



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

Tuesday, May 11, 2021

6:30 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>	6:30 PM
Recommendation: THAT the agenda for the May 11, 2021 Operations Policy and Planning Committee meeting be adopted as distributed.	
2. <u>Comment & Question Period from Visitors</u>	6:35 PM
3. <u>Reports from Senior Management</u>	
a. Capital Projects Update (D. Crowe)	6:45 PM
i. Richard McBride Elementary School Replacement Project	3
b. Operations Update	6:55 PM
i. Facilities Report May 2021 (B. Ketcham)	8
ii. Financial Forecast to June 30, 2021 (B. Ketcham)	9
iii. Technology Information Services Verbal Update (M. Naser)	

- c. Terms of Engagement with Auditor (B. Ketcham) 7:10 PM

Recommendation:

THAT the Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to confirm and continue the engagement of KPMG, LLP for year-end audit services for 2021-2022 and 2022-2023.

- d. COVID-19 Update (K. Hachlaf) 7:20 PM 10
- e. 2021-2022 Superintendent Recommendations (K. Hachlaf) 7:30 PM 13

i. Online Learning Grades 2-8 Verbal Update

4. General Announcements 8:20 PM

5. New Business

- a. Trustee Remuneration (B. Ketcham) 8:25 PM 49
- b. School-based Vaccine Program (Trustee Connelly) 8:35 PM 50

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to send a letter to the Minister of Health (the Honourable Adrian Dix) and the head of Fraser Health to advocate for the immediate catch-up of the school-based immunization program.

6. Old Business 8:45 PM

7. Question Period (15 Minutes) 8:50 PM

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

8. Adjournment 9:05 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	May 11	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 April report the following major milestones were achieved:

- *Roof is now water-tight*
- *Gym steel structure has been erected*
- *City of New Westminster has confirmed the requirements for the Demolition Permit*
- *Excavation of the basketball court adjacent to School Street is beginning in preparation for underground services to be installed this summer*

Upcoming major milestones

- *Exterior building envelope to begin including the installation of the exterior insulation*
- *Continued work in preparation for installation of the underground services this summer*
- *Continued work on rough in of electrical and mechanical services*

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

PROJECT STATUS REPORT

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..

The table below provides further detail regarding the project schedule.

Task	Completed by	Status May 5/21
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	Complete
Roof	2 nd week April 2021	Complete
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**. New comments as of May 2021 are in **blue**.

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. Change order pricing for required changes will potentially be impacted by the rising costs. Efforts continue to minimize change orders.

PROJECT STATUS REPORT

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.*
- *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. Change order responses are completed quickly to ensure the project schedule is not impacted.*
- *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.*

PROJECT STATUS REPORT



Looking North from the Courtyard



Excavation of former basketball court in preparation for underground services

PROJECT STATUS REPORT



Looking West from School Street

Capital Projects, Operations and Planning

For the approved School Enhancement Program (SEP) projects valued at \$1,658,000 – reported last month, SMCN Consulting INC. has completed the design and we have ordered all units, which should be here by the summer, and was sent out for tender in April.

The District is still waiting on the Ministry's decision on the expansion program to Queen Elizabeth Elementary.

The District has sent out two portables to be refurbished for Qayqayt Elementary, scheduled to be completed by end of April. Additional portables have been procured for Lord Kelvin Elementary and Herbert Spencer Elementary. All portables will be installed over the summer months in preparation for the next school year.

The wash cart tank and water lines have been completed at Qayqayt Elementary, however, we are still waiting on the lift grinder pump (2 to 3 more weeks).

Currently work is underway on the planning for the capital plan submission for the 2022-23 school year.

Finance

The finance team is starting to plan for the 2020-21 year end. Communications have gone out to all sites on relevant dates as year-end approaches.

The auditors are starting their audit planning processes and staff have been engaged in conversations with them to coordinate the work.

The budget process is wrapping up this month with the Superintendent recommendations being presented and final approval of the budget bylaw going to the Board of Education on May 25, 2021.

Ministry & Other Submissions: April 2021

Submitted to:	Description	Date
Ministry of Education	May 1701 capture	May 7, 2021
Ministry of Education	Extended sample submitted to the Office of the Auditor General	April 30, 2021

