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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.

Mits – Feb 7, 2023

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 i

6. Old Business

Nil.

7. Question Period (15 Minutes)

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

8. Adjournment