

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

**Tuesday, June 9, 2020, 7:00 PM  
Via Webex Livestream**

<b>PRESENT</b>	<p>Anita Ansari, Chair Dee Beattie, Trustee Danielle Connelly, Trustee Gurveen Dhaliwal, Vice Chair Mark Gifford, Trustee Mary Lalji, Trustee Student Trustees: Jalen Bachra Rebecca Ballard Sierra Rose-Hand</p>	<p>Karim Hachlaf, Superintendent Bettina Ketcham, Secretary-Treasurer Maryam Naser, Associate Superintendent Robert Weston, Executive Director, Human Resources Guests: Dave Crowe, Director of Capital Projects Grant Lachmuth, Black Wolf Consulting Dino Stiglich, Director of Facilities &amp; Operations Curriculum Team: Josh Angiola, Teacher, Curriculum Facilitator Sabine Decamp, Teacher, Technology Facilitator Zaida Manji, Teacher-Counsellor Kristie Oxley, Teacher Patricia Pain, Teacher Garry Pattern, Teacher-Consultant Kelly Proznick, District Arts Facilitator Keri Roberts, Teacher, French Curriculum Coordinator Maureen McRae-Stanger, Director, Instruction, Learning &amp; Innovations Caroline Manders, Recording Secretary</p>
<b>REGRETS</b>	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 7:02pm.

Chair Ansari welcomed back Trustee Mary Lalji.

**Moved and Seconded**

***THAT the agenda for the June 9, 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. **Student Voice**

##### a. Remote Learning Survey-Student Voice

Student Voice Student Trustees provided an overview of the survey they had created for Grade 9-12 students. A total of 556 students completed the survey.

Common themes were identified as follows:

*What are you enjoying about remote learning?*

- Nothing (as in not enjoying it) / Sleeping In
- More time with family & pets
- Flexibility / Self-Regulation / Less Stress

*What are you finding challenging in remote learning?*

- No structure / Routine / Lack of Motivation
- Technical Difficulties / Lesson Comprehension / Teacher Communication

*How are you balancing schoolwork with your mental health at this time?*

- Students are focusing just on mental health and pushing off schoolwork or vice versa
- Finding it hard to balance both school and mental health / hard to reach out when they need help

*What suggestions do you have if remote learning continues?*

- Stick to one platform / Teachers need to be more understanding; more time needed for assignments / Teachers need to collaborate with each other / “put yourselves (teachers) in our (students’) shoes.”

The Trustees and Superintendent thanked the students and Stacy Brine for their work and congratulated them on their graduation from Grade 12 and for their contribution to Student Voice.

#### 5. **Reports from Senior Management**

##### a. Capital Projects Update

##### i. Richard McBride Elementary School Replacement Project

Director of Capital Projects Crowe provided highlights. The project schedule information is now presented in a table format, which more clearly shows milestones and their respective completion dates. Some onsite activities have been moved up due to students not attending school (COVID-19). It was noted that the budget has moved from green to yellow, which means corrective action is being taken. The reason for the change to yellow is that there have been more change orders than anticipated (for example discovering 13 large boulders, which will require excavation). The project team will work to identify areas for potential savings as the project progresses.

##### ii. New Westminster Secondary School

Project Coordinator Grant Lachmuth provided an update:

- Current expenditures to date \$69,500,000.
- COVID-19 impacts:
  - 250 workers onsite before mid-March; reduced to 125 workers; currently there are 140-170 workers onsite daily.
  - Material supply chain: key materials and loss of suppliers (some suppliers stopped production) which halted/delayed delivery of materials.

- o A revised completion schedule is being developed and will be communicated once it has been reviewed and confirmed. It was asked that the revised schedule also include a comparison of the status of the project.
  - o Work continues on the project.
- b. Operations Update
- i. June 2020 Operations Update

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

- i. 2021-2022 Five-Year Capital Plan

Secretary-Treasurer Ketcham provided an overview of the Capital Plan as follows:

First priority is to have a site acquisition for an elementary school in the Fraser River Middle Zone. If the District is successful in acquiring a site by 2021, it could be feasible to have the school constructed by 2025. Without any action, the District would be at a shortfall of 1,048 seats by 2025. It is estimated that the site acquisition will be \$31M if we continue to use the current model of locating a school adjacent to a city park. This is a reduction from \$62M in the prior year 5-year capital plan.

Create space within our middle schools. The District feels we would be able to address the issue by creating an 8-classroom expansion at Fraser River Middle School. The classes would be built above the existing parking spaces and would be a 2-storey addition for 4 classes per floor.

