



**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
REGULAR OPEN MEETING OF THE BOARD
AGENDA**

Tuesday, May 26, 2020

7:00 pm

Via Webex Livestreaming

The New Westminister School District recognizes and acknowledges 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.

	Pages
1. <u>ADOPTION OF THE AGENDA</u>	7:00 PM
Recommendation: THAT the Board of Education of School District No. 40 (New Westminister) adopt the May 26, 2020 agenda for the Regular School Board meeting.	
2. <u>APPROVAL OF THE MINUTES</u>	7:05 PM
a. Minutes from the Open Meeting held:	
i. April 28, 2020 Regular Meeting	4
ii. May 12, 2020 Special Board Meeting	9
Recommendation: THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes as distributed for the April 28, 2020 Regular School Board and for the May 12, 2020 Special Board Meetings.	
b. Business Arising from the Minutes	
3. <u>COMMENT & QUESTION PERIOD FROM VISITORS</u>	7:10 PM
<i>Please note that we will answer questions during Question Period near the end of the meeting.</i>	

4.	<u>CORRESPONDENCE</u>	7:15 PM	
	a. Paul Johansen re NWSS Homeless Shelter, May 19, 2020		10
5.	<u>BOARD COMMITTEE REPORTS</u>		
	a. CANCELLED - Education Policy & Planning Committee, May 5, 2020		
	b. Operations Policy & Planning Committee, May 12, 2020	7:20 PM	
	i. Comments from the Committee Chair, Trustee Connelly		
	ii. Approval of the May 12, 2020 Operations Policy and Planning Committee Minutes		14
	Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the May 12, 2020 Operations Policy & Planning Committee meeting.		
	iii. TransLink Advocacy		
	Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) write a letter to the Provincial and Federal governments to advocate that TransLink receive enhanced funding to the ensure necessary transit services will be there for essential workers, the community, and students when they need it.		
6.	<u>REPORTS FROM SENIOR MANAGEMENT</u>		
	a. Superintendent Update (K. Hachlaf)	7:30 PM	
	i. COVID-19 Update	7:40 PM	
	b. 2020-2021 Budget: Superintendent Recommendations Part 2 - District Arts Facilitator: Year-End Report (M. McRae-Stanger & K. Proznick)	7:50 PM	21

- c. 2020-2021 Budget Bylaw - 3rd and Final Reading (B. Ketham) 8:10 PM 26

Recommendation:

THAT the Board of Education of School District 40 (New Westminster) approve THIRD, reconsideration and final reading of the 2020-21 Budget Bylaw in the amount of \$82,783,574 as presented.

- d. Inclusive Education Review Recommendations (B. Cunnings) 8:25 PM 43
- e. Student Withdrawal & New Registration Report (M. Naser) 8:50 PM 51

7. NEW BUSINESS 9:00 PM

8. TRUSTEE REPORTS 9:05 PM

9. QUESTION PERIOD (15 Minutes) 9:15 PM

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

10. NOTICE OF MEETINGS 9:30 PM

CANCELLED - Tuesday, June 2, 2020: Education Policy & Planning Committee

Tuesday, June 9, 2020: Operations Policy & Planning Committee, 7:00pm - Via Webex

Tuesday, June 23, 2020: School Board Meeting, 7:00pm - Via Webex

11. REPORTING OUT FROM IN-CAMERA BOARD MEETING 9:35 PM

- a. Record of April 28, 2020 In-Camera Board Meeting 52

12. ADJOURNMENT 9:40 PM

**MINUTES OF THE REGULAR OPEN MEETING
OF THE NEW WESTMINSTER BOARD OF EDUCATION**

**Tuesday, April 28, 2020, 7:00 PM
Via Webex Livestream**

PRESENT	Anita Ansari, Chair	Karim Hachlaf, Superintendent
	Dee Beattie, Trustee	Bettina Ketcham, Secretary-Treasurer
	Danielle Connelly, Trustee	Maryam Naser, Associate Superintendent
	Surveen Dhaliwal, Vice Chair	Robert Weston, Executive Director, Human Resources
	Mark Gifford, Trustee	Marcel Marsolais, President CUPE Local 409
		Caroline Manders, Recording Secretary
REGRETS	Mary Lalji, Trustee	
	Maya Russell, Trustee	

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1. ADOPTION OF THE AGENDA

The Chair of the Board called the meeting to order at 7:00pm.

2020-027

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve participation at all Committee and Board of Education meetings up to June 30, 2020 to be held via videoconference.

CARRIED UNANIMOUSLY

2020-028

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the April 28, 2020 Regular School Board meeting.

CARRIED UNANIMOUSLY

2. APPROVAL OF THE MINUTES

a. Minutes from the Open Meetings held:

i. March 10, 2020 Regular Meeting

2020-029

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the March 10, 2020 Regular School Board Meeting.

CARRIED UNANIMOUSLY

b. Business Arising from the Minutes

Nil.

3. NATIONAL DAY OF MOURNING

a. New Westminster & District Labour Council

The New Westminster & District Labour Council had been invited to attend the meeting, however given the current situation preventing a face-to-face meeting, they asked that the Proclamation be read on their behalf. Chair Ansari read the Proclamation of the National Day of Mourning. A minute of silence was observed.

b. Marcel Marsolais, President CUPE Local 409

President of CUPE Local 409 Marsolais highlighted the Board with WorkSafeBC's time-loss claims in public school districts' data. The mandate should be prevention for both the Union and District to stop violence in the workplace. He thanked the District's custodial staff for their work during this difficult time. He thanked the Board for their recognition of the National Day of Mourning. Chair Ansari thanked President Marsolais for his presentation and acknowledged the importance for custodians and the health and safety initiatives to prevent injuries on the job.

4. COMMENT & QUESTION PERIOD FROM VISITORS

Please note questions will be answered during Question Period near the end of the meeting.

5. CORRESPONDENCE

Nil.

6. BOARD COMMITTEE REPORTS

a. CANCELLED-Education Policy & Planning Committee, April 14, 2020

Chair Ansari thanked Trustee Beattie for being integral in continuing to bring forward matters for consideration.

b. Operations Policy & Planning Committee, April 21, 2020

i. Comments from the Committee Chair, Trustee Connelly

Trustee Connelly thanked staff for ensuring a smooth transition from in-person to livestreaming Board meetings.

ii. Approval of the April 21, 2020 Operations Policy and Planning Committee Minutes

2020-030

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the April 21, 2020 Operations Policy & Planning Committee meeting.

CARRIED UNANIMOUSLY

iii. 2020-2021 Budget Process Schedule Amendment

2020-031

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the Amended 2020-2021 Budget Process as presented.

CARRIED UNANIMOUSLY

7. **REPORTS FROM SENIOR MANAGEMENT**

a. Superintendent Update

Superintendent Hachlaf provided COVID-19 highlights:

- No update on potential return to classes at this time; schools have developed videos to reach out to the community.
- District continues to reach out to its families and foster relationships.
- Lunch program support has expanded.
- Expanding supports to vulnerable families; childcare support for Essential Services Workers; now reaching out to students with diverse needs.
- Student Transition Planning: Secondary School is reaching out to Middle School students to welcome them to high school via videos; Middle Schools are ensuring a smooth transition for Grade 5 students entering Middle School; Kindergarten virtual events are also being planned.
- Grade 12 Graduating Students, NWSS administration, in consultation with the graduation council, is engaging with the community to gather ideas as to how an alternative event can be hosted.
- Online Learning: the online format does not always lend itself to be an effective check-in with students so teachers are following up with individual students on their progress. Parents are most welcome to connect with teachers.

b. 2020-2021 Operating Budget

Secretary-Treasurer Ketcham provided a detailed update on the status of the 2020-21 budget since the March 10, 2020 Regular Open Board meeting and how the COVID-19 pandemic has affected the current budget process. The amounts, which are being presented are conservative and a number of efficiencies to be outlined at the May 12 Operations Policy and Planning Committee meeting have not been included. This is not the final budget; this is a sharing of data of where the District stands currently:

- To date, the Ministry of Education has not indicated plans to claw-back the District's savings.
- Scenario 4 presented at the March 3 and March 10 Board meetings contemplated the reduction in the Continuing Education (CE) program to close both the day and late afternoon sessions and also included the reversal of the 2019-20 surplus initiatives along with several other significant adjustments. This left an estimated accumulated surplus balance of \$1.9M by the end of 2020-21 which utilizes a significant portion of the opening \$3.4 M opening balance.
- The impact of the COVID-19 pandemic are reflected in the following assumptions:
 - Reduction of international revenues of nearly \$600,000 to assume only 88 students enrolled as opposed to 130 originally planned. This is offset by some reductions to expenses.
 - Reduction to facilities rental revenue of \$85,000.
 - Reduction to interest revenue of \$250,000.
 - Budget has also been adjusted for the announced 2020-21 revenues per the Ministry of Education.
 - Some additional known costs and savings have been incorporated. This includes the Board's investment of \$1M for NWSS furniture and equipment which will go to enhance a 21st century learning environment in the new NWSS facility.

- Under these assumptions, the operating shortfall stands at nearly \$2M, which after the \$1M investment in NWSS furniture and equipment would leave only \$417K of accumulated surplus – well below the \$2M balance considered healthy to maintain. This does not yet include any operational efficiencies currently being examined that will be presented during the May 12, 2020 Operations Policy and Planning Committee meeting, nor any savings from the 2019-20 fiscal year. The District is not allowed, by law, to be in an operational deficit position.

