,016	\$ 1,292,154	83%
DISTRICT CAPACITY BUILDING	\$ -	\$ 4,725	\$ -	\$ 4,725	100%
FRENCH	\$ 21,049	\$ 149,244	\$ 45,036	\$ 125,257	74%
LEARNING IMPROVEMENT FUND	\$ -	\$ 227,646	\$ 56,017	\$ 171,629	75%
MENTAL HEALTH IN SCHOOLS	\$ 4,290	\$ 52,000	\$ 6,120	\$ 50,170	89%
READY SET LEARN	\$ 21,305	\$ 19,892	\$ 2,282	\$ 38,915	94%
SAFE RETURN TO CLASS (FED)	\$ -	\$ 2,548,446	\$ 786,374	\$ 1,762,072	69%
SAFE RETURN TO SCHOOLS (PROV.)	\$ -	\$ 488,210	\$ 200,280	\$ 287,930	59%
SPECIAL EDUCATION EQUIPMENT	\$ 20,899	\$ -	\$ 3,863	\$ 17,036	82%
STRONG START PGM	\$ -	\$ 96,000	\$ 15,252	\$ 80,748	84%
UNITED WAY	\$ 15,258	\$ 75,000	\$ 30,649	\$ 59,609	66%
Total	\$ 121,539	\$ 11,046,924	\$ 2,813,530	\$ 8,354,933	

The user assumes responsibility for any data entered in this workbook. The results do not represent a commitment on the part of the Ministry of Education to provide funding in any amounts estimated within this workbook. Please contact the Resource Management Division if you have any questions or concerns.

SEPTEMBER ENROLMENT COUNT

	CURRENT	ORIGINAL	Difference		CURRENT	ORIGINAL	Difference
Summary of Estimated Operating Grant Funding	2020/21	2020/21	2020/21		2020/21	2020/21	2020/21
Basic Allocation - Standard Schools	6,240.4375	6,325.0000	-84.5625		47,177,708	47,817,000	-639,292
Basic Allocation - Continuing Education	0.2500	2.8750	-2.6250		1,890	21,735	-19,845
Basic Allocation - Alternate Schools	96.3750	100.0000	-3.6250		728,595	756,000	-27,405
Basic Allocation - Distributed Learning	184.1250	150.0000	34.1250		1,123,163	915,000	208,163
Home School students (Headcount)	11	0	11		2,750	0	2,750
Course Challenges (Number of)	0	0	0		0	0	0
Supplement for Enrolment Decline - Total*					0		
(1% to 4% annual decline)*	0.0000	0.0000	0.0000		0	0	0
(4%+ annual decline)*	0.0000	0.0000	0.0000		0	0	0
Supplement for Cumulative Enrolment Decline*	0.0000	0.0000	0.0000		0	0	0
Supplement for Unique Student Needs - Total					9,931,296	9,354,396	576,900
Level 1 Special Needs	8	6	2		344,000	258,000	86,000
Level 2 Special Needs	293	275	18		5,977,200	5,610,000	367,200
Level 3 Special Needs	56	52	4		576,800	535,600	41,200
English Language Learning (ELL)	1,247	1,340	-93		1,895,440	2,036,800	-141,360
Indigenous Education	269	270	-1		403,500	405,000	-1,500
Adult Education	99.1875	52.0000	47.1875		478,381	250,796	227,585
Equity of Opportunity					255,975	258,200	-2,225
Supplement for Salary Differential					1,193,852	1,195,565	-1,713

*Shown are the number of FTEs eligible for this Supplement

	CURRENT	ORIGINAL	Difference
Unique Geographic Factors	2020/21	2020/21	2020/21
Small Community Supplement	0	0	0
Low Enrolment Factor	1,092,060	1,092,060	0
Rural Factor	0	0	0
Climate Factor	82,257	82,257	0
Sparseness Factor	0	0	0
Student Location Factor	37,824	37,824	0
Supplemental Student Location Factor	304,000	304,000	0
Supplement for Unique Geographic Factors - Total	1,516,141	1,516,141	0

Curriculum and Learning Support Fund	58,358	58,358	0
Funding Protection	0	0	0

Estimated Autumn Recalculation Funding	61,542,318	61,634,195	-91,877
--	------------	------------	---------

JULY ENROLMENT COUNT

	Courses/Programs				Estimated Funding		
Summary of Estimated Operating Grant Funding	CURRENT	ORIGINAL	Difference		CURRENT	ORIGINAL	Difference
Headcount, Grades 1 to Grade 7	0	0	0		0	0	0
Total Number of Courses, Grades 8 to 9	50	25	0		10,750	5,375	5,375
Total Number of Courses, Gr 10-12	257	320	0		110,510	137,600	-27,090
Level 1 Special Needs Headcount	0	0	0		0	0	0
Level 2 Special Needs Headcount	0	0	0		0	0	0
Level 3 Special Needs Headcount	0	0	0		0	0	0
ELL Headcount	0	0	0		0	0	0
Aboriginal Education Headcount	0	0	0		0	0	0
Estimated Summer Learning Funding	121,260	142,975	-21,715				

Distributed Learning Grade 8 & 9 Cross-Enrolment	0	0	0		0	0	0
--	---	---	---	--	---	---	---

Estimated July Funding	121,260	142,975	-21,715
------------------------	---------	---------	---------

FEBRUARY ENROLMENT COUNT

	FTE				Estimated Funding		
Summary of Estimated Operating Grant Funding	CURRENT	ORIGINAL	Difference		CURRENT	ORIGINAL	Difference
Distributed Learning - February Enrolment Count Total					401,460	370,960	30,500
February Count - School-Age FTE	50.0000	45.0000	5.0000		305,000	274,500	30,500
February Count - Adult Education FTE	20.0000	20.0000	0.0000		96,460	96,460	0
Continuing Education - February Enrolment Count Total					215,600	215,600	0
February Count - School-Age FTE	3.0000	3.0000	0.0000		22,680	22,680	0
February Count - Adult Education FTE	40.0000	40.0000	0.0000		192,920	192,920	0
Unique Student Needs Enrolment Growth Total					76,650	76,650	0
Level 1 Unique Student Needs Enrolment Growth	0	0	0.0000		0	0	0
Level 2 Unique Student Needs Enrolment Growth	6	6	0.0000		61,200	61,200	0
Level 3 Unique Student Needs Enrolment Growth	3	3	0.0000		15,450	15,450	0
Refugee Students Enrolled After September 30 Total					52,960	52,960	0
Newcomer Refugees FTE	12.0000	12.0000	0.0000		45,360	45,360	0
ELL Headcount - Newcomer Refugees	10	10	0.0000		7,600	7,600	0
Youth Train in Trades Enrolment After Sept 30 Total							
YTIT FTE	0.0000	0.0000	0.0000		0	0	0

Estimated February Funding	746,670	716,170	30,500
----------------------------	---------	---------	--------

MAY ENROLMENT COUNT

	FTE				Estimated Funding		
Summary of Estimated Operating Grant Funding	CURRENT	ORIGINAL	Difference		CURRENT	ORIGINAL	Difference
Distributed Learning - May Enrolment Count Total					181,909	151,409	30,500
May Count - School-Age FTE	21.0000	16.0000	5.0000		124,033	93,533	0
May Count - Adult Education FTE	12.0000	12.0000	0.0000		57,876	57,876	0
Continuing Education - May Enrolment Count Total					168,805	168,805	0
May Count - School-Age FTE	0.0000	0.0000	0.0000		0	0	0
May Count - Adult Education FTE	35.0000	35.0000	0.0000		168,805	168,805	0

Estimated May Funding	350,714	320,214	30,500
-----------------------	---------	---------	--------

Estimated Full-Year Operating Grant Funding	CURRENT	ORIGINAL	Difference
	62,760,962	62,813,554	-52,592

Operations and Planning Updates

Google to Microsoft Transition

- Established a Technical Leads Program. Working with early adopters on approach to support staff. Technical Training Hub Site setup in SharePoint. Developing content, with a focus on Microsoft Office 365.
- Password management continues to be a significant challenge. Working with Microsoft on improvements.
- Selected and tested a migration tool to assist staff with moving Google Drive data to Microsoft OneDrive. Documentation ready and Principals asked to remind staff to start housekeeping data in preparation for migration. OneDrive Training needs to be developed before migration starts district wide.

Privacy & Security

- Working with DLT on password best practices in response to some practices around publishing sensitive data on our public websites.
- Continue to work with stakeholders on advice around security and privacy when evaluating new solutions.

Operational Improvements

- District Information Technologist role has been filled.
- Researching a Service Desk Ticketing System for the District.

New High School

- NGN Network, Internet access, Wifi remain top priorities.

Ageing Equipment

- Collaborated with Finance on a complete printer fleet replacement to save cost and reduce service issues. Pilot School selected for Nov implementation. Xerox selected.
- Developing refresh cycles for aging desktops, laptops and tablets.

NGN Network & Wireless at Schools

- Developing a proposal to improve Wifi services at Schools.
- Developing a proposal to improve NGN network links at Schools.

Climate Action

November 17, 2020



New
Westminster
Schools

The Motion – Part I

THAT the board of education of School District No. 40 (New Westminster) include a goal within its strategic plan, a long-term climate action plan and to direct staff to incorporate environmental strategies when preparing and executing capital planning submissions (i.e. Annual Facilities Grant and 5-year capital plan) to the Board of Education and Ministry of Education. Further, specific consideration of the following shall be made:

Measurable targets and specific timelines and goals to reduce SD40's greenhouse gas emissions, consistent with the IPCC 1.5.

Consideration to all SD40 schools and sites, transportation and purchasing and procurement functionalities.

Costs associated to the plans put in place.

Opportunities for stakeholder engagement and input.

District staff to provide an update on the development on the climate action plan taken by the district in September 2020.

The Motion – Part II

THAT THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER) INCLUDE A GOAL WITHIN ITS STRATEGIC PLAN TO PROVIDE LEADERSHIP AND SUPPORT TO INCREASE LEARNING OPPORTUNITIES FOR BOTH STUDENTS AND STAFF TOWARDS CLIMATE LITERACY AND ENVIRONMENTAL SUSTAINABILITY.

INTENDED IMPACT?

STUDENTS HAVE A SENSE OF PURPOSE AND ARE PREPARED TO EXERCISE LEADERSHIP BOTH LOCALLY AND GLOBALLY.

WITHIN OUR COMMITMENT TO CLIMATE ACTION, WHERE CAN WE HAVE THE GREATEST IMPACT?

IPCC 2018: Global Warming of 1.5°C



AN IPCC SPECIAL REPORT ON THE IMPACTS OF GLOBAL WARMING OF 1.5 °C ABOVE PRE-INDUSTRIAL LEVELS AND RELATED GLOBAL GREENHOUSE GAS EMISSION PATHWAYS, IN THE CONTEXT OF STRENGTHENING THE GLOBAL RESPONSE TO THE THREAT OF CLIMATE CHANGE, SUSTAINABLE DEVELOPMENT, AND EFFORTS TO ERADICATE POVERTY.

