



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

Tuesday, February 9, 2021

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 February 9, 2021 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)	6:30 PM	
	i. Richard McBride Elementary School Replacement Project		3
b.	Operations Update	6:40 PM	
	i. Facilities Report February 2021 (B. Ketcham)		7
	ii. TIS Verbal Update (M. Naser)		
c.	2020-2021 Amended Budget Update (B. Ketcham)	6:55 PM	9
d.	2021-2022 Preliminary Budget Process (B. Ketcham)	7:15 PM	17
e.	Continuing Education Update (S. Inniss)	7:25 PM	18
f.	COVID-19 Update (K. Hachlaf)	7:35 PM	25

g.	Neighbourhood Learning Centre - Wellness Centre Update (M. Naser)	7:45 PM	29
h.	2021-2022 District Calendar (M. Naser)	7:55 PM	31
4.	<u>General Announcements</u>	8:05 PM	
	<i>Pink Shirt Day, February 24. Please wear your Pink Shirts at the February 23 Board meetings.</i>		
5.	<u>New Business</u>		
a.	BCPSEA Report Out (Trustee Russell)	8:10 PM	
6.	<u>Question Period (15 Minutes)</u>	8:20 PM	
	<i>Questions to the Chair on matters that arose during the meeting.</i>		
7.	<u>Adjournment</u>	8:35 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	February 9, 2021	Year	2021	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 January report the following major milestones were achieved:

- Majority of metal decking has been installed.
- Phase 2 steel Installation nearing completion.
- Foundation wall at level 3 completed.

Upcoming major milestones

- Steel stud installation to start before the end of the month.
- Mechanical and electrical rough-in to begin earlier than scheduled.
- Preparation for roofing

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.

The table below provides further detail regarding the project schedule.

PROJECT STATUS REPORT

Task	Completed by	Status Feb.9/2021
Phase one – new school		
Excavation, shoring, micro piling, formwork for foundation	Last week August 2020	Complete
Slab on grade	Mid-September 2020	Complete
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 September, October, November 2020, and January 2021 regarding Risks are included in *red italics*. No new comments as of February 2021.

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. A potential issue of ice build-up on Archer Street near the storm drain was identified by the School Principal and the General Contractor agreed to make changes to their water discharge to eliminate the risk.*

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 work completed over the Winter Break addressed the drainage issues at the north east corner of the existing playground area where the play structure was located prior to relocation last summer.*



View from corner of School Street & Devoy Street

PROJECT STATUS REPORT



Level 2 decking in progress

Capital Projects, Operations and Planning

Queen Elizabeth PDR

The second draft of the Queen Elizabeth Elementary school's PDR has been completed and reviewed by the Ministry of Education. The PDR and supplemental schedules have been sent to the District's quantity surveyor to evaluate the budget for the project.

All Sites:

The installation of the outside learning centers is stalled as the metal roofs were damaged during transit and will be replaced the first week of February. The outdoor furniture for these spaces has been ordered and are arrived. They will be installed once the roof has been placed on the structure.

All permits for the plumbing of the wash cart at Qayqayt Elementary, to support the portables on site, have been received. Work will commence in February. This is funded through the COVID-19 grants received as they represent additional hand washing stations.

A hot water pipe joint in the wall of the new NWSS malfunctioned causing some water to leak in the home economics classrooms during after school hours. Graham Builders repaired the leak quickly and the rooms were reopened by noon the following day.

IT and Maintenance have moved into the new building. Carpentry, plumbing, electrical, and grounds will be moving in the first week of February.

VOIP system to be completed at Qayqayt once internet connections are established.

Based on the consultations held by the Associate Superintendent with various stakeholders, a design of the new Neighbourhood Learning Centre at NWSS has been approved in principle. Work is underway to evaluate how the renovations will be carried out.

Finance

Work continues over the amended budget which is due February 28, 2021.

Research over a new system to support facilities rentals is being carried out by the Assistant Secretary Treasurer in collaboration with the facilities department to create a more user-friendly system. This work is being undertaken in conjunction with an overall review of rental rates across the district.

The finance team will be working on the issuance of T4's which are due to be handed out to employees by the end of the month.

Capital planning

Ministry & Other Submissions: February/March 2021

Submitted to:	Description	Date
Ministry of Education	COVID-19 expenditures	February 8, 2021
Ministry of Education	Enrolment Estimate Collection for 2021/22, 2022/23, and 2023/24 School Years	February 12, 2021
Ministry of Education	Student Data Collection (1701) February	February 19, 2021
Ministry of Education	Amended Annual Budget	February 28, 2021
Ministry of Education	Child Care Rapid Renovation Fund Applications	March 12, 2021

Supplement to: OPERATIONS POLICY AND PLANNING COMMITTEE**Date:** February 9, 2021**Submitted by:** Bettina Ketcham, Secretary-Treasurer**Item:** **Requiring Action** **Yes** ☐ **No** ☒ **For Information** ☒**Subject:** 2020-2021 Amended Budget Update**Background:**

The Amended Budget (Due February 28, 2021) provides districts an opportunity to revisit their budgets and make adjustments to assumptions and circumstances which have changed. This is especially true for the current year as a result of the pandemic and the impacts it has had to operations.