The adjusted 2020-21 Budget was reviewed in detail:

- Ministry's funds confirmed in mid-March; Continuing Education (CE) adjustments; CE investment of relocating program; portables is a placeholder until the number and cost to be confirmed at the May 12 Operations Committee meeting (currently 1 portable has been purchased for Qayqayt); Principals'/Vice Principals' salaries; 2019-20 surplus initiatives; one-time costs in Special Purpose Funds coming back to Operations; CE programs reduction to having only nighttime instruction were outlined; Superintendent Recommendations will be brought to the May 12 Operations Committee meeting.
- Leftover amounts from accumulated surplus balances, after adjustments are made \$1.9M will remain, not including the Superintendent Recommendations still forthcoming - approximately \$2M which also includes the \$1M for the Richard McBride project.
- Grant adjustment from Ministry received on March 13, 2020 has now been reflected.
- COVID-19 adjustments - specifically facility rental revenue; interest on short term investments.
- Support staff wage increases (placeholder as agreement has not yet been ratified).
- Benefit Premium Holiday - the District has accumulated some surplus in benefit accounts due to non-usage; District has therefore saved \$627,000 (one-time saving).
- Service Improvement Allocation (CUPE) - \$92,000 to be funded by the government.
- International revenues had to be further adjusted due to COVID-19 and were reevaluated again to reduce the expected revenues due to travel constraints; however, the program can grow by 100 students though it is still unclear when travel restrictions will be lifted:
 - Cancellation of international summer program, this is in line with other districts cancelling similar programs; the regular stream of summer programs seems to be going ahead and planning continues under that assumption.
- Miscellaneous services and supplies have been adjusted.

A final budget is due to the Ministry by June 30, it is anticipated that the budget will be finalized by the end of May. The Board was asked for their comments.

Trustee Gifford, acknowledging that this year's budget planning is challenging, asked that the one-time surplus arts education funding passed in 2019 be carried forward to 2020-21. Superintendent Hachlaf confirmed an update regarding the status of the arts education will be forthcoming at the May 26, 2020 Board meeting. However, the provision of the arts funding put in place last year will not be carried forward into the 2020-21 budget year. This was confirmed by Secretary-Treasurer Ketcham.

Trustee Beattie would like to hear the recommendations pertaining to the special education review and the Superintendent Recommendations at the May 12 Operations Committee meeting.

Trustee Dhaliwal reminded the Board that the District is facing tough budget decisions and that not all initiatives can be carried forward in 2020-21. The efficiencies that the Board is undertaking are aligned to the Five-Year Capital Plan.

Trustee Connelly asked that the Ministry be approached about having the District be able to keep the savings realized. Chair Ansari indicated not all districts are in the same boat and would like to discuss this further at the May 12 Operations meeting.

Chair Ansari thanked Secretary-Treasurer Ketcham for her work in preparing this budget review.

Superintendent Hachlaf asked that any specific budget-related questions be passed along to staff to prepare responses for the upcoming Operations Committee meeting.

8. NEW BUSINESS

Nil.

9. TRUSTEE REPORTS

Trustee provided highlights of activities they participated in April.

The Board expressed their gratitude to the District's staff for how supportive they have been during this difficult and challenging time. The Chair, on behalf of the Board, sent a letter of appreciation to all District staff on April 23.

10. QUESTION PERIOD (15 Minutes)

The public was given the opportunity to ask questions on matters that arose during the meeting.

Chair Ansari welcomed Beth Ott, Co-Chair of the District Parents' Advisory Council and Karen Klein, Director of the International Program.

11. NOTICE OF MEETINGS

Tuesday, May 12, 2020: Operations Policy & Planning Committee, 7:00pm - Via Webex

Tuesday, May 12, 2020: Special Open Board Meeting, 9:00pm (immediately following the Operations Committee Meeting) - Via Webex

Tuesday, May 26, 2020: School Board Meeting, 7:00pm - Via Webex

12. REPORTING OUT FROM IN-CAMERA BOARD MEETING

a. Record of In-Camera March 10, 2020 Board Meeting

b. Record of the Special In-Camera April 21, 2020 Board Meeting

13. ADJOURNMENT

The meeting was adjourned at 8:43pm.

Chair

Secretary-Treasurer

**MINUTES OF THE SPECIAL OPEN MEETING
OF THE NEW WESTMINSTER BOARD OF EDUCATION**

**Tuesday, May 12, 2020, 9:00 PM
Via Webex Livestream**

PRESENT	Anita Ansari, Chair	Karim Hachlaf, Superintendent
	Dee Beattie, Trustee	Bettina Ketcham, Secretary-Treasurer
	Danielle Connelly, Trustee	Maryam Naser, Associate Superintendent
	Gurveen Dhaliwal, Vice-Chair	Robert Weston, Executive Director, Human Resources
	Mark Gifford, Trustee	Caroline Manders, Recording Secretary
REGRETS	Mary Lalji, Trustee	
	Maya Russell, Trustee	

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1. Approval of Agenda

The Chair called the meeting to order at 9:35 pm.

2020-032

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminister) approve the agenda for the May 12, 2020 Special Open Board meeting as distributed.

CARRIED UNANIMOUSLY

2. 2020-2021 Budget Bylaw - Reading 1 & 2 (B. Ketcham)

Secretary-Treasurer Ketcham indicated that the Third Reading will be completed at the May 26, 2020 Regular Open Board meeting, which will provide everyone with an opportunity for additional review of the budget prior to that meeting.

2020-033

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminister) approve FIRST and SECOND reading of the 2020-2021 Budget as presented.

CARRIED UNANIMOUSLY

3. Adjournment

The meeting was adjourned at 9:38 pm.

Chair

Secretary-Treasurer

From: Kristen Keighley-Wight
Sent: May 19, 2020 4:59 PM
To: Paul Johansen [REDACTED]
Subject: RE: ::External Email:: Fwd: NWSS Homeless Shelter

Hi Paul,

Thank you so much for reaching out. Glad to jump in and help clarify wherever possible.

There are a number of various administrative protocols that could be referenced here, as it pertains to the de-centralized model SD40 uses or to emergency response protocols. But perhaps the most pertinent one (as I'm not sure which board policy you were referencing) is AP 166, which deals with pandemic responses directly ... giving the Superintendent the responsibility to make decisions in relation to crisis responses.

As such, there was no consultation done. But we certainly made sure to inform the DPAC of the plans, another with other stakeholder groups, to help keep them in the loop about what was happening.

When it comes to the legislation that led to the establishment of the temporary Emergency Response Centre, it was a combination of the state of emergency issued by the Provincial Government (under order of Mike Farnworth, Minister of Public Safety) and the Emergency Program Act that was under that call. To read a bit more about how the Provincial government partnered with municipal governments and other organizations in communities across the province (around housing vulnerable people in particular), you can read about it here:

<https://www.bchousing.org/news?newsId=1479155262268>

If you have other questions or concerns about the temporary Emergency Response Centre, you have a few options: the project lead for this is BC Housing (we are one of many partners who stepped in to support it), you are always welcome to reach out to them directly: communityrelations@bchousing.org. Also, should you have more questions I'm also happy to help.

All the best,
Kristen

Kristen Keighley-Wight (she/her)
Communications Manager



C 778.789.7172 | E kkeighleywright@sd40.bc.ca | W newwestschools.ca

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Subject: External Email:: Fwd: NWSS Homeless Shelter

From: Paul Johansen [REDACTED]
Sent: May 19, 2020 10:34 AM
To: Communications <communications@sd40.bc.ca>
Subject: ::External Email:: Fwd: NWSS Homeless Shelter

Hello,
Can you advise if the DPAC was consulted on the above as per SD40 board policy? See below

Thank you,
Paul Johansen
[REDACTED]

Sent from my iPhone

Begin forwarded message:

From: Paul Johansen [REDACTED]
Date: May 17, 2020 at 10:15:47 PM PDT
To: info@danielleconnelly.ca
Cc: lesley.parker@telus.net, Lee Rothery [REDACTED] Marcel Marsolais
<cupe409@telus.net>, info@bccpac.bc.ca, John Blatherwick [REDACTED],
operations@consumerprotectionbc.ca, "tips@globaltvbc.com" <tips@GlobalTVBC.com>, Kelli
Earle [REDACTED], Theresa McManus <TMcManus@royalcityrecord.com>,
Jas.Jahal.MLA@leg.bc.ca
Subject: Re: NWSS Homeless Shelter

Dear Trustee Connelly,

Just an update for you as we wait for your response on the previous email. A concerned student sent me a picture of two ambulances up at the Massy Gym Homeless shelter a few hours ago, any idea what is going on now?

Thanks
Paul



Sent from my iPhone

On May 16, 2020, at 4:58 PM, Paul Johansen [REDACTED]
wrote:

Dear School Trustee Connelly,

With regard to the occupation of the existing New Westminster Senior Secondary School by the homeless that were relocated to the school facility, could you please provide the enabling legislation that initiated this unprecedented policy by SD40 and also any supporting enabling municipal and provincial sources.

Thank you in advance for your assistance.

Paul Johansen

Sent from my iPhone

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

**Tuesday, May 12, 2020, 7:00 PM
Via Webex Livestream**

PRESENT	Anita Ansari, Chair Dee Beattie, Trustee Danielle Connelly, Trustee Gurveen Dhaliwal, Vice Chair Mark Gifford, Trustee	Karim Hachlaf, Superintendent Bettina Ketcham, Secretary-Treasurer Maryam Naser, Associate Superintendent Robert Weston, Executive Director, Human Resources Guests: Dave Crowe, Director of Capital Projects Bruce Cunnings, Director, Instruction, Learning Services Grant Lachmuth, Black Wolf Consulting Maureen McRae-Stanger, Director, Instruction, Learning & Innovations Janet Kinneard, CUPE Local 409 Andrew Kroll, Parent, Glenbrook Middle & NWSS Caroline Manders, Recording Secretary
REGRETS	Mary Lalji, Trustee Maya Russell, Trustee	

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. Approval of Agenda

The meeting was called to order at 7:03pm.

Moved and Seconded

THAT the agenda for the May 12, 2020 Open Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Correspondence

Nil.

3. Comment & Question Period from Visitors

Please note that we will answer questions during Question Period near the end of the meeting.

4. Reports from Senior Management

a. Capital Projects Update

- i. Richard McBride Elementary School Replacement Project - Consultation Update
Director of Capital Projects Crowe provided an update of the Richard McBride Elementary School replacement project. Upcoming milestones, include the issuance of the building permit; pile drilling is ahead of schedule; completion of excavation and trucking of soil has gone well. Some onsite activities have been moved up from July to June to make up time. Neighbours near the site have not indicated any concerns regarding increased truck traffic.

ii. New Westminster Secondary School

Consultant Grant Lachmuth provided an update of the NWSS project:

- Current expenditures to date is \$66,300,000.
- Communications have been shared regarding the COVID-19 impact to the construction phase of the NWSS replacement Project and subsequent delay in completion of the school.
- Construction continues with the required social distancing safety measures in place. Including significant civil works, roadworks, drywall, exterior boarding and glazing, work completed on the Maintenance and IT Building.