“MEETING A 1.5 °C TARGET IS POSSIBLE BUT WOULD REQUIRE "DEEP EMISSIONS REDUCTIONS" AND "RAPID, FAR-REACHING AND UNPRECEDENTED CHANGES IN ALL ASPECTS OF SOCIETY.”

“LIMITING WARMING BELOW OR CLOSE TO 1.5 °C WOULD REQUIRE TO DECREASE NET EMISSIONS BY AROUND 45% BY 2030 AND REACH NET ZERO BY 2050”

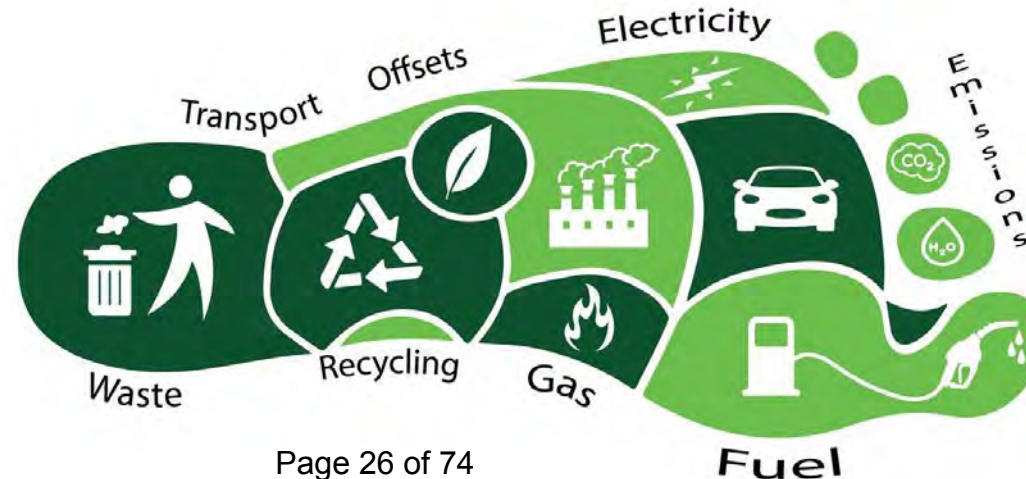
Complexities

- ☐ **MINISTRY OF EDUCATION SUPPORT AND FUNDING**
- ☐ **COMPETING PRIORITIES OF THE BOARD FOR RESOURCES**
- ☐ **A BROAD GOAL WITH MANY AVENUES**
- ☐ **EXPENSIVE TO GO-GREEN (IMPACTS TO OPERATING BUDGET)**
- ☐ **NOT JUST A FACILITIES ISSUE**
- ☐ **LACK OF IN-HOUSE CAPACITY OR EXPERTISE**



Update

- ❑ MOTION CARRIED UNANIMOUSLY AT NOVEMBER 26, 2019 MEETING
- ❑ WORK COMPLETED SINCE NOVEMBER:
 - ❑ CLIMATE ACTION GOAL INCLUDED IN DISTRICT STRATEGIC PLAN
 - ❑ 5-YEAR CAPITAL PLAN COMPLETED INCLUSIVE OF CLIMATE ACTION REQUESTS
 - ❑ EVALUATED OUR DISTRICT AGAINST THE "SUSTAINABLE SCHOOLS" CHECKLIST



Sustainable Schools' Guide

**THE DISTRICT HAS
EVALUATED OURSELVES
AGAINST THIS BEST PRACTICE
GUIDE DOCUMENT
CONSIDERING THE
FOLLOWING:**

- ☐ **GREEN TEAMS**
- ☐ **ENERGY CONSERVATION**
- ☐ **WASTE REDUCTION**
- ☐ **WATER CONSERVATION**
- ☐ **SCHOOL GROUNDS**
- ☐ **TRANSPORTATION**

Sustainable Schools Best Practices Guide



Green Teams

SCHOOL ASSESSMENT

GOAL: TO SUPPORT A GREEN TEAM IN EVERY SCHOOL AND PROGRAM WITHIN THE SCHOOL DISTRICT.



Energy Conservation

- ❑ THE DISTRICT HAS A ROBUST ENERGY CONSERVATION PROGRAM AND HAVE MADE SIGNIFICANT STRIDES IN THIS AREA
- ❑ HEATING AND COOLING IS THE LARGEST ENERGY CONSUMERS IN SCHOOLS AND MANY USE FOSSIL FUELS TO RUN.
- ❑ WITH THE COMPLETION OF NWSS AND MCBRIDE IT IS ANTICIPATED THAT THE ENERGY CONSERVATION EFFORTS WILL SIGNIFICANTLY IMPROVE
- ❑ 85% OF AFG DOLLARS AND 100% OF SEP DIRECTLY OR INDIRECTLY IMPACTS GREENING INITIATIVES



Our buildings



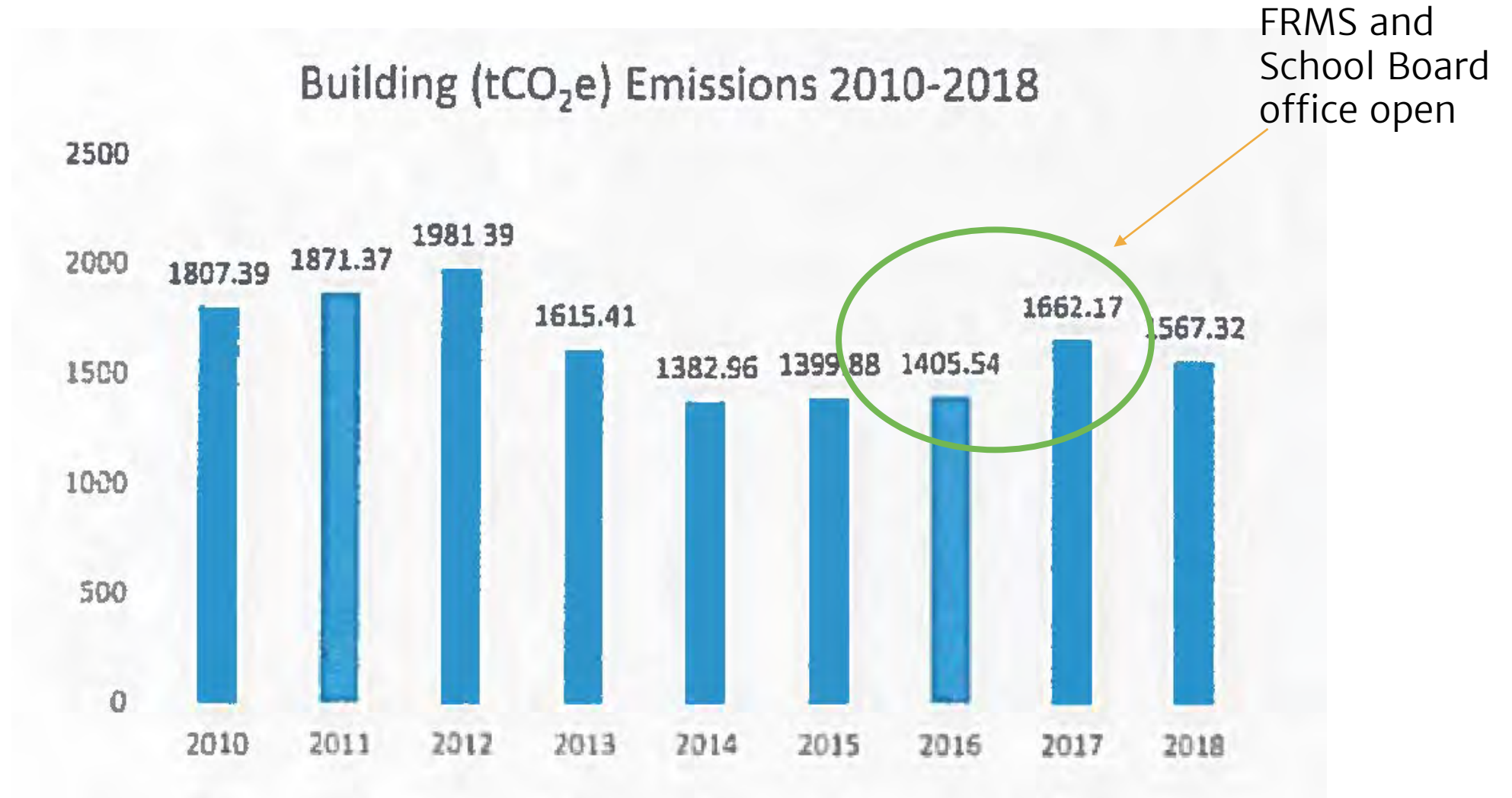
☐ LEED GOLD CERTIFIED AT THE FOLLOWING SITES:

- ☐ QAYQAYT ELEMENTARY
- ☐ FRASER RIVER MIDDLE SCHOOL
- ☐ SCHOOL BOARD OFFICE
- ☐ NEW WEST SECONDARY SCHOOL (INCLUDING MIT)
- ☐ RICHARD MCBRIDE (LEED GOLD COMPLIANT – NOT CERTIFIED)

