

BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
OPERATIONS POLICY AND PLANNING COMMITTEE
AGENDA

Tuesday, April 16, 2024

6:30 pm

School Board Office (In-person & Via Zoom)

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>Approval of Agenda</u>	6:30 PM	
	Recommendation: THAT the agenda for the April 16, 2024 Operations Policy and Planning Committee meeting be adopted as distributed.		
2.	<u>Comment & Question Period from Visitors</u>	6:35 PM	
3.	<u>Delegation</u>		
	a. Annual Day of Mourning Presentation - April 28, 2024 (S. Weathered)	6:45 PM	3
4.	<u>Reports from Senior Management</u>		
	a. Capital Projects Update		
	i. Queen Elizabeth Elementary School Update (D. Crowe) (Verbal)	6:55 PM	
	ii. NWSS Decommissioning Project (D. Crowe) (Verbal)	7:00 PM	
	iii. Simcoe Elementary (D. Crowe) (Verbal)	7:05 PM	
	b. Operations Update		

	i. Facilities & Finance Report (M. Brito & A. Grey)	7:10 PM	13
	ii. March 31st Financial Projection (A. Grey) (Verbal)	7:15 PM	14
c.	2023-2024 Base Budget Presentation (B. Ketcham)	7:20 PM	15
d.	Approve Calendar for Board & Committee Meetings (B. Ketcham)	8:00 PM	37
Recommendation: THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) that the Board and Committee Meeting Calendar be approved as presented.			
e.	Capital Plan Response Bylaw (B. Ketcham)	8:10 PM	39
f.	Human Resources & Staffing Update (R. Weston) (Verbal)	8:15 PM	
g.	Guiding Principles - Information Campaign (B. Ketcham)	8:25 PM	42
5.	<u>General Announcements</u>	8:35 PM	
6.	<u>New Business</u>	8:40 PM	
7.	<u>Old Business</u>	8:45 PM	
8.	<u>Question Period (15 Minutes)</u>	8:50 PM	
	<i>Questions to the Chair on matters that arose during the meeting.</i>		
9.	<u>Adjournment</u>	9:05 PM	

DAY OF MOURNING

For Workers Killed or Injured on the Job



April 2024

NWDLC 2024 Day of Mourning

DAY OF MOURNING 2024
SAFE WORK
NOW!



CANADIAN LABOUR CONGRESS
CONGRÈS DU TRAVAIL DU CANADA

Page 4 of 44

NWDLC 2024 Day of Mourning

ONE IS TOO MANY

APRIL 28

DAY OF MOURNING

for workers killed or injured on the job

**DEDICATING OURSELVES TO
MAKING WORKPLACES SAFER**



11:00AM
Westminster Pier Park,
New Westminster



NEW WESTMINSTER &
DISTRICT LABOUR COUNCIL

NWDLC 2024 Day of Mourning



New Westminster Honour Guard and Procession of Workers remembering those affected by workplace injury and illness

NWDLC 2024 Day of Mourning



NWDLC 2024 Day of Mourning



BC FED Health & Safety Centre

NWDLC 2024 Day of Mourning



Westray Memorial for workers killed in the 1992 mine explosion in Nova Scotia

NWDLC 2024 Day of Mourning



Design of the planned Rise memorial in Kelowna to remember construction workers Patrick and Eric Stemmer, Jared Zook, and Cailen Vilness, and Brad Zawislak killed by the falling crane

NWDLC 2024 Day of Mourning



Labour Council and Honour Guard mark Day of Mourning
Page 11 of 44

NWDLC 2024 Day of Mourning



Sunday April 28 at 11:00am
Westminster Pier Park, New Westminster

Please join the New Westminster & District Labour Council, New Westminster City Council Members, and Labour Leaders as we remember those killed or injured on the job and re-dedicate ourselves to making workplaces safer

Capital Projects, Operations and Planning

1. Fraser River and Qayqayt daycare to classroom renovations – demolition of walls over Spring Break at both sites, mechanical and electrical demolition continues and progressing. New walls are built at both sites. Electrical and mechanical installation to follow after City of NW wall framing inspections.
2. For short term capacity, two portables placed at Qayqayt, one portable placed at QEE (second portable planned placement in July), site prep for one portable to start at Lord Kelvin once City of NW issues building permit shortly.
3. Ministry announced funding for NWSS Cooling project (SEP- \$3M). Currently working with mechanical engineer and successful bidder, Entity Mechanical, for construction schedule ensuring some cooling by this time next year.
4. Daycares at Howay and Tweedsmuir both now operational and continue monitoring a successful start-up.

