

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

Tuesday, October 25, 2022

7:00 pm

School Board Office

811 Ontario Street, New Westminster

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>ADOPTION OF THE AGENDA</u>	7:00 PM
Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the October 25, 2022 Regular School Board meeting.	
2. <u>APPROVAL OF THE MINUTES</u>	7:05 PM
a. Minutes from the Open Meetings held:	
September 27, 2022 Regular Meeting Minutes	
Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for September 27, 2022 Regular School Board meeting.	
b. Business Arising from the Minutes	
3. <u>PRESENTATIONS</u>	7:10 PM
4. <u>COMMENT & QUESTION PERIOD FROM VISITORS</u>	7:15 PM
5. <u>CORRESPONDENCE</u>	7:25 PM
a. Qayqayt Childcare	
6. <u>BOARD COMMITTEE REPORTS</u>	7:30 PM

- a. Education Policy & Planning Committee Meeting, Tuesday, October 4, 2022

11

i. Comments from the Committee Chair, Trustee Beattie.

ii. Approval of the October 4, 2022 Education Policy and Planning Committee Minutes.

Recommendation:

That the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the Education Policy and Planning Committee held on October 4, 2022.

- b. Operations Policy & Planning Committee Meeting, Tuesday, October 4, 2022

12

i. Comments from the Committee Chair, Trustee Connelly.

ii. Approval of the October 4, 2022 Operations Policy & Planning Committee Minutes.

Recommendation:

That the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the Operations Policy and Planning Committee Minutes.

iii. Conversion of NLC Space back to Classroom Use

Recommendation:

That the Board of Education of School District No. 40 (New Westminster) approve the conversion of NLC space utilized for New Westminster Family Place at Qayqayt Elementary back to classrooms used for general instruction in anticipation for needs of the 2023-24 school year.

iiiv. To Defer Staff Presentations Relating to Programs of Choice

Recommendation:

That the Board of Education of School District No. 40 (New Westminster) defer staff presentations and recommendations relating to programs of choice and short-term capacity review until March 2023 Regular School Board Meeting.

v. Program of Choice Scope and Consultation Plan

Recommendation:

THAT the Board of Education of SD No. 40 (New Westminster) direct staff to provide a programs of choice consultation plan and scope of work at the November 8, 2022 operations policy and planning meeting.

7. REPORTS FROM SENIOR MANAGEMENT

- | | | | |
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| a. | Superintendent Update (K. Hachlaf) | 7:45 PM | 17 |
| b. | Short Term Capacity Update (B. Ketcham) | 7:55 PM | 23 |

Recommendation:

THAT the Board of Education of School District NO. 40 (New Westminster) approve the 2023-24 Major Capital Plan Amendment for submission to the Ministry of Education and Childcare, to include classroom renovations for Qayqayt and Fraser River Middle School.

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|----|--|---------|----|
| c. | Administrative Procedures (B. Ketcham) | 8:10 PM | |
| | i. Administrative Procedure 570 - Business Insurance | | 26 |
| | ii. Administrative Procedure 575 - Travel | | 29 |

8. NEW BUSINESS

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| a. | BCSTA 2 Year Term Certificate (Chair Dhaliwal) | 8:20 PM |
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9. TRUSTEE REPORTS

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| a. | End of Term Final Chair Report (Verbal) (Chair Dhaliwal) | 8:25 PM |
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10.	<u>QUESTION PERIOD (15 Minutes)</u>	8:35 PM
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Questions to the Chair on matters that arose during the meeting.

11. **NOTICE OF MEETINGS** 8:50 PM

Tuesday, November 1, 2022 - Inaugural meeting - Oath of Office for Newly Elected Trustees - 6 pm - SBO

Tuesday, November 8, 2022 - Education Policy/Planning Committee at 3:30 pm
- Location: Skwo:wech Elementary School

Tuesday, November 8, 2022 - Operations Policy/Planning Committee at 6:30 pm - Virtual