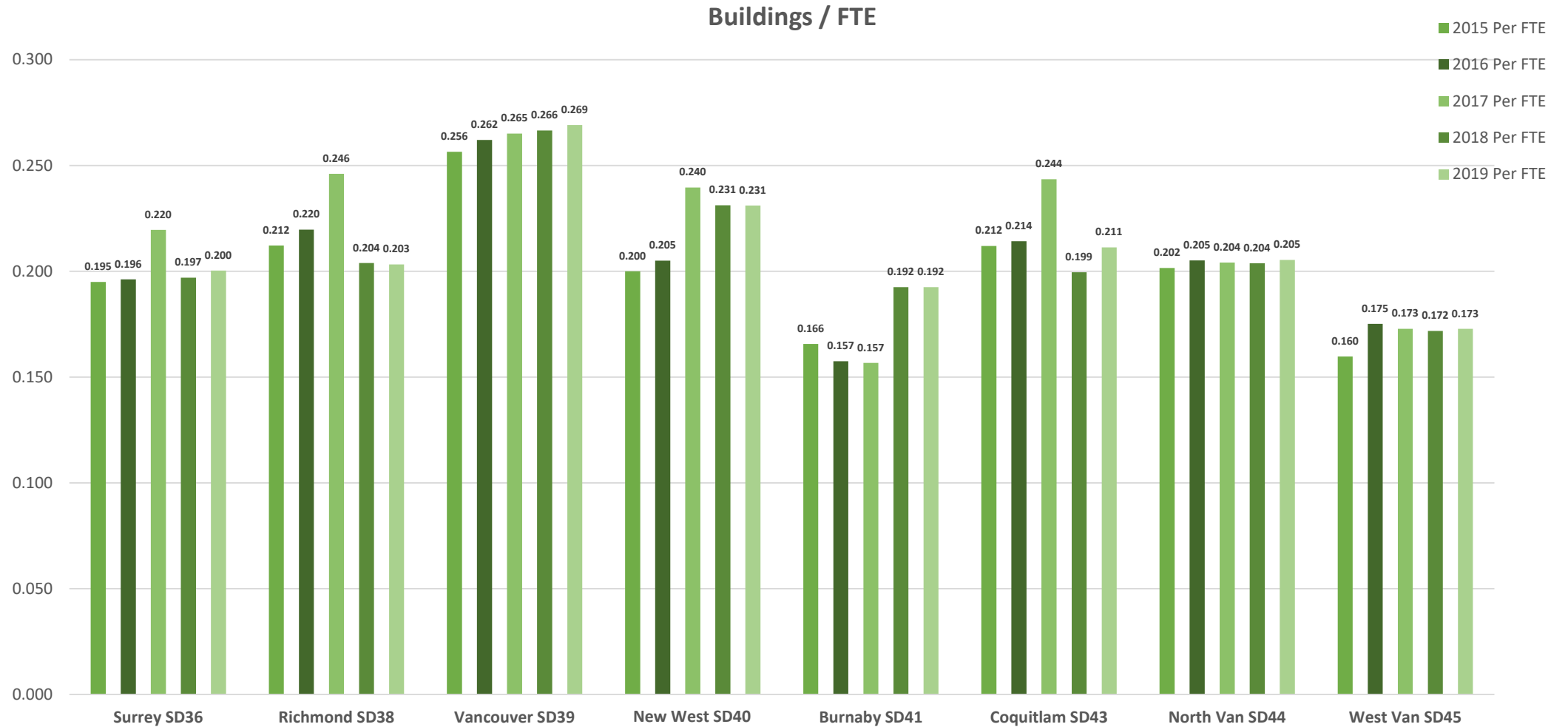
☐ THE ABOVE REPRESENTS 1/3 OF ALL SCHOOLS LEED GOLD CERTIFIED OR COMPLIANT BY 2022

☐ ONCE NWSS AND RICHARD MCBRIDE ARE COMPLETED, WE ANTICIPATE A SIGNIFICANT REDUCTION IN EMISSIONS (BENEFITS WILL BE SEEN IN 2022/2023)

Building emissions – SD 40



Building emission per FTE comparison



Energy Conservation

Current State	Future State
Installation of high efficiency boilers at all sites	Installation of air source heat pump in all sites (see 5-year capital plan request)
Re-roofing at most sites with additional insulation to prevent heat loss	100% roofs replaced with additional insulation (QMS is only one left to be done)
Conversion of nearly all sites to LED lighting	Queen Elizabeth is the last school remaining at which time, the district will be 100% converted
Use of motion sensors to turn lights on at nearly all sites	Queen Elizabeth is the last school remaining at which time, the district will be 100% converted.
Use of CO2 sensors and DDC controls to control ventilation and heat	Calibration of system for most efficient use

Energy Conservation

Current State	Future State
Labs and administrative monitors automatically “sleep” after 2 hours.	Monitor as needed.
Original building envelopes (Siding, windows and insulation) which at some sites are not energy efficient	Upgrading building envelope at Tweedsmuir, Kelvin, Connaught, and QE and making requests through the School Enhancement Program (note Tweeds has been requested in the current year)

Minor Capital – CNCP

“CARBON NEUTRAL CAPITAL PROJECTS” REQUESTED FOR 2021

AIR SOURCE HEAT PUMP INSTALL AT THE FOLLOWING SCHOOLS:

❑ QUEENSBOROUGH MIDDLE \$350K

❑ GLENBROOK \$350K

❑ SPENCER \$280K

❑ HOWAY \$280K

LIGHTING REPLACEMENT AT QUEEN ELIZABETH ELEMENTARY \$200K

TOTAL CNCP REQUESTS AMOUNT TO \$1.46M

Waste Reduction

**REDUCE
REUSE
RECYCLE**



Current State	Future State
Recycling and compost programs at all sites	Waste audit conducted by Green Teams
Recess snack and lunches not waste-free	“Waste free lunches” in our Fuel Up! program and encouraging families to bring waste free snacks/lunches
Double sided printing as the standard at all sites and use of recycled paper	Reduce printing of materials with a balance of using technology
83 print devices across the district	Consolidation of printing fleet and encouraging digital means of communication
Using environmentally friendly cleaning products	Monitor as needed.

Water Conservation

Current State	Future State
Auto on/off devices on faucets at 25%	By the end of 2020/21 school year, 75% complete and 100% complete in 5 years
Low flow toilets (45%)	100% in 10 years
Bottle filling stations at all school sites	Monitor as needed.
On demand hot water at most sites (75%)	Outstanding are: Kelvin, NWSS and McBride (after 2022 will be 8% remaining)
Watering school fields all year long	Cessation of watering fields in summer months when not in use by school



School Grounds and transportation

Current State	Future State
School garden at most sites	Develop a collective vision for the site which incorporates outdoor learning and enjoyment
Informal outdoor learning spaces used at some sites	Outdoor learning spaces installed at 4 sites in 2020/21
Secure bike storage at NWSS, FRMS, and school board office. Bike lock ups at most sites (uncovered)	Creating programs for students and staff to bike/walk to school and carpooling and public transit options.
Elimination of diesel vehicles in favour of gas vehicles	Electric vehicle maintenance fleet



The Motion – Part II

THAT THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER) INCLUDE A GOAL WITHIN ITS STRATEGIC PLAN TO PROVIDE LEADERSHIP AND SUPPORT TO INCREASE LEARNING OPPORTUNITIES FOR BOTH STUDENTS AND STAFF TOWARDS CLIMATE LITERACY AND ENVIRONMENTAL SUSTAINABILITY.

INTENDED IMPACT?

STUDENTS HAVE A SENSE OF PURPOSE AND ARE PREPARED TO EXERCISE LEADERSHIP BOTH LOCALLY AND GLOBALLY.

WITHIN OUR COMMITMENT TO CLIMATE ACTION, WHERE CAN WE HAVE THE GREATEST IMPACT?

Strategic Plan – Lead into our Future

DEVELOP AN ENVIRONMENTAL STRATEGY AND CLIMATE ACTION PLAN, AND PROVIDE LEADERSHIP IN ENVIRONMENTAL EDUCATION.

HOW? INCREASE LEARNING OPPORTUNITIES FOR STUDENTS AND STAFF TOWARDS CLIMATE LITERACY AND ENVIRONMENTAL SUSTAINABILITY.



IPCC 2018: Global Warming of 1.5°C

“Education, information and community approaches, including those that are informed by indigenous and local knowledge can accelerate wide-scale behaviour changes...”



Table 4.4:

Assessment of overarching adaptation options

(Table 4.4 – IPCC Special Report)

Education and learning	Behavioural change and institutional capacity: social learning strengthens adaptation and affects longer-term change (Clemens et al., 2015; Ensor and Harvey, 2015; Henly-Shepard et al., 2015).	Participatory scenario planning is a process by which multiple stakeholders work together to envision future scenarios under a range of climatic conditions (Oteros-Rozas et al., 2015; Butler et al., 2016; Flynn et al., 2018).
Indigenous knowledge	Institutional capacity and behavioural change: knowledge of environmental conditions helps communities detect and monitor change (Johnson et al., 2015; Mistry and Berardi, 2016; Williams et al., 2017).	Options such as integration of indigenous knowledge into resource management systems and school curricula, are identified as potential adaptations (Cunsolo Willox et al., 2013; McNamara and Prasad, 2014; MacDonald et al., 2015; Pearce et al., 2015; Chambers et al., 2017; Inamara and Thomas, 2017).

Integration of Climate Change in School Curricula

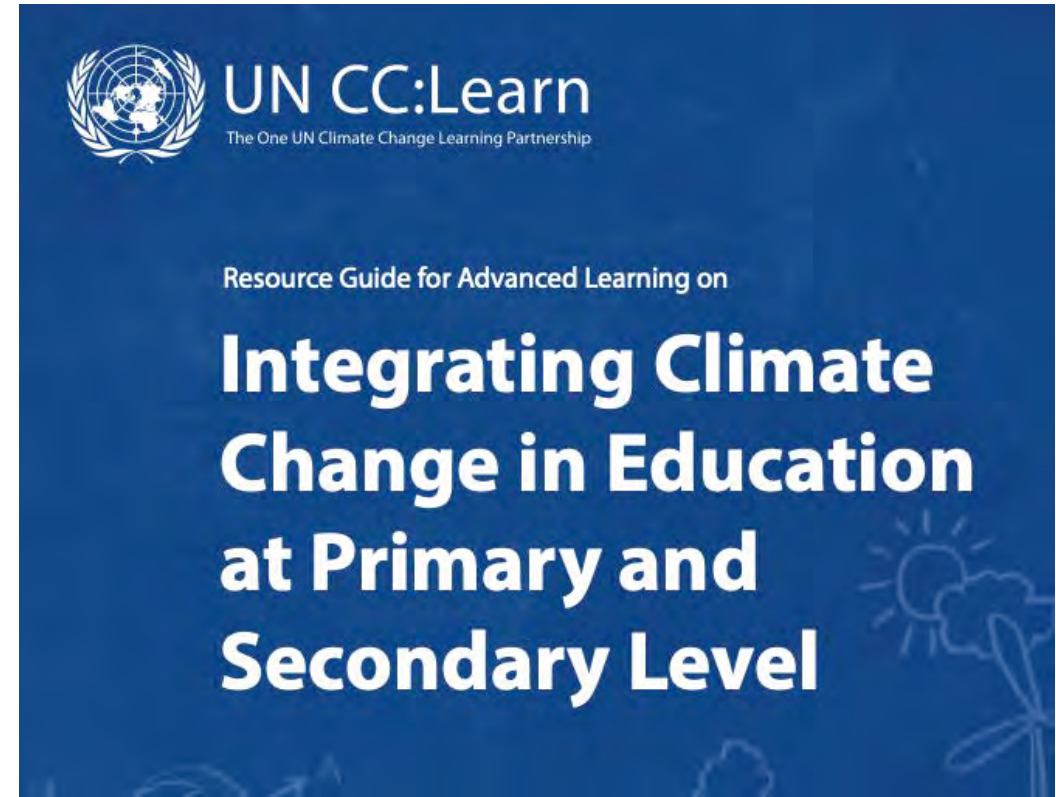
CURRICULUM REVIEW

STAFFING SUPPORT

TRAINING AND TEACHING

MATERIALS

ANNUAL REVIEW



Next Steps

❑ FACILITIES TEAM HAS INCORPORATED AN ENVIRONMENTAL STRATEGY AND CLIMATE ACTION PLAN AS PART OF ITS DEPARTMENT GOAL SETTING PROCESS AND IN ALIGNMENT WITH THE MINISTRY OF EDUCATION SUSTAINABLE SCHOOLS BEST PRACTICES GUIDE.

