



**SCHOOL DISTRICT NO. 35 (LANGLEY)**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**

**AGENDA**

Tuesday, June 21, 2022  
7:00 p.m.  
Microsoft Teams Virtual Meeting

**Pages**

1. AUDIO VISUAL RECORDING (WEBCASTING) OF REGULAR BOARD MEETING
2. CALL TO ORDER
  - 2.1. ANNOUNCEMENT: NATIONAL INDIGENOUS HISTORY MONTH & NATIONAL INDIGENOUS PEOPLES DAY
  - 2.2. ANNOUNCEMENT: PRIDE MONTH
  - 2.3. ANNOUNCEMENT: NATIONAL ACCESSIBILITY WEEK
3. REPORT FROM "IN CAMERA"
4. CONSENT AGENDA

Recommendation:

That the Board of Education adopts the consent agenda items as provided.

- 4.1. CONSIDERATION OF MINUTES 1 - 6
  - 4.2. COMMITTEE REPORTS
    - 4.2.1. EDUCATION/STRATEGIC PLAN COMMITTEE 7 - 8
    - 4.2.2. FINANCE AND FACILITIES COMMITTEE 9 - 9
  - 4.3. BOARD LIAISON COMMITTEE REPORTS
    - 4.3.1. DISTRICT PARENT ADVISORY COUNCIL (Trustee Ward) 10 - 21
  - 4.4. SCHOOL DISTRICT COMMITTEE REPORTS
    - 4.4.1. ABORIGINAL / ya:yəstəl' (Assistant Superintendent Moino) 22 - 22
- 23 - 24

4.4.2.	<u>INCLUSIVE EDUCATION (Deputy Superintendent Bradford)</u>	
4.4.3.	<u>EMERGENCY PREPAREDNESS (Assistant Superintendent Bunyan)</u>	25 - 27
4.5.	<u>COMMUNITY COMMITTEE REPORTS</u>	
4.5.1.	<u>CITY OF LANGLEY ADVISORY DESIGN PANEL (Trustee Coburn)</u>	28 - 40
4.5.2.	<u>CITY OF LANGLEY / SCHOOL DISTRICT NO. 35 LIAISON (Trustee Coburn)</u>	41 - 43
4.5.3.	<u>JOINT SCHOOL DISTRICT NO. 35 / TOWNSHIP OF LANGLEY MUNICIPAL LIAISON (Trustee Ross)</u>	44 - 47
4.6.	<u>CORRESPONDENCE</u>	
5.	<u>CONSIDERATION OF AGENDA</u>	
	Recommendation: That the Agenda be approved as presented.	
6.	<u>SUPERINTENDENT'S REPORTS</u>	
6.1.	<u>STRATEGIC PLAN UPDATE</u>	48 - 65
	Recommendation: That the Board of Education receives the update of the Strategic Plan for information, as presented.	
7.	<u>SECRETARY-TREASURER'S REPORTS</u>	
7.1.	<u>2022-2023 ANNUAL BUDGET BYLAW (Third and Final Reading)</u>	66 - 83
	Recommendation: That the Board of Education directs staff to appropriate \$770,673 of Internally Restricted to balance future budgets to balance the operating fund for 2022/2023.	
	Recommendation: That the School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2022/2023 in the amount of \$294,199,666 be given third reading, passed and adopted on this 21 <sup>st</sup> day of June 2022.	
7.2.	<u>TRUSTEE ELECTION BYLAW NO. 2022-01</u>	84 - 88
	Recommendation: That the School District No. 35 (Langley) Trustee Election Bylaw No. 2022-01 be given first reading.	
	Recommendation: That the School District No. 35 (Langley) Trustee Election Bylaw No. 2022-01 be given second reading.	

Recommendation:

That the Board of Education of School District No. 35 (Langley) approves having all three readings of the Trustee Election Bylaw No. 2022-01 at tonight's meeting.

Recommendation:

That the School District No. 35 (Langley) Trustee Election Bylaw No. 2022-01 be given third reading, passed and adopted on this 21st day of June, 2022.

7.3. FIVE-YEAR CAPITAL PLAN

89 - 94

Recommendation:

In accordance with provisions under Section 142 (4) of the School Act, the Board of Education of School District No. 35 (Langley) hereby approves the proposed Five-Year Capital Plan (Major Capital Programs) for 2023/2024, as provided on the attached Major Five-Year Capital Plan.

