

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

Tuesday, November 9, 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.

|                                                                                                                                                       | <b>Pages</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1. <u>Approval of Agenda</u> <span style="float: right;">6:30 PM</span>                                                                               |              |
| <b>Recommendation:</b><br><b>THAT the agenda for the November 9, 2021 Operations Policy and Planning Committee meeting be adopted as distributed.</b> |              |
| 2. <u>Correspondence</u>                                                                                                                              |              |
| 3. <u>Comment &amp; Question Period from Visitors</u> <span style="float: right;">6:35 PM</span>                                                      |              |
| 4. <u>Reports from Senior Management</u>                                                                                                              |              |
| a. Capital Projects Update (D. Crowe) <span style="float: right;">6:45 PM</span>                                                                      |              |
| i. Skwo:wech Elementary School Replacement Project                                                                                                    | <u>4</u>     |
| ii. NWSS Decommissioning Project                                                                                                                      |              |
| b. Operations Update <span style="float: right;">6:50 PM</span>                                                                                       |              |
| i. Facilities Report November 2021 (B. Ketcham)                                                                                                       | <u>7</u>     |
| ii. October 31, 2021 Financial Report (B. Ketcham)                                                                                                    | <u>8</u>     |
| - Special Funds Update                                                                                                                                | <u>10</u>    |

iii. Technology Information Services Verbal Update (M. Naser)

c. Non-Replacement Data (Staffing & Education Assistants' Absence Coverage (R. Weston) 7:20 PM 12

d. Living Wage Update (R. Weston) 7:30 PM 13

e. Appeals Review (K. Hachlaf) 7:40 PM 17

**Recommendation:**

**THAT the Board of Education of School District No. 40 (New Westminster) approve the revised Appeals Bylaw (Policy 13) as presented.**

f. COVID-19 Update (K. Hachlaf) 7:50 PM 26

5. General Announcements 7:55 PM

Tuesday, January 18, 2021: Operations Policy & Planning Committee Meeting,  
6:30 pm - via Webex

Reminders:

Remembrance Day Ceremonies - November 11, 2021

Indigenous Focused Professional Development - November 12, 2021

BCSTA Trustee Academy - December 3 - 4, 2021

National Day of Remembrance and Action on Violence Against Women -  
December 6, 2021

Discover New Westminster Schools 2022 - January 11, 2022

Black Shirt Day - January 15, 2022

6. New Business 8:00 PM

7. Old Business 8:05 PM

8. Question Period (15 Minutes) 8:10 PM

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



## PROJECT STATUS REPORT

| Project     | Project Name<br>McBride<br>Replacement | Project<br>Description | Construction of new<br>building and demolition<br>of existing | Project Dashboard<br>Green: As planned<br>Yellow: Corrective Action Being Taken<br>Red: Executive Attention Required |  |        |  |
|-------------|----------------------------------------|------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--|--------|--|
| Date        | Nov. 3/21                              | 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 September report the following major milestones were achieved:*

- Installation of drywall on all levels 95% complete
- Painting of drywall 80% first coats and 0% final coat
- Installation of exterior windows underway 85% complete
- Interior window frames 40% complete
- Exterior cladding 75% complete
- Tiling in washrooms 70% complete
- Polishing of the concrete floors 60% complete
- Elevator installation in progress
- Electrical connection to the building is complete
- Millwork 5% complete

#### Upcoming major milestones

- Telus connection
- Completion of the installation of the exterior cladding
- Connection of the water service to the new building
- Installation of sidewalks on level 3
- Installation of T-bar and wood slat ceilings

### 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 m<sup>2</sup>. Total space for the Child Care is 435 m<sup>2</sup> with the Childcare funding being provided from the Ministry of Children and Family Development and the City of New Westminster.

## PROJECT STATUS REPORT

### 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.*

*The availability of materials is putting further jeopardy to the project schedule though the General Contractor has been working closely with sub-trades to minimize the risk and with the design team to find alternate products when availability of the originally specified product is not viable. The General Contractor has identified material supply issues for discussion with School District representatives and the Design team to further strategize what can be done so that the items do not impact the ability to meet the schedule.*

*The following table provides further detail regarding the project schedule.*

| Task                                                       | Completed by                       | Status Nov. 3/21 |
|------------------------------------------------------------|------------------------------------|------------------|
| 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 <sup>st</sup> week of March 2021 | Complete         |
| Roof                                                       | 2 <sup>nd</sup> week April 2021    | Complete         |
| Exterior windows and exterior building envelope            | Last week August 2021              | 75% complete     |
| Interior finishes                                          | 2 <sup>nd</sup> 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*

*At this time, the project is projected to be within the revised project budget of \$34,984,643.*

## PROJECT STATUS REPORT

### Major Risks

*Comments provided for September, October, November 2020, January, May and September 2021 regarding Risks are included in **red 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 4<sup>th</sup> 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.*

#### **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. The General Contractor is working with subtrades and the design team to find alternate products as required.*
- *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.**

- *The availability of materials to complete the project is being managed, though continues to be a significant risk.*



## Capital Projects, Operations and Planning

1. Queensborough Middle School mechanical will be delayed due to COVID. We did not receive 3 roof top air handlers until early November. We have received the air source heat pump and will be placed on the roof Nov 20th and installed. Ram Mechanical will still proceed with the work and we are hoping to install the 3 big units over Spring Break.
2. Lord Tweedsmuir Elementary building envelope phase 2 upgrade has been completed. The next phase of work pertaining to the building envelope is anticipated to be approved by the Ministry next year for funding and the work will take place in Summer 2022.
3. The Welcome Centre and Wellness Centre construction has been completed and the new furniture has arrived.
4. Facilities rental bookings portion of the website has gone live.
5. Working with Massey Theatre Society and City of New West to provide information on the working so theatre to ensure a smooth transition.

## Finance

Budget discussions were held with each school principal to review prior year budget and discuss current year budget.