Finance

1. Work continues on the 2024-25 preliminary budget including various internal consultations. Consultations with partner groups will be commencing next week with Superintendent recommendations being presented on May 14th.
2. Finance team completed the March GRE (Government Reporting Entity) report and submitted on April 12th. This is a significant Ministry reporting requirement as it is the government's year-end. External auditors will be coming in early May to perform audit procedures on this submission.

Ministry & Other Submissions: April 2024

Submitted to:	Description	Date
Ministry of Education and Child Care	School District Quarterly GRE Financial Reporting - March	April 12, 2024
Ministry of Education and Child Care	Event-Driven Reporting	April 19, 2024
Ministry of Education and Child Care	Employment Data and Analysis (EDAS) reporting	April 30, 2024

School District No. 40 (New Westminster)
03/31/2024
Projections to June 30, 2024

	2023/24 Amended Budget	June 30, 2024 Projected	Over (Under) Budget
OPERATING GRANT MINISTRY OF EDUCATION	81,585,615	81,585,615	0
OTHER MINISTRY OF EDUCATION GRANTS	2,695,237	2,850,102	154,865
PROVINCIAL GRANTS OTHER	68,788	90,280	21,492
SUMMER SCHOOL FEES	940	0	-940
CONTINUING EDUCATION	1,900	3,929	2,029
OFFSHORE TUITION FEES	2,768,000	2,768,000	0
MISCELLANEOUS REVENUE	320,836	374,244	53,408
COMMUNITY USE OF FACILITIES	609,667	669,714	60,047
INTEREST ON SHORT TERM INVESTMENT	560,000	633,043	73,043
Total Revenue	88,610,983	88,974,926	363,943
STAFF SALARIES (INCLUDING BENEFITS)	79,955,281	80,875,977	920,696
SERVICES AND SUPPLIES	8,395,132	8,248,946	-146,186
TOTAL EXPENSE	88,350,413	89,124,923	774,510
LOCAL CAPITAL	-650,000	-650,000	0
TOTAL OPERATING SURPLUS (DEFICIT), FOR THE YEAR	-389,430	-799,997	-410,567
Opening Accumulated Surplus (per FS)	3,118,979	3,118,979	
Effects on Surplus Reserve	-389,430	-799,997	-410,567
Anticipated ending surplus	2,729,549	2,318,982	410,567

