

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

Tuesday, March 12, 2024

7:00 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>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 March 12, 2024 Regular School Board meeting.</p>		
2.	<u>APPROVAL OF THE MINUTES</u>	7:00 PM
a.	Minutes from the Open Meetings held:	
i.	February 27, 2024 Regular Meeting.	4
<p>Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the February 27, 2024 Regular School Board meeting.</p>		
b.	Business Arising from the Minutes.	
3.	<u>PRESENTATIONS</u>	7:10 PM
4.	<u>COMMENT & QUESTION PERIOD FROM VISITORS</u>	7:20 PM
5.	<u>CORRESPONDENCE</u>	7:35 PM
6.	<u>BOARD COMMITTEE REPORTS</u>	
a.	The next EPPC & OPPC Meetings will be held on April 16, 2024.	

7. REPORTS FROM SENIOR MANAGEMENT

- | | | | |
|----|--|---------|----|
| a. | Extracurricular Audit Update (S. Rai) | 7:40 PM | 11 |
| b. | Short Term Capacity Update for New Westminster Schools (B. Ketcham). | 7:50 PM | 19 |
| c. | Short Term Capacity Guiding Principles (B. Ketcham & P. Craven). | 8:50 PM | 55 |
| d. | AP 520 Fundraising Activities Update (B. Ketcham). | 9:10 PM | 57 |
| e. | 2024-2025 District Calendar (J. Pearce). | 9:15 PM | 58 |

Recommendation:
THAT the Board of Education of School District No. 40 (New Westminster) approve the 2024-25 District Calendar as presented.

- | | | | |
|----|---|---------|--|
| f. | Terms of Engagement with Auditor (B. Ketcham) (Verbal). | 9:25 PM | |
|----|---|---------|--|

Recommendation:
THAT the Board of Education of School District No.40 (New Westminster) confirm and continue the engagement of KPMG LLP for the year-end audit services for 2023-2024.

- | | | | |
|----|-------------------------------------|---------|----|
| g. | Superintendent Update (K. Hachlaf). | 9:30 PM | 59 |
|----|-------------------------------------|---------|----|

8. NEW BUSINESS 9:40 PM

9. OLD BUSINESS

- | | | | |
|----|--|---------|--|
| a. | Board Advocacy Draft Plan (M. Russell) (Verbal). | 9:45 PM | |
|----|--|---------|--|

10. TRUSTEE REPORTS 10:00 PM

11. QUESTION PERIOD (15 Minutes) 10:10 PM

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

12. NOTICE OF MEETINGS 10:25 PM

Events

- World Autism Awareness Day - Tuesday, April 2nd
- International Women’s Day – Friday, March 8th

- Earth Day - Monday, April 22nd
- BCSTA Provincial Council & AGM - Thursday April 18th to Sunday, April 21st
- Volunteer Recognition Day - Sunday, April 14th

13.	<u>REPORTING OUT FROM IN-CAMERA BOARD MEETING</u>	10:25 PM	
	a. Record of the February 27, 2024 In-Camera Meeting		70
14.	<u>ADJOURNMENT</u>	10:25 PM	

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

Tuesday, February 27, 2024, 7:00 PM
In-Person and Via Zoom Link

PRESENT Maya Russell, Chair
Cheryl Sluis, Vice-Chair
Gurveen Dhaliwal, Trustee
Danielle Connelly, Trustee
Elliott Slinn, Trustee
Cheryl Sluis, Trustee
Kathleen Carlsen, Trustee

Karim Hachlaf, Superintendent
Julie Pearce, Interim Associate Superintendent
Bettina Ketcham, Secretary-Treasurer
Robert Weston, Executive Director, HR
Dave Crowe, Director of Capital Projects
Amy Grey, Assistant Secretary-Treasurer
Laura Goodman, Recording Secretary

Members of the Public
Laura Kwong, DPAC Chair
Dave Bollen, CUPE 409 President
Kristie Oxley, NWTU President

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1. **ADOPTION OF THE AGENDA**

The Chair called the meeting to order at 7:02 pm.

2024-008

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the February 27, 2024, Regular School Board meeting.

CARRIED UNANIMOUSLY

2. **APPROVAL OF THE MINUTES**

a. Minutes from the Open Meetings held:

i. Open Board Meeting held Tuesday, January 30, 2024.

2024-009

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for Tuesday, January 30, 2024, Regular School Board meeting.

CARRIED UNANIMOUSLY

2024-010

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for Tuesday, February 13, 2024, Special Open School Board meeting.

CARRIED UNANIMOUSLY

- b. Business Arising from the Minutes.
Nil.

3. **PRESENTATIONS**

- a. Chief Election Officer Report (M. Brown)

Chief Election Officer Mark Brown reported on the 2024 By-election process and official election results which resulted in candidate Kathleen Carlsen being sworn in as the new Trustee for the SD40 Board of Education. The report included: the Purpose, Executive Summary, Legislation/Bylaw/Policy, Background, Analysis, Voting Opportunities, Public Communication, Administrative Support, and Conclusions.

To view the full 2024 By-election report, please refer to the meeting video at [\[7:05 p.m.\]](#).

Chair Russell thanked Brown and his team for allowing the Board of Education to hold this Election to create a full Board.

2024-011

Moved and Seconded

THAT the Chief Election Officer's report dated February 5, 2024, regarding the 2024 by-election results for the office of the School Trustee for School District No. 40 (New Westminster) be received for information.

CARRIED UNANIMOUSLY

4. **COMMENT & QUESTION PERIOD FROM VISITORS**

DPAC: Laura Kwong, Chair

- DPAC provided a number of updates and comments which included a motion to write a letter to the District and Board of Education re: student success, kindergarten gradual entry survey, Queen Elizabeth expansion project and questions about glazing/windows.
- DPAC shared that they have been talking to other Districts within the province regarding the 'Building Schools Together - Capital Project Initiatives' brochure that was published by the Ministry in October 2023.
- DPAC is looking forward to working with the District on the proposed amendments to Administrative Proposal 520 in a meeting on Thursday, February 29th.
- DPAC is pleased to be participating, and contributing in, the Anti-racism Advisory Committee and SOGI Committee meetings this month.

Questions were raised, and discussion ensued with Chair Russell providing answers to the questions posed above.

CUPE 409 Dave Bollen, President

- CUPE 409 AGM was held on Saturday, February 24th.
- CUPE 409 recently completed its bylaws which resulted in the new Indigenous Members Representative executive position. The name of the successful candidate will be stated at the next Board meeting.
- Bollen noted that CUPE was disappointed to learn that the Child Care program at Lord Tweedsmuir did not open as planned. He further stated that if the Board of Education is interested, CUPE National would like to invest in a cost share program with the District to help support the program for September 2024.

Chair Russell stated that the Tweedsmuir afterschool Child Care did not open as planned due to insufficient enrolment, and thanked CUPE for their offer regarding a cost-share program.

NWTU: Kristie Oxley, President

- Oxley highlighted this week is 'Freedom to Read Week' which is an annual event that encourages Canadians to think about and reaffirm their commitment to intellectual freedom.
- Oxley noted the current capacity crisis in New Westminster schools and questioned if the District would be interested in creating a joint letter that would support Trustee advocacy goals.
- NWTU sent a letter to the Board and Superintendent Hachlaf regarding the National Day for Truth and Reconciliation and requested that these presentations occur at the October Open Board meeting to showcase what schools have done to mark this day. The Board of Education has agreed to review this request.
- NWTU was pleased to learn that the Open Board agenda item 'Good things are Happening' will continue to showcase student events at schools within the District.

The public was given the opportunity to ask questions on items related to the agenda with staff responding where appropriate. To view the full comment and question period, please refer to the meeting video at [\[7:12 p.m.\]](#).

5. **CORRESPONDENCE**

Nil.

6. **BOARD COMMITTEE REPORTS**

a. Education Policy & Planning Committee, February 13, 2024.

- i. Comments from the Committee Chair, Trustee Andres.
Trustee Andres provided brief highlights of the meeting.
- ii. Approval of the February 13, 2024, Education Policy, and Planning Committee Minutes.

2024-012

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the Education Policy and Planning Committee held on February 13, 2024.

CARRIED UNANIMOUSLY

b. Operations Policy & Planning Committee, January 16, 2024.

i. Comments from the Committee Chair, Trustee Connelly.

Trustee Connelly provided brief highlights of the meeting.

2024-013

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as distributed for the Operations Policy and Planning Committee held on February 13, 2024.

CARRIED UNANIMOUSLY

7. **REPORTS FROM SENIOR MANAGEMENT**

a. Superintendent Update (K. Hachlaf)

- Superintendent Hachlaf continues to participate in 'school learning plan visits and shared brief examples of goals put forward by Ecole Glenbrook Middle School (EGMS), and New Westminster Secondary School (NWSS). Highlights include a student-led technology club that assists students with digital safety presentations; qualitative student data collection to foster safe and inclusive spaces; communication bulletins to parents that contain safety initiatives and helpful resources; ongoing education regarding vaping; an ERASE reporting tool to educate parents; 'morning buzz' announcements to support behavioral expectations, and safety expectations around washrooms and cell phone usage.
- Black History Month: Several activities are occurring in New Westminster Schools this month to celebrate Black History. Hachlaf noted that he had visited Fraser River Middle School (FRMS), and had the privilege of seeing a fantastic mosaic that was being created to honour the rich contributions and accomplishments of Black Canadians.

b. 2024-25 Enrollment Update & Short Term Capacity (B. Ketcham)

Secretary-Treasurer Ketcham provided an update regarding District Enrolment and Short Term Capacity Strategies.

Highlights:

- The District has completed its enrolment process for the 2024-2025 school year and continues to see a tremendous amount of growth. The current registration has closed; however, the District anticipates receiving additional registrations up to August 2024. Expected growth totals 354 students for the 2024-2025 school year.

