

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

**Tuesday, October 13, 2020, 6:15 PM  
Via Webex Livestream**

|                |   |   |
|----------------|---|---|
| <b>PRESENT</b> | Anita Ansari, Chair<br>Dee Beattie, Trustee<br>Danielle Connelly, Trustee<br>Gurveen Dhaliwal, Vice Chair<br>Mark Gifford, Trustee<br>Maya Russell, Trustee | Karim Hachlaf, Superintendent<br>Bettina Ketcham, Secretary-Treasurer<br>Maryam Naser, Associate Superintendent<br>Robert Weston, Executive Director, Human Resources<br>Guests:<br>Members of the Public<br>Dave Crowe, Director of Capital Projects<br>Madoc Hill, PFS Studio<br>Eric Kardoes, Director of IT<br>Kristen Keighley-Wight, Communications Manager<br>Kelty McKinnon, PFS Studio<br>Julie MacLellan, Reporter, New Westminster Record<br>Sarah Wethered, NWTU<br>Caroline Manders, Recording Secretary |
| <b>REGRETS</b> | Mary Lalji, 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 6:33pm.

**Moved and Seconded**

***THAT the agenda for the October 13, 2020 Operations Policy and Planning Committee meeting be adopted as distributed.***

**CARRIED UNANIMOUSLY**

**2. Presentation**

**a. Memorialization Advisory Committee (MAC)**

Superintendent Hachlaf introduced Madoc Hill and Kelty McKinnon of PFS Studios who have been involved in the site memorialization of New Westminster Secondary School. The overall design of the long-term vision of the site was reviewed. It's a phased approach where aspects of the site will be realized over a period of time.

- Phase 1: Phase 1a - Setting the Stage, begin the process of healing and reconnection; soften the site; initiate memorialization process with first clearing; emphasize memorialization as a process; set the framework; provide key routes, connections and wayfinding; address wider site use needs. Retention of the circular planters and welcome pole. Soil and turf to be introduced over time. First clearing to be near 8th street to include planters and wildflower meadow areas. Existing parking will be retained and/or expanded.

Preliminary costs for Phase 1a. hardscape and softscape are approximately \$96,425; overall cost to complete Phase 1a. is approximately \$952,775.

- Phase 1b - A Place for Healing, memorialization is continuation of softening of site that were started in Phase 1a. Establish underpinning concept of healing and interconnection; expand the Memorialization Process; provide key routes, connections and wayfinding; provide key amenities that address wider site use needs. Retain and protect existing block retaining wall; repurposed to start on more of a journey of memorialization; feature trees including Weeping Willow and Handkerchief Tree; bicycle pathway and lighting included; city or other agency website design and maintenance for collection of community stories; new consolidated parking including lighting, trees; hedge plantings.
- Phase 2 - Reconciliation and Reforestation, storytelling and participation; reinforce the underpinning concept; evolve the memorialization process to include trees & shrubs; engraved memorial stones; implement system for engraving; continued ability to post stories and memories to the website.
- Phase 3 - A Memorialization Park for all, which will include a memorial wall; inscribed stone; potentially include a Chinese Memorial Altar. A completion of the site - complete the build out; development of yearly programs of memorialization to bring ritual and meaning to the site.

Superintendent Hachlaf thanked Madoc and Kelty for their presentation. The cost of Phase 1a. will be covered by \$1 million, which was already included in the budget of the new NWSS build. The additional phases will require future funding to complete, as such discussions continue with the City and other agencies.

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

Nil.

### **4. Reports from Senior Management**

#### **a. Capital Projects Update**

##### **i. Richard McBride Elementary School**

Director of Capital Projects Crowe provided highlights:

- Progress on-site is going very well.
- Upcoming milestones - foundations are being completed; pouring of concrete will commence, which will enable the steel structure of the school to be erected.
- Budget is on-track.
- No significant issues at this time.
- As the build moves into its next phase, it is possible that there may be some COVID-19 related delays. To date, the project has not been impeded by COVID-19. There have been no supply chain issues, however, given the issues experienced at NWSS, some caution and awareness is being exercised as the build progresses.
- The new school is scheduled to be completed December 2021 or January 2022.

##### **ii. New Westminster Secondary School**

Director of Capital Projects Crowe provided an update:

- Overall the project is 78% complete; design-build agreement is 95% complete.