Work has been completed to reassess department and school budgets for various changes in assumptions which may have taken place since the original preliminary budget was passed in May. Some fine tuning is still occurring, however this report generally captures the overall direction and expectations for where the District will likely end up as at June 30, 2021. Approval for the amended budget will be sought at the February 23 Board meeting in time for the end of February budget submission. Again, please note that there may be modifications between what is shared in this report and the final submission.

Included in this backgrounder is a summary document noting the changes being made to the Amended Operating Budget. At the February board meeting, the budget document that is to be submitted will be brought forward with any noted changes highlighted.

The board will recall that in the preliminary budget, that an operating deficit of \$1.38M was approved whereby this amount would be funded by the operating surplus reserve. There were a number of conservative assumptions included in this estimate. The following offers some highlights for noted adjustments to the amended budget:

Revenue

Total revenue adjustments were a positive increase of \$891,000

- Most notably, the District had to significantly quell expectations surrounding international education. In the spring, there were two (2) adjustments – the first pertained to enrolment whereby it was originally anticipated the district would not be able to support the number of fee paying learners we previously had supported. Enrolment estimates were reduced to 130 from 228 students due to anticipated capacity at the new NWSS. The Second adjustment came to further reduce enrolment down to 88 based on border closures as a

result of the COVID-19 pandemic. In the current year, we have landed (as of January 15) at about 110 FTE. This is net of some outflow of students who have selected to return home and were ineligible for refunds based on district policies. The increase overall is approximately \$445,000 in additional revenue that was not anticipated in May 2020.

- The other main revenue increase pertains to the grant recalculation as a result of the 1701 September enrolment capture. As previously reported, the increase seen here was largely a result of an increase due to special needs funding which offset a decline in enrolment in favor of a handful of students choosing DL or home schooling options. Also, the District had a boost in the salary differential supplement of approximately \$250,000 over previous estimates.
- Pressures surrounding other revenue streams were factored into account largely in the spring and there continues to be some downward pressure.

Expenses

The net expense related adjustments amounted to a savings of \$491,000

- There were approximately \$247K in commitments from the 2019-20 year that were unsettled as at June 30, 2020 which had to be incorporated in to the current year budget. The majority of the expenses pertained to the emergency provisions supplies approved by the board as a result of the surplus investments from the year prior. The other large commitment under services pertained to technology investments which happened at the end of the year and were undelivered by year end.
- There was also a reduction to wages by approximately \$357,000. With the startup of the K-8 online program which was launched due to a demand created by the pandemic, the District reallocated staffing resources which were funded by COVID-19-related relief funds. Furthermore, there was a reduction in TTOC costs anticipated as more budget was added during the preliminary budget to factor in to account higher absence rates. The increase in absences is not a trend we have seen come to fruition and we are thus able to lower expected costs associated with substitute salary amounts. Finally, there was an offsetting adjustment to take in to account PVP and exempt staff wage adjustments as approved by BCPSEA.
- In working with departments, staff were able to identify certain supplies and services that were unlikely going to be utilized – for example, ProD and travel funds. Note: no adjustments were made for school supplies. The current year savings identified is approximately \$426,000. These adjustments are considered one-time only in the current environment and is it anticipated these budgets be returned to their normal levels for 2021-22.
- Given the Board's current work on anti-racism, a placeholder has been put in the amended budget for \$45,000 and a review of the proposal will be shared at the February 23 Board meeting.

It should be highlighted that as a result of COVID-19, both the provincial and federal governments have provided funding supports in the amount of \$488,410 and \$2,705,256, respectively which has certainly assisted in implementing the various health and safety measures and provided relief for cost pressures that would otherwise been thrust upon districts to expend within the operating grant. Please refer to Special Purpose Fund Section below for discussion.

Surplus Reserves

From the 2019-20 financial statements the Board reported \$3,978,341 in Accumulated Operating Surplus and the following internal restrictions were noted (note 16):

Internally restricted:

School Surplus	28,832	27,183
Recap and Power Local Grants	2,635	-
Surplus Applied to 2020-2021 Budget	1,381,970	-
Surplus Applied to 2019-2020 Budget	-	425,495
District Initiative Program – Fine Arts	-	180,000
District Initiative Program – Innovation Grants	-	17,184
Commitments Outstanding	328,074	269,524
Board Internally Restricted – Covid Emerging Issues	1,736,830	
Board Internally Restricted	500,000	500,000
Total Internally Restricted	3,978,341	1,419,386

Unrestricted Operating Surplus	-	3,520,703
--------------------------------	---	-----------

Originally, the \$1.38M passed during the preliminary budget was to be funded out of these reserves, however, based on the above adjustments, the District will be able to balance the current year budget with the current year funding.