- In the 2023–2024-year enrolment capacity was at 115%, and this number continues to increase as enrollment increases. The greatest need for space is in the Fraser River Zone, and the District continues to work on its submission to the Ministry of Education and Child Care (MECC) on the Simcoe Elementary School project to create some relief by 2027-28. They also continue to work with the Ministry and the City on their proposed plans for the Fraser River Middle School (FRMS) to alleviate capacity at the Middle School level.
 - In the interim, the District will continue to create Short Term Capacity Strategies to navigate its current state until permanent facilities are built. The next steps include Board direction regarding the guiding principles, as they will help the District prioritize how they create space within all their school facilities. Ketcham and Pam Craven, Director of Instruction, Secondary Programs will provide an update regarding capacity strategies at the Open Board meeting on March 12, 2024.
- c. Approve Amended Budget for Current Fiscal Year (A. Grey)
- i. Ministry Amended Budget Submission.

Assistant Secretary-Treasurer Grey provided a detailed walk through of the budget changes since the Board's passing of the preliminary budget in June 2023.

- 2024 Amended budget: \$109,902,065 consists of the Operating Budget (\$87M) along with capital assets, special purpose funds, and capital funds.
- The revised anticipated annual deficit by June 30, 2024, is \$389K.

2024-014
Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) adopt the three readings of the amended budget bylaw for fiscal year 2023/2024.

2024-015
Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the FIRST and Second reading of the amended budget bylaw for the fiscal year 2023/2024.

2024-016
Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the THIRD reading, reconsideration, and FINAL adoption of the amended budget bylaw for fiscal year 2023/2024.

CARRIED UNANIMOUSLY

d. Review Student Learning/Welfare Accountability Report

Directors of Instruction, R. Jones, S. Singh, and P. Craven; District Vice-Principal, Melanie Smith, Safe & Caring Schools; District Vice-Principal, Ken Headley, Diversity, Equity, Inclusion, and Anti-Racism; and Manager, Ileana Neilson, Early Learning and Childcare, provided a comprehensive review of their respective areas within this report: 'Framework for Enhancing Student Learning: Student Success in New West Schools 2022-2023.' The themes of their report included Literacy, Numeracy, Equity, and Student Safety.

To review the presentation in its entirety, please refer to the meeting video at [\[7:57 p.m.\]](#)

8. **NEW BUSINESS**

Nil.

9. **TRUSTEE REPORTS**

Trustees spoke to various meetings and events they attended over the past month.

To review the full Trustee Reports, please refer to the meeting video at [\[9:20 p.m.\]](#).

10. **QUESTION PERIOD (15 Minutes)**

The public was given the opportunity to ask questions on matters that arose during the meeting. Members of the public voiced their concerns to the Board of Education on the following topics: New Westminster Schools Teaching & Learning in Diverse Classrooms, and New Westminster Schools Padlet. Dave Bollen of CUPE 409 apologized for his comment about the trustee by-election, and expressed congratulations to newly appointed Trustee Kathleen Carlsen.

Refer to the meeting video at [\[9:31 p.m.\]](#) for full Q&A comments.

11. **NOTICE OF MEETINGS**

Events:

- Black History Month – February 2024.
- Represent Board at the British Columbia School Employers' Association (BCSTA) Provincial Council Meeting - Saturday, February 24, 2024.
- Pink Shirt Day - Wednesday, February 28, 2024.

12. **REPORTING OUT FROM IN-CAMERA BOARD MEETING**

- a. Record of the January 30, 2024 In-Camera Meeting.
- b. Record of the February 6, 2024 Special In-Camera Meeting.
- c. Record of the February 16, 2024 Special In-Camera Meeting

13. **REPORTING OUT FROM THE SPECIAL OPEN BOARD MEETING**

- a. Record of the February 13, 2024 Special Open Board Meeting.

14. **ADJOURNMENT**

The meeting adjourned at 9:36 pm.

Chair

Secretary-Treasurer

DRAFT



Supplement to: REGULAR SCHOOL BOARD MEETING

Date: Date of Meeting

Submitted by: Sukh Rai

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

Subject: Extracurricular Athletics Audit Update

Background:

At the December 2023 Board of Education Meeting, a motion was passed to review the district’s approach in providing and supporting extra-curricular physical activities. In particular, the Board expressed that athletics opportunities should be offered “Equitably” by removing barriers to student participation which may include socio-economic status, sexual orientation, gender identity, race, disability, and gender.

Update on Process – Gather information from the High School and 3 Middle Schools

As the lead for the audit, my work involves:

- Review of the BC School Sports/ NW district’s extracurricular athletics policies and procedures
- Creating survey’s for: school-based administrators, athletic directors, teachers, coaches, parents, and students
- Interviews with athletic directors, Physical Education teachers and coaches
- Review data and information from surveys and interviews



- Writing a summary report of findings and make recommendations for the Board of Education presentation, April 2024

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to review the districts approach to provide and support extra-curricular physical activities (including intra-murals and inter-varsity competition), including but not limited to:

- Review current mandates/ regulations of BC School Sports and Burnaby/NW Athletic Associations
- Review district policies and procedures
- Assess the current situation (incl quantity and quality of extracurricular opportunities for students, quality of coaching, funding for and access to equipment and facilities)
- Identify gaps and barriers
- Make recommendations

All work should be completed with equity lens considering gender, race, sexual orientation and gender identity, class, age and ability.

And report back to the Board of Education by April 2024.



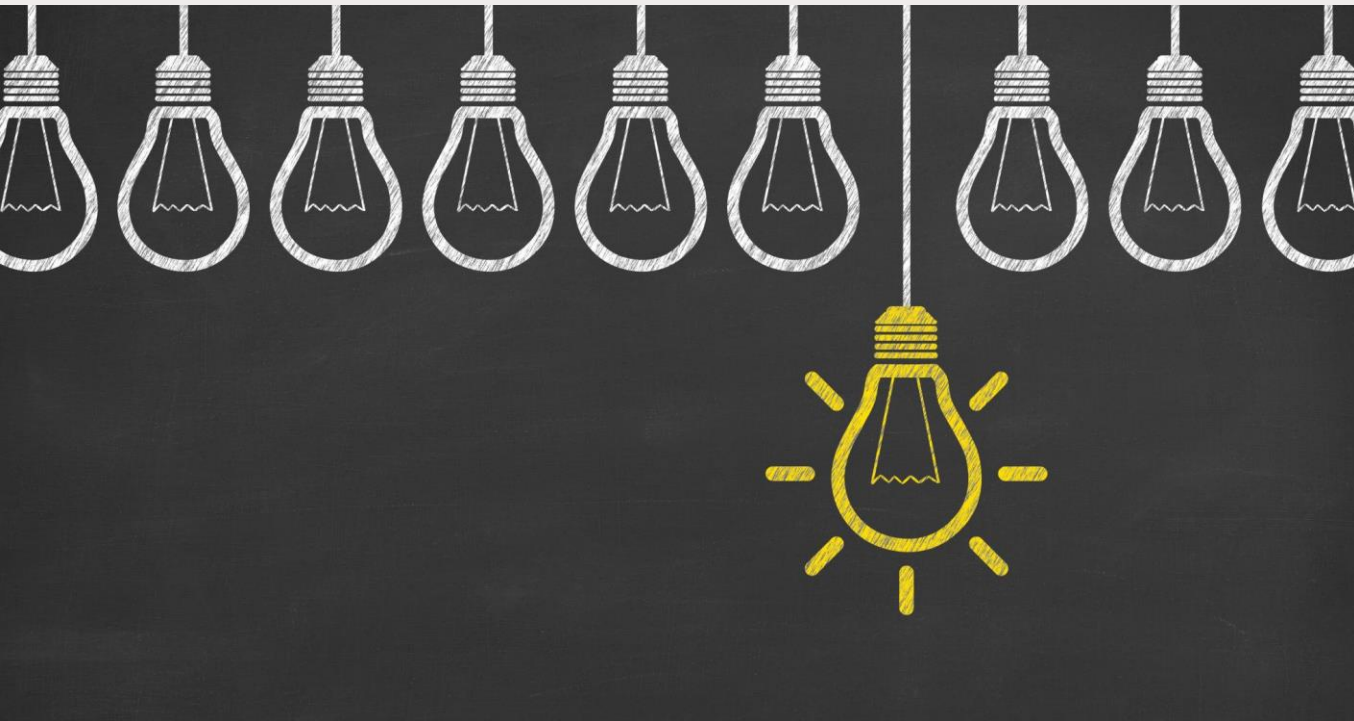
Extracurricular Athletics Audit

SUKH RAI – MARCH 2024

- PE Teacher, Athletic Director, and Vice Principal at Queensborough Middle School.
- I have taught in the district for 28 years, 8 years in Elementary and 20 years in the Middle school.
- Coached sports such as volleyball, basketball, floor hockey, track and field, beginner football at both schools

Always seen the importance of extracurricular athletics as learning opportunities for students, and the huge impact it has on creating a strong school culture, staff and student connections, and experiences, memories, friendships that last a lifetime.





- At the December 12, 2023, Board of Education Meeting, recommendation regarding the review of the district's approach in providing and supporting extracurricular athletic activities was shared.
- The Board of Education expressed that athletic opportunities should be offered equitably by removing barriers to student participation which may include socio-economic status, sexual orientation, gender identity, race, disability, and gender.
- Main goal is to find out if our extracurricular athletics are being offered in an equitable and meaningful way to all our students.

Next Steps

As the lead for the audit, my work involves:

- Review of the school district's extracurricular athletics policies and procedures
- Focus on the High School and 3 Middle school athletics.
- Creating a survey for: school-based administrators, teachers/coaches, parents, and students
- Interviews with athletic directors, coaches, and Physical Education teachers
- Review data and information from surveys and interviews
- Writing a summary report of findings for Board of Education presentation April 2024





- **Timeline**

- February: Introduction email and information sent to administrators and staff.
- March: Send out surveys and schedule interviews with staff and coaches. (2-to-3-week process)
- March: Collect and review information and data from surveys and interviews.
- April: Prepare a summary report of findings and make recommendations to the Board of Education.

