

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

**Tuesday, January 18, 2022, 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 Robert Weston, Executive Director Human Resources
 Danielle Connelly, Trustee Leanne Sojka, Recording Secretary
 Maya Russell, Trustee Guests:
 Mark Gifford, Trustee Members of the Public
 Amy Grey, Assistant Secretary-Treasurer
 Dave Crowe, Director – Capital Projects
 Tanis Anderson, District Vice Principal, Early Learning
 Sarah Wethered, President, NWTU
 Kristen Keighley-Wight, Communications Manager
 Julie MacLellan, Reporter, New Westminster Record
 Kathleen Carlsen, DPAC Chair

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 6:33 pm.

Moved and Seconded

THAT the agenda for the January 18, 2022 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 (D. Crowe)

i. Skwo:wech Elementary School Replacement Project

Director Capital Projects Crowe highlighted the major milestones that have been achieved and those upcoming. He noted there were no significant issues other than the

ongoing delays due to COVID-19 supply chain issues, extreme cold weather conditions and COVID-19 staffing issues. Due to these influences, it is difficult to provide any definitive move-in schedule and confirmed a move will not occur prior to Spring Break.

b. Operations Update

i. Facilities Report January 2022 (B. Ketcham)

Secretary Treasurer Ketcham shared the report.

ii. 2021-22 Grant Recalculation and Amended Budget Update (B. Ketcham)

Secretary-Treasurer Ketcham reviewed the grant recalculation. The Ministry's new grant recalculation aligned with earlier estimates. She confirms the amended budget season is going well and will provide more detailed budget information at the February Committee meeting.

iii. Finance Update (B. Ketcham)

Secretary-Treasurer Ketcham briefly reviewed the year-to-date Revenue to Budget Summary which captures revenue received up to December 31 of this year, noting there was nothing of significance to highlight.

She reviewed the year-to-date Expense to Budget Summary and clarified the budget remaining in most categories were sitting where she would expect and when necessary, provided details of any nuances or timing differences in payment. With respect to substitute salaries, she noted an adjustment would be required given the recruitment requirements to meet the staffing shortfall.

Questions and discussion ensued.

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

Associate Superintendent Naser provided an update on the technology refresh:

- Two devices have been identified for student use:
 - Laptop
 - iPad (more appropriate for the younger learners)

A cautious approach will commence with a small purchase of laptops and iPads this month. Following favourable feedback to the steering committee, additional devices will be purchased as Chrome books are systematically replaced based on where they are in their individual lifecycle. Data centres located at New Westminster Secondary School and Fraser River Middle School are becoming antiquated and as a result, some servers and hardware will need to be replaced this year. A new Wi-Fi process has been implemented for students, bypassing the registration step. Wi-Fi infrastructure has been updated at all three middle schools.

c. Childcare Update (T. Anderson)

District Principal Early Learning, Anderson provided highlights to the Childcare Update. Working collaboratively with WCAS, exploring new spaces and revising licensing to 'school age on school grounds" has resulted in an additional 90 spaces across New Westminster Schools. She shared that WCAS now offers a total of 435 school age spaces and provided information of childcare spaces within individual schools and Seamless Day Childcare at Qayqayt Elementary. She noted with the voluminous foundation work completed it will be easier to replicate Seamless Day Childcare at other schools in the future.

Questions and discussion ensued.

d. Annual Trustee Remuneration Review (B. Ketcham)

Secretary-Treasurer Ketcham reviewed the background to the Trustee Remuneration.

Trustee Connelly 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) approval of the Trustee Stipend increase by the five-year rolling CPI average of 2.08% effective July 1, 2022 for the positions of Chairperson, Vice-Chairperson and Trustee.

**CARRIED
1 Opposed**

Discussion amongst the Trustees ensued.

e. Administrative Procedures and Policy 19 Updates (B. Ketcham)

i. Administrative Procedure 500 - Budget Development

Secretary-Treasurer Ketcham reviewed the Policy 19 – Financial Reserves and Administrative Procedure 500 – Budget Development, Monitoring and Reporting Backgrounder noting the revisions were required in order to align with the Ministry of Education's direction in these areas.