Tuesday November 22, 2022 - Board Meetings (Open Board) 7:00 pm - In-person

12. **REPORTING OUT FROM IN-CAMERA BOARD MEETING** 8:55 PM

- a. Record of the September 27, 2022 In-Camera Meeting

13. **ADJOURNMENT** 9:00 PM



Tuesday, September 27, 2022, 7:00 PM
Via Zoom Link

PRESENT	Gurveen Dhaliwal, Chair Dee Beattie, Vice-Chair Anita Ansari, Trustee Danielle Connelly, Trustee Mark Gifford, Trustee Maya Russell, Trustee Mary Lalji, Trustee	Karim Hachlaf, Superintendent Bettina Ketcham, Secretary-Treasurer Maryam Naser, Associate Superintendent Robert Weston, Executive Director Human Resources Guests: Members of the Public Dave Crowe, Director Capital Projects Amy Grey – Assistant Secretary-Treasurer Kristen Keighley-Wight, Communications Manager Dan Healy, KPMG Dave Bollen, CUPE President Kristie Oxley, NWTU President Cyrus Sy, DPAC Laura Goodman, Recording Secretary
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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.

The Vice-Chair called the meeting to order at 7:03 pm.

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the September 27, 2022, Regular School Board meeting.

CARRIED UNANIMOUSLY

a. Minutes from the Open Meetings held:

1. i. June 21, 2022, Regular Meeting Minutes.

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for June 21, 2022, Regular School Board meeting.

CARRIED UNANIMOUSLY

- b. Business Arising from the Minutes
Nil.

2. PRESENTATIONS

- a. 2021-2022 Audit Findings Report (Dan Healy, KPMG)
Dan Healy presented his executive summary report, and highlighted four areas of focus: compliance opinion, expense salaries and benefits, school generated funds, and accounting policy change.
- Audit is substantially complete pending discussions with the committee and obtaining a signed representation letter and Board approval. There have been no changes to the audit plan which was originally presented back in June 2022.
- b. 2021-2022 Year-End Review (B. Ketcham & A. Grey)
- i. 2021 - 2022 Year End Financial Statements
- Secretary-Treasurer thanked Dan Healy for attending this evening Board meeting, and the work that he and his team put in towards completing the 2021-2022 Year End Audit. She also extended recognition to the internal finance team for their hard work.
- Secretary Treasurer Ketcham shared highlights of the 2021-2022 Year.
 - Secretary-Treasurer Ketcham shared the 21-22 Priorities that were executed and the 22-23 priorities that were supported for the upcoming Year.
- ii. Financial Statements Discussion and Analysis
- Assistant Secretary-Treasurer Grey shared highlights of the operating, special purpose, and capital funds.
- Vice-Chair Beattie stated that she is pleased to see that the Finance Team continues to hold road shows, and meeting with principles to encourage them to draw down on school related funds. Disappointed to hear that COVID is still having an effect on our financials, and that there has been no increase in student funding.
- A number of Trustees acknowledged the Secretary-Treasurer and her team for all their hard worked in preparing the 2021-2022 financials.

Vice-Chair Beattie put forth a call for comments and questions, and discussion followed.

2022-062

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) recommend the approval of the 2021-2022 Financial Statements as presented.

CARRIED UNANIMOUSLY

4. COMMENT & QUESTION PERIOD FROM VISITORS

NWTU: New NWTU president Kristie Oxley, shared her gratitude for the funds that were set aside to hire additional replacements including the hiring of priority TTOC's to deal with the teacher absences. Mentorship event held was well attended. Orange Shirt Day, and the Day for National Truth and Reconciliation - good to see teachers and students wearing orange shirts.

CUPE 409: Dave Bollen – CUPE national has concluded its negotiations for a provincial framework agreement. Dave stated that he was pleased with the district's decision to hire 10 priority E.A. positions, including extra support at NWSS to offset the workload.

DPAC: Cyrus Sy - reported on an advocacy around the Ministry Area Standards document. The first DPAC meeting of the school year was a success. Guest speakers from the district will also attend future DPAC meetings and will present on a variety of topics. Caregiver & Parent Survey: working on finalizing the content and format of our caregiver parent survey. DPAC is hosting an all candidates meeting at the NWSS grand commons and candidates will be asked to complete questions. DPAC shared their opinion on a missed communication opportunity following the passing of the Queen. Members of the public also shared their experiences and concerns.

5. CORRESPONDENCE

Nil.

6. BOARD COMMITTEE REPORTS

Nil.

7. REPORTS FROM SENIOR MANAGEMENT

a. Superintendent Update (K. Hachlaf)

Welcome Back Message, and kick off to the school year - Good things are happening!

- Superintendent Hachlaf recognized the end of term for our Board of Education and thanked the entire team for their efforts during a number of challenging years.

