New Westminster Schools

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

Tuesday, April 11, 2023, 6:30 PM
Via Zoom Link

PRESENT
Gurveen Dhaliwal, Chair
Maya Russell, Committee Chair
Danielle Connelly, Trustee
Cheryl Sluis, Trustee
Elliott Slinn, Trustee
Marc Andres, Trustee
Karim Hachlaf, Superintendent
Bettina Ketcham, Secretary-Treasurer
Maryam Naser, Associate Superintendent
Robert Weston, Executive Director Human Resources
Dave Crowe, Director of Capital Projects
Matt Brito, Director of Maintenance & Operations
Laura Goodman, Recording Secretary
Members of the Public
Laura Kwong, DPAC Chair
Kristie Oxley, NWTU President

REGRETS Dee Beattie, Trustee
Amy Grey, Assistant Secretary-Treasurer

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 6:37 pm

Moved and Seconded

THAT the agenda for the April 11, 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. NWSS Decommissioning Project

Director Capital Projects Crowe reported that this project includes the abatement and demolition of the old NWSS, and is going well with 40% of the project now complete. The estimated completion date of the hazardous materials abatement is mid-summer 2023, with the demolition of the school estimated to start late-spring and be completed by late fall 2023. Site safety plans in compliance with WorkSafe BC requirements and City of New Westminster traffic management requirements have also been developed and implemented.

b. Operations Update

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

Matt Brito, Director of Maintenance & Operations provided an overview:

- The daycare portables design for the interior layout and the civil service design at Howay and Tweedsmuir has been completed, and a building permit submitted to the City of NW building department for both sites. The supplier will begin to build the portables, and they should be completed by the summer. Brito stated that the plan is to have all the services in place before the portable placement in August.
- QayQayt: the renovation of the 2 downstair classrooms is going well with the demolition now complete. The classrooms will be ready for September 2023.
- NWSS safety features were added over the Spring Break: cameras on the second and third floor, classroom phones added that allow a classroom-initiated call to the office to improve communication, and vape detectors were installed in main floor gender neutral washrooms.

ii. March 31, 2023 Financial Forecast (B. Ketcham)

Secretary-Treasurer Ketcham provided highlights. The projected operating deficit as of March 31, 2023 to June 30 is $828K. A higher deficit than originally anticipated from the 2022/23 amended budget of $564K. Ketcham stated that this increased deficit is due to the higher level of absences than what they had originally projected. Once data points are collected for April and May they hope to see less illness they have to replace which will improve financial results. Ketcham stated that this is important for the Trustees to take note of as we pass the 2023-24 budget because the accumulative surplus balances are an important tool to the contingency reserves or to help balance future budgets. To assist with the Boards' financial decisions, more reports like this will be forthcoming.

iii. 2023-24 Base Budget - 18:30

Secretary-Treasurer Ketcham reviewed the 2023-24 Base Budget.
Highlights:

- Enrolment is anticipated to increase by 280 FTE.
- Base budget without any additional efficiencies and priorities is $177K.
- District is waiting on whether PVP/Exempt staff wages will be funded and the funding related to the Cost of Living Adjustment in the collective agreements.
- Superintendent recommendations presented on May 2nd
- Significant consultation process commencing with district survey, one-on-one stakeholder consultations and open meeting presentations.

Questions and discussion ensued.

c. 2023-2024 Capital Plan Response Update (B. Ketcham)

Secretary-Treasurer Ketcham provided highlights to the Ministry's award of minor capital projects to the District which includes the funding of $1.75M for Queensborough Middle School ($550K), Ecole Glenbrook Middle School ($450K), and Ecole Herbert Spencer Elementary ($750K). The funding for minor capital projects must be spent by March 31,2024. The District is commencing work to tender the above projects to execute the majority of this work over the summer months.

