



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

**Tuesday, April 12, 2022, 6:30 PM**

**Via Webex Livestream**

<b>PRESENT</b>	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	Amy Grey, Assistant Secretary-Treasurer
	Maya Russell, Trustee	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
		Sarah Wethered, President, NWTU
<b>REGRETS</b>	Mark Gifford, Trustee	

***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 meeting was called to order at 6:30 pm.

**Moved and Seconded**

***THAT the agenda for the April 12, 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 (Verbal) (D. Crowe)
  - i. NWSS Decommissioning Project

Director Capital Projects Crowe shared that four demolition and remediation bids, all within budget, were received. Bids are currently being reviewed and

it is anticipated that a recommendation to award the project shall occur by the end of April.

ii. Skwo:wech Move

Director Capital Projects Crowe shared the move from the old school to the new school went very well in part by the various teams involved to make it possible. He noted that to date, identified deficiencies are minor. The demolition phase with the old school has commenced and while the opportunities for students to play outside is currently limited, this will change once phase 2 of the project has been completed.

iii. Queen Elizabeth Elementary School Expansion Project

Director Capital Projects Crowe provided a brief update.

b. Operations Update

i. Operations Report March/April 2022 (B. Ketcham)

Secretary-Treasurer Ketcham provided highlights of the report. Results indicated that lead testing of water at Connaught, Qayqayt, Fraser River Middle and the Board office were well below the testing threshold. The March Government Reporting Entity was completed which is a significant submission to the Ministry as it informs their year end financial results.

ii. March 31, 2022 Financial Report (B. Ketcham)

Secretary-Treasurer Ketcham provided highlights that a large share of the year-to-date deficit was intentional due to the surplus investments approved by the board. The operating deficit as of March 31, 2022 is \$946K. The forecasting results to the end of this fiscal year, June 30, 2022 projects a slightly higher deficit of \$1.9M than budgeted for since February 2022's approved amended budget of \$1.7M. To assist with the Boards' financial decisions, more reports like this will be forthcoming.

iii. 2022-23 Capital Plan Response Bylaw (B. Ketcham)

Secretary-Treasurer Ketcham provided highlights of the Ministry's award of minor capital projects to the District which includes the funding of \$1.7M for Lord Tweedsmuir Elementary School and \$500K for Glenbrook Middle School. While the Ministry has not approved funding for a Fraser River Zone elementary school, they have acknowledged the need exists and have granted permission to move to a concept plan report to conduct further analysis.

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

Associate Superintendent Naser shared a brief update.

c. 2022-2023 Preliminary Budget (B. Ketcham)

Secretary-Treasurer Ketcham presented the 2022-23 Preliminary Budget. An overview of the monthly budget process was shared along with estimated enrolment figures of approximately 200 students per year over the next three years. An accumulated surplus of 3.2M is anticipated by the end of the 2021-22 budget year. The Budget Survey consultation has commenced, and focused stakeholder consultation meetings will occur April 19 and April 20.

i. Base Budget

Secretary-Treasurer Ketcham reviewed the 2022-23 Base Budget.

- The base budget is approximately \$400K
- The pandemic recovery base budget is estimated to be \$1,038K
- The differential between the two base budgets represents additional investments required due to the need for additional replacement budgets to support higher staff absences that are anticipated into the 22-23 school year. It also includes additional EA contingency staffing for students with exceptional needs that join the District throughout the year and for whom the District had not anticipated joining out District in September.
- Unfunded cost pressures of \$270K, not yet budgeted for, due to the Employment Standards Act (see below) to provide five illness/injury dates to TTOC's and casual support staff. Districts will be seeking support from various associations to advocate for this to be a funded expense.

Associate Superintendent provided a response to a question on expenses related to technology. A breakdown of the \$730K technology expense will be provided at a future date.

Questions and discussion ensued.

d. Human Resources & Staffing Update (Verbal) (R. Weston)

i. Employment Standards Act Paid Illness Leave Change (R. Weston)

Executive Director Weston shared this new standard which came into effect on March 31, 2022 provided 5 illness/injury days per calendar year to casual and TTOCs. This standard does not impact staff regularly employed by districts as the collective agreements exceed these requirements. These additional days could impact the district by \$270K per year and potentially higher in the first year of implementation given the calendar year spans 2 fiscal years for Districts.

Questions and discussion ensued.

e. Development Cost Charges (B. Ketcham)

Secretary-Treasurer Ketcham reviewed correspondence that was directed from the District to the City of New Westminster on March 17, 2022 regarding the City's proposed DCC charges for major institutions.

f. Board and Committee Meeting Calendar - September 2022 to June 2023 (B. Ketcham)

Secretary-Treasurer Ketcham outlined Option 1 and Option 2 revised Board and Committee Meeting Calendars for the 2022-23 school year.

Trustee Lalji put forward the following motion:

**Moved**

***THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approve the Board Committee meeting calendar for 2022-23 for an Option 3 where all meetings start at 6:00 pm and all Committee and Board meetings will have online access for anyone to attend whether the meeting is scheduled in person or virtual.***

**MOTION NOT SECONDED**

Discussion ensued on Options 1 and 2.

Trustee Russell put forward the following motion:

**Moved and Seconded**

***THAT the Operations Policy & Planning Committee postpone the discussion of the Board and Committee meeting schedule and consider the recommended motion at the Regular Open Board meeting of April 26.***

**CARRIED  
1 Opposed**

**4. General Announcements**

Nil.

**5. New Business**

a. Meeting Format (Chair Dhaliwal)

Trustee Dhaliwal suggested the remaining Policy and Planning Committee meetings and Open Board meetings occur virtually except for the June Education Policy and Planning Committee meeting which was to take place at 3:30 pm at New Westminster Secondary School. Associate Superintendent Naser will discuss with the NWSS school team and report back, the possibility of moving the meeting to

4:30 pm to accommodate NWTU to participate.

6. **Old Business**

Nil.

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

Nil.

8. **Adjournment**

The meeting adjourned at 8:35 pm.