

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

**Tuesday, May 14, 2019, 7:30 PM
School Board Office
811 Ontario Street, New Westminister**

PRESENT	Anita Ansari, Vice Chair Dee Beattie, Trustee Danielle Connelly, Trustee Gurveen Dhaliwal, Trustee Mark Gifford, Chair Maya Russell, Trustee	Karim Hachlaf, Superintendent Maryam Naser, Associate Superintendent Dave Crowe, Director of Capital Projects Grant Lachmuth, Black Wolf Consulting Halena Seiferling, Living Wage for Families Campaign Catherine Ludgate, Vancity Credit Union Tim Holloway, Engagement Partner, KPMG James Pocher, Assistant Secretary-Treasurer Caroline Manders, Recording Secretary
REGRETS	Mary Lalji, Trustee Kim Morris, Secretary-Treasurer	

Chair Connelly recognized and acknowledged the Qayqayt First Nations, 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. Approval of Agenda

The meeting was called to order at 7:34pm.

Agenda items re-ordered:

New Business: 7a. Living Wage to Presentations 4b.

New Business: 7b. Audit Planning Report to Presentations 4c.

Moved and Seconded

THAT the agenda for the May 14, 2019 Open Operations Policy and Planning Committee meeting be adopted as amended.

CARRIED UNANIMOUSLY

a. Appointment of Superintendent as Acting Secretary-Treasurer

Moved and Seconded

THAT Superintendent Hachlaf be appointed Acting Secretary-Treasurer, to preside over the May 14, 2019 Open Operations Policy and Planning Committee meeting, in the absence of Secretary-Treasurer Morris.

CARRIED UNANIMOUSLY

2. Correspondence

Correspondence was received.

3. Comment & Question Period from Visitors

Nil.

4. Presentations

a. Living Wage for Families Campaign

Halena Seiferling, Living Wage for Families Campaign, and Catherine Ludgate, Vancity Credit Union, provided an overview of the Living Wage initiative.

It was confirmed that there is no cost attached to the certification/re-certification process to be recognized as a Living Wage Employer.

Superintendent Hachlaf thanked Halena and Catherine for attending the meeting.

b. Living Wage

Trustee Gifford introduced the proposed Living Wage for Families and New Westminster Schools.

Trustee Russell shared with the Board her experience with the Living Wage.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to instruct staff to prepare a report, on or before the November 19, 2019 Operations Policy and Planning Committee Meeting, that provides an analysis of the costs and benefits of New Westminster Schools becoming a Living Wage Employer.

CARRIED UNANIMOUSLY

c. Audit Planning Report for the Year Ended June 30, 2019

KPMG Engagement Partner Holloway provided a high-level overview of the External Audit Planning Report.

5. Reports from Senior Management

a. Capital Projects Update

i. New Westminster Secondary School

Director of Capital Projects Crowe and Grant Lachmuth, Black Wolf Consulting, updated the Committee as follows:

- 40-50 trade workers on site, this will increase soon to 70-80 workers.
- Engaging school staff and students to start recycling items that will not transition to the new school site.
- Contract completion date is May 6, 2020. Key civil works coming up with storm/sanitary and water lines between Massey Theatre and Moody Park Arena.
- Foundation and readiness work has been completed. About 35% of east wing concrete has been completed. Finishing service line work.
- No archaeological nor environmental issues have been noted.
- Structural steel framework for the east wing has been completed; now continuing steelwork north; floor slabs being installed.
- Construction is starting on the maintenance/IT building. Environmental monitoring will be onsite as well as First Nations to be present at the excavation site.
- Community garden has been moved to another location.
- Overall on-time and on-budget, no changes to the risk summary - everything is considered to be low risk.

- Graham Construction has added additional traffic control people to ensure safety for pedestrians, cyclists, students, etc. There have been no concerns expressed by the neighbours.
- Remainder of paving will start in July and will take about 2-3 months to complete. This is a very complex project, which is divided into 13 stages to cause minimal disruption.

Superintendent Hachlaf confirmed that there will be an opportunity for students to be involved in the naming of spaces at the new NWSS.

ii. Lord Tweedsmuir Elementary School

Director of Capital Projects Crowe provided an update on the Seismic Upgrade Project at Lord Tweedsmuir Elementary School.