It was asked whether a project schedule could be provided for both the Richard McBride and NWSS projects. Director of Capital Projects Crowe indicated that schedules will be provided once details are more firm. Currently, both sites are in a state of flux due to the COVID-19 situation. There are currently no supply chain issues at the Richard McBride site.

b. Operations Update

i. May 2020 Operations Update

Secretary-Treasurer Ketcham provided highlights of the May Operations Report.

- April 30, 2020 Financial Report

Secretary-Treasurer Ketcham provided highlights:

- Revenues: shortfalls in community rentals due to shutdown of facilities; cafeteria revenue less by \$130K, however, this is offset by costs that would be incurred.

Expenses: Budget remaining is lower at 18% remaining with 2 months left of the school year as it includes the \$1M furniture allotment for NWSS;

- Teachers' salaries have been aligned using Special Purpose Funds; support staff and educational staff salaries is sitting slightly below target, due to 3 payrolls captured in April compared to 2 payroll periods in the previous year.
- Substitute Salaries will realize some savings due to no in-class instruction; as well as Employee Benefits; Services and Supplies will also see some gains, which will help to offset some budget pressures.

It was asked whether the District would experience an increase in the cost of insurance, since the school district is covered by the Schools Protection Program, the District is not be subject to similar fluctuations seen in the condo insurance market.

c. 2020-2021 Preliminary Budget Review

i. Superintendent Recommendations - Part 2

Superintendent Hachlaf provided a detailed overview of the recommendations. Highlights are as follows:

- COVID-19 financial impact; decreased international revenue; purchase of portable classrooms to address increased enrolment; re-calibration of using one-time surplus funds over several years and re-alignment with the new strategic plan.

- Surplus Initiatives were reviewed, total allocated \$825K; total spent \$550K. Fine Arts – Massey Theatre Rental is lower than budgeted by approximately \$25K; Medical Services Plan (MSP) for international students is lower as MSP is behind on billing and the amount shown (\$49K) is the revenue to January; still to be billed is February to June. Digital Archive Filing has been put on hold (\$50K).
- Inclusive Education Review cost \$50K in 2019-20; moving forward, we need to financially support the recommendations in a multi-year phased approach; including 2 additional Educational Assistants (\$97K).
 - o Director, Instruction, Learning Services Bruce Cunnings provided a further update. Associate Superintendent Naser, Trustee Beattie and he met with the consultants this week to review the recommendations, which will be brought forward to the Board.
- Fine Arts: in 2019 the Board approved a Fine Arts initiative which included: Equipment \$70K; Massey Theatre Rental \$50K; Facilitator \$50K; Equipment purchases to date are \$65K; Massey rental to date \$23K.
 - o Director, Instruction, Learning & Innovations, Maureen McRae-Stanger provided additional details:
 - Purpose of the Massey Theatre Rental budget item was to provide all schools with the opportunity to use Massey Theatre, however, many of the elementary schools used their own gymnasiums. As a result, some of the money in the equipment account was used to augment equipment purchases for individual schools; also used to support technology support and tools (such as portable staging, art tables, art supplies, printing press, easels, drying racks, musical instruments; microphones, lighting). Arts Facilitator inventoried each school and consulted with each school's principal, vice principal and teachers to ensure that their needs were being met and that the spending was equitable across all schools within the District.
 - Glenbrook Talent Show – Director, Instruction, Learning & Innovations McRae-Stanger will check with schools whether funds were coming from their school budget or the District Fine Arts budget.
 - Is it possible to use some of the surplus in the Massey Theatre Rental account - the funds in the Massey Theatre Rental account can be used to enhance schools' presentations - this item will be brought back to the May 26, 2020 Regular Open Board meeting.
 - The District has a very strong Fine Arts program and every effort will be made to ensure that this program will remain strong and supported within the District.
 - Teacher Mentor (\$70K) - this position has been very busy in 2019-20; this role was integral in spearheading the shift from face-to-face to remote learning. This position is invaluable.
- Associate Superintendent Naser reviewed the technology needs within the District to implement the following:
 - o Digitization project has been paused pending further review of the requirements of the District, consultant will work with the District to identify this could be better aligned to Office 365.

- o Technology Plan - currently nearing finalization and will be shared at a Board meeting.
 - o Office 365 implementation - is taking place now within the district.
 - o Content management.
 - o Collaboration.
- Operational Efficiencies, Executive Director of Human Resources Weston highlighted the following:
 - o Director of Programs & Planning will not be replaced, moved to be a District VP role.
 - o School administrative time reductions (enrolment changes/decreases) 1.5 FTE.
 - o Clerical re-adjustment to select sites (Pearson Adult Learning Centre, 4 elementary sites and School Board Office (cessation of scanning of files pending district-wide review) total hour reduction = 85 hours;
 - o Teacher librarian collaboration model (1.85 FTE) - this efficiency is being realized according to how teacher-librarian interacts with the students - 50% with students; 50% with collaboration - working with teachers to prepare materials for instruction.
 - o Distributed Learning (DL) Ratio 1:35 (2.0 FTE) - Hume Park Home Learners and online reduction.
 - o Total Savings \$599,567
- Operational Priorities:
 - o Special Education Recommendations
 - 2 EAs plus curriculum facilitators increments: \$97K
 - Technology Recommendations: - Not related to COVID-19 were already planned:
 - Technology: \$50K
 - More budget pressure prioritization
 - Content management; collaboration tools; hardware reconfiguration; privacy & security
 - o Fuel Up - School Nourishment Program:
 - o Before the pandemic, schools were surveyed; first year that all schools had the nourishment program implemented; survey data was reviewed by UBC. The survey responses resulted in some changes in menu choices; costs and how to make this program more accessible and promote healthy eating. A school nourishment coordinator was hired just prior to the pandemic and was not able to commence the position. Ongoing communication with the caterer has taken place - the District has provided \$34K in subsidies, this is a full launch for all schools up to mid-March 2020.
 - o Trustee Dhaliwal asked how much of the subsidies are coming from CommunityLINK vs operating budget, all funds for the school nourishment program is coming from CommunityLINK. To date \$17K has been received in donations to the school nourishment program.

- School Budgets
 - o Recalibration of last year which had some unintended consequences due to changes implemented.
 - o 2 phases of consultation made with principals.
 - o Principals all supportive of the approach applied for 2020-21
 - o Main changes:
 - Tiered application of school budgeting for elementary, middle & secondary; secondary students would require a bigger budget for purchase of their supplies compared to elementary & middle students; similar to equipment purchases
 - Centralization of enrolment growth-bases resources (\$48K)
 - Centralization of computer equipment replacements (\$85K)
 - o Resulting in \$22K in savings - flexible furniture for NWSS, which are not necessary due to the new furniture being provided for the school.
- Other Operational Adjustments - have done a thorough review of any other operational adjustments able to be made:
 - 0.1 FTE increase in Vice Principal time at Fraser River Middle School due to increasing enrolment.
 - Reduction of \$15K of optimizing current Principal/Vice Principal (PVP) time for summer school.
 - Enrolment including preparation.
 - Operating fund adjustment for Educational Assistants (EAs) charged to special purpose in 19/20.
 - Reallocating \$256K plus benefits to the annual facilities grant for work anticipated for capital projects done by SDD40 staff.
 - Adjustment to PVP/Exempt salaries to actual anticipated changes
 - Reduction of \$80K as only one (1) portable purchase required (not two).
 - Total savings amounts to \$346K

Secretary-Treasurer Ketcham provided a detailed review of the updated 2020-21 budget detail, which has been challenging to put together due to current pandemic. A copy of the budget presentation is included at the end of these minutes.

The District is realizing some savings due to the suspension of in-class instruction, however, it should not be assumed in budgeting for 2020-21 that the Ministry of Education will allow districts to retain those savings.

Total Adjustments, entire net impact is \$1.2 million shortfall, which will be supported by reserves; reserve budget is to sit at \$2 million, so we are short of this target.

Trustee Connelly was experiencing some Webex technical issues and asked Trustee Ansari to chair the rest of the meeting.

5. **General Announcements**

Nil.

6. **New Business**

a. COVID-19 Update

Superintendent Hachlaf provided highlights:

- [BC's Restart Plan](#) outlines a phased approach to move British Columbia through the pandemic.
- A letter was sent to all parents, students and staff on May 7, 2020 to announce that work will commence on a plan for a phased-in approach that will see a slow and safe return to in-class instruction over the next number of months. By June 1, will move into Stage 3: remote and online learning continuing for most students, with an optional, part-time return to in-class instruction for students whose families need to have kids back in classes (currently defined by the Ministry as in-class learning options for students in K-5 on a part-time basis, and access to in-class learning as needed for Grades 6-12 on a part-time basis). No matter which option parents pursue, all children will be afforded equal opportunities to receive support through this new phase.

Associate Superintendent Naser explained the implications of the return to the classroom regarding childcare. There are nine Child Care Centres (about 50 students per site; number of children from day-to-day do vary); support with remote learning, Educational Assistants and Westminster Children's After School Society have been very helpful. Health and safety site plans and staff training take place continually; staff are on a two-week rotation. As the District moves to Stage 3, this will involve surveying families to ensure that they continue to be supported, especially Essential Services Workers. Superintendent Hachlaf indicated that the District will not be consolidating school sites, rather welcoming back students to their respective schools in a measured and safe manner.

Director, Instruction, Learning & Innovations McRae-Stanger updated the Board regarding a continuity of learning. Remote learning has challenged teachers. They are continually reaching out to students and families on a weekly basis to check-in and identify those who may require additional support. Phase 3 and beyond will see the development of remote learning tools; video; virtual classroom; blended learning - both online and in-class instruction. She thanked the teachers who have done well in adapting to a new way of learning.

Director, Instruction, Learning Services Cunnings thanked staff for their work in assisting vulnerable students. Each school's team has reached out to their vulnerable students to ensure that their needs are being met. This means that some students were brought into school for a one-on-one experience.