Future Plans

- Based on the findings and recommendations what are the next steps to improve athletic opportunities for all our students in the future



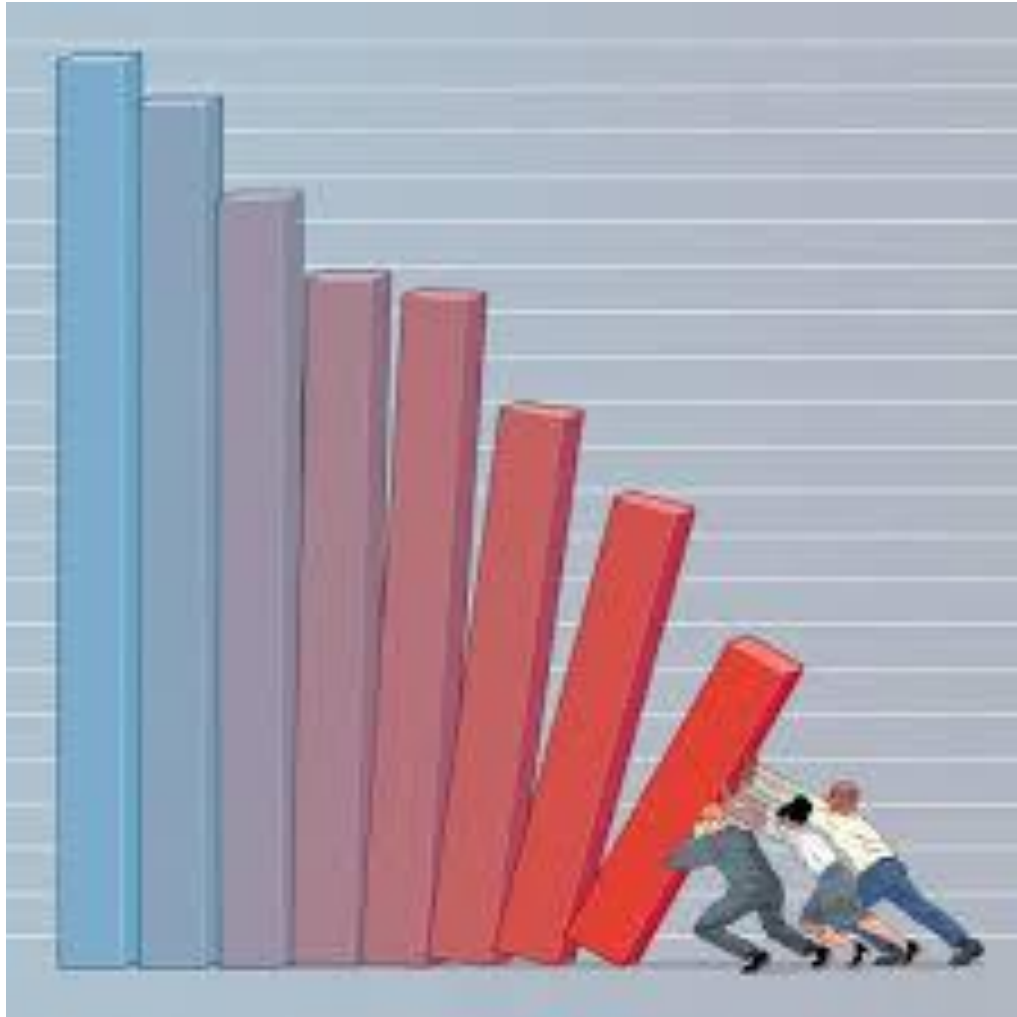
Short-Term Capacity Update

March 12, 2024



New
Westminster
Schools

Background



Capacity Crisis

- Continued growth in the City is necessitating more schools
- Full Schools
 - For 2024-25 expected growth – 350 FTE
 - Looking to up to 7/8 portables across the district (locations being finalized)
- Small school sites compared to area standards
- In the short term – no ideal solutions exist in entire K – 12 system.

Guiding Principles – June 2022

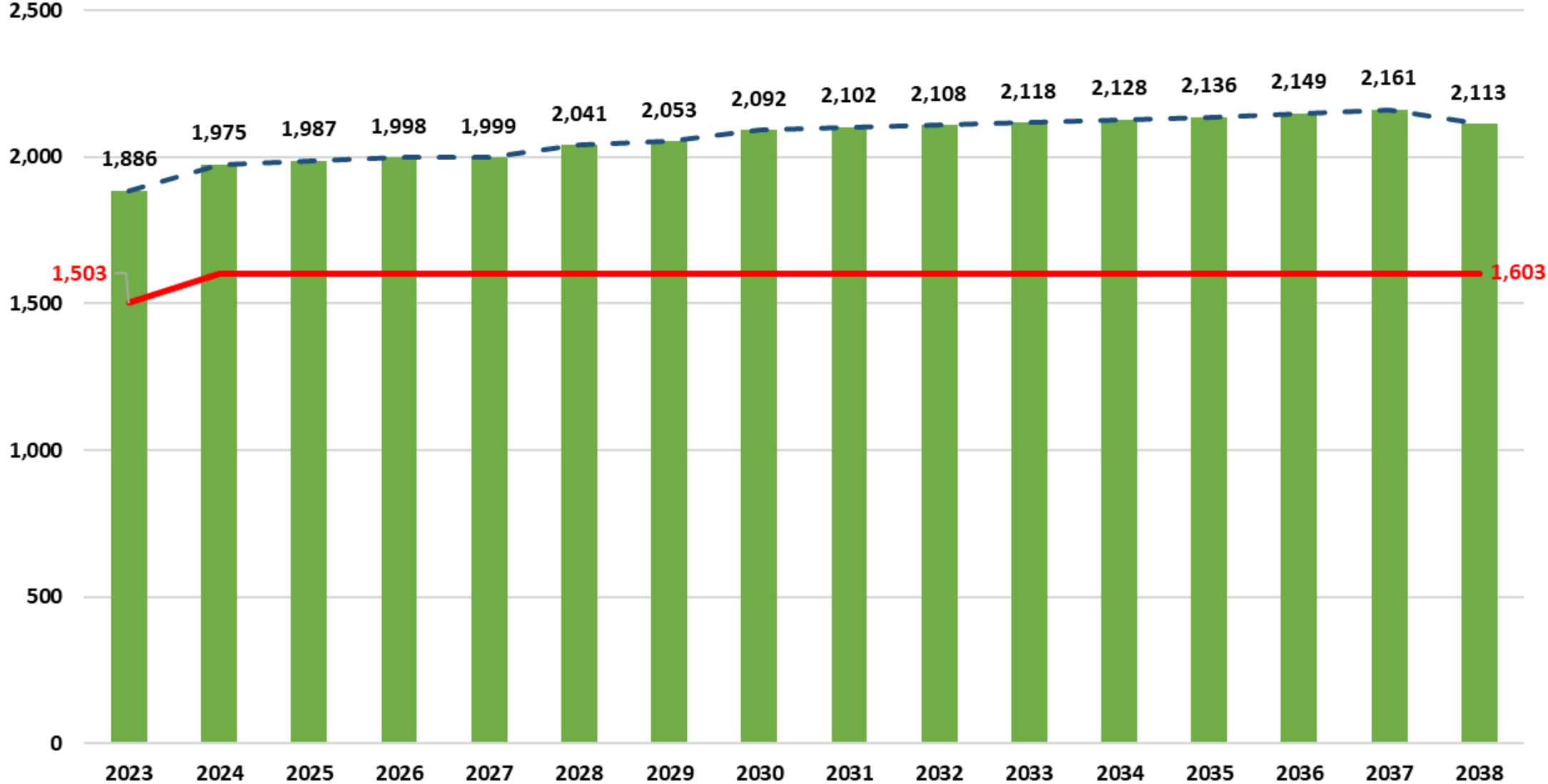
- Guiding Principle #1 – Prioritize the utilization of space within our schools to support K-12 in-catchment regular enrolment while also ensuring sufficient play and outdoor learning space.
- Guiding Principle #2 – Programs of choice, community partnerships (including infant/toddler childcare), and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

Staff will require updated direction as we continue with our short-term capacity work on confirming the guiding principles - the “what”, to allow us to determine “the how”. The context and landscape has changed given our capacity challenges continue to worsen.