- Focus of this phase of the build is on the commissioning of systems such as the fire alarm system, security system, computer network system, HVAC systems to ensure these are working properly.
- First delivery of furniture arrived on October 6; furniture deliveries continue to arrive every two days; the school is taking shape.

It is anticipated that there will be information about the move-in date soon.

b. Operations Update

i. October 2020 Operations Update

Secretary-Treasurer Ketcham provided highlights of the Operations Report. The 1701 submissions were sent to the Ministry of Education on October 9. It typically takes several weeks for the Ministry to complete their review. The District may hear funding announcements based on 1701 by mid-December.

- September 30, 2020 Financial Report
- The fiscal year begins July 1.

**Revenues:**

- On-track relative to 2019.
- Instructional Cafeteria Revenue - there could be adjustments as students split their school time between in-class and remote learning; not all students in school.
- Community Use of Facilities - slow start-up of facilities to not overwhelm custodians.

**Expenses:**

- Tracking close to prior year.
- Human Resources will see some variations in budget remaining; Principals' salaries are on a 12-month system; teachers on a 10-month system; Educational Assistants 4.5% differential due to pay period cut-off in October.
- Dues & Fees - typically these (BCSTA and BCPSEA) are paid at the start of the year, which is consistent with prior year reporting.
- Utilities cost will increase as the winter season commences.

It was asked whether Professional Development Travel budget item could be repurposed elsewhere; this can be revisited during the amended budget discussions.

ii. COVID-19 Special Purpose Funding Grants Update

Secretary-Treasurer Ketcham reviewed the latest COVID-19 Special Purpose Funding Grants allocations. The District received \$488,210 in provincial grant funding and has been allocated as follows:

- Masks: \$26,241
- Cleaning Supplies: \$59,701
- Hand Washing Stations: \$107,344
- Technology Hardware: \$25,686
- Support Salaries: \$214,590
- Support Relief Salaries: \$1,000
- Benefits: \$53,648

- Federal Funding \$2,548,466 (\$1,274,233, first half of funding received) breakdown was reviewed:
    - Learning Resources and Supports: Teacher & support staffing related to schools and online learning options; technology costs to support online learning options; COVID-19 school supplies – total budget allocated: \$1,677,446
    - Health & Safety: PPE, plexiglass, disinfection foggers and medical accommodation supplies; increased electrical costs to run HVAC units longer to increase fresh air intake into schools; touchless faucets and other capital upgrades; outside learning spaces – total budget allocated: \$978,696
      - Feedback was requested from District sites as to who was interested in outdoor learning spaces.
      - Following sites were selected:
        - Qayqayt Elementary
        - Queen Elizabeth Elementary - there will be no impacts on the future expansion; the structure will be placed appropriately as to not to interfere.
        - Lord Kelvin Elementary
        - Glenbrook Middle School - the structure will be placed near the basketball courts.
  - Transportation – total budget allocated: \$6000
- c. Technical Services (TIS) October Update  
Director of IT Kardoes provided highlights.
- d. Child Care Update  
Associate Superintendent Naser provided an update on the following four sites:
- Richard McBride – 15 new spaces added - application was submitted and approved; shared space with Strong Start, to open mid-November; number of students are reduced at this time partly due to children staying at home (COVID-19 comfort levels).
  - F.W. Howay - 30 spaces, currently about 17 students are participating; Howay is undergoing an enrollment review.
  - Connaught Heights – 25 spaces (ages 3-5), working on application - before and after school space; portable structure.
  - Queensborough – 30 new spaces added, opening November 1; continuation of City and School District partnership to increase spaces.

It is hoped that with the Queen Elizabeth Elementary School expansion project, as portables become available, that the District would be able to repurpose the portables for possible child care spaces. Unfortunately, since this is an expansion project, the District is not able to proceed with a Neighbourhood Learning Centre. The District has been advised that the Ministry is not able to confirm this since the expansion is too far out for the Ministry/City to commit.

Moving forward, the District continues to work with the City's child care working group; a school district survey will be sent out to assess current community child care needs; monitoring of enrollment trends.

5. **General Announcements**

Nil.

6. **New Business**

Nil.

7. **Old Business**

Nil.

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

Nil.

9. **Adjournment**

The meeting adjourned at 8:11pm.