Director of Facilities & Operations Stiglich explained the minor capital projects submitted on an annual basis under the School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP) and Playground Equipment Program (PEP).

The total of the Five-Year Capital Plan submission (including PEP projects) is \$46,540,000

**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 the 2021-2022 Five-Year Capital Plan as outlined in the attached summary for submission to the Ministry of Education.***

**CARRIED UNANIMOUSLY**

- ii. 2020-2021 Annual Facility Grant Expenditure Plan (AFG)

Secretary-Treasurer Ketcham reviewed the AFG. The District's allocation for AFG capital projects is \$1,141,892.00 which includes:

1. Mechanical System Upgrades (CO2 sensors, motion sensors)
2. Electrical System Upgrades (fire & intrusion alarm)
3. Technology Infrastructure Upgrades (VOIP)
4. Miscellaneous Projects

**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 the 2020-2021 Annual Facilities Grant Spending Plan in the amount of \$1,141,892.00 as presented.***

**CARRIED UNANIMOUSLY**

iii. 2020-2021 Budget - Process Debrief / Overview

The Trustees were provided with an opportunity to provide their feedback on the budget process.

The Trustees thanked the Secretary-Treasurer for her work, especially developing a budget during a pandemic. It was mentioned that there may be a benefit in discussing earlier into the budget process where the District would like to make their next level of investments.

It was asked that a summary document be created to outline what the contribution / feedback was and action taken / dollars assigned. As well, that the Google Doc that had been created for feedback, be brought back in the fall for discussion.

c. Superintendent Update

i. COVID-19 Update

Superintendent Hachlaf provided highlights:

- Daily Attendance figures for week 1 of return to in-class instruction - higher amongst elementary schools
  - Current numbers (representing one child) for week 2 is very similar to week 1. The numbers include all students (including children of Emergency Services Workers).
- Health and Safety - every district submitted a plan which was approved on May 29th and posted on the district's [COVID-19 Info Centre](#).
- Teaching and Learning - uncertainty remains for return to school for September 2020.
  - Currently on Stage 3 and hope to move to Stage 2 or 1
  - Preparing for what Stages 1 or 2 will look like within established health and safety guidelines; planning will continue over the summer pending what stage the District will be in for September
  - Online virtual platform will continue; transition from crisis management to supporting online learning as another tool
  - Weekly sessions are taking place with teachers for professional development opportunities. Live support and learning as we go - moving away from crisis management and taking a more proactive role.
- Emergency Response Centre (ERC) Update:
  - ERC commenced on May 11 in response to government ask of municipalities April.
  - Massey Complex was selected as the ERC site.
  - Lease term runs May 11 - July 11, 2020; BC Housing and the City of New Westminister asked that the lease be extended past July 11,

however, District staff is not in mutual agreement of extending the lease per the following reasons:

- Would like to return the space to be available for school use and that will take some time to complete.
- Safety is a priority and it has taken a lot of resources by District staff, communicating with stakeholders, etc.
- To date, there have been 17 participants of the program (originally planned to be up to 40) and a smaller space may be more manageable.
- Would like to ensure a continued good relationship with the Massey Theatre.
- As such the site will be decommissioned by July 11.

- Summer Programs

Associate Superintendent Naser updated the Board that this year's summer learning opportunity will provide a combination of both face-to-face instruction (2 days per week) and online learning. English, Math and Sciences (also literacy & numeracy for grades 7-9). Registration for the summer program was recently launched. Currently at 50% of regular enrolment for the summer program, have noticed a large uptake in recent days. Working with school counsellors at Middle Schools and the Secondary school to identify students who have not been engaged in online learning and contacting those students to make them aware of both online and face-to-face summer learning opportunities.

There will also be some specific adult programs offered during the summer.

- ii. Orange Shirt Week

**Moved and Seconded**

***THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to acknowledge Orange Shirt Week from September 28 - October 2, 2020 and encourages staff and student participation.***

**CARRIED UNANIMOUSLY**

- d. School Fees 2020-2021

Associate Superintendent Naser confirmed that no changes have been made to the 2020-21 School Fees schedule from the previous year. Communication to parents will include an awareness around optional supplies and information regarding how to access financial support.

**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 2020-2021 School Fees as presented.***

**CARRIED UNANIMOUSLY**

**6. General Announcements**

Nil.