- Recognition of Orange Shirt week - encouraging all students, staff and community members to wear their orange shirts this Thursday, September 29th.
- Skwo:wech School - Drum Building and Birthing Ceremony which provided the opportunity to students to build their own drums.
- EGMS Unity - staff & students created a version of their school logo that incorporated indigenous designs.
- Superintendent Hachlaf introduced two new district team members - Melanie Smith - District Vice-Principal for Safe & Caring Schools, and Ken Headley - District Vice-Principal for Diversity, Equity, Inclusion and Anti-Racism.
- 2022-23 Student Enrolment Update
 - Superintendent Hachlaf reviewed and highlighted the data regarding the current capacity pressures within our schools and the urgent need to look at the long-term impact of this growth within our schools.
 - Currently advocating for an elementary school in the Fraser River Zone. Short-Term Capacity Review which highlights the 2 Guiding Principles will anchor future work.
- Secretary-Treasurer Ketcham shared with the Board the actions that took place based on long-range facility recommendations that were approved in October 2021. Highlights: Concept plan for the Fraser River Zone Elementary School is nearing completion and calls for a 600-capacity, urban-designed school, that the District proposes to build adjacent to the current Fraser River Middle School and includes purpose-built space for the alternate education program (Ministry still to determine if District recommendation will be supported); land acquisition of 2 properties in close proximity to QMS and Queen Elizabeth Elementary, Long Range Facility Plan Refresh - last updated LRFP was approved October 2021, another refresh is required due to rapid growth of Municipality.

b. Five-year capital plan - Minor capital projects (B. Ketcham)

Secretary-Treasurer Ketcham provided a report on the Minor Capital Plan Submission Highlights included the School Enhancement Program, (SEP) The Carbon Neutral Capital Program (CNCP), and the Playground Equipment Program (PEP). Total Minor Capital Project requests total \$7,865,000.

Vice-Chair Beattie put forth a call for comments and questions, and discussion followed.

2022-063

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the Five-year capital plan - Minor capital projects as presented for submission to the Ministry of Education and Childcare.

CARRIED UNANIMOUSLY

c. Student & Family Affordability Fund Update (B. Ketcham)

Secretary-Treasurer Ketcham provided an update on the Student Family Affordability Fund, a one-time investment of \$60 million province-wide which is intended to directly support students and families who have been affected by the effects of global inflation and cost of living challenges. New West Schools will be working to distribute and invest almost \$700K across the community. A significant amount of consultation with PACs on how best to utilize this funding to support families was completed. The approach was shared on the 3 tiers of funding allocation created – universal funding, funding for nutrition and funding for local customized supports. Priority of funding: to expand meal programs, ensure students have school supplies, and to cover additional student fees e.g., field trips.

8. NEW BUSINESS

Nil.

9. TRUSTEE REPORTS

a. Chair Report (Chair Dhaliwal)

Nil.

Trustees provided highlights of the events they attended in September.

10. QUESTION PERIOD (15 Minutes)

The public was given the opportunity to ask questions on matters that arose during the meeting. Please refer to the meeting video for full comments.

11. NOTICE OF MEETINGS

Tuesday, October 4, 2022: Education Policy & Planning Committee Meeting, 3:30pm - Herbert Spencer Elementary.

Tuesday, October 4, 2022: Operations Policy & Planning Committee Meeting, 6:30pm - via MS Teams.

Tuesday, October 25, 2022: Board Meetings (In-Camera & Open) - (SBO)

12. REPORTING OUT FROM IN-CAMERA BOARD MEETING

a. i. Record of the June 21, 2022, In-Camera Meeting

13. **ADJOURNMENT**

The meeting adjourned at 9:22 pm.

Chair

Secretary-Treasurer

DRAFT

**MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION
EDUCATION POLICY AND PLANNING COMMITTEE**

**Tuesday, October 4, 2022, 3:30 PM
École Herbert Spencer Elementary School**

Present	Dee Beattie, Vice-Chair Danielle Connolly, Trustee Maya Russell, Trustee	Karim Hachlaf, Superintendent Maryam Naser, Assistant Superintendent Bettina Ketcham, Secretary-Treasurer Laura Goodman, Recording Secretary Guests: Members of the Public Karen Catherwood, Principal Herbert Spencer Elementary Connie Swan, District Vice Principal Bruce Cunnings, Director, Instruction, Learning Services Julie MacLellan, Reporter, New Westminster Record Student Trustees
Regrets	Gurveen Dhaliwal, Chair Anita Ansari, Trustee Mark Gifford, Trustee Mary Lalji, Trustee Robert Weston, Executive Director, Human Resources	

Vice-Chair Beattie recognized and acknowledged 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.