The Board had also internally restricted amounts for COVID-19 emerging issues which was in recognition of the fact that there was a tremendous amount of uncertainty with not only funding but the level of expense being incurred such as replacement costs, cleaning costs etc. At the time the preliminary budget was passed, no announcements had been made over provincial or federal funding relief. Given the current position of the board based on this amended budget, it is recommended that the Board remove its internal restriction over COVID-19-related items. In doing so, between the removal of the COVID-19 restricted amount and the 2020-21 budget amount of \$1.38M we have freed up approximately \$3.1M to unrestricted operating surplus.

Staff would caution, however, that the Board should continue to be guarded against unforeseen circumstances especially in this pandemic year. Furthermore, any spending of amounts should be aligned to the strategic plan. We have seen many initiatives coming forward with respect to a number of priorities including:

- Anti-racism
- Climate action
- Supports for our NLC sites at NWSS
- Mental Health
- Any contributions related to site acquisition/replacements
- Technology refreshes

With these priorities in mind, they will help to shape the preliminary budget process for the 2021-22 school year where these can be resourced accordingly. It is not recommended at this point in time to make any substantive changes in advance of the Ministry's upcoming announcement for the preliminary budget for the 2021-22 school year.

SPECIAL PURPOSE FUNDS

Included in the attachment is budget to actual comparison up to January 31. No areas of concern have been noted. Of highlight are the COVID-19 related funding balances from both the provincial and federal government.

On the provincial COVID-19 funding amounts, the majority of the expenditures remaining pertain to custodial staffing costs. We have advised the union of and filled a 1.0 FTE additional position effective January 13 to June 30 to support our health and safety measures. The other area of expenditure which will be utilized this month is the completion of the wash-carts at Qayqayt Elementary to support the cluster of portables on site. All other allocations for masks, cleaning supplies and technology have been fully expended.

On the Federal COVID-19 funding amounts, we have nearly completed all the outside learning spaces complete with purchased furniture (benches and tables), and schools have spent 90% of their COVID-19 supply allocation. The sensor faucets are currently being installed at sites and the purchase of these supplies are reflected in the amounts spent. Also supported are the salaries costs for the DL teachers, priority TTOCs and other support costs needed during the pandemic. Finally, a bulk of the spending will pertain to technology related purchases. Work is being executed to evaluate devices for purchase and an RFP will be issued shortly.

Closing remarks:

The above represents the present standing of the budget based on work performed to date. From time to time additional information gets presented which may shift some assumptions. Any changes in assumptions between now and the final amended budget approval at the end of the month will be shared accordingly. At the month end February board meeting, the Ministry-submitted budget document will be shared for approval.

Budget 2020-21 update

	2020-21 Preliminary	Revenue Adjustment	Commitments from 19-20 year	Wage adjustments	Service and Supplies adjustments	Anti-Racism Consulting	2020-21 Amended	
OPERATING GRANT MINISTRY OF EDUCAT	62,811,196	342,669					63,153,865	A
OTHER MINISTRY OF EDUCATION GRANTS	2,651,940	291,970					2,943,910	B
PROVINCIAL GRANTS OTHER	162,000 -	43,212					118,788	C
SUMMER SCHOOL FEES	36,190 -	35,250					940	
CONTINUING EDUCATION	42,000 -	10,000					32,000	
OFFSHORE TUITION FEES	1,280,200	445,100					1,725,300	D
MISCELLANEOUS REVENUE	169,825 -	74,000					95,825	E
COMMUNITY USE OF FACILITIES	170,000 -	6,273					163,727	F
INTEREST ON SHORT TERM INVESTMENT	250,000 -	20,000					230,000	F
APPROPRIATED SURPLUS							-	
Total Revenue	67,573,351	891,004	0	0	0	0	68,464,355	
							-	
							-	
STAFF SALARIES (INCLUDING BENEFITS)	62,209,165	0 -	701	-356,841	0	0	61,851,623	G
SERVICES	1,732,822		112,316	-	51,009	45,000	1,839,129	H
LEGAL COSTS	115,000			-	65,000		50,000	I
STUDENT TRANSPORTATION	137,998	-	7,302	-	55,689		75,007	J
PROFESSIONAL DEVELOPMENT & TRAVEL	558,110		-	-	107,649		450,461	K
RENTALS & LEASES	233,400		-		6,000		239,400	
DUES & FEES	83,900		-	-	2,000		81,900	
INSURANCE	111,000		-		12,526		123,526	
SUPPLIES	1,639,797		35,093	-	115,327		1,559,563	K
UTILITIES	494,500	-	2,000		35,000		527,500	
GAS - HEAT	247,000		-		10,000		257,000	
CARBON TAX EXP	50,000		-		-		50,000	
WATER & SEWAGE	270,606		-		-		270,606	
GARBAGE & RECYCLE	89,400		-		5,000		94,400	
FURNITURE & EQUIPMENT REPLACEMENT	326,358		101,789	-	95,030		333,117	L
COMPUTER & EQUIPMENT REPLACEMENT	656,275		7,848	-	3,000		661,123	
Total Expense	68,955,331	0	247,043	-356,841	-426,178	45,000	68,464,355	
							-	
							-	
Effects on Surplus Reserve	-1,381,980	891,004	-247,043	356,841	426,178	-45,000	0	
Opening Accumulated Surplus (from financial Statements)	3,978,341						3,978,341	
Internally restricted balances:								
2020-21 school year operations	1,381,980						-	
COVID 19 surplus restriction	1,736,830						-	
Board internally restricted	500,000						500,000	
School surplus	28,832						included	
RCAP/POWER grant	2,635						included	
Commitments 2019/20	328,074						included	
Total restricted surplus balances	3,978,351						500,000	