Major Capital Projects:

- The relocation of infant/toddler programs does allow the District to renovate and convert the interior spaces back into 4 classrooms each at QayQayt Elementary and FRMS. Ketcham stated that the District has moved forward to the Business Case development phase, and are anticipating a quick turnaround by the Ministry given the smaller scope of this work.
- Land Acquisition: District has been approved to move forward on a possible site acquisition for purpose of building a new middle school in the city's west end. The District will be moving forward on the work required to identify an appropriate site. Ketcham stated that it is important to note that this is not an approval of the land acquisition itself, but an acknowledgement of the Ministry's support to carry out the next steps of additional analysis that will lead to possible future funding approvals.
- Queen Elizabeth Elementary Expansion Update: work continues on the approved QE 13-classroom expansion project, and they are currently in the development permit application stage.They continue to work with all their partners to continue to address challenges from a construction perspective at this complex site. They are anticipating a delay in the opening of the expansion to the 2025-26 school year.
- The bylaw will be brought to the April 25, 2023 Board meeting where three-readings of the capital bylaw will be requested for approval.

Questions and discussion ensued.

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

i. February and March, 2023 and Year to Date – Non-Replacement Data (Staffing)

Executive Director, Human Resources Weston shared highlights of the report which represented February and March Non-Replacement Data (Staffing). The majority of the February and March absences for Enrolling Teaching, Non-Enrolling Teaching, and Educational Assistant absences were filled directly, with the balance being filled via internal reassignments and administrative coverage. Challenge: they are cross-competing with many other districts re: staff in the Metro Vancouver area who are in similar positions. Year-to-date overall: we are doing better than average in replacing the enrolling teaching, non-enrolling teaching, and educational assistant absences for this school year.

ii. School Year 2023/24 - Spring Staffing Process

Executive Director Human Resources Weston noted that positions will soon be posted for the 2023/24 school year. The District's posting period is from May 9th to June 30 during which time they will post up to 150 positions primarily in teaching, student support, clerical, maintenance and custodial. The District is currently reviewing their needs by considering actual and anticipated retirements, leaves of absence, reduced assignments, accommmodations and other anticipated staff moves in order to have the majority of staffing positions for the September 2023 school start confirmed and completed before they break for the summer.

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

Associate Superintendent Naser provided an update:

- A small, but dedicated IT team continues to trouble shoot issues, commission technology and hardware, and monitor the WiFi at our schools.
- NWSS: ongoing WiFi issues at NWSS warranted the need to do problem solving in concert with the Ministry of Education. Changes have been implemented, and our IT Team has provided information to the NWSS admin team requesting feedback on how these changes are impacting WiFi access.
- Staff Refresh will continue this spring with the commissioning of another 40 to 50 devices to staff members to complete the first batch for this year. The cycle of refreshing the most antiquated devices for staff will continue next year.
- Future plan is to hold a focussed pilot project around I-Pad use in the classroom, specifically in K-5, and to host a district group of educators that would like to learn more on how the I-Pad can be used as an powerful educational tool.
- Remedy Calculations are in the final process of being automated.

f. Board and Committee Meeting Calendar - September 2023 to June 2024 (Verbal)

Secretary-Treasurer Ketcham outlined the proposed changes for the Board and Committee Meeting Calendars for the 2023-24 school year. All Board and Operations meetings were switched from virtual to hybrid in 2022, and they will continue with this format. The Education Policy & Planning Committee meeting will continue to be in-person, and rotational amongst sites as determined by the Associate Superintendent and Trustee lead.

Moved & Seconded

THAT the operations policy and planning committee recommend to the Board of Education of School District No. 40 (New Westminster) that the Board and Committee Meeting Calendar be approved as presented.

CARRIED UNANIMOUSLY

g. Policy 7 Updates - Board of Operations (K. Hachlaf)

Superintendent Hachlaf provided an update to the initial Policy 7 edits that were recommended to the Board Work Plan (for the Board and the General Public).
At the January 31, 2023 Board of Education meeting, the Board provided further direction and input regarding updating Policy 7 – Board Operations. Hachlaf presented substantial revisions and additions re: Policy 7 to the Board

Moved & Seconded

THAT the operations policy and planning committee recommend to the Board of Education of School District No. 40 (New Westminster) that edits to Policy 7 Board Operations be approved as presented.

CARRIED UNANIMOUSLY

4. **General Announcements**

Nil.

5. **New Business**

Nil.

6. **Old Business**

Nil.

7. Question Period (15 Minutes)

Please refer to the meeting video at [1:31:30] for full comments.

8. **Adjournment**

The meeting adjourned at 8:37 pm.

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Chair

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Secretary-Treasurer