



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

Tuesday, October 10, 2023, 6:30 PM

In-person & Via Zoom Link

PRESENT Danielle Connelly, Committee Chair
Maya Russell, Trustee
Gurveen Dhaliwal, 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
Amy Grey, Assistant Secretary-Treasurer
Dave Crowe, Director of Capital Projects
Matt Brito, Director of Facilities & Operations
Laura Goodman, Recording Secretary

Members of the Public
Kristie Oxley, NWTU President

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 6:32 pm.

Moved and Seconded

THAT the agenda for the October 10, 2023, Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. **PRESENTATIONS**

Nil.

3. **CORRESPONDENCE**

Nil.

4. **COMMENT & QUESTION PERIOD FROM VISITORS**

Kristie Oxley, NWTU President

- Kristie noted that their District Facilitator Team members had been temporarily redirected to cover the newly created teaching positions due to the teacher shortage.

- Superintendent Hachlaf thanked NWTU President for bringing this item up to the Board, and echoed the sentiment that our curriculum facilitators do fantastic work. Hachlaf acknowledged the work the HR Department continues to do to recruit teachers for these positions so their facilitators can return to their roles.
- Chair Connelly noted that Board Chair Russell will be participating in BCSTA's Advocacy Day in Victoria on November 19, 2023; one of the items on the Agenda is recruitment and retention; an important item of discussion when advocating for more teachers.

5. **REPORTS FROM SENIOR MANAGEMENT**

a. Capital Projects Update (D. Crowe)

i. NWSS Decommissioning Project

- Director Capital Projects Crowe shared the following highlights: NWSS decommissioning project is going well, and is on schedule to be completed in late December or early January 2024.
- Crowe noted that as the demolition is nearing completion it has provided the team a great opportunity to review the topography and the area that they have to work with in terms of revisiting the memorial park concept.
- Communications: Crowe reported that they continue to hold their weekly meetings with their stakeholders, and there have been no concerns received from their stakeholders as well as from the general public.
- Site Safety: the safety record for the site has been flawless, and they have had zero claims and/or issues. An update will be provided at the next Operations Policy and Planning Committee on Tuesday, November 14, 2023.

b. Operations Update

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

Matt Brito, Director of Facilities and Operations highlighted key points:

- Daycare portables have been delivered and placed at F.W. Howay and Lord Tweedsmuir schools; underground utilities were installed over the summer, and they are currently working on various system connections to these portables. The District is on track for receiving city occupancy between December and January at which time they will work together with Purpose Society and Fraser Health re: inspections and preparation for spring break 2024 occupancy.
- Qayqayt and FRMS classroom conversions: currently preparing the construction management tender package, and working on the design drawing in order to begin renovations during the 2024 spring break.
- Short Term Capacity: The District has applied for 2 portables and washcart for Lord Tweedsmuir to be completed in October and placed in November.
- EV Chargers: All EV chargers have been switched over to FLO chargeables.
- The District is in the final stages of commissioning and closing out their SEP, and CNCP projects for 2023-24.

- Phase two projects: The Queensborough Middle School roof has been completely redone. The mechanical reheat projects at Glenbrook Middle and Herbert Spencer Elementary schools are more efficient as they allow room temperatures to be controlled.

Assistant-Secretary Treasurer Grey provided an update.

- The payroll team has been working diligently with their September startup and onboarding new staff. Grey noted that there has also been a large number of Ministry & Other Submissions for September 2023. *For more information, please refer to the Operations Update in the OPPC Agenda package.*

ii. Technology & Information Services (TIS) (M. Naser)

- Associate Superintendent Naser provided an update and stated that September had been a busy month with providing IT access to new staff and students; updating and refreshing their accounts and passwords.
- Wi-Fi Access: Naser noted that the TIS team had made a number of improvements to the Wi-Fi Networks over the summer which included a number of system upgrades such as tightening security, and simplifying the initial network connection configuration which has improved the overall Wi-Fi access and performance for staff and students.
- Bandwidth: TIS Team has adjusted the number of guest machines that can be on the network; and hope this will cut down on the traffic and bandwidth. The District is providing students with login access, and they do not anticipate issues with bring your own device that have to do with bandwidth access and a slow Wi-Fi access. Naser will continue to provide updates as the TIS team continues to monitor bandwidth. There are no concerns at the schools at this time re: Wi-Fi, and two TIS members will continue to work with staff to provide loaner devices and cart devices that they have available. A planned upgrade to their servers within their data centres will be completed over the next several months.

c. Enrollment and Staffing Update (M. Naser and R. Weston)

Associate Superintendent Naser provided the annual staffing and enrollment numbers for the 2023-2024 school year.

Highlights:

- Naser noted that District school enrolment continues to grow and has done so over the last 3 years; in some schools quite dramatically. The enrollment numbers at Lord Kelvin, Lord Tweedsmuir, Skwo:wech, Qayqayt, FRMS and NWSS are significantly up; with Glenbrook school being down since last year. The majority of District schools continue to experience a number of pressures in a number of areas such as staffing, student population and student needs.

Other Programs & Alternate Programs:

- Hume Park (HLP) – FTE is now at 101; lower than this at the beginning of this year; albeit down from last year.

