

AGENDA OF THE REGULAR OPEN MEETING
OF THE NEW WESTMINSTER BOARD OF EDUCATION

Tuesday, June 20, 2023

7:00 pm

School Board Office (In-Person & Via Zoom Link)

811 Ontario Street, New Westminster

The New Westminster 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
<p>Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the June 20, 2023 Regular School Board meeting.</p>		
2.	<u>APPROVAL OF THE MINUTES</u>	7:00 PM
a.	Minutes from the Open Meetings held:	
	i. May 23, 2023 Regular Meeting	5
<p>Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the May 23, 2023 Regular School Board meeting.</p>		
	ii. June 6, 2023 Special Open Meeting	10
<p>Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the June 6, 2023 Special Open School Board meeting.</p>		
b.	Business Arising from the Minutes	
3.	<u>PRESENTATIONS</u>	

a.	Decolonizing School Library Learning Commons (S. Wethered, L. Seddon, & J. Chang)	7:05 PM	12
b.	Fuel Up! Update (R. Bloudell)	7:15 PM	23
4.	<u>COMMENT & QUESTION PERIOD FROM VISITORS</u>	7:25 PM	
	DPAC		
	CUPE		
	NWTU		
5.	<u>CORRESPONDENCE</u>	7:35 PM	
6.	<u>BOARD COMMITTEE REPORTS</u>		
a.	Education Policy & Planning Committee, June 6, 2023	7:40 PM	
	i. Comments from the Committee Chair, Trustee Andres.		
	ii. Approval of the June 6, 2023 Education Policy and Planning Committee Minutes		31
	Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the June 6, 2023 Education Policy & Planning Committee meeting.		
	iii. Inclusive Education (M. Andres)		
	Recommendation: THAT the Board of Education of School District No.40 (New Westminster) direct staff to present an action plan on the continuation of the Inclusive Education Plan, including a parent survey to assess District progress towards key themes and objectives at the January 2024 meeting of the Education Policy and Planning Committee.		
	iv. Advocacy Assessment Wait Times (D. Connelly)		
	Recommendation: THAT the Board of Education of School District No. 40 (New Westminster), advocate to the Ministry of Health, Ministry of Child and Family Development, and Ministry of Education and Childcare to reduce wait times for students who have been		

identified as requiring educational assessments.

b. Operations Policy & Planning Committee, June 6, 2023. 7:45 PM

i. Comments from the Committee Chair, Trustee Russell.

iii. Approval of the May 2, 2023 Operations Policy and Planning Committee Minutes. 35

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the May 2, 2023 Operations Policy and Planning Committee meeting.

ii. Approval of the June 6, 2023 Operations Policy and Planning Committee Minutes. 39

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the June 6, 2023 Operations Policy & Planning Committee meeting.

iv. 2023-24 Board Annual Work Plan (B. Ketcham) 45

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the Board Annual Workplan for the 2023-24 school year.

7. REPORTS FROM SENIOR MANAGEMENT

a. Superintendent Update (K. Hachlaf) 7:50 PM 51

b. Childcare Guiding Principles Work with the City of New West (I. Neilson) 8:05 PM 64

c. 2024-25 Five Year Capital Plan (Major Projects) (B. Ketcham) 8:20 PM 68

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the 2024-25 Major Capital Plan for submission to the Ministry of Education and Childcare.

d. Eligible School Site Proposal (B. Ketcham) 8:35 PM 72

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve the 2023-24 Eligible School Site Proposal (ESSP) through adoption of the 2023-24 ESSP Resolution.

- e. AP 132 Extreme Weather and Other Hazards (B. Ketcham) 8:40 PM 80
8. **NEW BUSINESS**
9. **TRUSTEE REPORTS**
- a. Sanctuary Schools Report (C. Sluis) 8:50 PM 84
10. **QUESTION PERIOD (15 Minutes)** 8:55 PM
- Questions to the Chair on matters that arose during the meeting.*
11. **NOTICE OF MEETINGS** 9:10 PM
- Tuesday, September 26, 2023: School Board Meeting, 7:00 pm -(In-person & Via Zoom link)
- Reminder:
- National Indigenous History Month - June
- Pride Month - June
- National Indigenous People's Day - June 21
- Canadian Multiculturalism Day - June 27
- Orange Shirt Day - September 30
12. **REPORTING OUT FROM IN-CAMERA BOARD MEETING** 9:15 PM
- a. Record of the May 23, 2023 In-Camera Meeting.
- b. Record of the May 25, 2023 Special In-Camera Meeting.
- c. Record of the June 5, 2023 Special In-Camera Meeting.
- d. Record of the June 19, 2023 Special In-Camera Meeting.
13. **ADJOURNMENT** 9:15 PM

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

**Tuesday, May 23, 2023, 7:00 PM
Via Zoom Link**

PRESENT

Gurveen Dhaliwal, Chair	Karim Hachlaf, Superintendent
Maya Russell, Vice-Chair	Maryam Naser, Associate Superintendent
Dee Beattie, Trustee	Bettina Ketcham, Secretary-Treasurer
Danielle Connelly, Trustee	Robert Weston, Executive Director Human Resources
Elliott Slinn, Trustee	Amy Grey, Assistant Secretary-Treasurer
Marc Andres, Trustee	Dave Crowe, Director Capital Projects
Cheryl Sluis, Trustee	
	Members of the Public
	DPAC: Laura Kwong, Chair
	CUPE: Janet Kinneard, Vice-President
	NWTU: Kristie Oxley, President
	Laura Goodman, Recording Secretary

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1. ADOPTION OF THE AGENDA

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

**2023-039
Moved and Seconded**

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the May 23, 2023, Regular School Board meeting.

CARRIED UNANIMOUSLY

2. APPROVAL OF THE MINUTES

a. Minutes from the Open Meetings held:

i. May 2, 2023, Special Open Board Meeting

**2023-040
Moved and Seconded**

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for May 2, 2023, Regular School Board meeting.

CARRIED UNANIMOUSLY

b. Business Arising from the Minutes

Nil.

3. PRESENTATIONS

- a. Scott Rains (NWSS Sr. Student) - May Day Youth Committee.

Scott Rains, New Westminster May Day Youth Committee lead, provided a comprehensive overview of the history, tradition, and celebration of the May Day event. The 153rd May Day Celebration will be held this Saturday, May 27, 2023, at 3:00 pm at Queen's Park Stadium in New Westminster. *To view the full presentation, please refer to the meeting [video](#) at the [44 second mark].*

4. COMMENT & QUESTION PERIOD FROM VISITORS

DPAC: Laura Kwong, Chair

- DPAC attended the BCCPACs Parent Education Conference & AGM. DPAC held its AGM last week.
- DPAC Chair stated that there is a need for school districts and the Ministry to collaboratively and quickly develop comprehensive extreme heat and air quality management plans.

CUPE 409: Janet Kinneard, Vice-President

- CUPE 409 participated in the recent CLC convention in Montreal and the CUPE BC convention in Victoria.
- CUPE is currently waiting on a draft copy of their ratified collective agreement.
- CUPE shared feedback about superintendent recommendations.
- CUPE urges the school board to act quickly on practical solutions to cooling schools.

NWTU: Kristie Oxley, President

- Kristie thanked the Trustees and the School Board for their prompt response to the three letters they received from NWTU last week.
- She also spoke to the current heat issues in many of the district schools including NWSS, Skwo:wech and the portables.
- A parent voiced a concern which was redirected to Superintendent Hachlaf who stated that he will follow-up with the parent directly to acquire the details of the incidents, and will support her through the District's process.

The public was given the opportunity to ask questions on matters that arose during the meeting with staff responding where appropriate. *To view the full comment and question period, please refer to the meeting [video](#) at the [14 minute mark].*

5. CORRESPONDENCE

Nil.

6. BOARD COMMITTEE REPORTS

- a. Education Policy & Planning Committee, May 2, 2023.
- i. Comments from the Committee Chair, Trustee Andres.

Trustee Andres provided highlights and stated that the last EPPC meeting was eventful and positive. He thanked long-time teacher and coordinator Stacy Brine for her positive impact and incredible service with both the students and within the community; she will leaving her current role.

- ii. Approval of the May 2, 2023 Education Policy and Planning Committee Minutes.

**Moved and Seconded
2023-041**

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the May 2, 2023, Education Policy & Planning Meeting.

CARRIED UNANIMOUSLY

- b. Operations Policy & Planning Committee, May 2, 2023.

- i. Comments from the Committee Chair, Trustee Russell.

Trustee Russell provided highlights and stated that she appreciated the number of reports that were presented. The updated forecast for the current fiscal year predicted an original deficit of \$564K, which will be reduced by half.

- ii. Approval of the April May 2, 2023 Operations Policy and Planning Committee Minutes.

**Moved and Seconded
2023-042**

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the May 2, 2023, Operations Policy & Planning Meeting.

TABLED

Trustee Connelly stated that she had received notice from the DPAC Chair with some concern about how her position on the child care options were conveyed in the Operation Policy & Planning Minutes of May 2, 2023. *Questions and discussion ensued.*

Chair Dhaliwal put forth the motion to table the above noted concern, and requested that the recording secretary review the recording of the minutes, and report back at the next Board meeting.

7. REPORTS FROM SENIOR MANAGEMENT

- a. Superintendent Update (K. Hachlaf)
Summer Temperatures

Hachlaf thanked the public for their correspondence relating to the heat, and reported on the short-term measures they are currently applying. He confirmed that their team has met with Ministry staff, and they are working together to determine available cooling options. Hachlaf will provide future updates as they relate to conversations with the Ministry.

Secretary-Treasurer Ketcham, stated that she is working with Dave Crowe, Director of Capital Projects, and Matt Brito, Director of Facilities, to mitigate the extreme heat situation in their school district classrooms. Last week at Skwo:wech they were able to successfully recalibrate the air source heat pump which provided some relief from the hot building temperatures. Based on calibrations and hard work with their engineers they were able to lower the temperature to 24-25 degrees. Ketcham stated they will continue to monitor conditions and report back.

Administrative Procedures (K. Hachlaf)

Hachlaf stated that the administrative procedures re: weather protocols are deficient as they focus on winter weather, and not on the extreme heat temperatures that we are currently experiencing. Secretary-Treasurer Ketcham is currently working with her team to revise the Districts weather protocols so they align with the new emerging weather conditions of extreme heat.

2023-24 Administrative Assignments

- An internal memo was sent out last week which welcomed new and returning administrative and exempt staff.
- Upcoming District Event:
 - QayQayt Honoring and Rite of Passage Ceremony: May 30th
 - Annual Retirement Recognition Dinner: June 13th

b. 2023-24 Budget Update (Verbal) (B. Ketcham)

Ketcham stated that superintendent recommendations were presented on May 2, 2023. To date they have not heard back from the Ministry of Education re: any additional funding announcements for the principal, vice-principal, and exempt staff funding. The preliminary budgets are not due to be submitted to the Ministry of Education until June 30th.

Moved and Seconded 2023-043

THAT the Board of Education of School District No. 40 (New Westminster) Postpone 3rd and final reading of the 2023-24 budget bylaw no later than June 20, 2023 to allow further funding information from the Ministry to be announced and budget updated accordingly.

CARRIED UNANIMOUSLY

c. NWSS Update (K. Hachlaf)

Superintendent Hachlaf noted that there were a number of questions that were posed during the Superintendent recommendations as it relates to NWSS and the frosting of the glass for privacy. Hachlaf confirmed that the partial frosting of the interior facing glass classroom walls that overlook common spaces will be covered from the ground to 5-1/2 feet high; students will not be able to see the hallway

traffic from a sitting position. The frosting of the glass will be completed over the summer months.

8. NEW BUSINESS

Nil

9. TRUSTEE REPORTS

Trustees provided highlights of the events they attended in May.

10. QUESTION PERIOD (15 Minutes)

The public was given the opportunity to ask questions on matters that arose during the meeting. Please refer to the meeting [video](#) at [1 hr - 25 minute mark] for full comments.

12. NOTICE OF MEETINGS

Tuesday, June 6, 2023: Education Policy & Planning Committee, 3:30 pm - Hybrid (SBO & Zoom Link).

Tuesday, June 6, 2023: Operations Policy & Planning Committee, 6:30 pm - Hybrid (SBO & Zoom Link).