Fraser River Zone

Fraser River Community - Elementary School Enrolment Analysis



- - - Projected Enrolment Total
 — Total Operating Capacity

Fraser River Community of Schools - Elementary Schools Analysis

SCHOOLS	FCI	Nominal Capacity	Operating Capacity	September 2023 Actual	Enrolment Projections																
					2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038		
Connaught Heights Elementary	0.20	20K/150E	154	162	161	162	159	155	150	149	152	153	154	155	155	155	155	155	155	155	
% Utilization				105%	105%	105%	103%	101%	97%	97%	99%	99%	100%	101%	101%	101%	101%	101%	101%	101%	
Current International Students (not included):				0																	
Lord Tweedsmuir Elementary	0.31	60K/400E	430	425	428	420	423	410	411	412	417	419	419	418	420	421	424	425	425	425	
% Utilization				99%	100%	98%	98%	95%	96%	96%	97%	97%	97%	97%	98%	98%	99%	99%	99%	99%	99%
Current International Students (not included):				0																	
Lord Kelvin Elementary	0.07	60K/400E	418	631	637	680	675	680	692	692	709	705	706	709	709	710	710	711	711	711	
% Utilization				151%	152%	163%	161%	163%	166%	166%	170%	169%	169%	170%	170%	170%	170%	170%	170%	170%	170%
Current International Students (not included):				0																	
Qayqayt Elementary	0.05	100K/450E	501	668	730	740	749	754	788	800	814	825	829	836	844	850	860	870	822	822	
% Utilization				133%	121%	123%	125%	125%	131%	133%	135%	137%	138%	139%	140%	141%	143%	143%	145%	137%	137%
Current International Students (not included):				0																	
Total Operating Capacity			1,503	1,503	1,603	1,603	1,603	1,603	1,603	1,603	1,603	1,603	1,603	1,603	1,603	1,603	1,603	1,603	1,603	1,603	
Projected Enrolment Total				1,886	1,956	2,002	2,006	1,999	2,041	2,053	2,092	2,102	2,108	2,118	2,128	2,136	2,149	2,161	2,113	2,113	
Projected Overall % Utilization				125%	122%	125%	125%	125%	127%	128%	131%	131%	132%	132%	133%	133%	134%	134%	135%	132%	132%
Total Surplus \ (Total Shortfall)				-383	-353	-399	-403	-396	-438	-450	-489	-499	-505	-515	-525	-533	-546	-558	-510	-510	-510
Total Current International Students (not included):				0																	

Fraser River Zone Elementary Schools

- ❑ Interior reno at Qayqayt completed by September 2024 to add an additional 50 seats (2 classrooms) (this is in addition to the 50 added for the 2023 school year)
- ❑ Simcoe Elementary – best estimates currently September 2027 (600 seats)
- ❑ Must manage growth between September 2024 and September 2027

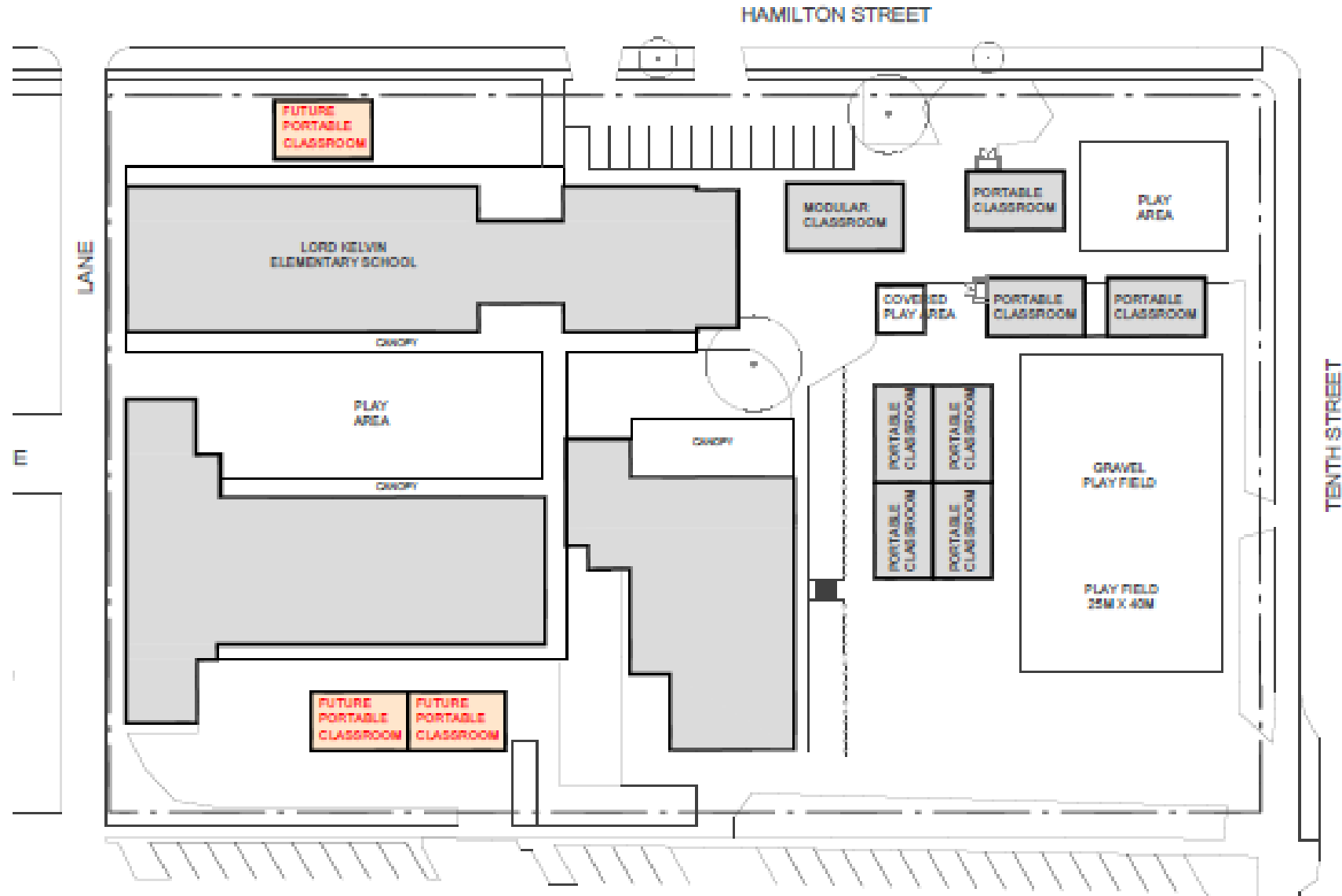


Anticipated growth in Fraser River Zone Elementary Schools

- ❑ From September 2023 – September 2027 expecting growth of the following:
 - ❑ Qayqayt - +86 students
 - ❑ Kelvin - + 49 students
 - ❑ Connaught - neutral
 - ❑ Tweedsmuir –serves as zone overflow
- ❑ City continues to grow and enrolment projections may continue to increase.
- ❑ Portable strategy will continue to work in Fraser River Zone elementary schools.

