

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

**Tuesday, October 15, 2024, 6:30 PM
In-person & Via Zoom Link**

PRESENT	Danielle Connelly, Chair Maya Russell, Trustee Cheryl Sluis, Trustee Gurveen Dhaliwal, Trustee Marc Andres, Trustee Kathleen Carlsen, Trustee	Mark Davidson, Superintendent Geraldine Lawlor, Associate Superintendent Bettina Ketcham, Secretary-Treasurer Robert Weston, Executive Director, HR Dave Crowe, Director of Capital Projects Laura Goodman, Recording Secretary
REGRETS	Elliott Slinn, Trustee Amy Grey, Assistant Secretary-Treasurer Matt Brito, Director of Facilities & Operations Jawad Razzaq, Info. & Technology Lead	

Committee Chair Connelly 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 6:30 p.m.

Moved and Seconded

THAT the agenda for the October 15, 2024, Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

Chair Connelly acknowledged that October is Dyslexia awareness month.

Refer to <https://dyslexiabc.ca/october-2024-campaign> to review local resources on how to raise awareness.

2. **PRESENTATIONS**

Nil.

3. **CORRESPONDENCE**

Nil.

4. **COMMENT & QUESTION PERIOD FROM VISITORS**

Nil.

5. **REPORTS FROM SENIOR MANAGEMENT**

a. Capital Projects Update (D. Crowe)

Queen Elizabeth Expansion Project

Dave Crowe, Director of Capital Projects, provided an update on the Queen Elizabeth expansion project and highlighted that significant excavation work had already been completed. The general contractor for the project was awarded to Pro-Can Construction Group on August 23rd, with a ground-breaking ceremony being held on September 18th to celebrate the commencement of this project. Challenges include an extreme rain event that caused flooding on the site, and they are currently working with City partners to help mitigate this situation. Crowe stated that notifications regarding the upcoming pile driving were delivered to residents in a 2-3 block radius of the site to help mitigate the impact of the pile driving. Crowe also noted that a costly vibration monitoring device had been purchased to ensure the vibration thresholds from the pile driving are kept low to stop any potential damage to the surrounding buildings including to Queen Elizabeth school. Crowe acknowledged the ongoing efforts of Principal Phelan in coordinating safety plans and addressing community concerns.

Questions and discussion ensued.

b. Operations Update

1. Facilities & Finance Report

Questions were posed and the Secretary-Treasurer provided responses to Trustee questions.

2. Technology Information Services Report (TIS)

The TIS team has been hard at work on several initiatives which took place over the summer months. A copy of the report is included in the agenda package.

c. Enrolment and Staffing Update (G. Lawlor and R. Weston)

Lawlor presented highlights of the Enrolment Report.

- Associate Superintendent Lawlor referred to page 5 and 6 of the agenda package and noted that the staffing and enrolment numbers listed are from the current September 1701 student data collection for the 2024-2025 school year. The staffing and enrolment numbers for the 2023-2024 school year were included as a comparison and indicate that the District is continuing to experience significant growth.

- The District is experiencing a net increase of 359.43 FTE, with significant increases in Qayqayt Elementary, and Glenbrook and Fraser River Middle schools with the most significant increase in enrollment at New Westminster Secondary (NWSS).
- Lawlor noted that the number of students with Ministry designations is increasing, particularly in Inclusive Education and English Language Learners (ELL) programs.
- Summer Learning Programs are also growing, and reflect the district's efforts to meet the needs of students with designations.
- The growing needs of K-5 students continue to be met with significant EA support.

Robert Weston, Executive Director, Human Resources (Staffing)

- Weston outlined the current staffing levels and noted that some positions are still vacant and in the recruitment phase. Weston discussed the staffing required to support these enrolment increases, including non-enrolling ratios and the challenges of recruiting for difficult-to-fill positions.
- The District continues to work to meet the required staffing levels for counselors and learning support teachers and is aiming to reach 15 priority TTOCs in the next few weeks; Human Resources is optimistic about reaching this goal.
- The total for enrolling and non-enrolling staffing recruitment has increased from 471 in 2023-24 to 501 FTEs in 2024-25, an increase of 6.5% indicative of the growth they now experience. Weston emphasized the importance of monitoring staffing levels throughout the year to address any changes as they occur.

To review the Enrolment and Staffing report in its entirety refer to the video at [\[6:47 p.m.\]](#)

4. General Announcements

Nil.

5. New Business

Nil.

6. Old Business

Nil.

7. Question Period (15 Minutes)

Nil.

8. Adjournment

The meeting adjourned at 7:16 p.m.