8. HANDBOOK COMMITTEE (Trustee Wilson)

8.1. TRUSTEE HANDBOOK

95 - 133

Recommendation:

That the Board of Education of School District No. 35 (Langley) approves the Trustee Handbook.

9. NEW BUSINESS

10. TRUSTEE COMMENTS

11. QUESTION PERIOD

Question Period is provided at Board Meetings. The purpose is to ensure that those present in the audience have an opportunity to obtain clarification concerning business conducted during that meeting. Priority will be given to responding to one question per person before considering further questions from any individual.

The following will help the public develop questions for Question Period at a Board Meeting that is keeping with the goal of a respectful and focused meeting.

Questions:

1. Need to be directed to the Chair and not to staff;
2. Need to be related directly to the topic on the agenda;
3. Need to be succinct, focused and not be a statement;
4. May not be asked that are related to personnel or directed at an individual trustee;
5. May not be asked that are related to contract negotiations; and
6. The questioner shall provide their name so that it can be reflected in the minutes.

All of the above are directions provided for in Board Policy No. 7 - Board Operations. The Chair may answer, may defer to staff or indicate a question may not be in keeping with the above guidelines.

The Board appreciates the public's interest and wants to ensure a professional meeting is conducted, with Question Period focused on providing guests with the clarification they seek.

Trustees also welcome questions from members of the public apart from Question Period. Their contact information is available on the School District website.

12. ADJOURNMENT

Recommendation:

That the meeting be adjourned at \_\_ p.m.





**SCHOOL DISTRICT NO. 35 (LANGLEY)**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**MINUTES**

**Date:** Tuesday, May 24, 2022  
**Location:** Langley School Board Office

<b>Trustees Present:</b>	<b>Rod Ross</b>	<b>Chairperson</b>
	<b>David Tod</b>	<b>Trustee</b>
	<b>Shelley Coburn</b>	<b>Trustee</b>
	<b>Suzanne Perreault</b>	<b>Trustee</b>
	<b>Tony Ward</b>	<b>Trustee</b>
	<b>Marnie Wilson</b>	<b>Trustee</b>
	<b>Charlie Fox</b>	<b>Trustee</b>

<b>Staff Present:</b>	<b>Mal Gill</b>	<b>Superintendent</b>
	<b>Brian Iseli</b>	<b>Secretary-Treasurer</b>
	<b>Woody Bradford</b>	<b>Deputy Superintendent</b>
	<b>Barry Bunyan</b>	<b>Assistant Superintendent</b>
	<b>Shind Chand</b>	<b>Assistant Secretary-Treasurer</b>
	<b>Lisa Lainchbury</b>	<b>Assistant Superintendent</b>
	<b>Marcello Moino</b>	<b>Assistant Superintendent</b>
	<b>Joanne Abshire</b>	<b>Communications Manager</b>
	<b>Judy Swanson</b>	<b>Executive Assistant</b>
	<b>Dale Vo</b>	<b>IT Manager, Infrastructure and Security</b>
	<b>Pol Babao</b>	<b>Technical Support Specialist 2</b>
	<b>Vincent Montefrio</b>	<b>Technical Support Specialist 2</b>

<b>Partner Groups:</b>	<b>Tanya Kerr</b>	<b>LTA, President</b>
	<b>Ellen Bornowsky</b>	<b>LTA, Vice-President</b>
	<b>Jeremy Lyndon</b>	<b>LPVPA President</b>
	<b>Jennifer Johnson</b>	<b>CUPE 1260 President</b>

<b>Guests:</b>	<b>Mike Pue</b>	<b>District Principal, Aboriginal Education</b>
	<b>Cheryl Gabriel</b>	<b>Kwantlen First Nations Education Coordinator</b>
	<b>Iha Hayer</b>	<b>District Vice Principal</b>
	<b>Magdy Ghobrial</b>	<b>District Principal, Wellness &amp; Diversity</b>
	<b>Sam Muraca</b>	<b>District Principal, LEC</b>

1. AUDIO VISUAL RECORDING (WEBCASTING) OF REGULAR BOARD MEETING

Those in attendance were informed that as per Policy No. 7 - Regular and Special Meetings of the Board may be streamed live, archived and accessed online. The Board reserves, at its sole discretion, via motion at any meeting, the right to not stream live or archive a meeting or a portion of a meeting. Further, the Board reserves the right to edit any recorded portion of a meeting.