Tuesday, June 20, 2023: School Board Meeting, 7:00 pm - Hybrid (SBO & Zoom Link).

Reminder

- Asian Heritage Month – May
- BC Child Care Month - May International Day Against Homophobia, Transphobia, and Biphobia - May 17, 2023.
- National Indigenous History Month – June.
- Pride Month - June Annual Retirement Dinner, Tuesday, June 13, 2023 at 5:30 pm New Westminster Quay.
- National Indigenous People's Day - June 21, 2023.

13. REPORTING OUT FROM IN-CAMERA BOARD MEETING

- a. Record of the April 25, 2023 In-Camera Meeting.

14. ADJOURNMENT

The meeting adjourned at 8:42 pm

Chair

Secretary-Treasurer

3. **ADJOURNMENT**

The meeting adjourned at 8:21 pm.

Chair

Secretary-Treasurer



Decolonizing School Library Learning Commons

Presentation to the New Westminster Board of Education

June 20 2023

By Sarah Wethered, Lisa Seddon, and Jenny Chang

Who are we?

- Lisa Seddon
- Teacher-librarian at QMS and NWSS



- Sarah Wethered
- Teacher-Librarian at NWSS



Jenny Chang,
Teacher-Librarian at NWSS



What are we doing?

- Decolonizing our library catalogues by transitioning our non-fiction catalogues from the Dewey Decimal Classification (DDC) to a modified version of the Brian Deer Classification



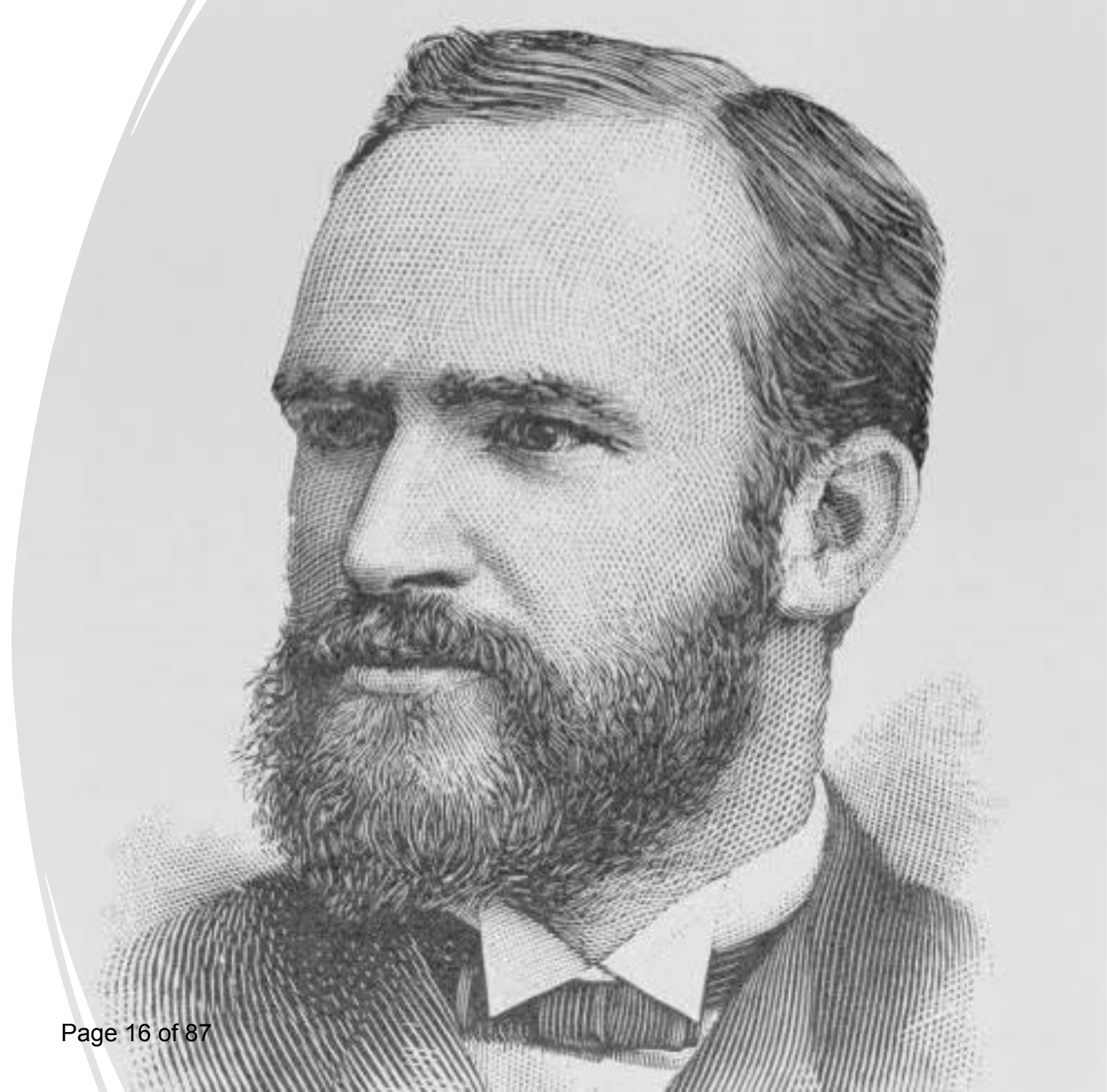
What inspired you to do this?

- This shoe got Sarah thinking about the DDC
- Fluevog named this shoe the “Melvil” after Melvil Dewey and after much outrage by the Fluevog community, it was changed within a day to the “Althea”



Why is there controversy surrounding Melvil Dewey?

- Melvil Dewey was the founder of the American Library Association
- He was kicked out of the ALA in 1905 for sexual improprieties
- He was also racist, homophobic, and misogynistic
- So why would we perpetuate the use of his system within our schools?



Other reasons to remove the DDC from our catalogues

- information by and about equity-seeking groups tends to be classified within a narrow and overcrowded classification designation.
- Furthermore, information by and about Indigenous peoples are often classified using Eurocentric principles
 - For instance, most information about Indigenous peoples are put in the historical section of the library as it was believed that Indigenous culture was a historical fact, and not a contemporary one



Who is Brian Deer and why are we switching?

- Brian Deer was an Mohawk librarian who developed an Indigenous-focused classification system in the 1970s for the Assembly of First Nations library
- As we include more and more authentic Indigenous texts into our collections, it makes sense to use a more Indigenous-focused classification system to do so.
- It also allows us to prioritize and bring Indigenous content to the forefront of our collections.



Are there any libraries currently using the BDC?

- Yes, the Xwi7xwa Library at UBC uses this system, as does the Indigenous Curriculum Resource Centre at SFU
- Some schools in Surrey have also made the switch to the BDC



What are the differences between the DDC and the BDC

- DDC
 - Uses numbers
 - Inflexible
 - Narrow areas for equity seeking groups
 - Eurocentric
- BDC
 - Uses letters
 - Flexible – every library will have a slightly different version, based on patron needs
 - Rooted in the territory on which the library is on
 - Subject headings are more holistic and encompassing

Subject Headings

Dewey Decimal Classification Chart

000 - Computer Science, Information, and General Works 000 Computer science, knowledge & systems 010 Bibliographies 020 Library & information sciences 030 Encyclopedias & books of facts 040 [Unassigned] 050 Magazines, journals & serials 060 Associations, organizations & museums 070 News media, journalism & publishing 080 Quotations 090 Manuscripts & rare books	500 - Science 500 Science 510 Mathematics 520 Astronomy 530 Physics 540 Chemistry 550 Earth sciences & geology 560 Fossils & prehistoric life 570 Life sciences; biology 580 Plants (Botany) 590 Animals (Zoology)
100 - Philosophy and Psychology 100 Philosophy 110 Metaphysics 120 Epistemology 130 Parapsychology & occultism 140 Philosophical schools of thought 150 Psychology 160 Logic 170 Ethics 180 Ancient, medieval & eastern philosophy 190 Modern western philosophy	600 - Technology 600 Technology 610 Medicine & health 620 Engineering 630 Agriculture 640 Home & family management 650 Management & public relations 660 Chemical engineering 670 Manufacturing 680 Manufacture for specific uses 690 Building & construction
200 - Religion 200 Religion 210 Philosophy & theory of religion 220 The Bible 230 Christianity & Christian theology 240 Christian practice & observance 250 Christian pastoral practice & religious orders 260 Christian organization, social work & worship 270 History of Christianity 280 Christian denominations 290 Other religions	700 - Arts and Recreation 700 Arts 710 Landscaping & area planning 720 Architecture 730 Sculpture, ceramics & metalwork 740 Drawing & decorative arts 750 Painting 760 Graphic arts 770 Photography & computer art 780 Music 790 Sports, games & entertainment
300 - Social Sciences 300 Social sciences, sociology & anthropology 310 Statistics 320 Political science 330 Economics 340 Law 350 Public administration & military science 360 Social problems & social services 370 Education 380 Commerce, communications & transportation 390 Customs, etiquette & folklore	800 - Literature 800 Literature, rhetoric & criticism 810 American literature in English 820 English & Old English literatures 830 German & related literatures 840 French & related literatures 850 Italian, Romanian & related literatures 860 Spanish & Portuguese literatures 870 Latin & Italic literatures 880 Classical & modern Greek literatures 890 Other literatures
400 - Language 400 Language 410 Linguistics 420 English & Old English languages 430 German & related languages 440 French & related languages 450 Italian, Romanian & related languages 460 Spanish & Portuguese languages 470 Latin & Italic languages 480 Classical & modern Greek languages 490 Other languages	900 - History and Geography 900 History 910 Geography & travel 920 Biography & genealogy 930 History of ancient world (to ca. 499) 940 History of Europe 950 History of Asia 960 History of Africa 970 History of North America 980 History of South America 990 History of other areas



XWI7XWA LIBRARY
 FIRST NATIONS HOUSE OF LEARNING
 1985 West Mall
 University of British Columbia
 Vancouver, B.C. V6T 1Z1
 604-822-8738
 www.library.ubc.ca/xwi7xwa

Brian Deer Classification Scheme

- A REFERENCE MATERIALS
- AB ENCYCLOPEDIAS
- AD BIBLIOGRAPHIES
- AF ATLASES, MAPS, GAZETTEERS
- AH FUNDING GUIDES & SOURCES
- AJ STATISTICS
- AM LEGAL CASES
- AP STATUTES
- AS DICTIONARIES - English Only

- B HISTORY - BC
- BA HISTORY & CULTURE - BC FIRST NATIONS
- BB NATURAL HISTORY, GEOGRAPHY - BC

- BC HAIDA
- BD TSIMSHIAN
- BDA TSIMSHIAN - COASTAL
- BDC GITKSAN
- BDE NISGA'A
- BE KWAKWAKA'WAKW
- BF NUU-CHAH-NULTH
- BG NUXALK
- BH HEILTSUK
- BJ COAST SALISH
- BJA HAISLA
- BJB COMOX
- BJC SQUAMISH
- BJF SECHELT
- BJJ STRAITS
- BJS STO:LO
- BK INTERIOR SALISH
- BKD STL'ATL'IMX (Lillooett)
- BKE SECWEPENC (Shushwap)
- BKN NLAKA'PAMUX (Thompson)
- BKO OKANAGAN
- BM KTUNAXA (Kootenay, Kinbasket)
- BN ATHAPASCAN
- BNA CARRIER (includes WETSUWETEN)
- BNC SEKANI
- BND DUNNE ZA (BEAVER)

Timeline

- March-April 2023 – Investigation of Brian Deer Classification, meet with SD40 Indigenous Education Vice-Principal, and representative from the Qayqay First Nation, visit the Xwi7xwa Library at UBC on our April Pro-D day.
- May-June, 2023 – order supplies, firm up subject headings to be used and create manual for implementation of the BDC
- September 2023-June 2024 – re-catalogue our non-fiction collections with an anticipated finish date of June 30, 2024. We would also write an article for both Teacher Magazine and the Canadian School Library Journal
- October 2023 – present a workshop on our rationale at the BCTLA conference. We would then present our finished product at the October 2024 BCTLA conference
- 2024 – hopefully present a paper at Canadian School Libraries Treasure Mountain symposium

Fuel Up - Update

Rick Bloudell – Manager of Community Projects and
Partnerships
June 20, 2023



New
Westminster
Schools

Items

1. OVERVIEW
2. COMMUNITY FEEDBACK: AREAS FOR IMPROVEMENT
3. DATA - PAID AND SUBSIDIZED LUNCHESES
4. REQUEST FOR PROPOSAL
5. NEXT STEPS
6. QUESTIONS AND DISCUSSION

From February 2023...

