



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

**Tuesday, June 6, 2023, 6:30 PM**

**Via Zoom Link**

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

***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 June 6, 2023, Operations Policy and Planning Committee meeting be adopted as distributed.***

***CARRIED UNANIMOUSLY***

**2. COMMENT & QUESTION 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 the NWSS decommissioning project is on schedule. The hazardous materials abatement in the Pearson Wing is complete; demolition will commence tomorrow with a completion date of mid to late summer 2023. The hazardous abatement in the Massey wing will be completed by the end

of the week. In May 2023, the District sent out a notification to the community within a two-block radius of NWSS notifying them that there would be increased traffic in the area. Crowe noted that they had received little feedback from this notification. Recycling and the reuse of materials continues where feasible, and there have been no safety incidents on site.

b. Operations Update

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

Matt Brito, Director of Facilities and Operations highlighted key points: The City has approved the building permits for the Tweedsmuir and Howay daycare portables. The installation of the underground utilities is underway at Tweedsmuir and is expected to be completed by next week. The portable supplier has informed the District that the portables will be built and ready for installation in late August with the playgrounds and fencing installed in September; they anticipate that all connections to the portables to be completed by October. The District will then work with the City to acquire portable occupancy, followed with the daycare provider acquiring occupancy with Fraser Health. A heat pump was installed at Glenbrook during spring break; a transformer will now be installed to step up the power in the heat pump, which will allow the heat pump to be operational by September. Future projects include mechanical work at Glenbrook and Spencer schools, and a roofing project at QMS.

Chair Russell requested a status update on the AP re: extreme weather which was to be revised and brought back to the Board for further discussion and approval. Superintendent Hachlaf stated that Secretary-Treasurer Ketcham is currently leading this work with her team with the goal to bring forward an updated AP that includes explicit language around extreme weather to the Board on Tuesday, June 20, 2023.

*Questions and discussion ensued.*

ii. Financial Projection to June 30th (Verbal) (A. Grey)

Assistant-Secretary Treasurer Grey provided an update, and noted that both she and Secretary-Treasurer Ketcham had completed their third round of school visits this school year, at which time they met with principals to discuss their budgets and spending to date. The team also visited a sample of school sites to review their internal banks accounts, and test some of the processes to ensure they align with the documented procedures; no significant findings were noted. External Auditors KMPG entered their March 31<sup>st</sup> GRE reporting on behalf of OAG with no significant items being reported.

*Questions and discussion ensued.*

Financial Projections: Grey presented an update as of the May 31<sup>st</sup> close, and stated that the amended budget, which was approved by the Board in February 2023, presented an operating deficit of \$564K. Current projections to June 30<sup>th</sup>

are consistent with last month's report. They are expecting an operating deficit of approximately \$200K to June 30<sup>th</sup>, a reduction from the budgeted deficit of approximately \$365K. Similar to last month's report a reduction is a result of an increase in the operating grant funding from the Ministry, as a result of the February 15<sup>th</sup> enrolment count submissions, and more recently with the May 15<sup>th</sup> enrolment count submissions. Facility rentals and interest revenue are trending a bit higher than budgeted. Salaries overall are on budget and tracking well to June 30<sup>th</sup>. They expect some savings on utilities to offset the increased revenues and costs savings. The District has cost for an additional portable to support enrolment growth and approximately \$70K of costs related to the learning improvement fund which will be transferred to the operating expenses as this exceeds the ministry funding that they receive for the special purpose account.

Financial Update: Student and Family Affordability Fund. This year the District received \$697K, approximately \$500K of which has been spent to date; they expect about \$50K to be spent in the remaining weeks to families to offset costs at year end. \$150K will be carried forward to the next school year to offset costs for families.

iii. TIS Update (Verbal) (M. Naser)

Associate Superintendent Naser provided highlights:

- IT team continues to trouble shoot issues, commission technology and hardware, and monitor the camera / videos, and vape detectors at our schools to ensure our District is in compliance with our administrative procedures.
- The Wi-Fi improvements continue with the prioritization of educational tools over social media, and improvements to Chromecast. 525 student devices, and over 200 staff devices were provisioned at NWSS.
- The TIS Team has automatized the student account provisioning at the beginning of the year, and will complete this process over the summer to make it easier for student accounts to be provisioned annually.
- 2023-24 school year: the technology roadmap will be revised and finalized in the fall, and will align with the school developed technology plans; the TIS Team will support the local technology (e.g., hardware/software), and professional development in order to make a closer connection to education.

C. Audit Planning Report (A. Grey)

- Assistant Secretary-Treasurer highlighted some of the key findings and noted that there were no significant changes and/or risks identified in the report from last year. Materiality remains unchanged from the prior year at \$2.1 million dollars which then drives the audit posting difference; whereby any audit differences that are identified at more than \$100K are brought to the Board's attention by the auditors. Grey spoke to the 'asset retirement obligations' which is a new standard for this year and stated that the District had already provided a report to the Ministry in this regard. The audit work will commence at the end of July 2023, with the audit findings report and opinion being presented to the Board in September.