2. CALL TO ORDER

The Board Chair called the meeting to order at 7:00 pm, and began the meeting with the introduction stating: "I would like to acknowledge that the Langley School District is located on the traditional, ancestral and unceded territories of the Matsqui, Kwantlen, Katzie and Semiahmoo First Nations. We gather here tonight in an understanding of the importance of ya:yəstəl' (**y-eye yes tel**) /sq'eq'o yoyes (**sckecka y-eyes**) (working together) and ná'caʔmat (**not sa mot**) /lets'emó:t (**let sa mot**) (**uniting** ourselves with one mind, one heart) to ensure that we support and inspire all learners to reach their full potential."

**Chairperson welcomed everyone and introduced attendees.**

3. REPORT FROM "IN CAMERA"

The Vice-Chair reported that the items discussed in the 'In Camera' meeting pertained to personnel.

Also reported out from the April 19, 2022 In Camera Meeting is the appointment KPMG as Auditors for the next 3 years.

4. CONSENT AGENDA

R22/05/24-01

**Moved By:** Trustee Tod

**Seconded By:** Charlie Fox

That the Board of Education adopts the consent agenda items as provided.

**CARRIED UNANIMOUSLY**

## 4.1 CONSIDERATION OF MINUTES

- 4.2 COMMITTEE REPORTS
  - 4.2.1 EDUCATION/STRATEGIC PLAN COMMITTEE
  - 4.2.2 FINANCE AND FACILITIES COMMITTEE
  - 4.2.3 HANDBOOK COMMITTEE
- 4.3 BOARD LIAISON COMMITTEE REPORTS
  - 4.3.1 BCSTA
    - 4.3.1.1 PROVINCIAL COUNCIL (Trustee Tod)
  - 4.3.2 DISTRICT PARENT ADVISORY COUNCIL (Trustee Ward)
- 4.4 SCHOOL DISTRICT COMMITTEE REPORTS
  - 4.4.1 ABORIGINAL / ya:ýəstəl' (Assistant Superintendent Moino)
  - 4.4.2 LGBTQ (Deputy Superintendent Bradford)
  - 4.4.3 EMERGENCY PREPAREDNESS (Assistant Superintendent Bunyan)
- 4.5 COMMUNITY COMMITTEE REPORTS
  - 4.5.1 CITY OF LANGLEY ADVISORY PLANNING COMMISSION (Trustee Coburn)
  - 4.5.2 JOINT SCHOOL DISTRICT NO. 35 / TOWNSHIP OF LANGLEY MUNICIPAL LIAISON (Trustee Ross)
  - 4.5.3 TOWNSHIP OF LANGLEY RECREATION, CULTURE AND PARKS ADVISORY (Trustee Tod)
- 4.6 CORRESPONDENCE

5. CONSIDERATION OF AGENDA

R22/05/24-02

**Moved By:** Trustee Wilson

**Seconded By:** Trustee Coburn

That the Agenda be approved as presented.

**CARRIED UNANIMOUSLY**

6. SECRETARY-TREASURER'S REPORTS

6.1 2022-2023 ANNUAL BUDGET BYLAW (First and Second Reading)

R22/05/24-03

**Moved By:** Trustee Coburn

**Seconded By:** Trustee Tod

That the School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2022/2023 in the amount of \$294,199,666 be given first reading.

**CARRIED UNANIMOUSLY**

R22/05/24-04

**Moved By:** Trustee Ward

**Seconded By:** Trustee Perreault

That the School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2022/2023 in the amount of \$294,199,666 be given second reading.

**CARRIED UNANIMOUSLY**

7. SUPERINTENDENT'S REPORTS

7.1 DISTRICT FLAGS

R22/05/24-05

**Moved By:** Trustee Coburn

**Seconded By:** Trustee Ward

That the Board of Education follow the guidance of ya:yəstəl', the leadership of Matsqui, Kwantlen, Katzie and Semiahmoo First Nations and the recommendation of District staff to do the following:

- Host an honouring ceremony on May 31, 2022, after which all flags at all SD35 sites will be returned to full mast.
- Request further consultation to gain guidance from ya:yəstəl' and the leadership of Matsqui, Kwantlen, Katzie and Semiahmoo First Nations around the establishment of a more permanent memorial to honour residential school survivors and those that did not return.