Significant amount of reporting was completed as noted below to the Ministry of Education.

## Ministry & Other Submissions: September/October, 2021

| Submitted to:         | Description                                          | Date             |
|-----------------------|------------------------------------------------------|------------------|
| Ministry of Education | Minor Capital Projects                               | Sept 30, 2021    |
| Ministry of Education | Indigenous Education Targeted Funds reporting        | Sept 30, 2021    |
| Ministry of Education | Classroom Enhancement Fund Reporting                 | Sept 30, 2021    |
| Ministry of Education | June 30, 2021 financial statements                   | Sept 30, 2021    |
| Ministry of Education | COVID cost tracking reporting                        | October 20       |
| Ministry of Education | Return to school recovery reporting                  | October 4, 2021  |
| Ministry of Education | Employment Data and Analysis System (EDAS) reporting | October 29, 2021 |
| Ministry of Education | Community Link reporting                             | October 31, 2021 |

Operating Fund - Year to Date Expense to Budget Summary

G.L. Period Range: 202101 End Date: JULY 31, 2020 To 202204 End Date: OCTOBER 31, 2021

|     | Description                       | YTD Exp    | YTD Com | YTD Exp +<br>Com | Budget     | Bud Remain \$ | Bud Remain % | 2021 YTD Exp | 2021 Ytd<br>Comm | 2021 Total<br>Exp. | 2021 Final<br>Budget | 2021 Bud<br>Remaining | 2021 Bud % |
|-----|-----------------------------------|------------|---------|------------------|------------|---------------|--------------|--------------|------------------|--------------------|----------------------|-----------------------|------------|
| 105 | PRINCIPALS & VP SALARIES          | 1,275,354  | 0       | 1,275,354        | 4,122,194  | 2,846,840     | 69.06        | 1,304,538    | 0                | 1,304,538          | 3,853,581            | 2,549,043             | 66.15      |
| 110 | TEACHERS SALARIES                 | 6,349,413  | 0       | 6,349,413        | 32,203,010 | 25,853,597    | 80.28        | 6,107,301    | 0                | 6,107,301          | 30,443,251           | 24,335,950            | 79.94      |
| 120 | SUPPORT STAFF SALARIES            | 1,609,516  | 0       | 1,609,516        | 5,782,651  | 4,173,135     | 72.17        | 1,399,743    | 0                | 1,399,743          | 5,423,595            | 4,023,852             | 74.19      |
| 123 | EDUCATIONAL ASSISTANTS SALARIES   | 1,110,822  | 0       | 1,110,822        | 6,554,505  | 5,443,683     | 83.05        | 1,193,490    | 0                | 1,193,490          | 6,278,286            | 5,084,796             | 80.99      |
| 130 | OTHER PROFESSIONAL SALARIES       | 937,834    | 0       | 937,834          | 2,818,469  | 1,880,635     | 66.73        | 916,853      | 0                | 916,853            | 2,786,344            | 1,869,491             | 67.09      |
| 140 | SUBSTITUTE SALARIES               | 347,541    | 0       | 347,541          | 1,674,960  | 1,327,419     | 79.25        | 228,550      | 0                | 228,550            | 1,552,231            | 1,323,681             | 85.28      |
| 200 | EMPLOYEE BENEFITS                 | 2,802,096  | 0       | 2,802,096        | 12,834,997 | 10,032,901    | 78.17        | 2,674,201    | 0                | 2,674,201          | 11,632,156           | 8,957,955             | 77.01      |
| 310 | SERVICES                          | 632,768    | 68,909  | 701,677          | 2,054,577  | 1,352,900     | 65.85        | 611,007      | 104,876          | 715,883            | 1,839,129            | 1,123,246             | 61.07      |
| 312 | LEGAL COSTS                       | 19,515     | 0       | 19,515           | 55,000     | 35,485        | 64.52        | 1,482        | 0                | 1,482              | 50,000               | 48,518                | 97.04      |
| 330 | STUDENT TRANSPORTATION            | 6,647      | 94,093  | 100,740          | 63,180     | -37,560       | -59.45       | -1,200       | 99,226           | 98,026             | 75,007               | -23,019               | -30.69     |
| 340 | PROFESSIONAL DEVELOPMENT & TRAVEL | 359,230    | 0       | 359,230          | 521,815    | 162,585       | 31.16        | 401,789      | 0                | 401,789            | 447,462              | 45,673                | 10.21      |
| 360 | RENTALS & LEASES                  | 93,059     | 0       | 93,059           | 239,000    | 145,941       | 61.06        | 108,105      | 1,086            | 109,191            | 239,400              | 130,209               | 54.39      |
| 370 | DUES & FEES                       | 71,072     | 26,064  | 97,136           | 114,200    | 17,064        | 14.94        | 59,084       | 0                | 59,084             | 109,900              | 50,816                | 46.24      |
| 390 | INSURANCE                         | 117,430    | 0       | 117,430          | 123,526    | 6,096         | 4.93         | 117,822      | 0                | 117,822            | 123,526              | 5,704                 | 4.62       |
| 510 | SUPPLIES                          | 328,392    | 400,218 | 728,610          | 1,686,755  | 958,145       | 56.80        | 248,998      | 393,283          | 642,281            | 1,529,561            | 887,280               | 58.01      |
| 540 | UTILITIES                         | 120,473    | 4,107   | 124,580          | 580,777    | 456,197       | 78.55        | 62,128       | 6,616            | 68,744             | 527,500              | 458,756               | 86.97      |
| 551 | GAS - HEAT                        | -71,531    | 0       | -71,531          | 259,756    | 331,287       | 127.54       | 20,085       | 0                | 20,085             | 257,000              | 236,915               | 92.18      |
| 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                    | 63,141     | 0       | 63,141           | 212,106    | 148,965       | 70.23        | 42,566       | 0                | 42,566             | 270,606              | 228,040               | 84.27      |
| 570 | GARBAGE & RECYCLE                 | 21,274     | 11,167  | 32,441           | 94,300     | 61,859        | 65.60        | 18,782       | 9,169            | 27,951             | 94,400               | 66,449                | 70.39      |
| 580 | FURNITURE & EQUIPMENT REPLACEMENT | 147,507    | 166,713 | 314,220          | 449,153    | 134,933       | 30.04        | 116,620      | 93,755           | 210,375            | 333,116              | 122,741               | 36.85      |
| 590 | COMPUTER & EQUIPMENT REPLACEMENT  | 169,563    | 64,959  | 234,522          | 871,387    | 636,865       | 73.09        | -5,516       | 10,860           | 5,344              | 661,123              | 655,779               | 99.19      |
| 599 | TRANSFER TO LOCAL CAPITAL         | 520,000    | 0       | 520,000          | 520,000    | 0             | 0.00         | 0            | 0                | 0                  | 0                    | 0                     | 0.00       |
|     |                                   | -----      | -----   | -----            | -----      | -----         | -----        | -----        | -----            | -----              | -----                | -----                 | -----      |
|     | Grand Total                       | 17,031,116 | 836,230 | 17,867,346       | 73,886,318 | 56,018,972    | 75.82        | 15,626,428   | 718,871          | 16,345,299         | 68,577,174           | 52,231,875            | 76.17      |

Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Range: 202101 End Date: JULY 31, 2020 To 202204 End Date: OCTOBER 31, 2021

|     | Description                        | Revenues    | Original Budget | Revised Budget | Bud Remain \$ | Bud Remain % | 2021 Ytd Revenue | 2021 Annual Budget | Bud Remain \$ | 2021 % Remaining |
|-----|------------------------------------|-------------|-----------------|----------------|---------------|--------------|------------------|--------------------|---------------|------------------|
| 621 | OPERATING GRANT MINISTRY OF EDUCAT | -14,277,093 | -67,599,871     | -67,833,147    | -53,556,054   | 78.95        | -13,284,636      | -63,153,865        | -49,869,229   | 78.96            |
| 629 | OTHER MINISTRY OF EDUCATION GRANTS | -44,045     | -1,056,520      | -1,036,314     | -992,269      | 95.75        | -488,765         | -2,935,723         | -2,446,958    | 83.35            |
| 641 | PROVINCIAL GRANTS OTHER            | -23,300     | -118,788        | -68,788        | -45,488       | 66.13        | -22,929          | -118,788           | -95,859       | 80.70            |
| 643 | SUMMER SCHOOL FEES                 | 100         | -940            | -940           | -1,040        | 110.64       | -1,026           | -940               | 86            | -9.15            |
| 644 | CONTINUING EDUCATION               | -2,170      | -9,900          | -9,900         | -7,730        | 78.08        | -3,036           | -22,000            | -18,964       | 86.20            |
| 645 | INSTRUCTIONAL CAFETERIA REVENUE    | -22,690     | -100,000        | -130,000       | -107,310      | 82.55        | -7,291           | -50,000            | -42,709       | 85.42            |
| 647 | OFFSHORE TUITION FEES              | -808,810    | -1,841,000      | -2,141,000     | -1,332,190    | 62.22        | -321,738         | -1,725,300         | -1,403,562    | 81.35            |
| 649 | MISCELLANEOUS REVENUE              | -34,847     | -24,825         | -64,536        | -29,689       | 46.00        | -16,325          | -55,825            | -39,500       | 70.76            |
| 651 | COMMUNITY USE OF FACILITIES        | -40,986     | -219,667        | -259,667       | -218,681      | 84.22        | -53,045          | -169,667           | -116,622      | 68.74            |
| 661 | INTEREST ON SHORT TERM INVESTMENT  | -59,019     | -230,000        | -230,000       | -170,981      | 74.34        | -54,963          | -230,000           | -175,037      | 76.10            |
| 670 | APPROPRIATED SURPLUS               | 0           | -2,675,506      | -2,112,026     | -2,112,026    | 100.00       | 0                | -115,066           | -115,066      | 100.00           |
|     |                                    | -----       | -----           | -----          | -----         | -----        | -----            | -----              | -----         | -----            |
|     | Grand Total                        | -15,312,860 | -73,877,017     | -73,886,318    | -58,573,458   | 79.28        | -14,253,754      | -68,577,174        | -54,323,420   | 79.22            |

| <b>Name of Grant</b>                 | <b>Opening Surplus</b> | <b>Expected Funding</b> | <b>Expenses</b> | <b>Budget Remaining</b> | <b>Budget Remaining %</b> |
|--------------------------------------|------------------------|-------------------------|-----------------|-------------------------|---------------------------|
| <b>ANNUAL CAPITAL GRANT</b>          | \$ -                   | \$ 230,897              | \$ 230,897      | \$ -                    | 0%                        |
| <b>CLASSROOM ENH FND - OVERHEAD</b>  | \$ -                   | \$ 373,060              | \$ 89,150       | \$ 283,910              | 76%                       |
| <b>CLASSROOM ENH FUND - STAFFING</b> | \$ -                   | \$ 5,960,420            | \$ 1,187,616    | \$ 4,772,804            | 80%                       |
| <b>COMMUNITY LINKS</b>               | \$ -                   | \$ 1,580,583            | \$ 384,791      | \$ 1,195,792            | 76%                       |
| <b>FRENCH</b>                        | \$ 1,574               | \$ 149,244              | \$ 21,471       | \$ 129,347              | 86%                       |
| <b>LEARNING IMPROVEMENT FUND</b>     | \$ -                   | \$ 235,383              | \$ 58,356       | \$ 177,027              | 75%                       |
| <b>MENTAL HEALTH IN SCHOOLS</b>      | \$ 4,783               | \$ 122,845              |                 | \$ 127,628              | 100%                      |
| <b>READY SET LEARN</b>               | \$ 15,945              | \$ 19,600               | \$ 3,948        | \$ 31,597               | 89%                       |
| <b>RESTART FUNDING</b>               | \$ -                   | \$ 163,577              | \$ 24,140       | \$ 139,437              | 85%                       |
| <b>SEAMLESS DAY</b>                  | \$ -                   | \$ 50,000               | \$ -            | \$ 50,000               | 100%                      |
| <b>SPECIAL EDUCATION EQUIPMENT</b>   | \$ 16,323              | \$ -                    | \$ 3,105        | \$ 13,218               | 81%                       |
| <b>STRONG START PGM</b>              | \$ -                   | \$ 96,000               | \$ 22,004       | \$ 73,996               | 77%                       |
| <b>UNITED WAY</b>                    | \$ -                   | \$ 75,000               | \$ 20,660       | \$ 54,340               | 72%                       |
| <b>Total</b>                         | \$ 38,625              | \$ 9,056,609            | \$ 2,046,138    | \$ 7,049,096            |                           |

