

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

**Tuesday, June 8, 2021, 6:30 PM
Via Webex Livestream**

PRESENT	<p>Gurveen Dhaliwal, Chair Dee Beattie, Vice Chair Anita Ansari, Trustee Danielle Connelly, Trustee Mark Gifford, Trustee Mary Lalji, Trustee Maya Russell, Trustee</p>	<p>Karim Hachlaf, Superintendent Bettina Ketcham, Secretary-Treasurer Maryam Naser, Associate Superintendent Robert Weston, Executive Director of Human Resources Caroline Manders, Recording Secretary Guests: Members of the Public Tanis Anderson, District Vice Principal, Early Learning Dave Crowe, Director of Capital Projects Amy Grey, Senior Manager, KPMG Julie MacLellan, Reporter, New Westminster Record Sarah Wethered, President, NWTU</p>
----------------	---	---

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 6:32pm.

Moved and Seconded

THAT the agenda for the June 8, 2021 Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Presentation

a. External Audit Planning Report

Amy Grey of KPMG provided an overview of the Audit Planning Report, June 30, 2021. The Audit Findings will be presented in September.

Amy Grey, KPMG, left the meeting at 6:44pm.

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:

- Excavation of the basketball court.
- Ground floor mechanical and electrical rough-in and steel stud is nearing completion.

- City inspections for the first floor followed by installation of drywall.
- Exterior windows installation.
- ii. NWSS Phase 2 Verbal Update
Director of Capital Projects Crowe indicated that a draft demolition permit has been submitted to the City for feedback, and a Request for Proposal (RFP) document is being prepared.
- b. Operations Update
 - i. Facilities Report June 2021
Secretary-Treasurer Ketcham provided highlights:
 - Work has already begun to prepare for the next school year - portables have been purchased.
 - Neighbourhood Learning Centre (NLC) space at the NWSS Welcome Centre construction has begun.
 - Audit preparation is underway for the audit to begin mid-July.
 - 2021-2022 Annual Funding Grant Expenditure Plan
Secretary-Treasurer Ketcham reviewed the Annual Funding Grant (AFG) Expenditure Plan. Funds must be spent by March 30, 2022. The total 2021-22 AFG allocation for capital projects is \$1,159,460.
 - 2021-2022 Budget - Process Debrief / Overview
Secretary-Treasurer Ketcham indicated that this year's budget process was very successful. The changes made to the consultation process and the survey made the process more reflective of the input and feedback sought. Next year's budget process will include an Indigenous' focused group. The Trustees' feedback confirmed that the timing of the budget process and stakeholder groups were very effective. It was asked that Educational Assistants (EAs) be a separate focus group. The Secretary-Treasurer mentioned that the CUPE group did include EAs.
 - ii. May 2021 Financial Report
Secretary-Treasurer Ketcham provided highlights:
Revenue:
 - Budget remaining is approximately 10% (on-track with one month left in the school year).Expenses:
 - Nothing of significant note to report; trending on-track in all categories.
 - Furniture and Equipment and Computer and Equipment Replacement budget line items were reviewed.
 - iii. Technology Information Services Verbal Update
Associate Superintendent Naser provided highlights:
 - Administrative Procedure on Electronic Devices Consent to be completed for September.
 - Schools are conducting a computer inventory; older computers which are no longer viable will be recycled.
 - Processes such as password reset to be automated.

- Office 365 implementation is progressing – care is being taken to ensure privacy and security measures are met. Data is being migrated to the OneDrive. Servers are hosted in Canada. MyEd data is hosted on local servers and will not be moved to the cloud.

c. Orange Shirt Week

Associate Superintendent Naser brought forward the motion for Orange Shirt Week. This year's Orange Shirt Day on September 30, the Board's presentation will include an overview of the initiatives ahead for the school year regarding Professional Development, and initiatives such as the Elder Program. Presentation to include members of the Indigenous team.

Moved and Seconded

THAT the Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to acknowledge Orange Shirt Week from September 27 to October 1, 2021 and encourage staff and student participation.

CARRIED UNANIMOUSLY

d. Childcare Update

District Vice Principal of Early Learning Anderson updated the Board on childcare initiatives at several District elementary schools. The Seamless Day pilot is confirmed at École Qayqayt Elementary School. This will provide 12 additional spaces for primary students. Hopeful for a September opening. Staffing is a challenge. Early Childhood Educators would be hired - one for early morning shift and then afternoon shift who would work with Kindergarten teachers for a seamless approach. The provincial government has not provided any additional funding for Educational Assistants to provide this assistance. They could potentially work with WCAS, not as employees of the District.

e. COVID-19 Update

Superintendent Hachlaf provided an overview of the COVID-19 data from the past month. Comparatively, there is very little difference - change of 1 additional notification received in May, compared to April. Self-isolation notifications were identical - 15 notifications. There have been no notifications received since June 1. The District is currently in Stage 2 of the Restart Plan and there is no plan to change this. As we look ahead to Step 4 of the Provincial Plan, the earliest it would be implemented is September 7. Work will be done over the summer to update the COVID-19 Health & Safety Plan. It is anticipated, that the cohort restrictions will be lifted by September 7. Summer school programs will also remain at Stage 2.

5. General Announcements

Nil.

6. Old Business

Nil.

7. Question Period (15 Minutes)

Nil.

8. Adjournment

The meeting adjourned at 8:03pm.