1. ADJOURNMENT

As per New Westminster Schools Policy, Board Operations Policy 7 - the Education Policy and Planning Committee Meeting was adjourned at 3:38 pm as Quorum not present.

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

**Tuesday, October 4, 2022, 6:30 PM
Via Zoom Link**

PRESENT	Gurveen Dhaliwal, Chair Dee Beattie, Vice-Chair Anita Ansari, Trustee Danielle Connelly, Trustee Maya Russell, Trustee	Karim Hachlaf, Superintendent Bettina Ketcham, Secretary-Treasurer Maryam Naser, Associate Superintendent Robert Weston, Executive Director Human Resources Guests: Members of the Public CUPE 409: Janet Kinneard New Westminster Family Place, Dana Osiowy Dave Crowe, Director of Capital Projects Laura Goodman, Recording Secretary
REGRETS	Mark Gifford, Trustee Mary Lalji, Trustee	

Vice-Chair Beattie recognized and acknowledged 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.

1. Adoption of the Agenda

The meeting was called to order at 6:31 pm.

Moved and Seconded

THAT the agenda for the October 4, 2022, Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Comment and Questions from Visitors

Nil.

3. Reports from Senior Management

a. Capital Projects Update (Verbal) (D. Crowe)

- i. NWSS Decommissioning Project
Director - Capital Projects Crowe shared that there has been a 3-week setback in the asbestos abatement plan, due to a considerable amount of asbestos being discovered than noted in the original plan. Overall, the abatement process has gone well as the theatre and the stakeholders remain operational with very

minimal traffic impact on the site.

ii. Queen Elizabeth Expansion Project

Director - Capital Projects Crowe shared that the QE project is well underway, as the development and pre-application plan was submitted to the City of New Westminster last week. The team received the first round of comments and will be meeting this week to review.

iii. Skwo:wech Phase 2 Landscaping

Director - Capital Projects Crowe shared that this project is currently winding down, being in the final phase of landscaping that was built into the design-build agreement. Once the landscaping is complete, the district can then look at how to enhance this area. Landscaping contract will be finished by the end of November or early December.

b. Operations Update

i. Operations and Finance Report September 2022 (B. Ketcham)

Secretary-Treasurer Ketcham provided an update on the Lord Tweedsmuir work which is now in Phase II with the installation of the doors and windows being on schedule. Secretary-Ketcham noted that both her and Assistant-Secretary Treasurer visited a number of schools in the latter part of August.

ii. Technology Information Services Report (Verbal) (M. Naser)

Assistant Superintendent provided highlights for work that is taking place including: an overview of the BYOD program, and stated that this is a voluntary program which is continuing this year, and is increasing in numbers in terms of the work that schools are doing to support the BYOD. We encourage families to participate but also have technology available for those who are not wanting or are unable to bring a device.

c. Human Resources & Staff Update (Verbal) (R. Weston)

i. Enrolment and Staffing Report (M. Naser and R. Weston)

Associate Superintendent Naser shared highlights: Across the schools between 2021 and 2022, the overall K-12 regular enrolment is up by 347 FTE.

ii. Non-Replacement Report (R. Weston) Part 1

- Executive Director Human Resources Weston shared highlights of the non-replacement report noting observations in absences and the District's ability to fill these absences

compared to the prior year.

Trustee Anita Ansari joined the meeting at 7:23 pm.

d. Childcare Report (T. Anderson)

i. Childcare Backgrounder

- District Principal Anderson provided an overview of 'existing school age care sites and facilities (e.g., shared spaced versus dedicated spaces, and the ability whether or not to expand in certain areas).
- Pilot program in New West – Seamless Day Childcare – now licensed for 24 spaces, Just B4 School is in the process of licensing their very first pre-school program, and Changing Possibilities for Young Children which is a 6-part series program that brings together our strong start and early childhood educators, Family Place, and early primary teachers together to talk about children, and social and emotional learning.
- Changing Landscape - we are now called Ministry of Education and Childcare; we have not seen the associated operational dollars.
- Ongoing Childcare bargaining continues, and our short-term capacity review shows a continued enrollment increase, and the need for space for K-12 learners continues.

e. Short Term Capacity Review (B. Ketcham).