SEPTEMBER ENROLMENT COUNT

|                                              | CURRENT    | ORIGINAL   | Difference | CURRENT    | ORIGINAL   | Difference |
|----------------------------------------------|------------|------------|------------|------------|------------|------------|
| Summary of Estimated Operating Grant Funding | 2021/22    | 2021/22    | 2021/22    | 2021/22    | 2021/22    | 2021/22    |
| Basic Allocation - Standard Schools          | 6,465.1875 | 6,450.0000 | 15.1875    | 50,978,003 | 50,858,250 | 119,753    |
| Basic Allocation - Continuing Education      | 0.1250     | 0.2500     | -0.1250    | 986        | 1,971      | -985       |
| Basic Allocation - Alternate Schools         | 99.7500    | 100.0000   | -0.2500    | 786,529    | 788,500    | -1,971     |
| Basic Allocation - Distributed Learning      | 161.9375   | 170.0000   | -8.0625    | 1,029,923  | 1,081,200  | -51,277    |
| Home School students (Headcount)             | 14         | 11         | 3          | 3,500      | 2,750      | 750        |
| Course Challenges (Number of)                | 12         | 12         | 0          | 2,952      | 2,952      | 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  |            |            |            | 10,834,880 | 10,634,588 | 200,292    |
| Level 1 Special Needs                        | 7          | 8          | -1         | 313,950    | 358,800    | -44,850    |
| Level 2 Special Needs                        | 332        | 300        | 32         | 7,064,960  | 6,384,000  | 680,960    |
| Level 3 Special Needs                        | 47         | 57         | -10        | 505,250    | 612,750    | -107,500   |
| English Language Learning (ELL)              | 1,280      | 1,270      | 10         | 2,028,800  | 2,012,950  | 15,850     |
| Indigenous Education                         | 298        | 260        | 38         | 466,370    | 406,900    | 59,470     |
| Adult Education                              | 15.5625    | 95.0000    | -79.4375   | 78,279     | 477,850    | -399,571   |
| Equity of Opportunity                        |            |            |            | 377,271    | 381,338    | -4,067     |
| Supplement for Salary Differential           |            |            |            | 1,508,438  | 1,524,700  | -16,262    |

\*Shown are the number of FTEs eligible for this Supplement

|                                                  | CURRENT   | ORIGINAL  | Difference |
|--------------------------------------------------|-----------|-----------|------------|
| Unique Geographic Factors                        | 2021/22   | 2021/22   | 2021/22    |
| Small Community Supplement                       | 0         | 0         | 0          |
| Low Enrolment Factor                             | 1,130,326 | 1,130,326 | 0          |
| Rural Factor                                     | 0         | 0         | 0          |
| Climate Factor                                   | 83,587    | 83,587    | 0          |
| Sparseness Factor                                | 0         | 0         | 0          |
| Student Location Factor                          | 39,374    | 39,374    | 0          |
| Supplemental Student Location Factor             | 334,000   | 334,000   | 0          |
| Supplement for Unique Geographic Factors - Total | 1,587,287 | 1,587,287 | 0          |
| Curriculum and Learning Support Fund             | 58,655    | 58,655    | 0          |
| Funding Protection                               | 0         | 0         | 0          |

|                                        |            |            |         |
|----------------------------------------|------------|------------|---------|
| Estimated Autumn Recalculation Funding | 66,791,153 | 66,540,853 | 250,300 |
|----------------------------------------|------------|------------|---------|

JULY ENROLMENT COUNT

|                                              | Courses/Programs |         |            | Estimated Funding |         |            |
|----------------------------------------------|------------------|---------|------------|-------------------|---------|------------|
| Summary of Estimated Operating Grant Funding | 2021/22          | 2021/22 | Difference | 2021/22           | 2021/22 | Difference |
| Headcount, Grades 1 to Grade 7               | 0                | 0       | 0          | 0                 | 0       | 0          |
| Total Number of Courses, Grades 8 to 9       | 40               | 50      | 0          | 8,960             | 11,200  | -2,240     |
| Total Number of Courses, Gr 10-12            | 267              | 300     | 0          | 119,616           | 134,400 | -14,784    |
| 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            |                  |         |            | 128,576           | 145,600 | -17,024    |

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

|                        |         |         |         |
|------------------------|---------|---------|---------|
| Estimated July Funding | 128,576 | 145,600 | -17,024 |
|------------------------|---------|---------|---------|