☐ EFFICIENT COMMUNICATION WITH SCHOOLS AND CAREGIVERS

☐ MENU ENHANCEMENTS

☐ LESS WASTE

Hot Entrée sm \$5.75, lg \$6.75
 Cold Entrée sm \$5.75, lg \$6.75 Served with Fruit or Vegetable of the Day
 Fruit \$2.00
 Baking \$2.00
 Regular Milk \$1.00
 Chocolate or Soy Milk \$1.50



Date	Hot Entrée	Cold Entrée	Fruit Option	Baking Option
May 1 - Mon	Butter Chicken on Rice (V)	Chicken salad sandwich (GF)	Melon Cup	Choc Pretzel Brownie
May 2 - Tue	Perogies with Bacon Bits (V)	Egg Salad Sandwich (GF)	Blackberry Yogurt Parfait	Lemon Bar
May 3 - Wed	Cheesy Beef Baked Macaroni (V)	Ham and Cheese Croissant (GF)	Grape Cup	3-Cereal Choc Chip Cookie
May 4 - Thu	Roast Pork with Carrots (V)	Chicken Quesadilla (GF)	Apple yogurt Parfait	Fun Rice Krispy Treat!
May 5 - Fri	Beef Lasagna (V)	Tandoori Chicken Wrap (GF)	Pineapple Cup	Double Choc Cookie
Weekend				
May 8 - Mon	Beef Fajita Wrap with Fruit or Veggie (V)	Cucumber Cream Cheese Bagel (GF)	Blueberry Parfait	Smores bar
May 9 - Tue	Fun Lunch! BBQ Chicken Burger with BBQ Chips (V)	Greek Chicken Wrap (GF)	Fruit Cup	Choc Chip Brownie
May 10 - Wed	Chicken Chow Mein (V)	Fried Egg Sandwich (GF)	Mango Yogurt Parfait	Brownie Cookie
May 11 - Thu	TRY IT: Lazy Beef Cabbage Rolls with Diced Carrots (V)	Chicken Caesar Wrap (GF)	Fresh Berry Cup	Coco Puff Rice Krispy
May 12 - Fri	Meatballs on Mash Potato with Gravy (V)	Turkey Sandwich (GF)	Raspberry Yogurt Parfait	Red Velvet Cookie
Weekend				
May 15 - Mon	Mac n Cheese (V)	Chicken Taco Wrap (GF)	Grape Cup	Choc Oats Crunch bar
May 16 - Tue	Pulled BBQ pork with Savory Fries (V)	Egg Salad Sandwich (GF)	Mix Berry Yogurt Parfait	Blueberry Bar
May 17 - Wed	Chicken Fried Rice (V)	Chicken Quesadilla (GF)	Watermelon Cup	Birthday Cake Cookie
May 18 - Thu	Beef Burrito with Fruit or Veggie (V)	Ham and Cheese Sandwich (GF)	Blackberry Yogurt Parfait	Lucky Charms Rice Krispy
May 19 - Fri	Creamy Chicken Penne (V)	Tandoori Chicken Wrap (GF)	Melon Cup	M&M Cookie

While every effort will be made to provide allergen free meals, common food allergens are all utilized in our caterer's kitchen. Cross contamination is always a possibility. If your child has severe allergies, we recommend packing a meal. If you have any questions, please email fuelup@simplyfoods.com for more information.

Growth of Program

	2020-2021	2021-2022	2022-2023 *projections
Number of lunches ordered (paid)	23,709	40,748	39,864
Number of lunches ordered (subsidy)	17,422	30,459	46,590
Total number of lunches ordered	41,151	71,207	86,454

Currently, ~550 students are subsidized

Request For Proposals – The Lunch Lady

“WE UNDERSTAND THAT EVERYONE LOOKS AT FOOD IN A DIFFERENT WAY.

WE BELIEVE THAT FOOD DOESN'T HAVE TO BE COMPLICATED. IN OUR VIEW, THERE ARE NO GOOD OR BAD FOODS, JUST SOME YOU SHOULD EAT MORE OF WHILE EATING LESS OF OTHERS.

THE LUNCH LADY PROVIDES WHOLESOME EVERYDAY FAMILY FAVOURITES PREPARED IN HEALTHIER WAYS.”



The Lunch Lady Highlights

- THE LUNCH LADY HAS BEEN PROVIDING SNACK/SHELF STAPLE ITEMS FOR OUR SCHOOLS SINCE NOVEMBER 2022.
- THEY OFFER A BROAD AND DIVERSE LUNCH MENU THAT INCLUDES VEGETARIAN, EGG-FREE, DAIRY-FREE, GLUTEN-FREE, AND HALAL-FRIENDLY DAILY OPTIONS.
- THE ONLINE ORDERING PLATFORM IS DESIGNED TO BE USER-FRIENDLY, AND FULL NUTRITIONAL INFORMATION AND ALLERGENS FOR EACH MEAL AVAILABLE TO PARENTS AND CAREGIVERS.
- THEIR SOFTWARE ALSO ALLOWS FOR DETAILED MEAL AND SUBSIDY TRACKING AND IN-DEPTH REPORTS.

Where to next?

- ❑ CONTINUE TO WORK WITH SIMPLY FOODS FOR THE REMAINDER OF THE SCHOOL YEAR TO ENSURE STUDENTS ARE SUPPORTED
- ❑ CONFIRM CONTRACT WITH LUNCH LADY AND BEGIN ONBOARDING THEM FOR A SEPTEMBER START
 - ❑ System updates
 - ❑ Promotions and communication plan
 - ❑ Ensure seamless transition for families
- ❑ FEEDING FUTURES SUBSIDY SUPPORT
- ❑ COMMUNITY FEEDBACK OPPORTUNITIES

Questions and Discussion



3. **COMMENT AND QUESTION PERIOD**

No comments or questions

4. **STUDENT VOICE**

Shantei and Julia provided a summary of the work done by Student Voice this year. This included the fall survey, student symposium and Mental Health and Wellness initiatives.

Chair Andres and Trustee Connelly provided encouraging comments and thanked both Shantei and Julia.

5. **CHAIR COMMENTS**

Chair Andres took a few moments to address the Board Members, Senior Management, and all participants, to contextualize the importance and purpose of the committee.

Chair Andres reflected on the presentations and reports that were presented at each of the Education Policy & Planning Committee meetings.

6. **REPORTS FROM SENIOR MANAGEMENT**

a. Programs of Choice (Nancy Brennan)

- The New Westminster School District's review of the K-12 Programs of Choice (French Immersion, Montessori, Home Learners Program) is nearing completion. The review began in January of this year and a final report will be presented at the Board of Education meeting in October of 2023.

A summary of the primary objectives, and work to date was given, along with a breakdown of the surveys, focus groups, and emerging themes.

Work will begin this summer on collating all the information and including it in the draft report document. The final report will be shared with Senior Staff in late August/early September and then presented to the Board at an Education Committee meeting in October 2023.

Questions and comments ensued.

b. Childcare update (Ileana Neilson)

- Ileana provided information on Administrative Procedure 225 – Child Care Services In District Facilities, Environmental Scan, Funding and Subsidies, and Child Care 2022-23.

An amendment to Administrative Procedure 225 was made and read to the committee.

Detailed information on the Environmental Scan was provided, including funding and subsidies.

Trustee Connelly requested a presentation on the funding and grants to be made in the future.

Trustee Beattie requested detailed information to be provided on the Environmental Scan (*attached*).

c. Climate action update report (Maureen McRae-Stanger, Dominic Pistor)

- The Climate action update report included information on the following.
 - Climate Action Education Initiatives
 - Climate Action Leads
 - Climate Action Grants
 - Howay Climate Action Initiatives
 - Connaught Climate Action Initiatives
 - QMS Climate Action Initiatives
 - Professional Development
 - Climate Education in Schools
 - Climate Action Challenge
 - Staff Portal Climate Education Resources
 - Climate Action Conference

7. GENERAL ANNOUNCEMENTS

No announcements

8. NEW BUSINESS

- a. Inclusive Education (M. Andres)

Moved and Seconded

THAT the Education Policy & Planning Committee recommend to the Board of Education of School District No.40 (New Westminster) to direct staff to present an action plan on the continuation of the Inclusive Education Plan, including a parent survey to assess District progress towards key themes and objectives at the January 2024 meeting of the Education Policy and Planning Committee.

CARRIED UNANIMOUSLY

b. Advocacy Assessment Wait Times (D. Connelly)

Moved and Seconded

THAT the New Westminster School Board (SD40), advocate to the Ministry of Health, Ministry of Child and Family Development, and Ministry of Education and Childcare to reduce wait times for students who have been identified as requiring educational assessments.

CARRIED UNANIMOUSLY

9. ADJOURNMENT

The meeting adjourned at 6:05 pm.

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

**Tuesday, May 2, 2023, 6:30 PM
Via Zoom Link**

<p>PRESENT Gurveen Dhaliwal, Chair Maya Russell, Committee Chair Dee Beattie, Trustee Danielle Connelly, Trustee Elliott Slinn, Trustee Cheryl Sluis, Trustee Marc Andres, Trustee</p>	<p>Karim Hachlaf, Superintendent Bettina Ketcham, Secretary-Treasurer Maryam Naser, Associate Superintendent Robert Weston, Executive Director Human Resources Amy Grey, Assistant Secretary-Treasurer Dave Crowe, Director of Capital Projects Matt Brito, Director of Maintenance & Operations Laura Goodman, Recording Secretary</p>
	<p>Members of the Public Laura Kwong, DPAC Chair Dave Bollen, CUPE President Kristie Oxley, NWTU President</p>

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 May 2, 2023, Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. Comment and Questions from Visitors

Laura Kwong stated that re: childcare that which ever option moves forward, that the position should be filled by staff members who are specifically allocated to child care, and will not be pulled from other areas.

3. Reports from Senior Management

- a. Capital Projects Update (Verbal) (D. Crowe)
 - i. NWSS Decommissioning Project

Director Capital Projects Crowe stated that they are making good progress with the NWSS decommissioning. The actual deconstruction of Pearson Wing has started which will result in an increase in truck traffic due to the removal of the deconstructed material. Notices have not been sent out to the surrounding neighborhood to date as they are currently waiting for timeline confirmation of when this work will pick up. They continue to accommodate the on-site parking issues for the Massey Theatre. Hundreds of windows and doors are in the process of being removed prior to full deconstruction. Crowe stated that they are confident that they will not find hazardous materials moving forward, and everything is going well with no safety concerns on site.

b. Operations Update

i. Annual Facilities Expenditure Plan for 2023-2024 (M. Brito)

Matt Brito, Director of Maintenance & Operations provided an overview. Funding is up \$267K from \$1.189 million last year to \$1,456,658. The AFG funding is based on enrollment and average age of facilities. Projects are identified and prioritized based on their Strategic Plan, health & safety accessibility, prolonging the life of the building systems, carbon neutrality, and recommendations from the fire department. *Key Projects:* Glenbrook Middle School Phase 2 - finishing the heat pump; QMS - installing a variable fan drive and adding insulation; Lord Tweedsmuir - upgrading the electrical and adding roof insulation in the cladding. A one week planned outage is scheduled for the Christmas and/or Spring Break to complete these projects which will involve the replacement of old and deteriorated building systems. Allocated funds are also used for portable site prep, and there is an extensive cost to set up these portables. The funding is available from June to the end of March, however, planning is year round.

ii. Financial Forecast & Projections to year end as of April 30, 2023 (A. Grey)

The amended budget that was approved by the Board in February expected an operating deficit of approximately \$564K. The preliminary projections for June 30th as of today's date are showing an expected operating deficit of \$312K, a reduction in the budgeted deficit by approximately \$253K. Main factors contributing to this include: an increase of about \$257K in operating grant funding from the Ministry as a result of the February 15th enrolment count submissions, and the Ministry's correction fees related to on-line and unique student needs enrolments. Facility rentals and interest revenue are trending a bit higher than budgeted. Overall, salaries are tracking on budget, and they have seen a bit of a tapering on the cost relating to substitutes since last months projections.