Superintendent Hachlaf provided a brief update regarding the NWSS Graduation. Plans are being finalized to hold a virtual ceremony, which will include 'Walk the Stage' at Massey Theatre where individual students and respective families can celebrate. This will be done in accordance with Fraser Health to ensure all health and safety measures are followed.

b. TransLink Advocacy

Trustee Beattie shared that TransLink has recently reversed their plans to decrease transit services, however, she would like to proceed with writing a letter and invited Glenbrook/NWSS parent, Andrew Kroll, to speak in support of this initiative (see Agenda Item 8. Question Period). Trustee Gifford asked that the motion be changed to read 'enhanced funding' replacing the word 'emergency'.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to write a letter to the Provincial and Federal governments to advocate that TransLink receive emergency funding to ensure necessary transit services will be there for essential workers, the community, and students when they need it.

MOTION AMENDED

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to write a letter to the Provincial and Federal governments to advocate that TransLink receive enhanced funding to ensure necessary transit services will be there for essential workers, the community, and students when they need it.

CARRIED UNANIMOUSLY

7. Old Business

Nil.

8. Question Period (15 Minutes)

NWSS/Glenbrook parent Andrew Kroll spoke in support of the TransLink Advocacy motion and the importance of the transit system to transport students to and from school. He thanked Trustee Beattie for bringing this motion forward for consideration.

Janet Kinneard, CUPE Local 409, asked whether qualified CUPE staff would be considered for the Fine Arts Coordinator role. Superintendent Hachlaf thanked Janet for her inquiry. The recommendation will be taking under advisement.

9. Adjournment

The meeting adjourned at 9:33pm.



Supplement to: **REGULAR SCHOOL BOARD MEETING**

Date: May 26, 2020

Submitted by: Maureen McRae-Stanger: Director of Instruction, Learning and Innovation
Kelly Proznick: Arts Facilitator

Item: Requiring Action Yes ☐ No ☒ For Information ☒

Subject: District Arts Facilitator: Year-End Report

Background:

As requested, this document and attachments provide an update to the Board of Education regarding the one-year District Arts Facilitator position and the program costs associated with it. The mandate of the Arts Facilitator included three key initiatives: development of a District Creative Arts Strategy, support for the rental of Massey Theatre, and the purchase of Arts resources and equipment for schools.

Key Initiative 1:

Development of a comprehensive District Creative Arts Strategy, delivery of curriculum, programs and partnerships that strengthen learning and engagement of students, teachers and staff.

Progress Made:

- Gathering of data from Arts Educators and Principals about their arts programs/resources and recognizing current successes.
- Highlighting the many positive initiatives District wide, e.g. QMS Musical, NWSS Musical, winter and spring concerts, band/strings/choir concerts, drama performances, dance shows, talent shows, performances and workshops by professional artists, instrumental and vocal music opportunities, and the strong integration of visual and performing arts in many curriculum areas.
- Creating an inventory of art resources at each school site to determine budget priorities and equity between schools.
- Establishing collaborative networks of Arts Educators throughout the District (e.g. Music Teachers).
- Identifying systemic needs and gaps:

Elementary and Middle:

- o Look at the structure of Arts education delivery and scheduling in schools to try to integrate it more fully in all curricular areas.
- o Provide Arts Specialists (e.g. Music, Drama, Visual Arts teachers) with more opportunities to engage in collaboration with classroom teachers to support cross-curricular experiences.



- o Ensure that Arts Specialists are acknowledged for their expertise in providing rich learning experiences beyond just supporting preparation time for classroom teachers.
- o Ensure that specific and essential art skills are taught by teachers with the pedagogical and instructional expertise necessary (map these essential skills at each grade level in the curriculum) to provide rigorous and engaging learning.
- o Provide ongoing Arts professional development for teachers in specific skill areas.

Secondary:

- o Budget to support maintenance of instruments, technology equipment, and quality consumables is ongoing.
- o Continued professional development for Arts teachers.
- o Strengthen collaboration with Elementary and Middle schools to ensure that students come with the necessary art vocabulary and skills to make informed course selection choices in the Arts.

Next Steps:

The work completed by the District Arts Facilitator this year has laid the foundation for continued work to fill the identified gaps. This work will need to be done in collaboration with Arts Educators and Administrators from Elementary, Middle and Secondary. Their goal would be to collaboratively develop and implement a District Creative Arts Strategy.

Key Initiative 2:

Access to Massey Theatre is important to the District, NWSS, Fine Arts programs, as well as Elementary and Middle schools. Fine Arts alone can use 30 days per year, which can cost more than \$1,500/day. One-year enhancement funding to support 2019-2020 costs at Massey Theatre, and to ensure each District elementary and middle school has the option to cover costs of one day or evening use of Massey Theatre, in addition to NWSS for fine arts, learning, and ceremonial uses.

Update:

This initiative was intended to provide equitable access for all schools and to offset the rental cost of using Massey Theatre. The budget of \$50,000 was not fully utilized; with approximately half of the funds left unspent due to performance cancellations related to the COVID-19 pandemic.

Findings:

- The majority of bookings used from this fund were to support NWSS events (*see attached spreadsheet, Appendix 1*). The school typically uses the space for a variety of Arts and other school events and supplements the rental costs through ticket sales.
- Generally, Elementary and Middle Schools do not want to use Massey Theatre. They indicated a strong preference to use their own school site for concerts and special events in order to create and maintain a strong sense of community for their students and families. Also, they usually need to set up, rehearse and perform over several days and the cost to rent Massey for multiple days is prohibitive. As well, the transportation considerations to get students/set materials/props/costumes to the site for rehearsals and performances are a challenge.
- However, Elementary and Middle school performances which take place in school gyms are often missing elements such as light/sound/staging, making the efforts of performing students difficult to hear and see. Some principals and teachers expressed a desire for support in these areas.

Key Initiative 3:

Supplies and Equipment: one-time enhancement funding to support equitable refresh of K-12 District Fine Arts equipment and supplies.

Update:

The \$70,000 budget allotted for this purpose has been carefully spent (*see attached spreadsheet Appendix 2*). After consulting with each school, the District Arts Facilitator created an equitable spending plan based on the inventory of resources at each site and any identified needs. This resulted in some schools receiving more budget allotment than others, however, this was to make sure that there was consistency and alignment of resources between sites. Ideas around the potential sharing of resources between schools was also explored with administrators.

A key purchase was portable staging, to be stored at NWSS, but to be used by Elementary and Middle Schools for concerts and productions at their sites. This addresses the identified concerns that Elementary and Middle schools have about using Massey Theatre vs. using their own school gym. Purchasing of additional components of portable staging should be considered in the future.

Next Steps:

Although the infusion of the \$70,000 has provided consistency and alignment of resources between schools, an ongoing “check” of resources should happen at each site on a regular basis. This will ensure that items that may need repair or replacement are budgeted for by each school appropriately on a yearly basis. Processes to support resource sharing between schools should be created.

Unspent Funds:

The Director of Instruction, Learning and Innovation, and the Arts Facilitator would like to recommend that a portion of the unspent funds from the Massey Theatre Rental (Initiative 2) be given the following consideration:

Use the funds to provide release time/TTOC coverage for selected Arts Educators from Elementary, Middle and Secondary to come together to collaboratively create the District Creative Arts Strategy. Suggestion of 6 Arts Educators, 2 Administrators and the Director of Instruction, Learning and Innovation, to meet together for 6-8 full days, as needed, spread out throughout the school year to complete the project.

Appendix 1

Massey Theatre Rental 2019-2020		
Event	School	Cost
District Band Festival	EGMS/FRMS/QMS/ NWSS	\$1,060.50
December School Performance	McBride	\$2,485.88
Musical Theatre Production	NWSS	\$14,751.50
Dance Show, Semester 1	NWSS	\$3,995.26
Winter Band and Strings Concert	NWSS	\$2,184.00
	Total:	\$24,477.14

Appendix 2

Arts Resources: Spending 2019-2020			
General Purchase	Specific List of Items	School	Cost
Art Supplies	paint, brushes, paper, craft supplies	Connaught	\$1,105.68
Hurion Art Tablets	30 tablets (class set)	EGMS	\$1,499.75
Instruments	Oboe	EGMS	\$950
Mural Paint	paint and sealant for mural projects	EGMS	\$1,181.60
Instrument	Baritone Sax	EGMS	\$2,430.30
Instruments	vibraslap, sleighbells, splash cymbal, djembe, french horn, timpani, gong, ago-go bell	FRMS	\$4,059.36
Instruments	Spoons, Cymbal, Sleighbells	FRMS	\$68.74
Instruments	bass metallophone, bass xylophone, mallets, ukelele x 30.	Howay	\$1,373.79
Instruments	Contrabass Bar, Djembe x 6	McBride	\$615.23
Exercise Mats	35 mats (class set + extras)	NWSS	\$1,339.70
Tool Kits x 2	One tool kit for each art room containing: Stapler, glue gun, hacksaw, clamps, hammer, drill, drill bits (metal and wood), mallets, safety glasses, work gloves.	NWSS	\$1,260.10
Printing Press	printing press	NWSS	\$2,440.00
Easles	10 art easels	NWSS	\$1,559.50
Drying Rack	1 drying rack	NWSS	\$1,492.92
Photo Supplies	camera lenses x 7 , gimbal x 1, studio lights x 2, tripods x 4	NWSS	\$6,891.07
Cellos	2 cellos	NWSS	\$1,737.60
Folders	88 vinyl folders, embossed	NWSS	\$2,217.60
Blue Tooth Speakers	6 Makita bluetooth speakers	NWSS	\$1,337.28
Portable stage and drape	Canadell staging (matches FRMS)	NWSS	\$9,170.55
Wireless Mics	2 lavalier mics, 4 handheld wireless mics, 2 mic stands	NWSS	\$2,890.42
Flipforms (Wenger)	6 flipforms (convertable stage riser/stair)	NWSS	\$5,388.52
Art Supplies	Easels, Art Marker Sets, Dremel Tool Set.	POWER	\$1,049.91
Instruments	Soprano Xylophone, Djembes x 4, mallets x 2, hand drums	Qayqayt	\$1,910.66
Set Construction Materials	wood, tools, accessories	QMS	\$2,178.22
Bluetooth speakers	10 JBL bluetooth speakers	QMS	\$2,463.90
Choral Risers (Wenger)	5 sections of 3-step choral risers	QMS	\$6,282.51
Instruments	congas, frame drums x 2, hand drums x 5, agogo bells, guiro, claves x 5, slapstick, maraca x 3, bass bars to complete a full octave, xylophone x2, glockenspeil	Queen Elizabeth	\$2,791.02
Microphones	apex condenser mics x 2, mic stands x 2	Spencer	\$313.99
Instruments	Ukeulele x 26, mallets.	Tweedsmuir	\$1,640.24
Instruments	Recorders x 26	Tweedsmuir	\$180.71
		TOTAL	\$69,820.87

Supplement to: **REGULAR SCHOOL BOARD MEETING**

Date: May 26, 2020

Submitted by: Bettina Ketcham, Secretary-Treasurer

Item: **Requiring Action** **Yes** ☒ **No** ☐ **For Information** ☐

Subject: 2020-2021 Budget Bylaw - 3rd and Final Reading

Background:

In a special open meeting of the board held on May 12, 2020, the Board passed the first and second reading of the 2020-21 Budget Bylaw. The following report will highlight some adjustments made to the budget since the board last met.