FEBRUARY ENROLMENT COUNT

|                                                       | FTE     |         |            | Estimated Funding |         |            |
|-------------------------------------------------------|---------|---------|------------|-------------------|---------|------------|
| Summary of Estimated Operating Grant Funding          | 2021/22 | 2021/22 | Difference | 2021/22           | 2021/22 | Difference |
| Distributed Learning - February Enrolment Count Total |         |         |            | 386,800           | 386,800 | 0          |
| February Count - School-Age FTE                       | 45.0000 | 45.0000 | 0.0000     | 286,200           | 286,200 | 0          |
| February Count - Adult Education FTE                  | 20.0000 | 20.0000 | 0.0000     | 100,600           | 100,600 | 0          |
| Continuing Education - February Enrolment Count Total |         |         |            | 125,750           | 125,750 | 0          |
| February Count - School-Age FTE                       | 0.0000  | 0.0000  | 0.0000     | 0                 | 0       | 0          |
| February Count - Adult Education FTE                  | 25.0000 | 25.0000 | 0.0000     | 125,750           | 125,750 | 0          |
| Unique Student Needs Enrolment Growth Total           |         |         |            | 63,950            | 63,950  | 0          |
| Level 1 Unique Student Needs Enrolment Growth         | 0       | 0       | 0          | 0                 | 0       | 0          |
| Level 2 Unique Student Needs Enrolment Growth         | 5       | 5       | 0          | 53,200            | 53,200  | 0          |
| Level 3 Unique Student Needs Enrolment Growth         | 2       | 2       | 0          | 10,750            | 10,750  | 0          |
| Refugee Students Enrolled After September 30 Total    |         |         |            | 64,718            | 64,718  | 0          |
| Newcomer Refugees FTE                                 | 14.0000 | 14.0000 | 0.0000     | 55,202            | 55,202  | 0          |
| ELL Headcount - Newcomer Refugees                     | 12      | 12      | 0          | 9,516             | 9,516   | 0          |
| Youth Train in Trades Enrolment After Sept 30 Total   |         |         |            | 0                 | 0       | 0          |
| YTIT FTE                                              | 0.0000  | 0.0000  | 0.0000     |                   |         |            |

|                            |         |         |   |
|----------------------------|---------|---------|---|
| Estimated February Funding | 641,218 | 641,218 | 0 |
|----------------------------|---------|---------|---|

MAY ENROLMENT COUNT

|                                                  | FTE     |         |            | Estimated Funding |         |            |
|--------------------------------------------------|---------|---------|------------|-------------------|---------|------------|
| Summary of Estimated Operating Grant Funding     | 2021/22 | 2021/22 | Difference | 2021/22           | 2021/22 | Difference |
| Distributed Learning - May Enrolment Count Total |         |         |            | 96,150            | 96,150  | 0          |
| May Count - School-Age FTE                       | 8.0000  | 0.0000  | 0.0000     | 50,880            | 50,880  | 0          |
| May Count - Adult Education FTE                  | 9.0000  | 8.0000  | 0.0000     | 45,270            | 45,270  | 0          |
| Continuing Education - May Enrolment Count Total |         |         |            | 176,050           | 176,050 | 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     | 176,050           | 176,050 | 0          |

|                       |         |         |   |
|-----------------------|---------|---------|---|
| Estimated May Funding | 272,200 | 272,200 | 0 |
|-----------------------|---------|---------|---|

|                                             |            |            |         |
|---------------------------------------------|------------|------------|---------|
| Estimated Full-Year Operating Grant Funding | 2021/22    | 2021/22    | DIFF    |
|                                             | 67,833,147 | 67,599,871 | 233,276 |

Supplement to: **COMBINED EDUCATION AND OPERATIONS POLICY & PLANNING COMMITTEE**

Date: November 5, 2021

Submitted by: Robert Weston, Executive Director of Human Resources

Item: Requiring Action Yes ☐ No ☒ For Information ☒

Subject: September 7, 2021 to October 29, 2021 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 2021                    | Total Teacher or EA days <b>15</b> | 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 | 5272.50                            | 150                         | 131                                  | 19                                                | 9                                         |
| B. Non-Enrolling assignments      | 1746                               | 37.5                        | 14.5                                 | 23                                                | 0                                         |
| C. Education Asst.                | 2520                               | 165                         | 108                                  | 57                                                | N/A                                       |

| OCTOBER 2021                      | Total Teacher or EA days <b>19</b> | 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 | 6678.5                             | 306                         | 273.5                                | 32.5                                              | 6                                         |
| B. Non-Enrolling assignments      | 2325.6                             | 78                          | 28                                   | 50                                                | 0                                         |
| C. Education Asst.                | 3211                               | 292                         | 184                                  | 108                                               | N/A                                       |

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



**CONFIDENTIAL**

**Supplement to:** OPERATIONS POLICY & PLANNING MEETING

**Date:** November 9, 2021

**Submitted by:** Robert Weston, Executive Director of Human Resources

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

**Subject:** Living Wage Policy

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The Living Wage Policy, has undergone a series of revisions as District staff gain a clearer understanding of who, what, where and when, is required within the policy.

As it nears the final stage of completion, the focus has been on ensuring that all definitions are captured and that the estimated value of work by Service Providers and/or Sub-Contractors are within the required threshold. When implemented, the Living Wage Policy will require auditing of contracts to ensure that our documentation (RFQ's and RFP's) is consistent. This will include identifying smaller contracts that are exempt from the policy. Meetings with the Secretary Treasurer, Director of Operations, and Director of Capital Planning in the coming weeks will solidify these last details. It is anticipated that the draft policy will be ready for presentation to the Board in January 2022. Following which, it will be submitted for approval by The Living Wage for Families organization.

It should be noted that on November 2<sup>nd</sup>, 2021, Living Wage for Families BC, indicated a 1.02% increase to the living wage for people living in Metro Vancouver, from \$19.50 per hour in 2019 to \$20.52 per hour in 2021.

The latest draft of the School District's Living Wage Policy is attached for reference.

POLICY MANUAL

POLICY **XX**

## Living Wage Policy

### Employees, Direct Contract Workers & Service Providers

#### Background

The purpose of the New Westminster Schools Board of Education's Living Wage Policy for Employees, Direct Contract Workers, and Sub-Contractors, is to ensure that all Employees and Direct Contract Workers of New Westminster Schools, and Service Providers and Sub-Contractors who work on School District premises for a specified period of time earn, at a minimum, a Living Wage.

