

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

Tuesday, May 28, 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 May 28, 2024 Regular School Board meeting.</p>		
2.	<u>APPROVAL OF THE MINUTES</u>	7:00 PM
a.	Minutes from the Open Meetings held:	
	i. April 30, 2024 Regular School Board Meeting.	5
<p>Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as presented from the Regular School Board meeting held on April 30, 2024.</p>		
	ii. May 14, 2024 Special Open Board Meeting.	19
<p>Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes as presented from the Special Open Board meeting held on May 14, 2024.</p>		
b.	Business Arising from the Minutes.	
3.	<u>PRESENTATIONS</u>	7:00 PM

4. COMMENT & QUESTION PERIOD FROM VISITORS 7:10 PM
DPAC / CUPE 409 / NWTU

5. CORRESPONDENCE 7:25 PM

6. BOARD COMMITTEE REPORTS

a. Education Policy & Planning Committee, May 14, 2024. 7:30 PM

i. Comments from the Committee Chair, Trustee Andres.

ii. Approval of the May 14, 2024, Education Policy and Planning Committee Minutes. 21

Recommendation:

THAT The Board of Education of School District No. 40 (New Westminster) approve the minutes from the May 14, 2024, Education Policy & Planning Committee meeting.

b. Operations Policy & Planning Committee, May 14, 2024. 7:40 PM

i. Comments from the Committee Chair, Trustee Connelly.

ii. Approval of the May 14, 2024, Operations Policy and Planning Committee Minutes. 26

Recommendation:

THAT The Board of Education of School District No. 40 (New Westminster) approve the minutes from the May 14, 2024, Operations Policy & Planning Committee meeting.

iii. NWSS 5-Block Time Table (B. Ketcham) 7:50 PM
(Verbal)

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminster) approve in principle a 5-block timetable model for New Westminster Secondary School,

AND

THAT consultation with partners continue to take place with a recommended option be brought forward for implementation for the 2025-26 school year no later than November 2024.

7. REPORTS FROM SENIOR MANAGEMENT

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|----|--|---------|----|
| a. | Superintendent Update (S. Russell) (Verbal) | 7:55 PM | |
| b. | NWSS 5-Block Survey Update (P. Craven) | 8:05 PM | 33 |
| c. | Approve Eligible School Site Proposal (B. Ketcham) | 8:15 PM | 43 |

Recommendation:
THAT the Board of Education of School District No. 40 (New Westminster) approve the 2024-25 Eligible School Site Proposal (ESSP) through adoption of the 2024-25 ESSP Resolution.

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| d. | 2024-2025 Budget Bylaw - 3rd and Final Reading (B. Ketcham) | 8:25 PM | |
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Recommendation:
THAT the Board of Education of School District No. 40 (New Westminster) approve the THIRD and Final reading of the 2024-2025 budget bylaw as presented.

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| | i. 2024-2025 Annual Budget | | 52 |
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|--|-----------------------------------|--|----|
| | i. 2024-25 Budget Companion Guide | | 68 |
|--|-----------------------------------|--|----|

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|----|-------------------------------|---------|----|
| e. | Sanctuary Schools (J. Pearce) | 8:35 PM | 92 |
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8.	<u>NEW BUSINESS</u>	8:45 PM	
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9.	<u>OLD BUSINESS</u>	8:50 PM	
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10.	<u>TRUSTEE REPORTS</u>	8:55 PM	
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11.	<u>QUESTION PERIOD (15 Minutes)</u>	9:05 PM	
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Questions to the Chair on matters that arose during the meeting.

12.	<u>NOTICE OF MEETINGS</u>	9:20 PM	
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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

13.	<u>REPORTING OUT FROM IN-CAMERA BOARD MEETING</u>	9:25 PM	
	a.	Record of the April 30, 2024 In-Camera Meeting.	96
	b.	Record of the May 7, 2024 Special In-Camera Meeting.	97
14.	<u>ADJOURNMENT</u>	9:25 PM	

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

**Tuesday, April 30, 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

Sylvia Russell, Interim 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
Krista Macaulay, DPAC Treasurer
Erica Bigland, CUPE 409 Vice-President
Kristie Oxley, NWTU President
Connie Swan, District VP Indigenous Education
Ken Millard, NWPVPA Chair

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.

1. **ADOPTION OF THE AGENDA**

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

Chair Russell recognized May 5, 2024, as Red Dress Day and the National Day of Awareness for Missing and Murdered Indigenous Women and Girls, and what we can do to ensure that Indigenous Women and Girls, and non-binary, two-spirit people are safe in our schools and our communities.

**2024-021
Moved and Seconded**

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the April 30, 2024, Regular School Board meeting.

CARRIED UNANIMOUSLY

2. **APPROVAL OF THE MINUTES**

a. Minutes from the Open Meetings held:

i. March 12, 2024, Regular School Board Meeting

2024-022

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes distributed for the March 12, 2024, Regular Open School Board meeting.

CARRIED UNANIMOUSLY

b. Business Arising from the Minutes.

Nil.

3. **PRESENTATIONS**

a. 2024 – 2025 Preliminary Budget Stakeholder Presentations.

To view the presentations please refer to the meeting video at [\[7:03 p.m.\]](#).

i. Laura Kwong, Chair – District Parent Advisory Council (DPAC).

DPAC priority areas were identified for budget support via annual survey feedback from parents, caregivers, and PAC groups. They include safe learning environments for students and staff, including increased FTE for childcare workers and counsellors; addressing cooling for portable classrooms, and support for transportation burdens and traffic around schools which include utilizing community partners to fill gaps in safety.

ii. Erica Bigland, Treasurer - Canadian Union of Public Employees (CUPE 409).

Treasurer Bigland shared the Local's priorities which included a request for additional clerical staff, educational assistants, Indigenous professional development opportunities, maintenance, custodial and IT support to reflect the growing population and alleviate the workload in several schools.

iii. Kristie Oxley, President - New Westminster Teachers' Union (NWTU)

NWTU President highlighted the results delivered to their members and identified priorities which included the importance of the mentorship facilitator role, replacing vacant TTOC positions with administrators, a call for additional child and youth care workers, separating the Indigenous curriculum facilitator position and the Indigenous education transitions support position into two separate roles, and the hiring of one District on-call priority counsellor.

iv. Indigenous Advisory Committee

Connie Swan, District Vice-Principal; Sheryl Wright, QayQayt First Nation, and Amy Laidlaw, Director of Indigenous Education and Transitions Support, shared their 2024-2025 budget priorities. Highlights included adding a 1.0 FTE teaching

position to create two distinct roles for grad coach and curriculum supports. Connie and Amy are developing terms of reference for an Indigenous Education Committee which is supported by the Indigenous Council.

v. Ken Millard, Principal - New Westminster Principals & Vice Principals (NWPVP).

Millard spoke on behalf of the NWPVPs and requested funding initiatives and support for the NWPVP priorities. Highlights included increasing the vice principal time at schools to support the growing student population, supporting complex learners by hiring more specialists, and maintaining educational assistance.

vi. Student Voice – New Westminster Secondary School (NWSS)

Student Voice advocates shared their budget priorities for 2024-2025. Feedback was received from the fall survey, and the Student Symposium held on April 12, 2024. Highlights included funding requests for transportation and support staff to mitigate climate emergencies, counselling at the middle schools and NWSS, storage space in classrooms, and increased funding for child care programs.

Chair Russell thanked the stakeholder groups for joining tonight's Board meeting, and noted that stakeholders provide the community the opportunity to hear the guidance they are providing which is valuable.

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

DPAC: Krista Macaulay, Treasurer

- This month DPAC sent out their annual parent and caregiver survey and requested feedback on student safety and wellbeing, capacity and facilities, diverse learners support, inclusive education, transportation, programs of choice, and parent information topics. Preliminary results were shared at the April DPAC meeting; full survey results will be shared with staff and the Board at their next District meeting.
- The BCCPAC Conference and AGM will be held this weekend in Richmond, B.C.; they have co-submitted resolutions with other DPACs.
- DPAC has participated in a number of District-led Committees and is grateful for the opportunity to participate as they bring the parent's voice into the conversations at these tables.
- DPAC AGM will be held on May 16th, 2024 at Fraser River Middle School, and they invite all parents and caregivers to attend; all executives are up for election.

CUPE 409: Erica Bigland, Vice-President

- The New CUPE site reps are up to date with CUPE standards, and will participate in stewardship training on Pro-D Days.
- Next year CUPE 409 will celebrate its 75th Anniversary (older than CUPE National) and are currently preparing for the event.
- Job Evaluations are on track with the Board of Education, and CUPE 409 is appreciative of the time the Board meets with them to support them as workers.

NWTU: Kristie Oxley, President

- Oxley spoke to Options 1 and 2 of the Kindergarten Gradual Entry program that were discussed at the April 16th Education Board meeting. Oxley noted that in follow-up discussions kindergarten teachers expressed concerns about shortening gradual entry and requested additional support.
- Oxley requested that the Board reconsider their decision to go with Option 2 of the Kindergarten Gradual Entry schedule selected on April 16th and contemplate going with Option 1. If this is not possible at this time, NWTU requests that a commitment be made by the Board to provide additional support in the form of extra TTOCs, EAs, and Child and Youth Care workers for kindergarten classes during, and immediately following the gradual entry time, and that funds be put aside for these positions. Oxley requested a meeting with the Board in the fall to review this program and gather feedback.

Chair Russell thanked Oxley for her important feedback, and to assure the teachers, and noted that Ileana Neilson, Manager of Childcare did report persuasively to the Pedagogical value of the program, and appreciates the chance for other teachers to do so directly.

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 [\[7:46 p.m.\]](#).

5. **CORRESPONDENCE**

Nil.

6. **BOARD COMMITTEE REPORTS**

a. Education Policy & Planning Committee, April 16, 2024.

i. Comments from the Committee Chair, Trustee Andres.

Trustee Andres highlighted topics at the meeting which included school fees, school learning plan goals, a District presentation by SOGI lead Kai Smith, and a brief overview of the Kindergarten Gradual Entry program.

ii. Approval of the April 16, 2024, Education Policy and Planning Committee Minutes.

**Moved and Seconded
2024-023**

THAT The Board of Education of School District No. 40 (New Westminster) approve the minutes from the April 16, 2024, Education Policy & Planning Committee meeting.

CARRIED UNANIMOUSLY

iii. Kindergarten Gradual Entry

Chair Russell noted that the Kindergarten Gradual entry program discussion was brought forward to the Board from the Education Policy and Planning Committee meeting on April 16, 2024, to allow for a more thorough discussion.

**Moved and Seconded
2024-024**

THAT The Board of Education of School District No. 40 (New Westminster) approves Gradual Entry Option 2 for the 2024-2025 school year.

Trustee Connelly put forward the following Amendment.

**Moved and Seconded
2024-025**

THAT The Board of Education of School District No. 40 (New Westminster) approves Gradual Entry Option 2 for the 2024-2025 school year; and include the addition of a supporting adult above and beyond those that are already assigned to students with designations during the gradual entry period.

Questions were asked and discussion ensued and comments made by several trustees.

The original challenge continues to be child care during the gradual entry period with option 2 not really meeting the needs to reduce child care burdens. Trustees expressed that neither option 1 or 2 seem to support teachers in what they have expressed with concerns over a reduced gradual entry period with students to better understand needs. Overall sentiment is that nevertheless, parents were engaged and they did select option 2 as their preferred gradual entry experience.

Superintendent Russell acknowledged the challenge to parents during the gradual entry period. She understands the needs of K teachers for which these meetings and smaller size settings to have a better introduction to students. Gradual entry supports the success for students. Superintendent supports the review after the gradual entry trial. Does not believe extra staffing is needed to support the gradual entry itself. Supported by non-enrolling staff, Administrators, existing EAs, youth care workers. We have a process that is already quite strong and a departure from what other districts are doing can be concerning. What can we do to make it work for more families. Need to go back to K teachers, PVP – what are the logistics behind this that support families through this gradual entry period.

Trustees indicated that communication piece needed to do as far in advance as possible to support the child care coordination by caregivers. Staff indicated that meetings have been set up with PVP with the aim to debrief board's decision and provide them with more information including logistics such as communication. Emphasis to administrators that once gradual entry is set, send info sooner of when the welcoming discussions will take place so parents can better plan for those meetings. Not the specific time but general window of time.

Trustee Dhaliwal asked the Superintendent what other supports could be provided.

Superintendent indicated we maybe able to set up supports from older peers an existing adult supervision that is already in the building. Consideration could be given to community partners. Refer back to the superintendent to complete a review of the option 2 gradual entry once completed in October 2024.

Chair Russell indicated that based on the discussion, staff have been given sufficient direction now to staff on communication and support to classroom and clear plan to revisit in October.

Trustee Andres proposed the following amendment:

**Moved and Seconded
2024-026**

AMENDMENT TO THE AMENDMENT

THAT The Board of Education of School District No. 40 (New Westminster) approves Gradual Entry Option 2 for the 2024-2025 school year; to include the appropriate resources above and beyond those that are already assigned to students with designations during the gradual entry period.

Superintendent Russell indicated that the words “above and beyond those that are already assigned to students with designations” was unnecessary and Chair Russell indicated that by board consensus that these word be stricken from the final motion.

**Moved and Seconded
2024-027**

AMENDMENT TO THE AMENDED MOTION

THAT The Board of Education of School District No. 40 (New Westminster) approves Gradual Entry Option 2 for the 2024-2025 school year; to include the appropriate resources ~~above and beyond those that are already assigned to students with designations~~ during the gradual entry period.

**Moved and Seconded
2024-028**

FINAL MOTION AS AMENDED

THAT The Board of Education of School District No. 40 (New Westminster) approves Gradual Entry Option 2 for the 2024-2025 school year; to include the appropriate resources during the gradual entry period.

CARRIED UNANIMOUSLY

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

i. Comments from the Committee Chair, Trustee Connelly.

Trustee Connelly provided brief highlights which included Sara Wethered’s presentation on the National Day of Mourning ceremony, the final submission for the Queen Elizabeth expansion project, Simcoe Elementary School build, and the NWSS Cooling fund; the work is currently underway and will be completed sometime in Spring 2025.

ii. Approval of the April 16, 2024, Operations Policy and Planning Committee Minutes.