- ❑ Energy Conservation
- ❑ Waste Reduction
- ❑ Water Conservation
- ❑ Sustainable School Grounds
- ❑ Sustainable Transportation

Next Steps

❑ LEARNING TEAM HAS IDENTIFIED THE NEED FOR A TEACHING FACILITATOR POSITION TO SUPPORT:

- ❑ Learning opportunities for students and staff that support healthy environments, sustainable schools and climate literacy (*Sustainable Schools – Best Practices Guide*).

THESE NEXT STEPS WILL NOW BECOME PART OF OUR ANNUAL REPORTING PROCESS:

- o BUDGET PRIORITIES
- o MEASURABLE TARGETS
- o ANNUAL REVIEW THROUGH OUR STRATEGIC PLANNING PROCESS
- o ONGOING UPDATES FROM STAFF AND STUDENTS THROUGH OUR OPERATIONAL AND EDUCATION COMMITTEE MEETINGS.

Questions?

F.W. Howay & Richard McBride Elementary Schools: A review of potential boundary changes

November 17, 2020

Why?

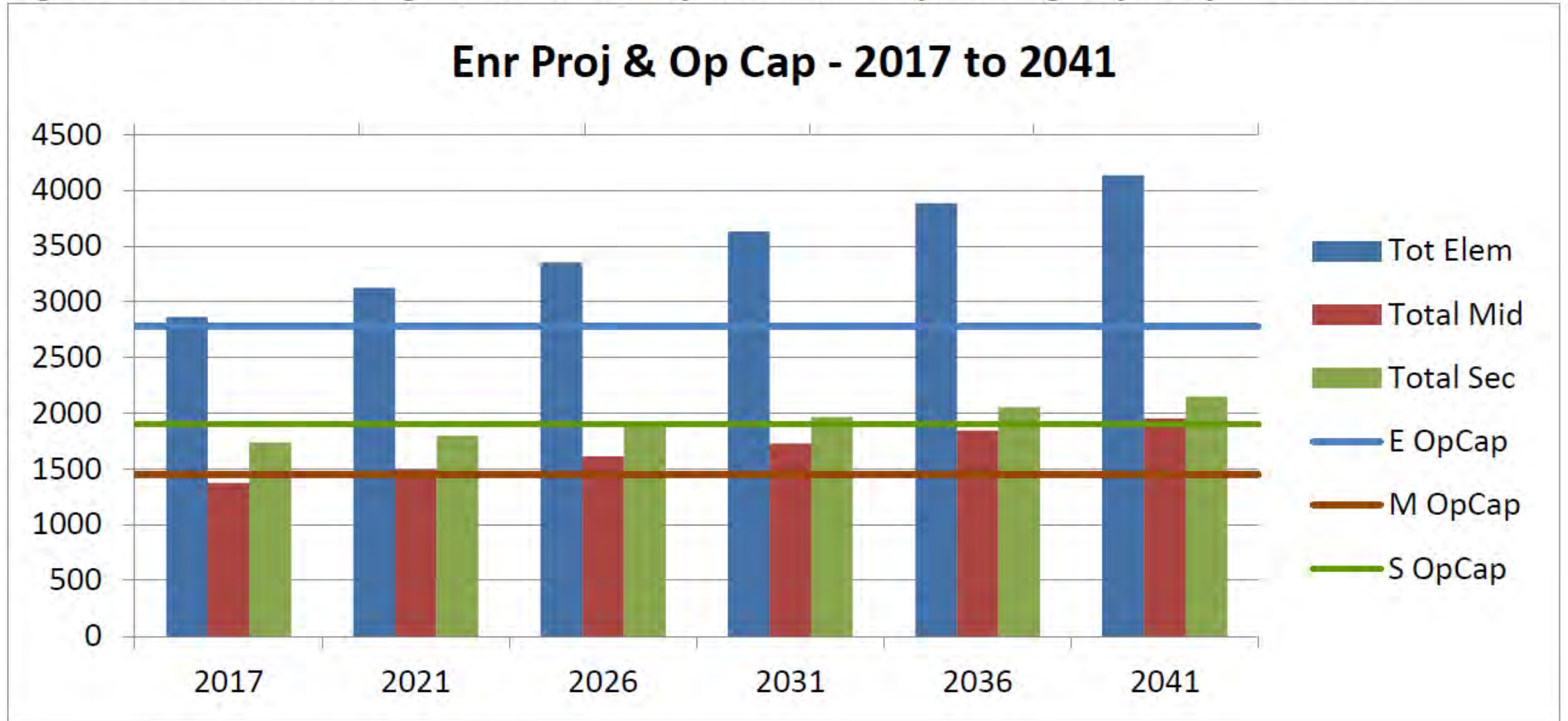
LEAD INTO OUR FUTURE

**SUPPORT INCREASING
ENROLLMENT**

**EFFICIENT CAPACITY
UTILIZATION**

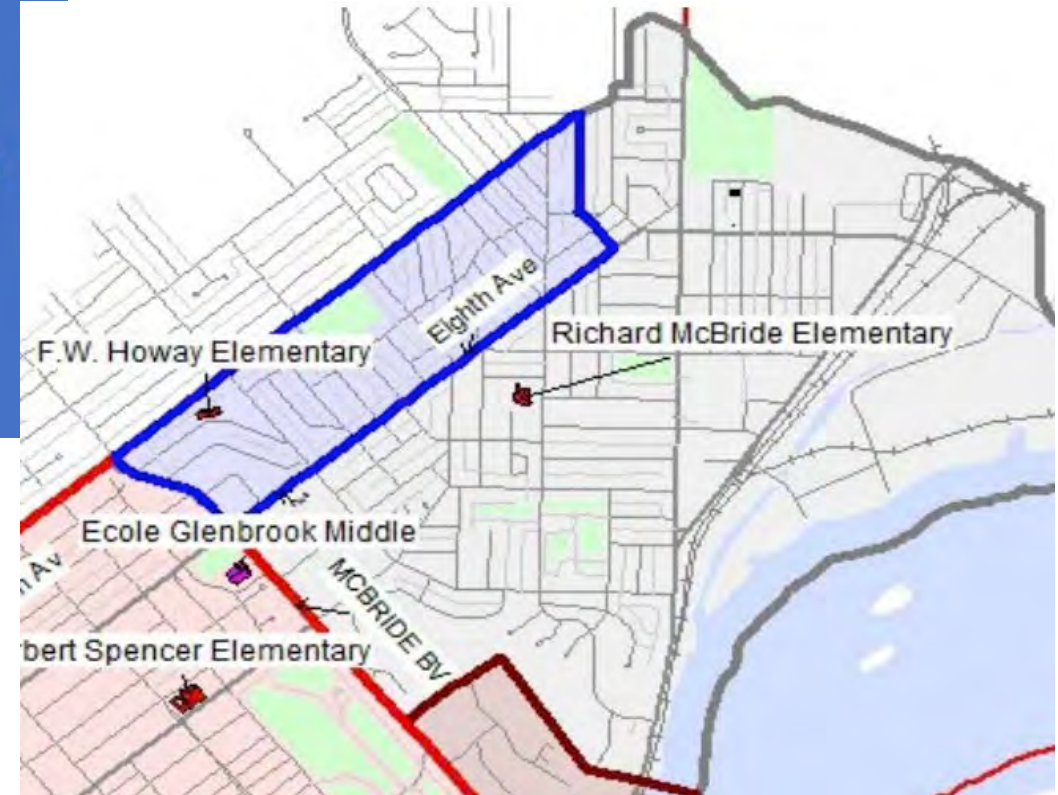


Fig 5.3C: Chart showing Enrolment Projection and Operating Capacity – District



Baragar Systems Report

**AN EXAMINATION OF POTENTIAL
BOUNDARY CHANGE SCENARIOS TO
ADDRESS OVERCROWDING AT RICHARD
McBRIDE ELEMENTARY AND
UNDERUTILIZATION AT F.W. HOWAY
ELEMENTARY**



District Procedures and Policy

**SCHOOL CATCHMENT
BOUNDARY CHANGES ARE
NECESSARY**

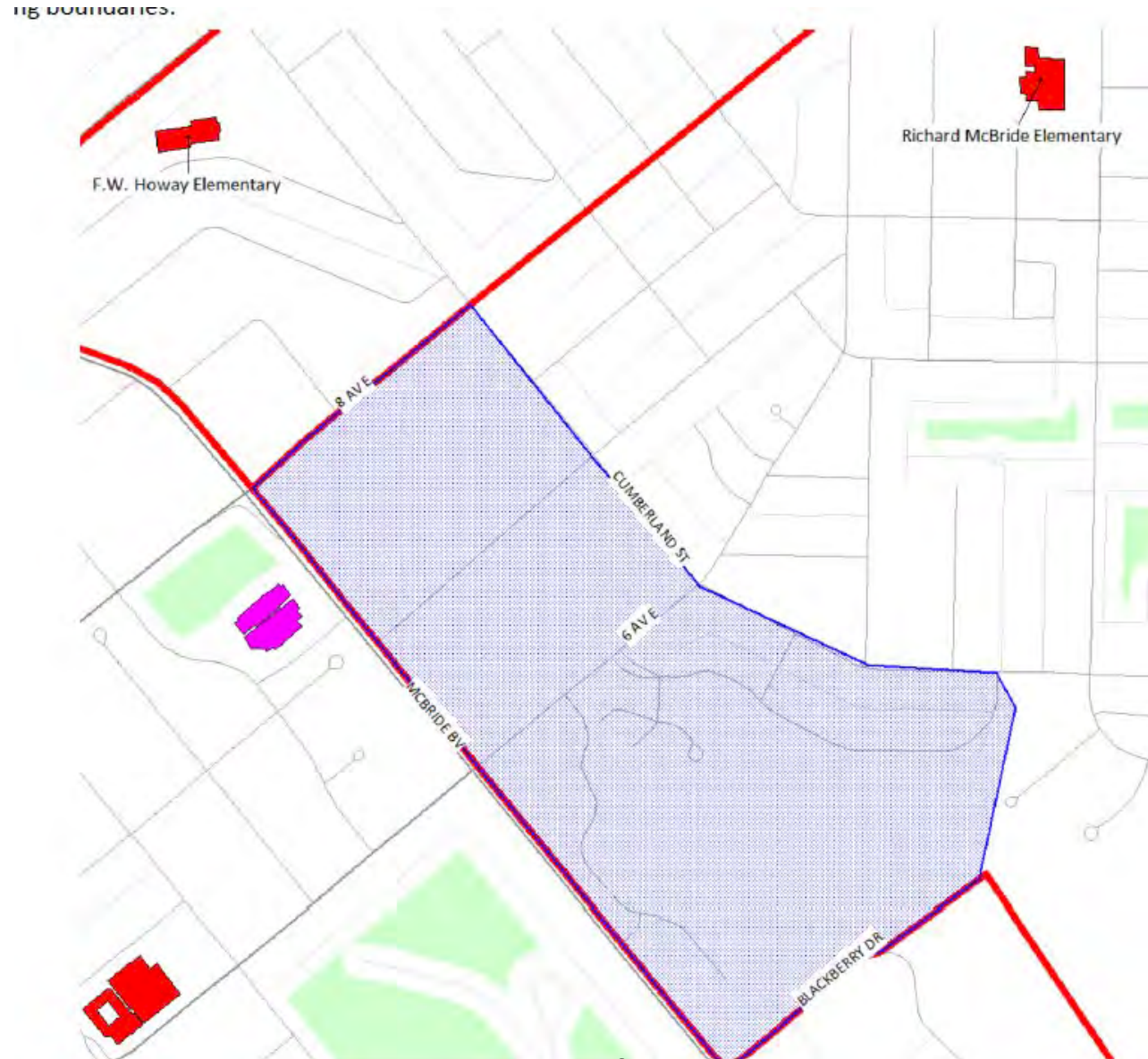
**SUCH CHANGES SHOULD NOT
IMPACT FAMILIES LIVING IN
THE AFFECTED AREA WHO HAVE
CHILDREN ENROLLED IN THE
IDENTIFIED SCHOOL(S)**