#### Definitions:

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

**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.

**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.

**Service Providers** are companies and their employees that have a direct business relationship to the Board of Education. These employees are individuals that perform services to the Board of Education on School District premises. Service Providers are responsible for Sub-Contractors.

**Sub-Contractors** are companies and their employees that have been sub-contracted by the Board of Education's Service Providers. They do not have a direct business relationship with the Board of Education.

**Social Enterprises** are business that: (i) are owned or operated by a non-profit organization; (ii) are directly involved in the production and/or selling of goods and services for the combined purpose of generating income and achieving social, cultural, and/or environmental aims; and (iii) have a defined social and/or environmental mandate.

**Premises** are all Board of Education owned land, buildings and leased properties

#### Implementation:

The Board of Education will implement this Living Wage Policy effective **XXXXXX** for Employees and Direct Contract Workers.

The Board of Education will implement this Living Wage Policy effective [REDACTED] for Service Providers and Sub-Contractors for service contracts having a total estimate annual value greater than ½ of one percentage of the Board's purchasing budget (calculated annually) and where services are to be performed on School District premises, and are provided on a regular ongoing basis.

Existing contracts still in force at the time of implementation will be grandfathered until such time as the contract expires or is renegotiated, whichever comes first.

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

This policy will encompass all Board of Education Employees, Direct Contract Workers, Service Provider and Sub-Contractor employees above the defined threshold and within vulnerable sectors with the following exclusions:

- Emergency or non-recurring repairs or maintenance services where no standing contract exists
- Services performed by organizations that rent or lease property from the Board of Education
- Employees of Social Enterprises
- Volunteers
- Students seeking work experience for education purposes

The Board of Education has established the following criteria to determine a Service Provider's or Sub-Contractor's eligibility under the Living Wage Policy:

- An employee of a Service Provider or its Sub-Contractor must perform services physically on Board of Education premises. The Board of Education requires all Service Providers and Sub-Contractors whose services fall within the parameters established within this Policy, to be compliant for the duration of their contract with the Board of Education. Any existing contracts that are in place at the time of inception of this Policy will not require immediate compliance should their wage rates be lower than the established Living Wage rate. However, a contract will require compliance at the time of renewal.

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 Local 409 or New Westminister Teachers' Union and Board of Education Collective Agreements in effect at the time.

### **Enforcement**

The Board of Education will incorporate, when required, into its competitive bid documents specific language advising that by submission to the bid document, the Service Provider agrees to abide by the terms and conditions of the Living Wage Policy. The Board of Education will enforce the Policy by performing audits of its Service Providers and Sub-Contractors when notification of non-compliance are received by the Board of Education.

Non-compliance may result in the cancellation of the Contract without penalty to the City once the non-compliance has been verified.

**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, and by the Board's Finance Department for Service Providers.

**DRAFT.**

**Supplement to: OPERATIONS POLICY AND PLANNING MEETING****Date:** November 9, 2021**Submitted by:** Karim Hachlaf, Superintendent**Item:**                      **Requiring Action**    **Yes**    ☒    **No**    ☐                      **For Information**    ☐**Subject:** Policy 13 Appeals Bylaw Revision**Background:**

With our increasing student enrolment and in my capacity of Superintendent, I will need to continue to exercise the clause outlined in 3.1 of our updated [Administrative Procedure 300](#) – Student Admissions, Catchment Areas and Placement (AP 300). Specifically:

**3.1 Availability of Space in a School**

a. The majority of students should be accommodated in the school serving the catchment area in which they reside. From time-to-time, due to space limitations and class size and composition restrictions, it may be necessary to temporarily limit particular classes, grades or schools to new enrolments. The Superintendent or designate is authorized to make such determinations and deem schools at, or approaching capacity, as ‘full’. Management of enrolment at schools designated full will be overseen by the Superintendent or designate.

Subsequently, I am recommending for the Board’s consideration a revision to our Appeals Bylaw to align with our administrative procedures. The additional language suggested within 1.3 is intended to:

- Appropriately direct matters related to school transfer requests and placement in programs of choice to our Central Registration office to discuss specific situations. Should a dispute remain unresolved, the individual will be invited to meet with the Associate Superintendent/Superintendent to review their concern and attempt a resolution in a timely manner.

**Recommendation:**

***THAT the Board of Education of School District No. 40 (New Westminister) approve the revised Appeals Bylaw (Policy 13) as presented.***

## APPEALS BYLAW

### (A bylaw to establish the procedure for appeals under Section 11 of the School Act)

The right of appeal under Section 11 of the School Act extends to decisions, which significantly affect the education, health or safety of a student. This Section requires that Boards establish a procedure, which, by law, enables a student and/or parents or guardians of a student to appeal a decision made by an employee of the Board which significantly affects the education, health or safety of a student. It also provides for decisions made by Boards under Section 11 to be appealed to Superintendents of Achievement.

The failure of an employee(s) to make a decision shall be deemed a decision for the purpose of initiating an appeal.

In the spirit of administrative fairness, the New Westminster Board of Education welcomes members of its educational community to express their questions, complaints or concerns to the appropriate authority.

It is the position of the New Westminster Board of Education that, in most cases, an appeal should be preceded by an appropriate consultative and problem-solving sequence, but that such procedures should in no way constitute a barrier to an appeal or a final recourse to the New Westminster Board of Education. The Board generally encourages complaints and disputes to be dealt with at the point closest to where the dispute first arises. The normal channel shall be from complainant to employee to the employee's immediate supervisor, to the appropriate District Office administrator, and thence through the Superintendent to the Board.

1. The following decisions shall be deemed to significantly affect the education, health or safety of a student:
  - 1.1 Disciplinary suspension from school for a period in excess of five (5) consecutive days;
  - 1.2 Exclusion from school for a health condition;
  - 1.3 Placement in an educational program (this does not refer to classroom or teacher preference;) or matters related to school transfer requests and placement in programs of choice. Families wishing to discuss school placement requests are encouraged to contact the Central Registration Office to discuss their specific situation);
  - 1.4 Grade promotion or graduation;
  - 1.5 Refusal to offer an educational program to a non-graduated student sixteen (16) years of age or older; and,
  - 1.6 Any other decision that significantly impacts the present or future educational program of the student.