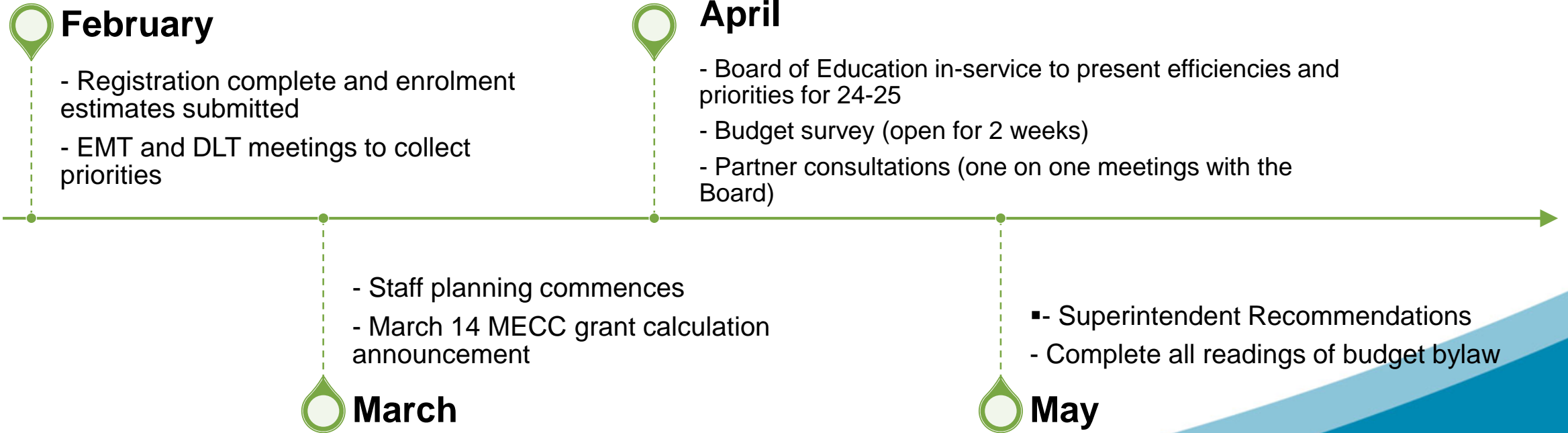
Base Budget

April 16, 2024

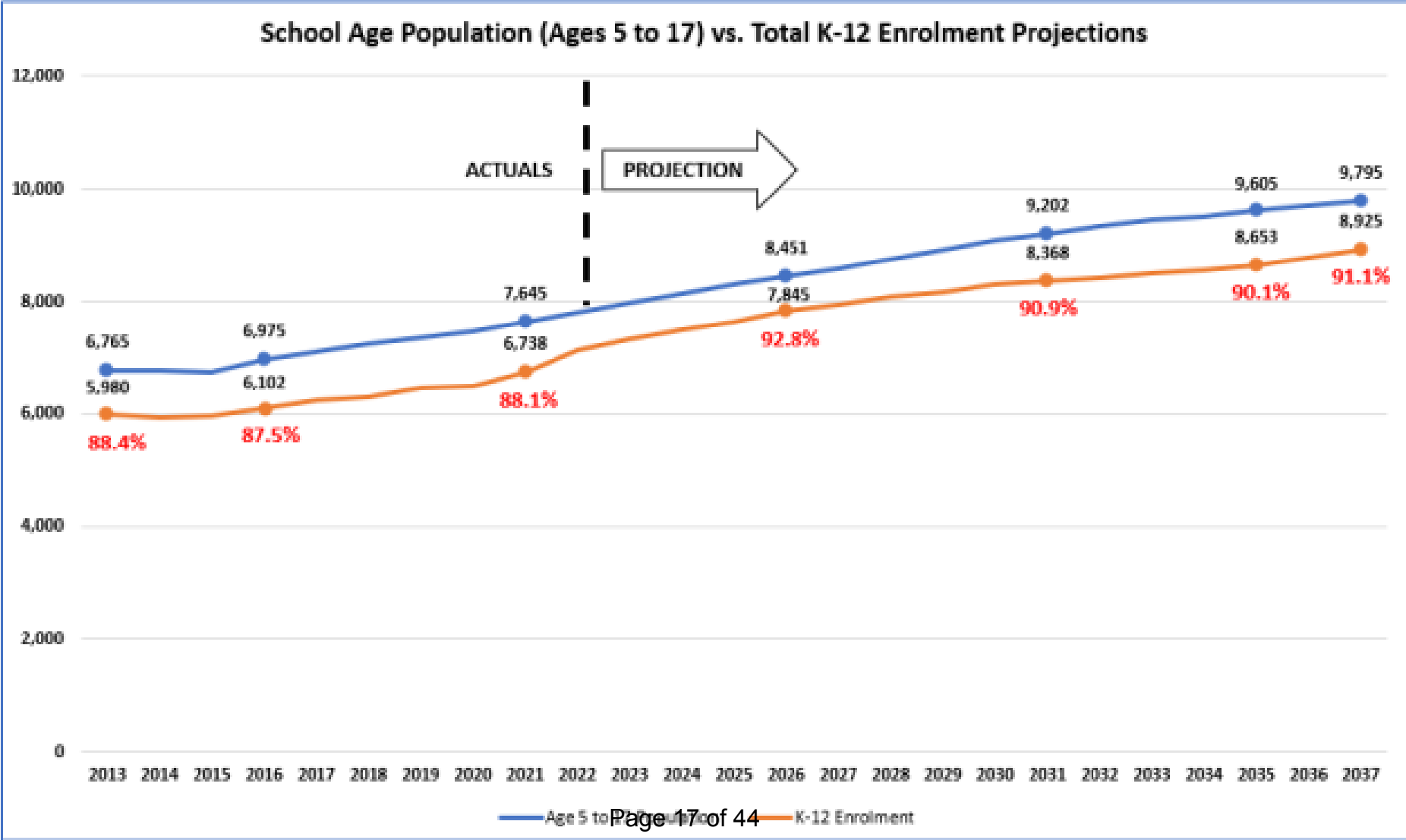


New
Westminster
Schools

Budget Timeline Overview



Enrolment – School Aged



3-Year Enrolment Projections



	2023/24 Interim	Estimated Enrolment					
		2024/25		2025/26		2026/27	
		Base	District	Ministry*	District	Ministry*	District
July Enrolment Count							
Summer Learning: Grades 1-7 Headcount Enrolment	494	500	494	510	494	520	494
Summer Learning: Grades 8-9 Course Enrolment	187	190	187	200	187	210	187
Summer Learning: Grades 10-12 Course Enrolment	446	450	446	460	446	470	446
Grade 8 & 9 Cross-Enrolment Courses	0	0	0	0	0	0	0
September Enrolment Count - School-Age Basic Allocation							
K-12 Standard (Regular) Schools FTE (School-Age)	7,162.7500	7,480.0000	7,386.8039	7,701.0000	7,658.8071	7,930.0000	7,909.0151
Continuing Education FTE (School-Age)	3.8750	4.0000	3.8750	4.0000	3.8750	4.0000	3.8750
Alternate Schools FTE (School-Age)	121.0000	126.0000	121.0000	126.0000	121.0000	126.0000	121.0000
Online Learning FTE (School-Age)	137.4375	130.0000	137.4375	138.0000	137.4375	145.0000	137.4375
Total Estimated School-Age Enrolment	7,425.0625	7,740.0000	7,649.1164	7,969.0000	7,921.1196	8,205.0000	8,171.3276
Change from Previous Year		314.9375	224.0539	229.0000	272.0032	236.0000	250.2080
September Enrolment Count - Unique Student Needs							
Level 1 Special Needs FTE	2	2	2	2	2	2	2
Level 2 Special Needs FTE	389	437	433	488	482	544	537
Level 3 Special Needs FTE	45	52	45	52	45	52	45
English Language Learning FTE	1,655	1,857	1,782	1,986	1,919	2,125	2,066
Indigenous Education FTE	289	292	289	292	289	289	289
Adult Education FTE (Non-Graduates only)	18.0000	18.0000	18.0000	18.0000	18.0000	18.0000	18.0000