Budget 2020-21 update

	2020-21 Preliminary	2020-21 Amended	Projection adjustment to June	2020-21 Forecast to June 30, 2021	Notes
OPERATING GRANT MINISTRY OF EDUCATION	62,811,196	63,153,865	0	63,153,865	
OTHER MINISTRY OF EDUCATION GRANTS	2,651,940	2,935,723	263,363	3,199,086	Higher than anticipated graduated adult revenue and inclusion of support staff benefits settlement funding
PROVINCIAL GRANTS OTHER	162,000	118,788	-50,000	68,788	Funding we get for careers programming is reduced due to COVID
SUMMER SCHOOL FEES	36,190	940	0	940	
CONTINUING EDUCATION	42,000	32,000	-15,440	16,560	Schools have not charged fees for workbooks and advising fees
OFFSHORE TUITION FEES	1,280,200	1,725,300	10,100	1,735,400	Increase due to homestay and other misc international revenue
MISCELLANEOUS REVENUE	169,825	95,825	-37,387	58,438	Continued reduction of cafeteria revenue due to pandemic
COMMUNITY USE OF FACILITIES	170,000	169,667	23,374	193,041	Rental to movie companies at old NWSS have created a rebound of revenue over amended budget expectations
INTEREST ON SHORT TERM INVESTMENT	250,000	230,000	-23,446	206,554	Lower interest rates over an extended period of time
Total Revenue	67,573,351	68,462,108	170,564	68,632,672	
	-	-			
PRINCIPALS & VP SALARIES	3,762,980	3,853,581	36,213	3,889,794	No major adjustments identified
TEACHERS SALARIES	30,454,592	30,459,351	-267,720	30,191,631	Unfilled positions during the year
SUPPORT STAFF SALARIES	5,382,102	5,423,593	-101,285	5,322,308	Moved some salary to Federal COVID funding to acknowledge the cost associated with our maintenance crew
EDUCATIONAL ASSISTANTS SALARIES	6,139,541	6,278,386	11,838	6,290,224	No major adjustments identified
OTHER PROFESSIONAL SALARIES	2,806,344	2,786,344	-16,118	2,770,226	No major adjustments identified
SUBSTITUTE SALARIES	2,054,057	1,552,231	-147,660	1,404,571	In some instances this year, have had more challenges filling vacancies
EMPLOYEE BENEFITS	11,609,549	11,632,158	-54,583	11,577,575	No major adjustments identified
STAFF SALARIES (INCLUDING BENEFITS)	62,209,164	61,969,445	-539,315	61,430,130	
SERVICES	1,712,822	1,839,129	295,344	2,134,473	More IT consulting, additional educational software licences, more professional services hired for specialized work
LEGAL COSTS	135,000	50,000	-12,248	37,752	No major adjustments identified
STUDENT TRANSPORTATION	137,998	75,007	-120	74,887	No major adjustments identified
PROFESSIONAL DEVELOPMENT & TRAVEL	558,110	450,461	-48,361	402,100	Less opportunities for ProD and travel this year due to COVID
RENTALS & LEASES	233,400	239,400	12,083	251,483	No major adjustments identified
DUES & FEES	83,900	106,900	46	106,946	No major adjustments identified
INSURANCE	111,000	123,526	-370	123,156	No major adjustments identified
SUPPLIES	1,634,436	1,529,563	42,341	1,571,904	No major adjustments identified
UTILITIES	494,500	527,500	-39,172	488,328	When utilities changes added together, increase is \$43K - mostly a reallocation
GAS - HEAT	247,000	257,000	150,763	407,763	When utilities changes added together, increase is \$43K - mostly a reallocation
CARBON TAX EXP	50,000	50,000	0	50,000	No major adjustments identified
WATER & SEWAGE	270,606	270,606	-76,375	194,231	When utilities changes added together, increase is \$43K - mostly a reallocation
GARBAGE & RECYCLE	89,400	94,400	-369	94,031	When utilities changes added together, increase is \$43K - mostly a reallocation
FURNITURE & EQUIPMENT REPLACEMENT	231,719	333,117	219,756	552,873	NWSS shelving requirements for operational purchases and equipment-related purchases
COMPUTER & EQUIPMENT REPLACEMENT	756,275	661,123	-219,961	441,162	Continued to take pause to reassess TIS requirements
Total Expense	68,955,330	68,577,177	-215,958	68,361,219	
(Deficit)/Surplus	- 1,381,979	- 115,069	386,522		
Opening Accumulated Surplus (from financial Statements)	3,978,341	3,978,341	3,978,341		
Expected Closing Accumulated Surplus	2,596,362	3,863,272	4,364,863		

COVID-19 Update

Karim Hachlaf
May 11, 2021



New
Westminster
Schools

New Westminster Schools: COVID-19 Notifications (Apr.9–May 6, 2021)

School-wide Notifications	Date sent to community
Herbert Spencer Elementary (1)	Apr.24
Lord Kelvin Elementary (1)	Apr.27
Lord Tweedsmuir Elementary (1)	Apr.28
Qayqayt Elementary (1)	Apr.22
Richard McBride Elementary (4)	Apr.12; Apr.20; Apr.22; May 5
Glenbrook Middle (4)	Apr.9 (A) & (B); Apr.12; Apr.28
Queensborough Middle (3)	Apr.26 (A) & (B); May 1
NWSS (3)	Apr.10; Apr.19; Apr.24

Self-Monitor Notifications	Date sent to community
Herbert Spencer Elementary (1)	Apr.24
Lord Kelvin (1)	Apr.27
Lord Tweedsmuir (2)	Apr.28 (A) & (B)
Qayqayt Elementary (1)	Apr.22
Richard McBride Elementary (4)	Apr.12; Apr.20; Apr.22; May 5
Glenbrook Middle (3)	Apr.9 (A) & (B); Apr.28
Queensborough Middle (3)	Apr.26 (A) & (B); May 1
NWSS (3)	Apr.10; Apr.19; Apr.24

New Westminster Schools: COVID-19 Notifications (April 9–May 6, 2021)

Self-Isolation Notifications	Date sent to community
Herbert Spencer Elementary (1) (2 individuals)	Apr.24
Lord Tweedsmuir (2) (8 individuals)	Apr.28 (A) & (B)
Qayqayt Elementary (1) (6 individuals)	Apr.22
Richard McBride Elementary (3) (*4 individuals; **2 individuals; ***May 5)	*Apr.12; **Apr.20; ***May 5
Glenbrook Middle (4) (*A – 5 individuals; B – 10 individuals) (**2 classes); (***27 individuals)	*Apr.9 (A) & (B); **Apr.12; ***Apr.28
Queensborough Middle (3) (A – 8 individuals; B – 5 individuals)	Apr.26 (A) & (B)
NWSS (2) (*2 individuals); (**4 individuals)	*Apr.10; **Apr.24

