



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

**Tuesday, February 7, 2023, 6:30 PM
Via Zoom Link**

PRESENT	Gurveen Dhaliwal, Chair	Karim Hachlaf, Superintendent
	Maya Russell, Committee Chair	Bettina Ketcham, Secretary-Treasurer
	Danielle Connelly, Trustee	Maryam Naser, Associate Superintendent
	Dee Beattie, Trustee	Robert Weston, Executive Director Human Resources
	Cheryl Sluis, Trustee	Guests:
	Elliott Slinn, Trustee	Rick Bloudell, Manager of Community Projects & Partners
	Marc Andres, Trustee	Members of the Public
		Dave Crow, Director of Capital Projects
		Matt Brito, Director of Maintenance & Operations
		Amy Grey, Assistant Secretary-Treasurer
		Laura Goodman, Recording Secretary

Committee Chair Russell 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 February 7, 2023, Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Comment and Questions from Visitors

Nil.

3. Reports from Senior Management

- a. Capital Projects Update (Verbal) (D. Crowe)
 - i. Queen Elizabeth Elementary

Director of Capital Projects Crowe provided an update and stated that the Queen Elizabeth expansion is a complex build; currently waiting for final approval of scope. The development application permit is before the City, and his team have received their first round of comments which they are working through; an onerous process which will take 2-3 iterations of back and forth. Crowe noted that he is optimistic that his team will reach a compromise with the City's requirements and their ability to meet them.

ii. NWSS Decommissioning Project

Director Capital Projects Crowe reported that the project is moving along nicely although they have run into a slowdown in terms of progress due to the required additional hazardous abatement. The contractor has handed out flyers within a 2-block radius to alert them that there will be increased traffic in their neighborhood, and minor traffic disruptions while the traffic patrol people help with the trucks entering and exiting the site.

iii. Fraser River Elementary Concept Plan

Director of Capital Projects Crowe shared that the Fraser River Elementary Concept Plan has been submitted to the Ministry, and they are currently waiting for approval. Approval was expected by March; however, they have been recently informed that approval may not occur until June.

b. Operations Update

i. Finance & Facilities Report (M. Brito and A. Grey)

Matt Brito, Director of Maintenance & Operations provided a brief facilities overview:

- Daycare portable orders have been placed with the portable supplier for Tweedsmuir and Howay daycares. The building permit application will be submitted in February. The levelling of portable base is complete at both sites, including the playground base prep for Howay; the sprinkler irrigation reconfiguration is complete at Howay as well. Planning for site utilities is well underway for both sites.
- Planning for short term capacity, portable landing site at FRMS is prepped and ready for a portable placement in the spring.
- Building permit application has been submitted to the City building department for the QayQayt downstairs classroom conversion. Demolition and construction will start during the March Spring Break, for 2 classrooms ready for usage by September 2023.
- Lord Kelvin handle and lock replacement for accessibility is complete.
- EV car charging stations to be installed at Glenbrook Middle School and Skwo:wech parking lots in March 2023.
- Heat pump at Glenbrook - the piping will be done over the summer.
- The playground at Tweedsmuir will be started in February and completed by March.

Assistant Secretary-Treasurer Grey provided a brief overview of the Finance section of the Operations report prior to presenting her update on the amended budget.

- The payroll department has been working hard on retroactive payments and other pay related impacts resulting from the new collective agreements.
- The Secretary Treasurer and Assistant Secretary Treasurer completed visits with school leadership teams in December.

- Work is well underway for the 2022-23 amended budget which is due February 28th.
- Planning for the 2023-24 budget season, and internal consultations will begin.
- Grey also reported on a number of reporting pieces that were submitted to the Ministry for the December 2022 and January 2023 timelines.

ii) Amended Budget Update (A. Grey):

- The preliminary budget that the Board passed in May, 2022 showed a budgeted deficit of \$1.2 million dollars. A few numbers are still being verified and confirmed, and they do expect the deficit to be significantly smaller than in the preliminary budget.
- Operating Grant – recalculations were announced on these in mid-December with an increase in these planned revenues due to higher-than-expected projected enrolment.
- Wage increases resulting from the new collective agreement since they came into effect for the teachers and support staff in the current school year, and as in the past continue to be funded by the Ministry. *Update from when this report was submitted and last written*; Friday, February 3rd they did receive an announcement from the Ministry for the Teacher's settlement funding, and they have been able to confirm and include these amounts in their amended budget.
- Exempt and PVP Salary increases will be funded this year by the Ministry, and this funding was announced on Friday, February 13th. This is an update from when their report was written, and they have incorporated this into our amended budget.
- Grey stated that a more detailed report will be presented at the Regular Open Board meeting on February 21st.

c. Human Resources & Staff Update (Verbal) (R. Weston)

Executive Director, Human Resources Weston shared highlights of the report which represented December and January Non-Replacement Data (Staffing).

Weston stated that he has modified the format of his staffing report from previous ones in order to make the document more user friendly; the data and percentage breakdown that they collect and report on helps with their ongoing decision-making process.