Approximately \$80K in utility accounts savings from the amended budget. There is cost for one more budgeted portable that is included in the projections and will be purchased this year prior to June 30th to support enrolment growth. Approximately \$70K of costs relating to the LIF fund will be transferred to operating expenses as this exceeds the Ministry's funding in this special purpose fund. Overall, the results are looking good, and there are no items of concern to bring forward. The June 30th projections and results impact their accumulated

surplus balance carrying forward into the next year. They will continue to provide an update at the next OPPC meeting on June 6, 2023.

c. Childcare (I. Neilson) – Manager, Early Learning & Childcare

EL&C Manager Neilson, provided a comprehensive report on Child Care, and how the District can increase quality childcare at more sites across the District.

Highlights:

- District Initiatives: SD40 is involved in more Early Learning Initiatives than any other district.
- The proposals main focus is to provide after school care. Rationale: attendance data from September 2022, shows a greater need for after school care where the majority of children are picked up close to 6 pm.
- Suggested staffing model is for 2 ECEs to work in collaboration with one EA as this partnership incorporates their respective qualifications, pedagogies and expertise.
- Current waitlist data and analysis gathered with our community partner WCAS which supports the need for more childcare in SD40. Neilson provided 3 childcare scenarios which outlined the costs, school age care & location, school timeline, number of children per group, and associated standards for each scenario. Scenario 2 and 2A offer quality programming that the District will stand behind; 2A can be implemented in their schools, is easily scaleable, and sustainable.
- *Childcare recommendations*: to further explore scenario 2A with a plan to execute by January 8, 2024. Rationale: 2A benefits the District as it will extend staff hours within an 8-hour cap, create attractive positions for ECE's with wages, benefits and shorter hours of work, professional development, and staffing back-up for absences.
- Secretary-Treasurer reiterated that their staff recommendation is grounded first, and foremost in the creation of quality sustainable childcare, and takes into account the learnings that they have identified with their conversations with other districts, and ways in which they were able to meet the needs of families based on data that they collected through their own seamless day pilots.
- Childcare recommendation 2A is incorporated into the Superintendent's recommendation. The next steps of the Superintendent's recommendation is the first and 2nd reading. This is not a final decision, and still remains an opportunity for trustees to reflect on what was presented here tonight.

Questions and significant discussion ensued.

d. 2023-24 Superintendent Recommendations (K. Hachlaf)

Superintendent Hachlaf and members of the Senior Management provided a detailed overview of the Recommendations for the 2023-2024 budget:

- Base Budget Re-Cap
 - April 24, 2023 - Ministry announced C.O.L.A. adjustment for teachers and support staff.
 - Still awaiting announcement
- Management team thoroughly presented Superintendent recommendations which included:
 - Priorities – Requested & Ongoing \$704,227
 - Structural Surplus Efficiencies is \$365,634

- Stakeholder Consultation:
 - Consultations with our stakeholders have been robust over the last number of weeks with the following consultation asks: priority staffing, additional & continued safety measures at NWSS, supervision and support, mental health & wellness, Indigenous education, technology and childcare.
 - Ensured the Superintendent’s recommendations aligned with the Board’s Strategic Plan.

Trustees shared their thanks and appreciation for the budget work completed by the Senior Management Team.

Questions and discussion ensued.

Moved and Seconded

THAT the Operations Policy & Planning Committee recommend to the Board of Education of School District No. (New Westminster) complete first and second reading of the 2023-24 budget bylaw based on the Superintendent’s recommendations.

CARRIED UNANIMOUSLY

4. **General Announcements**

Nil.

5. **New Business**

Nil.

6. **Old Business**

Nil.

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

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

Please refer to the meeting video at [9:30 pm] for full comments.

8. **Adjournment**

The meeting adjourned at 9:50 pm.

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

**Tuesday, June 6, 2023, 6:30 PM
Via Zoom Link**

PRESENT	<p>Maya Russell, Committee Chair Dee Beattie, Trustee Danielle Connelly, Trustee Elliott Slinn, Trustee Cheryl Sluis, Trustee Marc Andres, Trustee</p>	<p>Karim Hachlaf, Superintendent Bettina Ketcham, Secretary-Treasurer Maryam Naser, Associate Superintendent Robert Weston, Executive Director Human Resources Amy Grey, Assistant Secretary-Treasurer Dave Crowe, Director of Capital Projects Matt Brito, Director of Maintenance & Operations Laura Goodman, Recording Secretary</p>
REGRETS	<p>Gurveen Dhaliwal, Trustee</p>	<p>Members of the Public Laura Kwong, DPAC Chair Kristie Oxley, NWTU President</p>

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 June 6, 2023, Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

2. COMMENT & QUESTION FROM VISITORS

Nil.

3. REPORTS FROM SENIOR MANAGEMENT

a. Capital Projects Update (Verbal) (D. Crowe)

i. NWSS Decommissioning Project

Director Capital Projects Crowe shared that the NWSS decommissioning project is on schedule. The hazardous materials abatement in the Pearson Wing is complete; demolition will commence tomorrow with a completion date of mid to late summer 2023. The hazardous abatement in the Massey wing will be completed by the end

of the week. In May 2023, the District sent out a notification to the community within a two-block radius of NWSS notifying them that there would be increased traffic in the area. Crowe noted that they had received little feedback from this notification. Recycling and the reuse of materials continues where feasible, and there have been no safety incidents on site.

b. Operations Update

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

Matt Brito, Director of Facilities and Operations highlighted key points: The City has approved the building permits for the Tweedsmuir and Howay daycare portables. The installation of the underground utilities is underway at Tweedsmuir and is expected to be completed by next week. The portable supplier has informed the District that the portables will be built and ready for installation in late August with the playgrounds and fencing installed in September; they anticipate that all connections to the portables to be completed by October. The District will then work with the City to acquire portable occupancy, followed with the daycare provider acquiring occupancy with Fraser Health. A heat pump was installed at Glenbrook during spring break; a transformer will now be installed to step up the power in the heat pump, which will allow the heat pump to be operational by September. Future projects include mechanical work at Glenbrook and Spencer schools, and a roofing project at QMS.

Chair Russell requested a status update on the AP re: extreme weather which was to be revised and brought back to the Board for further discussion and approval. Superintendent Hachlaf stated that Secretary-Treasurer Ketcham is currently leading this work with her team with the goal to bring forward an updated AP that includes explicit language around extreme weather to the Board on Tuesday, June 20, 2023.

Questions and discussion ensued.

ii. Financial Projection to June 30th (Verbal) (A. Grey)

Assistant-Secretary Treasurer Grey provided an update, and noted that both she and Secretary-Treasurer Ketcham had completed their third round of school visits this school year, at which time they met with principals to discuss their budgets and spending to date. The team also visited a sample of school sites to review their internal banks accounts, and test some of the processes to ensure they align with the documented procedures; no significant findings were noted. External Auditors KMPG entered their March 31st GRE reporting on behalf of OAG with no significant items being reported.

Questions and discussion ensued.

Financial Projections: Grey presented an update as of the May 31st close, and stated that the amended budget, which was approved by the Board in February 2023, presented an operating deficit of \$564K. Current projections to June 30th

are consistent with last month's report. They are expecting an operating deficit of approximately \$200K to June 30th, a reduction from the budgeted deficit of approximately \$365K. Similar to last month's report a reduction is a result of an increase in the operating grant funding from the Ministry, as a result of the February 15th enrolment count submissions, and more recently with the May 15th enrolment count submissions. Facility rentals and interest revenue are trending a bit higher than budgeted. Salaries overall are on budget and tracking well to June 30th. They expect some savings on utilities to offset the increased revenues and costs savings. The District has cost for an additional portable to support enrolment growth and approximately \$70K of costs related to the learning improvement fund which will be transferred to the operating expenses as this exceeds the ministry funding that they receive for the special purpose account.

Financial Update: Student and Family Affordability Fund. This year the District received \$697K, approximately \$500K of which has been spent to date; they expect about \$50K to be spent in the remaining weeks to families to offset costs at year end. \$150K will be carried forward to the next school year to offset costs for families.

iii. TIS Update (Verbal) (M. Naser)

Associate Superintendent Naser provided highlights:

- IT team continues to trouble shoot issues, commission technology and hardware, and monitor the camera / videos, and vape detectors at our schools to ensure our District is in compliance with our administrative procedures.
- The Wi-Fi improvements continue with the prioritization of educational tools over social media, and improvements to Chromecast. 525 student devices, and over 200 staff devices were provisioned at NWSS.
- The TIS Team has automatized the student account provisioning at the beginning of the year, and will complete this process over the summer to make it easier for student accounts to be provisioned annually.
- 2023-24 school year: the technology roadmap will be revised and finalized in the fall, and will align with the school developed technology plans; the TIS Team will support the local technology (e.g., hardware/software), and professional development in order to make a closer connection to education.

C. Audit Planning Report (A. Grey)

- Assistant Secretary-Treasurer highlighted some of the key findings and noted that there were no significant changes and/or risks identified in the report from last year. Materiality remains unchanged from the prior year at \$2.1 million dollars which then drives the audit posting difference; whereby any audit differences that are identified at more than \$100K are brought to the Board's attention by the auditors. Grey spoke to the 'asset retirement obligations' which is a new standard for this year and stated that the District had already provided a report to the Ministry in this regard. The audit work will commence at the end of July 2023, with the audit findings report and opinion being presented to the Board in September.

- d. 2023-2024 Preliminary Budget (B. Ketcham)
- i. Secretary-Treasurer Ketcham provided the following highlights of the 2023-24 Annual Budget.
- *District Office Restructuring*: Ketcham shared that the VP of Early Learning tendered her resignation. The District tends to restructure this particular position, and the District will now look for an internal candidate to take a .4 FTE for early literacy to fill the gap left in the vacancy. This change will provide savings of \$116K; the total efficiencies identified as a result of this change is \$241K.
 - *Priority EA and TTOCs* (5 of each) - the increase in funding has increased the support from 3 to 5 EA and TTOCs.
 - *Additional Supervision at NWSS*: the initial proposal was for four, 4-hour noon hour supervisors which had an incremental increase of \$23K. Based on feedback and reconsiderations, they will now keep 2 of the 4 noon hour supervisors at the four-hour position. They are going to take 2 youth child care workers at 6-hour positions each. These new postings will come at an additional cost of roughly \$70K; the investment of additional supervision at NWSS will now jump to \$92K.
 - *EA Lunch Relief and Supervision* (4 hour) - 6 sites: an additional site has been added which will bring the total investment to \$177K. Ketcham noted that the location of these positions will be guided by the number of EAs at each site.
 - *Director of Secondary Programs Restructuring* (savings): this item represents a savings from our previous strategy of a second secondary principal or the dual P-model at NWSS. Superintendent Hachlaf did announce recently the leadership addition of Pam Craven to the NWSS team, as the new director of instruction for secondary programs. The District will be posting a new part-time VP position for alternate education which will include a teaching component to fill the void as a result of Pam's new role. Ketcham noted that there will be a savings relative to the original direction, but a net increase overall due to the additional leadership within the District.
 - *Capital Plan Savings*: originally proposed \$100K in the savings plan; they have now increased this to \$150K to show their commitment to building capacity at New West Schools, and to fulfill the need to create capacity for their growing District.
 - Secretary-Treasurer Ketcham noted that the increased structural surplus, as a result of the extra funding from the navigator positions, and the exempt PVP funding, the additional efficiencies now indentify at \$241K; the request and priorities that are highlighted above with the noted changes total \$869K.

Questions and discussion ensued.

Moved and Seconded

THAT the Operations Policy & Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) complete the third and final reading of the 2023-24 budget bylaw based on the Superintendent's recommendations.