Richard McBride Elementary: public consultation on June 5 from 6:30pm to 8:00pm. Presentation to teaching staff will take place before the public meeting.

Herbert Spencer Elementary School: boiler and hot water tank upgrades. Also a complete floor replacement and gym floor.

Glenbrook Middle School: replacing gas-fired roof-top units to hot water.

Lord Kelvin Elementary School: complete boiler and air handler upgrade.

b. Operations Update

i. 2019-2020 Budget - Process Debrief / Overview

Superintendent Hachlaf provided a brief summary of the extensive budget process, which was undertaken in the district to enhance public participation and transparency, beginning in November 2018 with the Student Symposium, Talking Tables in February 2019 and the Long-Range Facilities Review public consultations in April 2019.

Trustee Feedback:

Trustee Ansari: this was her first budget process; she liked the process; however, she was unsure when she could jump-in to ask questions and would like to get clarification on that process.

Trustee Beattie: she missed part of the process and felt badly because she feels that she missed out; she would like to be able to ask questions earlier in the process; funding of the arts, she would like to better understand what we already do in the schools and for a clearer picture on the current funding and staffing supports for the arts.

Trustee Gifford: the budget process was a positive experience and a great improvement of what the budget process has been previously. This process was very ambitious and for a mostly new Trustee and Senior Staff team, it went very smoothly, it was quite the achievement. There are probably some areas for improvement, however over all it went very well. The District embarked on many firsts to involve the public. This provided us with a lot of information, which they will need some assistance with in disseminating appropriately. Trustee Gifford thanked the Secretary-Treasurer and staff for rolling out this process. He appreciated getting the structure of the process early on, which laid out clear timelines. However, what could be done better is to have more time for the Trustees to be

able to discuss the budget prior to the final approval phase. The weeks leading up to that, seemed quite fast.

Trustee Connelly: staff did a great job in explaining the process; an incredible amount of training and orientation has taken place since November; some difficulty in balancing time demands with the budget process with the strategic planning process; she did feel supported and is appreciative of the information and training which was imparted. She would also like to hear feedback from staff about this process.

Trustee Dhaliwal: she also was very appreciative of staff's assistance in helping them understand the budget process. This process has provided a great foundation for future budgets. A reminder to use simple language to explain budget terms in non-accounting language; she would like to have more discussion in committee prior to Board meeting; and would like to know where each of the schools' budgets and how and where they spend their money.

Trustee Russell: the step-by-step explanation of the budget was very helpful. She had some difficulty in understanding how the budget translates to what happens at the school level. She also felt that there may be some benefit around discussion before passing the budget. Perhaps, a workshop may be helpful. Reading the financial statements, she finds it difficult to track the year-to-date and actual budget. There have been wonderful orientation opportunities and is very appreciative of staff's efforts. Further, asking staff to provide, in some cases, more detailed background information will be helpful.

Superintendent Hachlaf: staff thanked the Trustees for their feedback and will work with the Senior Management Team to consider and implement the improvements suggested prior to the 2020-21 budget planning process.

Superintendent Hachlaf reviewed the April 30 recommendation relative to the 2019-2020 Arts Surplus Allocation, which would allocate a one-time \$180,000 from surplus as follows:

1. *Initial one-year commitment to 0.5 FTE District Arts Facilitator position and program costs, to support development of a comprehensive District creative and performing arts strategy, delivery of curriculum, programs, partnerships that strengthen learning and engagement of students, teachers, and staff. Cost: \$60,000*
2. *Facility Rental: Access to Massey Theatre is important to the District, NWSS, Fine Arts programs, as well as elementary and middle schools. Fine Arts alone can use 30 days per year, which can cost more than \$1,500/day. One-year enhancement funding to support 2019-20 costs at Massey Theatre, and to ensure each District elementary and middle school has option to cover costs of one day or evening use of Massey Theatre, in addition to NWSS for fine arts, learning, and ceremonial uses. Cost: \$50,000*
3. *Supplies and Equipment: one-time enhancement funding to support equitable refresh of K-12 District fine arts equipment and supplies. Cost: \$70,000*

Staff to provide update on position and funding allocation at the November 26, 2019 Board Meeting.

Superintendent Hachlaf acknowledged again many of the trustee comments towards anchoring this recommendation towards strategic planning alignment and agree with the need to develop a focused and sustainable approach to supporting Fine Arts in our school district. Superintendent Hachlaf recommended we can appropriately do both and proceeded to provide a rationale for the three components of the recommendation.

