

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

**Tuesday, November 9, 6:30 PM  
Via Webex Livestream**

<b>PRESENT</b>	Gurveen Dhaliwal, Chair Dee Beattie, Vice-Chair Anita Ansari, Trustee Mary Lalji, Trustee Danielle Connelly, Trustee Maya Russell, Trustee	Karim Hachlaf, Superintendent Bettina Ketcham, Secretary-Treasurer Maryam Naser, Associate Superintendent Robert Weston, Executive Director – Human Resources Leanne Sojka, Recording Secretary Guests: Members of the Public Dave Crowe, Director – Capital Projects Kristen Keighley-Wight, Communications Manager Julie MacLellan, Reporter, New Westminster Record Kathleen Carlsen, DPAC Chair Sarah Wethered, President, NWTU
<b>REGRETS</b>	Mark Gifford	

*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 6:29 pm.

**Moved and Seconded**

***THAT the agenda for the November 9, 2021 Operations Policy and Planning Committee meeting be adopted as distributed.***

**CARRIED UNANIMOUSLY**

**2. CORRESPONDENCE**

Nil.

**3. COMMENT & QUESTION PERIOD FROM VISITORS**

Members of the public shared their concerns and asked for details on the logic of the decision made by the Board in not moving forward with the vaccine mandate. Discussion ensued.

#### 4. **REPORTS FROM SENIOR MANAGEMENT**

a. Capital Projects Update (D. Crowe)

i. Skwo:wech Elementary School Replacement Project

Director – Capital Projects Crowe said the Skwo:wech project is progressing well. He shared items like door hinges and paint are difficult to source due to COVID-19 impacts to the supply chain. An “all hands on deck” situation supports a possible move over the December school break.

ii. NWSS Decommissioning Project

Director – Capital Projects Crowe confirmed the evaluation process has begun with fourteen (14) companies prior to the RFP stage.

b. Operations Update

i. Facilities Report November 2021 (B. Ketcham)

Secretary-Treasurer Ketcham provided highlights including: delay to Queensborough Middle School roof top air handlers, installation expected to occur over Spring Break; Lord Tweedsmuir Elementary School envelope phase 2 upgrade has been completed; work completed for the Welcome Centre and Wellness Centre; facilities rental bookings is now live on the District website and the District is continuing to ensure a smooth transition of Massey Theatre.

ii. October 31, 2021 Financial Report (B. Ketcham)

An update was provided on budget to actual results for the month ended October 31, 2021. The results are reported to be in alignment with the prior year and nothing of significance to note that would be a cause of great concern.

- Special Funds Update

Secretary-Treasurer Ketcham provided highlights on the Special Funds Update. There is a plan to put the expenditure of mental health to full use with the recent hiring of youth care worker, and the urgency of recruiting for a counsellor (15 hrs/week) that will work out of the Wellness Centre.

Secretary-Treasurer Ketcham confirmed a budget of \$150,000 over three (3) years for Seamless Childcare funding and Associate Superintendent Naser confirmed families would be facing a fee structure that mirrors childcare providers to reduce any competition.

- Estimated Grant Recalculation Based on September 1701

Secretary-Treasurer Ketcham shared the ministry will provide an update in December but estimates indicate the District will be up \$233,000 from the original grant announcement in May for the 2021-22 school year.

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

- Creating an administrative procedure with Human Resources to address on-boarding and off-boarding

- Continued transition away from Chrome books to laptop computers. Testing of devices at all school levels and staff is ongoing – feedback will drive future decisions as well as continuing to encourage “bring your own device” which is primarily occurring at Glenbrook at this time
- TIS has taken over the phone systems from the maintenance department
- Recruitment is occurring for an upcoming retirement within the TIS department.

