

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

**Tuesday, May 12, 2020, 7:00 PM  
Via Webex Livestream**

<b>PRESENT</b>	Anita Ansari, Chair	Karim Hachlaf, Superintendent
	Dee Beattie, Trustee	Bettina Ketcham, Secretary-Treasurer
	Danielle Connelly, Trustee	Maryam Naser, Associate Superintendent
	Curveen Dhaliwal, Vice Chair	Robert Weston, Executive Director, Human Resources
	Mark Gifford, Trustee	Guests:
		Dave Crowe, Director of Capital Projects
		Bruce Cunnings, Director, Instruction, Learning Services
		Grant Lachmuth, Black Wolf Consulting
		Maureen McRae-Stanger, Director, Instruction, Learning & Innovations
		Janet Kinneard, CUPE Local 409
		Andrew Kroll, Parent, Glenbrook Middle & NWSS
		Caroline Manders, Recording Secretary
<b>REGRETS</b>	Mary Lalji, Trustee	
	Maya Russell, Trustee	

***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. Approval of Agenda**

The meeting was called to order at 7:03pm.

**Moved and Seconded**

***THAT the agenda for the May 12, 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 that we will answer questions during Question Period near the end of the meeting.*

**4. Reports from Senior Management**

a. Capital Projects Update

i. Richard McBride Elementary School Replacement Project - Consultation Update

Director of Capital Projects Crowe provided an update of the Richard McBride Elementary School replacement project. Upcoming milestones, include the issuance of the building permit; pile drilling is ahead of schedule; completion of excavation and trucking of soil has gone well. Some onsite activities have been moved up from July to June to make up time. Neighbours near the site have not indicated any concerns regarding increased truck traffic.

ii. New Westminster Secondary School

Consultant Grant Lachmuth provided an update of the NWSS project:

- Current expenditures to date is \$66,300,000.
- Communications have been shared regarding the COVID-19 impact to the construction phase of the NWSS replacement Project and subsequent delay in completion of the school.
- Construction continues with the required social distancing safety measures in place. Including significant civil works, roadworks, drywall, exterior boarding and glazing, work completed on the Maintenance and IT Building.

It was asked whether a project schedule could be provided for both the Richard McBride and NWSS projects. Director of Capital Projects Crowe indicated that schedules will be provided once details are more firm. Currently, both sites are in a state of flux due to the COVID-19 situation. There are currently no supply chain issues at the Richard McBride site.

b. Operations Update

i. May 2020 Operations Update

Secretary-Treasurer Ketcham provided highlights of the May Operations Report.

- April 30, 2020 Financial Report

Secretary-Treasurer Ketcham provided highlights:

Revenues: shortfalls in community rentals due to shutdown of facilities; cafeteria revenue less by \$130K, however, this is offset by costs that would be incurred.

Expenses: Budget remaining is lower at 18% remaining with 2 months left of the school year as it includes the \$1M furniture allotment for NWSS;

- Teachers' salaries have been aligned using Special Purpose Funds; support staff and educational staff salaries is sitting slightly below target, due to 3 payrolls captured in April compared to 2 payroll periods in the previous year.
- Substitute Salaries will realize some savings due to no in-class instruction; as well as Employee Benefits; Services and Supplies will also see some gains, which will help to offset some budget pressures.

It was asked whether the District would experience an increase in the cost of insurance, since the school district is covered by the Schools Protection Program, the District is not be subject to similar fluctuations seen in the condo insurance market.

c. 2020-2021 Preliminary Budget Review

i. Superintendent Recommendations - Part 2

Superintendent Hachlaf provided a detailed overview of the recommendations. Highlights are as follows:

- COVID-19 financial impact; decreased international revenue; purchase of portable classrooms to address increased enrolment; re-calibration of using one-time surplus funds over several years and re-alignment with the new strategic plan.