**CARRIED UNANIMOUSLY**

7.2 LANGLEY'S YOUTH ENGAGEMENT PROJECT

R22/05/24-06

**Moved By:** Trustee Coburn

**Seconded By:** Trustee Tod

That the Board of Education receives the report on Langley's Youth Engagement Project 2021-2022 for information, as presented.

**CARRIED UNANIMOUSLY**

7.3 SUMMER SESSION 2022

R22/05/24-07

**Moved By:** Trustee Wilson

**Seconded By:** Charlie Fox

That the Board of Education receives the report on Summer Session 2022 for information, as presented.

**CARRIED UNANIMOUSLY**

8. TRUSTEE COMMENTS

Trustees shared their appreciation for all the guests that presented tonight, to partner groups, staff and administrators for staying so late and also to those watching the meeting.

Compassion was expressed for Cheryl Gabriel and her family for what they have gone through and for what thousands of others have also been going through.

National Day of Awareness for Missing And Murdered Indigenous Women and Girls was on May 5 and a walk was held.

It was noted that a new BC Royal Museum is being planned to be built in Victoria at the cost of approximately \$789 million.

It was shared that there will be Naloxone training at the United Church of Langley on May 26, 2022.

9. QUESTION PERIOD

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The Board appreciates the public's interest and wants to ensure a professional meeting is conducted, with Question Period focused on providing guests with the clarification they seek.

Trustees also welcome questions from members of the public apart from Question Period. Their contact information is available on the School District website.

The Chair called for questions from the public.

Questions were received from the public regarding:

10. ADJOURNMENT

R22/05/24-08

**Moved By:** Trustee Coburn

**Seconded By:** Trustee Ward

That the meeting be adjourned at 9:57 p.m.

**CARRIED UNANIMOUSLY**

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TRUSTEE ROD ROSS

BOARD CHAIR

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BRIAN ISELI, CPA, CMA

SECRETARY-TREASURER



## **Education/Strategic Plan Committee Report**

### **June 7, 2022 Meeting**

At the June 7, 2022 Education/Strategic Plan Committee Meeting, the committee received the following update:

- Strategic Plan Update



## **Education/Strategic Plan Committee Report**

### **June 14, 2022 Meeting**

At the June 14, 2022 Education/Strategic Plan Committee Meeting, the committee received the following update:

- Aboriginal Education Enhancement Agreement Update





## **Finance and Facilities Report**

### **June 7, 2022 Meeting**

At the June 7, 2022 Finance and Facilities Committee Meeting, the committee received reports on the following topics:

- Financial Update to April 30, 2022
- Five Year Capital Plan Update



## DPAC General Meeting Minutes

April 21, 2022 @ 7pm

Approved

[Join The Teams Meeting](#)

1. **Call to Order: 7pm**
2. **Welcome and Introductions**
  - a. We acknowledge that the Langley School District resides on the traditional unceded territory of the Katzie, Kwantlen, Matsqui and Semiahmoo First Nations.
3. **Establish Quorum (45 schools total 20% needed)**

Gordon Greenwood Elementary, ACSS, Peterson Road, Langley Meadows, Belmont Elementary, Peter Ewart, Brookwood Secondary, Yorkson Creek, West Langley, Noel Booth, Uplands, HDSMS, Dorothy Peacock, LFMSS, James Kennedy Elementary, Coghlan, RE Mountain, Lynn Fripps, Shortreed, Betty Gilbert, Willoughby Elementary, Blacklock Fine Arts, Simonds
4. **Adoption of**
  - a. Agenda April 2022 - Approved
  - b. Minutes from March General - Approved
5. **Presenter: School Safety Wellness & Diversity - Magdy Ghobrial, District Principal**
  - A. Presentation around student wellness in schools and items they are working on. (I.e. Game ready fitness, SOGI and Anti-Racism, etc.)
  - B. Review of Mental Health and Literacy – students are seeking more discussions around this. Structures are being built to support students in this.
  - C. Game ready fitness – supporting students at risk (HDS, BGMS, DPE, NIK) pro-social support at GRF. Community support at ACSS. This is coming to Betty Gilbert
  - D. SOGI Support for students – Gender Diverse Students, 2SLGBTQ+ name change is under consultation. A document guide is being developed to allow students to be connected with and support students and allow them to be heard. Revisions are underway.
  - E. Diversity - Kevin Lamoureux helping to educate. Planning for diversity week and other events. Seeing schools doing events throughout the year so all students are reflected / represented. Underway with 2022 /2023 school year and what should be focused on. They have engaged a consultant to work on anti-racism and how we see ourselves connected and belonging. This allows for an external lens and helps SD35 in its Journey to learn and educate.
  - F. **Youth Engagement-** how are we doing as a community (not just as a school district) this engagement is underway and this process brings together community partners and students to ask questions and receive feedback in order to create initiatives to better support students.