Secretary-Treasurer Ketcham stated that the 'Short Term Capacity Review' continues to be a complex and challenging. She reiterated the importance of continuing to use the following guiding principles to guide staff work as we continue to undertake a review of short-term capacity strategies.

- Two (2) new spaces fund applications were put forward to the Ministry of Education and Childcare to relocate the Qayqayt and Fraser River Middle School infant/toddler program. More updates to come to the October 25, 2022, board meeting;
- The Secretary-Treasurer updated the Board on the enrolment at Qayqayt and outlined that if New Westminster Family Place was to relocate, the District could create 2 classrooms for the 23-24 school year which would create temporary relief at that school site; and
- If two classrooms could be created for the 23-24 year at Qayqayt, this temporary relief, sufficient enough to defer a program of choice review and recommendations from November 2022 to March 2023.

Questions and detailed discussion followed.

That that Operations Policy and Planning Committee of School District No. 40 (New Westminster) recommend to the Board of Education to approve the conversion of NLC Space utilized for community programming at Qayqayt Elementary back to classrooms used for general instruction in anticipation for needs of the 2023-24 school year.

Trustee Connelly brought forward an amendment to the motion.

Moved and Seconded

That that Operations Policy and Planning Committee of School District No. 40 (New Westminster) recommend to the Board of Education to approve the conversion of NLC Space utilized for ~~community programming~~ New Westminster Family Place at Qayqayt Elementary back to classrooms used for general instruction in anticipation for needs of the 2023-24 school year.

CARRIED UNANIMOUSLY

Moved and Seconded

That that Operations Policy and Planning Committee of School District No. 40 (New Westminster) recommend to the Board of Education to approve the conversion of NLC Space utilized for Family Place at Qayqayt Elementary back to classrooms used for general instruction in anticipation for needs of the 2023-24 school year.

CARRIED UNANIMOUSLY

That the Operations Policy and Planning Committee of School District No. 40 (New Westminster) recommend to the Board of Education to defer staff presentations and recommendations relating to programs of choice and short-term capacity review until March 2023 Regular School Board Meeting.

CARRIED UNANIMOUSLY

Discussion arose regarding specifics on the consultation work that staff would undertake with stakeholders. As a result of these discussions, the following motion was moved:

That the Operations Policy and Planning Committee of School District No. 40 (New Westminster) recommend to the Board of Education to provide a programs of choice consultation plan and scope of work at the November 8, 2022 operations policy and planning meeting.

CARRIED UNANIMOUSLY

4. General Announcements

- October 2nd - Custodian Appreciation Day
- October 5th - Teacher Appreciation Day
- October 20th - International ShakeOut Day, at 10:20am (local time) when millions of people worldwide will participate in earthquake drills at work, school, or home.
- Trustee Beattie announced that we did not reach quorum in today's Education Policy and Planning Committee meeting, and therefore, had no office minutes or documentation. We continued with the presentations as we had 12-13 Student Voice members from Herbert Spencer Elementary presenting, and she stated it was good to be back in the schools.

5. New Business

Nil.

6. Old Business

Nil.

7. Question Period (15 Minutes)

Questions by the public were addressed.

8. ADJOURNMENT

The meeting adjourned at 8:47 pm.

Chair

Secretary-Treasurer

Superintendent Update

Karim Hachlaf
October 25, 2022



New
Westminster
Schools

2





Anti-Racist Leadership: DLT – October 21st Professional Development

School Learning Plans



Welcome to New Westminster Schools

Registration for 2023–24

Apply to enrol your soon-to-be kindie, between Nov 7 & Jan 27

[Learn more >](#)

Parents' Night Out: Nov. 23rd





Supplement to: OPEN BOARD OF EDUCATION MEETING

Date: October 25, 2022

Submitted by: Bettina Ketcham, Secretary-Treasurer

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

Subject: Short-Term Capacity Review – New Spaces Fund Update

Background:

As a result of our September 1701 process, we can confirm that enrolment is at 7,103 FTE compared to the same time last year of 6,757 FTE, an increase of 347 FTE, or 5.14%. Across all brick-and-mortar school sites, we are at 110% of capacity and growing. The space availability to accommodate any further growth has hit a crisis point and staff have been highlighting this issue for some time, bringing the issue to the Board, the City and the Ministry of Education and Childcare.