***Moved and Seconded
2024-029***

THAT The Board of Education of School District No. 40 (New Westminster) approve the minutes from the April 16, 2024, Operations Policy & Planning Committee meeting.

CARRIED UNANIMOUSLY

iii. Approval of the Board & Committee Meeting Schedule (B. Ketcham)

***Moved and Seconded
2024-030***

THAT The Board of Education of School District No. 40 (New Westminster) approve the Board and Committee Schedule for the 2024-25 School Year as presented.

CARRIED UNANIMOUSLY

7. **REPORTS FROM SENIOR MANAGEMENT**

a. Superintendent Update (S. Russell)

Russell highlighted two separate items: 1). The District’s current budget process, and 2). Short Term Capacity Review.

Budget Process: Russell noted that the District is in a different, but positive circumstance and is not anticipating any layoffs or service reductions. Russell thanked Secretary-Treasurer, Bettina Ketcham, and the Finance team for setting up the school district in a very positive and strategic way financially; the District has added some significant pieces of infrastructure over the last three years in terms of equity and social justice pieces to the school district. Russell also thanked parents and caregivers for their thoughtful submissions and provided reassurance on budget constraints, highlighted strategic investments in staffing and programming, and emphasized the need for careful planning and investment in new initiatives.

Short Term Capacity Review: Russell identified the short-term capacity crisis and the need for new schools to address the growing student population especially over the next 3-5 years. The superintendent stated that very good planning has been done around the purchase of portables, and interior renovations to create classrooms; Russell reassured parents that there is space available in their schools for students that have registered during the registration period for the 2024-25 school year.

b. Health, Wellbeing, & Safety Report (M. Smith)

Melanie Smith, District Vice Principal-Safe and Caring Schools presented a report on 'Safe and Caring Schools'. Topics: Health and Wellness, Student Symposium Themes, Wellness Centre, Safety Updates, Data Tracking, MOU with the New Westminster Police, Climate and Culture Scan, and the New Westminster Situation Table.

Highlights:

- Schools request more specific and consistent instruction on sexual health topics.
- The District aims to address washroom safety concerns by increasing supervision, including adding new supervisors and child and youth care workers and adopting student surveys to better understand safety perceptions.
- Peer-to-peer support, consent, and substance use education are priorities for youth.
- The availability of resources for students, including Wellness Center services and community partnerships. This includes the success of wellness resource fairs and pop-up events at schools; all receive positive feedback from students & community partners.
- Using technology to better communicate resources to youth.
- School district discusses improving communication with police after changes in their relationship; improvement in terms of process and procedure is required.
- School District aims to improve student safety and address hateful incidents through climate and culture scans in collaboration with Safer Schools, which includes data tracking and analysis to improve student safety.
- Establishing a situation table to mitigate risks for families, and the School District actively involved in setting up a situation table for rapid triage of at-risk families.
- Adults cannot report on behalf of minors, but seek feedback from counsellors and youth care workers on trends of unsafe experiences. Includes Adults reporting on behalf of children, cultural empathy and awareness building in schools.

To view the full report please refer to the meeting video at [\[8:48 p.m.\]](#).

c. 2025-2026 NWSS Timetable Implementation (P. Craven) (Verbal)

Pam Craven, Director of Instruction-Secondary Programs provided an overview of the 2025-2026 implementation process for the 5-block timetable model from now until the end of June 2024. Craven stated that the challenge and focus on their timetable is to make changes to best support their students. The process has begun with a focus on

structural items such as static vs rotating 5 block model, 1 lunch vs 2 lunches, one of the 5 blocks being extended for additional support, and linear vs semester system. Staff, students, and families will have an opportunity to share their own personal preferences in a survey. After the presentation on May 7th at NWSS a survey link will then be provided for stakeholder groups to provide their input on the structural items. Survey questions will include preferred timetable, 3 start time priorities, and preferences on extended lunch and extended block time. The survey will remain open for approximately 2 weeks. The New Westminster Secondary School 2025 - 2026 Timetable Information Session will be held on Tuesday, May 7th at NWSS. Craven noted that they will meet with teachers to review the survey results; these results will be presented at a future Board meeting. Next step will involve the group working with HR to create a time allocation with the chosen 5-block model as there are many union considerations that will need to be taken into account. More information to follow.

Marc Andres put forward the motion at 9:26 p.m. to extend meeting past 9:30 p.m.

- d. 2024-2025 Budget Feedback Update (B. Ketcham) (Verbal).

The budget feedback presentation was not presented given time limitations and was made available on the District's website along with the agenda package. It is available for review and is included in this evening's [April 30, 2024, Agenda package on our website.](#)

- e. School Fees for 2024-2025 (J. Pearce)

Interim Associate Superintendent Pearce stated that this item was briefly presented at the Education Policy and Planning Committee meeting on April 16, 2024, and has been brought forward to tonight's Open Board meeting for approval. Pearce referenced a document of recommended fees to the Board. Pearce noted that she had met with Sukh Rai, Vice Principal at Queensborough Middle School who is currently working on the extracurricular programs such as teams' sports, predominantly at New Westminster Secondary School (NWSS); this extracurricular piece requires further attention and discussion. Pearce noted that based on the *School Act B.C.*, the Board is required to approve fees that are part of the educational program, related to course work and timetables, and lead to high school graduation. Russell noted that the Board is approving all the fees, except the extracurricular / athletic fees at this time.

**Moved and Seconded
2024-031**

THAT The Board of Education of School District No. 40 (New Westminster) approve the 2024-2025 School Fees.

CARRIED UNANIMOUSLY

f. Short Term Capacity Guiding Principles Approval (B. Ketcham)

Secretary-Treasurer, Ketcham noted that the short term capacity Guiding Principles in this evenings Backgrounder report were initially presented at the Open Board meeting held on March 12, 2024. It was noted that there was a need to revise the Guiding Principles for K-8 and 9-12; the Trustees did submit revisions which are reflected in this evening's report as redlined text. The following motion has been brought forward to the Board for consideration.

**Moved and Seconded
2024-032**

THAT the Board of Education of School District No. 40 (New Westminster) approve the short-term capacity guiding principles for space utilization for grades K-8 and grades 9-12 as presented.

CARRIED UNANIMOUSLY

g. Capital Plan Response Bylaw (B. Ketcham)

Secretary-Treasurer, Ketcham stated that the Capital Plan Response Bylaw was originally presented at the April 16, 2024, Operations Policy and Planning Committee meeting, and has been brought forward to the Board of Education for approval; unanimous consent is required for all three readings for the Capital Bylaw to be approved.

**Moved and Seconded
2024-033**

THAT the Board of Education of School District No. 40 (New Westminster) complete all three readings of Capital Bylaw No. 2024-2025- CPSD40-1.

CARRIED UNANIMOUSLY

**Moved and Seconded
2024-034**

THAT the Board of Education of School District No. 40 (New Westminster) approve the first and second reading of Capital Bylaw No. 2024-2025 CPSD40-1.

CARRIED UNANIMOUSLY

**Moved and Seconded
2024-035**

THAT the Board of Education of School District No. 40 (New Westminster) approve the third reading, reconsideration, and final adoption of Capital Bylaw No. 2024-2025 - CPSD40-1.

CARRIED UNANIMOUSLY

f. School Site Acquisition Charge (B. Ketcham)

Secretary-Treasurer, Ketcham provided an overview of the School Site Acquisition charge in the detailed Background report presented this evening which explains what school site acquisition charges are and how they are established through local government. The school site acquisition charges are raised in order to cover up 35% of school site acquisition costs. The SSAC bylaw was established by our municipal government, and is procedurally required to be approved by the Board on an annual basis.

Moved and Seconded
2024-036

THAT the Board of Education of School District No. 40 (New Westminster) complete all three readings of SSAC Bylaw No. 2024-1.

CARRIED UNANIMOUSLY

Moved and Seconded
2024-037

THAT the Board of Education of School District No. 40 (New Westminster) approve the first and second reading of SSAC Bylaw No. 2024-1.

CARRIED UNANIMOUSLY

Moved and Seconded
2024-038

THAT the Board of Education of School District No. 40 (New Westminster) approve the third reading, reconsideration, and final adoption of SSAC Bylaw No. 2024-1.

CARRIED UNANIMOUSLY

8. **NEW BUSINESS**

a. Policy 4 – Trustee Code of Conduct (M. Russell)

Chair Russell provided an overview of the Trustee Code of Conduct and noted that Secretary-Treasurer, B. Ketcham had completed the required documentation within the Background report presented this evening. The Ministry of Education and Child Care requires that certain criteria guidelines for school trustee codes of conduct be in compliance. Russell noted that their Policy 4 – Trustee Code of Conduct now reflects the changes that are required to be in compliance which are: a statement around intent, student wellness, anti-racism, reconciliation and relations with local First Nations, acceptable use of social media, and mechanisms to regularly review and reaffirm the code. Chair Russell requested that this item become part of the Board's evaluation process, and be brought back in the fall for review.

**Moved and seconded
2024-039**

THAT the Board of Education of School District No. 40 (New Westminster) accept the revisions to Policy 4 - Trustee Code of Conduct as presented.

CARRIED UNANIMOUSLY

9. **OLD BUSINESS**

a. MAC Lands (M. Russell) (Verbal)

Trustee Russell provided an update on the MAC lands which is the Memorialization site around the former New Westminster Secondary School (NWSS) site. The District is currently implementing Phase 1.A. of their memorialization park plan. The site will include bike pathways, greening of the site, and the majority of the parking will remain. This is the limit of change that the District is able to complete under their current funding envelope, and continue to look for resource partners to bring this vision to light. The District is excited to be close to finalizing a memorialization installation plaque for this site which will tell the story of this site and will begin to recognize the significant number of burials that were not deemed worthy of recognition by our community, and are currently working with local first nations groups in this regard.

Trustee Russell acknowledged Trustee Connelly for all the work she has contributed to this committee.

b. Board 2024 Advocacy Action Plan (M. Russell)

Trustee Russell spoke to the final version of the Board 2024 Advocacy Action Plan which has been brought forward to the Open Board for final approval. The final version of this plan is available on the website under [‘Our Board’](#).

Trustee Connelly requested that “mental health” in the advocacy plan be changed to include mental health, wellness, and safety. The board reached consensus that this was an appropriate change to the advocacy plan and would be updated to include this change.

**Moved and Seconded
2024-040**

THAT the Board of Education of School District No. 40 (New Westminster) approve the board advocacy plan as presented.

**Moved and Seconded
2024-041**

MOTION AMENDED

THAT the Board of Education of School District No. 40 (New Westminster) approve the board advocacy plan as presented, AND That the Board commits to annually reporting on their advocacy work in late fall, and to update the plan as needed.

CARRIED UNANIMOUSLY

10. **TRUSTEE REPORTS**

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

Trustee Andres put forward the motion at 9:59 p.m. to extend the meeting beyond 10:00 p.m.

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

Nil

12. **NOTICE OF MEETINGS**

Events

- World Autism Day – Tuesday, April 2, 2024
- Board In-Service: 2024-2025 Budget Review - Tuesday, April 9, 2024
- National Volunteer Week - Sunday, April 14 to Saturday, April 20, 2024
- British Columbia School Trustees Association (BCSTA) All General Meeting (AGM) and Provincial Council Meeting - Thursday, April 18 to 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

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

- a. Record of the March 12, 2024 In-Camera Meeting.
- b. Record of the April 9, 2024, Special In-Camera Meeting.

14. **ADJOURNMENT**

The meeting adjourned at 10:14 p.m.

Chair

Secretary-Treasurer

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

Tuesday, May 14, 2024, 9:00 PM
Via Microsoft Teams

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

Sylvia Russell, *Interim* Superintendent
Julie Pearce, *Interim* Associate Superintendent
Bettina Ketcham, Secretary-Treasurer
Robert Weston, Executive Director, HR
Laura Goodman, Recording Secretary

The Board of Education is of the opinion that the items on the agenda are of such a confidential nature that they require to be addressed in the absence of the public.

1. **ADOPTION OF THE AGENDA**

The Chair of the Board called the meeting to order at 8:32 pm

**Moved and Seconded
2023-041**

THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda as distributed for the May 14, 2024, Special Open meeting.

CARRIED UNANIMOUSLY

2. **2024-2025 Budget Bylaw – Reading 1 & 2 (B. Ketcham)**

Secretary-Treasurer Ketcham brought forward the following recommendation to the Board for consideration for the approval of the first and second reading of the Budget Bylaw for the 2024-25 school year.

**Moved and Seconded
2023-042**

THAT the Board of Education of School District No. 40 (New Westminster) approve the FIRST and SECOND reading of the 2024-2025 Budget bylaw as presented.

CARRIED UNANIMOUSLY

4. **ADJOURNMENT**

The meeting adjourned at 8:33 p.m.

Chair

Secretary-Treasurer

DRAFT

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

**Tuesday, May 14th, 2024, 3:30 PM
School Board Office**

- PRESENT**
- | | |
|------------------------------|--|
| Marc Andres, Committee Chair | Sylvia Russell, Superintendent |
| Cheryl Sluis, Trustee | Bettina Ketcham, Secretary Treasurer |
| Elliott Slinn, Trustee | Anne-Marie Martin, Recording Secretary |
| Maya Russell, Trustee | Julie Pearce, Associate Superintendent |
| Kathleen Carlsen, Trustee | Robert Weston, Executive Director, Human Resources |
| Garveen Dhaliwal, Trustee | Rhonda Jones, Director of Instruction, Inclusive Education |
| | Pam Craven, Director of Instruction, Secondary Programs |
| | Trevor Gee, Manager, International Education |
| | Stephen Inniss, District Vice Principal, Adult/Summer Programs |
- REGRETS** Danielle Connelly, Trustee

Committee Chair Andres 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 3:32 pm

Moved and Seconded

THAT the agenda for the May 14th, 2024, Education Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

- Chair Andres thanked all staff for the incredible work they have been doing throughout this time of change. Wanted to acknowledge their work is appreciated.

2. COMMENT AND QUESTION PERIOD

Nil.