### Questions / Comments:

Comment: parents are communicating around student stresses and how to support kids better. If there are guest speakers or anyone, we can bring in to better support parents during our DPAC meetings we would love details.

**Q:** Does the district look at phyco-social hazards / risks at schools (Ie stronger control methods

**A:** The biggest work is occurring around trauma and informed practice. We are working on this within the district. Looking at what is going on with the student and the story behind the item that occurred. (ie trauma informed) trying to understand the story and what is impacting the student making them do the things they are doing.

**Q:** Are there plans to train all teachers on how to communicate about LGBTQ+, etc. to students? Homeroom teachers have the most frequent interactions with students on a daily basis. Their understanding and messaging should be consistent across the district, and we don't think the consistency is there, yet.

**A:** Each school has reps that are met with consistently. The guidelines book is almost complete to create an anchor document that will allow all teachers to work with all students. It is a work in progress document, but it SD is looking to do it right and reexamine annually. We are seeking more consistency across the district.

**6. Presenter:** Project Resiliency – Dee Koruz, Intervention Clinician (SD35)

Been around for fifteen years. Located at the school board office. There are 2 registered clinical therapists in the district. SD35 is the only district in north America that has hired clinicians. Project resiliency is an alternative program to the suspension program. Over 200 students came through the program in the first year. It has changed over time and now there is a supportive program in place to help kids, it's not punitive. A day starts with home and health, around 5-6 students are referred at a time (over a 3 day period). Generally these are grade 8 – 12 students. Students are reminded of what their strengths are and what they are in need of. After the 3 days, they create a completion plan that includes challenges and who is the adult that can help them. About 3-4 weeks later a follow-up with students to see if more support is needed. [Website on the project can be found here](#). There is no cost it is district supported. There are some families from the community that support the project and this allows for unique therapeutic programs above.

**Q:** is there a self-directed presentation for PACs? Or could someone come out to PACs to do a presentation? It would be great to get the word out to families.

**7. PACs** can reach out to request a presentation. Please ask, if they can make it work they would or feel free to review the website.

**8. Report:** Tony Ward, School District Trustee: BCSTA calendar he had to rearrange, so wanted to attend DPAC. Most trustees are at the conference that starts tonight.

2 motions put forward and passed. One was to advocate to province for more mental health support.

The second motion was to further analyze bus routes and to create a report to support data and report back by April 2023.

Vanguard announcement – ministry announced a large sum of money [announcement here](#):

**9. Report:** Woody Bradford, Deputy Superintendent, Lisa Lianchbury, Assistant Superintendent and Marcello Moino, Assistant Superintendent

**Lisa:** Open seamless day. The childcare pilot in a Kindergarten classroom with the ECE overall. The dual credit program has come to fruition for 8 students in grade 12 who will start their ECE course work. They will graduate with 4 credits of courses. Head start childcare opened at Parkside Elementary a few weeks ago.

**Marcello:** Brookwood, Walnut grove and DW Poppy plus continuing education, aboriginal studies and district athletics. one of the projects was work on supporting athletics in K-7 schools and students being athletic. They are asking about what are the needs. Some new equipment (i.e. basketball, volleyball standards, gaga pits) Most schools should have by June

**Woody:** PAC work hard to increase opportunities for our kids. Thank you for raising funds for outdoor play spaces. It is a ton of work and it has a direct impact on our kids wellbeing. Thank you! Taken on this new role, supporting Mal and working with Lisa and Marcello. Continues to

work with schools such as ACSS and the Willoughby family of schools. There was also a ministry announcement on adding a new school into Willoughby area.