If the Superintendent denies the appellant the right of appeal, reasons for the decision denying the right of appeal must be given to the appellant in writing. The Superintendent will inform the appellant of the role of the Ombudsperson.

## 2. Written Notice of Appeal

Every appeal to the New Westminster Board of Education (Step 6) must be initiated by a written *Notice of Appeal: Form P13-01*. This form is attached to the end of this Policy or may be obtained from the school or school board office or from the district website, [www.newwestschools.ca](http://www.newwestschools.ca). It must be completed in full and submitted to the Superintendent. Assistance required in filling out this form is available upon request from the Superintendent's office.

## 3. The Appeal Process

Upon receipt of the *Notice of Appeal* form (Step 6), the Superintendent will inform the appellant in writing of the steps in the appeal process.

All steps in the appeal process must proceed in a timely manner.

Throughout the appeals process, the appellant and the employee(s) whose decision is being appealed must receive all documentation and appropriate information generated at each step within a reasonable length of time and be informed of the progress of the appeal at each step.

*NOTE: The appellant may choose to be accompanied by a support person of their choice throughout the entire appeals process and the employee(s) may choose to bring union representation where applicable. Where language may be a barrier, interpretation services may be provided upon request.*

### 3.1 STEP ONE:

3.1.1 The appellant shall meet with the employee(s) involved with the decision.

***If there is no resolution, go to STEP TWO.***

### 3.2 STEP TWO:

3.2.1 The appellant shall meet with the principal or designate and the employee(s) whose decision is being appealed. This meeting shall include the following:

3.2.1.1 A report by the employee(s) indicating the decision and the rationale for the decision will be reviewed.

3.2.1.2 Other District personnel and/or outside agency personnel may be requested to attend the meeting for consultation purposes.

3.2.1.3 If there is no resolution, the principal or designate will notify the Assistant Superintendent or the Director of Instruction and will forward all available documentation

3.2.1.4 The principal or designate will review with the appellant all steps in the appeals process as set forth by this Bylaw.

3.2.1.5 The principal or designate will ensure the appellant receives a copy of all documentation and appropriate information that is being forwarded to the Assistant Superintendent or Director of Instruction.

### **3.3 OPTIONAL STEP THREE - Appeal Sub-Committee:**

- 3.3.1 As an alternative to the Steps Four and Step Five in the appeals process, the Superintendent or designate, with agreement from the appellant, may refer the matter to an Appeal Sub-Committee consisting of: One (1) Assistant Superintendent or Director of Instruction and two (2) Principals and/or Vice-Principals
- 3.3.2 When an appeal is referred to the Appeal Sub-Committee, the Secretary-Treasurer shall set a time, date and place for this purpose and shall give notice in writing to the appellant and the employee(s) whose decision is being appealed. With this notice, the appellant and employee(s) whose decision is being appealed must receive copies of all documentation and appropriate information.
- 3.3.3 The Appeal Sub-Committee may invite oral or written submissions from the appellant and the employee(s) whose decision is being appealed. The appellant may choose to be accompanied by a support person of their choice and the employee(s) may choose to bring union representation where applicable. Where language may be a barrier, interpretation services may be provided upon request.
- 3.3.4 The Appeals Sub-Committee will recommend a decision on the appeal to the Superintendent.
- 3.3.5 The Superintendent shall promptly notify the appellant in writing of the Appeal Sub-Committee's recommendations and the reasons for the recommendations.
- 3.3.6 If the issue is not resolved by the Appeals Sub-Committee, then the issue may be taken to Step Six.

### **3.4 STEP FOUR:**

- 3.4.1 The appellant shall meet with the Assistant Superintendent or Director of Instruction who will review all the information relevant to the decision on the matter. At this meeting, the Assistant Superintendent or Director of Instruction:
  - 3.4.1.1 May request the presence of other staff or outside personnel as consultants. The appellant must be notified in writing and in advance of the meeting of the names of the people to be in attendance at the meeting.
  - 3.4.1.2 Will strive for a resolution of the appeal based on the review of the information available.
  - 3.4.1.3 Will document the proceedings of the meeting.
  - 3.4.1.4 Communicate the resolution and the reasons for it in writing to the appellant and to the employee(s) whose decision is being appealed.

3.4.1.5 If there is no resolution, the Assistant Superintendent or Director of Instruction will forward all documentation to the Superintendent of Schools

3.4.1.6 The Assistant Superintendent or Director of Instruction will ensure that the appellant receives a copy of documentation and appropriate information that is being forwarded to the Superintendent of schools.

### 3.5 **STEP FIVE:**

3.5.1 The Superintendent of schools will gather all information relevant to the appeal and will meet with the appellant to resolve the appeal. If there is no resolution, the Superintendent of schools will notify the Board Chair that the appellant requests to take the appeal to the Board of Education.

### 3.6 **STEP SIX:**

- i. The Board of Education will receive and review information pertaining to the appeal as follows:
  1. The Superintendent shall provide the Board of Education with all documentation and appropriate information with an explanation of the steps in the appeals process undertaken.
  2. The Board of Education, after reviewing the pertinent information and documents surrounding the decision, shall decide if an appeal hearing is appropriate.
  3. If an appeal hearing is deemed not to be appropriate, the Board of Education or designate will notify in writing the appellant and the employee(s) whose decision is being appealed of the reasons for that decision.
  4. If an appeal hearing is granted, the Board of Education will notify in writing the appellant and the employee(s) whose decision is being appealed of the time and date that it is to take place. In the case of a hearing, reasonable time limits must be given to both the appellant and the employee(s) whose decision is being appealed. Opportunity must be given to the appellant to have his/her story heard and to ensure that all relevant information has been considered.
  5. As in all previous steps in the appeals process, the appellant may be accompanied by a support person of their choice and the employee(s) whose decision is being appealed may bring union representation where applicable. Where language may be a barrier, interpretation services may be provided upon request.
  6. The Board of Education must confine its deliberations to the decision being appealed.
  7. The Board of Education shall make a decision and that decision shall be deemed the final decision of the Board.