Superintendent Recommendations

May 11, 2021



New
Westminster
Schools

Setting the Stage

- ❑ PANDEMIC RECOVERY
- ❑ BACK TO THE PLAN
- ❑ ENROLMENT GROWTH



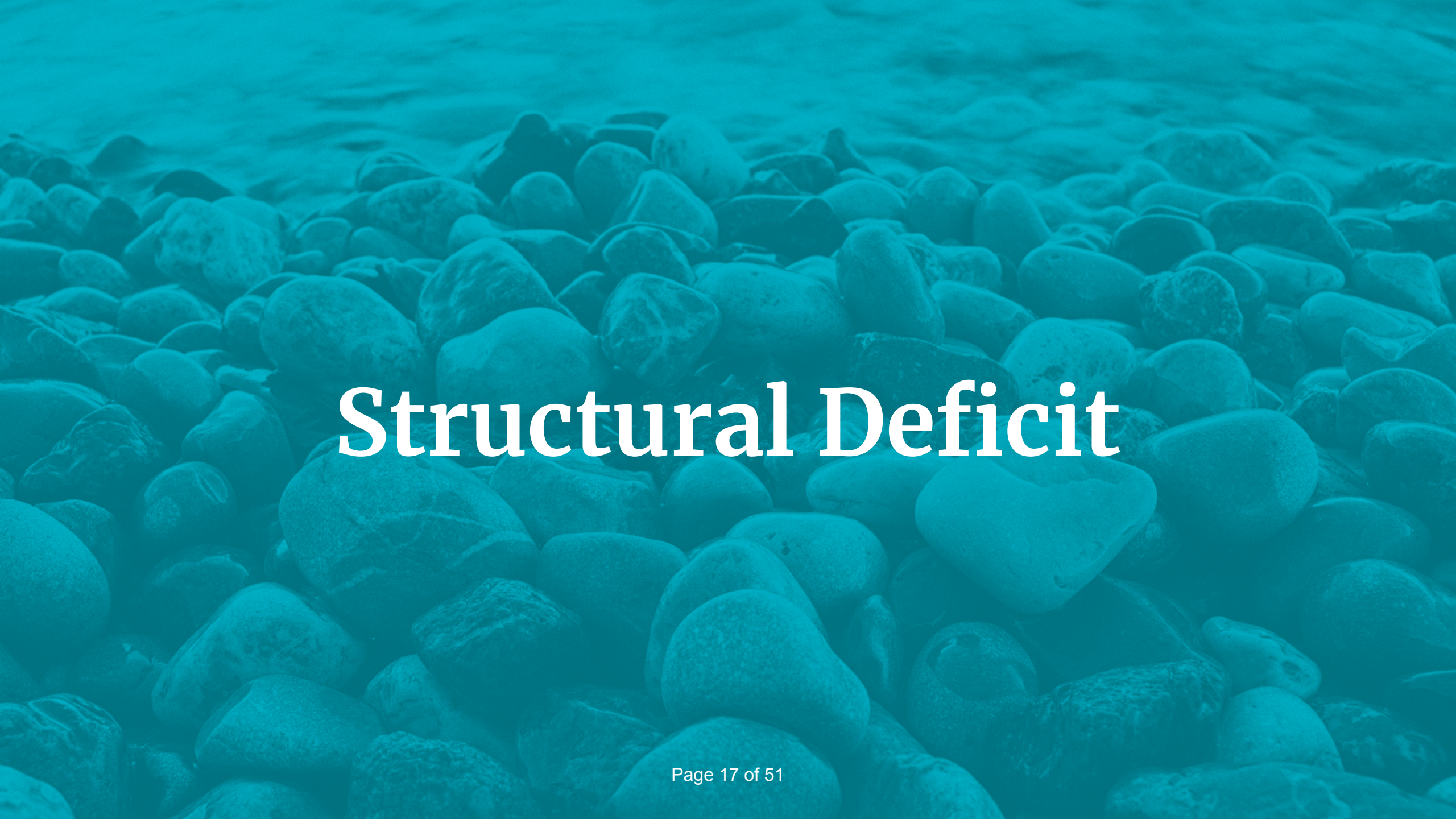
Discussion roadmap

- ☐ REVIEW OF STRUCTURAL DEFICIT
- ☐ RESOURCE REQUESTS AND EFFICIENCIES
- ☐ CONSULTATION AND FEEDBACK
- ☐ SUPERINTENDENT RECOMMENDATIONS



Timeline

- ❑ FEBRUARY 15 ENROLMENT DATA PROJECTIONS SUBMITTED TO MINISTRY
- ❑ FEBRUARY 22 – MARCH 12 INTERNAL CONSULTATION (EMT/DLT)
- ❑ MARCH 12 REGISTRATION AND PROGRAM OF CHOICE SELECTIONS COMPLETE
- ❑ MARCH 15 GRANT RECALCULATION ANNOUNCEMENT
- ❑ APRIL 6 BOARD IN-SERVICE
- ❑ APRIL 15 GRADE 2 – 8 EXPRESSION OF INTEREST FOR ONLINE LEARNING
- ❑ APRIL 7 – 23 CONSULTATION AND ENGAGEMENT (SURVEY AND MEETINGS)
- ❑ MAY 11 SUPERINTENDENT RECOMMENDATIONS
- ❑ MAY 25 COMPLETE 3RD AND FINAL READING OF BUDGET BYLAW (TO MONITOR)



Structural Deficit

Structural Deficit



The anticipated deficit (assuming no efficiencies or priorities) in 2021–22 is \$1,846,449



Assuming rebound of international fee payers to 200 FTE and removal of the mentorship fund commitment, adjusted structural deficit is \$1,035,401 – this is the true structural deficit.



Option 1: do nothing until accumulated surplus is gone and then do an abrupt change to the system



Option 2: do a measured and even adjustment over a few years to relieve the structural deficit

Option 2 – Efficiencies taken over time

- ❑ BOARD OF EDUCATION WAS SUPPORTIVE OF A GENTLE TRANSITION TO DEAL WITH OUR STRUCTURAL DEFICIT – OPTION 2
- ❑ 2021-22 STRUCTURAL DEFICIT = \$1,846,449
- ❑ OUR ONGOING STRUCTURAL DEFICIT 2022 ONWARD ASSUMING INTERNATIONAL REBOUND \$1,035,401

	2021-22	2022-23
Accumulated Surplus, opening	\$4,364,863	\$3,018,414
Structural Deficit (assumes no requests)	(\$1,846,449)	(\$1,035,401)
Operational Efficiencies needed (cumulative of \$500K per year)	\$500,000	\$1,000,000 (includes Yr. 1 efficiencies)
Accumulated Surplus, ending (should be \$2M and over)	\$3,018,414	\$2,983,013

2020-21 Budget Tracking



BUDGET TRACKING

- ❑ WE ARE CLOSELY MONITORING THE 2020-21 BUDGET AND FINANCIAL RESULTS AS THAT HAS AN IMPACT ON THE OPENING 2021-22 ACCUMULATED SURPLUS RESERVES.
- ❑ BASED ON OUR TRACKING AND FORECASTING, WE ANTICIPATE THAT THE ACCUMULATED SURPLUS RESERVES WILL BE \$4,364,863