- Surplus Initiatives were reviewed, total allocated \$825K; total spent \$550K. Fine Arts – Massey Theatre Rental is lower than budgeted by approximately \$25K; Medical Services Plan (MSP) for international students is lower as MSP is behind on billing and the amount shown (\$49K) is the revenue to January; still to be billed is February to June. Digital Archive Filing has been put on hold (\$50K).
- Inclusive Education Review cost \$50K in 2019-20; moving forward, we need to financially support the recommendations in a multi-year phased approach; including 2 additional Educational Assistants (\$97K).
  - Director, Instruction, Learning Services Bruce Cunnings provided a further update. Associate Superintendent Naser, Trustee Beattie and he met with the consultants this week to review the recommendations, which will be brought forward to the Board.
- Fine Arts: in 2019 the Board approved a Fine Arts initiative which included: Equipment \$70K; Massey Theatre Rental \$50K; Facilitator \$50K; Equipment purchases to date are \$65K; Massey rental to date \$23K.
  - Director, Instruction, Learning & Innovations, Maureen McRae-Stanger provided additional details:
    - Purpose of the Massey Theatre Rental budget item was to provide all schools with the opportunity to use Massey Theatre, however, many of the elementary schools used their own gymnasiums. As a result, some of the money in the equipment account was used to augment equipment purchases for individual schools; also used to support technology support and tools (such as portable staging, art tables, art supplies, printing press, easels, drying racks, musical instruments; microphones, lighting). Arts Facilitator inventoried each school and consulted with each school's principal, vice principal and teachers to ensure that their needs were being met and that the spending was equitable across all schools within the District.
    - Glenbrook Talent Show – Director, Instruction, Learning & Innovations McRae-Stanger will check with schools whether funds were coming from their school budget or the District Fine Arts budget.
    - Is it possible to use some of the surplus in the Massey Theatre Rental account - the funds in the Massey Theatre Rental account can be used to enhance schools' presentations - this item will be brought back to the May 26, 2020 Regular Open Board meeting.
    - The District has a very strong Fine Arts program and every effort will be made to ensure that this program will remain strong and supported within the District.
    - Teacher Mentor (\$70K) - this position has been very busy in 2019-20; this role was integral in spearheading the shift from face-to-face to remote learning. This position is invaluable.
- Associate Superintendent Naser reviewed the technology needs within the District to implement the following:
  - Digitization project has been paused pending further review of the requirements of the District, consultant will work with the District to identify this could be better aligned to Office 365.

- Technology Plan - currently nearing finalization and will be shared at a Board meeting.
- Office 365 implementation - is taking place now within the district.
- Content management.
- Collaboration.
- Operational Efficiencies, Executive Director of Human Resources Weston highlighted the following:
  - Director of Programs & Planning will not be replaced, moved to be a District VP role.
  - School administrative time reductions (enrolment changes/decreases) 1.5 FTE.
  - Clerical re-adjustment to select sites (Pearson Adult Learning Centre, 4 elementary sites and School Board Office (cessation of scanning of files pending district-wide review) total hour reduction = 85 hours;
  - Teacher librarian collaboration model (1.85 FTE) - this efficiency is being realized according to how teacher-librarian interacts with the students - 50% with students; 50% with collaboration - working with teachers to prepare materials for instruction.
  - Distributed Learning (DL) Ratio 1:35 (2.0 FTE) - Hume Park Home Learners and online reduction.
  - Total Savings \$599,567
- Operational Priorities:
  - Special Education Recommendations
    - 2 EAs plus curriculum facilitators increments: \$97K
    - Technology Recommendations: - Not related to COVID-19 were already planned:
      - Technology: \$50K
      - More budget pressure prioritization
      - Content management; collaboration tools; hardware reconfiguration; privacy & security
- Fuel Up - School Nourishment Program:
  - Before the pandemic, schools were surveyed; first year that all schools had the nourishment program implemented; survey data was reviewed by UBC. The survey responses resulted in some changes in menu choices; costs and how to make this program more accessible and promote healthy eating. A school nourishment coordinator was hired just prior to the pandemic and was not able to commence the position. Ongoing communication with the caterer has taken place - the District has provided \$34K in subsidies, this is a full launch for all schools up to mid-March 2020.
  - Trustee Dhaliwal asked how much of the subsidies are coming from CommunityLINK vs operating budget, all funds for the school nourishment program is coming from CommunityLINK. To date \$17K has been received in donations to the school nourishment program.

- School Budgets
  - Recalibration of last year which had some unintended consequences due to changes implemented.
  - 2 phases of consultation made with principals.
  - Principals all supportive of the approach applied for 2020-21
  - Main changes:
    - Tiered application of school budgeting for elementary, middle & secondary; secondary students would require a bigger budget for purchase of their supplies compared to elementary & middle students; similar to equipment purchases
    - Centralization of enrolment growth-bases resources (\$48K)
    - Centralization of computer equipment replacements (\$85K)
  - Resulting in \$22K in savings - flexible furniture for NWSS, which are not necessary due to the new furniture being provided for the school.
- Other Operational Adjustments - have done a thorough review of any other operational adjustments able to be made:
  - 0.1 FTE increase in Vice Principal time at Fraser River Middle School due to increasing enrolment.
  - Reduction of \$15K of optimizing current Principal/Vice Principal (PVP) time for summer school.
  - Enrolment including preparation.
  - Operating fund adjustment for Educational Assistants (EAs) charged to special purpose in 19/20.
  - Reallocating \$256K plus benefits to the annual facilities grant for work anticipated for capital projects done by SDD40 staff.
  - Adjustment to PVP/Exempt salaries to actual anticipated changes
  - Reduction of \$80K as only one (1) portable purchase required (not two).
    - Total savings amounts to \$346K

Secretary-Treasurer Ketcham provided a detailed review of the updated 2020-21 budget detail, which has been challenging to put together due to current pandemic. A copy of the budget presentation is included at the end of these minutes.