Teachers were replaced with TTOC's; other teachers and admin staff were reassigned to fill the gaps. Over $\frac{3}{4}$'s of the vacancies are being replaced with TTOC's. December, and months leading up to December were a challenge with priority TTOC's being used to fill vacancies that they were unable to fill during the summer.

Weston stated that we continue to place emphasis with our priority TTOC's and our priority casuals to ensure we have the available replacement staff. We continue to compete with other district schools for TTOC's and casuals, and the post COVID economy, as employees continue to be selective with their shifts at other school districts. Into January, and February 2023, we continue to improve, and remain hopeful that we can push these numbers for replacements still higher in March to May and the balance of the school year. Their objective is to drive the recruitment process for TTOC's and casuals, and to be in a position where they can replace all the vacancies that arise every day, and this continues to be what drives the recruitment process.

Comments and questions ensued.

d. Technology Services Update (Verbal) (M. Naser)

Associate Superintendent Naser provided a brief update from the technology department.

- Student/Staff Devices: The acquisition of both student and staff devices is underway, and they do expect to add a number of student devices to get close to their first batch of refresh for staff.
- Wi-Fi issues: students continue to experience slow connectivity at NWSS. The TIS team has investigated and identified a couple of issues, and they remain hopeful that they will be able to find a solution. Naser stated that TIS continues to work on this issue, and will provide an update once they determine if it is a budget issue or if they are able to alleviate some of the significant Wi-Fi concerns at NWSS.
- Data Centre Upgrades: this is a budgeted item, and it has taken some time to engage a vendor. The team is now working with a vendor to identify specific upgrades re: the New Westminster and Fraser River Data Centres; this work will begin in late spring or early summer.

e. Fuel Up - Update (R. Bloudell)

Rick Bloudell, Manager of Community Projects and Partnerships provided an update on the Fuel Up – Nourishment Program.

- The Fuel-UP program began in February 2019; the purpose was to create a healthy universally, accessible, barrier free, stigma free lunch program to be available to all elementary and middle schools in our District.
- Program growth has been staggering, and the total number of lunches ordered in 2020-2021 has more than doubled. Subsidized lunches have now surpassed the number of paid lunches on a monthly basis; currently 600 students are subsidized in our District, and this figure continues to rise each month.
- A survey was administered to members of the public, and data was collected from 383 respondents. The purpose of the survey was to ensure that we are engaging and responding to the needs of the community.
- There is a desire for system improvements, and people and District staff are asking for stronger and timely communication with the current vendor 'Simply Foods'.
- The projected budget for this school year is \$316,000, and they have received \$140,000 from the Vancouver Sun. The District designated \$150,000 from the Student and Family Affordability Fund, and \$200,000 from community Link Funds. This program will finish the year with an approximate surplus of \$174,000. They will continue to work with Simply Foods to respond to the community and District needs. They will reapply for Vancouver Sun's 'Adopt a School' program, continue to collect feedback and update everyone.

f. Administrative Procedures

i. AP 181 – Surveillance (M. Naser)

Associate Superintendent provided a brief overview regarding the existing administrative Procedure AP 181. Naser stated that the intent of this administrative procedure is to ensure that the need to deploy surveillance is compelling and that any resulting effects of privacy rights are minimized. Edits to AP 181 have been done to ensure we are aligned with the School Act', and the requirements around video surveillance.

Director of Instruction Learning Services, Bruce Cunnings provided an overview regarding

Administrative Procedures AP 315, AP 316, AP 317, and AP 341.

i. AP 315 – Student Accidents (B. Cunnings)

Cunnings stated that the AP he has brought forward stems from a change within the Ministry of Health re: seizure care in schools which resulted in the need to change and update our Administrative procedures to align with their changes. This AP will now deal with accidents and injuries, and the medical information it initially contained has been removed and integrated into the new AP 316. AP 315 Student Incidents and Sickness will be renamed to Student Accident/Injuries.

ii. AP 316 – Medical Intervention (B. Cunnings)

AP 316 is a newly created administrative procedure that deals with medical intervention, prescription and non-prescription medication and seizures. In September 2022 the Ministry of Health created new protocol around seizures, and rescue medications while a child is at school.

iii. AP 317 - Anaphylaxis section was updated.

iv. AP 341 – Transportation with Disabilities (B. Cunnings)

The School District recognizes that in certain circumstances students with disabilities and diverse abilities may be unable to make their own way to and from school or take public transportation due to their physical and/or psychological challenges/disabilities. The District is committed to supporting the transportation needs of such students. Cunnings noted that the guidelines on placing a student on the bus limits our capacity to transport a student on the bus, and spoke to the specific decision-making guidelines that were implemented within this AP. The District only has one bus to transport these students and therefore have limited capacity.

4. **General Announcements**

Black History Month

Family Day, Monday, February 20th

Pink Shirt Day, Wednesday, February 22nd. Please wear your Pink Shirts at the February 21st Board Meeting

Shrek The Musical - March 1st to 4th – get tickets at <https://www.ticketsnw.ca/>

5. **New Business**

Nil.

6. **Old Business**

Nil.

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

Please refer to the meeting video at [1:40:03] for full comments.

8. **Adjournment**

The meeting adjourned at 8:15 pm.

Chair

Secretary-Treasurer