Resource Requests and Efficiencies

Efficiencies and Priorities – Effect on Surplus Reserves

	Ongoing (\$)	One Time (\$)	Total (\$)
Expected Accumulated Surplus – start of 2021-22			\$4,364,863
2021-22 Structural Deficit			(\$1,846,449)
2021-22 additional operational adjustments			(\$46,109)
Efficiencies identified	\$538,022		\$538,022
Priorities identified	(\$95,580)	(\$720,625)	(\$816,205)
Expected Accumulated Surplus – end of 2021-22	\$442,442	(\$720,625)	\$2,194,121

- ❑ The Additional operational adjustments consist of:
 - ❑ Revenue adjustments for support staff settlement health benefits and graduated adult funding
 - ❑ Additional staffing adjustments due to the completion of staff planning (\$42,777)
 - ❑ Reduction of special needs bus due to decreased ridership demand (savings \$68,320)
 - ❑ Increase in utilities costs – inflationary adjustment (\$81,600)
 - ❑ Added portable for enrolment growth – École Herbert Spencer Elementary (\$68,000)

Summary of Efficiencies

Efficiency identified	Ongoing (\$)	One Time (\$)	Total (\$)
Service and Supply savings	\$132,161	\$0	\$132,161
School Budget reprioritization	\$99,667	\$0	\$99,667
Central registration and clerical restructuring	\$39,194	\$0	\$39,194
Teacher collaboration efficiencies	\$267,000	\$0	\$267,000
Total Efficiencies Identified	\$538,022	\$0	\$538,022

Summary of Priorities

Requests identified	Ongoing (\$)	One Time (\$)	Total (\$)
Counsellor (0.4 FTE)	\$42,720	\$0	\$42,720
Additional VP support at Qayqayt (0.2 FTE)	\$21,360	\$0	\$21,360
HR priorities – staff retention and recruitment	\$0	\$22,625	\$22,625
Finance priorities – record digitization	\$6,500	\$38,000	\$44,500
Learning team – literacy initiatives	\$25,000	\$0	\$25,000
NLC Welcome Centre	\$0	\$210,000	\$210,000
Maintenance equipment	\$0	\$35,000	\$35,000
Collaborative Learning Spaces	\$0	\$75,000	\$75,000
COVID Health and Safety	\$0	\$90,000	\$90,000
Local capital – capital project contribution fund	\$0	\$250,000	\$250,000
Total Requests Identified	\$95,580	\$720,625	\$816,205

Priorities that we can achieve within existing budgets

- ☐ **GREEN TEAM GRANTS**
- ☐ **CLIMATE ACTION LEADERSHIP**
- ☐ **COUNSELLING**
- ☐ **MIDDLE SCHOOL NUMERACY FOCUSED TEACHING COACH**
- ☐ **PURCHASE OF COVID CLEANING SUPPLIES**
- ☐ **SUPPLIES AND SERVICES BUDGET FOR LEARNING TEAM**
- ☐ **TECHNOLOGY REFRESH FROM SCHOOL BUDGETS**



Budget Consultations

Survey Says...

- ❑ SURVEY WAS OPEN FROM APRIL 12 – 23RD
- ❑ A TOTAL OF 1,058 RESPONSES RECEIVED
 - ❑ 784 CAREGIVERS (74%)
 - ❑ 75 STUDENTS (7%)
 - ❑ 192 STAFF (18%)
 - ❑ 7 COMMUNITY (1%)



Targeted questions over priorities

- ☐ MENTAL HEALTH AND WELLNESS
- ☐ INCLUSIVE EDUCATION
- ☐ ANTI-RACISM
- ☐ CLIMATE ACTION
- ☐ HEALTH AND SAFETY
- ☐ TECHNOLOGY
- ☐ STAFF RECRUITMENT AND RETENTION



Focused consultations

THEMES ACROSS STAKEHOLDER FOCUSED SESSIONS:

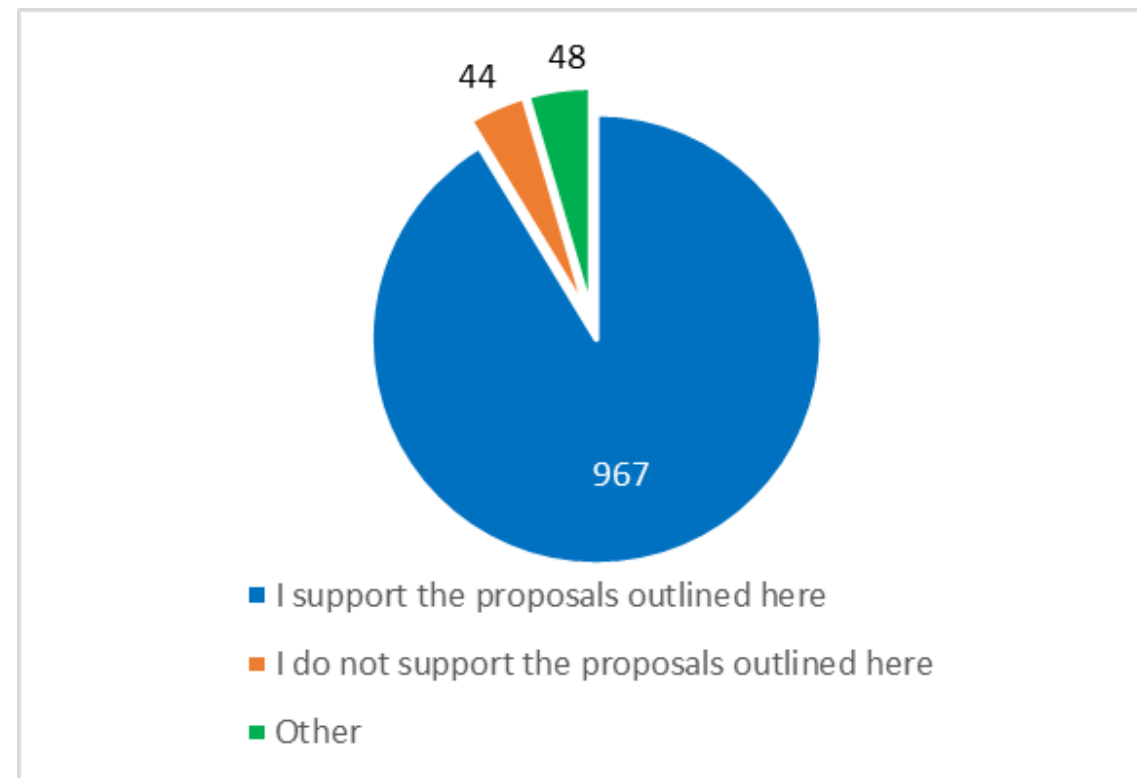
- ❑ ADDITIONAL STAFFING REQUESTS OR INCREASE IN HOURS/ALLOCATION**
- ❑ ADDITIONAL CUSTODIAL TIME POST-PANDEMIC**
- ❑ PROFESSIONAL AND LEARNING DEVELOPMENT OPPORTUNITIES**
- ❑ ADDITIONAL MENTORSHIP AND COLLABORATION – CUPE/NWTU**
- ❑ TECHNOLOGY IN THE CLASSROOM IS A PRIORITY**
- ❑ MENTAL HEALTH IS AN ISSUE ACROSS ALL STAKEHOLDER GROUPS**
- ❑ CLIMATE ACTION – WHILE IMPORTANT, A LESSER PRIORITY OF ALL AREAS**