Notes

- A** Operating grants were recalculated based on 1701 data. As previously reported, the increase is largely attributed to the increase in salary differential supplement which increased by over \$280,000
- B** The increase relates to an adjustment for the early career mentorship fund of \$150,000 and an adjustment made to graduated adult funding. The graduated adult participation this year has been higher than expected for what we can assume to be partly attributed to the pandemic where upgrading of courses may have taken place.
- C** The most significant change is represents the reduction for the careers (ITA/TRAIN) programs which have had less students engage in workplace arrangements and thus funding. The estimated revenues have decreased by about \$50,000 for the current year to \$50,000. The remaining revenue of \$62,000 is from Fraser Health Authority to support the Child & Youth Focused Use Prevention & Health Promotion Program which pays for the salary of the support worker within our district.
- D** As per the backgrounder, the estimated revenues in May 2020 assumed a significant reduction to enrolment due to lack of space in the new highschool and COVID 19. In the year, we have confirmed that we will be able to accommodate more international fee paying students than originally planned (this will benefit 2021-22) and the opening of international borders which have allowed us to bring in 110 FTE v. the 88 originally planned in the preliminary budget. The revenue increases are reflective of this change.
- E** The most significant reduction pertains to cafeteria revenue. In a typical year, this is approximately \$130,000, however, due to COVID, the cafeteria sales have dwindled significantly.
- F** Interest income and rental income were significantly adjusted in the preliminary budget assuming regular levels prior to the pandemic would not be sustained. Nominal adjustments have been made to align to current expectations
- G** As we typically do annually, staff salaries are reviewed and adjusted. Beyond typical salary adjustments related to specific employees in the position, there were some changes here to highlight. Mostly notably, 2 offsetting adjustments - the first pertains to the P/VP and exempt staff salary adjustment to catch members of these groups up to the recommended BCPSEA approved salary grids. Secondly, due to the launch of the K-8 online program, some staffing costs were redirected and ultimately funded out of the COVID funding received federally. We also noted a reduction in TTOC and casual replacement costs which were in part difficult to fill and in part due to a reduction in absences seen in the earlier part of the school year. Adjustments to benefits would have also followed.
- H** The net adjustment (outside of the proposed anti-racism consulting fee) was \$61.3K increase. Two offsetting adjustments can be noted. Commitments lingering from the 2019-20 year which predominantly were comprised of technology related investments not yet received by June 30 make up the majority of the \$112K additional expense in the current year. This was offset by expected savings from Xerox devices for which a new contract was entered in to the current year as well as savings anticipated due to implementation of the new VoIP phone systems across the district.

The anti-racism proposal is approximately \$45,000 and a presentation will be made to the board of Education at the February Board meeting. If the board chooses to accept the proposal and move ahead with this service, the budget is inclusive of this amount. If it chooses not to go ahead, the \$45,000 will fall to the bottom line at year end to form part of any surplus the district accumulates.

- I** Due to legal costs varying year over year, the district does put aside a sizable budget related to legal expenses. However, in the current year, there haven't been many issues that have gone to our legal counsel. As such, the district is able to remove a substantial amount allocated to this budget line item for this year. This will be reversed in the subsequent year and annually these amounts will be evaluated and adjusted accordingly.
- J** In the current year, we had some students with special needs opt out of taking the bus services offered due to COVID. As such, we were able to reduce the number of buses utilized in the current year from 2 down to 1. This also included an adjustment to the bus attendant as only one was required. In a normal state, we can anticipate costs to resume to their previous levels.
- K** In working with departments, it has been recognized that Pro-D and supplies budgeted would not be fully utilized in the current environment. These represent one-time adjustments which are expected to revert back to previous levels in the next budget cycle.
- L** In the preliminary budget, there was amounts set aside to purchase furniture and equipment as a result of growing enrolment. As the year progressed, it was quite evident that there would be some students not returning to face to face instruction. Given this change, we were able pause on furniture and equipment purchases as we were able to utilize existing equipment/furniture.