It was suggested that the proposed motion be split into two parts – items #1 and #2 together and item #3 as a separate motion.

Amended Motion

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) allocate \$110,000 from surplus to support an investment that strengthens capacity of art education in our schools as follows:

- 1. Initial one-year commitment to 0.5 FTE District Arts Facilitator position and program costs, to support development of a comprehensive District creative and performing arts strategy, delivery of curriculum, programs, partnerships that strengthen learning and engagement of students, teachers, and staff. Cost: \$60,000*
- 2. Facility Rental: Access to Massey Theatre is important to the District, NWSS, Fine Arts programs, as well as elementary and middle schools. Fine Arts alone can use 30 days per year, which can cost more than \$1,500/day. One-year enhancement funding to support 2019-20 costs at Massey Theatre, and to ensure each District elementary and middle school has option to cover costs of one day or evening use of Massey Theatre, in addition to NWSS for fine arts, learning, and ceremonial uses. Cost: \$50,000*

Motion Rescinded

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to allocate \$70,000 from surplus to support an investment that strengthens capacity of art education in our schools as follows:

- 3. Supplies and Equipment: one-time enhancement funding to support equitable refresh of K-12 District fine arts equipment and supplies. Cost: \$70,000*

Staff to provide update on position and funding allocation at the November 26, 2019 Board Meeting.

Motion Rescinded

New Motion as Amended:

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to allocate \$180,000 from surplus on the condition that staff provide a funding plan to the Board at, or before, the November 19, 2019 Operations Policy and Planning Committee meeting, to support an investment that strengthens capacity of art education in our schools as follows:

1. *Initial one-year commitment to 0.5 FTE District Arts Facilitator position and program costs, to support development of a comprehensive District creative and performing arts strategy, delivery of curriculum, programs, partnerships that strengthen learning and engagement of students, teachers, and staff. Cost: \$60,000*
2. *Facility Rental: Access to Massey Theatre is important to the District, NWSS, Fine Arts programs, as well as elementary and middle schools. Fine Arts alone can use 30 days per year, which can cost more than \$1,500/day. One-year enhancement funding to support 2019-20 costs at Massey Theatre, and to ensure each District elementary and middle school has option to cover costs of one day or evening use of Massey Theatre, in addition to NWSS for fine arts, learning, and ceremonial uses. Cost: \$50,000*
3. *Supplies and Equipment: one-time enhancement funding to support equitable refresh of K-12 District fine arts equipment and supplies. Cost: up to \$70,000 on the condition that district staff present an update on the dispersal of the supplies and equipment on or before the November 26, 2019 Board meeting.*

CARRIED UNANIMOUSLY

ii. Long-Range Facilities Review

Superintendent Hachlaf provided a brief update. Recommendation is to proceed with Option #2 as indicated in the Long-Range Facilities Review.

a. Feedback

Nil.

b. Recommendation

Concern was expressed over the lack of feedback received and that Option #2 does not adequately capture the type of school allocation. Also, that the plan does not accurately address the district's needs going forward to 2041.

None of the options are perfect; Option #2 provides greater flexibility relative to the other Options.

Superintendent Hachlaf indicated that the Long-Range Facilities Plan aligns with our 5 year Capital Plan, which is submitted to the Ministry. Further the 5 year Capital Plan is reviewed on an annual basis to ensure that the district's needs are met.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of Option 2: Addition to Queensborough Middle School + 3 new schools (1 Middle and 1 Elementary and 1 configuration to be determined) as outlined in the Long-Range Facilities Review.

**CARRIED
1 Opposed**

6. General Announcements

Trustee Ansari will visit Richard McBride Elementary for Electrical Safety Day on May 15 and share safety practices with the students.

Trustees Beattie and Connelly will attend the Metro Trustees' meeting on May 15. Trustees in other districts have asked how the employer health tax will affect budgeting. Superintendent Hachlaf will connect with the Trustees to provide additional information.

Reminder: May Day Celebration on Wednesday, May 22.

7. New Business

Living Wage (Item #7a) and Audit Planning Report (Item #7b) were moved to Item #4 Presentations.

8. Old Business

Nil.

9. Question Period (15 Minutes)

Nil.

10. Adjournment

The meeting adjourned at 9:45pm.