Superintendent Recommendations

Mental Health

- ❑ **THROUGH FOCUSED CONSULTATIONS AND THE SURVEY, OVERWHELMINGLY STAFF, PARENTS AND STUDENTS SUPPORTED ADDING ADDITIONAL COUNSELLOR STAFFING**
- ❑ **STAFF WORK GROUPS ACKNOWLEDGED MORE COUNSELLORS FOR STUDENTS RELIEVED PRESSURE OFF ENROLLING TEACHERS TO PROVIDE SUPPORT**
- ❑ **STAFF WORK GROUPS ACKNOWLEDGED BENEFITS NEEDED TO BE NEGOTIATED AT THE PROVINCIAL TABLE TO HAVE MORE ACCESS TO MENTAL WELLNESS SUPPORTS**



Superintendent Recommendations: Mental Health and Wellness

Action: 1.7 FTE counselling staff (0.4 FTE through new investments and 1.3 FTE from reprioritization of dollars)

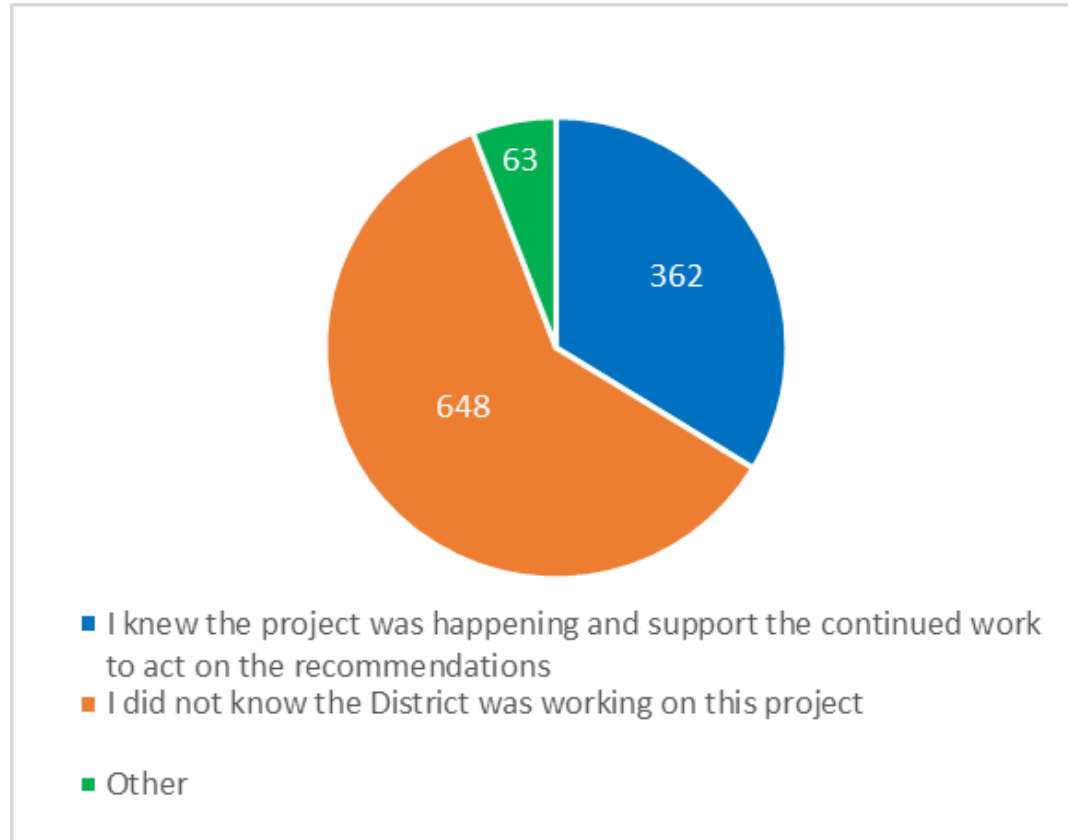
Action: completion of wellness centre (\$100,000 investment in non-operating funding sources)

- It is anticipated that the Wellness Centre be completed by September 2021

Action: to secure community partnerships with Fraser Health and other partners for access to support services for students and community benefit

Action: Mental Health and wellness learning series pilot for staff (\$5,000)

Inclusive Education



- ❑ **THE DISTRICT WILL COMMUNICATE THROUGH ITS CHANNELS, MORE ABOUT THE INCLUSIVE EDUCATION WORK BEING UNDERTAKEN AS IT WAS NOTED MANY RESPONDENTS DID NOT KNOW THIS WORK WAS HAPPENING**
- ❑ **THROUGH OUR FOCUSED CONSULTATIONS, ADMINISTRATION AND TEACHER WORK GROUPS HAVE SUPPORTED THE ADDITIONAL STAFFING OF EA'S AND TRAINING/DEVELOPMENT OF THIS GROUP**

Superintendent Recommendations: Inclusive Education

Action: 3.0 FTE for additional EA's will be added for next school year and continued investments to maintain 1 hour per week collaboration and support time (over and above LIF funding)