Name of Grant	Expenses (Jan 31)						
	Opening Surplus	Recovery	Expected Funding	excluding commitments	Budget Remaining	Budget Remaining %	
ANNUAL CAPITAL GRANT	\$ -	\$ -	\$ 235,872	\$ 235,872	\$ -	0%	
CLASSROOM ENH FND - OVERHEAD	\$ -	\$ -	\$ 373,060	\$ 218,483	\$ 154,577	41%	
CLASSROOM ENH FUND - REMEDIES	\$ 38,737	-\$ 38,737	\$ 113,220	\$ 25,227	\$ 87,993	58%	
CLASSROOM ENH FUND - STAFFING	\$ -	\$ -	\$ 5,645,804	\$ 2,688,962	\$ 2,956,842	52%	
COMMUNITY LINKS	\$ -		\$ 1,550,170	\$ 717,285	\$ 832,885	54%	
DISTRICT CAPACITY BUILDING	\$ -	\$ -	\$ 4,725	\$ -	\$ 4,725	100%	
FRENCH	\$ 21,049	\$ -	\$ 141,940	\$ 85,850	\$ 77,139	47%	
INDUSTRIAL TRADE AUTHORITY	\$ -	\$ -	\$ 46,200	\$ 2,648	\$ 43,552	94%	
LEARNING IMPROVEMENT FUND	\$ -	\$ -	\$ 227,646	\$ 127,947	\$ 99,699	44%	
MENTAL HEALTH IN SCHOOLS	\$ 4,290	\$ -	\$ 52,000	\$ 24,980	\$ 31,310	56%	
READY SET LEARN	\$ 21,305	\$ -	\$ 19,892	\$ 3,348	\$ 37,849	92%	
SAFE RETURN TO CLASS (FED)	\$ -	\$ -	\$ 2,705,256	\$ 1,124,220	\$ 1,581,036	58%	
SAFE RETURN TO SCHOOLS (PROV.)	\$ -	\$ -	\$ 488,210	\$ 295,898	\$ 192,312	39%	
SPECIAL EDUCATION EQUIPMENT	\$ 20,899	\$ -	\$ -	\$ 3,863	\$ 17,036	82%	
STRONG START PGM	\$ -	\$ -	\$ 96,000	\$ 43,787	\$ 52,213	54%	
UNITED WAY	\$ 15,258	\$ -	\$ 75,000	\$ 53,622	\$ 36,636	41%	
Total	\$ 121,539	-\$ 38,737	\$ 11,774,995	\$ 5,651,993	\$ 6,205,803		

New West Schools
Budget Process: 2021-2022

Date	Location	Time	Event	Attendees	Goal
15-Dec-20	Online	7:00 PM	Regular Open Board Meeting	Board	Approval of the 2021/22 budget process
Winter Break - December 21 - January 1					
09-Feb-21	Online	6:15 PM	Operations Policy & Planning Committee	Committee Members	Review ThoughtExchange process planned for March 2021
3 -Year Enrolment Projections to MOE - February 15					
23-Feb-21	Online	7:00 PM	Regular Open Board Meeting	Board	Approval of the Amended Budget for 2020-21
01-Mar-21	N/A	N/A	Thought Exchange engagement process	N/A	Collect community and stakeholder feedback (March 1 - 12)
TBD	TBD	6:00 PM	Talking Tables Dinner Meeting	Trustees, Staff, PVP/Stakeholders/ Students	Facilitated Discussion Dinner Meeting
TBD	TBD	9:00 AM	Student Symposium	Trustees/Staff/Students	Collect student feedback
Ministry Funding Announcement - March 13					
Spring Break - March 15-26					
06-Apr-21	SBO	5:00 PM	Board In-Service - BUDGET	Trustees	
13-Apr-21	Online	6:15 PM	Operations Policy & Planning Committee	Committee Members	Estimated Structural Surplus/Deficit
13-Apr-21	Online	7:00 PM	Operations Policy & Planning Committee	Committee Members	Public and student engagement results and stakeholder submission presentations
04-May-21	SBO	5:00 PM	Board In-Service - BUDGET (if required)	Trustees	
11-May-21	TBD	6:15 PM	Operations Policy & Planning Committee	Committee Members	Superintendent's recommendations
11-May-21	TBD	Post Ops	Regular Open Board Meeting - SPECIAL	Board	Complete 1st and 2nd reading of budget bylaw
Staffing Processes Commences - May 17					
20-May-21	TBD	4:30 PM	District Leadership Team	Staff, PVP	Superintendent's Recommendations Review
25-May-21	TBD	7:00 PM	Regular Open Board Meeting	Board	Complete 3rd reading of budget bylaw
Ministry Submission Deadline - June 30					