Provincial Landscape

- ❑ Government is providing an additional \$344 million in operating grants to school districts in 2024/25 that total over \$7 billion.
- ❑ The Ministry is increasing the basic per-student allocation for standard, alternate and continuing education schools by 3.4% for 2024/25.
- ❑ Provincially expecting an increase of 7,500 FTE (or 1.3%) over the September 2023 total.
- ❑ Districts across BC expect an additional 4,574 ELL students.
- ❑ Feeding Futures Fund - \$71.5M, unchanged
- ❑ Indigenous Education Council funding - \$5.67M
- ❑ Labour settlement funding related to the Cost of Living Adjustment (COLA) for teachers and support staff will be allocated as a special grant at a later date.

2024-25 Rate Changes

	2024-25 Rate Increase	2024-25 Rates	
Basic Allocation	\$290	\$8,915	} 75% of provincial allocation
Distributed Learning	\$240	\$7,200	
Students with Special Needs – Level 1	\$1,660	\$50,730	} 18% of provincial allocation
Students with Special Needs – Level 2	\$790	\$24,070	
Students with Special Needs – Level 3	\$400	\$12,160	
English / French Language Learners	\$60	\$1,795	
Indigenous Students	\$60	\$1,770	
Adult Education	\$185	\$5,690	

INCREASES ARE APPROXIMATELY 3.4% INCLUSIVE OF LABOUR SETTLEMENT FUNDS

SD40 Impacts – Rate vs. Enrolment Growth

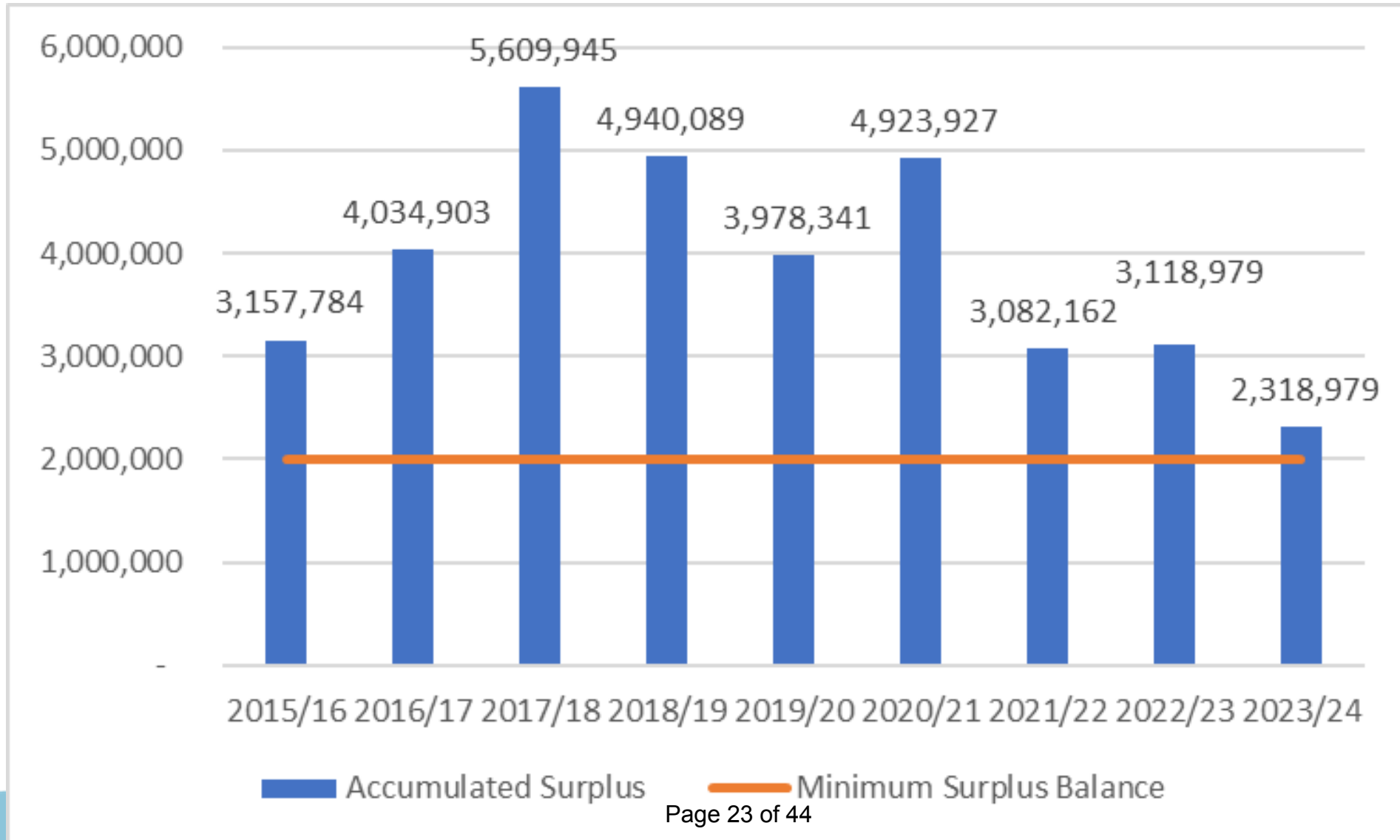
	2023-24	2024/25	Rate Change	Enrolment
Basic Allocation	\$64,598,518	\$69,614,225	\$2,265,467	\$2,750,240
Unique Student Needs	13,528,597	15,582,332	\$501,620	\$1,552,115
Salary Differential	1,259,093	1,300,732	0	41,639
Unique Geographic Factors	1,582,002	1,601,471	19,469	0
Curriculum and Learning Support	63,701	66,826	0	3,125
Summer School Funding	454,505	474,648	15,978	4,165
Newcomer Refugee	99,199	111,450	3,625	8,626
Indigenous Education Councils	-	59,250	59,250	0
Total	\$81,585,615	\$88,810,934	\$2,865,409	\$4,359,910
Change Explained	\$7,225,319		\$7,225,319	