## 7. **New Business**

### a. Annual Administrative Procedures Review

Superintendent Hachlaf indicated that Administrative Procedures (AP) are updated annually as per usual practice. Revisions and/or changes to Administrative Procedures are brought forward to the Board as a courtesy and for information only, they do not require a motion:

AP 160 Health and Safety of Students and Staff will be revised in light of COVID-19; AP 173 Diversity and Anti-Discrimination will be reviewed as it will lead into the proposed anti-racism policy work (see i. below), and AP 203 May Day will be retired, effective immediately.

### i. Proposed Anti-Racism Policy Work

Trustee Dhaliwal provided a brief overview of the backgrounder on the proposed anti-racism policy work. Updates will be provided in the fall. Trustee Ansari indicated that this policy will be developed over the summer as this matter is of timely importance.

### b. The Power of Teaching and Learning in New West Schools

The Curriculum Team shared personal highlights and success stories of their extensive work completed within the District this year:

- Professional Learning - TC/TLs (Kristie Oxley) - goal was to develop, empower and support the Teacher Coaches and Teacher Librarians to be mentors and curricular leaders in their schools
  - Indigenizing the Curriculum - traditional meaning around territorial greeting; additional learning around indigenous content and commitment.
- Supporting Early Career Teachers (Patricia Pain)
  - Collaboration
    - Worked with new teacher who required some support; each conversation continuing and each time pushing her to take risks; over the course of the year, relationship grew; part-way during year, she took on another project; put in place priorities; co-taught; she began to feel comfortable and she continued to teach online. Mentorship provided her with an opportunity to continue to learn and grow. It's perfectly okay to be comfortably uncomfortable.
- Numeracy (Josh Angiola)
  - Number Sense Routines; Number Talks
    - Students building strategies in numeracy to find mathematical solutions.
    - Students showed increased capabilities in math.
    - Administrators also participated in a Math Book Club - much like the students, the administrators shared strategies they had learned.
  - Math Wall was created at Lord Tweedsmuir - students would write answers on wall where all students could learn; Queensborough Middle School, where the staff participated in school-wide math assessment task.
- Literacy (Patricia Pain)
  - Collaborative Teacher Learning Rounds
    - Whole Class Sequence.
    - Selecting the Perfect Book.
    - Guided Independent Reading.

- French (Keri Roberts)
  - Grade 5 Core French book bins for all elementary schools.
  - K-5 EFI Classroom book bins - picture books connected to strategies and curriculum; same across schools for collaborative planning.
- Applied Design Skills and Technology (ADST) (Gary Pattern)
  - Fairly new initiative.
  - Activities fit in really well into the new curriculum.
  - Gary shared the following video links:  
Big Idea: Sustainable Growing in our Class  
<https://www.youtube.com/watch?v=yzBj-OnYfXc&feature=youtu.be>  
New Westminster Schools – Are You Ready to Hover?  
<https://www.youtube.com/watch?v=0JYoZ2t96oE&feature=youtu.be>
- Visual and Performing Arts (Kelly Proznick)
  - Shared stories of her year as Arts Facilitator - an event with the New Westminster District Band Festival, which took place in March. The intent was to have a second event (outdoor), however, that wasn't possible due to COVID-19 so hopefully this will take place in 2021.
- First Peoples Principles and Technology (Sabine Decamp)
  - The project began in September 2019, with Jennifer Yang at Queen Elizabeth Elementary:
    - Designed a unit for Grade 3 - Social Studies, First Peoples Principles and Technology; knowledge is passed down through oral history, traditions and collective memory. Students learn social connections and use critical thinking to complete the coding portion of the project.
- Social Emotional Learning (Zaida Manji)
  - Thinking outside the box to create connections.
  - The role of the Counsellor and Child Care Worker can look different to meet the needs of our students and families.
- Director McRae-Stanger explained how family engagement - three-way conference opportunities with teachers and students can be accomplished at all levels of learning using a placemat to place strengths and stretches for the student. Then the parents, students and teachers would collaborate to set goals.
- Welcome to Kindergarten (Kristie Oxley) - a bag was created featuring student art, which holds the Welcome to Kindergarten forms, etc. Please click the link to view the video: <https://drive.google.com/file/d/1jXcRKG-EncPK3c6zoS7Ak8nW-YC00APR/view?usp=sharing>
- The Curriculum Team is continuing the learning and shifting the focus as to how to best support the district teachers with distance learning.

### **Moved and Seconded**

***THAT the Operations Policy and Planning Committee meeting be extended past 10:00pm.***

**CARRIED UNANIMOUSLY**

The Trustees thanked the Team for their excellent presentation and for their work. Director McRae-Stanger thanked the Trustees for their support.

**8. Old Business**

Nil.

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

Nil.

**10. Adjournment**

The meeting adjourned at 10:01pm.