Continuing Education Update to January 2021

Stephen Inniss
February 9, 2021



New
Westminster
Schools

Adult Learning Centre



Our Journey



New
Westminster
Schools

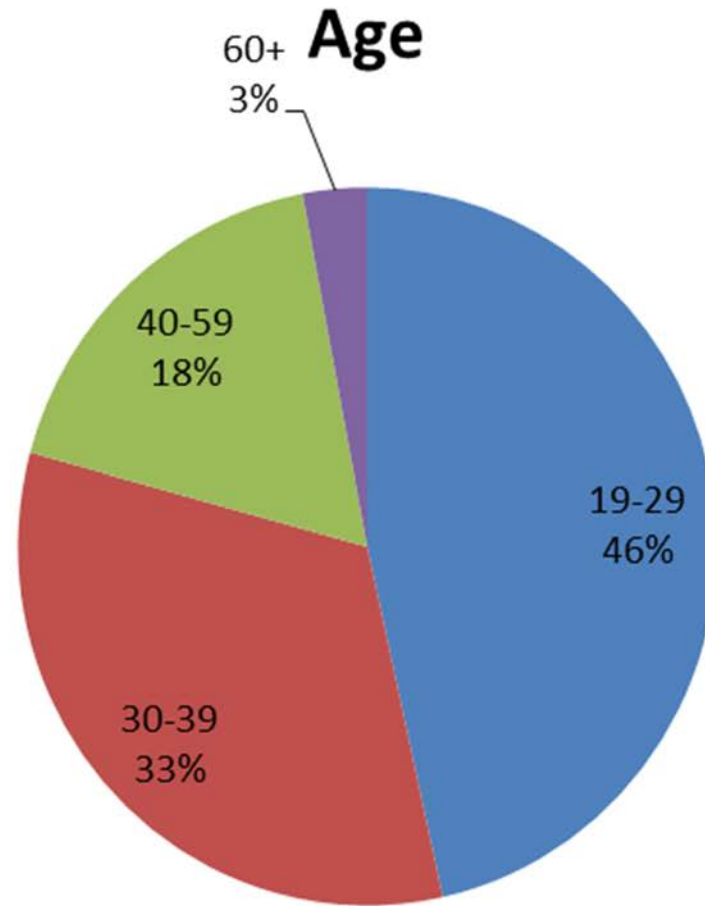
Current Offerings

- **LITERACY OR NUMERACY COURSES (66%)**
- **GRADE 11 OR 12 COURSES FOR SCHOOL GRADUATION OR TO QUALIFY FOR POST-SECONDARY PROGRAMS (33%)**