**NOTICE AND OPPORTUNITY FOR
INPUT MUST BE PROVIDED
WITH SUFFICIENT NOTICE**

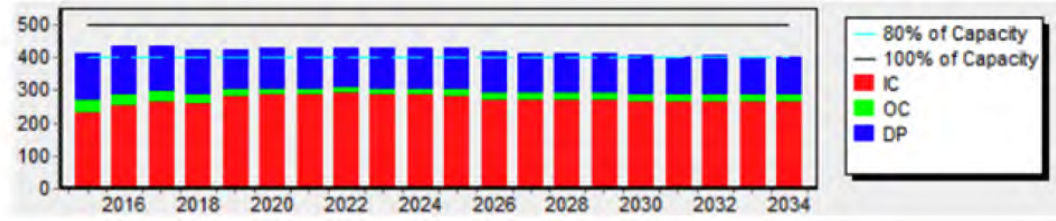


Scenarios...

Scenario 1 (McBride West to Howay)- Recommended Option

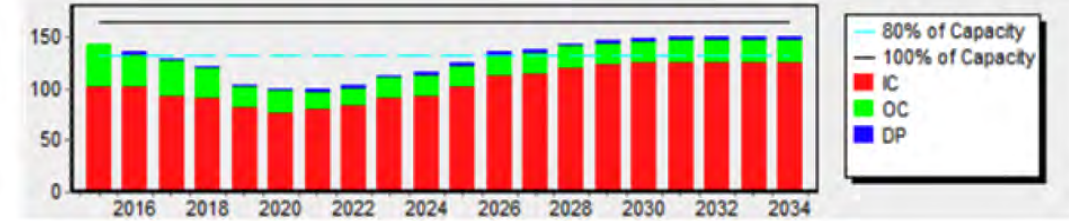


Impact to McBride & Howay



Total Enrolment Projection

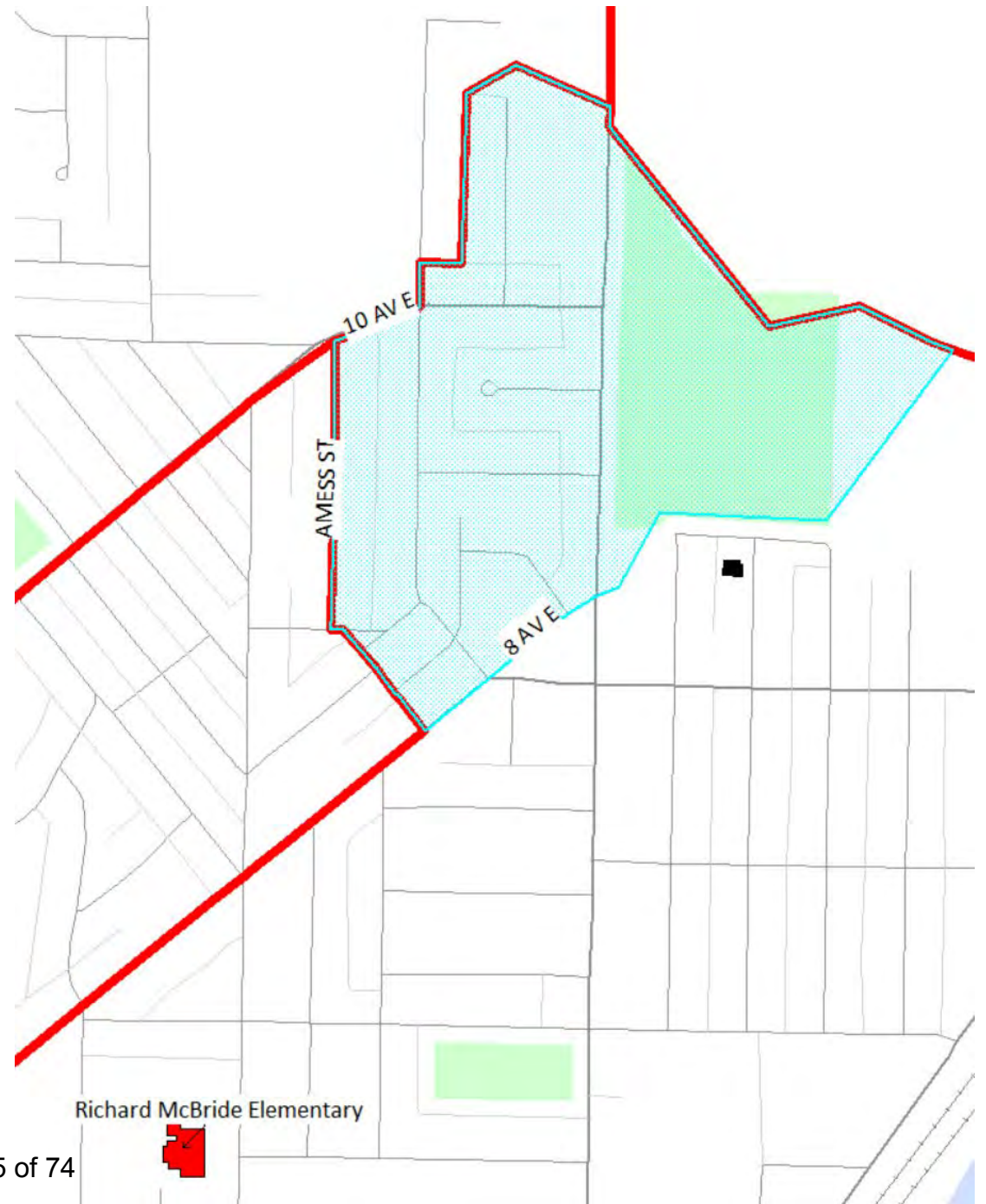
	K	1	2	3	4	5	Total
2020	84	74	75	65	61	70	429
2021	71	86	72	71	65	64	429
2022	68	73	83	68	70	67	429
2023	72	69	71	78	67	72	429
2024	72	74	67	68	78	70	429
2025	71	73	72	64	68	81	429
2026	69	73	71	68	64	71	416
2027	69	70	71	67	69	67	413
2028	69	71	68	67	68	72	415
2029	68	70	69	64	68	71	410
2030	68	70	68	65	65	71	407
2031	68	69	69	64	66	68	404
2032	68	70	68	65	65	69	405
2033	68	69	69	64	65	68	403
2034	68	70	68	65	64	68	403



Total Enrolment Projection

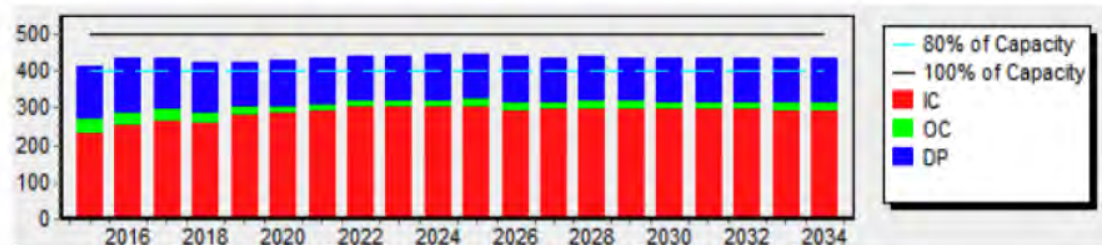
	K	1	2	3	4	5	Total
2020	13	14	22	12	14	25	100
2021	22	14	14	24	10	15	99
2022	18	23	14	15	22	11	103
2023	20	19	23	15	14	22	113
2024	22	22	19	25	14	14	116
2025	22	23	22	20	23	15	125
2026	24	23	23	23	19	24	136
2027	23	25	23	25	22	20	138
2028	24	24	25	25	24	22	144
2029	23	25	24	27	24	24	147
2030	24	24	25	26	26	24	149
2031	23	25	24	27	25	26	150
2032	24	24	25	26	26	25	150
2033	23	25	24	27	25	26	150
2034	24	24	25	26	26	25	150

Scenario: (McBride Northeast to Howay)



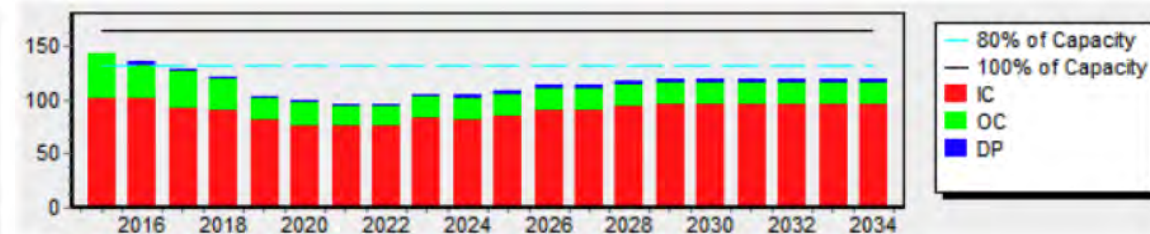
Richard McBride Elementary

Impact to McBride & Howay



Total Enrolment Projection

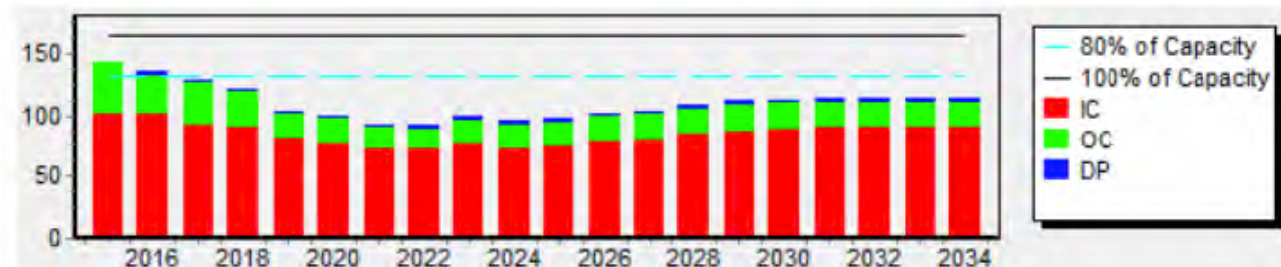
	K	1	2	3	4	5	Total
2020	84	74	75	65	61	70	429
2021	74	86	72	71	65	64	432
2022	71	76	84	69	71	68	439
2023	76	72	74	79	68	73	442
2024	75	78	70	71	79	71	444
2025	75	76	76	67	71	82	447
2026	74	77	74	72	67	74	438
2027	74	75	75	70	73	70	437
2028	74	76	73	71	71	76	441
2029	73	75	74	69	72	74	437
2030	73	75	73	70	70	75	436
2031	73	74	74	69	71	73	434
2032	73	75	73	70	70	74	435
2033	73	74	74	69	70	73	433
2034	73	75	73	70	69	73	433