Action: Continued investments for the EA training program ran by the district

Action: Additional budget for EA training/pro-d and resources have been redirected within the existing budget

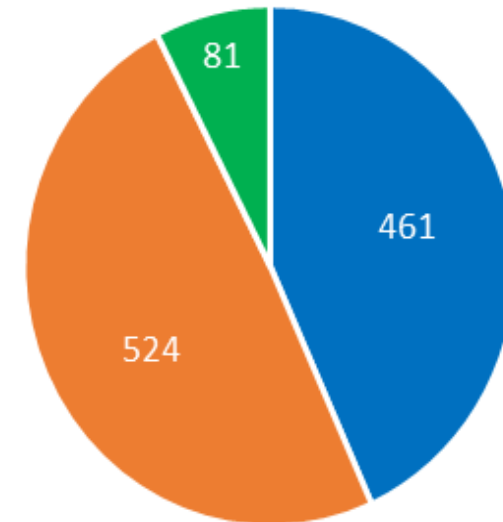
Action: Additional \$25,000 for literacy initiatives

Action: Investments of \$210,000 to complete the welcome centre at NWSS which supports new families, including newcomers into our schools and community

Action: Repurpose targeted funds to an elder in-residence program

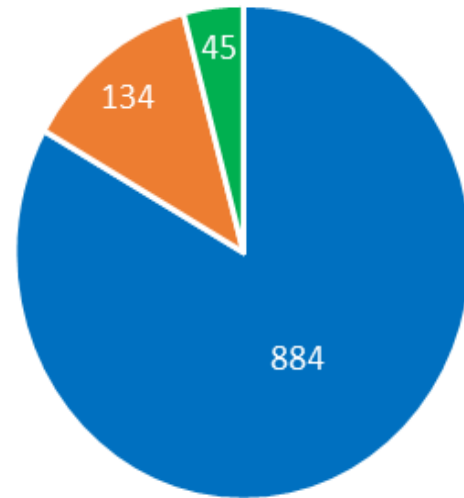
Anti-Racism Work

- ❑ **BEGIN IMPLEMENTATION USING OUR COMPLETED DIVERSITY, EQUITY, INCLUSION AND ANTI-RACISM FRAMEWORK**
- ❑ **UTILIZING FEEDBACK FROM SURVEYS AND FOCUS GROUPS, IN ADDITION TO THE FULL AUDIT AND POLICY REVIEW, INVEST IN YEAR ONE OF OUR ACTION PLAN**



- I knew the project was happening and support the continued work to act on the findings and recommendations that are being developed now
- I did not know the District was working on this project

Climate Action



- I support the District tackling this work
- I don't support the District in tackling this work now
- Other

- ❑ **GENERALLY SUPPORTED BY RESPONDERS, HOWEVER FOCUSED CONSULTATIONS INDICATED THIS IS A LESSER PRIORITY AMONGST OTHERS IDENTIFIED**
- ❑ **STUDENTS APPEARED TO BE EXCITED BY THE OPPORTUNITIES AND SHARED A NUMBER OF IDEAS ON HOW TO SUPPORT THIS EFFORT WHICH WERE LARGELY COST NEUTRAL**

Superintendent Recommendations: Climate Action

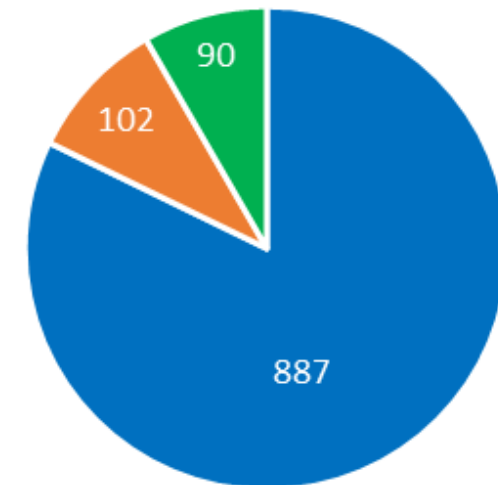
- ❑ ACTION: 0.4 FTE REALLOCATED FROM DISTRICT STAFF PORTFOLIO TO SUPPORT CLIMATE ACTION LEADERSHIP IN SCHOOLS (NO COST ITEM)
- ❑ ACTION: REPRIORITIZE \$10,000 IN GRANTS TO SCHOOLS TO SUPPORT GREEN TEAMS (NO COST ITEM)



- ❑ ACTION: CONTINUE TO REQUEST THE MINISTRY OF EDUCATION FOR PROJECTS THAT REDUCE OUR CARBON FOOTPRINT (NO COST ITEM)
- ❑ CLIMATE ACTION WORK IS SUPPORTED IN A COST NEUTRAL WAY

Health and Safety

- ❑ **UNANIMOUS SUPPORT FOR CONTINUED COVID RELATED H&S MEASURES TO CONTINUE THROUGHOUT THE PANDEMIC ESPECIALLY FOR DAYTIME CUSTODIANS**
- ❑ **MANY OF THE “NOT SATISFIED” RESPONSES QUESTION WHETHER THE VENTILATION IS SUFFICIENT AND WANTING MASKS TO BE MANDATED OR SOCIAL DISTANCING TO BE ADHERED TO IN SMALLER SPACES**
- ❑ **MANY ALSO CONCERNED ABOUT SPENDING OPERATIONAL DOLLARS ON ADDITIONAL H&S MEASURES AND BELIEVE THIS SHOULD BE FUNDED BY THE GOVERNMENT.**



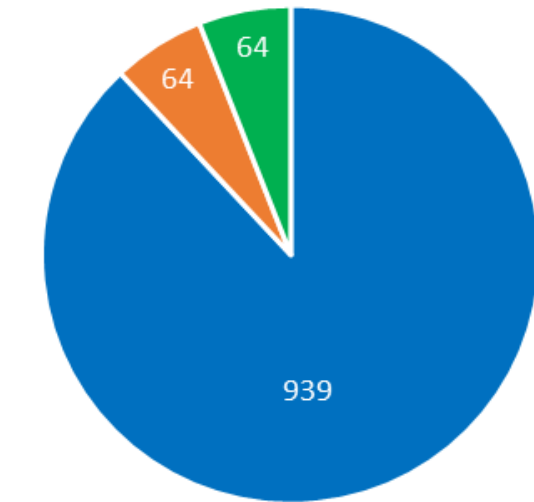
- I am satisfied with the continued investments
- I am not satisfied with what the District has proposed
- Other