Foreseeing the level of growth for the 2022-23 year, the Board of Education passed the following principles to guide staff work as we undertook a review of short-term capacity strategies:

Guiding Principle #1 – Prioritize the utilization of space within our schools to support K-12 in-catchment regular enrolment while also ensuring sufficient play and outdoor learning space.

Guiding Principle #2 – Programs of choice, community partnerships (including infant/toddler childcare), and non-instructional uses of space will be operated, and when necessary, relocated to school facilities where space permits.

The staff recommendations put forward on October 4th and October 25th are aligned with these guiding principles, offering in our opinion, the most palatable outcome for stakeholders and prioritizing the creation of the most positive learning environment we can create within our existing capacity.

At the last Operations Policy and Planning meeting on October 4th, it was shared that the District put forward applications for two new spaces funds with the Ministry of Education and Childcare to relocate both infant/toddler programs currently housed at FRMS and Qayqayt, servicing 72 infant/toddlers in total. We are pleased to report that the application has been approved for both childcare sites with funding attached of \$2.8M which allows the District to mitigate any loss of



childcare space. The acceptance of the application represents a recovery of spaces which the Ministry has allowed via the new creation of an exceptions policy offered to districts that have land space pressures in a desire to not lose childcare space. This change in policy was motivated by the unique situation of New Westminister Schools.

The funding of \$1.4 million per centre (\$2.8 million total) comes with a 15-year commitment at each site.

Our partner, Purpose Society, that operates the infant/toddler childcare spaces at both FRMS and Qayqayt have been notified of this application approval and that the decision is before the Board for approval.

The applications proposed would relocate these two programs, one to the grounds of Lord Tweedsmuir Elementary and the other to FW Howay Elementary, which are the District's two largest school sites. The District had considered other district-owned sites closer to the core of town, however, no school sites are available to accommodate the facility and required outdoor play space to host an infant/toddler program. Within this District, there is a deficit of land by 31 acres, making space a significant challenge. The District has employed a model of locating schools next to city-owned park to provide play and outdoor learning space.

Staff are working on a plan to relocate childcare only after the new childcare facility is complete, licensed, and ready to accept children. Only after this time would we commence work to convert these previous childcare spaces to classrooms. Based on preliminary plans, we anticipate that the relocation would happen in Spring 2024. More detailed work is being undertaken to fully assess the timeline and more information will be brought forward at the November 8th operations policy and planning meeting.

A search for a downtown site

For the past 2 years, the District has been engaged with the City regarding the capacity crisis we were facing including discussions on potential locations for childcare. Based on the discussions at the last October 4th meeting and the concerns raised by Trustees regarding a loss of childcare space in the downtown core of New Westminister, we have reached out to the City again to confirm that nothing new was available for them to share with the District regarding any potential spaces that would be suitable as an infant/toddler childcare.

We will continue to work with the City on available options for space in the downtown core in parallel with the planning work that is currently underway for use of our district-owned site.



Amendment of the 2023-24 major capital plan

The funding under the New Spaces Fund only allows for the creation of the childcare facility, not the renovation of school spaces into classrooms. Funding for the conversion of the classroom spaces from infant/toddler centers at Qayqayt and FRMS sites would come from either a major capital request for expansion or operational dollars.

The District submitted its major capital projects in June 2022 based on the recommendations in our long-range facilities plan. With the approval of funding for the New Spaces Fund, the District requested, and has received permission, to open its Major Capital Requests and submit an additional project for funding to support the interior classroom renovations at Qayqayt Elementary and Fraser River Middle School. The anticipated costs for renovation of classroom spaces are \$1.5 million for both sites. Approvals of major capital projects do not come until March 2023.

Recommendation:

THAT the Board of Education of School District NO. 40 (New Westminster) approve the 2023-24 Major Capital Plan Amendment for submission to the Ministry of Education and Childcare, to include classroom renovations for Qayqayt and Fraser River Middle School.

Next steps:

Further information will be provided at the November 8, 2022 operations policy and planning meeting including more detailed analysis for timelines and a workplan.

ADMIN PROCEDURES MANUAL
Administrative Procedure 570

INSURANCE RELATED TO EMPLOYEE TRAVEL

Background

The precise nature of insurance coverage is established by the legal language of insurance policies and legislation. Interpretations of these documents are done in courts. These comments are designed to help establish a general understanding, not provide a detailed analysis.