Total Enrolment Projection

	K	1	2	3	4	5	Total
2020	13	14	22	12	14	25	100
2021	19	14	14	24	10	15	96
2022	15	20	14	15	22	11	97
2023	16	16	20	16	15	23	106
2024	19	18	16	22	15	15	105
2025	18	20	18	17	20	16	109
2026	19	19	20	19	16	21	114
2027	18	20	19	22	18	17	114
2028	19	19	20	21	21	18	118
2029	18	20	19	22	20	21	120
2030	19	19	20	21	21	20	120
2031	18	20	19	22	20	21	120
2032	19	19	20	21	21	20	120
2033	18	20	19	22	20	21	120
2034	19	19	20	21	21	20	120

Scenario 3 (Spencer Northeast to Howay)



Total Enrolment Projection

	K	1	2	3	4	5	Total
2020	13	14	22	12	14	25	100
2021	16	14	14	24	10	15	93
2022	13	17	14	15	22	11	92
2023	14	14	17	16	15	23	99
2024	17	16	14	19	15	15	96
2025	16	18	16	15	17	16	98
2026	18	17	18	17	14	18	102
2027	17	19	17	20	16	15	104
2028	18	18	19	19	19	16	109
2029	17	19	18	21	18	19	112
2030	18	18	19	20	20	18	113
2031	17	19	18	21	19	20	114
2032	18	18	19	20	20	19	114
2033	17	19	18	21	19	20	114
2034	18	18	19	20	20	19	114

Consultation Plan

DECEMBER 2020

- o Information posted and shared to stakeholders.
- o Advertise community consultation events and provide opportunity for online feedback.

JANUARY/FEBRUARY 2021

- o Staff and Community virtual consultation events



Supplement to: OPERATIONS POLICY AND PLANNING COMMITTEE

Date: November 17, 2020

Submitted by: Karim Hachlaf, Superintendent

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

Subject: F.W. Howay & Richard McBride Elementary – A Review of Potential
Boundary Changes

Background:

As per [Administrative Procedure 300](#), the Board of Education believes that school catchment area boundaries (see Appendix A) are necessary for the efficient use of facilities to meet the educational needs of the children of New Westminster. These boundaries may be adjusted from time to time in light of changing demographic patterns. The Board authorizes the Superintendent or designate to make such adjustments. **However, the Board believes such changes should not impact families living in the affected area who already have children enrolled in the school concerned.** Notice and opportunity for input with respect to the proposed boundary changes will be provided to the public at least three months prior to the proposed effective date.

Ultimately, any recommendations impacting catchment areas for schools and special programs requires Board approval ([Policy 2](#)).

Last Spring, an examination was undertaken on potential boundary change scenarios to address capacity constraints at Richard McBride and underutilization at F.W. Howay by Baragar Systems. Due to the COVID-19 pandemic, the process was put on hold. With ongoing enrolment growth pressures, it is strongly recommended that the school district provide notice on a proposed boundary change for F.W. Howay and Richard McBride and move forward with its public consultation process. It is recommended that during January and February 2021, New Westminster Schools proceed with the outlined consultation plan providing an opportunity for community input and analyzing suggestions and concerns.

1. F.W. Howay and Richard McBride Elementary

F.W. Howay Elementary School is currently operating at approximately 75% capacity with a current September 30th enrolment of 117 students. Enrolment projections from our [2019 Long Range Facilities Plan](#) demonstrate the school will continue to operate under capacity for the next decade and beyond.

Richard McBride Elementary School is currently operating at approximately 90% operating capacity with a current September 30th enrolment of 419 students. The Richard McBride replacement project, currently under construction, will have a new operational capacity of approximately 500 students. Currently, the school can primarily only accommodate in-catchment students. Enrolment projections demonstrate that our enrolment will continue to rise.

In reviewing several boundary change scenarios (see Appendix B), the recommended boundary change (Scenario 1) will move a portion of the south section of the current F.W. Howay Elementary School catchment area into the Richard McBride Elementary School catchment area. This western region in the McBride catchment would involve moving the boundary from McBride Boulevard to Cumberland Street.

2. Proposed Community Consultation & Engagement

- December 1, 2020: Information posted to the New Westminister Schools website.
- December 1, 2020: Information shared directly with respective presidents': NWTU, CUPE, NWPVPA, DPAC, F.W. Howay PAC & Richard McBride PAC.
- December 1, 2020: Information shared directly with all F.W. Howay and Richard McBride parents with email invitation to January/February community consultation event(s).
- December 1, 2020: Email to staff at F.W. Howay Elementary and Richard McBride Elementary with email invitation to staff consultation scheduled for January/February.
- December 4, 2020: Email to staff and parents of New Westminister Schools with invitation to community consultation event.
- Advertise community consultation events in the New Westminister Record and social media channels.
- Advertise opportunity for online feedback for those unable to attend community consultation events.

Public Consultation Meetings

- January/February 2021 Virtual Meeting (TBA), 7:00pm for F.W. Howay Elementary School Community.
- January/February 2021 Virtual Meeting (TBA), 7:00pm for Richard McBride Elementary School Community.

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminister) approval of the F.W. Howay and Richard McBride Elementary Schools' catchment review and public consultation process outline as presented.



APPENDIX A



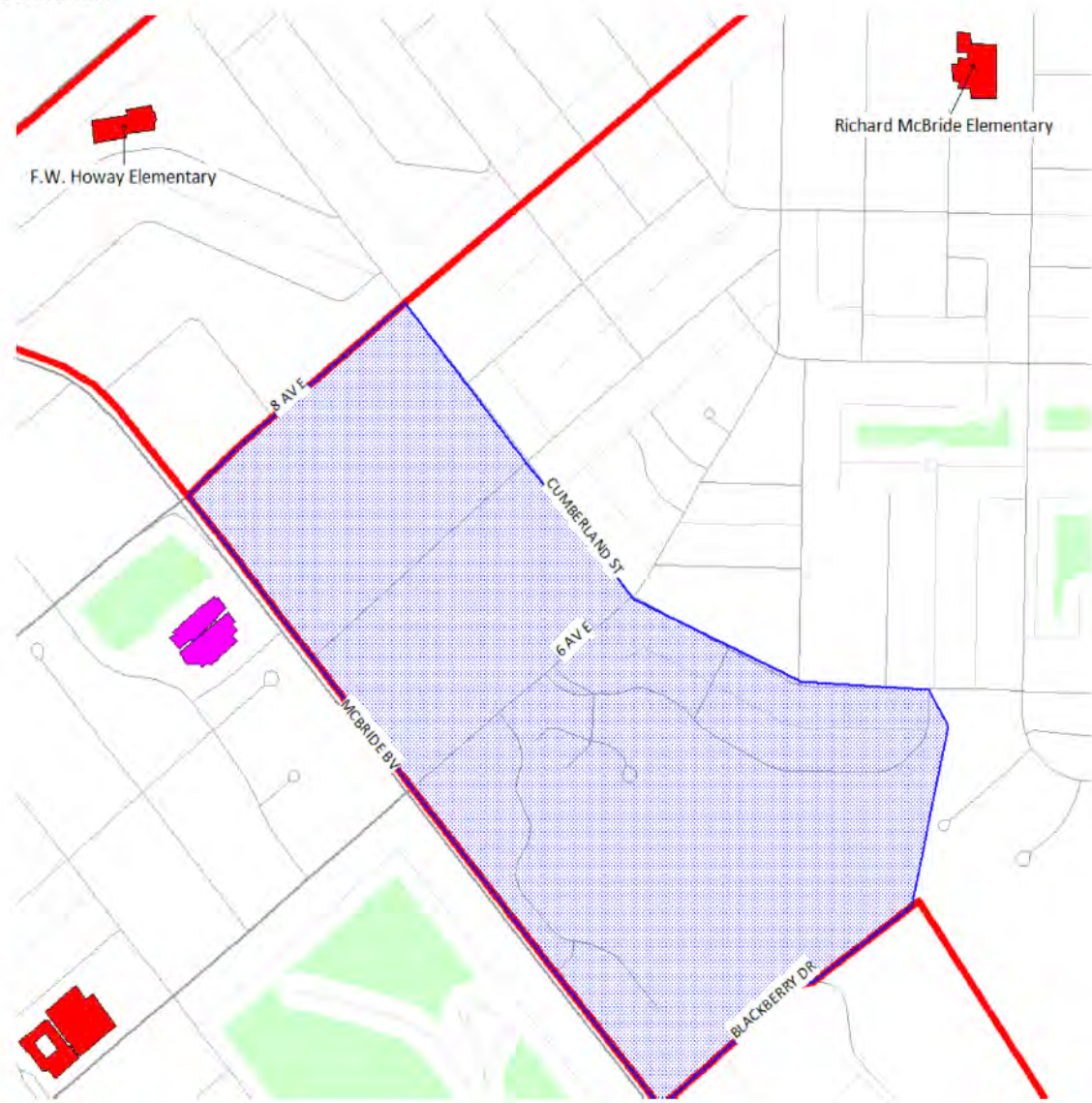
Figure 1: Elementary School Catchment Areas



APPENDIX B

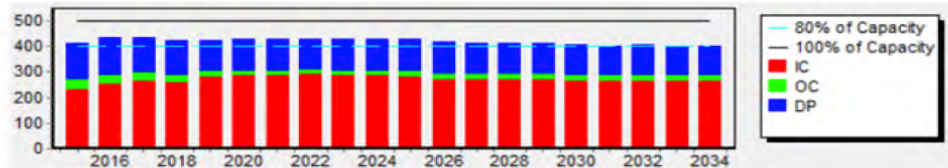
Scenario 1 (McBride West to Howay) – Overview

An area that is in approximately equal proximity to McBride and Howay was identified. Note that the red lines are the existing boundaries:





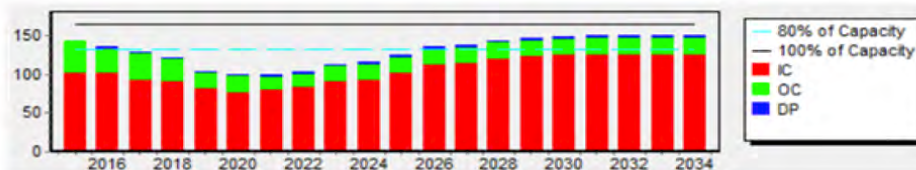
Impact on McBride with Scenario 1 Projections