Year-end celebration planning is underway as COVID restrictions lift. Additional items such as arts and athletics are also becoming more open. Field trips have started again.

Request: Important for elementary schools – noon hour supervisors, principals, vice principals and support staff allow for more outside time for students. This allows for collaborative learning with teachers. Looking for every child to have success and experience in their school. As parents go back to PACs, looking for noon hour supervisors. If parents can PLEASE help to fill these positions it would allow for continued collaboration

Q: Are gaga pit upgrades (K-7 only) being paid for by the district?

A: The new ones that were ordered in mid-February were paid for by the district. Principals got to decide on what the school received and what each school's needs were.

Q: What were some of the other options?

A: Indoor backboards. Soccer nets, hockey nets, uniform for schools (i.e. jerseys)

Q: Is there somewhere on the website that we can find out what superintendent is responsible for what school?

A: Woody will work with Joanne in communications / website to allow for this communication.

Q: Were K-5 schools offered, or just K-7 schools?

A: It was just K-7 schools at this time to create equity across the district. Coming up in the next school year they will be looking at the K-5 schools.

## **10. Old Business**

**A.** Update on Langley Parents Support Foundry Campaign (\$10,000 goal) - Alicia update  
We have raised \$1,800 thus far. TOL will match donations. Additionally, McHappy Day is coming up on May 11<sup>th</sup>. Seeking volunteers students and adults to help on McHappy Day. No minimum age, just a child needs to be comfortable in that environment  
Date change for Giants now April 27<sup>th</sup> Wednesday.

**B.** Asset Motion – How to book tents. (Chantale) Asset committee has met to draft procedures around care and use of the tents. Final policies will be shared by the time the tents arrive. The supplier has indicated graphics should be in tomorrow, with a delivery timeline around May. Booking system would be in place by the time we receive them. This will be announced

## **11. New Business**

**A.** School Food Guidelines BCCPAC – 2 ministries are seeking feedback from parents. There was a survey and webinar. The survey closes at the end of the month and the webinar has happened. It looks like it could significantly impact hot lunches and events. 2013 guidelines provide reasonable choices the current guidelines appear to have eliminated parental choice. It looks like a lot of hot lunch items have been cut out. During the webinar it outlined the intended document is to be a guideline and won't be monitored. Please do the survey and provide your feedback.

## **12. Executive and Committee Reports:**

**A.** President's Report - Alicia Rempel – see attached presidents report for:  
i. Foundry update  
ii. AGM Nomination update – Call for anyone from a choices school!

**B.** Treasurer's Report – Jodi Stiglic

i. Final Budget Presentation: 2022/2023

C. Committee Reports (Attached if applicable)

**13. Announcements**

1. Next School Board Meeting: May 24th, 2022
2. Next DPAC Meeting: May 19<sup>th</sup> 2022 – AGM / Election

**14. Adjournment 8:48pm**

**15. Appendix**

**Reminder - DPAC Elections will take place at the AGM on May 2022 – the following positions are up for election. [Nominate Here By Clicking Link](#) *Nominations close May 12th***

<b>Position</b>	<b>Odd/Even</b>	<b>Term</b>
Vice President 1	Even	2022-2024
Vice President 2	Annual	2022-2023
Secretary	Even	2022-2024
Member at Large (6 positions)	Annual	2022-2023

## **President Report - Alicia Rempel**

I was very pleased to represent DPAC last week as Langley hosted the Minister of Education and Childcare, Jennifer Whiteside. The Ministry announced funding for seismic upgrades and other improvements to Vanguard Secondary School and also announced funding for a new Middle/Secondary school in Willoughby. Thank you to the District for including Langley parents/PACs in this exciting announcement!

Next month is our AGM and elections and we have a number of both annual and 2 year term positions open and I'd like to encourage you to consider joining us. Our goal is always to have a representative from all the Family of Schools and currently have a rep from all except Choice Schools. We are hoping that trend continues (and hey, Choice Schools consider joining us!).

Members of the DPAC executive have been touring the new Foundry site (still in construction) set to open this Spring. It's wonderful to see the community rallying around this centre, knowing that all our kids are likely to benefit from these services, we feel it is important to show our support.