3. REPORTS FOR SENIOR MANAGEMENT

a. International Program Report – Trevor Gee

- Success from 2023 – 2024
 - New Markets – Australia, Bolivia, Poland
 - New Agents – Korea, Macao, Mexico, Spain, Thailand
 - Increase in returning students
 - China: Increase in graduating students
 - Japan: Maintaining target number of students
 - Increased student engagement in trips/activities
 - Decrease in 1 semester student
- Data provided on FTE (full time equivalent) from 2023/24 to 2024/25
- Goals and Objectives
 - Increase in one-year students from France
 - Maintain numbers from Japan, Italy, Spain, and Germany
 - Build relationships with agents in China and Korea to ensure they are not promoting Parent Study Permit or Work Permit
 - Build agent connections in Mexico, Taiwan, Thailand, and Vietnam
 - Support our smaller markets to maintain a diverse program
 - Increase student enrolment for students not requiring homestay
 - Maintain Short Term Summer Program
- 2024-2025: Key Markets
 - Students enrolled for graduation (2+ years)
 - Students that do not require homestay
 - Markets to Maintain and Manage
 - ✓ Markets with high number of students and loyal agent relationships
 - Markets to Maintain and Grow
 - ✓ New markets that promote diversity
 - ✓ Markets that require growth in agent relationships
- 2024 International Culture Day
 - Thursday May 23rd @ 1:00pm Grand Commons at New Westminster Secondary School

Questions and discussion ensued.

b. Inclusive Education Review Update – Rhonda Jones

- Learning Services
 - High Quality Professional Learning
 - Effective Student Supports
 - Collaboration and Teamwork
 - Home/School Partnership



- Individual Education Plan Survey Data provided
 - Parent Survey comments were shared
- Supporting the Individual Education Plan (IEP) Process
 - Create a structure and process that outlines clear timelines for parent/guardian contact and IEP meetings
 - Develop a parent-friendly guide to IEPs and IEP meetings
 - Continue to educate teachers on the Competency-Based IEP and its strength-based approach
- Transitions
 - Aligning Home/School Partnerships – focusing on students moving through our schools

Questions and discussion ensued.

c. Online Learning & Continuing Education Report – Pam Craven and Stephen Inniss

- Continuing Education - Overview
 - Our location
 - Our courses
 - Our students
 - Our students goals
 - Our growth (now over 640 students per term: close to doubled)
- Online Learning
 - Provincial Online Learning School – Governance Documents
 - Online Learning Policy
 - Interim Procedures Guide
 - Accountability and Quality Assurance (AQA)
 - Student Support – Tiered Approach
 - Tier 1: Universal Strategies to encourage academic engagement for ALL students
 - Tier 2: Early Intervention to prevent academic disengagement
 - Tier 3: Intensive Support for students facing the greatest challenges becoming engaged academically
 - Data
 - NWSS school age students: 728
 - POWER/RCAP: 8
 - Sigma: 25
 - Other school age students: 88
 - NW Online adult students: 298



- Home Learners Program (K-8)
 - Consistent registration – increased registration of students within the district
 - Successes:
 - Activation Activities – increased engagement from families
 - School Learning Plan – Student self-reflection
 - ADST Projects – mud kitchens created by students, gardening
 - Resource Library – catalogued and better tracking of books and resources
- Programs of Choice Review:
 - Consistent Communication – weekly school and district updates sent home
 - In-person learning
 - Next year: increased in-person learning opportunities
 - More support for vulnerable students

Questions and discussion ensued.

d. Extracurricular Athletics Update – Chair Andres

Chair Andres presented the motion that was requested to be brought forward in March (2024) but had been delayed to April and then to the May Education meeting.

- The recommendation received from the December 12th, 2023; Open Board Meeting was read:

THAT the New Westminster School Board (SD40) direct staff to review the district's approach to provide and support extracurricular physical activities (including intra-murals and inter-varsity competition), including but not limited to:

- *Item 1 - Review current mandates / regulations including the British Columbia School Athletics Association and Burnaby New West School Athletics Association,*
- *Item 2 - Review district policies and procedures,*
- *Item 3 - Assess the current situation (including quantity and quality of extracurricular opportunities for students, quality of coaching, funding for and access to equipment and facilities),*
- *Item 4 - Identify gaps, and*
- *Item 5 - Make recommendations*

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

Chair Andres acknowledged there has been some preliminary work received on item (3) which was completed by Queensborough Middle School Vice Principal Sukhdeep Rai in the form of a survey.



Chair Andres has requested this be referred back to the Interim Superintendent and be brought to the new Superintendent Mark Davidson for further review as there is a need for resources to complete this work. Chair Andres requested an update be provided to the board in the fall.

Trustee Russell extended the boards thanks to Sukh Rai for his work and would be open to hear more from him and the findings of the survey.

4. **GENERAL ANNOUNCEMENTS**

Nil.

5. **ADJOURNMENT**

The meeting adjourned at 5:03 pm.

DRAFT

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

**Tuesday, May 14, 2024, 6:30 PM
In-person & Via Zoom Link**

PRESENT	Danielle Connelly, Committee Chair Maya Russell, Trustee Cheryl Sluis, Trustee Gurveen Dhaliwal, Trustee Marc Andres, Trustee Elliott Slinn, Trustee	Sylvia Russell, Interim Superintendent Julie Pearce, Interim Associate Superintendent Bettina Ketcham, Secretary-Treasurer Robert Weston, Executive Director, HR Amy Grey, Assistant Secretary-Treasurer Dave Crowe, Director of Capital Projects Matt Brito, Director of Facilities & Operations Laura Goodman, Recording Secretary
REGRETS	Kathleen Carlsen, Trustee	Members of the Public Laura Kwong, DPAC

Committee Chair Connelly recognized and acknowledged the Qayqayt First Nation, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play, and we do our work.

1. **ADOPTION OF THE AGENDA**

The meeting was called to order at 6:32 pm.

Moved and Seconded

THAT the agenda for the May 14, 2024, Operations Policy and Planning Committee meeting be adopted as distributed.

CARRIED UNANIMOUSLY

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

DPAC President Laura Kwong stated that it had recently come to her attention that some families who had their names on the waitlist for the Westminster Children’s After School Society (WCAS) program operating at Qayqayt Elementary School no longer have spaces because the license for the WCAS program had changed.

Trustee Russell stated that the Board of Education had not been notified of this change and that staff will investigate.

3. **REPORTS FROM SENIOR MANAGEMENT**

a. Capital Projects Update

i. Memorial Park Update (D. Crowe)

Dave Crowe, Director of Capital Projects presented the following highlights regarding the final decommissioning of NWSS and the Memorial Park design.

- Division 2 contractor is in the process of completing the final stages of the decommissioning project with priority paving, parking improvements, and final site preparations to move forward with the next phase of this project.
- The Memorial Park design is still being finalized with various stakeholders. There is a very tight budget for Memorial Park, and the team continues to collaborate with consultants to maximize the value and scope that they can produce with limited funds. Once the park design is finalized, a contractor will be brought on to complete the work which is expected to commence by the end of May or the first week of June which will allow the team to keep on track for the projected completion of this project. Crowe noted that wayfinding signage will be placed on the entire site including the Memorial Park, NWSS, and the Massey Theatre. Information will also be placed on the website to inform the general public what the completed Memorial Park will look like.
- *Memorial Plaque:* Crowe noted that a tremendous amount of care and work has taken place behind the scenes to ensure the wording on the plaque accurately depicts the previous history of the Memorial Park. The plaque will be situated at the entrance to the Memorial Park, which is situated off Dublin Street (commonly known as the roundabout where NWSS was previously located).

b. Operations Update

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

Matt Brito, Director of Facilities and Operations highlighted key capital projects:

Fraser River Middle School (FRMS) and Qayqayt Daycare to classroom renovations:

Qayqayt Elementary:

- The electrical and mechanical rough-in is complete and inspected; both classrooms have been drywalled, mudded and taped. They will move on to installing the ventilation system in the classrooms, cabinetry, flooring, and ceiling work.

Fraser River Middle School:

- FRMS is a couple of weeks behind due to the magnitude of the project being five classrooms compared to the two at QayQayt. The electrical and mechanical rough-in is complete and inspection passed. In the process of drywalling all the classrooms, and then move on to the unit ventilator, cabinetry, duct, and ceiling work.

- *They do not expect any delays, and everything is going well at both sites with expected completion dates on time for September 2024.*

Short Term Capacity:

- Site prep for one portable at Lord Kelvin to be placed at the front of the school; prep was complete as of today. A firewall will be built due to the proximity of the portable to the main school building.

NWSS Cooling Project:

- The team is currently working with Entity Mechanical regarding the construction schedule to ensure there is cooling by this time next year.

2023 Climate Action Report (CCAR)

- The CCAR has been submitted to the Ministry of Education and Child Care (MECC); the report link is located on the SD40 website.
- The total offsets for 2023 - 1045 tCO₂e equivalent has steadily dropped every year from 2019 which was initially 1,943 tCO₂e. Brito noted that with all the portable additions they were still able to drop this number due to the mechanical upgrades that they implemented at some schools.

Assistant Secretary-Treasurer Grey provided the following finance update.

1. Grey and Secretary-Treasurer Ketcham completed their yearly spring finance roadshow school visits with P/VPs to discuss their budgets & planning for the 2024-25 school year.
2. The external audit contracted by the OAG wrapped up this past week with no significant findings being brought forward.
 - ii. Annual Facilities Grant Expenditure Plan for 2024-2025 (M. Brito)

Matt Brito, Director of Maintenance & Operations provided an overview of the proposed AFG Expenditure Plan:

The AFG facility grant is provided by the Ministry of Education and Child Care (MECC) as a supplementary funding source for projects regularly required to extend the life of existing facilities at all schools; funding is based on student enrolment and the average age of facilities. The SD40 allotment for this year is just over \$1.487 million, up \$31K from 2023. *Key Projects:* NWSS: cooling project and automatic door at the Welcome Centre; Queensborough and Glenbrook Middle Schools: cooling programming; Lord Tweedsmuir: upgrading the electrical to make the school safer; Skwo:wech: mandatory wiring upgrade to the EV chargers that were installed last year; Queen Elizabeth School: public announcement system upgrade; Glenbrook library: to be reconfigured into a new classroom; Queensborough Middle school: one classroom will be reconfigured to become a shared space; Tweedsmuir: portable reroofing; Spencer: duct cleaning; Tweedsmuir and Kelvin schools: installation of drywall in storage rooms to comply with fire department regulations; Qayqayt: a ramp to be installed on a portable to make it more accessible for the public and custodial staff to transport cleaning supplies. Brito noted that due to enrollment growth the total cost for all portable site upgrades, preparation and installation was significant at just over 1 million dollars.

iii. Financial Forecast to June 30, 2024 (A. Grey)

- The amended budget approved by the Board in February 2024 expected an operating deficit of \$389K; March projections were estimated to be in an operating deficit of approximately \$800K.
- Current projections remain consistent with March projections, and they still estimate an operating deficit of approximately \$800K for the year ending June 30, 2024.
- Increases to the revenue are being offset by higher than-estimated salaries and benefits related to teachers and education assistants that have been deployed to support students and to address the current needs in their schools. Substitute salaries are also trending higher than anticipated.

c. Interior School Renovation Report (B. Ketcham)

Secretary-Treasurer Ketcham provided the Board-requested report regarding the school renovations that have taken place over the last 5 years.

Ketcham highlighted that the District does have space within their schools that are well preserved, such as sensory rooms. Areas within their middle schools also contain shared multi-purpose rooms, music rooms, and drama rooms which is good news considering their District's current capacity pressures. Ketcham noted that the Annual Facilities Grant funds the renovation costs listed within this report. Staff will continue to review space allocation as capacity pressures increase. *Questions and discussion ensued.*

d. Five Block Model at NWSS (B. Ketcham)

Secretary-Treasurer Ketcham presented a Backgrounder report which recommended the Board support in principle a five-block timetable model at New Westminster Secondary School (NWSS). Ketcham noted that the trustees had approved the governing guiding principles for grades 9-12 for short term capacity creation at NWSS at the April 30th open Board of Education meeting. Work has commenced to engage in discussions with partner groups on various options of the five-block model being considered. The following recommendation has been brought forward for the Board's consideration with the understanding that staff will report back on the implementation of the five-block model for the 2025-26 school year no later than November 2024.

Moved and Seconded

That the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) support in principle a 5-block timetable model for New Westminster Secondary School,

AND

That consultation with partners continues to take place with a recommended option be brought forward for implementation for the 2025-26 school year no later than November 2024.

CARRIED UNANIMOUSLY

e. 2024-25 Superintendent Recommendations (B. Ketcham)

Secretary-Treasurer and members of the Senior Management team provided a detailed overview of the Recommendations for the 2024-25 budget:

Superintendent Russell provided opening remarks and highlighted the importance of inclusive education, citing student passion and Board support; expressed excitement about new staff members and their potential for positive change; and the importance of infrastructure, budget, and capacity, particularly in future years.

Base Budget Re-Cap

- Amendments to the base budget originally presented were made to adjust for substitute salaries costs which have been trending higher than originally projected.
- The next three years have the following anticipated base budgets if they assume no reduction in international revenues and implementation of the 5-block model for capacity creation.
 - 2024-25: Deficit of \$589,659
 - 2025-26: Deficit of \$ \$292,000
 - 2026-27: Surplus \$101,000
- No confirmation of funding for C.O.L.A or exempt staff wages has been provided by the Ministry and is expected in June.
- The management team thoroughly presented Superintendent recommendations which included:
 - Priorities - Ongoing \$84,250; One-time \$35,000
 - One-Time Efficiencies identified at \$150,000

Partner Group Consultation:

- Consultations with our partners have been robust over the last number of weeks with the following consultation themes: concerns about space in schools, safety, well-being and equity; increase in funding for equipment, resources and supplies; hiring more staff to provide support, and improving school facilities (A/C, washrooms).
- Ensured the Superintendent's recommendations aligned with the Board's Strategic Plan.

Next Steps: the 3rd and final reading of the budget bylaw will be completed at the Regular Open Board meeting on May 28, 2024.

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

Questions and discussion ensued.