2024-25 Financial Landscape

- Changes to Senior Leadership and new Board of Education member
- Last year of strategic plan
- Growing enrolment and capacity pressures
- Affordability and inflation concerns
- Shrinking accumulated surplus/reserves



Accumulated Surplus by Year



Base Budget

Base Budget Changes for 2024-25

- Adjusted operating grant revenue and international revenues
- Enrolment growth teachers (enrolling and non-enrolling) and EA'S included
- Funded increases as per BCPSEA and PSEC grid to P/VP and exempt included
- Premium increases due to benefit plan enhancements and inflation incorporated
- Removed one-time savings and reversed surplus asks from 2023-24
- Increase in portable costs to support enrolment growth
- Inflation on services and supplies



Still a Work in Progress



- We are waiting on funding information that will be announced mid-April
 - COLA funding
 - Exempt/PVP funding
- We are listening to Partner groups
- Budget will be fluid and changing



Capacity pressures and impacts to budget

- Decision on how to create capacity at NWSS will impact budget for 2025-26.
 - 5-block timetable change
 - Reduction to International
 - Portables

- Interior reno not an option for 2025-26 as we have no approval nor has the Board approved this in our capital plan.



Base Budget: Two Options tied to capacity

- ❑ Option 1: Reductions to international education
 - ❑ Assumes 2025-26 reduction of 60 students (down to 100 FTE)
 - ❑ Assumes 2026-27 reduction of 50 students (down to 50 FTE)
 - ❑ By 2027-28 assume full elimination

- ❑ Option 2: 5-block timetable change with increase to international
 - ❑ Hold International students back up to 180 FTE

Three Year Plan Summary – Option 1

	2024-25	2025-26	2026-27
Accumulated Surplus, opening	\$2,318,979	\$2,190,320	\$1,538,320
Structural Surplus (Deficit) (assumes no requests)	(\$128,659)	(\$652,000)	(\$812,000)
Accumulated Surplus, ending (should be \$2M and over)	\$2,190,320	\$1,538,320	\$726,320
Efficiencies required to keep above \$2M	\$0	\$461,680	\$1,273,680

Portables in 2025-26 and 2026-27 assume 7 portables at a cost of \$1.1M

Three Year Plan Summary – Option 2

	2024-25	2025-26	2026-27
Accumulated Surplus, opening	\$2,318,979	\$2,190,320	\$2,360,320
Structural Surplus (Deficit) (assumes no requests)	(\$128,659)	170,000	565,000
Accumulated Surplus, ending (should be \$2M and over)	\$2,190,320	\$2,360,320	\$2,925,320
Efficiencies required to keep above \$2M	\$0	\$0	\$0

Portables in 2025-26 and 2026-27 assume 7 portables at a cost of \$1.1M

Priority Consultation Themes

What We Heard So Far...