Administrative Procedure 500 – Budget Development has been renamed to encompass budget development, monitoring and reporting. Adoption will be required by the end of the fiscal year, June 30, 2022. One of the most substantial changes in providing greater budget transparency and accountability is the creation of a three-year financial plan which will be presented as part of the preliminary budget process for the 2022-23 school year. She confirmed the District already provides a robust consultation process, delivers regular budget updates and forecasting that parallels the achievement of long-range strategic goals.

ii. Policy 19 - Restricted and Non-Restricted Surplus Funds

Secretary-Treasurer Ketcham shared that stemming from the Funding Model Review completed a number of years ago, Policy -19 that guides the Board's financial reserves and as of June 30, 2022, Boards are expected to have a policy consistent with the Ministry of Education Provincial Accumulated Operating Surplus Policy. To demonstrate accountable and transparent financial planning, Board policy will:

1. Clearly explain the purpose of operating surplus, and how the surplus will be used to support the boards' strategic objectives (for example, improve student educational outcomes) and other operational priorities of school districts.
2. Include guidelines on how inter-fund transfers will be managed
3. Outline how financial risk will be mitigated by establishing a contingency operating surplus.

She identified the most significant changes relate to better explaining the importance of reserves in managing the operations of the District and to remove the \$500,000 Board contingency which is now considered redundant as all unrestricted reserves (which are to be no less than \$2,000,000 or 2% of expenses) serve as a "healthy" contingency.

Questions and discussion ensued.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) the approval of Policy 19 - Financial Reserves as presented.

CARRIED UNANIMOUSLY

f. COVID-19 Update (K. Hachlaf)

Superintendent Hachlaf highlighted the significant increase in notifications due to the higher transmission, shorter incubation and community transmission of the Omicron variant. He confirmed the District will not be reporting out on behalf of Fraser Health with self-monitor and self-isolation notifications due to the fact the notifications are no longer achieving the goal of stopping the spread of COVID-19. Replacing these notifications is absenteeism reporting by parents – data that is then reported out daily to the Ministry and Fraser Health. There have been some increases in student absenteeism, historical staff absenteeism and confirms the District is awaiting delivery of rapid antigen testing that will provide two kits to every employee.

Components of a functional closure were presented: staff capacity, considerations for a decision and the process on day "0", day "1 – 7" and day "8". He shared he has concerns over sustaining a functional closure for an extended period of time.

g. 2022-2023 District Calendar(M. Naser)

Assistant Superintendent Naser indicated the District Calendar was posted to the website to provide the community with an opportunity for feedback. The calendar will be

brought back to the March 8, Board meeting for approval and will then be submitted to the Ministry.

4. GENERAL ANNOUNCEMENTS

Nil.

5. NEW BUSINESS

a. Meeting Format (Chair Dhaliwal)

Chair Dhaliwal provided her comments and reasons for maintaining virtual Board and Committee meetings and suggested reassessing at the April Committee meeting.

b. Board Member Parental Leave Policy (Trustee Gifford)

Trustee Gifford shared the current ability within the School Act to provide some discretion around leaves. In an effort to support the wellbeing of current and future Trustees, especially in an election year, modelling a family friendly policy for maternity and parental leaves, Policy 7 has been amended. It was confirmed that a Trustee on an active leave, following written notice to the Superintendent may attend meetings and carry a vote.

Discussion on the value of other leaves being written into Policy 7 occurred thereby ensuring supportive yet clear guidelines for Trustees to follow.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) to amend Policy 7 – Board Operations to include 7.13 Trustee Maternity/Parental Leave Policy.

CARRIED UNANIMOUSLY

6. OLD BUSINESS

Nil.

7. QUESTION PERIOD (15 Minutes)

Nil.

8. ADJOURNMENT

The meeting adjourned at 8:48 pm