STUDENT GOAL: IMPROVED PERSONAL AND PROFESSIONAL LIFE

Adult Learning Centre

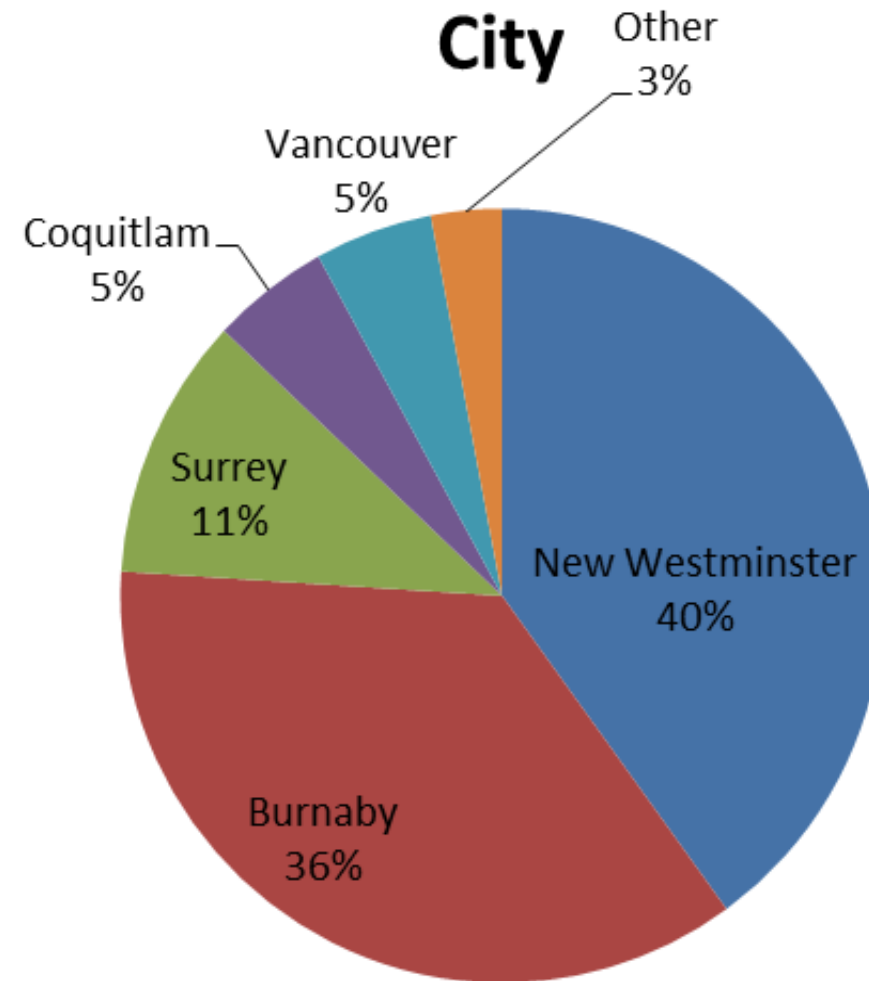
Student Age Distribution



New
Westminster
Schools

Adult Learning Centre

Student Residence



Adult Learning Centre

Basic Statistics – Change from Last Year

	Students	
	Sep– Jan 2019/20	Sep – Jan 2020/2021
Late Afternoon & Evening	380	334
Morning & Afternoon	510	-
	890	334

COVID-19 Update

Karim Hachlaf
February 9, 2021



New
Westminster
Schools

Fraser Health Early Notification

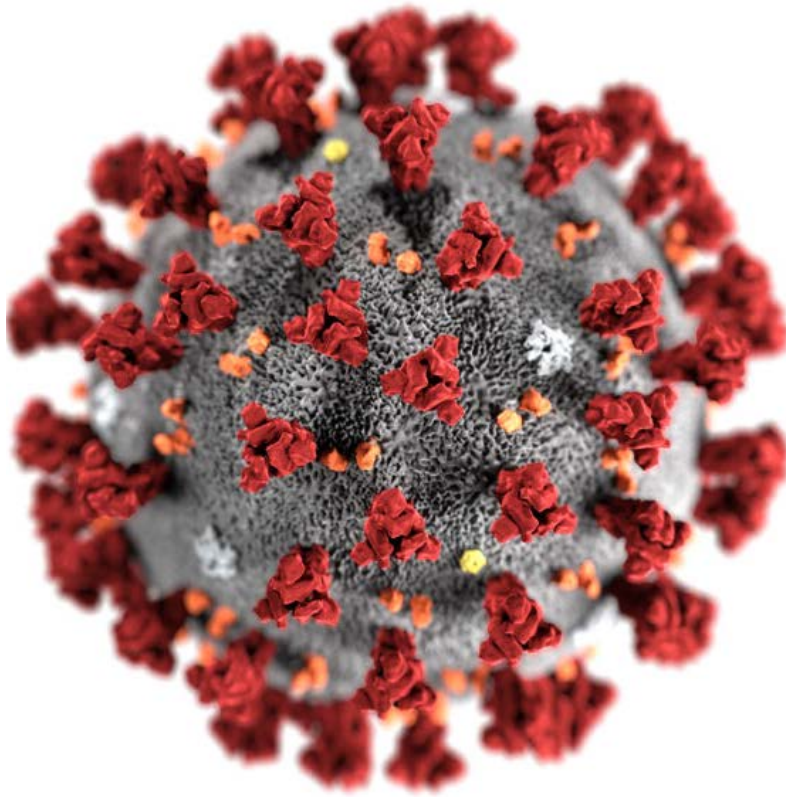


Early
Notification
Letters

Self-
Monitoring
Letters

Self-
Isolation
Notice

Public Health Guidance for Schools



- ✓ STRENGTHENED MASK GUIDELINES
- ✓ ENHANCEMENTS FOR PHYSICAL EDUCATION AND MUSIC CLASSES
- ✓ ADDITIONAL SAFETY PROTOCOLS REGARDING STAFF-ONLY SPACES AND GATHERINGS
- ✓ NEW K-12 HEALTH CHECK APP

New Westminster Schools: COVID-19 Notifications for 2021

*Early Notification – Not Exposed Letter (new Fraser Health reporting as at Dec.5, 2020)	Date sent to community
Fraser River Middle (1)	Feb.1
Herbert Spencer (1)	Jan.29
Hume Park Home Learners (1)	Jan.18
Glenbrook Middle (1)	Jan.8
Queensborough Middle (1)	Jan.12