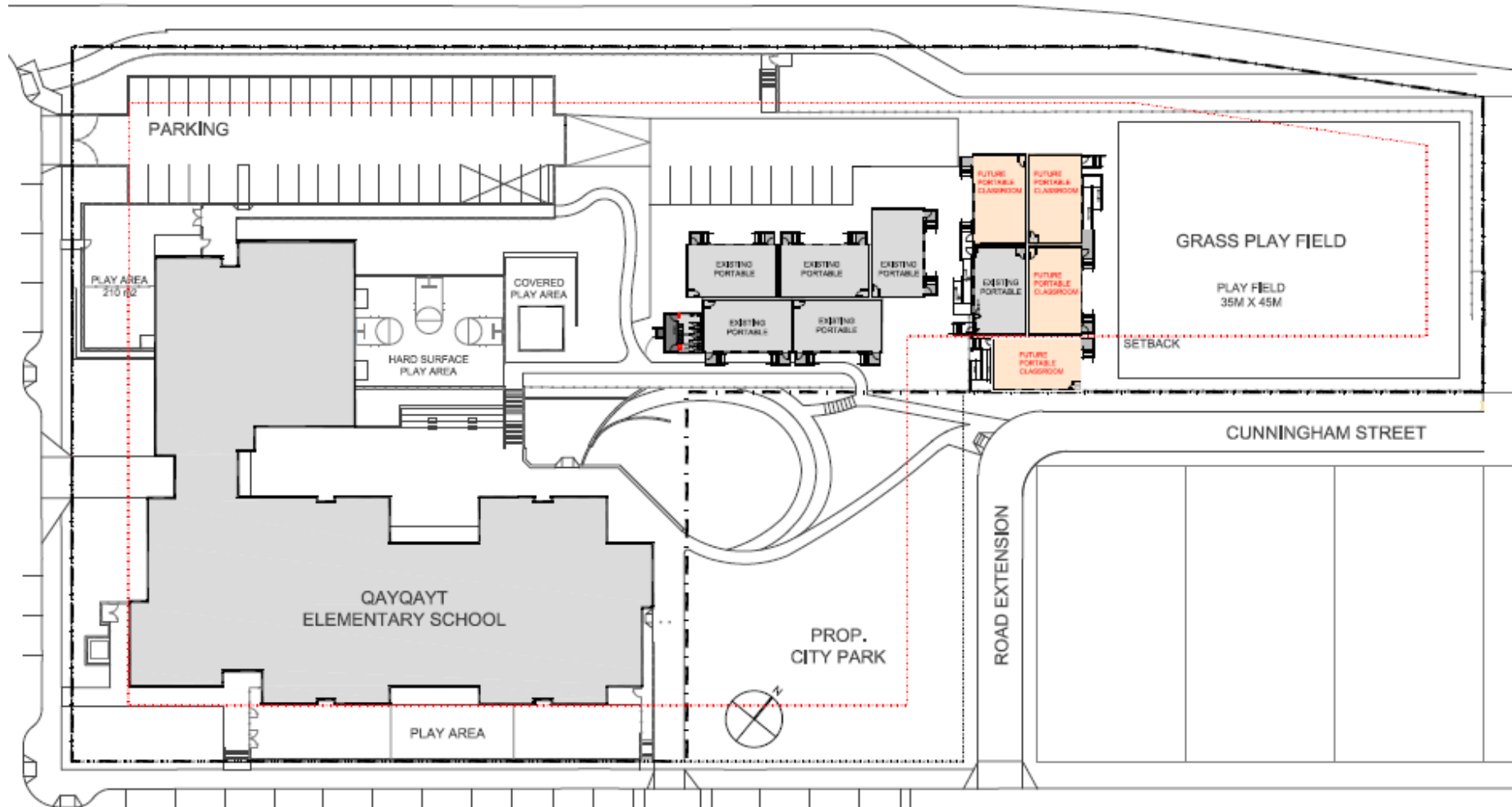


Lord Kelvin Elementary



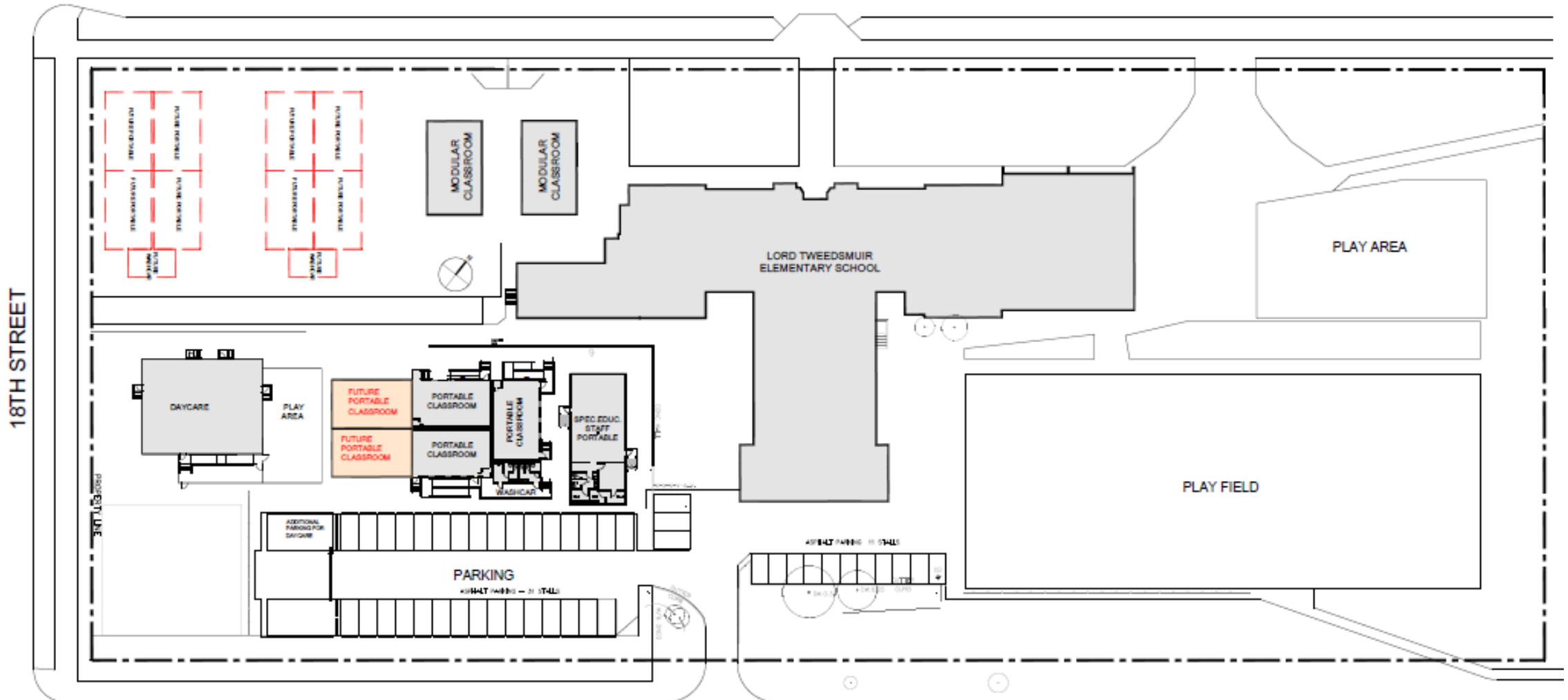
Qayqayt Elementary

ROYAL AVENUE



Lord Tweedsmuir Elementary

8TH AVENUE



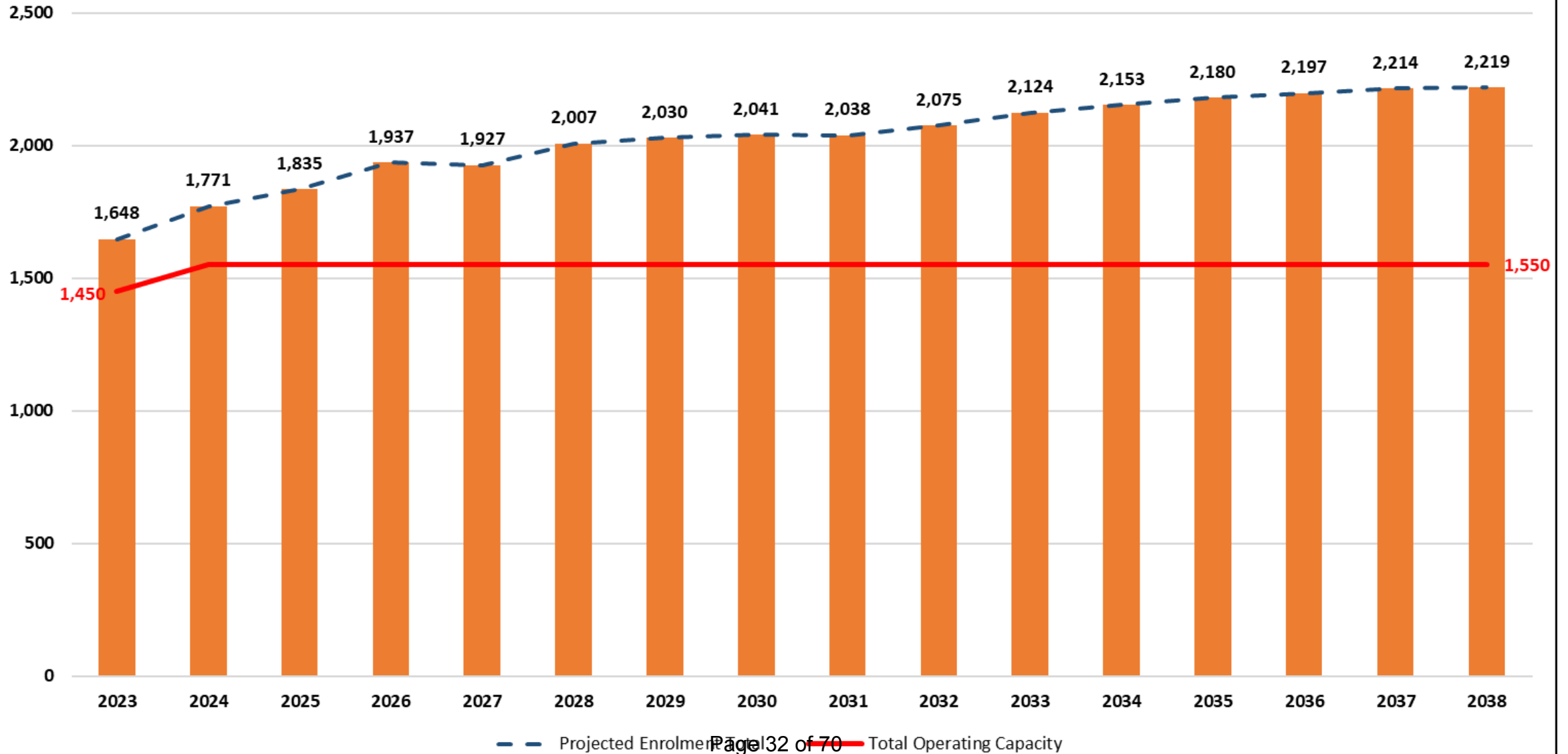
18TH STREET

HAMILTON STREET

Mainland Middle Schools

Projected Middle School Enrolment vs. Operating Capacity

(Including approved Capital Projects as of December 2023)



Middle School Projections

Projected Middle School Enrolment vs. Operating Capacity

SCHOOLS	FCI	Nominal Capacity	Operating Capacity	September 2023 Actual	Enrolment Projections														
					2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
Queensborough Middle	0.28	375	375	376	395	425	451	392	415	394	399	394	402	406	409	419	431	440	445
% Utilization				100%	105%	113%	120%	105%	111%	105%	106%	105%	107%	108%	109%	112%	115%	117%	119%
Current International Students (not included):				0															
Fraser River Middle	0.05	500	500	655	710	727	740	756	777	824	818	826	836	870	876	881	886	894	894
% Utilization				131%	118%	121%	123%	126%	130%	137%	136%	138%	139%	145%	146%	147%	148%	149%	149%
Current International Students (not included):				6															
Glenbrook Middle	0.26	575	575	617	695	720	755	779	815	812	824	818	837	848	868	880	880	880	880
% Utilization				107%	121%	107%	113%	116%	122%	121%	123%	122%	125%	127%	130%	131%	131%	131%	131%
Current International Students (not included):				4															
Total Operating Capacity			1,450	1,450	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550
Projected Enrolment Total				1,648	1,800	1,872	1,946	1,927	2,007	2,030	2,041	2,038	2,075	2,124	2,153	2,180	2,197	2,214	2,219
Projected Overall % Utilization				114%	116%	121%	126%	124%	129%	131%	132%	131%	134%	137%	139%	141%	142%	143%	143%
Total Surplus \ (Total Shortfall)				-198	-250	-322	-396	-377	-457	-480	-491	-488	-525	-574	-603	-630	-647	-664	-669
Total Current International Students (not included):				10															

Growth in mainland middle schools

- ❑ Growth expected as follows between September 2023 and September 2031:
 - ❑ Glenbrook – 201 students
 - ❑ Fraser River – 171 students (+students in annex portables)
- ❑ Assuming an average of 25 students, that is 15 + divisions of space we need to create.
- ❑ City continues to grow and enrolment projections may continue to increase.
- ❑ Simcoe Elementary upon commencement of construction will require 4 portables to replace the existing FRMS annex portables.
- ❑ Approval pending for middle school site acquisition and building.