Superintendent Recommendations: Health and Safety

- ❑ DAYTIME CUSTODIAN ASSIGNMENTS TO CLEAN HIGH TOUCH SURFACES FROM SEPTEMBER TO DECEMBER 2021 (\$90,000)
- ❑ PROCUREMENT OF CLEANING SUPPLIES AND SANITIZERS(\$40,000) THROUGH FEDERAL FUNDS FOR COVID-19 RECEIVED IN THE 2020-21 SCHOOL YEAR TO BE UTILIZED FOR 2021-22 SCHOOL YEAR (NO COST ITEM)
- ❑ EQUIPMENT TO SUPPORT CLEANING AND FACILITIES MAINTENANCE (\$35,000)



Technology



- I am satisfied with the suggested plans
- I am not satisfied with the suggested plans
- Other

- ❑ **MOST RESPONDENTS WERE SATISFIED TO HEAR OF PLANS TO REPLACE AND MODERNIZE EQUIPMENT AND INFRASTRUCTURE. THOSE THAT RESPONDED THEY WERE UNSATISFIED PREFERRED TO “GET BACK TO BASICS” AND A “HANDS-ON APPROACH TO LEARNING”.**
- ❑ **TEACHERS AND P/VP SUPPORTED MORE STUDENTS DEVICES AND AN EQUITABLE REFRESH OF EXISTING TECHNOLOGY. SUPPORT STAFF ADVOCATED FOR MORE IT TECHNICIANS TO SUPPORT THE GROWING RELIANCE ON DEVICES.**

Superintendent Recommendations: Technology

- ❑ **ACTION: EQUIPMENT REPLACEMENT BUDGETS IN SCHOOLS TO BE REDIRECTED TO CENTRALIZED IT PURCHASING AT THE DISTRICT LEVEL (\$60,000) AND EXISTING IT BUDGETS WILL BE REDIRECTED TO IMPROVING CURRENT INFRASTRUCTURE AND A REFRESH OF AGED EQUIPMENT.**
- ❑ **ACTION: OPERATIONALIZE TECHNOLOGY CURRICULUM FACILITATOR POSITION (NO COST ITEM).**
- ❑ **ACTION: DIGITIZATION OF HR AND FINANCE FUNCTIONALITIES WITH A BROADER PLAN TO DIGITIZE STUDENT RECORDS IN FUTURE YEARS (\$44,500).**



Additional Staffing Supports

- ❑ 0.2 INCREASE IN VP TIME (COST IS 0.2 TEACHER FTE BACKFILL - \$21,360)
- ❑ 6.0 FTE PRIORITY TTOC'S (AMOUNTS TO BENEFITS COSTS OF \$67,500)
- ❑ EMPLOYEE ATTENDANCE SUPPORT PACKAGE, NEW EMPLOYEE ORIENTATION AND ONBOARDING AND PERFORMANCE FEEDBACK AND PERFORMANCE IMPROVEMENT PROGRAM (\$17,625)



Investment in Facilities

- ❑ **COLLABORATIVE LEARNING SPACE FURNITURE AND EQUIPMENT \$75,000**
- ❑ **LOCAL CAPITAL CONTRIBUTION \$250,000 (PLACEHOLDER ONLY - AMOUNT TO BE DETERMINED BY MINISTRY)**



Summary – Efficiencies and Priorities

	Ongoing (\$)	One Time (\$)	Total (\$)
Expected Accumulated Surplus – start of 2021–22			\$4,364,863
2021–22 Structural Deficit			(\$1,846,449)
2021–22 additional operational adjustments			(\$46,109)
Efficiencies identified	\$538,022		\$538,022
Priorities identified	(\$95,580)	(\$720,625)	(\$816,205)
Expected Accumulated Surplus – end of 2021–22	\$442,442	(\$720,625)	\$2,194,121

The accumulated reserve above \$2M is safe threshold and places us comfortably to respond to unforeseen circumstances. As always, the district will continue to monitor and make adjustments throughout the year but especially during amended budget season (December 2021)



Next Steps

Next steps



Complete 1st and 2nd reading of budget bylaw



3rd and final reading will be completed at the May 25, 2021 Board of Education meeting

Questions?