- 1) Within the operating grant (fund 1), subsequent to the presentation to the board at the last meeting, additional staffing requests have come through. Across all sites, an additional 2.1 teaching FTE was requested in order to support exploratory blocks in the middle school or to ensure a fuller complement of classes within our online DL platform. The requests were met with support after a full analysis, though come at an additional cost of \$176,000 with benefits.

Furthermore, as discussed at the last meeting, the BCTF and BCPSEA have now ratified the collective agreement and the teacher labour settlement funding has now announced to be \$1,904,750 (this represents the 2019-20 and 2020-21 overall adjustments). Again, there is no impact on the bottom line as the adjustments are fully funded by government.

- 2) Additional discussion and planning has taken place over the special purpose funds (fund 2) and certain funds were updated to reflect the revised assumptions. This has had no impact on the final operating budget as the expenses recognized are offset with revenues recognized and special purpose grants must self-balance.
- 3) Under statement 4 within the budget submissions, estimates have now been formulated for the deferred capital revenue balances which have been disclosed to be at \$30,671,286. This again has no impact on the bottom line as it is simply an adjustment to the District's net financial assets. This represents the investments in capital we are making on McBride and NWSS.

The staffing adjustment impacting the operating budget is reflected in column I below. The impact is that the total operating shortfall increases to \$1,381,979 which will be funded out of our accumulated surplus reserves.

Again, the anticipated ending reserve balance of \$1,188,551 is below the \$2M threshold considered healthy to be able to react to unanticipated change. The figure also does not include any surplus generated from the 2019-20 resulting from the suspension of in-class instruction.

Attached is the 2020-21 preliminary budget to be submitted to the Ministry of Education on or before June 30, 2020.

	BUDGET DOLLARS										
	A	B	C	D	E	F	G	H	I	J	K
	2019-20 Amended Budget	2019-20 Surplus Initiatives	Total adjustments made to date (presented March 10 and April 28)	Operational efficiencies /savings	Operational Priorities	Other operational adjustments	School Budgets	Teacher Labour Settlement	Staffing requests since May 12	Total Adjustments (columns B - H)	2020-21 Preliminary
Total Revenue	69,110,877	0	-3,442,276	0	0	0	0	1,904,750	0	-1,537,526	67,573,351
PRINCIPALS & VP SALARIES	3,603,270		188,196	-16,561		-11,925				159,710	3,762,980
TEACHERS SALARIES	29,583,810	96,396	-642,368	-360,023	5,600	-82,099		1,904,750	141,317	870,782	30,313,275
SUPPORT STAFF SALARIES	5,435,860		308,898	-106,656		-256,000				-53,758	5,382,102
EDUCATIONAL ASSISTANTS SALARIES	5,703,365		220,176		72,000	144,000				436,176	6,139,541
OTHER PROFESSIONAL SALARIES	2,750,203	20,000	89,311			-13,170				56,141	2,806,344
SUBSTITUTE SALARIES	2,082,175		-28,118							-28,118	2,054,057
EMPLOYEE BENEFITS	12,165,933	24,099	-423,104	-116,327	19,400	-47,584			35,329	-556,384	11,574,220
SERVICES	2,403,790	370,160	-333,729				12,921			-690,968	1,712,822
LEGAL COSTS	135,000		0							0	135,000
STUDENT TRANSPORTATION	180,419		-34,490				-7,931			-42,421	137,998
PROFESSIONAL DEVELOPMENT & TRAVEL	517,965		40,145							40,145	558,110
RENTALS & LEASES	233,400		0							0	233,400
DUES & FEES	91,400		-7,500							-7,500	83,900
INSURANCE	111,000		0							0	111,000
SUPPLIES	1,956,741	75,000	-109,449				-137,856			-322,305	1,634,436
UTILITIES	494,500		0							0	494,500
GAS - HEAT	247,000		0							0	247,000
CARBON TAX EXP	50,000		0							0	50,000
WATER & SEWAGE	270,606		0							0	270,606
GARBAGE & RECYCLE	89,400		0							0	89,400
FURNITURE & EQUIPMENT REPLACEMENT	333,856	190,000	142,923			-80,000	24,940			-102,137	231,719
COMPUTER & EQUIPMENT REPLACEMENT	671,184	50,000	0		50,000		85,091			85,091	756,275
Total Expense	69,110,877	-825,655	-589,109	-599,567	147,000	-346,777	-22,835	1,904,750	176,646	-155,547	68,778,684
Overall Impact on operational Surplus/Deficit	3,393,884	825,655	-2,853,167	599,567	-147,000	346,777	22,835	0	-176,646	-1,381,979	2,188,551
Net Expense over revenue (Budget shortfall)											
Expected opening balance for 2020-21 surplus											1,188,551
Expected closing Deficit for 2020-21 surplus											
Healthy balance for surplus											2,000,000

Recommendation:

THAT the Board of Education of School District 40 (New Westminister) approve THIRD, reconsideration and final reading of the 2020-21 Budget Bylaw in the amount of \$82,783,574 as presented.

Annual Budget

School District No. 40 (New Westminster)

June 30, 2021

School District No. 40 (New Westminster)

June 30, 2021

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2020/2021 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 40 (New Westminster) Annual Budget Bylaw for fiscal year 2020/2021.
3. The attached Statement 2 showing the estimated revenue and expense for the 2020/2021 fiscal year and the total budget bylaw amount of \$82,783,574 for the 2020/2021 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2020/2021.

READ A FIRST TIME THE 12th DAY OF MAY, 2020;

READ A SECOND TIME THE 12th DAY OF MAY, 2020;

READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF MAY, 2020;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 40 (New Westminster) Annual Budget Bylaw 2020/2021, adopted by the Board the _____ DAY OF _____, 2020.

Secretary Treasurer

School District No. 40 (New Westminster)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	6,641,875	6,538,250
Adult	159,000	336,000
Total Ministry Operating Grant Funded FTE's	6,800,875	6,874,250
Revenues	\$	\$
Provincial Grants		
Ministry of Education	72,917,581	72,568,307
Other	162,000	162,000
Tuition	1,358,390	3,588,290
Other Revenue	2,213,633	2,634,962
Rentals and Leases	170,000	255,000
Investment Income	251,000	500,500
Amortization of Deferred Capital Revenue	2,300,000	2,344,524
Total Revenue	79,372,604	82,053,583
Expenses		
Instruction	66,932,028	68,717,172
District Administration	3,430,703	3,583,197
Operations and Maintenance	10,360,563	10,211,236
Transportation and Housing	339,466	340,231
Total Expense	81,062,760	82,851,836
Net Revenue (Expense)	(1,690,156)	(798,253)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,381,970	1,546,205
Budgeted Surplus (Deficit), for the year	691,814	747,952
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	691,814	747,952
Budgeted Surplus (Deficit), for the year	691,814	747,952

School District No. 40 (New Westminster)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	68,455,321	68,610,877
Operating - Tangible Capital Assets Purchased	500,000	500,000
Special Purpose Funds - Total Expense	9,277,439	10,923,073
Special Purpose Funds - Tangible Capital Assets Purchased	220,814	220,814
Capital Fund - Total Expense	3,330,000	3,317,886
Capital Fund - Tangible Capital Assets Purchased from Local Capital	1,000,000	64,598
Total Budget Bylaw Amount	82,783,574	83,637,248

Approved by the Board

Signature of the Chairperson of the Board of Education	DRAFT	Date Signed
Signature of the Superintendent		Date Signed
Signature of the Secretary Treasurer		Date Signed

School District No. 40 (New Westminster)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(1,690,156)	(798,253)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(720,814)	(720,814)
From Local Capital	(1,000,000)	(64,598)
From Deferred Capital Revenue	(30,671,286)	(41,149,488)
Total Acquisition of Tangible Capital Assets	(32,392,100)	(41,934,900)
Amortization of Tangible Capital Assets	3,330,000	3,317,886
Total Effect of change in Tangible Capital Assets	(29,062,100)	(38,617,014)
Acquisitions of Prepaid Expenses	180,000	180,000
Use of Prepaid Expenses	(180,000)	(178,346)
	-	1,654
(Increase) Decrease in Net Financial Assets (Debt)	(30,752,256)	(39,413,613)

School District No. 40 (New Westminster)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2021