- ii. In considering appeals of employee decisions, the Board shall consider:
  - 1. Whether the decision appealed is in accordance with legislation, Board policies and procedures;
  - 2. Whether the decision appealed was reached through a process that was fair to the student and after consideration of relevant information;
  - 3. Whether the decision is reasonable in the circumstances in that the evidence presented is capable of supporting the decision; and
  - 4. Whether there are special circumstances that would warrant making an exception to a Board policy.
- iii. The Board of Education shall notify the appellant in writing of the decision. At the same time, the decision and reasons for the decision shall be communicated in writing to the appellant and the employee(s) whose decision led to the appeal.

#### 4. Protection from Reprisals

The Board of Education will not tolerate any direct or indirect form of reprisal as a result of the initiation or outcome of an appeal. Where there is evidence of reprisal, the Superintendent shall take immediate steps to remedy the situation.

#### 5. Review Process

Each appellant and each employee(s) whose decision has been appealed will be given the opportunity to provide feedback on their experience with the appeal process. This feedback will be used when reviewing this Bylaw and when developing new procedures to ensure that the appeals process remains balanced and fair.

#### 6. Avenues Beyond the Appeals Process

If the appellant wishes to appeal the Board's decision, the appellant may contact the Superintendent of Achievement under Section 11.1 of the *School Act: Appeals to the Superintendent of Achievement*. Copies of Section 11 (including 11.1 to 11.7) of the *School Act* will be made available to the appellant upon request or may be found at <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/student-disputes-and-appeals>

*Legal Reference: Sections 6, 11, 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8, 22, 26, 68, 85, 91 School Act  
Regulation 24/08 – Appeals Regulation  
Administrative Tribunals Act  
Collective Agreement*

*SD No. 40 (New Westminster)*

*Adopted: May 30, 2017*

*Revised: June 22, 2021*

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)

## POLICY 13 – APPEALS BYLAW

The right of appeal under Section 11 of the School Act extends to decisions that significantly affect the education, health or safety of a student.

## NOTICE OF APPEAL

This form constitutes a written notice of appeal and must be completed in full and submitted to the Superintendent. Appellants should read our Policy 13 – Appeals Bylaw prior to completing this form. Upon receipt of the Notice of Appeal form (Step 6), the Superintendent will inform the appellant in writing of the steps in the appeal process.

Assistance in filling out this form is available upon request from the New Westminister School Board Office by calling 604-517-6240.

### 1. INFORMATION ABOUT THE PERSON(S) FILING THE APPEAL:

Name of student: \_\_\_\_\_

First

Last

Student address: (if different from parent)

Street

City

Postal

Parent name: \_\_\_\_\_

First

Last

Parent address:

Street

City

Postal

### 2. INFORMATION ABOUT THE EMPLOYEE(S) INVOLVED:

List the employee(s) whose decision is being appealed:

Employee Name

Employee Position/Job

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List the employee(s) with whom you have consulted about the decision:

| <u>Employee Name</u> | <u>Employee Position/Job</u> |
|----------------------|------------------------------|
| _____                | _____                        |
| _____                | _____                        |
| _____                | _____                        |

### 3. INFORMATION ABOUT THE DECISION BEING APPEALED:

Dates you were informed of the decision: \_\_\_\_\_

Describe the decision:

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Give your grounds for appealing the decision:

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Suggest a solution to the problem, which would satisfy you:

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Signature of Parent

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Date Appeal Submitted

# COVID-19 Update Operations Committee

Karim Hachlaf

November 9, 2021

## New Westminster Schools: COVID-19 Notifications (October 7 –November 3, 2021)

| Self-Monitor Notifications | Date Sent to Community                                                                                                 |
|----------------------------|------------------------------------------------------------------------------------------------------------------------|
| Qayqayt (5)                | Oct 8 (A) & (B); Oct 13; Nov 1 (A) & (B)                                                                               |
| Lord Kelvin (3)            | Oct 19 (A) & (B); Oct 20                                                                                               |
| Fraser River Middle (3)    | Oct 18; Oct 19 (A) & (B)                                                                                               |
| NWSS (18)                  | Oct 8 (A) (B) (C) & (D);<br>Oct 21 (A) & (B);<br>Oct 22 (A) (B) (C) (D) (E) (F) (G) & (H);<br>Oct 26 (A) (B) (C) & (D) |
| Total: 24                  | Total (Sept.7-Oct.6): 12                                                                                               |

| Self-Isolation Notifications               | Date Sent to Community              |
|--------------------------------------------|-------------------------------------|
| Qayqayt (2)<br>(*1 class; **5 individuals) | *Oct 12; **Nov 1                    |
| Lord Kelvin (1)<br>(1 individual)          | Oct 19                              |
| NWSS (1)<br>(5 individuals)                | Oct 22                              |
| Total: 1 class & 11 individuals            | Total (Sept.7–Oct.6): 7 individuals |

# Fraser Health Aggregate Data: September 7-October 28

Table 1: Case counts **12 school districts in FH Region**

| SD                           | Under 11  | 12 to 18  | 19+        |
|------------------------------|-----------|-----------|------------|
| 40 – New Westminster Schools | 30 (2.2%) | 12 (3.3%) | <5 (<2.5%) |
| Total (all SDs)              | 1380      | 366       | 198        |

Table 2: Number of clusters by SD & school category

| SD                           | # Clusters         |
|------------------------------|--------------------|
| 40 – New Westminster Schools | 3 (2.7%)           |
| Total (all SDs)              | 112 (+ 1 outbreak) |