



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

**Tuesday, November 14, 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 Maryam Naser, Associate Superintendent Amy Grey, Assistant Secretary-Treasurer Dave Crowe, Director of Capital Projects Matt Brito, Director of Facilities & Operations Laura Goodman, Recording Secretary
REGRETS	Bettina Ketcham, Secretary Treasurer Robert Weston, Executive Director, HR	Members of the Public Laura Kwong, DPAC Chair

***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 6:36 pm.

**Moved and Seconded**

***THAT the agenda for the November 14, 2023, 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) (K. Hachlaf)
  - i. Queen Elizabeth Elementary Expansion

Superintendent Hachlaf stated that the District is pleased to announce that on October 24, 2023, the Ministry of Education and Child Care approved the addition of a third floor to be added to the Queen Elizabeth Elementary School expansion project. This addition will transform the project from a two-storey structure to a three-storey school that will provide space for 21 classrooms; thereby increasing the school's total capacity to 763. The additional rooms will allow Grade 5 students to return to Queen Elizabeth Elementary once the project is completed.

The Ministry initially supported the District's request for a \$20 million investment for a 13-classroom expansion at Queen Elizabeth Elementary School in June 2021. The District's subsequent implementation of the Long-Range Facilities Plan (LRFP) and community presentations revealed the preferred third floor option to accommodate the rate of growth they continue to see in the Queensborough community. The updated expansion plans will continue to feature a neighbourhood learning centre that will include before and after school childcare options.

Hachlaf noted that continued Board advocacy, and positive collaboration across all parties including the School District and staff, the Ministry of Education and Child Care, and the Province of British Columbia were instrumental in acquiring the 3<sup>rd</sup> floor addition/modification to the approved expansion project which will accommodate future growth and meet the District's needs for several years to come.

Questions and discussion ensued.

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, 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 with preparation for a spring break 2024 move-in.
- *Short Term Capacity*: The District has applied for building permits to add another 2 portables and a washcar for Lord Tweedsmuir. The previous 2 classroom portables are placed, and they are currently working on various connections to these portables. The washcar portable will be delivered and placed in January 2024.
- *SEP and CNCP for 2023-24* is ending with one item remaining; the Spencer mechanical reheat is 80-85% complete. All final invoices are required to be submitted by March 31, 2024 to complete this funding cycle.

ii. Estimated Operating Grant Recalculation (A. Grey)

Assistant-Secretary Treasurer Grey stated that this was an update to the preliminary operating grant calculations that were based off the enrolment projections submitted to the Ministry in February 2023.

- *September Enrolment Count*: the 1701 enrolment process has been completed. An increase over the projections leads to an estimated funding increase for the District of \$1.8 million dollars from the preliminary operating grant calculation. Grey noted that this is an estimate, and the Ministry will be announcing and confirming the actual recalculation in mid December. The actual enrolment for K-12 standard schools is about 58.5 students more than original projections which translates to \$505,000 in additional funding.

- *Supplement for unique students needs*: Estimated to be \$975,000 higher than original estimates which is mainly due to an increase in Level 2 students, and the English Language Learning (ELL) enrolment.
- *Summer school learning*: In July 2023, the program saw significant levels of growth which resulted in more funding for the 2023-24 operating grant.
- Further adjustments to the operating grant will result from actual enrolment counts in February and May of 2024.

*Next Steps:*

- The amended budget will be presented and approved by the Board in February 2024, and will reflect the increased operating grant as confirmed by the Ministry in mid December as well as related staffing and other adjustments to support the enrolment growth and student needs.

iii. Queensborough Bussing Update (Verbal) (A. Grey)

Assistant-Secretary Treasurer Grey provided an update.

- Student registration for the Queensborough bus service closed on Friday, November 3<sup>rd</sup>, with a total of 204 registrants; the majority of which were students located in the central Queensborough area, and approximately 35 students registering from each of the east and west sides of the Queensborough community.
- The majority of riders requested both morning and afternoon pickups and drop offs, and the District is currently working on the logistics for pickup and drop off times and locations.
- Internal teams are working to ensure that the communication to parents and families re: registration details and logistics are distributed out prior to the winter break. More information to follow over the next month as details are finalized.

4. **General Announcements**

Nil.

5. **New Business**

Nil.

6. **Old Business**

Nil.

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

Questions directed to the Chair on matters that arose during the meeting.

*Please refer to the meeting video at [6:56 pm] for full comments.*

8. **Adjournment**

The meeting adjourned at 7:01 pm.