CARRIED UNANIMOUSLY

ii. 2023-24 Budget Companion Guide

Secretary-Treasurer Ketcham stated that the 2023-2024 Budget Companion Guide which was included in tonight's package highlights the budget process, the changes that were made within the budget, and the priorities they have supported this year.

e. LRFP Update (Verbal) (B. Ketcham)

Secretary-Treasurer stated that the Trustees would receive a draft copy of the LRFP document to review and to provide feedback. The team will take the summer months to plan for consultation with stakeholders and parents (planned for September 2023) in order to gain feedback before the final LRFP document is brought back to the Board for approval in October 2023.

f. IAP2 Spectrum of Public Participation (K. Hachlaf)

Superintendent Hachlaf provided an overview of the IAP2 Spectrum of Public Participation framework. This framework was created by The International Association of Public Participation (IAP2) to serve as a helpful guide to understanding the different ways we may engage with members of our communities. This document was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. Hachlaf noted that the IAP2 aligns with the District's core values, and that the goal is to review the framework of the IAP2 document with the District Leadership Team to ensure that we are also adopting and using similar language across all of our New West schools with the work we are doing. The Board can expect an all-future staff report in direct alignment with the IAP2 Spectrum, and a commitment to clearly identifying our public participation, goals and the way in which we will achieve that particular level of participation.

g. Feeding Futures Funding (B. Ketcham)

Secretary-Treasurer provided an overview of the 'Feeding Futures Funding' that the Ministry recently announced. Provincially, and over the next 3 years, \$214 million dollars has been allocated to support the new foods program that initially started in April 2023. Ketcham stated that these funds build on the student family affordability fund that was received earlier this year with a greater focus on food insecurity and food programs. New Westminster Schools allocation of this particular funding program is \$826K for next year. Ketcham noted that they are very excited for the opportunity to be able to leverage the existing fuel up program that they currently have, and to continue to support our students and our families in food insecurity. RCAP, SIGMA and POWER programmes will also receive \$8,500 to support their meals program and programming needs.

h. Draft 2023-2024 Board Annual Work Plan (B. Ketcham)

Secretary-Treasurer Ketcham spoke to the Draft Board Annual Work Plan which will guide the reports that are brought forward to the Board of Education beginning September 2023. Ketcham noted that as per the Board's request, both the EPPC and OPPC meetings will now occur in January to fill the gap of communication between the last Board meeting of the year that is typically held at the beginning of December, and the Board meeting that is typically held at the end of January. Ketcham highlighted the alignment of the Education and Operations Policy & Planning Committee meetings to the various timely reports due within the 2022-23 Board Annual Workplan.

Trustee Russell noted that the Student Learning and Student Welfare Accountability Report has been moved from the Education Policy & Planning Committee to the Open Board meeting. The Board felt that this report is amongst the most important that they receive in the year, and therefore, warrants more public scrutiny.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) approval of the Board Annual Workplan for the 2023-24 school year.

CARRIED UNANIMOUSLY

4. **General Announcements**

Trustee Beattie requested that the Board of Education send flowers and their condolences to former SD 40 Trustee James Janzen and his family in the passing of James wife MaryAnne Janzen (library technician at NW Library).

6. **New Business**

Nil.

7. **Old Business**

Nil.

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

Questions directed to the Chair on matters that arose during the meeting
Please refer to the meeting video at [1:22:20 hour mark] for full comments.

9. **Adjournment**

The meeting adjourned at 8:04 pm.

Policy Manual
POLICY 2 – Appendix A

BOARD ANNUAL WORKPLAN

September

Education

- No meeting

Operations

- No meeting

Regular Board Meeting Agenda Items

- Five-year capital plan – Minor capital projects
- Receive audit report and management letter and approve financial statements
- Approve appointment or reappointment of auditor (if required – rotational every 3 years)

Events

- Orange Shirt Week – Monday, September 25, 2023 - Friday, September 29, 2023
- National Day of Truth and Reconciliation – Saturday, September 30, 2023

October

Education

- Indigenous Education Report

Operations

- Standing operations reports (Capital, Facilities, Finance, TIS, HR)
- Review enrolment and staffing report

Regular Board Meeting Agenda Items

- Review Strategic Directions
- Approval of 2023 Long Range Facilities Plan

Events

- National Custodian Appreciation Day – Monday, October 2, 2023
- Recognize World Teachers' Day – Thursday, October 5, 2023
- World Mental Health Day – Tuesday, October 10, 2023
- Represent Board at BCSTA Provincial Council Meeting – Friday, October 20 – Saturday October 21, 2023
- Indigenous focused professional development
- Canada School Library Day – Monday, October 24, 2023

November

Education

- District Literacy Update
- Review and approve Board authorized courses

Operations

- Standing operations reports (Capital, Facilities, Finance, HR)
- Estimated operating grant recalculations based on September 1701

Regular Board Meeting Agenda

- Elect Chair/Vice-Chair
- Receive Statement of Financial Information (SOFI) Report

Events

- Represent Board at BCPSEA Symposium – Thursday, November 2 – Friday, November 3, 2023
- Remembrance Day Ceremonies – Saturday, November 11, 2023
- BCSTA Trustee Academy - Thursday, November 23 - Sunday, November 26, 2023

December

Education

- No meeting

Operations

- No meeting

Regular Board Meeting Agenda Items

- Receive School Learning Plans to be presented to the Board annually by the Superintendent
- Bank signing authority
- Review Trustee appointments to committees and community liaison groups
- Approve Trustee school liaison assignments

Events

- National Day of Remembrance and Action on Violence Against Women – Wednesday, December 6, 2023.

January

Education

- Inclusive Ed Action Plan
- Review Career Programs Report

Operations

- Standing operations reports (Capital, Facilities, Finance, HR)
- Childcare update

Regular Board Meeting Agenda Items

- Approve Budget Development Process and Timelines
- Annual Trustee Remuneration Review – Regular Open Board
- Provide direction through our Board representative to BCSTA Provincial Council Meeting regarding provincial policy matters
- Review policy positions for submission to BCSTA Annual General Meeting

Events

- Discover New Westminster Schools 2024 – Tuesday, January 9, 2024
- Black Shirt Day – Monday, January 15, 2024
- Represent Board at BCPSEA AGM – Friday, January 26, 2024

February

Education

- Review Recommended 2-year District Calendar
- Community Schools and NLC Programs

Operations

- Standing operations reports (Capital, Facilities, Finance, HR)
- Report on Committees – SD40 Staff Representative
- School Nourishment Update

Regular Board Meeting Agenda Items

- Approve Amended Budget for Current Fiscal Year
- Review Student Learning/Welfare Accountability Report

Events

- Black History Month – February 2024
- Represent Board at BCSTA Provincial Council Meeting – Saturday, February 24, 2024
- Pink Shirt Day – Wednesday, February 28, 2024

March

Education

- No meeting

Operations

- No meeting

Regular Board Meeting Agenda Items

- Approve District Calendar

Events

- International Women's Day – Friday, March 8, 2024

April

Education

- Review Sexual Orientation and Gender Identity (SOGI) report
- Review Health and Wellbeing report
- Review school fees

Operations

- Standing operations reports (Capital, Facilities, Finance, HR)
- 2023-24 Base budget presentation
- Approve Calendar for Board and Committee meetings
- Approval of Capital Plan Response Bylaw

Regular Board Meeting Agenda Items

- Stakeholder Budget Presentations
- Presentation of budget survey results

Events

- Budget in-service – April TBD, 2024
- World Autism Day – Tuesday, April 2, 2024
- District Volunteer Recognition – Sunday, April 14 – Saturday, April 20, 2024
- Attend and participate in BCSTA Provincial Council & AGM – Thursday, April 18 - Sunday, April 21, 2024
- Earth Day – Monday, April 22, 2024
- Administrative Professionals' Day – Wednesday, April 24, 2024
- National Day of Mourning – Sunday, April 28, 2024
- Red Dress Day and the National Day of Awareness for Missing and Murdered Indigenous Women and Girls – Sunday, May 5, 2024

May

Education

- Review Sanctuary Schools Report
- Review International Program Report
- Online Learning & Continuing Education Report
- Inclusive Education Review Update

Operations

- Superintendent Recommendations (24-25 school year budget)
- Receive Annual Facilities Grant Spending Plan

Regular Board Meeting Agenda Items

- Superintendent/CEO evaluation and Board evaluation
- Approve budget for upcoming fiscal year
- Approve School Site Acquisition Charge Bylaw
- Approve Eligible School Site Proposal

Events

- Asian Heritage Month, Child Care Month in BC – May 2024
- Principals and Vice-Principals Appreciation Day – Wednesday, May 1, 2024
- International Day Against Homophobia, Transphobia and Biphobia – Friday, May 17, 2024

June

Education

- School Nutrition update
- Climate action update report

Operations

- Standing operations reports (Capital, Facilities, Finance, TIS, HR)
- Receive Audit Planning Report

Regular Board Meeting Agenda Items

- Approve Annual Board Work Plan for following year
- Good Things are Happening year in review
- Approve 5-year Capital Plan (major capital projects)
- Approve Eligible School Site Proposals

Events

- Host employee Retirement Dinner Ceremony
- National Indigenous People's Day - Friday, June 21, 2024
- Canadian Multiculturalism Day – Thursday, June 27, 2024
- National Indigenous History Month, Pride Month – June 2024

July/August

- Meetings to be scheduled as needed

As Required

- Attend Trustee development/orientation sessions
- Attend Board Liaison meetings as outlined in the Trustee calendar
- Attend school functions (as invited)
- Represent Board at BCSTA Metro Branch Meeting
- Advance Board positions through BCPSEA
- Meetings with elected officials



- Hear appeals as needed
- Review the District Strategic Plan
- Make disbursements from Capital Reserve Fund
- Approve tender selection for contracts
- Declare facilities surpluses to general school needs
- Approve disposition and acquisition of real property (lands and buildings)
- Ratify Memoranda of Agreement with bargaining units
- Ratify Collective Agreements

Monthly/Quarterly

- Operations Update (capital projects, legal, contracted management services, financial variances, budget updates and significant tendering awards) (Monthly Operations Committee)
- Human Resources Update (Staffing) (Monthly Board In-Camera)
- Non-Replacement Data (Staffing) (Quarterly Operations Committee)
- Student Withdrawal & New Registration Report (Quarterly In-Camera & Open Board)

Contact Information

Questions or comments about this Policy may be addressed to the Secretary-Treasurer.

Legal Reference: Sections 65, 74, 74.1, 75, 75.1, 76.1, 76.3, 76.4, 77, 79.2, 82, 82.1, 84, 85, 86, 96, 112, 112.1, 113, 145, 147, 158 School Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Revised: May 31, 2023

September 28, 2021

September 29, 2020

September 24, 2019

September 25, 2018

Superintendent Update

Karim Hachlaf

June 20, 2023



New
Westminster
Schools

EGMS Monkey
Rebels



Good things are happening...







Artist: Ms. Elinor
We are grateful to Ms. Elinor Atkins, an Indigenous artist from the Skwó:wech Nation, for her original and beautiful mural. The mural is a celebration of our school and the Skwó:wech Nation's sky and water.