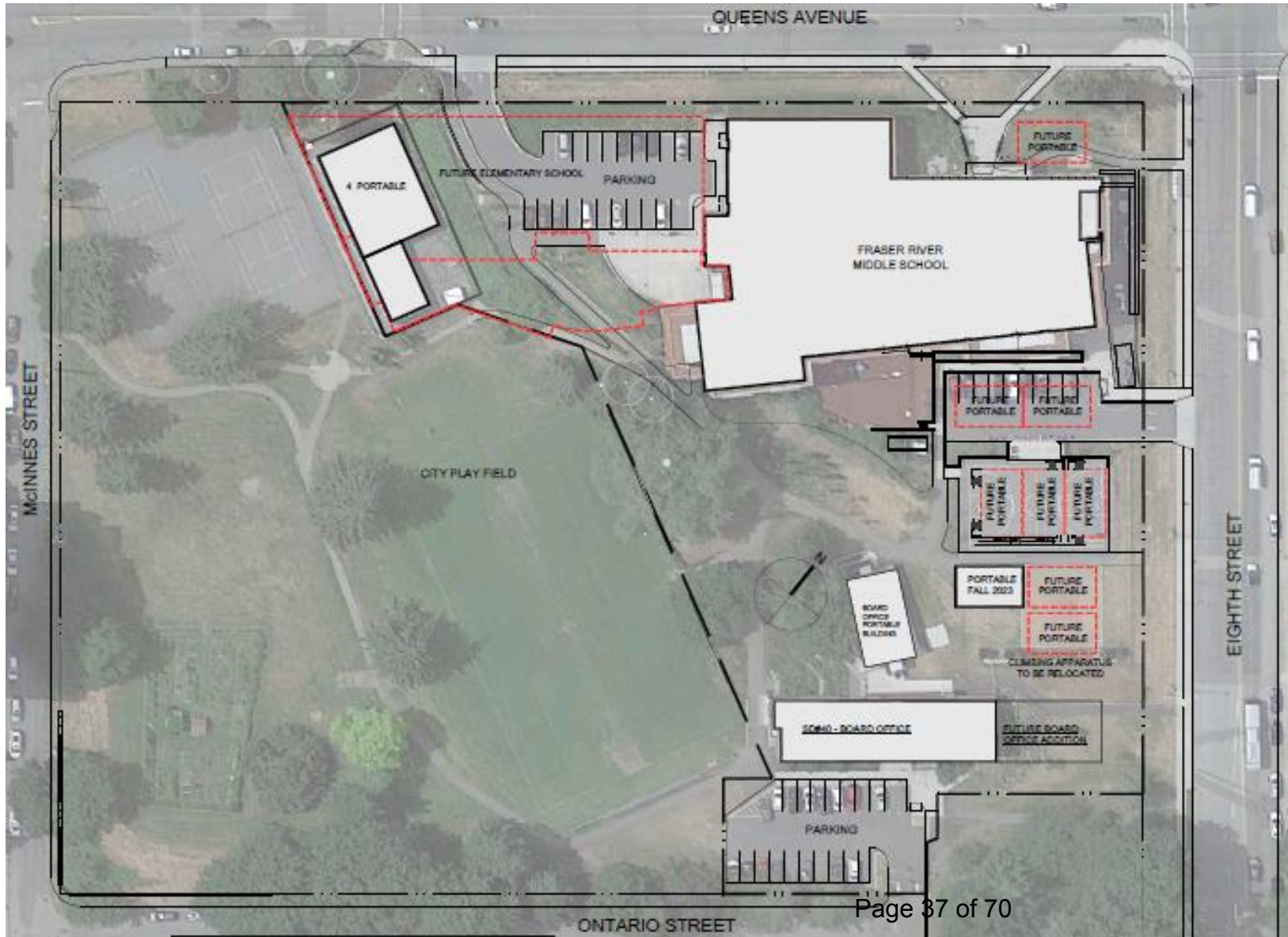


Options under consideration

- Portable Placement Strategy
- Hold Grade 6 students back at elementary schools
- Both options are less than ideal

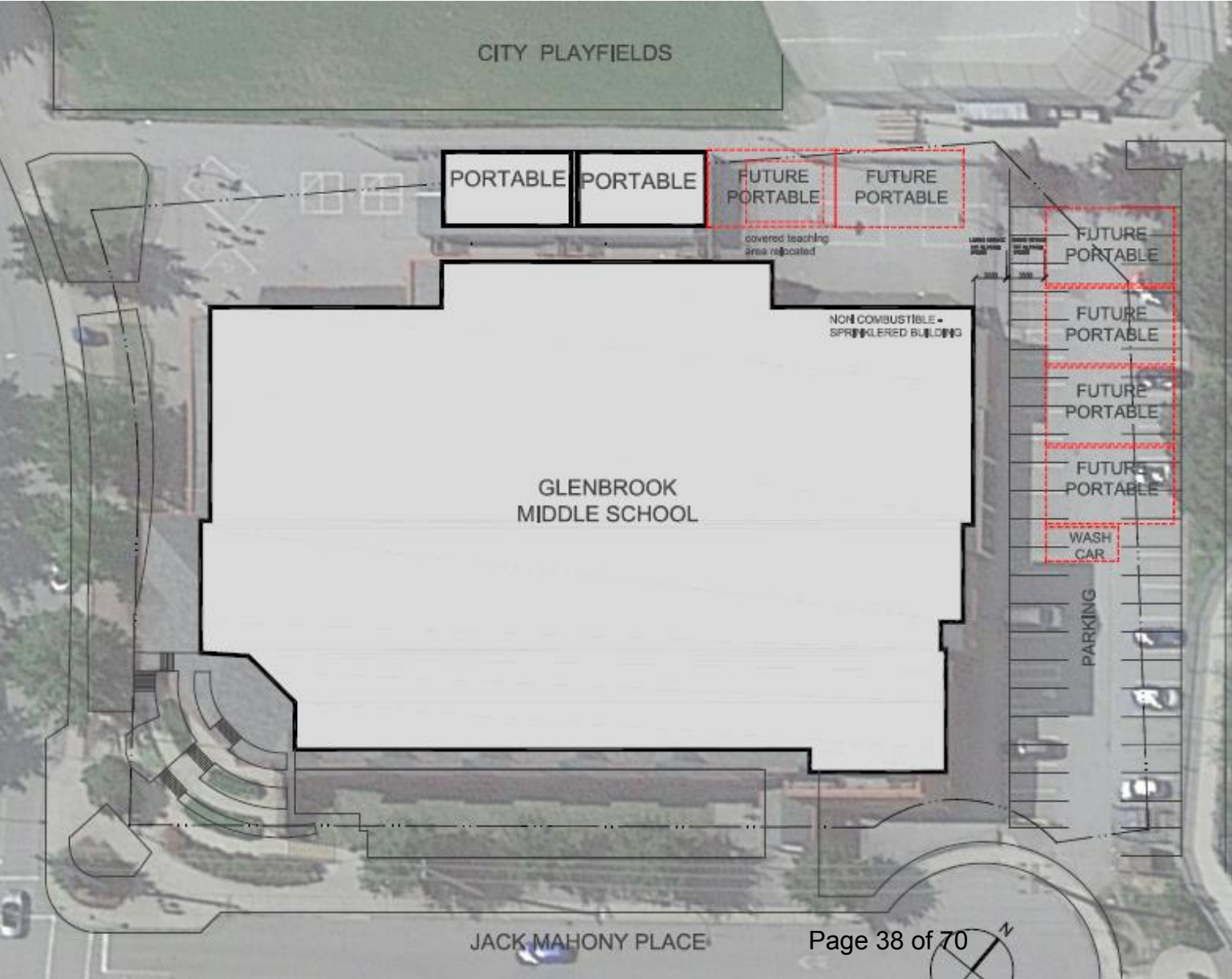
Option 1 – Portable Placement Strategy

Fraser River Middle School



Conceptual in nature only. Not to suggest that this is the option that the District will proceed with.

Glenbrook Middle School



Conceptual in nature only. Not to suggest that this is the option that the District will proceed with.

Pros and Cons to Portable Strategy

Pros

- No disruption to familiar transition of moving from elementary to middle school.

Cons

- If enrolment growth exceeds projections, will not have space to continue to place portables.
- Costly with impacts to operating budget.
- Parking challenges for staff. Impacts to neighbors as staff will park around the school.
- Impacts on play space.

Option 2 – Hold Grade 6 students at Elementary

Fraser River Middle

- ❑ Hold back grade 6 once capacity created in the District due to completion of Simcoe Elementary.
- ❑ Take advantage of portables that are already placed at elementary schools in Fraser River Zone. No anticipated portable purchases required.
- ❑ Complexity of Grade 6 strategy
 - ❑ Too much capacity at FRMS from withholding all grade 6's at elementary
 - ❑ Educational perspective: all or nothing preferred



Glenbrook Zone

Unlike Fraser River Zone, Glenbrook Zone elementary schools do not have portables to take grade 6's. Must purchase portables.