Total Enrolment Projection

	K	1	2	3	4	5	Total
2020	84	74	75	65	61	70	429
2021	71	86	72	71	65	64	429
2022	68	73	83	68	70	67	429
2023	72	69	71	78	67	72	429
2024	72	74	67	68	78	70	429
2025	71	73	72	64	68	81	429
2026	69	73	71	68	64	71	416
2027	69	70	71	67	69	67	413
2028	69	71	68	67	68	72	415
2029	68	70	69	64	68	71	410
2030	68	70	68	65	65	71	407
2031	68	69	69	64	66	68	404
2032	68	70	68	65	65	69	405
2033	68	69	69	64	65	68	403
2034	68	70	68	65	64	68	403

Impact on F.W. Howay with Scenario 1 Projections



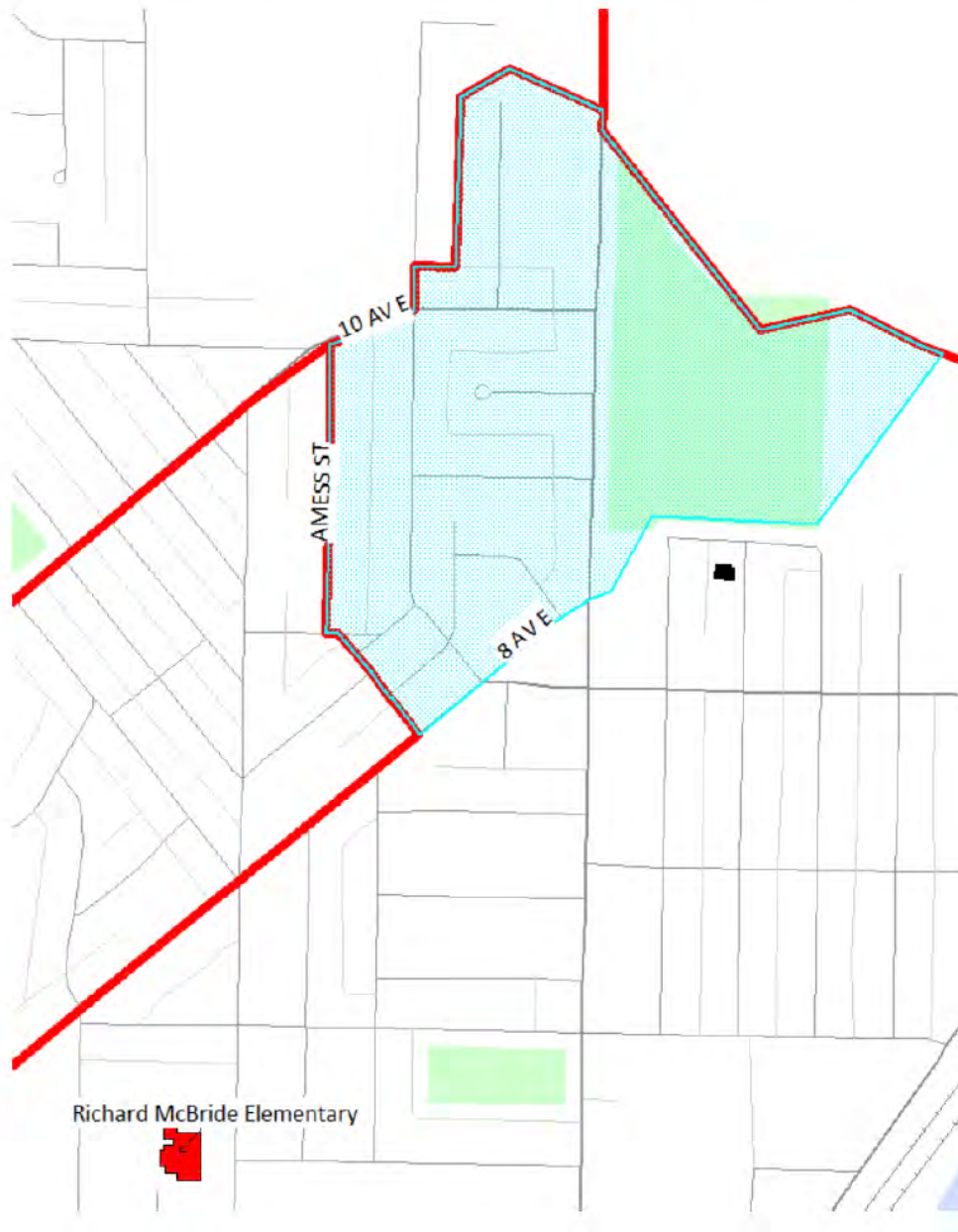
Total Enrolment Projection

	K	1	2	3	4	5	Total
2020	13	14	22	12	14	25	100
2021	22	14	14	24	10	15	99
2022	18	23	14	15	22	11	103
2023	20	19	23	15	14	22	113
2024	22	22	19	25	14	14	116
2025	22	23	22	20	23	15	125
2026	24	23	23	23	19	24	136
2027	23	25	23	25	22	20	138
2028	24	24	25	25	24	22	144
2029	23	25	24	27	24	24	147
2030	24	24	25	26	26	24	149
2031	23	25	24	27	25	26	150
2032	24	24	25	26	26	25	150
2033	23	25	24	27	25	26	150
2034	24	24	25	26	26	25	150



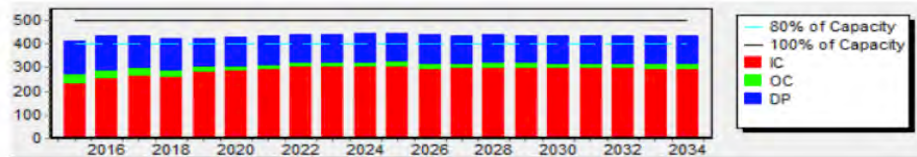
Scenario 2 (McBride Northeast to Howay)

An area in the northeast corner of McBride's current catchment was identified. On average, the homes in this area are slightly farther away from Howay (2 km) than they are from McBride (1.2 km). Note that the red lines are the existing boundaries:





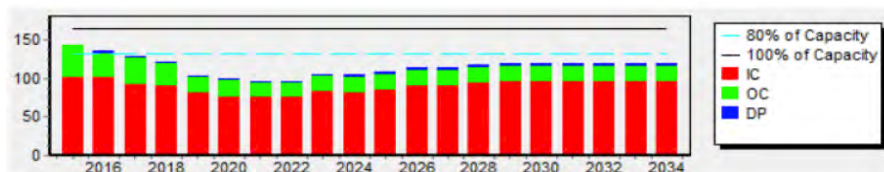
Impact on McBride with Scenario 2 Projections



Total Enrolment Projection

	K	1	2	3	4	5	Total
2020	84	74	75	65	61	70	429
2021	74	86	72	71	65	64	432
2022	71	76	84	69	71	68	439
2023	76	72	74	79	68	73	442
2024	75	78	70	71	79	71	444
2025	75	76	76	67	71	82	447
2026	74	77	74	72	67	74	438
2027	74	75	75	70	73	70	437
2028	74	76	73	71	71	76	441
2029	73	75	74	69	72	74	437
2030	73	75	73	70	70	75	436
2031	73	74	74	69	71	73	434
2032	73	75	73	70	70	74	435
2033	73	74	74	69	70	73	433
2034	73	75	73	70	69	73	433

Impact on Howay with Scenario 2 Projections



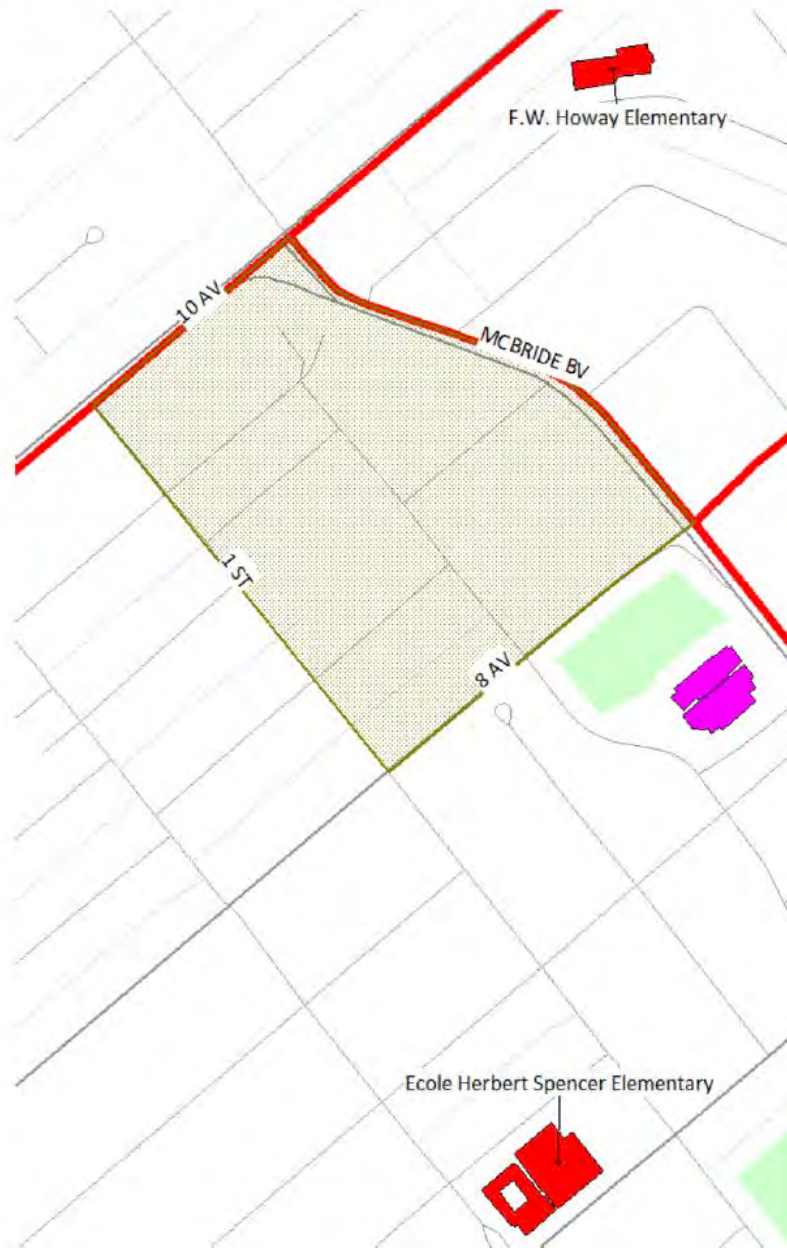
Total Enrolment Projection

	K	1	2	3	4	5	Total
2020	13	14	22	12	14	25	100
2021	19	14	14	24	10	15	96
2022	15	20	14	15	22	11	97
2023	16	16	20	16	15	23	106
2024	19	18	16	22	15	15	105
2025	18	20	18	17	20	16	109
2026	19	19	20	19	16	21	114
2027	18	20	19	22	18	17	114
2028	19	19	20	21	21	18	118
2029	18	20	19	22	20	21	120
2030	19	19	20	21	21	20	120
2031	18	20	19	22	20	21	120
2032	19	19	20	21	21	20	120
2033	18	20	19	22	20	21	120
2034	19	19	20	21	21	20	120



Scenario 3 (Spencer Northeast to Howay)

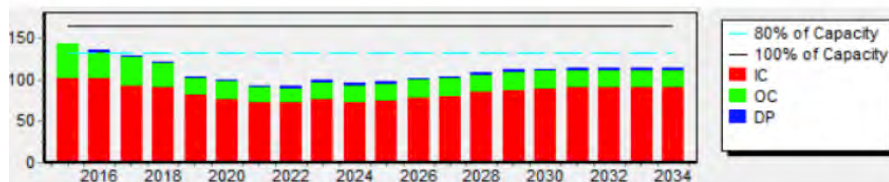
An area in the northeast corner of Ecole Herbert Spencer's boundary was identified for a potential re-assignment to Howay. Note that the red lines are the existing boundaries:



A study was performed to determine the number of students currently residing in this area, as well as the school choices those residents are making. The impact on Herbert Spencer Elementary would lead to diminishing its operational capacity over the next 10 years to 75%. Additionally, the impact on F.W. Howay remains neutral as depicted in the next graph.



