

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

Tuesday, September 14, 2021, 6:30 PM

Via Webex Livestream

PRESENT

Gurveen Dhaliwal, Chair	Karim Hachlaf, Superintendent
Dee Beattie, Vice-Chair	Bettina Ketcham, Secretary-Treasurer
Anita Ansari, Trustee	Maryam Naser, Associate Superintendent
Mary Lalji, Trustee	Dave Crowe, Director, Capital Projects
Danielle Connelly, Trustee	Kristen Keighley-White, Communications Manager
Mark Gifford, Trustee	Leanne Sojka, Recording Secretary
Maya Russell, Trustee	Guests:
	Members of the Public
	Amy Grey, Senior Manager, KPMG
	Tim Holloway, Engagement Partner, KPMG
	Julie MacLellan, Reporter, New Westminster Record
	Kathleen Carlsen, DPAC Chair
	Sarah Wethered, President, NWTU

Committee 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. Adoption of the Agenda

The Chair of the Board called the meeting to order at 6:30 pm

Moved and Seconded

THAT the agenda for the September 14, 2021 Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Presentation

a. 2020-21 Audit Findings Report (Tim Holloway & Amy Grey, KPMG)

Amy Grey, Senior Manager, KPMG and Tim Holloway, Engagement Partner, KPMG provided their Audit Findings Report.

Questions posed by Trustees were answered.

b. 2020 - 2021 Year-End Review (B. Ketcham)

i. 2020 - 2021 Year End Financial Statements

Secretary-Treasurer Ketcham provided her 2020 – 21 Year-End Review of the District's financial results. Highlights include an operating surplus of \$946K with a total accumulated surplus balance of \$4.9M. Of the \$946K, \$512K of commitments should be taken in to account as this represents a timing difference between expenses over two fiscal years. It was noted that during the amended budget period, there would be an opportunity to revisit other priorities to ensure resources are being allocated and make their way in to the classroom.

Detailed information was provided on the internal restrictions. This was to seek the approval for internal restrictions based on the Ministry's requirement for a separate approval process for restricting surplus balances.

Moved and Seconded

THAT the Operations Policy and Planning committee recommend to the Board of Education of School District No. 40 (New Westminster) that the internal restrictions be committed as presented.

CARRIED UNANIMOUSLY

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 2020-21 Financial Statements as presented.

CARRIED UNANIMOUSLY

3. Correspondence

Nil.

4. Comment & Question Period from Visitors

Nil.

5. Reports from Senior Management

a. Capital Projects Update (D. Crowe)

i. NWSS Decommissioning Project (Verbal) (D. Crowe)

Director – Capital Projects Crowe shared that a significant amount of work took place over summer break. Concentration on utilities connection with the stand-alone Massey Theatre. The pace is increasing moving into the school year and completion remains on target.

ii. Queen Elizabeth Elementary Expansion (Verbal) (D. Crowe)
Director – Capital Projects Crowe shared work was completed over the summer and the RFP for the architectural services closes September 28, 2021. A contract should be awarded a week following receipt of the responses. Updates to follow.

iii. Skwo:wech Elementary School Replacement Project (D. Crowe)
Director – Capital Projects Crowe shared that overall, the project is going very well. While not a major alert at this time, the project is starting to experience delays with supply chain scheduling due to COVID-19 and as such they are working diligently to remedy with alternate products or vendors.

Director – Capital Projects Crowe confirmed site safety has not been or will it be compromised in order to meet projected deadlines. Discussions regarding design decisions occurred. Factors taken into account include: best practice; professional architectural input; user group input and budget. It was stated that when required, compromises will be examined.

iv. NWSS Neighbourhood Learning Centres (Verbal) (M. Naser)
Welcome Centre: Associate Superintendent Naser confirmed that both centres are nearing completion. The Welcome Centre is closer to opening than the Wellness Centre and work is being done collaboratively with staff and partners to finalize guiding documents. In collaboration with Secretary-Treasurer Ketcham tenant agreements are being worked on. The NLC spaces and the objectives they look to achieve is new and innovative work which requires collaboration with community partners and make necessary adjustments as seen fit. A small, informal ceremony will be planned.

Wellness Centre: Associate Superintendent Naser shared they are working closely with partners and that there are robust opportunities for staff, parents and the community. Working to launch in October, a plan for parents to host monthly learning sessions around health & wellbeing, student engagement and staff wellness. Have been in conversation via in-services where gaps were identified. Have reached out to the Deputy Minister responsible for ideas on how to promote the Wellness Centre using the funds to support their students in a most worthwhile manner. A launch opening will occur closer to the end of October. Discussion followed.

b. Operations Update

i. Facilities Report July - August 2021 (B. Ketcham)
Secretary-Treasurer Ketcham provided an update on ventilation which has been a source of interest from the general community. It was highlighted that many of the District's facilities were newer and due to the relatively few sites we have, the rotation of significant maintenance, including HVAC systems, is high. Specific COVID-19 measures include filter replacement to MERV-13, automated and remote system controls, weekly checks and increasing fresh air in-take at all sites. Secretary-Ketcham noted that a report, from a template provided by the Ministry will be completed for all sites and posted to the District's website to ensure transparency on the ventilation information.

ii. Technology Information Services Verbal Update (M. Naser)

Associate Superintendent Naser shared the Technology Information Services (TIS) team was working hard to respond to schools, ensuring that classrooms are well equipped to proceed with teaching and learning. Where duplication of services was identified, streamlining processes are being adopted. The team is coming together well with a focus on customer service and timely support. She explained the benefits of multi-factor authenticated systems and indicated this has begun in administration.

c. COVID-19 Update (Verbal) (K. Hachlaf)

Superintendent Hachlaf reiterated the District's compliance with all health & safety protocols. The first week of school went very well, a testament to staff and all of their planning efforts throughout the summer as well as contribution from various teams. He highlighted use of daily health checks, guidelines that will be updated, District plan templates and the COVID-19 Communicable Disease Plan. He confirmed that Public Health will continue to lead and that Fraser Health has modified exposure notifications.

Superintendent Hachlaf also commended parent's genuine desire to partner with the Board to ensure children's health and safety and shared that the addition of supplemental equipment can have unintended consequences. He reiterated the District's ability to prioritize safety and shared that numbers will continue to be posted.

Moved

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to keep Committee and Board meetings virtual and re-evaluate at the earlier of January 18 Operations Policy and Planning Committee meeting or the move of the province to Stage 4 reopening plan.

Motion Not Seconded

Moved and Seconded

THAT the Operations Policy and Planning Committee table the motion to the Board of Education of School District No. 40 (New Westminster) to consider at the Regular Open Board meeting on September 28, 2021.

CARRIED – 1 OPPOSED

d. 5 Year Capital Plan - Minor Capital Projects (B. Ketcham)

Secretary-Treasurer Ketcham presented the 5-year capital plan for consideration by the Board, highlighting the SEP, CNCP and PEP requests made for consideration by the Ministry.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approve the 2022-23 Minor Capital Plan as presented for submission to the Ministry of Education.

CARRIED UNANIMOUSLY

6. General Announcements

Nil.

7. New Business

Nil.

8. Old Business

Nil.

9. Question Period (15 Minutes)

Questions by the public were addressed.

10. Adjournment

The meeting adjourned at 8:40 pm

Chair

Secretary-Treasurer