	2021 Annual Budget \$	2020 Amended Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education	65,463,136	63,576,036
Other	162,000	162,000
Tuition	1,358,390	3,588,290
Other Revenue	169,825	483,346
Rentals and Leases	170,000	255,000
Investment Income	250,000	500,000
Total Revenue	67,573,351	68,564,672
Expenses		
Instruction	57,669,647	57,809,157
District Administration	3,430,703	3,583,197
Operations and Maintenance	7,045,505	6,906,354
Transportation and Housing	309,466	312,169
Total Expense	68,455,321	68,610,877
Net Revenue (Expense)	(881,970)	(46,205)
Budgeted Prior Year Surplus Appropriation	2,381,970	1,546,205
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(500,000)	(500,000)
Local Capital	(1,000,000)	(1,000,000)
Total Net Transfers	(1,500,000)	(1,500,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 40 (New Westminster)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	62,811,196	61,938,097
Other Ministry of Education Grants		
Pay Equity	521,853	521,853
Funding for Graduated Adults	164,373	164,373
Transportation Supplement	6,073	6,073
Carbon Tax Grant		50,000
Employer Health Tax Grant		546,018
Support Staff Benefits Grant	46,704	46,704
FSA Exam Funding	8,187	8,187
Support Staff Labour Settlement	-	294,731
Teacher Labour Settlement	1,904,750	
Total Provincial Grants - Ministry of Education	65,463,136	63,576,036
Provincial Grants - Other	162,000	162,000
Tuition		
Summer School Fees	36,190	36,190
Continuing Education	42,000	86,100
International and Out of Province Students	1,280,200	3,466,000
Total Tuition	1,358,390	3,588,290
Other Revenues		
Miscellaneous		
Cafeteria	130,000	130,000
Miscellaneous	39,825	353,346
Total Other Revenue	169,825	483,346
Rentals and Leases	170,000	255,000
Investment Income	250,000	500,000
Total Operating Revenue	67,573,351	68,564,672

School District No. 40 (New Westminster)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object

Year Ended June 30, 2021

	2021 Annual Budget	2020 Amended Annual Budget
	\$	\$
Salaries		
Teachers	30,161,384	29,583,811
Principals and Vice Principals	3,762,980	3,603,270
Educational Assistants	6,139,541	5,703,365
Support Staff	5,382,102	5,435,860
Other Professionals	2,806,344	2,750,203
Substitutes	2,054,057	2,082,175
Total Salaries	50,306,408	49,158,684
Employee Benefits	11,902,757	12,165,933
Total Salaries and Benefits	62,209,165	61,324,617
Services and Supplies		
Services	1,847,822	2,371,875
Student Transportation	137,988	196,534
Professional Development and Travel	558,110	517,965
Rentals and Leases	233,400	233,400
Dues and Fees	83,900	241,400
Insurance	111,000	111,000
Interest	-	-
Supplies	2,122,430	2,462,580
Utilities	1,151,506	1,151,506
Total Services and Supplies	6,246,156	7,286,260
Total Operating Expense	68,455,321	68,610,877

School District No. 40 (New Westminster)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2021

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	24,785,912	1,057,958	-	170,504	-	1,016,337	27,030,711
1.03 Career Programs	385,794	-	-	142,427	-	-	528,221
1.07 Library Services	157,071	-	100	42,374	-	6,933	206,478
1.08 Counselling	552,222	-	-	-	51,157	18,302	621,681
1.10 Special Education	2,225,930	-	6,139,441	-	144,602	717,733	9,227,706
1.30 English Language Learning	813,826	-	-	-	-	5,000	818,826
1.31 Indigenous Education	122,928	-	-	210,181	-	3,000	336,109
1.41 School Administration	-	2,585,757	-	1,375,954	70,532	85,221	4,117,464
1.60 Summer School	129,702	-	-	2,731	-	3,804	136,237
1.61 Continuing Education	107,670	119,265	-	35,932	-	-	262,867
1.62 International and Out of Province Students	880,329	-	-	53,232	391,019	30,395	1,354,975
1.64 Other							-
Total Function 1	30,161,384	3,762,980	6,139,541	2,033,335	657,310	1,886,725	44,641,275
4 District Administration							
4.11 Educational Administration				5,100	511,173	6,000	522,273
4.40 School District Governance					247,037		247,037
4.41 Business Administration				502,345	936,206	15,000	1,453,551
Total Function 4	-	-	-	507,445	1,694,416	21,000	2,222,861
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				101,755	330,020	5,000	436,775
5.50 Maintenance Operations				2,291,449	124,598	135,000	2,551,047
5.52 Maintenance of Grounds				282,250			282,250
5.56 Utilities							-
Total Function 5	-	-	-	2,675,454	454,618	140,000	3,270,072
7 Transportation and Housing							
7.70 Student Transportation				165,868		6,332	172,200
Total Function 7	-	-	-	165,868	-	6,332	172,200
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	30,161,384	3,762,980	6,139,541	5,382,102	2,806,344	2,054,057	50,306,408

School District No. 40 (New Westminster)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2021

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2021 Annual Budget	2020 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	27,030,711	6,254,309	33,285,020	1,948,138	35,233,158	34,516,090
1.03 Career Programs	528,221	123,239	651,460	32,091	683,551	661,789
1.07 Library Services	206,478	48,898	255,376	31,366	286,742	278,414
1.08 Counselling	621,681	139,894	761,575	17,400	778,975	753,668
1.10 Special Education	9,227,706	2,411,597	11,639,303	176,640	11,815,943	11,404,878
1.30 English Language Learning	818,826	172,077	990,903	3,000	993,903	958,261
1.31 Indigenous Education	336,109	75,781	411,890	18,104	429,994	417,429
1.41 School Administration	4,117,464	1,019,079	5,136,543	45,350	5,181,893	5,108,942
1.60 Summer School	136,237	24,972	161,209	5,000	166,209	175,233
1.61 Continuing Education	262,867	63,563	326,430	22,756	349,186	1,402,118
1.62 International and Out of Province Students	1,354,975	287,868	1,642,843	102,700	1,745,543	2,127,785
1.64 Other	-	-	-	4,550	4,550	4,550
Total Function 1	44,641,275	10,621,277	55,262,552	2,407,095	57,669,647	57,809,157
4 District Administration						
4.11 Educational Administration	522,273	100,527	622,800	231,729	854,529	884,817
4.40 School District Governance	247,037	25,536	272,573	83,700	356,273	354,770
4.41 Business Administration	1,453,551	282,967	1,736,518	483,383	2,219,901	2,343,610
Total Function 4	2,222,861	409,030	2,631,891	798,812	3,430,703	3,583,197
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	436,775	91,809	528,584	99,700	628,284	593,107
5.50 Maintenance Operations	2,551,047	674,121	3,225,168	1,322,682	4,547,850	4,830,880
5.52 Maintenance of Grounds	282,250	75,254	357,504	49,000	406,504	396,861
5.56 Utilities	-	-	-	1,462,867	1,462,867	1,085,506
Total Function 5	3,270,072	841,184	4,111,256	2,934,249	7,045,505	6,906,354
7 Transportation and Housing						
7.70 Student Transportation	172,200	31,266	203,466	106,000	309,466	312,169
Total Function 7	172,200	31,266	203,466	106,000	309,466	312,169
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	50,306,408	11,902,757	62,209,165	6,246,156	68,455,321	68,610,877

School District No. 40 (New Westminster)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2021

	2021 Annual Budget \$	2020 Amended Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education	7,454,445	8,992,271
Other Revenue	2,043,808	2,151,616
Total Revenue	9,498,253	11,143,887
Expenses		
Instruction	9,262,381	10,908,015
Operations and Maintenance	15,058	15,058
Total Expense	9,277,439	10,923,073
Net Revenue (Expense)	220,814	220,814
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(220,814)	(220,814)
Total Net Transfers	(220,814)	(220,814)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 40 (New Westminster)

Schedule 3A

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

	Annual Facility Grant	Learning Improvement Fund	Aboriginal Education Technology	Special Education Equipment	Scholarships and Bursaries	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP
	\$	\$	\$	\$	\$	\$	\$		\$
Deferred Revenue, beginning of year	-	-	-	24,977	450,000	1,238,692	-	12,000	30,000
Add: Restricted Grants									
Provincial Grants - Ministry of Education	235,872	227,646	-				99,383	19,600	149,244
Other					140,000	1,883,808			
	235,872	227,646	-	-	140,000	1,883,808	99,383	19,600	149,244
Less: Allocated to Revenue	235,872	227,646	-	24,977	140,000	1,883,808	99,383	31,600	179,244
Deferred Revenue, end of year	-	-	-	-	450,000	1,238,692	-	-	-
Revenues									
Provincial Grants - Ministry of Education	235,872	227,646	-	24,977			99,383	31,600	179,244
Other Revenue					140,000	1,883,808			
	235,872	227,646	-	24,977	140,000	1,883,808	99,383	31,600	179,244
Expenses									
Salaries									
Teachers									67,294
Educational Assistants		182,117							
Support Staff							66,729		
Other Professionals									
Substitutes								10,000	7,000
	-	182,117	-	-	-	-	66,729	10,000	74,294
Employee Benefits		45,529					24,803	600	18,750
Services and Supplies	15,058			24,977	140,000	1,883,808	7,851	21,000	86,200
	15,058	227,646	-	24,977	140,000	1,883,808	99,383	31,600	179,244
Net Revenue (Expense) before Interfund Transfers	220,814	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(220,814)								
	(220,814)	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 40 (New Westminster)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2021

Schedule 3A

	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	First Nation Student Transportation	Mental Health in Schools	Changing Results for Young Children	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	300,000	-	-	-	2,055,669
Add: Restricted Grants								
Provincial Grants - Ministry of Education	1,550,170	373,060	4,703,993		-	28,500	-	7,387,468
Other	20,000							2,043,808
	1,570,170	373,060	4,703,993	-	-	28,500	-	9,431,276
Less: Allocated to Revenue	1,570,170	373,060	4,703,993	-	-	28,500	-	9,498,253
Deferred Revenue, end of year	-	-	-	300,000	-	-	-	1,988,692
Revenues								
Provincial Grants - Ministry of Education	1,550,170	373,060	4,703,993		-	28,500	-	7,454,445
Other Revenue	20,000							2,043,808
	1,570,170	373,060	4,703,993	-	-	28,500	-	9,498,253
Expenses								
Salaries								
Teachers	571,966		3,763,194					4,402,454
Educational Assistants								182,117
Support Staff	584,995	150,945						802,669
Other Professionals	44,910							44,910
Substitutes	15,000	145,875						177,875
	1,216,871	296,820	3,763,194	-	-	-	-	5,610,025
Employee Benefits	304,250	70,593	940,799					1,405,324
Services and Supplies	49,049	5,647				28,500		2,262,090
	1,570,170	373,060	4,703,993	-	-	28,500	-	9,277,439
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	220,814
Interfund Transfers								
Tangible Capital Assets Purchased								(220,814)
	-	-	-	-	-	-	-	(220,814)
Net Revenue (Expense)	-	-	-	-	-	-	-	-

