

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

**Tuesday, November 17, 2020, 6:15 PM
Via Webex Livestream**

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	Guests:
	Mary Lalji, Trustee	Members of the Public
	Maya Russell, Trustee	Kathleen Chad, Principal, Richard McBride Elementary
		Dave Crowe, Director of Capital Projects
		Kristen Keighley-Wight, Communications Manager
		Julie MacLellan, Reporter, New Westminister Record
		Marcel Marsolais, President, CUPE Local 409
		Sarah Phelan, Principal, F.W. Howay Elementary
		Sarah Wethered, NWTU
	Caroline Manders, Recording Secretary	

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 6:15pm.

Moved and Seconded

THAT the agenda for the November 17, 2020 Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Comment & Question Period from Visitors

Nil.

3. Reports from Senior Management

a. Capital Projects Update

i. Richard McBride Elementary School

Director of Capital Projects Crowe provided highlights:

- Slab piping complete
- Slab pour completed except for gymnasium
- Recently, a water main connection from the current school broke and there was no water in the school for about 2-1/2 hours; the problem was corrected quickly with the help of Heatherbrae and the District's maintenance department.
- Two trees were relocated on the property.

ii. New Westminster Secondary School

Director of Capital Projects Crowe indicated that the final occupancy permit for the new NWSS has been delayed due to COVID-19 related delays. News will be forthcoming soon of the completion of this project.

b. Operations Update

i. Facilities Report November 2020

Secretary-Treasurer Ketcham indicated that the outdoor learning space site preparation is taking place; the structures will be arriving in the next couple of weeks; outdoor furniture will be purchased for the outdoor learning structures.

ii. October 31, 2020 Financial Report

Secretary-Treasurer Ketcham provided highlights of the October financial reports:

- Revenues: is tracking similar to last year's results; may need to adjust some peripheral items such as community use of facilities; short-term interest as they have been affected by COVID-19.
- Expenses: computer replacement budget has not been used as the refresh cycle focuses on NWSS and those purchases have not yet happened.
 - Professional Development (PD) and Travel - majority of PD is paid out at the start of the year; budget remaining is consistent with prior year results.

i. Special Funds Update - October 2020

Secretary-Treasurer Ketcham reviewed the Special Funds. This document will be a regular addition to future Operations Policy & Planning Committee meetings.

Spending of the COVID-19 related items has accelerated. Many of the expenditures involve cleaning supplies, etc.

It was asked whether the transportation funding promised by the Provincial Government has been received by the District. This funding may have been directly sent to TransLink, the Secretary-Treasurer to confirm.

ii. Estimated Grant Recalculation Based on September 1701

Secretary-Treasurer Ketcham provided highlights of the February 1701 compared to the September 1701.

It was asked what the usual differential is from year-to-year, since each budget year is different, this figure also fluctuates. Overall, given the COVID-19 situation, a differential of 84 FTE is not bad.

Estimated recalculation funding has led to a projected \$91,877 shortfall which is minimal given the overall budget of \$61 million.

When asked, Secretary-Treasurer Ketcham reminded the Board that a deficit budget was passed earlier this year, it is likely that the budget will still be in a deficit position going forward, however, there are some good news stories such as increased enrollment in International Education as well as some funding news from the Ministry, all of this information will be analyzed over the coming months.

Superintendent Hachlaf reiterated that K-8 online program has been captured in the basic allocation as they remain connected to their home schools and eventually return in-class instruction. As for Grades 9-12, secondary school course funding is per course - so a student taking an online course, the District would lose the basic allocation for that online course, but then recaptured at the subsequent 1701 captures in February and May.

iii. Technical Information Services (TIS) Report November 2020

Associate Superintendent Naser highlighted the work of the IT department in November. Three main areas of focus: completion of the changeover to Office 365; professional development opportunities; ensuring sufficient internet access and Wi-Fi bandwidth; and a device refresh.

Earlier in the year, the District loaned out about 1,000 devices to students and families within the district. There are sufficient devices available should it be required.

Associate Superintendent Naser confirmed that the ratio of teachers to students in Distributed Learning is 1:35.

c. Climate Action

Secretary-Treasurer Ketcham updated the Board on the Climate Action initiative steps taken in the District.

Superintendent Hachlaf indicated that students have a sense of purpose and are prepared to exercise leadership both locally and globally. The District's Strategic Plan includes climate action. There is an opportunity to build collaboration with school Green Teams, Student Voice, community agencies and opportunities to apply for grants to support these initiatives.

There are several resources available:

- Curriculum Review
- Staffing Support - this could have a tremendous impact in changing behaviour and intentionality; this would come with annual review to showcase the work being done
- Training & Teaching
- Materials
- Annual Review

Next steps:

Facilities team has incorporated an environmental strategy and climate action plan as part of its department goal setting process and in alignment with the Ministry of Education sustainable schools best practice guide.

The Board may wish to consider putting some financial resources towards realizing these goals.

Climate Action will be part of the annual budget process; including measurable targets; annual review through our strategic planning process; ongoing updates from staff and students through our Operations and Education Committee meetings.

Superintendent Hachlaf indicated that realistic targets need to be set to attain these goals - using the Best Practices Guide provides some guidelines as to what work Green Teams can do and this may give some useful benchmark data as a starting point.

Trustee Dhaliwal thanked Secretary-Treasurer Ketcham and Superintendent Hachlaf for their work already completed and providing the information as to the status of the District within this scope.