Impact on Howay with Scenario 3 Projections



Total Enrolment Projection

	K	1	2	3	4	5	Total
2020	13	14	22	12	14	25	100
2021	16	14	14	24	10	15	93
2022	13	17	14	15	22	11	92
2023	14	14	17	16	15	23	99
2024	17	16	14	19	15	15	96
2025	16	18	16	15	17	16	98
2026	18	17	18	17	14	18	102
2027	17	19	17	20	16	15	104
2028	18	18	19	19	19	16	109
2029	17	19	18	21	18	19	112
2030	18	18	19	20	20	18	113
2031	17	19	18	21	19	20	114
2032	18	18	19	20	20	19	114
2033	17	19	18	21	19	20	114
2034	18	18	19	20	20	19	114



Supplement to: **OPERATIONS POLICY AND PLANNING COMMITTEE**

Date: November 17, 2020

Submitted by: Maryam Naser, Associate Superintendent

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

Subject: Richard McBride Re-naming Consultation and Timeline

Background:

Consistent with [Administrative Procedure 542](#), the Richard McBride Re-naming Committee met on November 5th, 2020 to develop a consultation plan and timeline for the school re-naming. To ensure full participation of our community including students, staff, parents and community members, the following consultation plan, process for soliciting name suggestions and timeline are proposed:

- Create a dedicated web page to provide background information about the school renaming and the process for name submissions.
- Provide guiding questions to ensure name submissions are supported with a rationale.
- Name submissions to be made in writing.
- Use a variety of engagement tools such as the school district website, school bulletins and newspaper advertisement.
- Engagement process to be inclusive of the entire New Westminister community with specific efforts/outreach made to ensure that groups who may have been harmed are encouraged to participate.
- Invitation to Qayqayt First Nation to submit names and provide consultation regarding shortlisted names.
- Facilitate specific learning and engagement opportunities for students and staff at Richard McBride, Glenbrook Middle School and New Westminister Secondary.

Timeline

Date	Event
December 2020	Committee meeting to finalize: • Background information about school renaming • Process for name submission (inclusive of guiding questions) • Engagement tools
January 6 – February 18, 2021 (name submission window)	• Community consultation process/name submissions • School engagement • Committee meeting to review engagement process and make adjustments as necessary
March 2021	Committee meeting: • Review name submissions • Consult with stakeholders as necessary • Create draft report inclusive of shortlist of names
April 2021	Committee meeting: • Review draft report and shortlist • Prepare for presentation to the Board of Education
May 11, 2021: Operations Policy & Planning Committee Meeting	Final report presented to the Board of Education

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of the proposed consultation plan and timeline for the renaming of Richard McBride Elementary.

Supplement to: OPERATIONS POLICY AND PLANNING COMMITTEE

Date: November 17, 2020

Submitted by: Robert Weston, Executive Director of Human Resources

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

Subject: September 8, 2020 to October 31, 2020 Non-Replacement Data (Staffing)

Background:

The data chart below is provided in response to the following Board motions:

MOTION: 2018-118 - Teachers Teaching On Call (TTOC) Shortages, and

MOTION: 2018-119 - Educational Assistants Absence Coverage

SEPTEMBER 2020	Total Teacher or EA days <u>17</u>	Total absence days in month	Total absence days replaced in month	Total absence days not replaced by TTOC's/Casuals	** Covered by School based administrators
A. Enrolling Teaching assignments	6358	206.5	159	47.50	16.50
B. Non-Enrolling assignments	2006	49.25	14	35.25	0
C. Education Asst.	2754	218	60	158	N/A

OCTOBER 2020	Total Teacher or EA days <u>21</u>	Total absence days in month	Total absence days replaced in month	Total absence days not replaced by TTOC's/Casuals	** Covered by School based administrators
A. Enrolling Teaching assignments	8085	276.50	229	47.50	21
B. Non-Enrolling assignments	2457	94.50	32	62.50	0
C. Education Asst.	3675	318	166	152	N/A

** All such absences were covered by the reassignment of non-enrolling teachers or school-based administrators

Supplement to: OPERATIONS POLICY AND PLANNING COMMITTEE**Date:** November 17, 2020**Submitted by:** Robert Weston, Executive Director of Human Resources**Item:** **Requiring Action** **Yes** ☒ **No** ☐ **For Information** ☐**Subject:** Living Wage**Background:**

A Living wage is a concept identified by a variety of organizations most notably the Living Wage for Families Campaign and the Canadian Centre for Policy Alternatives. In 2019, the Board of Education considered this concept and agreed that New Westminster Schools should become a "Living Wage Employer". In order to action this, the Board of Education is considering a motion to commit to the concept effective April 1, 2021.

Definition and Considerations:

A living wage is defined as an hourly rate of pay that is proportionate to an annual income level sufficient to support a family of 4 in the identified geographic area. For Metro Vancouver that is \$19.50 per hour (down slightly from last year). For those choosing to work in full time employment (40 hours per week +/-) that translates into an annual income which when combined with spousal income and any government subsidies and transfer payments permits a family of 4 to live with the basic necessities of life in the specified geographic area. Those in less than full time capacities are expected to have decided this is their decision and if they had wanted more work hours, they would NOT have chosen to work in. Sector characterized by less than full time hours/days/months.

By becoming a Living Wage Employer, New Westminster Schools would be voluntarily agreeing to adhere to the basic obligations of a Living Wage Employer.

Those obligations WOULD be that of agreeing:

- to pay all employees of the district at least \$19.50 per hour (may be amended from year to year) The calculation includes all benefits paid by the employer to the benefit of the employee (e.g. vacation, medical, dental, pension etc.). Currently those benefits vary by employee group but are approximately 25%. The hourly minimum hourly wage, therefore, would be about \$15.20 per hour (after accounting for the statutory minimum vacation obligations). \$15.20 is still above the minimum wage (\$13.85) as per the Employment Standards Act.
- to insure that all contracts for labour services provided on Board of Education property are paid the minimum of \$19.50 (including all benefits, commissions and tip paid by the contracted employer over and above statutory minimums).
- a process to monitor the program and the Living Wage calculation regularly and periodically to account for changes in the minimum requirements.

These obligations WOULD NOT involve agreeing:

- to monitoring the wages paid to suppliers, contractors, external agencies that provide products and services that are other than labour services provided on our sites. For example a supplier of office supplies would not subject to the criteria, nor would a delivery company (e.g. FedEx). If we were to contract out for a roofing company to replace a roof on ONE OF OUR schools; that would be included.
- to modify the hours of work of any employee, or restructuring positions in order to modify daily, weekly or annual earnings. Employees are still free to apply for the jobs that suit their circumstance with the hours/days/weeks that are advertised in the sectors that are best suited to them. For example people are entitled to decide that would like to work full time with or without shift work in the healthcare sector or, in contrast, lesser hours permitting the maintenance of family obligations in education which is structured around instructional days over a reduced annual calendar.
- to upwardly adjust wages for those casual employees working more than 120 hours (approximately 15 days) per year (this would not apply to us as all our casuals are paid well above the Living Wage).
- to require employers who rent or lease property from the employer to pay the Living Wage. The leased/rented property is deemed to be outside of the districts operations and the Living Wage does not apply.
- to renegotiate any existing and binding contracts with labour service providers. The Living Wage would apply only after the contract expires.

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No.40 (New Westminster) adoption of a Living Wage Policy, effective April 1, 2021, for employees and direct contract workers employed or engaged by the Board.

Board of Education for School District No. 40 (New Westminster)**Living Wage Policy****Employees and Direct Contract Workers**

Effective April 1, 2021

The purpose of the New Westminster Schools Board of Education's Living Wage Policy for Employees and Direct Contract Workers is to ensure that all Employees and Direct Contract Workers of New Westminster Schools earn, at a minimum, a Living Wage.

Definitions:

Board of Education refers to the Board of Education for School District No. 40 (New Westminster).

Employees are all Union and Exempt staff employed by the Board of Education in either a full-time, part-time, casual, teacher teaching on call excluding volunteers and students seeking work experience for educational purposes.

Direct Contract Workers are all workers contracted by the Board of Education to provide contract services on one or more properties owned and operated by the Board of Education.

Living Wage is comprised of the hourly rate of pay inclusive of the value of non-mandatory benefits that enables wage earners living in a household to:

- Feed, clothe and provide shelter for their family;
- Promote healthy child development;
- Participate in activities that are an ordinary element of life in the community; and
- Avoid the chronic stress of living in poverty.

The Living Wage (hourly rate plus non-mandatory benefits) is calculated annually in accordance with the Living Wage Campaign for Families methodology.

Policy is the Living Wage Policy.

Implementation:

The Board of Education will implement this Living Wage Policy effective April 1, 2021 for Employees and Direct Contract Workers.

The Living Wage will be calculated annually by the end of April based on the methodology developed by the Living Wage for Families Campaign and notice will be provided to staff affected by any changes.

Implementation will also be subject to any terms and conditions of employment contained in either of the CUPE 409 – Board of Education Collective Agreement or the NWTU – Board of Education Collective Agreement in effect at the time.

This policy will encompass all Board of Education Employees and Direct Contract Workers, with the following exclusions:

- Volunteers
- Students seeking work experience for education purposes

Responsibility:

The Living Wage Policy for Employees and Direct Contract Workers will be reviewed on an annual basis by the Board of Education's Human Resources Department.

Board Motion:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No.40 (New Westminster) adoption of a Living Wage Policy, effective April 1, 2021, for employees and direct contract workers employed or engaged by the Board.