Procedures

Procedures

1. Insurance requirement for business use of employee vehicles

This information is provided in relation to employees driving private vehicles on authorized District “business travel.” Business travel does not include driving “to and from work.”

- 1.1. Employees whose business travel is no more than six days per month require no greater coverage than to and from work.
- 1.2. An employee who utilizes a private vehicle for Board business travel more than 6 days a month is required by ICBC to have the vehicle’s insurance rated for business use and pay an additional premium.
- 1.3. Staff that have assignments at more than one location on different days are not considered to be travelling for business use as the assignment location on each day constitutes as travel to and from work from the home location.

2. Reimbursement for costs of “business use” insurance

- 2.1. Employees are eligible for reimbursement of any necessary additional cost of carrying business use insurance:

- 2.1.1. Once confirmed by their supervisor that the employee is required to travel for business more than 6 days per month, and
- 2.1.2. where the cost of business use insurance exceeds the applicable to and from work rate classification, and
- 2.1.3. for up to \$200 per year of additional costs, and
- 2.1.4. on presentation of insurance documentation showing that the coverage is in force.

- 2.2. Employees who have business use insurance, and meet the conditions in 2.1, will be reimbursed by completing and submitting to Finance, an Employee Expense Reimbursement form along with:

- a) A photocopy of the vehicle’s insurance documentation evidencing that business use insurance is in force (i.e., paid and active), and

- b) a completed Insurance Agent's Declaration of Difference Between Cost of "To and From Work" (rate class 003) and "Business Use" (rate class 007) coverage, or similar statement by the employee's insurance agent.

2.3. Those who are reimbursed travel costs based on a monthly vehicle allowance or who are required by contract or collective agreement to be responsible for personal vehicle costs are not eligible for business use insurance reimbursements.

3. Reporting motor vehicle accidents

- 3.1. Motor vehicle accidents must be reported to ICBC and where appropriate, the police. Where the accident involves a board owned vehicle, it must be reported to the District's Director of Operations and Facilities.
- 3.2. When an **employee** is injured in a motor vehicle accident while travelling on school district business, an incident report must be submitted on the Occupational Health and Safety Portal.
<https://sd40bccca.sharepoint.com/sites/StaffPortal/OHS>
For minor injuries that do not require immediate medical treatment, employees should report to first aid at the nearest school site if the employee is able to safely travel there.
- 3.3. When a **student** is involved in a motor vehicle accident while travelling in relation to school activities, an Incident Report must be completed to satisfy Schools Protection Program requirements as per AP 315.

4. Settling claims arising from accidents involving employee vehicles while on Board Business

- 4.1. An employee is considered to be on authorized board business when kilometrage costs are eligible for reimbursement. Commuting to and from work is not reimbursable and is, therefore, not considered to be board business. Parking at work is not considered to be board business.
- 4.2. Claims arising from accidents involving employee vehicles while on authorized board business are generally settled in the following manner:
- 4.3. First, in the event of an automobile accident, insurance claims are satisfied pursuant to the coverage carried on the vehicle involved. All physical damage to employee vehicles is settled pursuant to any insurance on the vehicle which the owner has arranged. The district is not responsible for loss or damage to the vehicle or personal property. Accordingly, it is prudent for employees to ensure that appropriate insurance arrangements are established through their insurance agent. Kilometrage reimbursement rates are considered to contain a component to pay for insurance and insurance deductibles.
- 4.4. Second, all school districts automatically have the benefit of the Schools Protection Program provided by the Ministry of Finance, Risk Management Branch. This program provides excess liability coverage for the aforementioned vehicles.

4.5. The Workers' Compensation Act mandates coverage for employees which may exclude ICBC personal injury claims of employees incurred while travelling on Board business and in its place provides Workers' Compensation Board coverage.

5. Vehicle Vandalism Claims

5.1. Please refer to AP 408 Vandalism to Employee Motor Vehicles.

ADMIN PROCEDURES MANUAL

Administrative Procedure 575

TRAVEL

Background

The New Westminster Board of Education recognizes the need for trustees and employees to be reimbursed for all reasonable expenses incurred while performing their duties and responsibilities on behalf of the school district.

The Board supports and encourages trustees and employees to participate in conferences, seminars, workshops, and other programs that contribute to their personal and professional growth as it relates to their roles in the school district.