Board to review the Climate Action motion for the BCSTA AGM at the January 12, 2021 Operations Policy and Planning Committee meeting.

d. F.W. Howay & Richard McBride Elementary - A Review of Potential Boundary Changes

Superintendent Hachlaf provided highlights of the plans to review the potential catchment boundary changes. School catchment boundary changes are necessary; changes should not impact families living in the affected area who have children enrolled in the identified schools; notice and opportunity for input must be provided with sufficient notice. Baragar Systems has provided a number of scenarios and the District reviews all scenarios and select the best one for the District and the community.

Scenario 1 (McBride West to Howay): recommended scenario - move the catchment boundary of McBride Boulevard up to Cumberland Street.

- This would result in a gradual decline, over time, of approximately 4-5 McBride students per year from the current 417, which would keep the total enrollment just under the desired 80% capacity.
- Howay enrollment projection steadily increases over time by 2-3 students per year (150 is the desired number of students).

Scenario 2 (McBride to Northeast to Howay) was reviewed. With this scenario, McBride has no reduction in enrollment; and Howay does not increase their enrollment, therefore this scenario is not being considered.

Scenario 3 (Spencer Northeast to Howay) had an even less desirable impact on both schools - McBride and Herbert Spencer.

Consultation Plan:

- December 2020 information posted and shared to stakeholders; advertise community consultation events and provide opportunity for online feedback.
- January/February 2021 - staff and community virtual consultation events.

It was confirmed that any students currently enrolled in either school (McBride or Howay) will not lose their space at that school due to a catchment review/change. Also, students enrolled in the Montessori program at McBride would remain at McBride as 75% of those students are from the McBride catchment area.

It was mentioned that future growth at Sapperton should be taken into account, Superintendent Hachlaf confirmed that this is indeed being done. Scenario 1 would be able to accommodate future growth.

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 F.W. Howay and Richard McBride Elementary Schools' catchment review and public consultation process outline as presented.

CARRIED UNANIMOUSLY

e. Richard McBride Re-naming Consultation and Timeline

Associate Superintendent Naser updated the Board. The first meeting of the Richard McBride Re-naming Committee took place on November 5. A timeline and consultation plans were developed. The committee has reached out to the community, specifically to First Nation and those harmed by Richard McBride.

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 proposed consultation plan and timeline for the renaming of Richard McBride Elementary.

CARRIED UNANIMOUSLY

f. Non-Replacement Data (Staffing & Education Assistants' Absence Coverage)

Executive Director of Human Resources Weston provided highlights:

- District is improving, this year have been able to replace 79.8% teachers; District has been able to retain a healthy-sized roster (for September-October).
- Teachers' absenteeism rate is down compared to last year.
- Nearly identical vacancies as last year; 65% range also no change.
- The District has benefited from the Educational Assistants program where the graduates are now employed with New Westminster Schools.
- The Ministry has reviewed absenteeism rates across the school districts and New Westminster Schools' average is just slightly below the provincial average. This is being closely monitored.

g. Living Wage Update

Executive Director of Human Resources Weston provided an update:

- In 2019, the Board of Education considered this concept and agreed that New Westminster Schools should become a "Living Wage Policy". This will require the following:
 - Monitoring wages paid to suppliers, contractors, external agencies that provide services and products to the District.
 - Modify hours of any employee, or restructure positions in order to modify daily, weekly or annual earnings.
 - To upwardly adjust wages for those casual employees working more than 120 hours (15 days) per year.
 - To require employers who rent or lease property from the employer to pay the Living Wage.
 - To renegotiate any existing and binding contracts with labour service providers.

There is no immediate cost impact to the District as all employees are paid above the living wage (currently set at \$19.50).

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No.40 (New Westminster) adoption of a Living Wage Policy, effective April 1, 2021, for employees and direct contract workers employed or engaged by the Board.

CARRIED UNANIMOUSLY

h. COVID-19 Update

Superintendent Hachlaf updated the Board on the latest COVID-19 developments:

- Majority of the cases are in the Fraser Health Authority; going forward it has been noted that there will be a regional approach to manage this situation.
- In the 0-19 age group, the number of cases remains very low.
- 17 in 1,000 tests are positive tests, which is still low even as testing rates increase.
- 9 in 10 schools in the province have not had a school exposure; household transmission remains the primary cause of transmission.
- School District continues to issue notices on behalf of Fraser Health the same day they are received.
- Process revisions with future communication; Fraser Health has experienced an increase in cases and, therefore a delay in communication, this is being actively monitored. Initially, a District cover letter was attached to the Fraser Health notification; for those schools who have not had a previous exposure, they will receive a District cover letter; however, for subsequent exposures, schools would only receive the letter from Fraser Health.
- The process for early notification; self-monitoring and self-isolation were briefly reviewed. To date, New Westminster Schools has only issued early notification and self-monitoring letters.
- The province is currently in Stage 2, should it be necessary as communicated by the Province to go back a Stage, much of that work was completed in spring and the District is well-positioned to be able to do so smoothly.
- Currently, within the COVID-19 protocol, masks for Elementary students are not required; it is recommended that Middle, Secondary School students and staff wear masks in common areas, hallways, and where social distancing is not possible.

4. **General Announcements**

Nil.

5. **New Business**

Nil.

6. **Old Business**

a. 2020-21 Board and Committee Meeting Format

Trustee Ansari explained that in September, the Board reviewed the meeting format and discussed whether to continue to meet virtually or meet in-person. It was hoped that the Board could return to in-person, face-to-face meetings at the School Board Office later in the year. However, due to the current COVID-19 situation, the Board decided to continue to meet virtually until at least March/April 2021. The Trustees all agreed that the Board and Committee meetings will continue to be online.

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

Nil.

8. **Adjournment**

The meeting adjourned at 9:08pm.