

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

**Tuesday, October 13, 2020, 6:15 PM  
Via Webex Livestream**

**PRESENT**

Anita Ansari, Chair  
Dee Beattie, Trustee  
Danielle Connelly, Trustee  
Gurveen Dhaliwal, Vice Chair  
Mark Gifford, Trustee  
Maya Russell, Trustee

Karim Hachlaf, Superintendent  
Bettina Ketcham, Secretary-Treasurer  
Maryam Naser, Associate Superintendent  
Robert Weston, Executive Director, Human Resources  
Guests:



- Focus of this phase of the build is on the commissioning of systems such as the fire alarm system, security system, computer network system, HVAC systems to ensure these are working properly.
- First delivery of furniture arrived on October 6; furniture deliveries continue to arrive every two days; the school is taking shape.

It is anticipated that there will be information about the move-in date soon.

b. Operations Update

i. October 2020 Operations Update

Secretary-Treasurer Ketcham provided highlights of the Operations Report. The 1701 submissions were sent to the Ministry of Education on October 9. It typically takes several weeks for the Ministry to complete their review. The District may hear funding announcements based on 1701 by mid-December.

- September 30, 2020 Financial Report
- The fiscal year begins July 1.

**Revenues:**

On-track relative to 2019.

Instructional Cafeteria Revenue - there could be adjustments as students split their school time between in-class and remote learning; not all students in school.

Community Use of Facilities - slow start-up of facilities to not overwhelm custodians.

**Expenses:**

- Tracking close to prior year.
- Human Resources will see some variations in budget remaining; Principals' salaries are on a 12-month system; teachers on a 10-month system; Educational Assistants 4.5% differential due to pay period cut-off in October.
- Dues & Fees - typically these (BCSTA and BCPSEA) are paid at the start of the year, which is consistent with prior year reporting.
- Utilities cost will increase as the winter season commences.

It was asked whether Professional Development Travel budget item could be repurposed elsewhere; this can be revisited during the amended budget discussions.

ii. COVID-19 Special Purpose Funding Grants Update

Secretary-Treasurer Ketcham reviewed the latest COVID-19 Special Purpose Funding Grants allocations. The District received \$488,210 in provincial grant funding and has been allocated as follows:

- Masks: \$26,241
- Cleaning Supplies: \$59,701
- Hand Washing Stations: \$107,344
- Technology Hardware: \$25,686
- Support Salaries: \$214,590
- Support Relief Salaries: \$1,000
- Benefits: \$53,648

- Federal Funding

5. **General Announcements**

Nil.

6. **New Business**

Nil.

7. **Old Business**

Nil.

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

Nil.

9. **Adjournment**

The meeting adjourned at 8:11pm.