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LINDA KAY

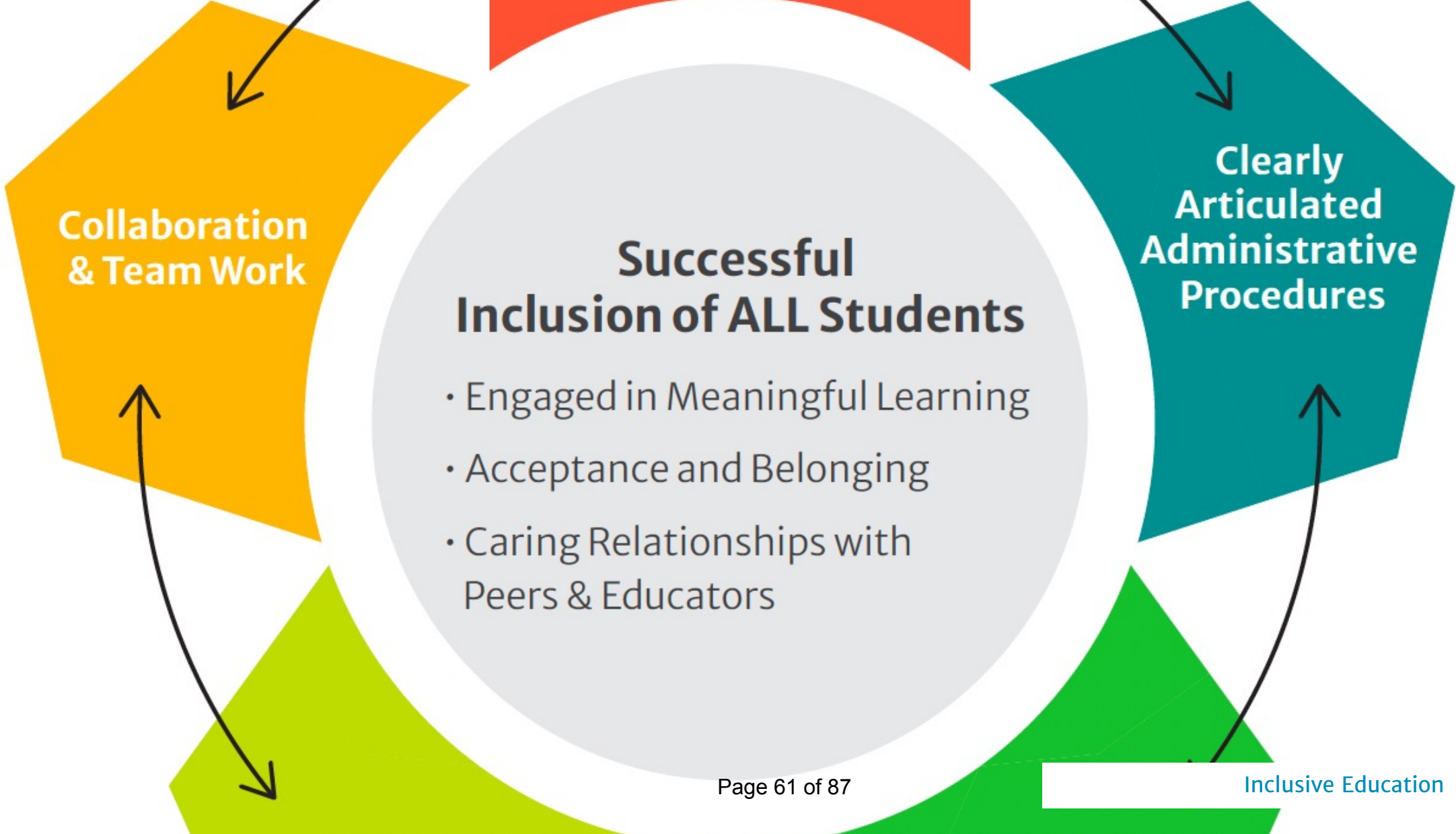
Linda Kay Peter

NO
MORE





Partnerships

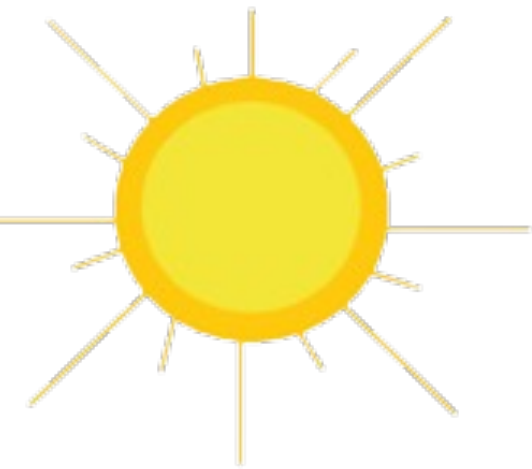




New Westminster Secondary



New
Westminster
Schools



SUMMER PROGRAMS





Supplement to: OPEN BOARD OF EDUCATION MEETING

Date: June 20, 2023

Submitted by: Ileana Neilson, Manager of Early Learning and Childcare

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

Subject: Draft City and School District Guiding Principles Related to Childcare

Background:

In February 2022, the Province announced that child care is being brought under the umbrella of the Ministry of Education. As part of an associated press release by the Minister of Education and the Minister of State for Child Care, it noted that this transition “acknowledges that child care is part of a child’s learning journey, delivering important early learning opportunities and supporting future educational success.” In April 2022, the Ministry of Education and Child Care was formed.

The School District has a long history of facilitating child care and has worked collaboratively with the City to create new child care spaces and to foster early and middle childhood development. The School District and City signed a Child Care Protocol in 2009, and have partnered on a number of projects resulting in 189 non-profit child care spaces. The School District and the City were also active on the Public Partners Child Development Committee and continue to be involved on KIDS New West.

Given the recent changes to the Ministry of Education and the opportunities presented by them, specifically with regard to child care, the School District and City believe that it is an opportune time to revisit the protocol, with a view to developing a new vehicle in support of collaboration. As a first step, the School District and the City have developed the below draft guiding principles, which will inform how both organizations will work together to create new and maintain existing child care spaces within their collective.

City and School District Guiding Principles Related to Childcare

1. Creating Child Care Spaces in Our Community

To prioritize our commitment in the creation of child care by following the lead of senior levels of government on the road to a universal child care system.

Rationale

This guiding principle commits to our intention to work towards a universal child care system that creates adequate, accessible and high-quality child care spaces; supports the care and education of our children; and promotes the wellbeing of our community. It will be an ongoing and long process that will take years to accomplish the creation of sufficient child care spaces.

Pathways

- To jointly advocate to the senior levels of government for a universal child care system, which provides quality programs that are accessible and affordable, and which ensures that child care workers are adequately recognized and compensated.
- To capitalize on senior government funding opportunities to maintain, stabilize and/or develop licensed, non-profit child care on our lands and in our buildings.
- To maintain and stabilize existing licensed, non-profit child care spaces within our collective control, including ensuring the provision of adequate, quality built indoor and outdoor spaces and affordable and sustainable lease arrangements.
- To ensure that the inclusion of licensed, non-profit child care is a consideration as part of all new, expanded or renovated buildings within our collective control.

2. Areas of Responsibility and Division of Focus

To maximize our expertise and resources, the School District will primarily focus on the provision of school age care on school grounds (ages 5 to 12) and the City will primarily focus on the provision of pre-school age child care (ages 0 to 5).

Rationale

Child care is a shared area of responsibility to support families in New Westminister. There are examples of school districts and municipalities that have employed the above cited division of focus – e.g., Burnaby and Vancouver. Further, the School District faces a capacity crisis in spaces available to provide Kindergarten through Grade 12 instruction. This is an example of a change in circumstances from the previous protocol of 2009.



3. Identifying and Addressing Gaps in Child Care

To proactively identify and address gaps in child care and/or barriers that prevent access to child care by using data-driven and community-based approaches to inform our decision-making processes.

Rationale

In order to move the child care agenda forward, we must do our respective parts in our various capacities to reduce barriers and to address gaps in child care. These include but are not limited to:

- Accessible
- Affordable
- Culturally Appropriate
- Equitable Distribution
- Inclusive and Welcoming
- Indigenous Focus

Pathways

- To document child care assets, needs and gaps, and to regularly update this information in order to assist with planning, to better target interventions and to support advocacy efforts.
- To foster accessible, culturally appropriate, equitable, inclusive and welcoming child care spaces on our lands and in our buildings, and to ensure that licensed, non-profit operators meet a high standard.

4. Grounded in Consultation

To ensure that the creation of child care is grounded in consultation by prioritizing the voices, needs and perspectives of diverse interests and ensuring that our work is responsive of their evolving needs. We value diversity, inclusion and equity, and we are committed to creating spaces and opportunities for all voices to be heard.

Rationale

Through a commitment to consultation, we listen, and we build trust and create shared ownership of our work among all diverse interests creating quality spaces and/or programming. Given the above-noted identified gaps, it is important to consult on ways on how to reduce or eliminate barriers in these areas where we see the School District and City playing key active and also facilitative roles in improving the quality of child care.



Pathways

- To ensure that there are opportunities for the community, including child care operators and families, to inform planning, policy development and decision-making.
- To increase public awareness of the significant educational, social and economic benefits associated with licensed, non-profit child care.

5. Continuous Collaboration

To foster a culture of continuous collaboration and information sharing by engaging in ongoing dialogue to address needs and gaps and capitalize on opportunities related to child care.

Rationale

Collaboration is essential to creating effective and sustainable solutions; building strong relationships with diverse interests; and facilitating trust and transparency. We are committed to working together in a way that is open, respectful and inclusive. The guiding principles must be able to stand the test of time and organizational changes, otherwise, they run the risk of becoming quickly obsolete.

Pathways

- To jointly plan and share information for the purpose of meeting the child care needs of our families and maximizing opportunities for licensed, non-profit child care on our lands and in our buildings.

NEXT STEPS

The School District and City will share the draft guiding principles with their respective decision-making bodies for information and feedback. Based on any feedback received, revisions will be made and the revised guiding principles will be brought back for possible endorsement in fall 2023. In support of the guiding principles, an operational plan will also be shared at this time, including the possible establishment of a working group, the development of an updated needs assessment and a new strategy, with the latter possibly being a collaborative effort between the School District and the City.



Supplement to: OPEN BOARD OF EDUCATION MEETING

Date: June 20, 2023

Submitted by: Bettina Ketcham, Secretary-Treasurer

Item: Requiring Action Yes No For Information

Subject: 2024-25 Major Capital Plan Submission

Background:

The District has undertaken a refresh of its Long Range Facilities Plan. The last major update was approved in October 2021. The requests below are largely informed by the 2021 LRFP with some additional insight being taken from the recent work done to update the 2023 version.

Site Acquisition

In March 2023 the District received support for land acquisition for a new middle school in the Fraser River Zone. At present, work is well underway on site identification. We anticipate site acquisition within the 2023-24 school year.

The District continues to identify the need for the following site acquisitions to meet our growth needs:

- 1) After the acquisition of a new site for a middle school on the mainland, the highest priority land acquisition request is to secure additional lands in Queensborough. Specifically, the District will be looking to pursue options that allow for an expansion of Queensborough Middle and the growing secondary school-aged population presently residing in the area. The estimated land costs for land acquisition in Queensborough is \$14.4M.
- 2) The District continues to lease space for the RCAP/POWER Alternate programs. Consultation has taken place with what students and staff require to support the program. A separate stand-alone purpose-built facility was put forward in the recommendation for inclusion as part of the Fraser River Elementary project adjacent to Simcoe Park. Given the lack of certainty in approval, staff have requested in this plan, a site request for a program location that is consistent with the current square footage of the existing location. It is estimated that the cost to acquire a site is \$10M, inclusive of costs to renovate the space.



- 3) The District also is looking to acquire lands in the Glenbrook zone to eventually support the growth that will result from the Sapperton Development. Because the timeline for this need is still being defined, the District has place held the need by valuing the acquisitions at \$11.6M.
- 4) The District acknowledges that the Fraser River Zone will continue to grow with the continual approval of projects by the City. The currently supported Fraser River Elementary School that is anticipated to be located on District-owned lands adjacent to Simcoe Park will not be sufficient in the long-term. To that end, the District has indicated a need for additional land acquisition in this region but given the uncertainty in timelines or location, we have place held the need by valuing the acquisition at \$24M.

New Schools

There are no significant changes to report as the priorities identified in the 2023-24 major capital plan still remain.

In March 2022, the District received support for a new elementary school in the Fraser River Zone. In October 2022, the District submitted its recommendation in a concept plan which the Ministry approved in June 2023. Given this approval, the District is now in its second business case development through the required Project Definition Report (PDR) and anticipates making a submission in Summer 2023. Approval timelines are unknown.

The District has identified one new school request for the 2024-25 major capital submission consistent with our request in the previous year:

- 1) Beyond the new Fraser River Elementary School, the next most significant priority in the District is a new middle school in the Fraser River zone. This request is aligned to the site acquisition request as noted above which the District has received support from the Ministry. The request for land and buildings are two separate processing requiring individual business cases. The build of a new middle school would have capacity for 600 grade 6 – 8 learners. The estimated funding requirement is \$83.4M.

Addition

1. The highest priority addition request that the District is making relates to Queen Elizabeth Elementary. In 2021 the District was approved for a 13-classroom 2-storey addition to Queen Elizabeth Elementary which contemplated bringing grade 5 students back to the school from Queensborough Middle School (QMS). Since the approval of this project, the Queensborough neighbourhood has continued to grow rapidly. As construction has not yet commenced, we are requesting an additional 8 classrooms, bringing this expansion request to 21 classrooms at Queen Elizabeth Elementary to secure the future of this school and current expectations of enrolment. The District would anticipate this addition being completed alongside the existing approved addition considering the site will be mobilized already. The cost of this additional request is \$6.9M.

