

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

**Tuesday, January 21, 2020, 7:00 PM**

**School Board Office**

**811 Ontario Street, New Westminster**

<b>PRESENT</b>	Dee Beattie, Trustee	Karim Hachlaf, Superintendent
	Danielle Connelly, Trustee	Bettina Ketcham, Secretary-Treasurer
	Surveen Dhaliwal, Vice Chair	Maryam Naser, Associate Superintendent
	Mark Gifford, Trustee	Robert Weston, Executive Director, Human Resources
		Dave Crowe, Director of Capital Projects
		Grant Lachmuth, Black Wolf Consulting
		Caroline Manders, Recording Secretary
<b>REGRETS</b>	Anita Ansari, Chair	
	Mary Lalji, Trustee	
	Maya Russell, Trustee	

*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 7:05pm.

Add: Item 6a. BCSTA Motion – Climate Literacy Funding and Supports

**Moved and Seconded**

***THAT the agenda for the January 21, 2020 Open Operations Policy and Planning Committee meeting be adopted as amended.***

**CARRIED UNANIMOUSLY**

**2. Correspondence**

Nil.

**3. Comment & Question Period from Visitors**

Nil.

**4. Reports from Senior Management**

a. Capital Projects Update

i. New Westminster Secondary School

Director of Capital Projects Crowe and Grant Lachmuth, Black Wolf Consulting, provided December 2019/January 2020 highlights:

- Project is on budget.
- Weekly stakeholder consultation meetings and communications with adjacent stakeholders and surrounding community are ongoing.
- Significant work has been completed since November/December.
- Work continues adjacent to the school - civil works, sanitary & storm sewer lines, etc.
- Maintenance/IT building - footings are in; civil works have been completed.
- Drywall on levels 1 and 2 are mostly completed.

- January/February – level 3 drywall & painting will be completed.
- Interior glass walls will be installed over the next month. 85% of the exterior glazing has been completed.
- Exterior boarding has been completed; finishing the gym locations. Exterior cladding (Thunder Max) will commence in latter part of January.
- Roadworks - preparing to install signal lights at intersection of 8th Avenue and laneway between Massey Theatre/Moody Arena. Preparing for pedestrian activated signal on 6th Street access to new school.
- It was confirmed that the number of parking spaces is similar to the current parking layout. Two accessible parking spots have been allocated.
- Current workers on site - 120-140. Additional drywall crews have been added as well.

*Director of Capital Projects Crowe and Grant Lachmuth left the meeting at 7:24pm.*

b. Operations Update

- January 2020 Operations Update

Secretary-Treasurer Ketcham provided an update on the activities of the Operations and Finance staff for December 2019 and January 2020.

District Strategic Plan Staff Objectives will be one of the first priority projects for the new Communications Coordinator. The Objectives will be posted on the District website upon completion.

Enrolment and budget process are ongoing.

i. December 31, 2019 Financial Report

Secretary-Treasurer Ketcham indicated that revenues and expenses are tracking similarly to 2018. Operating Grant will be updated with the amended budget in February. Appropriated Surplus will be adjusted with the amended budget.

c. Budget Update

Secretary-Treasurer Ketcham reviewed the highlights of the current budget cycle. Upcoming opportunities for input on the budget process are Talking Tables, which will be held on February 18; and the Student Symposium, which has been confirmed for Friday, February 21.

[ThoughtExchange](#) survey has been extended to Friday, January 24. Upon completion of the survey, feedback received from parents, students and staff will be reviewed and a plan will be developed to incorporate the feedback into the District's Strategic Planning.

No new information has been received from the Ministry of Education regarding the funding formula since the last update in November 2019. Districts have not yet been informed as to when an update may be forthcoming.

Enrolment in the District has decreased by approximately 225 students, mainly resulting from a decrease in continuing education enrolment and Island Discovery.

Change in funding has resulted in a reduction of \$1,407,985 to revenues. As a result, the District has taken steps to right-size programs.

Planned deficit budgets in 2018-19 and 2019-20, provided the District with funds for several District initiatives. The estimated deficit is \$1,553,832 excluding amended budget adjustments.

Special Purpose Funds are funds that the District receives for a specific purpose (they are restricted funds). Annual funding has been \$1.5 million + surplus \$630K at the start of the year = \$2.1 million funding for this year. Districts have been allowed to carry forward surplus though we are trying to ensure this is fully utilized. Classroom Enhancement Fund (CEF) - receive funding in three components - staffing; overhead and remedies. It's a 'use it or lose it' - funds are clawed back at the end of the year. This funding is provided annually since 2016 Supreme Court ruling on class size and composition, however, the structure of funding may change.

d. Trustee Remuneration

Secretary-Treasurer Ketcham explained that in determining Trustee remuneration, the Board follows Policy 7 - Board Operations. Trustee remuneration may be adjusted on an annual basis based on the most recent five-year rolling average of the Vancouver Consumer Price Index (CPI) effective January 1<sup>st</sup> of each year. The five-year rolling average for the current year is +1.92%. To allow for better planning, it is proposed to change the stipend to be effective July 1<sup>st</sup>, to be in-line with the District's fiscal year.

**Moved and Seconded**

***THAT the that the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to approve the annual five-year rolling average increase of 1.92%, effective July 1<sup>st</sup>, 2020.***

**CARRIED UNANIMOUSLY**

i. Board Policy 7 - Board Operations

**Moved and Seconded**

***THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to accept the revised Policy #7 Board Operations.***

**CARRIED UNANIMOUSLY**

e. Living Wage Update - Timeline for Implementation

Executive Director of Human Resources Weston provided a brief update on the status of this matter.

**5. General Announcements**

Chair Connelly thanked the District's Maintenance and Operations department for their great work of snow removal resulting from the January 15, 2020 snowfall.

**6. New Business**

a. BCSTA Motion - Climate Literacy Funding and Supports

Chair Connelly introduced the following motion, which will be brought forward at the February BCSTA Provincial Council meeting.

**Moved and Seconded**

***That the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) that BCSTA advocates/requests/encourages/urges the Provincial Government (Ministry of Education and Ministry of Environment & Climate Change Strategy) to provide funding to support climate literacy in all BC schools (i.e. curriculum supports, professional development opportunities).***

**CARRIED UNANIMOUSLY**

**7. Old Business**

a. Childcare Verbal Update

Associate Superintendent Naser provided an update on childcare considerations in Queensborough. The licensing of the childcare program and preparing the childcare facility will be completed shortly. Spaces will begin to be made available in March/April, ahead of the initial May timeline. There are currently 8 available spaces; waitlists are being reviewed and families are being contacted to confirm whether or not they still require a space. Letters are being sent to families and information will also be made available on District's website.

**8. Question Period (15 Minutes)**

Nil.

**9. Adjournment**

The meeting adjourned at 8:22pm.