To review the Superintendent Recommendations in its entirety please refer to the meeting video at [\[7:29 p.m.\]](#)

i. 2024-2025 Budget Summary

Moved and Seconded

THAT the Operations Policy & Planning Committee recommend to the Board of Education of School District No. (New Westminster) complete the first and second reading of the 2024-25 budget bylaw based on the Superintendent's recommendations.

CARRIED UNANIMOUSLY

f. 2024-2025 Special Purpose Funds Report (A. Grey)

Assistant Secretary-Treasurer Grey provided a Background Report which included the following highlights of the 2024-25 Special Purpose Funds.

Feeding Futures Fund:

- 2024-25 is the 2nd year of the Ministry's 3-year commitment totalling \$214 million; the District will receive \$858K for the upcoming school year.

The Student and Family Affordability Fund:

- The District has received \$191K from the Province to assist families struggling with rising costs of living. These funds will allow the District to continue to provide the local supports established under the original funding received in the 2022-2023 school year.

Community Link:

- Supports the academic achievement and social functioning for vulnerable students. The District's allocation is just over 1.7 million dollars and will continue to fund social-emotional supports for vulnerable learners with 15 FTE Youth Care Workers, and 5.7 FTE for counselling, learning resources and SOGI staffing.

The Classroom Enhancement Fund (CEF) for 2024-25:

- This fund is approximately 7.3 million dollars and funds staffing for 55.5 FTE teachers and overhead costs relating to the corresponding memorandum of agreement (MOU).

Learning Improvement Fund:

- The District uses the Learning Improvement Fund to provide educational assistants and Youth Care workers with one additional hour of time each week to support complex classes. The 2024-25 funding of \$314K will need to be supplemented by their operating fund for approximately \$90K as this funding has not increased inline with the Collective Agreement wage increases and/or the growth in EA staffing.

Strong Start:

- The District receives \$96K to provide 3 Strong Start programs: the funding is used for the salaries and benefits of the 3 Strong Start facilitators and a small supplies budget. Approximately \$10K is supplemented by the operating fund.

4. **General Announcements**

Nil.

5. **New Business**

Nil.

6. **Old Business**

Nil.

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

Questions were directed to the Chair on matters that arose during the meeting. Please refer to the meeting video at [\[8:26 p.m.\]](#) for complete comments.

8. **Adjournment**

The meeting adjourned at 8:31 p.m.

DRAFT



Supplement to: OPEN SCHOOL BOARD MEETING

Date: May 28, 2024

Submitted by: Pam Craven - Director of Instruction

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

Subject: 5-Block Model Structural Survey Results

Background

At the April 30th Open School Board meeting, a verbal overview of the implementation and consultation process for the 5-block model at NWSS was provided. Public participation involved a presentation for the public with information to assist in understanding the growth capacity challenge at NWSS; to obtain public feedback on structural timetable alternatives being presented; providing opportunities for feedback through surveys; and to look at areas with high majority to influence the decision-making process. To gather input the consultation involved:

- Making stakeholder groups aware of the process, meetings have occurred with NWSA and CUPE.
- An informational presentation was provided for staff and students at NWSS on May 3.
- A community evening presentation occurred May 7 @ NWSS available both in person and virtually. Invitations were sent out to all NWSS parents and to middle school and Home Learner’s parents (grade 7 & 8). This presentation will be recorded for those who are unable to attend.
- Focus groups with NWSS students at NWSS occurred during lunch.
- An activity was done with NWSS department heads and staff to allow them to provide additional information.
- A survey was provided to gather input. It was open from May 7 – May 17 and contained 7 questions regarding structural issues associated with a timetable. There were 306 responses.

The PPT slides provide an overview of the survey results.

Next steps

After sharing the survey results with the board, a JEDIC meeting with NWTU will occur in early June to gather additional information. All information will be reviewed by the timetable development team [NWSS admin team, HR, DOI of Secondary Programs] and 2 or 3 example timetables will be developed over the summer and presented to all stakeholder groups in the fall.

NWSS 5-Block Model – Structural Survey Results

May 28, 2024





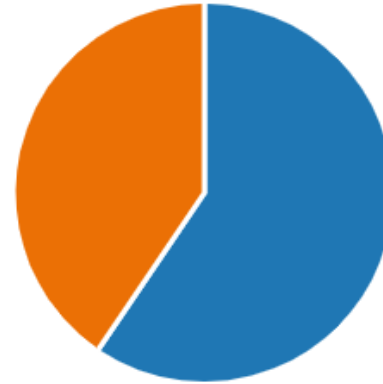
New
Westminster
Schools

1. Select the timetable structure you prefer:

[More Details](#)

 Insights

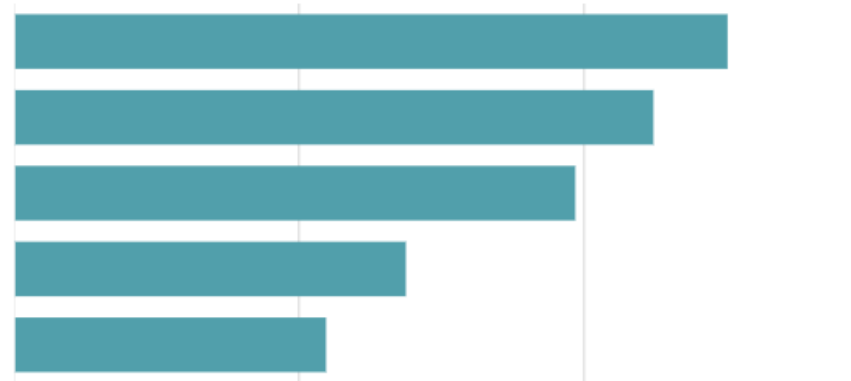
-  Static (same class at the same ti... 182
-  Rotation (class moves through t... 124



2. Rank your top 3 start times to the school day:

[More Details](#)

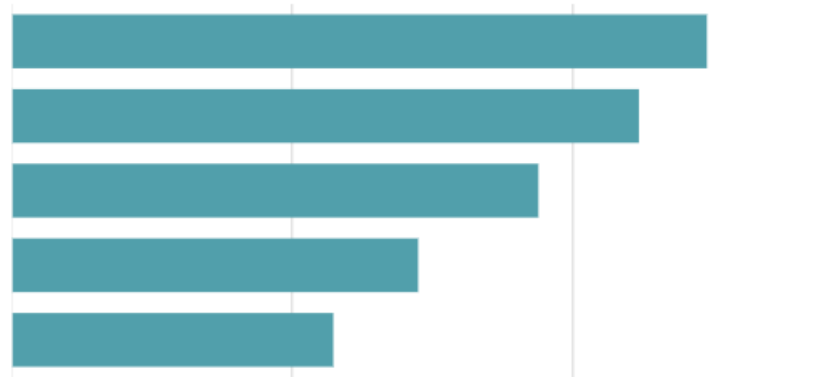
- 1 8:25am
- 2 8:20am
- 3 8:15am
- 4 8:10am
- 5 8:05am



3. Rank your top 3 end times for the school day:

[More Details](#)

- 1 3:10pm
- 2 3:15pm
- 3 3:20pm
- 4 3:25pm
- 5 3:30pm



4. Select the schedule type you prefer:

[More Details](#)

- Linear (course runs the full year) 83
- Semester (courses for half the y... 223

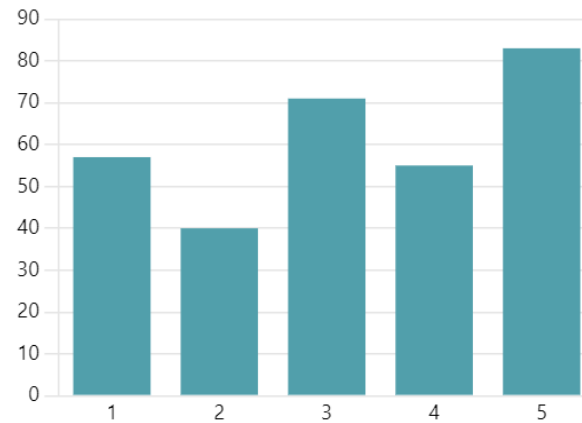


5. On a scale of 1-5 (1 not important - 5 extremely important), rate the importance of providing extended time for students to receive support during the school day.

[More Details](#)

[Insights](#)




3.22
Average Rating



6. Select your prefers regarding lunches:

[More Details](#)

 Insights

 1 Lunch	201
 2 Lunches	43
 Overlap of lunch	62





7. Other structural comments you would like to share:

[More Details](#)

[Insights](#)

123

Responses

Latest Responses

"Most kids would like to start later"

42 respondents (34%) answered **time** for this question.



Summary of Results

1. Static schedule
2. & 3. Start & End time TBD based on collective agreements
*8:25 and 3:10 (top ratings)
4. Semester system
5. Extended time – 68% feel it should be included (3, 4, 5)
6. 1 lunch period
7. Shift in start time grade 9 & 10 // grade 11 & 12 ; increase hybrid learning options,...





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

Date: May 28, 2024

Submitted by: Bettina Ketcham, Secretary-Treasurer

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

Subject: 2024-25 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 2024-25 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 2024-25 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 2024-25 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 2025-26 Five-Year Capital Plan.

Recommendation:

THAT the Board of Education of School District No. 40 (New Westminister) approves the 2024-25 Eligible School Site Proposal (ESSP) through adoption of the 2024-25 ESSP Resolution.

Board Resolution – 2024-25 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 \$90,000,000; and
- 5) The Eligible School Site Proposal be incorporated into the 2025-26 Five-Year Capital Plan and submitted to the Ministry of Education.

SCHEDULE 'A' 2024-2033 Projections - Eligible Development and Student Yield (School Age Children)

Table 1 - SCHOOL DISTRICT 38 - ELIGIBLE DEVELOPMENT UNITS -												
Annual estimate of new units by housing type (10 Year Estimates 2024-2033 based on growth forecasts by City of New Westminster)												
Form of Housing \ Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	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 2024-2033)												
Form of Housing \ Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	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	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	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:	<p>The annual estimate of new development units for each category is based on averaging student yield from projected new housing over 10 years.</p> <p>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;</p> <p>2) does not include potential future development that may require major changes to City of New Westminster Official Community Plan; and</p> <p>3) assumes that the housing market in the District will be relatively strong over the next decade.</p> <p>The estimated average student yield by form of development is based on historical information on student yield - actual student yield may vary.</p>
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SCHEDULE 'B' - 2024-25 ELIGIBLE SCHOOL SITE PROPOSAL (ESSP) -

Proposed new school sites and site expansions (for inclusion in the 2025 Five Year Capital Plan submission in June 2024)

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*	\$ 16,200,000	\$ 27,000,000	\$ 33,750,000	\$ 13,050,000	\$ 90,000,000

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).

Annual Budget

School District No. 40 (New Westminster)

June 30, 2025

School District No. 40 (New Westminster)

June 30, 2025

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2024/2025 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 40 (New Westminister) Annual Budget Bylaw for fiscal year 2024/2025.
3. The attached Statement 2 showing the estimated revenue and expense for the 2024/2025 fiscal year and the total budget bylaw amount of \$117,113,055 for the 2024/2025 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2024/2025.

READ A FIRST TIME THE 14th DAY OF MAY, 2024;

READ A SECOND TIME THE 14th DAY OF MAY, 2024;

READ A THIRD TIME, PASSED AND ADOPTED THE 28th DAY OF MAY, 2024;

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 40 (New Westminister) Annual Budget Bylaw 2024/2025, adopted by the Board the 28th DAY OF MAY, 2024.

Secretary Treasurer

School District No. 40 (New Westminster)

Annual Budget - Revenue and Expense

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	7,958,000	7,637,438
Adult	83,000	82,250
Total Ministry Operating Grant Funded FTE's	8,041,000	7,719,688
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	102,379,666	96,228,108
Other	268,775	273,186
Tuition	2,456,840	2,770,840
Other Revenue	2,275,483	2,144,440
Rentals and Leases	609,667	609,667
Investment Income	540,000	570,000
Amortization of Deferred Capital Revenue	6,504,158	6,297,718
Total Revenue	115,034,589	108,893,959
Expenses		
Instruction	94,263,725	88,167,746
District Administration	4,246,464	4,342,545
Operations and Maintenance	15,404,092	15,032,629
Transportation and Housing	882,936	693,307
Total Expense	114,797,217	108,236,227
Net Revenue (Expense)	237,372	657,732
Budgeted Allocation (Retirement) of Surplus (Deficit)	558,911	389,430
Budgeted Surplus (Deficit), for the year	796,283	1,047,162
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	796,283	1,047,162
Budgeted Surplus (Deficit), for the year	796,283	1,047,162

School District No. 40 (New Westminster)

Annual Budget - Revenue and Expense
 Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	93,547,402	87,150,413
Operating - Tangible Capital Assets Purchased	1,600,000	1,200,000
Special Purpose Funds - Total Expense	13,716,102	13,759,420
Special Purpose Funds - Tangible Capital Assets Purchased	215,838	215,838
Capital Fund - Total Expense	7,533,713	7,326,394
Capital Fund - Tangible Capital Assets Purchased from Local Capital	500,000	250,000
Total Budget Bylaw Amount	117,113,055	109,902,065

Approved by the Board

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

School District No. 40 (New Westminster)

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>237,372</u>	<u>657,732</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,815,838)	(1,415,838)
From Local Capital	(500,000)	(250,000)
From Deferred Capital Revenue	(17,040,341)	(10,156,987)
Total Acquisition of Tangible Capital Assets	<u>(19,356,179)</u>	<u>(11,822,825)</u>
Amortization of Tangible Capital Assets	7,533,713	7,326,394
Total Effect of change in Tangible Capital Assets	<u>(11,822,466)</u>	<u>(4,496,431)</u>
Acquisitions of Prepaid Expenses	(300,000)	(300,000)
Use of Prepaid Expenses	300,000	300,000
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>(11,585,094)</u></u>	<u><u>(3,838,699)</u></u>

School District No. 40 (New Westminster)