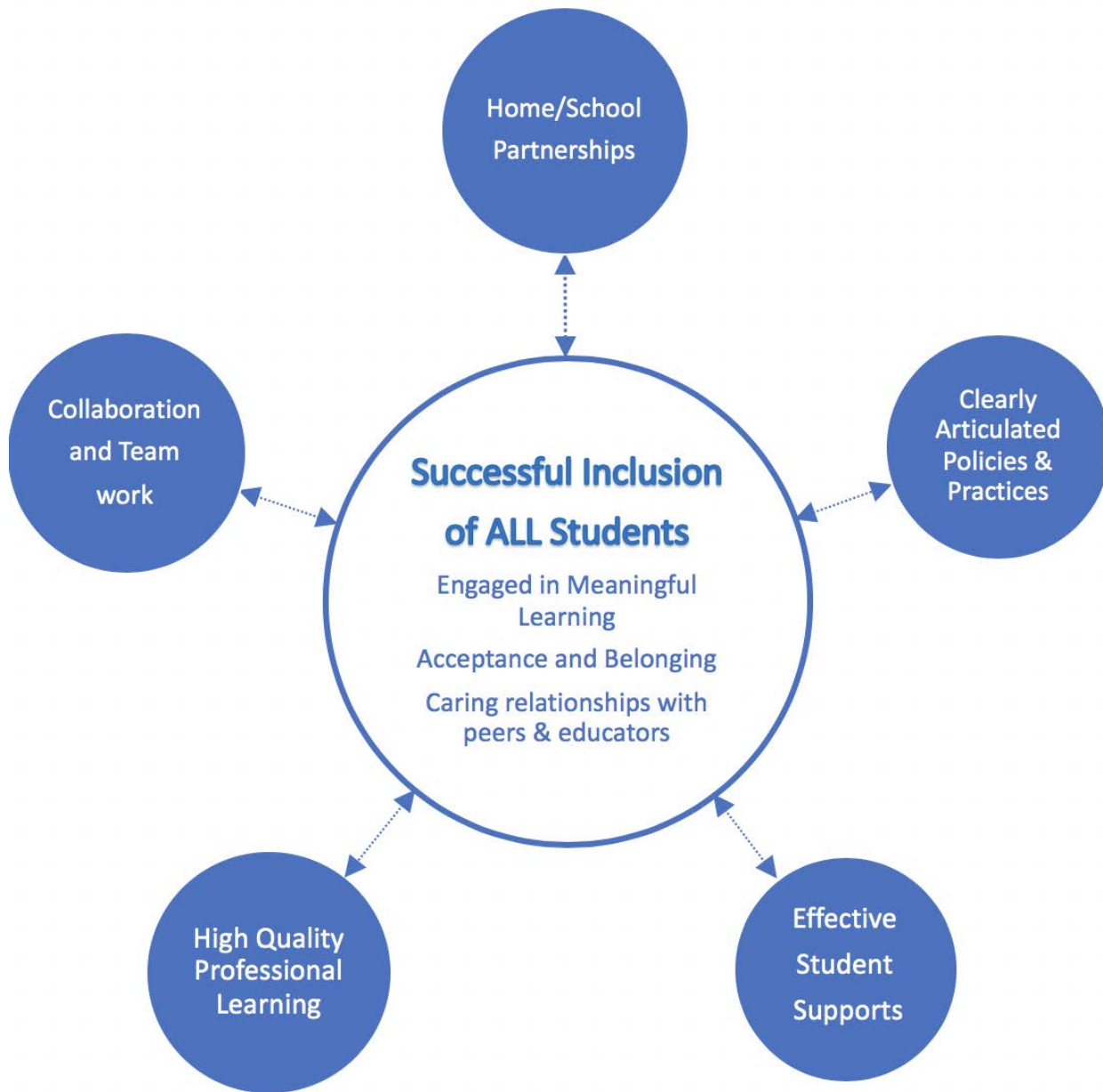
School District No. 40 (New Westminster)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2021

	2021 Annual Budget			2020 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		1,000	1,000	500
Amortization of Deferred Capital Revenue	2,300,000		2,300,000	2,344,524
Total Revenue	2,300,000	1,000	2,301,000	2,345,024
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,300,000		3,300,000	3,289,824
Transportation and Housing	30,000		30,000	28,062
Total Expense	3,330,000	-	3,330,000	3,317,886
Net Revenue (Expense)	(1,030,000)	1,000	(1,029,000)	(972,862)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	720,814		720,814	720,814
Local Capital		1,000,000	1,000,000	1,000,000
Total Net Transfers	720,814	1,000,000	1,720,814	1,720,814
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	1,000,000	(1,000,000)	-	
Total Other Adjustments to Fund Balances	1,000,000	(1,000,000)	-	
Budgeted Surplus (Deficit), for the year	690,814	1,000	691,814	747,952



**REVIEW OF INCLUSIVE PRACTICES IN
NEW WESTMINSTER SCHOOL DISTRICT
RECOMMENDATIONS**

**Completed by: Susan Powell
Kathy Guild
Laurie Meston**

THEME 1: STUDENT NEEDS

This feature of quality inclusive practices establishes the expectation that all children can learn. As such their access to the curriculum, personalization, mental health supports, cultural safety and representation, and positive behaviour supports all contribute to their opportunities for learning and ultimately their achievements.

Schools (as per the school-based assessment) generally rated their work in this area as acceptable with acceptable-to-high in a few incidences. School and learning services personnel noted a number of approaches such as the use of technology, differentiation and appropriate implementation of support plans were working well. However, they also noted these were applied inconsistently across schools and the district. Parents indicated attention to this key area as fundamental to them feeling their children are growing and developing, but that this could change year to year, or by whomever is supporting their children's learning. This variability, as well as the many comments made by school personnel to feeling inadequate to support some students indicates a need to strengthen the direct teaching and supports provided to students. Staff and parents also referenced the lack of support available for Indigenous students needing academic or social emotional support.

Recommendation 1.1 New Westminster School District develop, access or purchase training on Positive Behaviour Supports for school based teams. Training should be delivered following best practices in Professional Development/In-service.

Recommendation 1.2 New Westminster School District create a “roving behaviour support team” to assist schools and teams who are supporting students with significant challenging behaviours.

Recommendation 1.3 New Westminster School District implement training focused on practical strategies for Universal Design for Learning, with an emphasis on differentiation and adaptations for **all** learners across K-12. This training needs to include a focus on how to effectively engage students who have significant physical and cognitive challenges. Training should be delivered following best practices in Professional Development/In-service.

Recommendation 1.4 New Westminster School District support and facilitate the inclusive educational practice of co-teaching between classroom teachers and Learning Support Teachers (LST's), thus enhancing and strengthening access for all students to the curriculum and the many learning experiences in a class.

Recommendation 1.5 New Westminster School District support schools to develop strategies to facilitate positive interactions and “friendships”. The district will also support the secondary school to increase peer supports and the use of peer tutors to facilitate inclusion in various parts of the school e.g. cafeteria, gym, extracurricular clubs and activities, etc. These approaches will contribute to an increased sense of belonging and connection for all students in every aspect of school life.

Recommendation 1.6 New Westminster School District ensure that academic supports are in place for Indigenous students and that a frequent review (twice annually as a minimum) of student performance/ learning profile is done to improve student achievement and equity.

Recommendation 1.7 New Westminster School District improve supports for Indigenous students needing social emotional support and access to authentic cultural teachings.

THEME 2: AUTHENTIC TEAM APPROACH

This feature of quality inclusive practices includes such areas as teamwork, collaboration, IEP development, follow-through on recommendations, roles of team members and the documentation of team meetings. Authentic teams means that families and students are essential and respected members. Teams should welcome members in culturally appropriate ways and when appropriate, staff with Indigenous ancestry will be part of the team.

All stakeholder groups stated a positive and constructive team, that includes parents as partners, makes all the difference to supporting student learning and progress. Schools generally rated their work in this area as acceptable to high (as per the school-based assessment) but noted that if teams were not functioning well then this negatively impacted students and hindered personnel from being able to do their work effectively. All stakeholder groups made many suggestions on how to strengthen the work of school-based teams and collaborative planning teams.

Recommendation 2.1 New Westminster School District strengthens the capacity of school based teams through mandatory training for all regular members.

- Component (a) An additional training session be included to support the chair of the SBT understanding their role, maintaining the appropriate documentation, following up on recommendations and the filing of all SBT meeting notes.

Recommendation 2.2 New Westminster School District develop and conduct mandatory training for all relevant school staff on IEP development and implementation, including an emphasis on how to meaningfully include parents and students in the development and implementation of the IEP. All schools will complete this training in the fall of the upcoming school year.

Recommendation 2.3 New Westminster School District provide training to school and district staff focused on meaningful consultation, effective communication with families and ways to resolve conflict in a proactive and positive manner.

Recommendation 2.4 New Westminster School District find ways to include Education Assistants, Aboriginal Support Workers, etc. in relevant SBT and/or IEP meetings.

THEME 3: FAMILY SUPPORT AND ENGAGEMENT

This feature of quality inclusive practices entails parent participation in a child's education program, effective communication for diverse families, links between home and school learning opportunities, involvement of families in student transitions, involvement of families in school activities and creating an understanding with families about the school system.

Schools (as per the school-based assessment) generally rated their work in this area as acceptable; only one school rated themselves acceptable to high. Significantly, parents noted that clear, timely, consistent and collaborative communication between families and school staff facilitated the family's relationship with the school and supported their child's learning.

Recommendation 3.1 New Westminster School District develop systems and structures which provide parents with the ability to easily understand and navigate the school system and ensure that school-based administrators are familiar with the information contained in the handbook.

- Component (a) The district create an easy-to-read parent handbook to include:
 - o General information relating to inclusive education in New Westminster schools.
 - o How parents can access services for their child and how to advocate in effective ways.
 - o Specific information relating to transitions. Preschool to kindergarten, elementary to middle, middle to secondary, and secondary to school leaving.
 - o Frequently asked questions by parents.
- Component (b) The district develops pertinent one-page info sheets on key education topics that incorporate visuals and can be translated into other languages.

