

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

**Tuesday, April 21, 2020, 7:00 PM
Via Webex Livestream**

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|----------------|------------------------------|--|
| PRESENT | Anita Ansari, Chair | Karim Hachlaf, Superintendent |
| | Dee Beattie, Trustee | Bettina Ketcham, Secretary-Treasurer |
| | Danielle Connelly, Trustee | Maryam Naser, Associate Superintendent |
| | Gurveen Dhaliwal, Vice Chair | Robert Weston, Executive Director, Human Resources |
| | Mark Gifford, Trustee | Caroline Manders, Recording Secretary |
| | Maya Russell, Trustee | |
| REGRETS | Mary Lalji, 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 7:00pm. On behalf of the Board of Education, Operations Policy and Planning Committee Chair Connelly offered condolences to those who lost their lives to COVID-19 and to the victims of the mass shooting in Nova Scotia.

Moved and Seconded

THAT the Operations Policy & Planning Committee approve that the April 21, 2020 meeting to be held via videoconference.

CARRIED UNANIMOUSLY

Moved and Seconded

THAT the agenda for the April 21, 2020 Open Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Correspondence

Nil.

3. Comment & Question Period from Visitors

Please note questions will be answered during Question Period near the end of the meeting.

4. Reports from Senior Management

a. Operations Update

- April 2020 Operations Update

Secretary-Treasurer Ketcham highlighted the following:

- Capital project improvements have been approved for Connaught Heights, FW Howay, Herbert Spencer and Queen Elizabeth Elementary schools as well as Glenbrook Middle school.
- Annual lead testing has been completed at FW Howay, Herbert Spencer and Lord Kelvin Elementary schools as well as Glenbrook and Queensborough

Middle schools. All sites were below the acceptable concentration levels. Lead testing is completed every three years per site.

- COVID-19 has changed the ways of work at the District, specifically regarding safe working distances, hygiene and sign-in procedures. Work that is typically completed over the summer is now being pulled forward where possible.
- Custodial hours have been adjusted to accommodate day schedules while staff are in the building to ensure constant cleaning and disinfection throughout the day.
- Finance team has been working to prepare the financial reporting requirements for March 31 which is the government's year end. In anticipation of the ratification of the teacher's collective agreement, payroll staff are preparing for the required retroactive pay estimates back to July 2019.
- March 31, 2020 Financial Report

Secretary-Treasurer Ketcham provided highlights:

- Revenues are close to 30% which is right on-budget; in light of COVID-19, if regular operations do not resume, this would cause a shortfall of current fiscal year anticipated revenue.
 - International students: 50 students have been repatriated; 42 students have selected to continue with online learning. No impacts to revenue this year.
 - Potential facility rental loss of \$72K.
 - About \$100K reduction in interest on short term investments.
- Expenses are at 28% of budget remaining, tracking slightly lower due to the \$1million allocation to furniture for the new NWSS facility.
 - Tracking under budget for Principals' & Vice Principals' salaries; teachers' salaries are in-line with budget.
 - Substitute salaries: there are currently no TTOCs or Casuals working right now, this could be a potential saving.
 - Employee benefits on-track.

Secretary-Treasurer Ketcham will provide a follow-up regarding the inquiry regarding International Program host families and whether or not they continue to be paid as the students have been repatriated.

It was asked whether it would be possible to get a break down of the legal fees. Due to confidentiality, this will require further review as to how this information could be disseminated publicly.

The Provincial Government has confirmed that salaries will be paid to the end of April 2020 but no information beyond this time frame has been communicated.

5. General Announcements

Nil.

6. New Business

a. COVID-19 Update

Superintendent Hachlaf highlighted the COVID-19 Update:

- The District is working according to the Ministry of Education guiding principles.
- Navigating to remote learning environments will lead the way to changes in ways of work operationally going forward.
- Childcare provided for essential services workers.

- A District-wide survey was distributed to all district families, over 4,000 parents participated and answered questions surrounding essential service support, childcare support, meal support, unique needs and technology support.
Superintendent Hachlaf thanked Westminster Children’s After School Society (WCAS) for their partnership with the District in assisting with providing childcare; he also thanked all those working at the six District childcare learning centres to provide childcare for essential services workers.
Every effort is being made to reach out to Queensborough families who may be facing transportation challenges in being able to pick-up meals at NWSS.
- Superintendent Hachlaf thanked Val Pontier, Sabine Decamp and Gary Pattern for their work and leadership in utilizing the District’s 3D printers to create face shields for front-line health care workers; to date 500 face shields per week are being produced.

Associate Superintendent Naser explained childcare provisions being put in place for students who require a higher level of support. Principals have been asked to reach out to vulnerable students who may require assistance and counselling support to bring them into the schools where face-to-face support can be offered in a classroom setting.

A list of various resources has been published on the District’s [website](#) to assist with those who are seeking additional support. The Districts’ six childcare learning centres will be able to accommodate Tier 2 essential services workers’ children. However, should additional space be required, other sites may be considered. Staff has also reached out to the English Language Learner students and their families.

Secretary-Treasurer Ketcham confirmed that there are sufficient cleaning supplies within the District.

Committee Chair Russell requested that the Board of Education write a letter to commend staff, teachers and the administration of New Westminster Schools for their dedication to students in this unprecedented time in which their work is more important than ever. Board Chair Ansari indicated that she will draft the letter, which will be sent to the District.

b. 2020-2021 Budget Process Schedule Amendment

Secretary-Treasurer Ketcham provided a brief explanation as to why the 2020-21 budget process has required some scheduling changes, which entails shifting the budget process out by one month. The Ministry’s submission deadline is June 30, which still provides ample time to complete the process.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to approve the Amended 2020-2021 Budget Process as presented.

CARRIED UNANIMOUSLY

c. 2020-2021 Budget Update

Secretary-Treasurer Ketcham provided an update:

- No change in the current funding formula.
- Operating Grants continues to be based on FTE (76% is allocated using a standard per student FTE amount) (Basic Allocation).

- Supplemental funding based on:
 - Unique student needs
 - Unique district factors
 - Funding Protection/Enrolment Decline
- Provincial funding to school districts was highlighted.
- 2020/21 Rate Changes were reviewed:
 - Overall lifts are noted in all categories; no increase for Distributed Learning
 - 1.74% rate change increase; 0.92% enrolment change increase:
 - Additional funding for:
 - Equity of Opportunity
 - Unique Geographic Factors
 - Curriculum and Learning Support
 - Small Community Supplement
- Total school-aged enrolment funding - increase of approximately \$588,593.
- Overall resulting in a lift of \$1,023,916 due to rate changes, however, several supplements were rolled in to the general operating grant block, resulting in less revenue of \$168,932 than if these supplements were unchanged.
- Risks to Projections:
 - Funding to be confirmed by Ministry of Education
 - Potential new cost pressures to be confirmed by province

The districts have been asked to provide COVID-19 impacts (includes both costs and savings) to the Ministry, however, it is not clear as to what the Ministry will do with this information.

2020-21 COVID-19 financial impacts:

- Potential revenue loss related to the COVID-19
- Potential additional costs related to the COVID-19

There are many unknowns and variables that may cause significant shortfalls for the 2020-21 budget.

7. Old Business

Nil.

8. Question Period (15 Minutes)

Nil.

Trustee Connelly thanked the District's students, teachers, parents/guardians, staff, unions, and community partners for everyone's patience, support and work.

9. Adjournment

The meeting adjourned at 8:34pm.