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	90,487,081	84,280,852
Other	68,788	68,788
Tuition	2,456,840	2,770,840
Other Revenue	436,115	320,836
Rentals and Leases	609,667	609,667
Investment Income	530,000	560,000
Total Revenue	<u>94,588,491</u>	<u>88,610,983</u>
Expenses		
Instruction	81,317,100	74,977,970
District Administration	4,156,954	4,253,035
Operations and Maintenance	7,793,109	7,635,381
Transportation and Housing	280,239	284,027
Total Expense	<u>93,547,402</u>	<u>87,150,413</u>
Net Revenue (Expense)	<u>1,041,089</u>	<u>1,460,570</u>
Budgeted Prior Year Surplus Appropriation	<u>558,911</u>	<u>389,430</u>
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,600,000)	(1,200,000)
Local Capital	-	(650,000)
Total Net Transfers	<u>(1,600,000)</u>	<u>(1,850,000)</u>
Budgeted Surplus (Deficit), for the year	<u>-</u>	<u>-</u>

School District No. 40 (New Westminster)

Annual Budget - Schedule of Operating Revenue by Source
 Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	88,810,934	81,585,615
Other Ministry of Education and Child Care Grants		
Pay Equity	521,853	521,853
Funding for Graduated Adults	241,401	237,058
Student Transportation Fund	6,073	6,073
Support Staff Benefits Grant	97,000	97,000
FSA Scorer Grant	8,187	8,187
Early Learning Framework (ELF) Implementation	-	4,343
Labour Settlement Funding	-	1,395,723
Operating Grant - February recalculation	-	425,000
Budgetted Labour Settlement Funding	801,633	
Total Provincial Grants - Ministry of Education and Child Care	90,487,081	84,280,852
Provincial Grants - Other	68,788	68,788
Tuition		
Summer School Fees	940	940
Continuing Education	1,900	1,900
International and Out of Province Students	2,454,000	2,768,000
Total Tuition	2,456,840	2,770,840
Other Revenues		
Miscellaneous		
Cafeteria	200,000	200,000
Miscellaneous	236,115	120,836
Total Other Revenue	436,115	320,836
Rentals and Leases	609,667	609,667
Investment Income	530,000	560,000
Total Operating Revenue	94,588,491	88,610,983

School District No. 40 (New Westminster)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2025

	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$
Salaries		
Teachers	41,854,910	38,648,366
Principals and Vice Principals	4,746,606	4,615,152
Educational Assistants	9,900,353	8,918,985
Support Staff	6,604,951	6,229,961
Other Professionals	3,026,272	2,893,531
Substitutes	3,379,973	3,004,969
Total Salaries	69,513,065	64,310,964
Employee Benefits	17,452,674	15,644,317
Total Salaries and Benefits	86,965,739	79,955,281
Services and Supplies		
Services	2,269,041	2,230,117
Student Transportation	82,550	82,550
Professional Development and Travel	527,086	516,961
Rentals and Leases	278,362	278,362
Dues and Fees	110,714	109,714
Insurance	155,158	155,158
Interest	-	-
Supplies	1,910,095	2,573,613
Utilities	1,248,657	1,248,657
Total Services and Supplies	6,581,663	7,195,132
Total Operating Expense	93,547,402	87,150,413

School District No. 40 (New Westminster)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	33,485,278	1,098,508		319,705		2,165,781	37,069,272
1.03 Career Programs	342,720			170,000		2,000	514,720
1.07 Library Services	577,255			48,893		32,032	658,180
1.08 Counselling	785,323			65,656		11,000	861,979
1.10 Inclusive Education	3,573,093		9,848,275	56,368	182,948	846,442	14,507,126
1.20 Early Learning and Child Care			25,818	79,286			105,104
1.30 English Language Learning	1,720,525					27,000	1,747,525
1.31 Indigenous Education	121,057	141,287		284,363			546,707
1.41 School Administration		3,401,638		1,371,023		63,298	4,835,959
1.60 Summer School	210,264	29,992	26,260			1,000	267,516
1.61 Continuing Education	298,953	75,181		74,304		4,708	453,146
1.62 International and Out of Province Students	740,442			61,770	394,447	2,000	1,198,659
Total Function 1	41,854,910	4,746,606	9,900,353	2,531,368	577,395	3,155,261	62,765,893
4 District Administration							
4.11 Educational Administration				188,475	633,058	3,000	824,533
4.20 Early Learning and Child Care							-
4.40 School District Governance					281,233		281,233
4.41 Business Administration				466,174	1,159,680	15,320	1,641,174
Total Function 4	-	-	-	654,649	2,073,971	18,320	2,746,940
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				77,871	374,906	3,500	456,277
5.50 Maintenance Operations				2,888,772		181,700	3,070,472
5.52 Maintenance of Grounds				288,963		10,000	298,963
5.56 Utilities							-
Total Function 5	-	-	-	3,255,606	374,906	195,200	3,825,712
7 Transportation and Housing							
7.70 Student Transportation				163,328		11,192	174,520
Total Function 7	-	-	-	163,328	-	11,192	174,520
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	41,854,910	4,746,606	9,900,353	6,604,951	3,026,272	3,379,973	69,513,065

School District No. 40 (New Westminster)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2025

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2025 Annual Budget	2024 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	37,069,272	9,276,335	46,345,607	1,824,029	48,169,636	44,632,603
1.03 Career Programs	514,720	119,327	634,047	82,504	716,551	696,381
1.07 Library Services	658,180	172,410	830,590	48,375	878,965	699,551
1.08 Counselling	861,979	217,018	1,078,997	11,831	1,090,828	1,067,422
1.10 Inclusive Education	14,507,126	3,881,417	18,388,543	199,397	18,587,940	16,861,445
1.20 Early Learning and Child Care	105,104	26,277	131,381	10,000	141,381	-
1.30 English Language Learning	1,747,525	435,290	2,182,815	3,184	2,185,999	1,881,778
1.31 Indigenous Education	546,707	127,292	673,999	108,277	782,276	673,989
1.41 School Administration	4,835,959	1,171,673	6,007,632	38,515	6,046,147	5,816,646
1.60 Summer School	267,516	54,403	321,919	5,493	327,412	318,961
1.61 Continuing Education	453,146	108,407	561,553	10,631	572,184	556,381
1.62 International and Out of Province Students	1,198,659	270,547	1,469,206	348,575	1,817,781	1,772,813
Total Function 1	62,765,893	15,860,396	78,626,289	2,690,811	81,317,100	74,977,970
4 District Administration						
4.11 Educational Administration	824,533	190,125	1,014,658	253,588	1,268,246	1,278,443
4.20 Early Learning and Child Care	-	-	-	-	-	-
4.40 School District Governance	281,233	33,623	314,856	121,974	436,830	628,652
4.41 Business Administration	1,641,174	340,943	1,982,117	469,761	2,451,878	2,345,940
Total Function 4	2,746,940	564,691	3,311,631	845,323	4,156,954	4,253,035
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	456,277	95,754	552,031	143,843	695,874	665,732
5.50 Maintenance Operations	3,070,472	830,420	3,900,892	1,564,400	5,465,292	6,559,615
5.52 Maintenance of Grounds	298,963	77,661	376,624	59,082	435,706	410,034
5.56 Utilities	-	-	-	1,196,237	1,196,237	-
Total Function 5	3,825,712	1,003,835	4,829,547	2,963,562	7,793,109	7,635,381
7 Transportation and Housing						
7.70 Student Transportation	174,520	23,752	198,272	81,967	280,239	284,027
Total Function 7	174,520	23,752	198,272	81,967	280,239	284,027
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	69,513,065	17,452,674	86,965,739	6,581,663	93,547,402	87,150,413

School District No. 40 (New Westminster)

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2025

	2025	2024 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	11,892,585	11,947,256
Other	199,987	204,398
Other Revenue	1,839,368	1,823,604
Total Revenue	13,931,940	13,975,258
Expenses		
Instruction	12,946,625	13,189,776
District Administration	89,510	89,510
Operations and Maintenance	92,054	83,888
Transportation and Housing	587,913	396,246
Total Expense	13,716,102	13,759,420
Net Revenue (Expense)	215,838	215,838
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(215,838)	(215,838)
Total Net Transfers	(215,838)	(215,838)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 40 (New Westminster)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	7,000	505,896	-	499,542	-	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	235,916	314,463					96,000	19,600	142,271
Provincial Grants - Other				100,000		1,500,000			
Other				100,000	-	1,500,000	96,000	19,600	142,271
	235,916	314,463	-	100,000	-	1,500,000	96,000	19,600	142,271
Less: Allocated to Revenue	235,916	314,463	7,000	120,000	-	1,550,000	96,000	19,600	142,271
Deferred Revenue, end of year	-	-	-	485,896	-	449,542	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	235,916	314,463	7,000				96,000	19,600	142,271
Provincial Grants - Other				120,000		1,550,000			
Other Revenue				120,000	-	1,550,000	96,000	19,600	142,271
	235,916	314,463	7,000	120,000	-	1,550,000	96,000	19,600	142,271
Expenses									
Salaries									
Teachers									85,500
Principals and Vice Principals									
Educational Assistants		251,570							
Support Staff							67,510	5,000	
Other Professionals									
Substitutes							4,860		
	-	251,570	-	-	-	-	72,370	5,000	85,500
Employee Benefits		62,893					20,130	1,000	25,000
Services and Supplies	20,078		7,000	120,000		1,550,000	3,500	13,600	31,771
	20,078	314,463	7,000	120,000	-	1,550,000	96,000	19,600	142,271
Net Revenue (Expense) before Interfund Transfers	215,838	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(215,838)								
	(215,838)	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-
Additional Expenses funded by, and reported in, the Operating Fund		90,000					10,000		

School District No. 40 (New Westminster)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Classroom Enhancement Fund - Remedies	Mental Health in Schools	Changing Results for Young Children	Seamless Day Kindergarten	Student & Family Affordability	JUST B4
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	-	-	-	-	191,000	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	1,725,662	416,464	6,909,292		52,000	6,750	110,800		25,000
Provincial Grants - Other							70,941		18,046
Other	20,000						70,468		28,900
	1,745,662	416,464	6,909,292	-	52,000	6,750	252,209	-	71,946
Less: Allocated to Revenue	1,745,662	416,464	6,909,292	-	52,000	6,750	252,209	191,000	71,946
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	1,725,662	416,464	6,909,292		52,000	6,750	110,800	191,000	25,000
Provincial Grants - Other							70,941		18,046
Other Revenue	20,000						70,468		28,900
	1,745,662	416,464	6,909,292	-	52,000	6,750	252,209	191,000	71,946
Expenses									
Salaries									
Teachers	595,308		5,577,433		41,600				
Principals and Vice Principals		24,000							
Educational Assistants	719,538								
Support Staff		171,179					179,793		43,858
Other Professionals	47,392								
Substitutes		107,670					5,500	14,468	6,524
	1,362,238	302,849	5,577,433	-	41,600	5,500	194,261	-	50,382
Employee Benefits	346,524	75,115	1,331,859		10,400	1,250	44,948		10,964
Services and Supplies	36,900	38,500					13,000	191,000	10,600
	1,745,662	416,464	6,909,292	-	52,000	6,750	252,209	191,000	71,946
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-
Additional Expenses funded by, and reported in, the Operating Fund									

School District No. 40 (New Westminster)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2025

	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund	Apprentice Program	Queensborough Bus Pilot	Work Experience Enhancement	TOTAL
	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	129,248	-	-	-	50,000	1,382,686
Add: Restricted Grants							
Provincial Grants - Ministry of Education and Child Care	19,000	175,000	858,454		537,913		11,644,585
Provincial Grants - Other				111,000			199,987
Other					50,000		1,769,368
	19,000	175,000	858,454	111,000	587,913	-	13,613,940
Less: Allocated to Revenue	19,000	175,000	858,454	111,000	587,913	50,000	13,931,940
Deferred Revenue, end of year	-	129,248	-	-	-	-	1,064,686
Revenues							
Provincial Grants - Ministry of Education and Child Care	19,000	175,000	858,454		537,913	50,000	11,892,585
Provincial Grants - Other				111,000			199,987
Other Revenue					50,000		1,839,368
	19,000	175,000	858,454	111,000	587,913	50,000	13,931,940
Expenses							
Salaries							
Teachers				58,800			6,358,641
Principals and Vice Principals							24,000
Educational Assistants							971,108
Support Staff		40,000	11,000	1,000	12,000		531,340
Other Professionals		95,000	44,000				186,392
Substitutes	5,084					37,500	181,606
	5,084	135,000	55,000	59,800	12,000	37,500	8,253,087
Employee Benefits	1,250	35,000	12,971	13,700	3,000	12,500	2,008,504
Services and Supplies	12,666	5,000	790,483	37,500	572,913		3,454,511
	19,000	175,000	858,454	111,000	587,913	50,000	13,716,102
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	-	-	215,838
Interfund Transfers							
Tangible Capital Assets Purchased							(215,838)
	-	-	-	-	-	-	(215,838)
Net Revenue (Expense)	-	-	-	-	-	-	-
Additional Expenses funded by, and reported in, the Operating Fund							100,000

School District No. 40 (New Westminster)

Schedule 4

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2025

	2025 Annual Budget			2024 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Investment Income		10,000	10,000	10,000
Amortization of Deferred Capital Revenue	6,504,158		6,504,158	6,297,718
Total Revenue	6,504,158	10,000	6,514,158	6,307,718
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	7,518,929		7,518,929	7,313,360
Transportation and Housing	14,784		14,784	13,034
Total Expense	7,533,713	-	7,533,713	7,326,394
Net Revenue (Expense)	(1,029,555)	10,000	(1,019,555)	(1,018,676)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,815,838		1,815,838	1,415,838
Local Capital			-	650,000
Total Net Transfers	1,815,838	-	1,815,838	2,065,838
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	500,000	(500,000)	-	
Total Other Adjustments to Fund Balances	500,000	(500,000)	-	
Budgeted Surplus (Deficit), for the year	1,286,283	(490,000)	796,283	1,047,162

Preliminary Budget 2024/25

With Three-Year Financial Plan



New
Westminster
Schools

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1.0 INTRODUCTION

The following preliminary budget companion guide should be read in conjunction with the 2024/25 Annual Budget of School District No. 40 (New Westminster) (the “District”).