2. Tied to the growth of the Queensborough neighbourhood and consistent with last year, the District will continue to request an addition to meet the demands for this increasing middle and secondary aged population through an addition to the QMS site. Given the increase in enrolment projections, we anticipate a larger addition to the QMS site with an estimated costs for the addition of \$95.6M. Note that to accomplish this addition, the land acquisition in Queensborough as noted above would also be required.

Replacement/Renovation

The District continues to request for future funding for the Hume Park Elementary site which is required in response to the Sapperton Green development. The replacement has been identified in the capital plan but is not anticipated to be required until the development is well underway. The estimated cost of the replacement is \$44.6M.

Seismic

As previously requested, the District continues to request funding for the seismic upgrades for Hume Park Elementary which is currently in use for the Home Learner's Program. The estimated cost is \$509K.

To summarize:

Submission Category	Sum Total Project Cost
Addition	\$114,014,862
New School	\$83,351,065
Replacement/Renovation	\$44,614,307
Seismic	\$509,480
Site Acquisition	\$60,000,000
TOTAL	\$302,489,714

Food Infrastructure Program

While note a major capital request, the Ministry has requested submissions for Minor Capital for the Food Infrastructure Program which is to support the Feeding Futures initiative supported by government. This funding is specifically for creation or renovation of kitchens to support the Feeding Futures program. Based on our evaluation, our district is not requiring these funds as we outsource the foods program to a third party. We are, however, through the Feeding Futures fund, purchasing some smaller items such as toasters, blenders and a few stoves to support existing/established programs that provide for breakfast.

Recommendation

THAT the Board of Education of School District No. 40 (New Westminister) approve the 2024-25 Major Capital Plan for submission to the Ministry of Education and Childcare.

In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 40 (New Westminister) hereby approves the proposed Five-Year Capital Plan (Major Capital Programs) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 submitted to the Ministry of Education and Child Care.

I hereby certify this to be a true copy of the resolution for the approval of the proposed Five-Year Capital Plan (Major Capital Programs) for 2024/25 adopted by the Board of Education,
on this the 20th day of June 2023.

Secretary-Treasurer Signature

Secretary-Treasurer Name



Supplement to: **OPEN BOARD OF EDUCATION MEETING**

Date: June 20, 2023

Submitted by: Bettina Ketcham, Secretary-Treasurer

Item: Requiring Action Yes No For Information

Subject: 2023-24 Eligible School Site Proposal (ESSP)

Background

Provincial Legislation requires that an ESSP resolution be passed annually if the school district plans to acquire future school sites. The purpose of the ESSP is to identify the eligible school site requirements for the District that will be incorporated into its Five-Year Capital Plan.

Pursuant to the School Site Acquisition provisions of the Local Government Act, a 2023-24 Eligible School Site Proposal (ESSP) has been drafted in consultation with local government. The District’s 10-year residential unit projections are based on information provided by City of New Westminster.

The ESSP is required to be passed by the Board of Education annually to identify proposed new school site requirements in the District, including long-term future acquisitions. Once adopted by the Board, a certified copy of its ESSP resolution and report will be provided to the City of New Westminster for acceptance pursuant to the School Site Acquisition Provisions of the Local Government Act. The eligible school site requirements must also be included in the District’s Five-Year Capital Plan.

Pursuant to the Local Government Act, this ESSP report estimates the student growth from new housing units at New Westminster schools within ten years, based on estimated student yield from different forms of housing in Schedule ‘A’. The general location, size and cost of proposed school sites is identified in Schedule ‘B’.

The projected growth of new housing and impact on enrolment growth at schools has been included in the District’s Long Range Facilities Plan (LRFP), which recognizes the need for future school sites in the Fraser River Zone, Glenbrook Zone and Queensborough Zone to serve short term and long-term growth beyond 2035.



SUMMARY

This report recommends the 2023-24 Eligible School Site Proposal (ESSP) be approved by the Board of Education through adoption of the attached resolution, pursuant to the requirements of the Local Government Act.

Following the approval of the 2023-24 ESSP, a certified copy of the Board's resolution will be submitted to the City of New Westminister for acceptance pursuant to the Act, and the eligible school site values will be included in the 2024-25 Five-Year Capital Plan.

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminister) approves the 2023-24 Eligible School Site Proposal (ESSP) through adoption of the 2023-24 ESSP Resolution.

Board Resolution – 2022-23 Eligible School Site Proposal (ESSP)

WHEREAS Section 142 of the School Act requires that a Board of Education submit a capital plan to the Minister of Education; and

WHEREAS Local Government Act Section 574.2 requires that before a board of education submits the capital plan required under School Act Section 142 it consult with each local government in the school district and, that the board of education and local government make all reasonable efforts to reach agreement on the following:

- a projection of the number of eligible development units to be authorized over the 10 year period that has been specified by the Minister of Education;
- the projection of the number of school age children (as defined in the School Act) that will be added to the school district as the result of the eligible development units;
- the approximate size and number of school sites required to accommodate the number of school age children projected as a result of the addition of eligible development units;
- the approximate location and value of the school sites; and,

WHEREAS the Board of Education of School District No. 40 (New Westminster) has consulted with representatives of the development industry and the City of New Westminster on these matters;

IT IS RESOLVED THAT:

- 1) Based on information received from local government, the Board of Education of School District No. 40 (New Westminster) estimates that there will be 16,300 new development units constructed in the school district over the next 10 years (Schedule 'A');
 - 2) These 16,300 new development units will be home to an estimated 1,956 school age children (Schedule 'A');
 - 3) The Board of Education expects one (1) new elementary school site and one (1) new middle school site will be required in the vicinity of the Fraser River zone as well as planned site expansions to one (1) middle school site at Queensborough zone and one (1) future elementary school site in the Glenbrook zone. These new sites and site expansions are considered "eligible school sites" pursuant to the Local Government Act and are needed to accommodate the projected student growth resulting from new residential development over the next ten years;
 - 4) According to Ministry of Education site standards presented in Schedule 'B', the eligible school site will require approximately eight point eight (8.8) hectares combined total site area in the Fraser River, Glenbrook and Queensborough zones; the sites are expected to be purchased within 10 years and at current serviced land cost, the land would cost approximately \$80,000,000; and
 - 5) The Eligible School Site Proposal be incorporated into the 2024-25 Five-Year Capital Plan and submitted to the Ministry of Education.
-



June 20, 2023

Board Resolution – 2022-23 Eligible School Site Proposal (ESSP)

WHEREAS Section 142 of the School Act requires that a Board of Education submit a capital plan to the Minister of Education; and

WHEREAS Local Government Act Section 574.2 requires that before a board of education submits the capital plan required under School Act Section 142 it consult with each local government in the school district and, that the board of education and local government make all reasonable efforts to reach agreement on the following:

- a projection of the number of eligible development units to be authorized over the 10 year period that has been specified by the Minister of Education;
- the projection of the number of school age children (as defined in the School Act) that will be added to the school district as the result of the eligible development units;
- the approximate size and number of school sites required to accommodate the number of school age children projected as a result of the addition of eligible development units;
- the approximate location and value of the school sites; and,

WHEREAS the Board of Education of School District No. 40 (New Westminister) has consulted with representatives of the development industry and the City of New Westminister on these matters;

IT IS RESOLVED THAT:

- 1) Based on information received from local government, the Board of Education of School District No. 40 (New Westminister) estimates that there will be 16,300 new development units constructed in the school district over the next 10 years (Schedule 'A');
- 2) These 16,300 new development units will be home to an estimated 1,956 school age children (Schedule 'A');
- 3) The Board of Education expects one (1) new elementary school site and one (1) new middle school site will be required in the vicinity of the Fraser River zone as well as planned site expansions to one (1) middle school site at Queensborough zone and one (1) future elementary school site in the Glenbrook zone. These new sites and site expansions are considered "eligible school sites" pursuant to the Local Government Act and are needed to accommodate the projected student growth resulting from new residential development over the next ten years;



- 4) According to Ministry of Education site standards presented in Schedule 'B', the eligible school site will require approximately eight point eight (8.8) hectares combined total site area in the Fraser River, Glenbrook and Queensborough zones; the sites are expected to be purchased within 10 years and at current serviced land cost, the land would cost approximately \$80,000,000; and
- 5) The Eligible School Site Proposal be incorporated into the 2024-25 Five-Year Capital Plan and submitted to the Ministry of Education.

I hereby certify this to be a true copy of the resolution for approval of the 2023-24 Eligible School Site Proposal adopted by the Board of Education the 20th day of June 2023.

Bettina Ketcham, CA, CPA, MPAcc
Secretary-Treasurer

SCHEDULE 'A' 2023-2032 Projections - Eligible Development and Student Yield (School Age Children)

Table 1 - SCHOOL DISTRICT 40 - ELIGIBLE DEVELOPMENT UNITS - Annual estimate of new units by housing type (10 Year Estimates 2023-2032 based on growth forecasts by City of New Westminster)

Form of Housing \ Year	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	10 Year Total
Single Detached	20	20	20	20	20	20	20	20	20	20	200
Row Houses	300	400	400	400	400	400	400	400	400	400	3,900
Low Rise Apartments	300	300	300	300	300	300	300	300	300	300	3,000
High Rise Apartments	800	800	800	800	1,000	1,000	1,000	1,000	1,000	1,000	9,200
Total Units	1,420	1,520	1,520	1,520	1,720	1,720	1,720	1,720	1,720	1,720	16,300

Table 2 - PROJECTED SCHOOL AGE YIELD (Age 5-17 population yield) estimated from projected Eligible Development Units (EDU students by housing type 2023-2032)

Form of Housing \ Year	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	10 Year Total
Single Detached	13	13	13	13	13	13	13	13	13	13	130
Row Houses	102	136	136	136	136	136	136	136	136	136	1,326
Low Rise Apartments	27	27	27	27	27	27	27	27	27	27	270
High Rise Apartments	20	20	20	20	25	25	25	25	25	25	230
Total EDU Students	162	196	196	196	201	201	201	201	201	201	1,956

Table 3 - ESTIMATED AVERAGE NEW K-12 STUDENT YIELD RATE FROM NEW HOUSING

Form of Housing \ Year	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Average Yield
Single Detached	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.65
Row Houses	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34	0.34
Low Rise Apartments	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09
High Rise Apartments	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025

Notes:

The annual estimate of new development units for each category is based on averaging student yield from projected new housing over 10 years.

1) The 10 year housing build out projections by City of New Westminster is provided through City of New Westminster after review of current applications in process or near completion and future estimates within OCP and land use bylaw limits- by form of development;

2) does not include potential future development that may require major changes to City of New Westminster Official Community Plan; and

3) assumes that the housing market in the District will be relatively strong over the next decade.

The estimated average student yield by form of development is based on historical information on student yield - actual student yield may vary.

SCHEDULE 'B' - 2023-24 ELIGIBLE SCHOOL SITE PROPOSAL (ESSP) -
Proposed new school sites and site expansions (for inclusion in the 2024/25 Five Year Capital Plan)

SITE - General Location	Queensborough zone	Fraser River zone		Glenbrook zone	TOTALS
Basis of Cost	Site Expansion	New Site Acquisition	New Site Acquisition	Site Expansion	
Type of Expansion	Add a Secondary School Wing with expansion to Queensborough Middle**	Future Elementary School	Future Middle School	Future Elementary School	
Existing Grade Configuration	Grades 5 to 8	-	-	-	
Proposed Grade Configuration	Grades 6 to 8 (Middle) & Grades 9 to 12 (Secondary)	Grades K to 5 (Elementary)	Grades 6 to 8 (Middle)	Grades K to 5 (Elementary)	
Existing Capacity	375	0	0	0	375
Long Term Capacity	1125	575	575	575	2850
Standard Site Area (Ha)	4.5	2.7	2.8	2.7	12.7
Existing Site Area (Ha)	2.55	0.00	0	0.28	2.83
Proposed Size Expansion Area (Ha)	0.90	2.70	2.80	2.42	8.82
Total Site Area After Expansion (Ha)	3.45	2.70	2.80	2.70	11.65
Estimated Cost of Land*	\$ 14,400,000	\$ 24,000,000	\$ 30,000,000	\$ 11,600,000	\$ 80,000,000

Notes:

**Existing site area for Queensborough middle includes two adjoining parcels purchased in 2021 with four remaining parcels to be acquired in the proposed site expansion area for the proposed new secondary school wing (to be developed as a New Secondary School).