- The following represent the general themes of priorities from our consultations with our leadership team:
- Supports for growing school/District population (staffing, resources, capacity, etc.)
- Inclusive education supports
- Technology in schools
- Equity, Safety and Wellness

Focused Consultation Times Re-Capped

- ❑ Virtually held and focused for the Board to meet with specific groups
 - ❑ Support Staff (CUPE) – Tuesday, April 23 @ 5 – 5:30pm
 - ❑ NWTU – Tuesday, April 23 @ 5:45 – 6:15pm
 - ❑ Principal & Vice Principal– Tuesday, April 23 @ 6:30 – 7pm
 - ❑ Student Voice – Thursday, April 25 @ 5 – 5:30pm
 - ❑ Indigenous Education Committee – Thursday, April 25 @ 5:45 – 6:15PM
 - ❑ DPAC - Thursday, April 25 @ 6:30 – 7PM

Note: Student symposium held April 12th (not specifically budget focused but informative of important topics for students)

Budget Survey

- Available to the learning community on April 15, 2024.
- Open for 2 weeks and closes April 26, 2024.
- Short survey which will take approximately 5 mins.
- What will we do with this info?
 - Results shared at April 30 board meeting
 - Feedback will shape priorities supported by the Board



Questions

2024-25 Base Budget

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	2023-24 Amended Budget	Reversal of One-Time Adjustments and allocations	Reversal of 23-24 one-time priorities	Revenue Adjustment	COLA Adjustment	Enrolment Growth Staffing and Labour Settlement	Exempt/PVP wage increase	Unfunded Benefit Cost Increases	School Budget Increases	Trustee Stipend	Inflation	Portables	VP Time increase - 0.4 FTE - ONGOING	Clerical increase - ONGOING	Misc Adjustments	2024-25 Base Budget
OPERATING GRANT MINISTRY OF EDUCAT	82,010,615			6,800,319												88,810,934
OTHER MINISTRY OF EDUCATION GRANTS	2,270,237			-1,395,723	661,633		140,000									1,676,147
PROVINCIAL GRANTS OTHER	68,788															68,788
SUMMER SCHOOL FEES	940															940
CONTINUING EDUCATION	1,900															1,900
OFFSHORE TUITION FEES	2,768,000			-314,000												2,454,000
MISCELLANEOUS REVENUE	320,836	115,279														436,115
COMMUNITY USE OF FACILITIES	609,667															609,667
INTEREST ON SHORT TERM INVESTMENT	560,000			-30,000												530,000
APPROPRIATED SURPLUS	-															0
Total Revenue	88,610,983	115,279	0	5,060,596	661,633	0	140,000	0	0	0	0	0	0	0	0	94,588,491
PRINCIPALS & VP SALARIES	4,615,153	-47,000					178,455									4,746,608
TEACHERS SALARIES	38,648,366	-24,800			400,195	2,627,749							37,600			41,689,110
SUPPORT STAFF SALARIES	6,229,962	161,786			62,300	126,199								24,704		6,604,951
EDUCATIONAL ASSISTANTS SALARIES	8,918,985	25,818			89,190	866,360										9,900,353
OTHER PROFESSIONAL SALARIES	2,893,530	35,000					91,212			6,528						3,026,270
SUBSTITUTE SALARIES	3,004,971	-19,598				102,100									-7,500	3,079,973
EMPLOYEE BENEFITS	15,644,317	20,077			109,949	867,840	53,933	665,092		980			9,400	6,176	-2,538	17,375,226
STAFF SALARIES (INCLUDING BENEFITS)	79,955,284	151,283	0	0	661,633	4,590,248	323,599	665,092	0	7,508	0	0	47,000	30,881	-10,038	86,422,490
SERVICES	2,187,168	-54,550							0		53,659				-185	2,186,092
LEGAL COSTS	42,949	40,000														82,949
STUDENT TRANSPORTATION	82,550															82,550
PROFESSIONAL DEVELOPMENT & TRAVEL	516,961					10,125										527,086
RENTALS & LEASES	278,362															278,362
DUES & FEES	109,714										1,000					110,714
INSURANCE	155,158															155,158
SUPPLIES	1,990,450	-241,596							50,383		15,062				58,485	1,872,784
UTILITIES	596,049															596,049
GAS - HEAT	278,790															278,790
CARBON TAX EXP	31,000															31,000
WATER & SEWAGE	240,432															240,432
GARBAGE & RECYCLE	102,386															102,386
FURNITURE & EQUIPMENT REPLACEMENT	778,126		-90,000								334	150,000				838,460
COMPUTER & EQUIPMENT REPLACEMENT	1,005,036	-254,007									10,818					761,847
LOCAL CAPITAL	650,000	-500,000														150,000
Total Expense	89,000,415	-858,870	-90,000	0	661,633	4,600,373	323,599	665,092	50,383	7,508	80,874	150,000	47,000	30,881	48,262	94,717,150
Opening Accumulated Surplus (per FS)	3,118,979															2,729,547
Effects on Surplus Reserve	-389,432	974,149	90,000	5,060,596	0	-4,600,373	-183,599	-665,092	-50,383	-7,508	-80,874	-150,000	-47,000	-30,881	-48,262	-128,659
Anticipated ending surplus	2,729,547															2,600,888