The purpose of the budget companion guide is to provide context and explanations that enhance the reader’s understanding of the District’s annual budget.

The District operates under the authority of the School Act of British Columbia (the “School Act”). In accordance with the School Act, school districts in the province must approve a balanced budget for the upcoming fiscal year and submit it to the Ministry of Education and Child Care (the “Ministry”) by June 30th.

This budget has been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

As required by the Ministry and Public Sector Accounting Standards (“PSAS”), the District tracks and reports revenue and expenditures under three separate funds (operating, special purpose, and capital). Budgets for each of the funds are presented in the schedules of the annual budget.

Operating Fund: The operating fund includes operating grants and other revenues used to fund day-to-day operations including instructional programs, school and district administration, facility operations, maintenance, and transportation.

Special Purpose Fund: Special purpose funds consist of targeted funding provided to the District by the Ministry and other sources for a specific purpose. Each special purpose fund must be accounted for in accordance with the terms of the funding.

Capital Fund: The capital fund includes capital expenditures related to equipment and facility purchases and enhancements. Capital expenditures are primarily funded by the Province of British Columbia, with additional funding provided through locally generated District capital funds, third-party contributors and operating and special purpose funds.

The preparation of the budget companion guide is the responsibility of management.

2.0 DISTRICT OVERVIEW

The 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.

The District services the learning needs of over 7,700 students in the City of New Westminster and employs more than 1,000 teaching and support staff who are dedicated to supporting student success. The District provides K-12 educational services in 8 elementary schools, 3 middle schools and one secondary school and also provides a number of alternate education programs and programs of choice, including French Immersion, Montessori and an International Baccalaureate program.

Our Learning Journey – Strategic Plan

All decisions made by the Board of Education of School District No. 40 (New Westminster) (the “Board”) are guided by our vision, mission and core values as determined through deep consultation with our partner groups and community. The District’s initiatives and resources are all aligned to our strategic plan which is built on our foundation to support our commitment in creating a place where students love to learn by enabling each student to learn in a safe, engaging and inclusive environment.

In 2019, the Board approved its 5-year strategic plan, *Our Learning Journey*, which serves as a roadmap grounded in the collective wisdom of our students, staff, parents and community. Across the District, our shared priorities – along with our school-based and department-specific goals and actions – amplify and enhance each other. We are proud to have a consultative model that coordinates budget planning and resource allocation activities with inclusive partner group feedback based on the vision, goals and objectives.

Vision

A place where students love to learn

Mission

To enable each student to learn in a safe, engaging, and inclusive environment

Values

Collaboration

Purposeful, cooperative relationships to achieve shared goals and consider each other in our decisions and actions

Engagement

Meaningful, purposeful, and relevant learning

Equity

Fair treatment and the removal of barriers to learning, achievement, and the pursuit of excellence for all

Inclusion

Learning where all people are welcomed, respected, and supported

Innovation

Curiosity, inquiry, and creativity

Integrity

Ethical, principled, and honest in our words and actions

Collectively, we, as a learning community are committed to following our strategic priorities of *Transforming the student experience, Building meaningful relationships, Leading into our future and Ensuring full participation in learning.*



3.0 BUDGET PROCESS AND CONSULTATION

We strive to ensure that budget input and resource allocations are connected to and aligned with our strategic plan. This model is an integral part of the District's operating culture. All budget decisions made by the District are guided by our vision, mission and core values and specifically guided by the following principles:

- **Alignment to our strategic plan** – priorities implemented must be aligned with the District's strategic directions;
- **Fiscally responsible** – proposed changes reflect prudent spending and balance new priorities with identified efficiencies;
- **Maximize returns** – priorities implemented must balance results and investments to maximize returns on student learning outcomes; and
- **Future oriented** – proposed changes are thoughtful and stand the test of time rather than being reactionary in nature.

In order to achieve these principles, we remain committed to the following as part of our budget process:

- providing timely and accurate budget information;
- receiving budget input and feedback;
- prioritizing budget requests for the upcoming budget year;
- allocating available resources to best meet requests that align with the strategic plan; and
- communicating the outcomes effectively for transparent accountability.

The consultation process has been a two-way dialogue between the Board and its partner groups to define priorities for the future. It has allowed for valuable input into the District's direction and decision making. The following represents the various means the District employs to connect with our partner groups who include the New Westminster Teachers' Union ("NWTU"), CUPE 409, New Westminster Principals' and Vice Principals' Association, District Parent Advisory Council ("DPAC"), Student Voice and the Indigenous Education Council:

- Two-week budget survey
- One-on-one consultation with partner groups and the Board
- Partner group submissions and presentation at the April Board meeting
- Student symposium
- Email address for dedicated budget feedback
- President's council meeting
- DPAC meeting attendance
- School newsletter and social media notification to encourage participation in the budget process



The consultations and feedback we seek are based on the priorities that are identified by our leadership team which are driven off the strategic plan but informed and prioritized through ongoing work throughout the year with partner groups. These lead to more focused consultations during our engagement process to further gather relevant input on how the suggested priorities resonate with partner groups. The feedback gathered is compiled and as necessary, the proposed budget and strategies for the upcoming year are accepted or modified accordingly, prior to the Superintendent Recommendations presented to the Board regarding the upcoming year's budget.

The table below provides the budget process for the 2024/25 year and the various opportunities for partner group engagement. There are multiple avenues to interact and share feedback in advance of the Board's approval of the preliminary budget.

January 30, 2024	Approval of the 2024/25 budget process
February 15, 2024	Submission of three-year enrolment to Ministry
February 27, 2024	Approval of the 2023/24 amended budget
March 15, 2024	Ministry funding announcement for 2024/25
April 16 – 26, 2024	Budget survey and one-on-one consultation with partner groups (CUPE 409, DPAC, New Westminster P/VP Association, NWTU, Student Voice, Indigenous Education Council)
April 30, 2024	Presentation of survey results and partner group submission presentations
May 14, 2024	Superintendent budget recommendations for 2024/25
May 14, 2024	Complete 1 st and 2 nd reading of budget bylaw
May 28, 2024	Complete 3 rd and final reading of budget bylaw



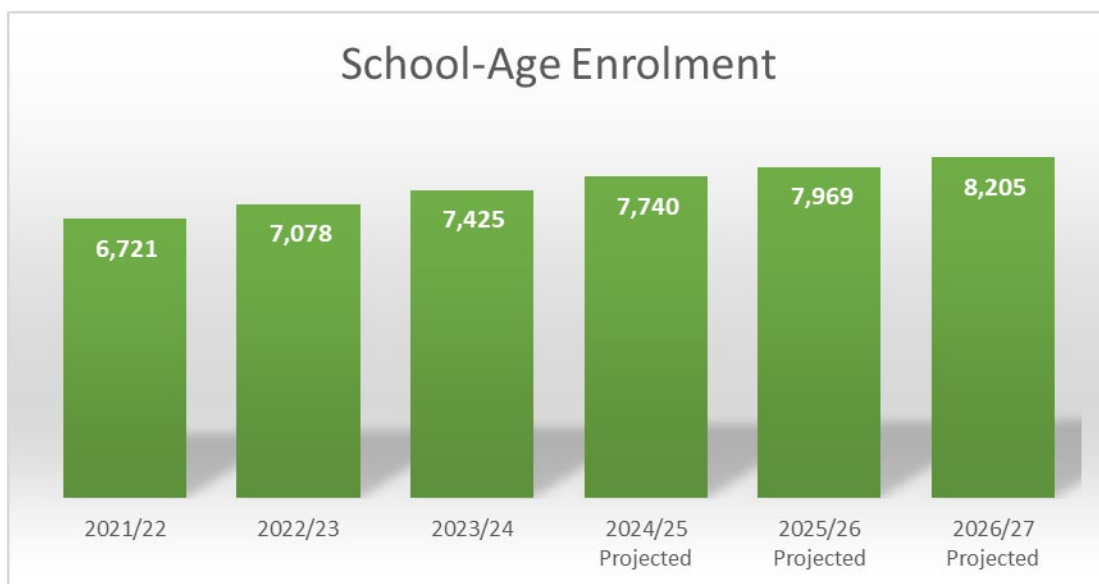
4.0 STUDENT ENROLMENT

The District is funded primarily through an operating grant received from the Ministry. The operating grant is based on student enrolment which is compiled through a data collection process called 1701 in September, February, May and July. The District receives a fixed amount per full-time equivalent (“FTE”) student. The District also receives supplementary grants for students who are identified as having unique needs and for other demographic and geographic factors.

District staffing levels are driven directly by student enrolment. Since salaries and benefits make up approximately 91 percent of the District’s operating expenses, reliable enrolment data is essential for financial planning. Each year the District completes an analysis of historical enrolment and student retention trends and reviews population data and new municipal development approvals to develop an estimate of elementary, middle and secondary student FTE for the ensuing three budget years.

Enrolment has been increasing at a steady rate over the past five years and the trend is expected to continue. An increase of 315 FTE (4%) is projected for 2024/25.

The enrolment information presented below is school-age enrolment as of September each year and includes standard K-12 enrolment, continuing education, alternate schools and online learning.



Capacity

Tied to enrolment is the capacity constraints on our facilities to accommodate enrolment growth. Our District is currently experiencing significant capacity pressures brought on by a growing student population and a severe lack of space at our existing schools. Short-term challenges and bridging solutions needed to address them will have an impact on the District’s operating budget.

The 2024/25 school year will see the following strategies implemented to address short-term capacity.

- Additional school portables and/or interior renovations at some of the elementary and middle schools
- Move to online course delivery of Career Life Education at New Westminster Secondary School (“NWSS”)
- Slight reduction in international student enrolment at NWSS

The District’s long-term strategy to address the capacity crisis includes the following capital projects.

- In October 2023, the Ministry announced the approval of an additional floor to the original Queen Elizabeth Elementary expansion project in Queensborough, which will transform the building from a two-storey structure to a three-storey school that provides space for 21 classrooms.
- In the Spring of 2022, the District received notice from the Ministry acknowledging the needs for a 600-student capacity elementary school in the Fraser River Zone.
- In the Spring of 2023, the Ministry acknowledged the need for a new middle school site acquisition in the west end of New Westminster.

Refer to section 7.0 for more details on current capital projects supported by the Provincial government.



5.0 OPERATING FUND BUDGET

The three-year financial plan for the operating fund budget is included in section 5.7.

For the 2024/25 school year, the operating fund base budget is estimated to be in a deficit of \$589,659, followed by a deficit of \$292,000 in 2025/26 and a surplus of \$101,000 in 2026/27. The main factor contributing to the structural deficits is the District's capacity crisis resulting from projected enrolment growth and the need to purchase portables with operating dollars.

The base budget makes the following assumptions/adjustments:

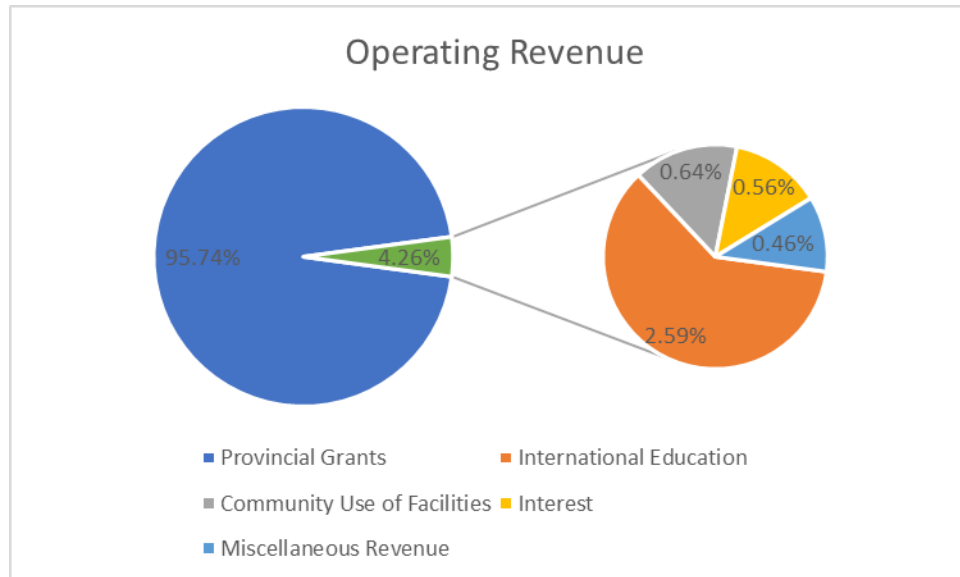
- Grant revenue is increased to align with enrolment projections in each year;
- Per-student funding rates and supplemental funding for unique students and unique factors is adjusted for 2024/25 rates and assumed to stay consistent in future years;
- International enrolment decreases by 20 FTE (approximately \$300,000) in 2024/25 to address short-term capacity constraints (see section 4.0);
- Teacher (enrolling and non-enrolling) and Education Assistant ("EA") increases in staffing are based on estimated student enrolment projections in each year;
- Collective agreement wage increases and related funding are incorporated for each year (funding for cost of living adjustment for 2024/25 has been included as an estimate in the preliminary budget as the funding has not been announced or confirmed by the Ministry at the time of budget approval and is therefore subject to change);
- Increases for principals, vice principals and exempt staff is included and assumed to be consistent with collective agreement increases in each year (funding is confirmed for the 2024/25 school year however it is not confirmed and therefore not included for the 2025/26 or 2026/27 school years);
- Expected increases to the District's share of benefit premiums are factored in each year;
- Portables funded from operating funds to accommodate enrolment growth are estimated based on the projected student enrolment in each year;
- One-time savings and surplus asks from the previous year are reversed; and
- Inflation on services and supplies.



5.1 Operating Fund Revenue

The District receives the majority of its revenue from the B.C. provincial government, through the Ministry. Any changes to provincial grants will consequently have a significant impact on the District's budget.

The District's budgeted operating revenue for 2024/25 is presented as below.



Provincial Grants

Operating grant revenue is based on the preliminary operating grants announced by the Ministry on March 14, 2024. The District anticipates receiving a lift in operating grant revenue of \$7.23 million for 2024/25. \$4.36 million of this increase is due to enrolment growth and \$2.87 million is due to an increase in the per student funding rates as determined by the Ministry. The per student funding rate increase includes amounts for labour settlement funding.