*Early Notification – Exposed Letter (new Fraser Health reporting as at Dec.5, 2020)	Date sent to community
NWSS (1)	Feb.3

Self-Monitor Letter	Date sent to community
Hume Park Home Learners (1)	Jan.18
Glenbrook Middle (1)	Jan.8
Queensborough Middle (1)	Jan.12
NWSS (1)	Feb.3

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

Date: February 9, 2021

Submitted by: Maryam Naser, Associate Superintendent

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

Subject: Neighbourhood Learning Centre – Wellness Centre Update

Background:

This Backgrounder is submitted as a follow-up to the Backgrounder provided to the Board of Education on November 24, 2020. To investigate opportunities to access funding to complete construction on the Wellness Centre we are able to provide the following update:

1. Integrated Child and Youth Supports Centre (Maple Ridge): At this time, no funds have been received and the District is awaiting further announcements from the ministries involved as to the details of funding. School District staff were able to confirm that the funding is targeted for use to add additional staffing. District resources have been used to create and furnish the future home of the support centre. The vision for this centre is to provide interagency wrap-around services for school aged children thereby removing waitlists and barriers of location. As previously reported to the Board, community partners delivering mental health and wellness supports have made human resource commitments to support the Wellness Centre.
2. At a recent meeting between the Board Chair, the Superintendent and Minister Whiteside, the vision of the Wellness Centre was shared for further discussion. While no financial support has been offered at this time, our District team will continue to call upon provincial and municipal decision makers to canvas their support for this important resource in our community.

Unchanged from the last update, our greatest challenge continues to be securing funding to finish the space. Based on funding received by other school districts, it seems that securing capital to finish spaces such as our Neighbourhood Learning Centre (NLC) is somewhat unconventional. Rather, government funds tend to be directed to providing human resources such as counselors and other service providers rather than for the purpose of creating spaces.

Focused consultations with our community partners (Cameray, Child, Youth Mental Health and Fraser Health) indicate that they are willing to support this initiative through staffing and programming. While we may benefit from canvassing support for future funding to increase the levels of service, at this time, we have sufficient commitments from community partners to move forward with our vision once the space is complete.

Staff are continuing to explore potential grant funds to support the completion of the Wellness Centre however, this has not proven successful to date. The Board's assistance in this undertaking would be welcomed and appreciated. Another opportunity may be to investigate potential fund raising and sponsorship opportunities. With the Board's support for such endeavors, staff can begin to reach out to potential contributors and report back on any prospects. While there is no request of the Board at this time, the Board may wish to consider the finishing of the NLC space as part of their discussion on budget priorities later this spring.

2021-2022 School Calendar **DRAFT**

AUGUST 1						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
NOVEMBER 4						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
FEBRUARY 7						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
MAY 10						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
DECEMBER 5						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
MARCH 8						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
JUNE 11						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 3						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
JANUARY 6						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
APRIL 9						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
JULY 12						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2021-2022 School Calendar KEY

- Statutory Holiday
- Opening Partial Day
- Non-Instructional Day (NI Day)
- Administrative Day
- School Vacation
- Days of Instruction
- Summer Vacation

2021

- Tuesday, September 7 - Opening Partial Day
- Monday, September 27 - NI Day
- Monday, October 11 - Thanksgiving Day
- Friday, October 22 - Provincial Pro-D Day
- Thursday, November 11 - Remembrance Day
- Friday, November 12 - NI Day
- December 20, 2021 – January 3, 2022 - Winter Break

2022

- Tuesday, January 4 - Schools reopen
- Monday, February 21 - Family Day
- Tuesday, February 22 - NI Day
- March 14 – 25 - Spring Break
- Monday, March 28 - Schools reopen
- Thursday, April 14 - NI Day
- Friday, April 15 - Good Friday
- Monday, April 18 - Easter Monday
- Friday, May 20 - NI Day
- Monday, May 23 - Victoria Day
- Wednesday, June 29 - Last day - students
- Thursday, June 30 - Administrative Day

DRAFT

Proposed School Calendar

August 2022 - July 2023

August 2022 1						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022 2						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022 3						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022 4						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022 5						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023 6						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023 7						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023 8						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023 9						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023 10						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023 11						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2023 12						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

KEY

- = Stat Holiday
- = School Vacation
- = Administrative Day
- = Days of Instruction
- = Summer Break

DRAFT

Proposed School Calendar

August 2023 - July 2024

August 2023 ¹						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023 ²						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023 ³						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023 ⁴						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023 ⁵						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024 ⁶						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024 ⁷						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024 ⁸						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024 ⁹						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024 ¹⁰						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024 ¹¹						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024 ¹²						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

KEY

-  = Stat Holiday
-  = School Vacation
-  = Administrative Day
-  = Days of Instruction
-  = Summer Break