Recommendation 3.2 New Westminster School District establish procedures for schools to share information with parents to assist them with working collaboratively with the school, specifically:

- Information about the roles of individuals who are working with their child.
- Who parents should contact for different issues and how they should contact them. This is particularly important at middle and secondary schools.
- The district policy that outlines how home teams and external consultants will work with the school.

Recommendation 3.3 New Westminster School District conduct a series of family focussed info sessions/workshops that are held at times convenient to parents.

Recommendation 3.4 New Westminster School District support staff to attend training/conferences on family engagement, working with families with students with disabilities and working with Indigenous families. The training should include a focus on increasing staff's understanding of the experiences, perspectives and challenges that diverse families face.

THEME 4: HIGH-QUALITY PROFESSIONAL LEARNING

This feature of quality inclusive practices describes such activities as staff professional growth, embedded professional learning/in-service opportunities and training for cross stakeholder groups. This will assist staff and families to learn contemporary, relevant, culturally appropriate and effective approaches and strategies to support diverse learners.

All participants in this review indicated they need continual professional growth to meet the complex and vast needs of today's diverse learners. Parents indicated that when school staff had the knowledge and skills required to understand their children's needs, and design interventions that supported their growth, that their children were much more successful. In some situations, parents shared that school staff had indicated that they didn't know what to do with their child, particularly those with complex needs. Additional training and professional development will contribute to a strong knowledge base along with practical strategies to ensure staff can actively engage all students in their learning.

This training would also include developing skills for teachers and staff to understand and incorporate Indigenous worldviews and perspectives into the curriculum.

Recommendation 4.1 New Westminster School District creates a district multi-perspective committee to facilitate the development of a multi-year professional development/in-service plan for all personnel.

- Component (a) The committee will utilize the recommendations and other findings of the review, to provide the basis for this professional development/in-service plan.
- Component (b) The district will encourage school teams to participate in professional development/in-service together.
- Component (c) The district will encourage all professional development/in-service offering to include practical strategies.

Recommendation 4.2 New Westminster School District engage in the development of a process and/or select personnel with the focus of supporting staff to attain new inclusive practices and skills. This approach will follow the best practice in professional development for attaining new skills by working with staff on a frequent and regular basis.

- Component (a) The intent of this approach will be to support classroom teachers and school based LSTs with effective and practical strategies that address the needs, skills and education of diverse learners.
- Component (b) Additionally, this approach will support education assistants by demonstrating effective strategies and working side-by-side with them to further develop their competency with specific practices.

Recommendation 4.3 New Westminster School District develop a professional development/in-service plan to increase teacher and staff knowledge and understanding of Indigenous history and culture as well as their ability to incorporate Indigenous worldviews and perspectives into the curriculum.

THEME 5: EXPERT KNOWLEDGE OF EFFECTIVE PRACTICES AND DISTRICT PROTOCOLS

This feature of quality inclusive practices refers to administrators and staff being knowledgeable about current provincial and district inclusive education policies; as well as district policies, protocols and practices being clearly articulated, easily accessible and applied consistently across the district.

All stakeholder groups indicated this was a critical feature in the work conducted by teachers, education assistants, learning support personnel, aboriginal support workers, administrators and families to support student learning. Schools generally rated their work in this area as acceptable (as per the school-based assessment); and all school related personnel provided feedback on a wide range of challenges in this area. Families as well reported the need to more fully understand how the education system and district functioned. Their responses to this area will be more fully addressed in theme area #5 Family Support and Engagement.

Recommendation 5.1 New Westminster School District create and maintain a single depository or portal for staff to access current policies (dated), referral procedures, and documents related to indigenous education and inclusive practices, etc.

Recommendation 5.2 New Westminster School District completes an updated District Manual on Inclusive Practices including Indigenous education and special education. The District will ensure all school administrators, school-based team chairs and schools have a current copy.

- Component (a) The Director of Learning Services and the District Administrator for Indigenous Education will conduct information / training sessions at the beginning of each school year to update new administrators, new school-based team chairs and new LST district staff on district policies and procedures.
- Component (b) The Director of Learning Services and the District Administrator for Indigenous Education will provide regular and timely updates to all administrators and staff on changes to district policies and procedures.

Recommendation 5.3 New Westminster School District develops Alternate Education procedures and program descriptions. These would include a referral and intake process, student assessment requirements (including a review to determine if students should be identified as students with special needs), district intake committee membership and terms of reference.

Recommendation 5.4 New Westminster School District articulate in writing, and communicate widely, (including to families), the roles and responsibilities of Administrators, Classroom Teachers, Learning Support Teachers, Aboriginal Support Workers, Child and Youth Workers and Education Assistants.

Recommendation 5.5 New Westminster School District will develop a framework to ensure cultural safety procedures are in place for staff and students.

GENERAL COMMENTS

New Westminster School District used the framework “Assessing and Improving Special Education” which outlines 16 evidence-based features essential to high-quality special education. The authors of the framework encourage school districts to customize the framework to meet their own particular situation. New Westminster forwarded a framework with 13 features for schools to assess their inclusive practices, along with 3 features related to Indigenous Education. This school assessment data, along with the responses from all the focus groups, resulted in the above themes surfacing as the most significant. Schools also assessed these features: staff wide expertise in social-emotional needs, positive learning environment, student engagement, data-driven decision making, effective transitions (NWSS), effective transitions elementary to middle/middle to high school and advocacy. As much as these areas did not surface as critical at this time, schools’ ratings in these areas do provide important data they can use to maintain or strengthen these proven essential components to quality inclusive programming.

Inclusive Education Review Timeline May & June 2020

May 19 – Advisory Group Meeting: Review timeline and Draft Recommendations

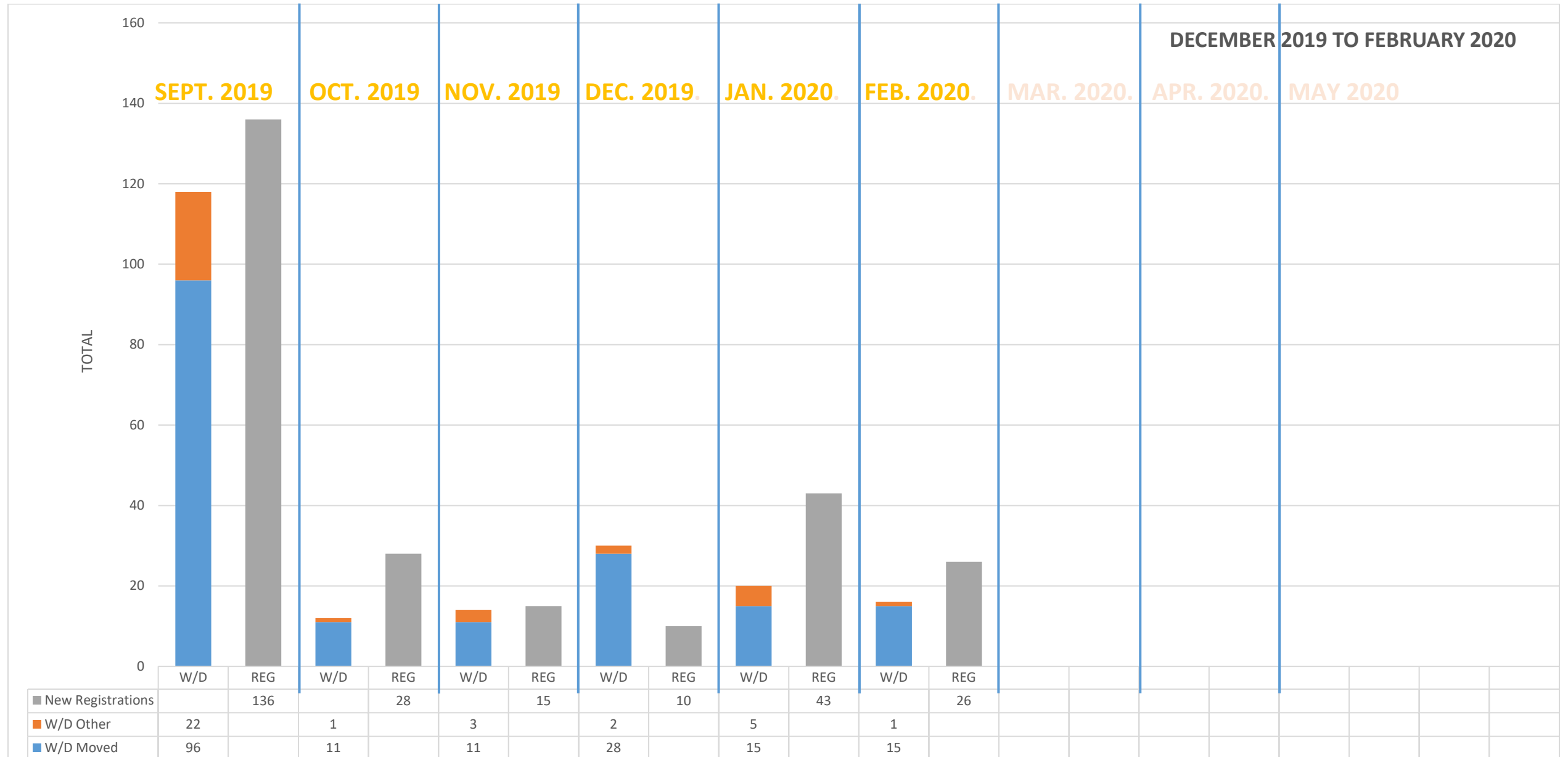
May 26 – Board Meeting: Present Timeline and Draft Recommendations

May 19 – June 5: Final Revisions & Edits

June 9 – Final Advisory Meeting: Review Final Report

June 23 – Board Meeting: Present Final Report

STUDENT WITHDRAWAL AND NEW REGISTRATION REPORT FOR GRADES K TO 12



ADOPTION OF AGENDA – 6:00 pm.

MINUTES FOR APPROVAL – March 10 and April 21, 2020

BUSINESS ARISING FROM THE MINUTES – Nil

CORRESPONDENCE – Received

REPORTS FROM SENIOR MANAGEMENT – Finance / Personnel / Facilities / Operations

OTHER BUSINESS – Nil

ITEMS TO BE REPORTED OUT AT OPEN MEETING – Nil

NOTICE OF MEETINGS

ADJOURNMENT – 6:56 pm.