International Education

Planned FTE levels for the 2024/25 school year are expected to decrease by 20 FTE as a result of current capacity constraints at the secondary school, where the majority of international students attend (see section 4.0). The revenue impact of this is approximately \$300,000 for 2024/25. International enrolment levels for 2025/26 and 2026/27 are expected to return to prior levels of approximately 180 FTE, assuming the implementation of a 5-block timetable in the 2025/26 school year at NWSS.

5.2 Operating Fund Expenses

The most significant portion of the District's expenses is salaries and benefits, which comprise 91% of the District's operating budget. The remaining 9% goes to services and supplies, tangible capital asset purchases and local capital transfers.

Salaries and Benefits

	2022/23 Actual	2023/24 Amended Budget	2024/25 Preliminary Budget
Teachers	34,160,518	38,648,366	41,854,910
Principals and Vice Principals	4,186,121	4,615,152	4,746,606
Educational Assistants	7,570,106	8,918,985	9,900,353
Support Staff	5,957,733	6,229,961	6,604,951
Other Professionals	2,946,361	2,893,531	3,026,272
Substitutes	2,769,343	3,004,969	3,379,973
Total Salaries	57,590,182	64,310,964	69,513,065
Employee Benefits	14,027,140	15,644,317	17,452,674
Total Salaries and Benefits	71,617,322	79,955,281	86,965,739

In the 2024/25 school year, salaries and benefits are estimated to increase by \$7.0 million due to enrolment growth, wage increases for unionized and exempt employees, increases in benefit costs and new priorities supported in the 2024/25 school year (see section 5.5).

It is estimated that an additional 18.4 FTE teachers and 15 FTE EAs will be required to support increased enrolment in 2024/25. The incremental cost is \$3.13 million.

Benefit costs are estimated to increase by \$665,000 as a result of increases in extended health and dental plan coverage and rates.

Salaries and benefits expense in 2025/26 and 2026/27 are estimated based on the following assumptions:

- Increases to FTE for teachers, EAs and TTOCs for enrolment growth is based off of the three-year enrolment submission to the Ministry on February 15, 2024 and current ratio allocations;
- Wage increases for teachers and support staff will be fully funded by the Province. A 2% increase has been assumed for 2025/26 and 2026/27;
- Wage increases for non-unionized staff are assumed to be consistent with the collective agreement wage increases however it is assumed that they will only be funded by the Province in the 2024/25 school year therefore no corresponding revenue has been included for 2025/26 and 2026/27; and
- Cost increases for employee benefit plan rates will not be provincially funded.

Staffing

	22/23		23/24		Projected 24/25	
	2022/23 FTE	Student to Staff Ratio	2023/24 FTE	Student to Staff Ratio	2024/25 FTE	Student to Staff Ratio
Teachers	445.3	15.9	461.5	16.1	484.8	16.0
Principals/VPs - Admin	23.0	307.7	22.4	331.5	22.8	339.5
Principals/VPs - Teaching	8.0	884.8	7.6	977.0	7.2	1,075.0
Other Professionals	25.0	283.1	26.0	285.6	26.0	297.7
Education Assistants	200.4	35.3	205.4	36.2	227.7	34.0
Support Staff	141.1	50.2	146.8	50.6	148.1	52.3
Trustees	7.0	1,011.1	7.0	1,060.7	7.0	1,105.7
Total	849.8	8.3	876.7	8.5	923.5	8.4

Services and Supplies

In 2024/25, services and supplies budgets have been increased to reflect cost increases for contracted services and supplies and for new priorities supported in the 2024/25 school year (see section 5.5). Projections for 2025/26 and 2026/27 assume there will be CPI inflation for services and supplies of 2%. No changes to service levels and existing budget allocations are contemplated in these projections.



5.3 Base Budget Unfunded Costs and Cost Pressures

The Ministry does not fund all costs related to our education system. These costs which are downloaded to Districts must be absorbed within operating budgets. The following highlights some unfunded pressures the District faces for the upcoming year, which are reflected in the base budget.

Inflation

Early in the 2024 calendar year, Canada's annual inflation rate was around 3%, which is above the historic rate that we have seen for inflation over the last decade of about 2%. This increased inflation is reducing the purchasing power of Districts, specifically schools and departments, in carrying out their work when purchasing services and supplies. In years past, inflation has not been a significant factor to adjust for, however, under the current year circumstances, management has adjusted service and supply budgets by 3% to help offset the decrease to purchasing power. This represents an unfunded cost of approximately \$81,000.

Exempt Staff Wages

BC Public School Employers' Association ("BCPSEA") has provided salary grids to school districts across the province that are utilized to establish rates of pay across the education sector. The 2022/23 school year was the first year where exempt staff (Managers and Principals and Vice-Principals) wage increases were funded by the Province. Funding for the 2024/25 school year will continue however has not been announced by the Province at the time of the preliminary budget approval. Management has included an estimate of the funding and reflected as Other Ministry of Education and Child Care revenue in the preliminary budget. There is no confirmation of future years' funding.

The exempt staff wage increase for 2024/25 has been budgeted at 3.0%, consistent with collective agreement wage increases. As part of the multi-year financial plan, an increase of 2% has been budgeted in future years to represent the unfunded wage increase for exempt staff, as there is no certainty on whether the funding will continue.

Portables

We continue to see significant enrolment growth across the District. Nearly all schools are at or over their capacity limits. Until a new school is built to create capacity, the District must fund the purchase of portables through its operational dollars. This represents costs of approx. \$840,000 for the 2024/25 school year. The estimated cost for portables to accommodate the District's anticipated requirements for additional capacity in each of 2025/26 and 2026/27 is \$1.14 million and has been included in the multi-year financial plan.



5.4 Efficiencies Supported in the 2024/25 School Year

Given the District’s decreasing accumulated surplus balance and Board Policy 19 around contingency reserves (see section 5.6), the fiscally responsible action is to identify areas of ongoing efficiencies. Reliance on balancing budgets solely through the use of reserves cannot be sustained over the long run. To that end, the following ongoing efficiencies have been identified for 2024/25.

Efficiency Identified	Total (\$)
Reduction to 2024/25 local capital savings	\$150,000
Total Efficiencies Identified	\$150,000



5.5 Priorities Supported in the 2024/25 School Year

The 2024/25 budget's overarching theme is supporting growth to ensure that we have the facility and human capacity to support the District's mission. This budget addresses how to support a growing student body in addition to managing short-term capacity challenges at our schools. The District is also proud to build upon and maintain existing priorities brought forward in prior years. Feedback received from multiple methods of budget consultation confirms the priorities of supporting growth within the District as well as safety, well-being and equity priorities.

Increasing levels of enrolment growth seen in the District over the past few years have necessitated some priorities to be operationalized within the 2024/25 base budget.

Priority Identified	Ongoing (\$)	One Time (\$)	Total (\$)
VP time increase (0.4 FTE)	\$47,000		\$47,000
Clerical time increase	\$31,000		\$31,000
Total Requests Supported	\$78,000		\$78,000

To support the school environment at two of our elementary schools, we have increased administration by 0.2 FTE at both Qayqayt and Queen Elizabeth Elementary schools. The cost of \$47,000 represents a 0.4 FTE teacher backfill of staffing. Further supporting school environments in the District is an investment of \$31,000 in increased clerical time.

The following table details additional, equally important priorities, supported in the 2024/25 preliminary budget.

Priority Identified	Ongoing (\$)	One Time (\$)	Total (\$)
Sexual Health Staffing – 0.5 FTE	\$58,750		\$58,750
SOGI Staffing – 0.2 FTE	\$23,500		\$23,500
DPAC Stipend	\$2,000		\$2,000
Strategic Planning		\$35,000	\$35,000
Total Requests Supported	\$84,250	\$35,000	\$119,250

Teaching, Learning, Safety and Well-being

Physical safety and emotional wellbeing for students and staff are always a top priority for the District. Increased access to sexual health and consent education was consistently heard as a top priority through budget consultations with District leadership and partner groups as well as through the budget survey and from students at the student symposium. The District is proud to support a 0.5 FTE sexual health position in the 2024/25 budget as an ongoing priority.

In addition, to support continued work on the Sexual Orientation and Gender Identity (“SOGI”) portfolio, an staffing increase of 0.2 FTE has been supported as an ongoing priority.

District Planning – Long-term

The Board approved its 5-year strategic plan in 2019. This strategic plan has guided our learning journey over the past five years and will conclude at the end of 2024. A one-time investment of \$35,000 has been supported for the District’s new strategic plan that will lead us into future years.

An ongoing stipend of \$2,000 will be provided to DPAC to support professional development of individuals in this partner group which plays an important advisory and advocacy role for the District.

Priorities Maintained in Base Budget

The District is also proud to maintain within its base budget the following investments made in past years.

Contingency EA Staffing

In the 2022/23 school year, a considerable investment of \$150,000 was made into the base budget for contingency EA staffing which proved to be very effective. This was to address students with complex needs that come to our District throughout the school year, many who come without a designation and as a result, no funding. To ensure we create consistency and support for these students in the classroom, we budgeted for additional EAs to deploy as needed throughout the school year. The District continues to support this contingency EA staffing in the 2024/25 base budget.

Priority EA and TTOC Staffing Model

In the 2022/23 school year, the base budget included a significant investment of \$500,000 for replacements. This was further intensified with an additional investment of \$135,270 in the 2023/24 school year. These investments allowed the District the ability to deploy priority EA and TTOC staff to ensure more consistent coverage when higher rates of absences are experienced. Overwhelming feedback was received on the difference this made within our schools to mitigate unfilled absences therefore the strategy will be maintained for the 2024/25 school year with staffing of 15 priority EAs and 15 priority TTOCs to help address the consistently high level of absences observed.

Diversity, Equity, Inclusion and Anti-Racism

In the 2022/23 budget, the District committed \$30,000 per year, for three years, to advance the District’s work on Diversity, Equity, Inclusion and Anti-Racism. This is year 3 of the investment and work will continue to transform the District in this space.



Safety and Wellness

An important priority for the District and partner groups continues to be health and well-being. Connected to this is safety and wellness supports. The District has done a lot of work to grow our team of counsellors and child youth care workers and the above-ratio counsellor staffing will be maintained for the 2024/25 school year.

Indigenous Education

For the 2024/25 school year, the District anticipates enrolment of 292 FTE Indigenous students. The targeted funding provided to the District by the Ministry is \$516,840. The preliminary budget allocates \$723,026 which is over and above the targeted funding by \$206,186. This budget continues to support the priorities operationalized in the prior year, including an indigenous curriculum coordinator position and the indigenizing of spaces, which is of great importance to our schools and a sentiment echoed by our Indigenous Education Council.

Child Care

In April 2022, responsibility for child care transitioned to the Ministry. The District is committed to providing quality, affordable child care in our schools that is grounded in the BC Early Learning Framework. The 2023/24 preliminary budget supported 24 additional after school care spaces on school grounds at a net cost of \$21,552. A pause was put on this in early 2024 however the 2024/25 budget maintains the District's support towards providing this child care on school grounds.

Technology

Technology continues to be identified by nearly all stakeholders as a priority area. The District's technology steering committee has outlined a plan to continue hardware refresh cycles, replace student devices at end of life and update classroom tools as necessary. There are no additional investments required at this time to carry out the refresh as the budget currently allocated is sufficient.



5.6 Contingency Reserve

The Board is responsible for protecting the District from extraordinary financial items which would negatively disrupt District operations and the continuity of learning for students. To mitigate these risk areas, the Board maintains a contingency reserve from its available accumulated operating surplus.

Per Board Policy 19, the contingency reserve shall be at least 2% of operating expenses. The District's level of contingency reserve for planning purposes is \$2 million. It is anticipated by the end of the 2023/24 school year that the accumulated operating surplus will be \$2.3 million. The difference between the expected accumulated surplus balance of \$2.3 million and the \$2 million contingency reserve represents amounts available to support planning for operations spanning future school years, anticipated unusual expenses identified by the Board and/or expenses which must be reserved due to the nature of constraints on the funds.

5.7 Operating Budget - Three-Year Financial Plan

Below is a three-year projection of the operating fund revenue and expenses by object. This projection is based on factors known to the District at the time and contains assumptions that the District will maintain current service levels and programs. Assumptions made in building the three-year financial plan are included in the respective areas of section 5.0 and also include the following:

- Projected changes to revenue and staffing due to changes in enrolment;
- International enrolment levels for 2025/26 and 2026/27 return to prior levels of approximately 180 FTE, assuming the implementation of a 5-block timetable starting in the 2025/26 school year at NWSS.
- Estimated changes to employee salaries and benefits;
- Estimated changes to services and supplies due to inflation; and
- Adjustments for ongoing and/or one-time revenue or expense items included in the prior year budget.

After factoring efficiencies and priorities into the base budget, the District is estimating a deficit of \$558,911 for 2024/25. Projections show that this will be followed by a budget deficit of approximately \$196,000 for 2025/26, and a budget surplus of \$47,000 for 2026/27.