Questions and discussion ensued.

c. Non-Replacement Data (Staffing & Education Assistants' Absence Coverage (R. Weston)

Executive Director – Human Resources Weston affirmed that although reporting on non-replacement data had been suspended during COVID-19, the reporting will be ongoing now. He provided highlights of the report:

- Teachers Data
  - September data shows 3% of teachers are absent at any one time. Replaced 88% of enrolling teachers with TOC's with the balance of the vacancies filled by non-enrolling teachers, principals, and at times, District staff
  - October data shows 4.5% of teachers are absent at any one time. Replaced 89% of enrolling teachers with TOCs with the balance of the vacancies filled by non-enrolling teachers, principals, and at times, District staff
- Education Assistants (EA's) Data
  - September data shows 6% of EA's are absent at any one time. Replaced 66% of the vacancies
  - October data shows 9% of EA's are absent at any one time. Replaced 69% of these vacancies

Executive Director – Human Resources Weston shared that although each morning, staff is dedicated to locating daily replacements (6 hours total daily), the competitive environment between districts and hiring and retaining replacement staff, remains a challenge. Exploring various options such as considering hiring full time replacement teachers is being examined. Discussion ensued.

d. Living Wage Update (R. Weston)

Executive Director – Human Resources Weston confirmed the District is in the final steps of completing the submission for certification as a Living Wage Employer.

e. Appeals Review (K. Hachlaf)

Superintendent Hachlaf highlighted Administrative Procedure 300 – Student Admissions, Catchment Areas and Placement (AP300). He affirmed that the proposed amendment to the Appeals Bylaw will provide greater clarity to parents - the reality of schools being full with enrollment pressures, the District is still able to accommodate students, perhaps not always their school of choice, especially out of catchment requests. He also provided confidence to maintain procedural fairness and assurance to continue to examine any concern that any parent has to meet with the Associate Superintendent Naser and himself. Discussion ensued.

**Moved and Seconded**

***THAT the Board of Education of School District No. 40 (New Westminster) approve the revised Appeals Bylaw (Policy 13) as presented.***

**CARRIED UNANIMOUSLY**

f. COVID-19 Update (K. Hachlaf)

Superintendent Hachlaf provided the second COVID-19 update of the school year along with comparative data from last month to this month. Additionally, he highlighted the Fraser Health aggregate data from September 7 - October 28 that provided broader context to the New Westminster Schools lower case counts.

Discussion on recent COVID-19 media communication occurred.

Trustee Lalji put forward a motion.

**Moved and Seconded**

***THAT the Operations and Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to host a true and open collaboration session/meeting with our parents where:***

- 1. The process and information is provided in a transparent format on how the Board made their decision.***
- 2. Discuss all new updates and information provided by our provincial government and/or federal government***
- 3. Open format for our parents to bring forth their questions to be held November 16, 2021 or on a mutually agreed upon date with our DPAC if November 16, 2021 is not feasible.***

**DEFEATED**

**5. GENERAL ANNOUNCEMENTS**

Tuesday, January 18, 2021: Operations Policy & Planning Committee Meeting, 6:30 pm - via Webex

Reminders:

Remembrance Day Ceremonies - November 11, 2021

Indigenous Focused Professional Development - November 12, 2021

BCSTA Trustee Academy - December 3 - 4, 2021

National Day of Remembrance and Action on Violence Against Women - December 6, 2021

Discover New Westminster Schools 2022 - January 11, 2022

Black Shirt Day - January 15, 2022

**6. NEW BUSINESS**

Trustee Russell put forward a motion.

**Moved and Seconded**

***THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) that we allocate up to \$500,000 for priority replacement staffing to address urgent staff replacement challenges that are impacting staff, students and families.***

Trustee Beattie put forward a motion to postpone to the November 23, 2021 Regular Open Board meeting.

**Moved and Seconded**

**CARRIED  
1 opposed.**

**7. OLD BUSINESS**

**8. QUESTION PERIOD (15 Minutes)**

Please refer to the meeting video at [2:15:35] for full comments.

**9. ADJOURNMENT**

The meeting adjourned at 9:05 pm