The District is realizing some savings due to the suspension of in-class instruction, however, it should not be assumed in budgeting for 2020-21 that the Ministry of Education will allow districts to retain those savings.

Total Adjustments, entire net impact is \$1.2 million shortfall, which will be supported by reserves; reserve budget is to sit at \$2 million, so we are short of this target.

Trustee Connelly was experiencing some Webex technical issues and asked Trustee Ansari to chair the rest of the meeting.

## 5. **General Announcements**

Nil.

## 6. **New Business**

### a. COVID-19 Update

Superintendent Hachlaf provided highlights:

- [BC's Restart Plan](#) outlines a phased approach to move British Columbia through the pandemic.
- A letter was sent to all parents, students and staff on May 7, 2020 to announce that work will commence on a plan for a phased-in approach that will see a slow and safe return to in-class instruction over the next number of months. By June 1, will move into Stage 3: remote and online learning continuing for most students, with an optional, part-time return to in-class instruction for students whose families need to have kids back in classes (currently defined by the Ministry as in-class learning options for students in K-5 on a part-time basis, and access to in-class learning as needed for Grades 6-12 on a part-time basis). No matter which option parents pursue, all children will be afforded equal opportunities to receive support through this new phase.

Associate Superintendent Naser explained the implications of the return to the classroom regarding childcare. There are nine Child Care Centres (about 50 students per site; number of children from day-to-day do vary); support with remote learning, Educational Assistants and Westminster Children's After School Society have been very helpful. Health and safety site plans and staff training take place continually; staff are on a two-week rotation. As the District moves to Stage 3, this will involve surveying families to ensure that they continue to be supported, especially Essential Services Workers. Superintendent Hachlaf indicated that the District will not be consolidating school sites, rather welcoming back students to their respective schools in a measured and safe manner.

Director, Instruction, Learning & Innovations McRae-Stanger updated the Board regarding a continuity of learning. Remote learning has challenged teachers. They are continually reaching out to students and families on a weekly basis to check-in and identify those who may require additional support. Phase 3 and beyond will see the development of remote learning tools; video; virtual classroom; blended learning - both online and in-class instruction. She thanked the teachers who have done well in adapting to a new way of learning.

Director, Instruction, Learning Services Cunnings thanked staff for their work in assisting vulnerable students. Each school's team has reached out to their vulnerable students to ensure that their needs are being met. This means that some students were brought into school for a one-on-one experience.

Superintendent Hachlaf provided a brief update regarding the NWSS Graduation. Plans are being finalized to hold a virtual ceremony, which will include 'Walk the Stage' at Massey Theatre where individual students and respective families can celebrate. This will be done in accordance with Fraser Health to ensure all health and safety measures are followed.

### b. TransLink Advocacy

Trustee Beattie shared that TransLink has recently reversed their plans to decrease transit services, however, she would like to proceed with writing a letter and invited Glenbrook/NWSS parent, Andrew Kroll, to speak in support of this initiative (see Agenda Item 8. Question Period). Trustee Gifford asked that the motion be changed to read 'enhanced funding' replacing the word 'emergency'.

**Moved and Seconded**

***THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to write a letter to the Provincial and Federal governments to advocate that TransLink receive emergency funding to ensure necessary transit services will be there for essential workers, the community, and students when they need it.***

**MOTION 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 write a letter to the Provincial and Federal governments to advocate that TransLink receive enhanced funding to ensure necessary transit services will be there for essential workers, the community, and students when they need it.***

**CARRIED UNANIMOUSLY**

**7. Old Business**

Nil.

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

NWSS/Glenbrook parent Andrew Kroll spoke in support of the TransLink Advocacy motion and the importance of the transit system to transport students to and from school. He thanked Trustee Beattie for bringing this motion forward for consideration.

Janet Kinneard, CUPE Local 409, asked whether qualified CUPE staff would be considered for the Fine Arts Coordinator role. Superintendent Hachlaf thanked Janet for her inquiry. The recommendation will be taking under advisement.

**9. Adjournment**

The meeting adjourned at 9:33pm.