(in thousands)	2022/23 Actual	2023/24 Amended Budget	2024/25 Preliminary Budget	2025/26 Projection	2026/27 Projection
Provincial Grants - Ministry of Education					
Operating Grant, Ministry of Education	71,089	81,586	88,811	93,636	98,775
Other Ministry of Education Grants	3,749	2,695	1,676	1,673	1,673
Provincial Grants - Other	76	69	69	69	69
Other Revenue					
Continuing Education and Summer School Fees	2	3	3	3	3
International and Out of Province Students	2,894	2,768	2,454	2,880	2,880
Instructional Cafeteria Revenue	224	200	200	200	200
Miscellaneous	303	121	235	235	160
Rentals and Leases	591	609	610	610	610
Investment Income	496	560	530	530	530
TOTAL OPERATING REVENUE	79,424	88,611	94,588	99,836	104,900
Operating Expenses					
Salaries and Benefits	71,617	79,955	86,883	91,362	95,902
Services and Supplies	6,532	7,195	6,545	6,726	6,857
TOTAL OPERATING EXPENSES	78,149	87,150	93,428	98,088	102,759
Capital Purchases and Other	-1,238	-1,850	-1,750	-2,040	-2,040
Surplus (Deficit), for the year	37	-389	-590	-292	101
Efficiencies					
One-time Efficiencies			150	150	
Ongoing Efficiencies					
	37	-389	-440	-142	101
Requests					
Ongoing Priorities			-84	-54	-54
One-Time Priorities			-35		
Use of Prior Year Appropriated Surplus to balance budget		389	559	196	0
Total Operating Surplus (Deficit), for the year	37	0	0	0	47
Operating Surplus (Deficit), beginning of year					
Operating Surplus (Deficit), beginning of year	3,082	3,119	2,730	2,171	1,975
Use of Prior Year Appropriated Surplus to balance budget	0	-389	-559	-196	0
Operating Surplus (Deficit), end of year	3,119	2,730	2,171	1,975	2,022



6.0 SPECIAL PURPOSE FUND

The special purpose fund is comprised of separate funds established to track revenue and expenditures received from the Ministry and other sources that have restrictions on how they may be spent and are therefore not available for use in the operating fund. Amounts are deferred when received and recognized as revenue when the related expenditures are incurred. The District has budgeted special purpose funding for 2024/25 relating to the following funds:

- Annual Facility Grant
- Apprentice Program
- Changing Results for Young Children
- Classroom Enhancement Fund (“CEF”)
- Community LINK
- Early Care and Learning (“ECL”)
- Feeding Futures Fund
- Just B4
- Learning Improvement Fund (“LIF”)
- Official Languages in Education Programs
- Mental Health in Schools
- Queensborough Bus Pilot
- Ready, Set, Learn
- Seamless Day Kindergarten
- Scholarships and Bursaries
- School Generated Funds
- Strengthening Early Years to Kindergarten Transitions (“SEY2KT”)
- Strong Start
- Student and Family Affordability
- Work Experience Enhancement

The following represents a few highlights of the work that is funded from these special purpose programs.

Student and Family Affordability

In March 2024, the Province announced that it was replenishing the Student and Family Affordability Fund, originally introduced as one-time funding in August 2022. These funds are intended to help families struggling with rising costs of living.

For the 2024/25 school year, the District has received \$191,000 from the Ministry. Allocations will be managed at the school level to help families with the costs of school activities, school supplies, field trips, etc.



Feeding Futures Fund

Announced by the Ministry in early 2023, the Feeding Futures Fund will create and expand local school food programs so that more children and youth have access to healthy meals and snacks at school.

The 2024/25 school year is the second year of funding under this three-year Ministry commitment. The District will receive \$858,454 and will build on the progress made in 2023/24, allocating a significant portion of this funding to meal subsidies to ensure students that require it, have access to stigma-free lunches.

Early Learning and Child Care

Responsibility for child care transitioned to the Ministry in April 2022 and as part of creating an integrated early learning and child care (“ELCC”) system, the Province will provide \$175,000 of annual funding to the District to engage more deeply in ELCC work by establishing and strengthening relationships with key partner group groups and planning to expand access to affordable, quality child care on school grounds. A 1.0 FTE Manager of Early Learning and Child Care position was been created to engage in this work.

For the 2024/25 school year, this special purpose funding will also support a priority Early Childhood Educator (“ECE”) position for District daycares and early learning centres to help cover absences and provide continuity of care.

Classroom Enhancement Fund

This funding relates to the ratification of the Memorandum of Agreement pursuant to the Letter of Understanding No.17, to the 2013-2019 BCPSEA-BCTF Provincial Collective Agreement that resolves all matters related to the implementation of the Supreme Court of Canada decision from the fall of 2016. This fund was established to address the additional teacher and corresponding overhead costs throughout the Province associated with the memorandum.

For 2024/25, the District has been provided a preliminary CEF allocation of \$7,325,756 to fund 55.5 FTE teachers and \$416,464 in overhead funding. Adjustments to the District’s allocations may be made once the final fall 2024 staffing is known.

Community LINK

This funding is intended to support the academic achievement and social functioning of vulnerable students. Total Ministry funding for the 2024/25 year is \$1,725,662. The District will continue to invest in social-emotional supports for vulnerable learners with 15 FTE Youth Care Workers and 5.7 FTE of counselling, learning resource and SOGI staffing. Approximately \$80,000 is also budgeted for community schools programming.



Learning Improvement Fund

This fund was established by the Province for the purpose of providing additional resources, specifically targeted to support complex classes that present challenging learning conditions. The 2024/25 funding of \$314,463 is used for increased hours of work for EAs and Youth Care Workers as has consistently been done over the past number of years.

As the LIF has not increased in line with the increases to collective agreement wage increase or enrolment growth in past years, this special purpose fund continues to face pressure, whereby in order to continue to support the additional time for our staff, the District supplements amounts of approximately \$90,000 in its operating fund.

Queensborough Bus Pilot

A new dedicated bus service for NWSS students living in Queensborough was announced by the Province in the fall of 2023. Bus service started in January 2024 and will continue for three years as a pilot project. Funding for 2024/25 of \$537,913 will cover the costs relating to the contracted bus company.



7.0 CAPITAL FUND

The capital fund includes capital expenditures related to facilities (purchases and enhancements) and equipment that are funded by Ministry capital grants, land capital, local capital, operating funds and special purpose funds.

On an annual basis, the District prepares a Five-Year Capital Plan and submits it for funding consideration to the Ministry. The plan identifies capital funding needs for existing and new facilities.

The following are current capital projects supported by the provincial government.

Queen Elizabeth Elementary School Expansion

In October 2023, the Ministry announced the approval of an additional floor to the Queen Elizabeth Elementary expansion project in the fast-growing community of Queensborough. The additional floor will transform the building from the originally approved two-storey structure to a three-storey school that provides space for 21 classrooms.

New Fraser River Elementary School

In March of 2022, the District received notice from the Ministry acknowledging our needs for a new elementary school in the Fraser River Zone. At present, the project definition report with a recommendation for a 600-capacity school is with the Ministry for approval and the District is awaiting further direction.

New Fraser River Zone Site Acquisition

In March of 2023, the District received notice from the Ministry acknowledging our needs for a new middle school in the Fraser River Zone of New Westminster through approval of a future site acquisition. The District is actively working with the Ministry and City of New Westminster on site identification.

Ecole Qayqayt Elementary and Fraser River Middle School Internal Renovations

As part of the District's short-term capacity review, the Board passed a motion in December 2022 to relocate child care centres from Qayqayt Elementary and Fraser River Middle in order to create classroom spaces to accommodate enrolment growth in these schools. Approval from the Ministry was received in September 2023 for internal renovations required to convert these spaces into 9 new classrooms (5 at Fraser River Middle and 4 at Qayqayt Elementary). The new classroom spaces will be ready for September 2024.



Other Capital Funded Projects

Annual facilities grant funds are used throughout the District to address ongoing maintenance and improvement needs at schools. Planned spending for the capital component of this grant in 2024/25 is \$1,271,941.

Additional funding for capital projects in 2024/25 is detailed below.

Facility Name	Project Description	Bylaw Funding
New Westminster Secondary School	School Enhancement Program – HVAC Upgrades	\$3,000,000
Lord Kelvin Elementary	Playground Equipment Program – Accessible Playground Equipment	\$195,000

In March 2024, the District received approval for a HVAC retrofit at NWSS which will provide cooling on the second and third floors. The Ministry will contribute \$3 million to the project alongside \$500,000 from the District’s local capital fund. Work will begin in the summer of 2024 and the District anticipates cooling systems to be in place and functioning by summer 2025.

Local Capital

The local capital fund includes funds generated by the District to be utilized for capital expenditures as determined by the District. In 2022/23, the District retired a local capital deficit relating to a site acquisition in Queensborough. At June 30, 2023, the local capital fund had a nil balance. Expected changes in the local capital balance are summarized below.

Local Capital Balance, June 30, 2023	\$ -
Board approved transfers to local capital:	
NWSS cooling project	500,000
Long-term capital planning	150,000
Local Capital Balance, June 30, 2024	\$650,000
Board approved uses of local capital:	
NWSS cooling project	(500,000)
Local Capital Balance, June 30, 2025	\$150,000



SANCTUARY SCHOOLS POLICY REVIEW 2023/24

New Westminster Schools is committed to providing safe and welcoming educational environments for all children living in our community, including those whose families possess precarious immigration status or none at all.

The district has strived to practically apply the provisions outlined in the Sanctuary Schools Policy (the “Policy”) since its adoption in May 2017. The Welcome Centre at New Westminster Secondary School is the most visible representation of our accomplishments so far.

Our goal to remains unchanged: Treat every family in our educational community equitably and with respect and ensure we deliver safe spaces for children to learn and grow. We remain steadfast in our belief that we must support every student, regardless of their life circumstances.

ENROLLMENT NUMBERS

When the district centralized registration in January 2021, we introduced a new process to consistently evaluate how many students and families fall under the Policy. Information gathered by the district for this, and related purposes is strictly confidential and only shared, when necessary, with a limited number of district administrators and management.

Registration under the Policy from the 2020/21 school year until now is as follows:

- During the 2020/21 school year there were (Mask) students (in (Mask) families) registered under the Policy.
- During the 2021/22 school year there were thirteen (13) students (in nine (9) families) registered under the Policy.
- During the 2022/23 school year there were twenty-three (23) students registered (in twenty (20) families) registered under the Policy.
- At present, during the 2023/24 school year there are fifty-nine (59) students (in forty-seven (47) families) registered under the Policy.

Of note:

- Of the fifty-nine (59) students registered for the 2023/24 school year:
 - Thirty-four (34) started school in September.
 - Twelve (12) started between October 1 and December 31.
 - Thirteen (13) started since the beginning of January 2024.
- Even as we welcome new families through the Policy, existing students and their families are transitioning out of “Sanctuary Schools” status:
 - Eight (8) students who were registered under the Policy voluntarily updated their documentation and immigration status. (Mask) of these students are still enrolled in the district but are no longer considered to be enrolled under the Policy. (Mask) of these

students (in (Mask) families) moved out-of-district. (Mask) of these students graduated in June 2023.

- Twenty-two (22) students (in sixteen (16) families) registered between the 2020/21 school year and now have withdrawn from New Westminster Schools. Eighteen (18) of these students withdrew to attend school elsewhere in B.C. and (Mask) students (in (Mask) families) moved out-of-province.

MINISTRY FUNDING

We have claimed all students registered under the Policy as of September 29, 2023 (1,701 submissions), for Ministry funding. This is consistent with our goal to claim all students registered under the Policy after September 29, 2023, for funding in September 2024.

We will work confidentially with families who need time to provide necessary documents for Ministry funding or to satisfy requirements to prove they are ordinarily resident. There have been no school placement delays nor delays in education provided to students whose families require support.

REGISTRATION PROCESS

The Welcome Centre at NWSS and the district's central registration department remain effective ways for us to train staff to meet our educational community's needs.

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 remains available in hard copy at the Welcome Centre and is posted in the office of every school in our district. It is one of the ways the district promotes the Policy.

2.0 Training/Education of Staff

Continuing efforts include:

- 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 Every year in August we speak to the District Leadership Team and the clerical staff about the upcoming school year and include a segment on the Sanctuary Schools Policy.



SUPPORT IN SCHOOLS

We take continuous steps to ensure students have the support needed to succeed when placed in district schools.

- MOSAIC’s Settlement Workers in Schools (SWIS) program support newcomer students and their families, regardless of immigration status.
- District staff work alongside the SWIS team to help promote the services they offer, including displaying MOSAIC brochures at the registration desk. The district communications manager works with SWIS develop and update information the district website, including:
 - Expanding information available on the website about services offered when needed.
 - Maintaining existing online SWIS application forms and provide technical assistance with the digital forms platform when needed.
- We provide students confidential access to mental health supports without additional paperwork that other agencies or health providers may require.

LEARNING OPPORTUNITIES

If a problem or challenging case arises, our staff follow this process:

1. The issue is first handled by the Registration Manager.
2. If the Registration Manager cannot find a resolution, the issue is passed to the Associate Superintendent.

To date, all cases have been supported by either the registration team or the Registration Manager.

Our staff have received training on how to respond to enforcement agency requests for information. We will:

- Continue to follow all directives outlined within the New Westminster Sanctuary Schools Policy (Policy 21), including – and critically – **“The personal information of enrolled students or their families shall not be shared with federal immigration authorities unless required by law”**.
- Notify affected families that an agency contacted the district.

CELEBRATING SUCCESSES

- Our staff continue to grow in knowledge and experience.
- More families feel safe and comfortable enough to voluntarily contact us to discuss sensitive topics and/or to share their updated documentation.
- Students successfully placed in a district school and have started classes within two (2) to five (5) days of registration.



REVIEW AND RECOMMENDATIONS

We continue to evaluate interactions between staff and community members to ensure we can support them and meet their needs.

We will:

- Continue to connect students and families with services and supports they may need once they are enrolled.
- Look for opportunities to showcase the Policy's positive impact on the community, while respecting individual and family confidentiality and privacy.
- Ensure the work emerging from the district's Diversity, Equity, Inclusion and Anti-racism (DEIA) efforts consider how we can best serve students and families enrolled under the Policy.



**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)
RECORD OF APRIL 30, 2024 IN-CAMERA MEETING**

ADOPTION OF AGENDA

- 5:32 PM

REPORTS FROM SENIOR MANAGEMENT

- Capital Projects, Superintendent Update, Human Resources.

OTHER BUSINESS

- Nil.

ADJOURNMENT

- The Special In-Camera Board meeting recessed at 6:51 p.m.
- The Special In-Camera Board meeting reconvened at 10:20 p.m.
- The Special In-Camera Board meeting adjourned at 10:40 p.m.

**SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)
RECORD OF May 7, 2024 SPECIAL IN-CAMERA MEETING**

ADOPTION OF AGENDA

- 3:15 P.M.

REPORTS FROM SENIOR MANAGEMENT

- BCPSEA Bargaining Survey with Board Trustees and Human Resources.

OTHER BUSINESS

- Nil.

ADJOURNMENT

- The Special In-Camera Board meeting adjourned at 4:00 p.m.