Budget 2021-22 update

	A	P	Q	R	U	V	W	X	Y	Z	AA	BB	CC	DD	EE	FF	GG	HH	II	JJ	KK	LL
	2020-21 Amended	2021-22 Structrual Deficit	Central reg and clerical restructuring	Teacher collaboration efficiencies	Service and Supply savings (permanent)	School Budget Reprioritizat ion	Revenue Adjustment - other revenue	Staffing adjustments	Bus reduction	Utilities Adjustment	Added Portable for enrolment growth	Additional VP Supports (0.2 FTE)	Counsellor (0.4 FTE)	HR priorities	Finance priorities	Learning Team - Literacy Initiatives	Maintenance equipment	COVID H&S staffing	Collaborative Learning Spaces	NLC Welcome Centre	Local Capital enrolment contributio n	2021-22 Prelim Budget
OPERATING GRANT MINISTRY OF EDUCAT	63,153,865	67,599,871																				67,599,871
OTHER MINISTRY OF EDUCATION GRANTS	2,935,723	880,973					175,547															1,056,520
PROVINCIAL GRANTS OTHER	118,788	118,788																				118,788
SUMMER SCHOOL FEES	940	940																				940
CONTINUING EDUCATION	32,000	32,000				-12,100																19,900
OFFSHORE TUITION FEES	1,725,300	1,841,000																				1,841,000
MISCELLANEOUS REVENUE	95,825	145,825				-31,000																114,825
COMMUNITY USE OF FACILITIES	169,667	219,667																				219,667
INTEREST ON SHORT TERM INVESTMENT	230,000	230,000																				230,000
APPROPRIATED SURPLUS	0	0																				0
Total Revenue	68,462,108	71,069,064		0	0	-43,100	175,547	0	0	0	0	0	0	0	0	0	0	0	0	0	0	71,201,511
PRINCIPALS & VP SALARIES	3,853,581	4,008,096																				4,008,096
TEACHERS SALARIES	30,443,250	32,273,415		-222,500		-852		372,416				17,800	35,600									32,475,879
SUPPORT STAFF SALARIES	5,423,593	5,590,036	-34,465			-63		115,119	-14,000									75,000				5,731,627
EDUCATIONAL ASSISTANTS SALARIES	6,278,286	6,518,302																				6,518,302
OTHER PROFESSIONAL SALARIES	2,786,344	2,860,472	0					2,526														2,862,998
SUBSTITUTE SALARIES	1,552,231	1,997,332				-934		-450,000								10,000						1,556,398
EMPLOYEE BENEFITS	11,632,158	12,755,258	-4,729	-44,500		-239		68,542	-5,000			3,560	7,120			2,500		15,000				12,797,512
STAFF SALARIES (INCLUDING BENEFITS)	61,969,443	66,002,911	-39,194	-267,000	0	-2,088	0	108,603	-19,000	0	0	21,360	42,720	0	0	12,500	0	90,000	0	0	0	65,950,812
SERVICES	1,839,129	1,895,765			-22,361	-39,014		31,773						5,000	44,500							1,915,663
LEGAL COSTS	50,000	115,000			-60,000																	55,000
STUDENT TRANSPORTATION	75,007	124,327				-11,727			-49,320													63,280
PROFESSIONAL DEVELOPMENT & TRAVEL	447,461	553,510			-45,000	355																508,865
RENTALS & LEASES	239,400	239,400				-400																239,000
DUES & FEES	109,900	111,900				300																112,200
INSURANCE	123,526	123,526			200																	123,726
SUPPLIES	1,529,563	1,612,017			-3,500	-89,440								17,625		12,500						1,549,202
UTILITIES	527,500	527,500								38,200												565,700
GAS - HEAT	257,000	257,000								102,000												359,000
CARBON TAX EXP	50,000	50,000																				50,000
WATER & SEWAGE	270,606	270,606																				212,106
GARBAGE & RECYCLE	94,400	94,400								-58,500												94,300
FURNITURE & EQUIPMENT REPLACEMENT	333,117	273,529			-1,000	-52,905				-100	68,000						35,000		75,000			397,624
COMPUTER & EQUIPMENT REPLACEMENT	661,123	664,123			-500	-7,848																655,775
LOCAL CAPITAL	0	0				60,000														210,000	250,000	520,000
Total Expense	68,577,175	72,915,514	-39,194	-267,000	-132,161	-142,767	0	140,376	-68,320	81,600	68,000	21,360	42,720	22,625	44,500	25,000	35,000	90,000	75,000	210,000	250,000	73,343,708
Opening Accumulated Surplus (per FS)	3,978,341	4,364,863																				4,364,863
Effects on Surplus Reserve	-115,067	-1,846,449	39,194	267,000	132,161	99,667	175,547	-140,376	68,320	-81,600	-68,000	-21,360	-42,720	-22,625	-44,500	-25,000	-35,000	-90,000	-75,000	-210,000	-250,000	-2,170,742
Ending Accumulated Surplus	3,863,274	2,518,414																				2,194,121
Forecasted Ending Surplus	4,364,863																					

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

Date: May 11, 2021

Submitted by: Bettina Ketcham, Secretary-Treasurer

Item: Requiring Action Yes ☐ No ☐ For Information ☒

Subject: Trustee Remuneration

Background:

The Board of Education follows [Board Policy 7 – Board Operations](#) which states that the Board may authorize the payment of remuneration to be paid to trustees by an annual resolution of the Board of Education. Trustee stipend increases, if approved, will come in to effect on July 1 of each year and are to be based on the most recent five-year rolling average of the Vancouver Consumer Price Index (CPI).

The average rolling CPI for the past five years is 2.06%. If applied, the following would be the effect on trustee remuneration:

Position	Annual Current Stipend	Increase to stipend	Stipend with CPI increase
Chairperson	\$28,772	\$593	\$29,364
Vice-Chairperson	\$27,011	\$556	\$27,568
Trustee	\$25,251	\$520	\$25,771

The increase overall to the budget is \$3,750 plus benefits for a total of \$4,312.

For perspective, both the CUPE and Teachers Union, as part of their collective agreements receive a 2% increase annually. Exempt and PVP groups are also proposed at the 2% wage increase to avoid compression.

If trustees would like to enact the increase, a motion must be moved, seconded and carried.

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

Date: May 11, 2021

Submitted by: Danielle Connelly, Trustee

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

Subject: School-based Vaccine Program

Background:

The Canadian Paediatric Society (CPS) has urged parents and health providers to maintain the routine immunization schedule for children and youth across Canada throughout the COVID-19 pandemic. They have pointed out that any delay or omission in scheduled vaccines puts children at risk for common and serious childhood infections such as pneumococcal disease, measles, and pertussis.

As stated by the CPS in their advocacy press release from April 2020, “The last thing we want is to come out of a pandemic and into community outbreaks of serious – and preventable – diseases.”

School-based immunizations include both booster jabs as well as new vaccines including the HPV vaccine in grade 6 and the Meningococcal Quadravalent vaccine in grade 9.

The school-based immunization program also offers a chance to provide important and potentially life-saving vaccines to children who have immigrated to Canada and do not have up-to date or possibly any vaccines.

The advice from the CPS states that – “any dip in vaccination rates poses a threat to vulnerable people, including young children and immunocompromised individuals”. Keeping schools open with in-person learning has remained a priority for British Columbia and as such the school-based immunization schedule should also remain a priority.

In New Westminister / Fraser Health, the school-based vaccine program is nearly 2 years behind and as of now there has been no notice as to when the program will be implemented and/or caught up.



Understanding the current pressure on our public health system there is room and necessity to get creative and call on our community (parents, pharmacists, first responders, dentists) to explore how to implement and get back on track with the school-based vaccination program.

Recommendation:

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to send a letter to the Minister of Health (the Honourable Adrian Dix) and the head of Fraser Health to advocate for the immediate catch-up of the school-based immunization program.