Procedures

1. General Procedures

- 1.1 Travel is to be arranged by the most economical and practical mode giving recognition to the effective use of the traveller's time.
- 1.2 Expense claims will be submitted recognizing the fundamental principle that expenses paid from public funds have been incurred prudently and meet the test of appropriateness and reasonableness.
- 1.3 Original expense receipts are required in all cases except for kilometrage and meal per diem. Credit card vouchers are not considered receipts.
- 1.4 All travel expenses must be claimed using the prescribed expense claim forms and must be approved by the traveller's supervisor.
- 1.5 Requests for reimbursement must be submitted as soon as feasible, signed by the applicant's supervisor, contain the appropriate account number and support (invoices/receipts) to permit appropriate processing by the Finance Department.

2. Local Travel

- 2.1. Local travel is deemed to be any authorized travel within the Metro Vancouver and Fraser Valley
- 2.2. Travel Expense Claim forms must be submitted monthly, for approval and payment. Claims in excess of 90 days of month end in which costs were incurred may not be paid.
- 2.3. Reimbursement for accommodation while attending local functions (within Metro Vancouver and the Fraser Valley) will not normally be approved, as it is expected that attendees will arrange to travel from home each day. Exceptions for local accommodation must be pre-approved by the secretary-treasurer, superintendent or associate superintendent.

2.4. Only hotel, parking and related taxes are to be claimed under accommodation. Employees are expected to book accommodation at government rates when applicable.

2.5. Kilometrage Reimbursement

2.5.1. The kilometrage reimbursement rate will be aligned to the reimbursement cost approved by the BC School Trustees Association (BCSTA).

2.5.2. Daily kilometrage will be calculated from the employee's assigned work site or first work location for the day. Travel from home to work and return is not eligible for reimbursement. Part-time teachers and support staff who work at more than one location and who are compensated for travel under contract are not eligible to claim daily kilometrage. Kilometrage reimbursement will not be paid where specifically excluded from employment contracts or where a vehicle allowance is received.

2.6. Per Diem Rate

2.6.1 Trustees and employees may claim a per diem amount up to the following maximums (inclusive of gratuities and taxes) without a receipt:

Breakfast \$15

Lunch \$20

Dinner \$30

Claims for meals for part of the day will be based upon the time away from the district. Meals covered by the conference registration are to be deducted from the meal claim.

Pcards should not be used for meals as staff will instead be reimbursed through the application of a per diem rate. Any exception (including direct reimbursement of actual receipted expenses) requires pre-approval by the superintendent or the secretary-treasurer.

An overnight allowance of \$10 is expected to cover personal telephone calls and other incidentals.

3. Out of Area Travel

3.1. Out of area travel is deemed to be travel outside of Metro Vancouver and the Fraser Valley.

3.2. Employees must obtain authorization from their immediate supervisor for out of area travel prior to making transportation, accommodation, and other travel arrangements.

3.3. Only hotel, parking and related taxes are to be claimed under accommodation. Employees are expected to book accommodation at government rates when applicable. If not applicable, a quote of three different hotels should be evaluated for the most economical given recognition to the traveller's time.

3.4. All travel expenses outside of Canada will be reimbursed in Canadian dollars, and adjusted by the current exchange rates to reflect Canadian dollar equivalency.

3.5. When travel in the United States takes place, allowable per diems are applied in U.S. dollars before conversion to Canadian dollars.

- 3.6. Travel to international locations other than the United States may result in costs which are significantly greater than the per diem rates established for local/United States travel. Exceptions to the per diem rates related to international travel must be approved by the superintendent, associate superintendent or secretary-treasurer. All expenses must be supported with original receipts. If original receipts are lost or are unavailable, the established per diem rate will apply with the appropriate exchange rate for the country of travel.
- 3.7. Employees who have a district-issued Procurement Card (PCard) may utilize the Pcard for business-related travel expenses to avoid incurring out-of-pocket expenses.
- 3.8. Air Travel
 - 3.8.1. Air travel should be used only when ground travel does not meet the event schedule, is more costly, or when distance or time constraints makes it impractical.
 - 3.8.2. The actual cost for air travel will be reimbursed up to an amount not exceeding the economy rate when traveling by the most direct route.
 - 3.8.3. Original copies of all air tickets must be attached to the reimbursement form.
 - 3.8.4. Flight cancellation insurance are reimbursable expenses.
- 3.9. Vehicle Rental
- 3.9.1. All vehicle rentals for business purposes must be pre-approved by the supervisor.