Special Programs:

- Special education, Inclusive education, and Funded categories (e.g., recognized by the Ministry of Education and Child Care) have all shown an increase in growth.

- ELL is up 219 students and HR is working diligently to meet the needs across all the District's schools; however, this is more dramatic than they expected in terms of rate of growth. Naser noted that they did staff for their enrollment projections; in the spring they did anticipate growth in ELL and many other areas.

Executive Director, Human Resources Weston provided a staffing update.

Highlights:

- Hiring Process: Weston noted that challenges remain in the hiring process, as they continue to seek good candidates; they hire 70-75% of the candidates they interview in order to maintain the standard they require to fill these various positions. Principals and Vice-Principals now participate in the hiring process which increases the District's capacity to conduct interviews, thereby placing the District in a better position this year.
- NWTU: There are a total of 7 teaching positions currently available. Weston noted that HR is currently in the process of interviewing 4 teachers; and completing 2 reference checks and are confident that they will be able to hire 6 new teachers. These new hires will allow the facilitators who were covering the vacant teaching positions to return to their previous positions.
- CUPE Staffing & Support: there are currently 213 Educational Assistants working within the District which does not include the priority casuals, which is a 6% increase over last year. The need for more support staff will increase as the student population increases.
- Resource & Learning Support: the District is currently recruiting and interviewing for 2.3 FTEs, and one 0.4 Counsellor position. Weston noted that the District keeps all their vacancies up-to-date on the Make a Future New Westminster Job Site to increase their chances of locating good, qualified applicants. They are confident that the numbers will stabilize by the end of October, and they will be able to fill the vacancies they currently have.

Questions and Discussion ensued to review the complete discussion please refer to the video at [7:10 pm]

d. Long Range Facilities Plan (B. Ketcham)

Secretary-Treasurer Ketcham provided an overview of the LRFPI Information sessions that took place on Tuesday, October 3rd In-person at NWSS, and Thursday, October 5th via Zoom, and thanked the Trustees and members of the public who participated. Ketcham noted that both the online and in person comments were positive in terms of individual reactions to the plans put forward. The LRFPI will continue to be updated and/or refreshed beyond its approval this evening via data observances in order to continue to meet the ongoing enrolment demands of their growing community.

Questions and Discussion ensued to review the complete discussion please refer to the video at [7:24 pm].

Moved and Seconded

THAT the Operations Policy and Planning Committee meeting recommend to the Board of Education of School District No. 40 (New Westminster) approve of the 2023 Long Range Facilities Plan.

CARRIED UNANIMOUSLY

e. NWSS Capacity Creation Strategies (B. Ketcham)

Secretary-Treasurer Ketcham provided an update further to the one provided on September 26, 2023 at the Regular Open Board meeting at which time staff indicated that NWSS continues to face capacity pressures. Ketcham spoke to the following options which have been considered by the Board of Education, and which staff continue to work on in order to identify space to create capacity for the 2024-2025 school year and beyond.

Timetable Modifications: Murray McLeod (Principal) and Pam Craven (Director of Instruction) at NWSS presented their report re: 'Timetable Exploration' earlier today at the Education Policy and Planning Committee meeting.

Other Strategies include: 1). Exploring the use of portable structures and their land placement as a strategy to deal with the increased enrolment at NWSS. 2) Programming Considerations: various programs at NWSS, including the International Education program are being reviewed to see how staff can meet the needs of students in various programs while at the same time optimizing space utilization. The need to examine course participation rates and course demands over the near and long term to ensure that the District achieves the right balance of all students in programs to meet the needs of our growing district. 3) Interior renovations within NWSS.

Next Steps: Staff will report back on the items noted above at the next Operations Policy and Planning Meeting in November.

f. Administrative Procedures (B. Ketcham)

Secretary-Treasurer Ketcham reported on the following Administrative Procedures and noted that the majority of these changes were to update the information within, as the last updates were completed in 2017-2018.

- AP 132B: Snow Removal - renamed from 544 - Appendix B to 132 - Appendix B (clarifying the commitment to snow removal both in terms of areas and timelines).
- AP 540: Facilities Planning - updated to ensure the Long Range Facilities Plan (LRFP) is updated every 5 years, and the current facilities planning is in alignment with their current procedures.
- AP 544: Access to Buildings - terms updated to ensure they are in alignment with current terminology, security access, technology standards and inventory.
- AP 545: Chemical and Hazardous Waste Management - Former Superintendent referenced changed to Director of Facilities and Operations.
- AP 547: Spraying of Chemical Applications. The name was changed to Pesticide Applications: language updated to coincide with current safety guidelines and the handling of hazardous materials, which are effectively based on today's operational procedures re: chemical and waste management.
- AP 565 Crossing Guards: language updated to ensure procedural alignment with the District, City of New Westminster, HUB, and Active School Travel (HAST).

Questions and Discussion ensued.

6. **General Announcements**

Nil.

7. **New Business**

Nil.

8. **Old Business**

Nil.

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

Questions directed to the Chair on matters that arose during the meeting.
Please refer to the meeting video at [8:00 pm] for full comments.

10. **Adjournment**

The meeting adjourned at 8:02 pm.