- Spencer – need 4 classrooms
 - FW Howay – no new classrooms – use internal space
 - Skwo:wech – need 3 classrooms
- Complexity of Grade 6 strategy
- Too much capacity at GMS from withholding all grade 6's at elementary schools
 - Educational perspective: all or nothing preferred



Pros and Cons to Grade 6 hold-back

Cons

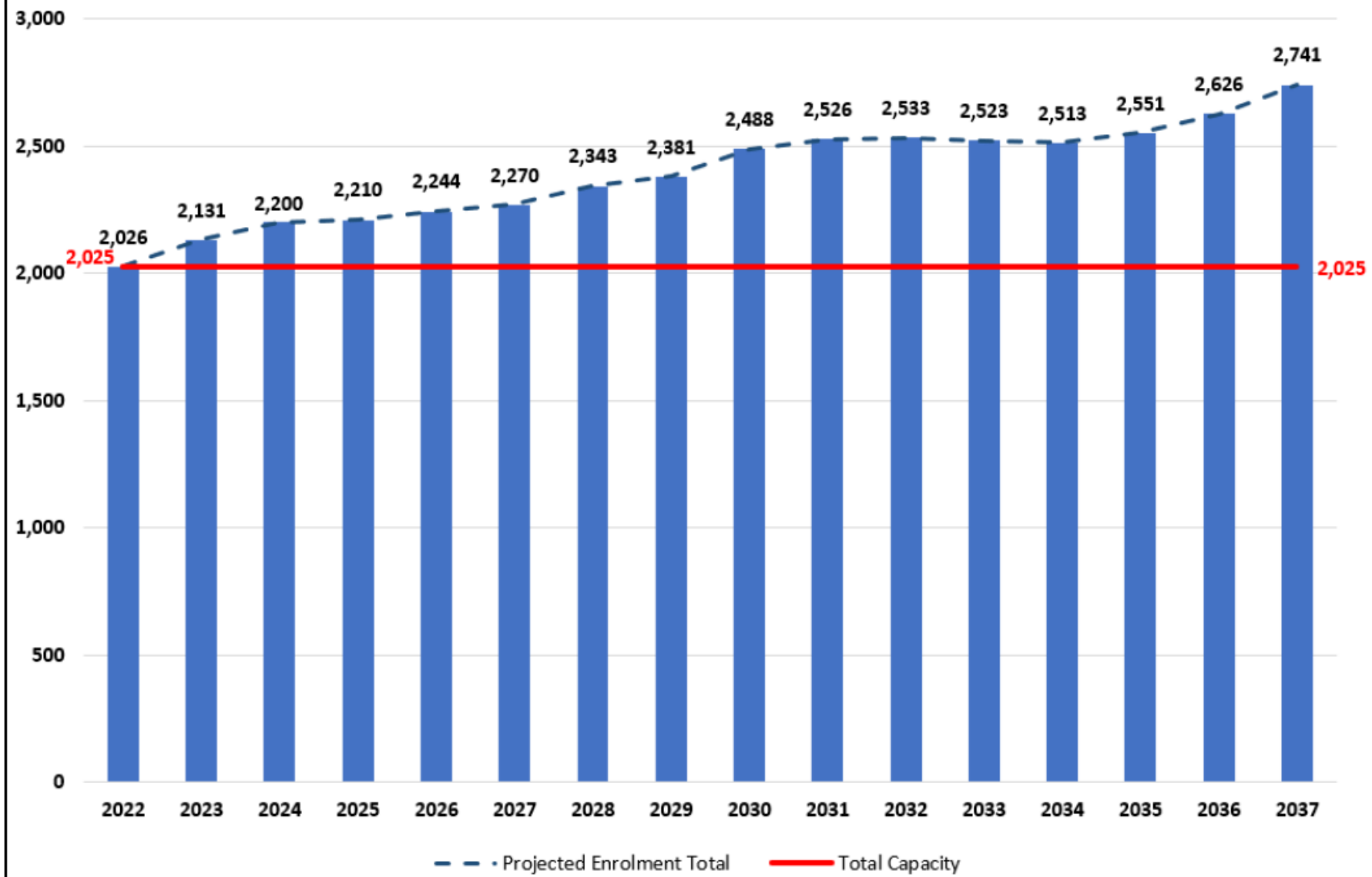
- Cannot do all or nothing approach without creating too much capacity in middle school. Must strategically select schools to balance enrolment.
- Does not give back play space at elementary schools when new school complete.
- In Glenbrook Zone, there are no existing portables to absorb grade 6, meaning more money spent on portables in the year of transition unless we start earlier (2025/26) and phase it in.
- Timing of FRMS and Glenbrook hold-back may be different creating confusion.
- Impacts to LFI if grade 6 stay at elementary.
- Extra cost of hiring at least 1 EFI French teacher to elementary as we have 3 EFI programs

Pros

- In Fraser River Zone, can use existing portables to do hold back starting 2027.
- Preserves play space and parking at middle schools.
- Grade 6 holdback spreads the growth across many elementary schools.
- If there are delays in the middle school getting constructed, offers more flexibility for timing.

NWSS

Projected Secondary School Enrolment vs. Operating Capacity (Including approved Capital Projects as of June 2023)

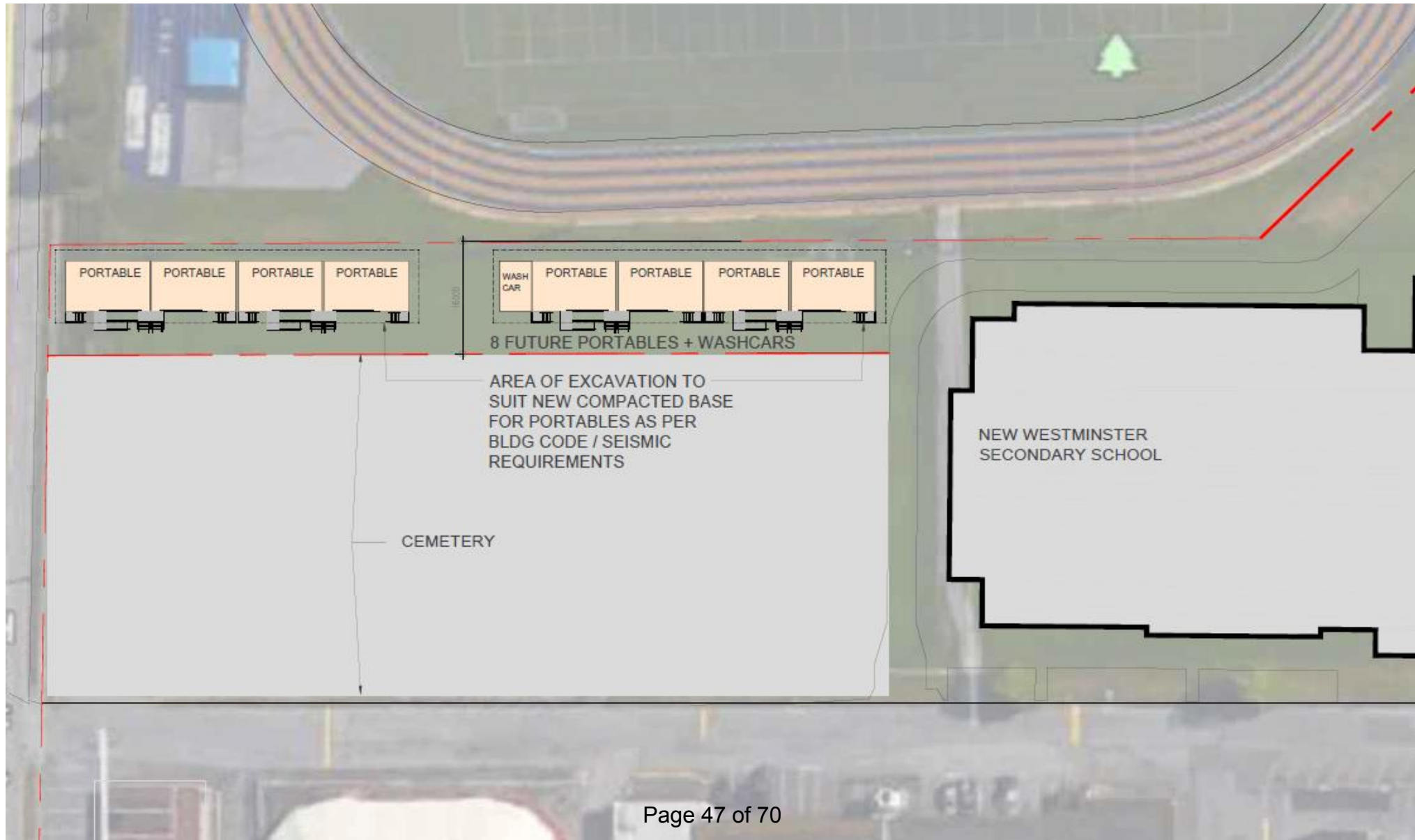




NWSS Capacity

- 2024-25 have bought some relief on CLE courses going online
- Considerations
 - Portables
 - Renovations
 - International education phase-out
 - 5-block timetable
- Before major capital approval for projects, it will be expected that other efforts exhausted.
- No ideal solution
- Surrey Schools