BOARD MEETING SCHEDULE

September 2024 to June 2025

Tues.	Sept	3	<i>First Day of School</i>		
Tues.	Sept	24	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	Oct	15	Education Policy/Planning Committee	3:30 PM	in person*
Tues.	Oct	15	Operations Policy/Planning Committee	6:30 PM	Hybrid
Tues.	Oct	29	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	Nov	5	<i>Board In-Service - Placeholder (Topic TBD)</i>	3:30 PM	(SBO)
Tues.	Nov	12	Education Policy/Planning Committee	3:30 PM	in person*
Tues.	Nov	12	Operations Policy/Planning Committee	6:30 PM	Hybrid
Tues.	Nov	26	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	Dec	17	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	Dec	24	<i>Winter Break (December 23 - January 3)</i>		
Tues.	Dec	31			
Tues.	Jan	14	Education Policy/Planning Committee	3:30 PM	in person*
Tues.	Jan	14	Operations Policy/Planning Committee	6:30 PM	Hybrid
Tues.	Jan	28	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	Feb	11	Education Policy/Planning Committee	3:30 PM	in person*
Tues.	Feb	11	Operations Policy/Planning Committee	6:30 PM	Hybrid
Tues.	Feb	25	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	March	11	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	March	18	<i>Spring Break (March 18 - 29)</i>		
Tues.	March	25			
Tues.	April	8	<i>Board In-Service - Budget 2025/26</i>	3:30 PM	in person

BOARD MEETING SCHEDULE

September 2024 to June 2025

Tues.	April	15	Education Policy/Planning Committee	3:30 PM	in person*
Tues.	April	15	Operations Policy/Planning Committee	6:30 PM	Hybrid
Tues.	April	29	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	May	13	Education Policy/Planning Committee	3:30 PM	in person*
Tues.	May	13	Operations Policy/Planning Committee	6:30 PM	Hybrid
Tues.	May	27	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid
Tues.	June	10	Education Policy/Planning Committee	3:30 PM	in person*
Tues.	June	10	Operations Policy/Planning Committee	6:30 PM	Hybrid
Tues.	June	24	Board Meetings (In-Camera & Open)	6:00 PM	Hybrid

*Education meetings will be held at schools on a rotational basis and will be communicated closer to the date



Supplement to: **OPERATIONS POLICY AND PLANNING MEETING**

Date: April 16, 2024

Submitted by: Bettina Ketcham, Secretary-Treasurer

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

Subject: Capital Plan Response Update 2024-25

Background:

Attached, please find the draft Capital Bylaw No. 2024/25 – CPSD40-01. The Ministry of Education announced the following minor capital projects awarded to the District. They are as follows:

Facility Name	Program Project Description	Amount funded by MoE
New Westminister Secondary School	School Enhancement Program	\$3,000,000
Total Funding for 2024/2025		\$3,000,000

The District has completed the tender and awarded the contract for the above noted project and will commence work in Summer 2024.

Conclusion: The bylaw will be brought to the April 30, 2024 Board meeting where three-readings of the capital bylaw will be requested for approval.

Recommendations coming to the Board meeting dated April 30:

The School Act - Section 68 (4) states:

"The Board may not give a By-Law more than 2 readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the By-Law all 3 readings at that meeting"



THAT the Board of Education of School District No. 40 (New Westminister) complete all three readings of Capital Bylaw No. 2024/25 – CPSD40-01.

THAT the Board of Education of School District No. 40 (New Westminister) approve first and second reading of Capital Bylaw No. 2024/25 – CPSD40-01.

THAT the Board of Education of School District No. 40 (New Westminister) approve third reading, reconsideration and final adoption of Capital Bylaw No. 2024/25 – CPSD40-01.