CLOSURE OF SCHOOLS DUE TO ~~EXTREME INCLEMENT~~ WEATHER OR OTHER HAZARDS

Background

The safety of students and staff during periods of ~~inclement~~extreme weather; or when other hazards arise is of paramount importance to the District.

Extreme weather is defined as heavy snowfall and extreme heat events and the most frequent causes of closure due to other hazards may include power failure, breakdown of the heating plant, disruption of water supply and fire or heavy smoke.

The District will:

- Endeavour to keep all schools in the District open and in session on all prescribed school days provided that safety can be ensured for students and staff.
- Assess each occurrence of ~~inclement~~extreme weather or of a hazardous situation as it occurs, and initiate the appropriate actions to provide the safest conditions for students and staff.

Procedures for School Closures due to extreme weather or hazardous situation

1. The Superintendent, or designate, will make the final decision regarding District-wide or site-specific school closure or delay of opening and will be responsible for the announcements impacting student and or staff attendance. In the event of a district or site-specific closure related to extreme heat or poor air quality, coordination and guidance from Fraser Health will assist with any closure decision.
- ~~2. The Superintendent, or designate, will make announcements regarding school closure.~~
- ~~3. The Superintendent, or designate, will contact school-based principals and vice-principals.~~
2. Announcements will be made over the District website and via electronic communication (email) GKNW and CBC radio stations early enough in the day to allow parents to have students and staff remain at home, taking all reasonable steps to reach and communicate a decision by 7am.
- ~~4.3. School bus operator(s) will be informed of closures by the Director of Instruction, Learning Services, the Manager of Operations and Transportation.~~
- ~~5.4. It is the responsibility of Principals and Vice Principals, or designate, to use best efforts to arrive at school in time to care for any students who may arrive at school despite closure announcements.~~

- ~~6.5.~~ Facilities staff, identified by the Director of Facilities and Operations, are expected to assist with snow removal or other weather or hazard related challenges.
- ~~7.6.~~ No other non-facilities staff are required to report to the school on the day of closure but it is expected that they will work from home, as this is a paid working day.
- ~~8.~~ ~~The Superintendent, or designate, will provide a news release to both radio stations and to each school to inform parents, students and staff of the District's plan for the following day.~~
- ~~9.7.~~ Principals will ensure advance annual effective notice is given to parents and students of these regarding our procedures every year ~~advise parents of school closure procedures at the beginning of the school year.~~

Procedures for **Inclement-Extreme** Weather – Schools Remain Open

1. All employees (Teachersing, support staff-employees, Principals, Vice-Principals, and excluded staff) are expected to make every reasonable effort to attend their place of work. If unable to attend, employees are to contact their immediate supervisor or District Office.
2. Principals shall encourage parents to exercise their prerogative to keep their children at home should the weather or hazardous situation (example: poor air quality due to smoke) be extreme. This message is to be presented in the regular school newsletters or in a specific letter to parents early in the school year and is to be followed up with specific reminders in the late fall in preparation for extreme cold events and in early spring in preparation for extreme heat events.
3. Principals and school staffs will establish a protocol for the safe release of students, should school-closure-early dismissal be required.
4. Early dismissal decisions will be made by the Principal in consultation with the Superintendent or designate based on student safety on their return trip home.
- 4.5. In the event of an early dismissal, and if applicable, Sschool bus operators must be informed by the Manager of Operations and Transportation once informed by site-based school administrators. In the event that school bus operator is unable to accommodate early pick up, refer to #3 above.
- 5.6. Principals are responsible for ensuring that when children are released early that they are escorted across intersections and crosswalks normally supervised by adult guards.
- 6.7. At the discretion of the principal, staff members may be released.
- 7.8. Early in the school year, Principals will obtain from parents' alternate locations where their children will be supervised in the event of an unexpected school closure and written directions regarding the release of their children.

Procedures specific to extreme heat-related events

1. Review the Heat Stress Exposure Control Plan for mitigation strategies and ensure familiarity with the heat stress protocols.
2. Principals or site administrators shall update site specific Heat Stress Exposure Control Plans using the District template.
3. Principals or site administrators shall post The Heat Stress Control Plan, symptoms of heat exhaustion and heat stroke to the health and safety board at their sites.
4. Principals or site administrators shall identify room(s) or areas of the school that pose a risk of heat stress and should include considerations within the local Heat Stress Exposure Control Plan on how to mitigate risk.
5. Principals and site administrators shall prepare a cool-down room and emergency supplies, evaluating sufficiency of inventory prior to Spring Break of each year.

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)

*Reference: Section 20, 22, 65, 73, 85, 90 School Act
School Regulation 265/89*

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Revised: May 28, 2019

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)

SANCTUARY SCHOOLS POLICY REVIEW 2022/23

New Westminister Schools is committed to providing education to all children living in our community, in safe and welcoming environments – including children and families with precarious immigration status or no immigration status.

The Sanctuary Schools Policy has been in place since May of 2017. In recent years there has been a great deal of work done to revisit and hone the practical applications of the Policy, aligned with the opening and development of our Welcome Centre at NWSS.

Our goal has been to build on past successes and improve the overall experience of each family and each student who wants to join our District ...ensuring that we treat every family equitably and create safe and welcoming experiences that build trust. Why? Because every child in New Westminister deserves to receive our support, no matter what life circumstances brought them to live in our community.

ENROLLMENT NUMBERS

When registration was centralized in January of 2021, a new process was put in place to more consistently evaluate how many students and families are being supported by the policy. It is important to note that this information is kept confidential and only shared when necessary, and only within a small group of district administrators and district management.

During the 2020/21 school year there were six students (five families) registered under the Policy and during the 2021/22 school year there were thirteen students (nine families) registered under the Policy. So far during the 2022/23 school year there have been twenty-five (twenty families) registered under the Policy.

It is interesting to note the following:

- Of the twenty-five students who have registered for the 2022/23 school year, seven started in September, three started between October 1st and December 31st, and fifteen have started since the beginning of January 2023.
- While we continue to welcome new families, we are also seeing the students and families transition out of the “Sanctuary Schools” status:
 - Eleven students who were registered under the Policy voluntarily updated their documentation and immigration status. Ten of these students are still enrolled in the District but are no longer considered to be enrolled under the Policy. One of these students graduated in June 2022.
 - Five students registered between the 2020/21 school year and now have withdrawn from New Westminister Schools to attend school elsewhere in BC.

MINISTRY FUNDING

All students registered under the Sanctuary Schools Policy at the time of the September 29, 2022, 1701 submission were claimed for Ministry funding. Our goal is to claim all students registered under the Policy after September 29, 2022, for funding in September 2023.

In the spirit of the Sanctuary Schools Policy, we will work confidentially with any family who needs to time to provide documents sufficient for Ministry funding or to satisfy the requirements to prove they are ordinarily resident. There has been no delay in placement at school or education provided to those students whose family has needed more time and support.

REGISTRATION PROCESS

The opening of the Welcome Centre, along with the creation of the Central Registration Department in 2021, brought significant and exciting changes to the registration process. Centralization furthered our ability to train staff in focused ways, allowing us to uphold our commitment to providing a safe and welcoming environment for all families and students. It also better enable us to imbed processes into the registration experience which are all tied to the goal of removing barriers for families.

1.0 Communication

- 1.1 We are continuing to use the documents we updated in 2021 and 2022. This includes the “[Document Guide for Parents and Caregivers](#),” the “[Access for All](#)” postcard (available in both English and Spanish on the District website), updated website copy.
- 1.2 The “Access for All” postcard is available in hard copy at the Welcome Centre and is posted in the office of every school in our district, as one of the ways we promote the Policy and commitment.
- 1.3 As per last year’s recommendation, Administrative Procedure #300 was updated to imbed the Sanctuary Schools Policy within it, making the Sanctuary Schools Policy part of the process rather than as a stand-alone Policy.

2.0 Training/Education of Staff

- 2.1 Thorough training of Registration Clerks and other staff located in the Welcome Centre.
- 2.2 Ongoing education and discussion of Sanctuary Schools Policy at District Leadership Team meetings.
- 2.3 Education of Clerical Staff and continued reinforcement of the Policy at clerical in-services throughout the year.
- 2.4 FOIPPA training provided to each Clerical Staff member in the District in October of 2022.
- 2.5 Education of new on-call Clerical Staff at the time of on-boarding with the District.
- 2.6 As part of our annual process, each August we speak to the District Leadership Team and the Clerical Staff about the upcoming school year and always include a portion on the Sanctuary Schools Policy.

SUPPORT IN SCHOOLS

As we continue to evaluate and hone the practical applications of the Policy, we are also taking steps to ensure students have access to the supports they need to succeed once they are placed in our schools.

- Mosaic’s Settlement Workers in Schools program are committed to supporting newcomer students and their families, regardless of their immigration status.



- District staff are working alongside the SWIS team to help improve the promotion of the services they offer – including having multiple MOSAIC produced brochures at the registration desk. And, the Communications Manager has worked with the SWIS lead to develop information shared on the district website, including:
 - Expanding the information available on the website about services offered, including listing languages spoken by staff, and
 - Adding a new online form to the website, which can be translated into more than one hundred languages, has helped school staff and families connect directly to the SWIS team for support on their immediate and ongoing settlement needs after they arrive in Canada. This form facilitates the connection between Settlement Workers in the schools with newcomer families needing settlement services to adapt and integrate into schools and their country during their initial years in Canada.
- With the expansion of counselling services, including at the Wellness Centre at NWSS, we can offer students confidential access to mental health supports they may need, without requiring additional paperwork that other agencies or health providers may require.

LEARNING OPPORTUNITIES

We are committed to continual growth and improvement to best support and welcome our families to New Westminister Schools.

Continuing the registration processes, we have set in place, if a problem or challenging case arises, our staff follow this process: it is first handled by the Registration Manager. If no resolution can be reached through the Registration Manager, it is passed next to the Associate Superintendent. To date, all cases have been supported by either the Registration team or the Registration Manager.

Flowing out of a recommendation from last year, we are implementing a new expectation amongst staff, that when enforcement agencies reach out to any staff member requesting information, we will both:

- Continue to follow all directives outlined within Policy 21, New Westminister Sanctuary Schools Policy, including “The personal information of enrolled students or their families shall not be shared with federal immigration authorities unless required by law,” and
- We also notify the families to let them know the agency has reached out.

CELEBRATING SUCCESSES

The changes to our processes, content and staff training have enabled us to count many successes this year.

- Our staff have continued to see a great growth in knowledge.
- More often than not, families have voluntarily reached out to follow up with either the Registration Manager or other members of the Registration team, feeling comfortable, safe, and excited to share their updated documentation.
- Every student and every family are considered equal when they come in to register – regardless of immigration status. All students have been successfully placed at one of our schools and have started classes within 2 – 5 days of registration (depending on when they have come in to enroll at a school).
- As we look at the increased numbers of students and families we are seeing enroll, it is a strong indicator that the work we are doing to make the process welcoming and barrier-free is creating the desired sense of safety for the community that we are working to support.



- Few gaps in service once students start at school.
- The district and community partners continuously look for opportunities to share the positive impact the policy has on the community.

REVIEW AND RECOMMENDATIONS

Con conversationally, the bulk of the experiences our staff have had are positive in nature. We continue to evaluate each interaction as we strive to ensure we are always meeting the full needs of the community, through our interactions with each family with which we are working.

While we have made great strides on establishing the Policy and registration process to help safely support getting kids living in our community enrolled in our schools, there is always continued evaluation and work to do. This should include:

- Continuing to connect students and families with services and supports they may need once they are enrolled.
- Look for opportunities to showcase the positive impact this Policy has on the community, while respecting the deeply personal nature of the individuals and their stories.
- Ensure that the work coming out of the District’s Diversity, Equity, Inclusion and Anti-racism efforts include considerations for how we can best serve students and families enrolled under the Sanctuary Schools Policy, who are here, learning in our schools and communities.