NWSS portable placement

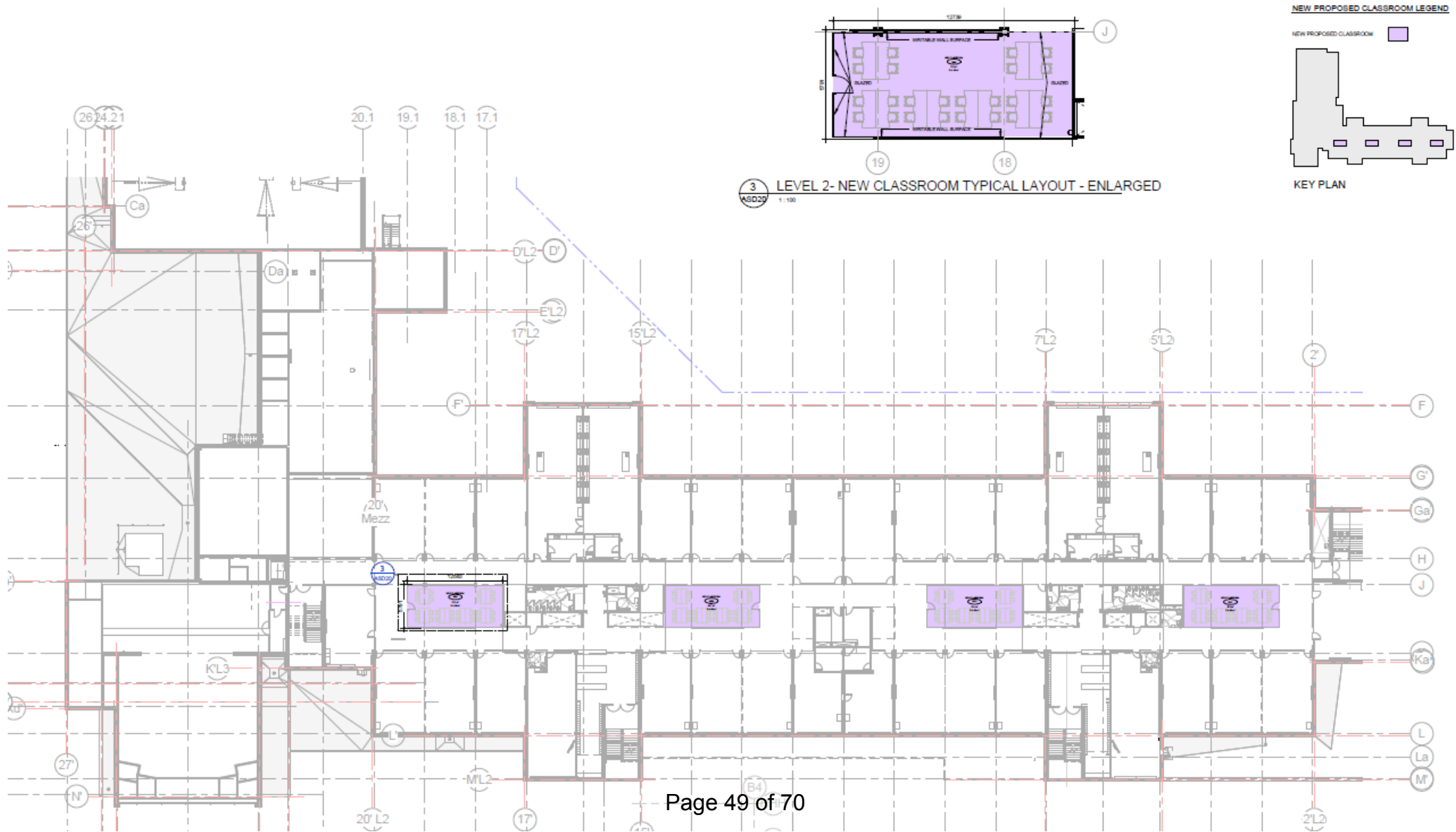


Portables

- ❑ Available land for usable area is very small due to heritage conservation area.
- ❑ Current use of this grassed area is extensively used on the weekend by the community.
- ❑ Portable costs and site prep will be significant.
- ❑ Operating fund hits (\$150K per port + site prep)
- ❑ Does not increase specialty space



Interior Renovation to Collab areas



Interior Renovations

- ❑ \$2.6M to add 8 academic classes. No specialty areas which is our most significant constraint.
- ❑ Capital request required and subject to approval by the Ministry.
- ❑ Expectation on “doing what we can” before considering capital request.
- ❑ Interior reno may delay our larger capital request of adding secondary space in Queensborough.
- ❑ Students are using these collaboration areas especially during breaks and we are trying to open more spaces.



International Education

- ❑ Structural deficit – will have to make substantial budget cuts.
 - ❑ International revenues represent \$2.7M in revenue to the District.
- ❑ Benefit of potentially opening up specialty areas.
- ❑ Only services to create a minimal amount of space for students (approximately 7 classes).
- ❑ Reductions would need to be informed by anticipated local enrolment.
- ❑ Program requires clarity on numbers one year in advance.



5 block timetable

- Only solution that buys significant time and brings capacity for specialty space.
- Offers the greatest flexibility that is in our control.
- Preferred and recommended strategy.
- Work being undertaken to better understand resource requirements which would impact 2025-26 year.
- Additional consultation will take place.



5-block model and capacity creation

	# rooms per floor	Student #	Block allocation (5 th block)
Level 1	24	622	
Level 2	34	962	
Level 3	35	992	
Total	93	2576	93

- Based on maximum use of classroom space during the 5th block
- Level 1 is additional elective classes (depend on hiring of teachers)



Thank you





Supplement to: OPEN SCHOOL BOARD MEETING

Date: March 12, 2024

Submitted by: Bettina Ketcham, Secretary-Treasurer / Pam Craven, Director of Instruction

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

Subject: Guiding principles for Short Term Capacity Review

Background

The short-term capacity discussion will continue to be a relevant topic at the Board table over the coming year. For the 2024-25 school year, the following strategies will be used to create space:

- Elementary/Middle schools: portable placement and/or interior renovations
- Secondary school: Moving CLE courses online and slight reduction for international education enrolment.

In June 2022 the following guiding principles were approved by the Board for purposes of prioritizing space for growing enrollment. Given the continued growth of the community, it is clear that further revisions to the guiding principles for space utilization are required to navigate the next few years of growth until permanent capacity is created.

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.

DRAFT REVISION OF GUIDING PRINCIPLES:

The following represents a potential revision for the Board's consideration. Note that the prioritization of Guiding Principle #1 is not a departure from the original guiding principles approved in June 2022, but a refinement to further create priority sequencing first by District, then zone, then school catchment. These priority sequences acknowledge that we must prioritize student enrolment over play/outdoor space.



Draft K – 8 Space Utilization Guiding Principles

- ❑ 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 attend their school catchment zone (Fraser River Community Zone, Glenbrook Community Zone and Queensborough Community Zone);
 - ❑ Students attend 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.

Draft Grade 9 – 12 Space Utilization Guiding Principles

Given the District has only one high school, the guiding principles for space utilization are different from how we prioritize space K – 8 given there is one zone and one catchment for secondary students.

The following is a priority sequence guiding how space is utilized at the high 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.

Based on the above guiding principles, the preferred option would be a 5-block timetable modification. A timetable modification will require the development of specific guiding principles to achieve developing a timetable that meets the needs of the learning community.

Next steps

Staff require direction in the form of guiding principles to continue with the important work of creating much needed short-term capacity. These principles help to shape the direction for the 2025-26 school year and beyond. Staff seek direction and approval at the April 30th board meeting.



Supplement to: OPEN SCHOOL BOARD MEETING

Date: March 12, 2024

Submitted by: Bettina Ketcham, Secretary-Treasurer

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

Subject: AP 520 Fundraising Activities Update

Background

Work continues to progress around the AP 520 Fundraising Activities revisions. To date, the following consultations have taken place:

- January 18, 2024 – Superintendent and Secretary-Treasurer attendance at DPAC meeting
- February 1, 2024 – NWSS consultation with NWSS PAC Chair and Treasurer
- February 16, 2024 – Written submissions on AP 520 received
- February 29, 2024 – Elementary/Middle PAC consultation
- March 4, 2024 – School Generated Funds Ad Hoc Committee meeting 1

It is expected that there will be 4 – 5 meetings for the School Generated Fund Committee and these meetings have been scheduled into April and early May.

The District continues to listen to the feedback of the community as it relates to revisions to AP 520. As communicated previously, staff had aimed to bring the AP 520 revisions to the board meeting on March 12, 2024. However, given the work of the School Generated Funds Committee is still underway, we will postpone bringing forward the revised AP until the work of the committee is complete and any recommendations brought forward.

Prior to the AP 520 being brought to a Board meeting, groups that have provided their input will be provided with the updated version going to the board table and notified of the date the discussion will take place.

2024-2025 School Calendar

August 2024 1

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024 2

S	M	T	W	Th	F	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024 3

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13	14	15	16	17	18	19
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27	28	29	30	31		

November 2024 4

S	M	T	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024 5

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025 6

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12	13	14	15	16	17	18
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February 2025 7

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March 2025 8

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025 9

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025 10

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025 11

S	M	T	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025 12

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2024-2025 School Calendar KEY

- Statutory Holiday
- Opening Partial Day
- Non-Instructional Day (NI Day) – Staff
- Collaboration Days
- Administrative Day
- School Vacation
- Days of Instruction
- Summer Vacation

2024

Tuesday, September 3	Opening Partial Day
Friday, September 27	NI Day (Pro-D Day)
Monday, September 30	National Day for Truth and Reconciliation Stat
Monday, October 14	Thanksgiving Day
Friday, October 25	NI Day (Provincial Pro-D)
Thursday, October 31	Collaboration Day
Monday, November 11	Remembrance Day Stat
Tuesday, November 12	NI Day (Pro-D Day)
December 25	Christmas Day
December 23, 2024 - January 3, 2025	Winter Break

2025

Wednesday, January 1	New Years Day
Monday, January 6	Schools reopen
Tuesday, January 28	Collaboration Day
Friday, February 14	NI Day (Pro-D Day)
Monday, February 17	Family Day
March 17 - 28	Spring Break
Thursday, April 17	NI Day (Professional Development)
Friday, April 18	Good Friday
Monday, April 21	Easter Monday
Thursday, May 1	Collaboration Day
Friday, May 16	NI Day (Pro-D Day)
Monday, May 19	Victoria Day
Thursday, June 26	Last day - students
Friday, June 27	Administrative Day

Superintendent Update

March 12th, 2024

Karim Hachlaf



New
Westminster
Schools

Thank you



Don't forget where you came
from, but always remember
where you're going.

Luke Taylor

“ quote fancy



Transform the student
experience



Transform the student
experience





Build meaningful
relationships





Lead into the Future



Ensure full participation of
learning



Ensure full participation in
learning

**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)
RECORD OF FEBRUARY 27, 2024 IN-CAMERA MEETING**

ADOPTION OF AGENDA

- 6:00 p.m.

MINUTES FOR APPROVAL

- In-Camera Board Meeting held on January 30, 2024.
- Special In-Camera Board Meeting held on February 6, 2024.
- Special In-Camera Board Meeting held on February 16, 2024.

BUSINESS ARISING FROM THE MINUTES

- Nil

REPORTS FROM SENIOR MANAGEMENT

- Short Term Capacity Review & Guiding Principles, Human Resources

NEW BUSINESS

- Chair Report, Land Acquisition Project

ITEMS TO BE REPORTED OUT AT OPEN MEETING

- Record of the February 13, 2024 Special Open Board Meeting

NOTICE OF MEETINGS

- Tuesday, Tuesday, March 12, 2024: In-Camera Board Meeting, 6:00 pm (SBO & Via MS Teams).

ADJOURNMENT

- In-Camera Board meeting adjourned at 6:47 pm.