**CAPITAL BYLAW NO. CPSD40-01
CAPITAL PLAN 2024/25**

WHEREAS in accordance with section 142 of the *School Act*, the Board of Education of School District No. 40 (New Westminster) (hereinafter called the "Board") has submitted a capital plan to the Minister of Education (hereinafter called the "Minister") and the Minister has approved the capital plan or has approved a capital plan with modifications,

NOW THEREFORE in accordance with section 143 of the *School Act*, the Board has prepared this Capital Bylaw and agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute a capital project funding agreement(s) related to the capital project(s) contemplated by the capital plan or the capital plan with modifications;
- (b) Upon ministerial approval to proceed, commence the capital project(s) and proceed diligently and use its best efforts to complete each capital project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the capital project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the capital project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2024/25 Capital Plan as approved by the Minister, to include the supported capital project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent, dated March 15, 2024 is hereby adopted.
- 2. This Capital Bylaw may be cited as School District No.40 (New Westminster) Capital Bylaw No. CPSD40-01.

READ A FIRST TIME THE 30th DAY OF *April* 2024;
READ A SECOND TIME THE 30th DAY OF *April* 2024;
READ A THIRD TIME, PASSED THE 30th DAY OF *April* 2024.

APPLY CORPORATE SEAL

Maya Russell, Board Chair

Bettina Ketcham, Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 40 (New Westminster) Capital Bylaw No. CPSD40-01 adopted by the Board the 30th day of April 2024.

Bettina Ketcham, Secretary-Treasurer

Supplement to: **OPERATIONS POLICY AND PLANNING MEETING**

Date: April 16, 2024

Submitted by: Bettina Ketcham, Secretary-Treasurer

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

Subject: Guiding principles – Information Campaign

Background

Subsequent to the last Board meeting dated March 12, 2024 when the guiding principles were introduced. The District has initiated an information campaign as noted below. Staff are looking for approval of the guiding principles at the open meeting scheduled for April 30, 2024.

Changes coming to SD40’s school space guiding principles

Changes are necessary to New Westminster Schools’ guiding principles that direct how the district manages short term capacity for enrollment growth. The proposed changes include clearer, more detailed language on enrollment priorities at both the K-8 and Grade 9-12 levels.

The original guiding principles, approved by the Board of Education in June 2022, met the district’s needs for a short time. However, as capacity pressure continues to mount in New Westminster Schools, the principles no longer meet the district's needs. They require more clarity to ensure greater transparency in future decision-making.

Original guiding principles

- **Guiding Principle #1** – Prioritize the utilization of space within our schools to support K-12 in-catchment regular enrolment, while also ensuring sufficient play and outdoor learning space; and
- **Guiding Principle #2** – Programs of choice, community partnerships (including infant/toddler childcare), and non-instructional uses of space will be operated, and when necessary, relocated to school facilities where space permits.



Proposed revised guiding principles on space use for K-8

- **Guiding Principle #1** – Prioritize the utilization of space within our schools to support K-8 students in the following priority sequence:
 - Students that reside in New Westminister are placed within our District’s schools;
 - Students are placed in their school catchment zone (Fraser River Community Zone, Glenbrook Community Zone and Queensborough Community Zone);
 - Students are placed in their neighbourhood in-catchment regular school; and
 - Where possible, provide the maximum space possible given the enrolment priority for play and outdoor learning space.
- **Guiding Principle #2** – Programs of choice, community partnerships (including infant/toddler childcare), and non-instructional uses of space will be operated in school facilities, and when necessary, relocated where space permits.

Proposed revised guiding principles on space use for Grades 9-12

Since the district only has one secondary school (New Westminister Secondary) with its own capacity needs set in a single zone and catchment, the district aims to create guiding principles that are unique to this school:

1. Secondary students that reside in New Westminister are placed within New Westminister Secondary School or within our alternate programs.
2. Provide equitable access to educational opportunities by creating additional space for students in specialty instructional programs (home economics, physical education, arts, Applied Design, Skills and Technology (ADST) etc.).
3. Maintaining 21st century learning environment created within the school to maintain space for flexibility, collaborative learning which foster cross-disciplinary work, accessible and inviting hallway spaces and visible/open learning.

Short-term and long-term capacity challenges

The district is currently experiencing a “capacity crisis” brought on by a growing student population and a severe lack of indoor and outdoor space in existing schools. As New Westminister’s population continues to grow and more students enter the district system, it is increasingly necessary to deal with short-term space needs in schools until planned new schools open. These short-term challenges and the bridging solutions needed to address them will also have an impact on the district’s budget.

The 2024-2025 school year will see the following strategies implemented:



- Additional on-site portables and/or receive interior renovations at some elementary and middle schools.
- Move to online course delivery of Career Life Education at New Westminster Secondary School.
- Slight reduction in international student enrollment at New Westminster Secondary School.

While short-term measures above will alleviate some of the pressures on a year-to-year basis, long-term solutions are necessary to prevent overcrowding.

- [Learn how New Westminster Schools is addressing the capacity crisis](#)