- d. 2023-2024 Preliminary Budget (B. Ketcham)
- i. Secretary-Treasurer Ketcham provided the following highlights of the 2023-24 Annual Budget.
- *District Office Restructuring*: Ketcham shared that the VP of Early Learning tendered her resignation. The District tends to restructure this particular position, and the District will now look for an internal candidate to take a .4 FTE for early literacy to fill the gap left in the vacancy. This change will provide savings of \$116K; the total efficiencies identified as a result of this change is \$241K.
  - *Priority EA and TTOCs* (5 of each) - the increase in funding has increased the support from 3 to 5 EA and TTOCs.
  - *Additional Supervision at NWSS*: the initial proposal was for four, 4-hour noon hour supervisors which had an incremental increase of \$23K. Based on feedback and reconsiderations, they will now keep 2 of the 4 noon hour supervisors at the four-hour position. They are going to take 2 youth child care workers at 6-hour positions each. These new postings will come at an additional cost of roughly \$70K; the investment of additional supervision at NWSS will now jump to \$92K.
  - *EA Lunch Relief and Supervision* (4 hour) - 6 sites: an additional site has been added which will bring the total investment to \$177K. Ketcham noted that the location of these positions will be guided by the number of EAs at each site.
  - *Director of Secondary Programs Restructuring* (savings): this item represents a savings from our previous strategy of a second secondary principal or the dual P-model at NWSS. Superintendent Hachlaf did announce recently the leadership addition of Pam Craven to the NWSS team, as the new director of instruction for secondary programs. The District will be posting a new part-time VP position for alternate education which will include a teaching component to fill the void as a result of Pam's new role. Ketcham noted that there will be a savings relative to the original direction, but a net increase overall due to the additional leadership within the District.
  - *Capital Plan Savings*: originally proposed \$100K in the savings plan; they have now increased this to \$150K to show their commitment to building capacity at New West Schools, and to fulfill the need to create capacity for their growing District.
  - Secretary-Treasurer Ketcham noted that the increased structural surplus, as a result of the extra funding from the navigator positions, and the exempt PVP funding, the additional efficiencies now indentify at \$241K; the request and priorities that are highlighted above with the noted changes total \$869K.

*Questions and discussion ensued.*

**Moved and Seconded**

***THAT the Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) complete the third and final reading of the 2023-24 budget bylaw based on the Superintendent's recommendations.***

**CARRIED UNANIMOUSLY**

ii. 2023-24 Budget Companion Guide

Secretary-Treasurer Ketcham stated that the 2023-2024 Budget Companion Guide which was included in tonight's package highlights the budget process, the changes that were made within the budget, and the priorities they have supported this year.

e. LRFP Update (Verbal) (B. Ketcham)

Secretary-Treasurer stated that the Trustees would receive a draft copy of the LRFP document to review and to provide feedback. The team will take the summer months to plan for consultation with stakeholders and parents (planned for September 2023) in order to gain feedback before the final LRFP document is brought back to the Board for approval in October 2023.

f. IAP2 Spectrum of Public Participation (K. Hachlaf)

Superintendent Hachlaf provided an overview of the IAP2 Spectrum of Public Participation framework. This framework was created by The International Association of Public Participation (IAP2) to serve as a helpful guide to understanding the different ways we may engage with members of our communities. This document was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. Hachlaf noted that the IAP2 aligns with the District's core values, and that the goal is to review the framework of the IAP2 document with the District Leadership Team to ensure that we are also adopting and using similar language across all of our New West schools with the work we are doing. The Board can expect an all-future staff report in direct alignment with the IAP2 Spectrum, and a commitment to clearly identifying our public participation, goals and the way in which we will achieve that particular level of participation.

g. Feeding Futures Funding (B. Ketcham)

Secretary-Treasurer provided an overview of the 'Feeding Futures Funding' that the Ministry recently announced. Provincially, and over the next 3 years, \$214 million dollars has been allocated to support the new foods program that initially started in April 2023. Ketcham stated that these funds build on the student family affordability fund that was received earlier this year with a greater focus on food insecurity and food programs. New Westminster Schools allocation of this particular funding program is \$826K for next year. Ketcham noted that they are very excited for the opportunity to be able to leverage the existing fuel up program that they currently have, and to continue to support our students and our families in food insecurity. RCAP, SIGMA and POWER programmes will also receive \$8,500 to support their meals program and programming needs.

h. Draft 2023-2024 Board Annual Work Plan (B. Ketcham)

Secretary-Treasurer Ketcham spoke to the Draft Board Annual Work Plan which will guide the reports that are brought forward to the Board of Education beginning September 2023. Ketcham noted that as per the Board's request, both the EPPC and OPPC meetings will now occur in January to fill the gap of

communication between the last Board meeting of the year that is typically held at the beginning of December, and the Board meeting that is typically held at the end of January. Ketcham highlighted the alignment of the Education and Operations Policy & Planning Committee meetings to the various timely reports due within the 2022-23 Board Annual Workplan.

Trustee Russell noted that the Student Learning and Student Welfare Accountability Report has been moved from the Education Policy & Planning Committee to the Open Board meeting. The Board felt that this report is amongst the most important that they receive in the year, and therefore, warrants more public scrutiny.

***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 Board Annual Workplan for the 2023-24 school year.***

***CARRIED UNANIMOUSLY***

4. **General Announcements**

Trustee Beattie requested that the Board of Education send flowers and their condolences to former SD 40 Trustee James Janzen and his family in the passing of James wife MaryAnne Janzen (library technician at NW Library).

6. **New Business**

Nil.

7. **Old Business**

Nil.

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

Questions directed to the Chair on matters that arose during the meeting  
*Please refer to the meeting video at [1:22:20 hour mark] for full comments.*

9. **Adjournment**

The meeting adjourned at 8:04 pm.