I am looking forward to attending the virtual BCCPAC AGM next weekend and am pleased to see a number of PACs passing their proxy votes to me, to cast their vote and have their voices heard.

As an executive team, we have been busy supporting PACs with things like, running elections and interpersonal challenges. We are always happy when you reach out – if we can assist, we want to help. And know that we aren't there to "tell you what to do" but rather can act as an impartial observer, asking questions and staying curious. And sometimes having a neutral party can help when different dynamics are at play.

Best wishes for a lovely May!



## DPAC EFT Account

**March 31, 2022**

<b>Income</b>	<b>Actual</b>
Opening Bank Account Balance	\$3,370.26
Member Share	\$5.00
Transfer deposit from General	\$0.00
Credit Interest	\$0.14
<b>Total Income</b>	<b>\$3,375.40</b>

<b>Expenses</b>	<b>Actual</b>
Member Share	\$5.00
3422737	\$50.00
3399457	\$104.95
Banking fee	\$3.00
<b>Total Expenses</b>	<b>\$162.95</b>

**Account Balance**

**\$3,212.45**

**EMT not yet cleared.**

**TOTAL** **\$0.00**

**Funds Remaining:**

**\$3,212.45**



## DPAC Gaming Account

March 31, 2022

### Income

### Actual

Opening Bank Account Balance	\$3,489.77
Gaming Deposit	\$0.00
<b>Total Income</b>	<b>\$3,489.77</b>

### Expenses

### Actual

Service Charge	\$1.95
<b>Total Expenses</b>	<b>\$1.95</b>

### Account Balance

**\$3,487.82**

### Cheques not yet cleared.

**TOTAL** **\$0.00**

### Funds Remaining:

**\$3,487.82**





## DPAC General Account

March 31, 2022

Income	Actual
Opening Bank Account Balance	\$35,876.99
Service Charge Reversal	\$4.95
<b>Total Income</b>	<b>\$4.95</b>

Expenses	Actual
Chq 453	\$75.00
Monthly Plan Fee	\$4.95
<b>Total Expenses</b>	<b>\$79.95</b>
<b>Account Balance</b>	<b>\$35,801.99</b>

### Cheques not yet cleared.

<u>Chq#</u>	<u>AMT</u>
Chq 454	\$75.00
Chq 456	\$5,068.00

<b>TOTAL</b>	<b>\$5,143.00</b>	<b>\$30,658.99</b>
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# DPAC Committee Reports

DPAC sits on various committees. Below is a summary of any meetings attended in the previous month.

## Langley Children Committee (Monthly Thursdays) - Tisha and Jenn

The committee is focused on supporting parents and families through virtual workshops at this time.

### September 16<sup>th</sup>

- \$9500 donation received can only be used for parent ed for school aged children
- Oct 28 – Ted Talk, The Degree of Difference: Building Change Resilience in Uncertain Times.
- CCR Family Place now at LCSS Behind Douglas Park
- CCR – Application for non-profit grant now closed for \$10/day daycare. They had 1000 open applications for 50 spots.

### October 21st

- YWCA Single Mom's programs now opening up again in person, Nov. 20.
- Funding is available for story walks, est. Cost 10K each. Looking to have three permanent ones within Langley. Williams Park did one up – looking to see if we can partnerships can be made to reduce the cost.
- Raphael House Mother's Tea was on October 19, it is a hub for food source for the community. Apts are needed to get the foods. Tea was packed with Mom's and representatives from different organizations.

### November 18th

- Langley Literacy is for two weeks starting December 5<sup>th</sup>.
- Project X Committee (StoryWalk) to be setup to look at spending needs for the 30K.
- Jan 11 – Safer Spaces for Parent Education open
- My Tween and Me class set up online for Jan 17<sup>th</sup> start. Cost is \$50/family. 8 week program
- Community winter clothing drive on-going (new or used). Community Agencies can pick up what is needed.
- 2.4M Grant has been approved for Douglas Rec upgrades.

### January 20<sup>th</sup>

- Project X, (StoryWalk) in the community has chosen two possible locations, Brydon Lagoon or Blacklock / Al Anderson pathway.
- Adventure playground project is looking for community donations such as wood, nails and construction materials. Project X is going to be at Portage Park. Applications have been made to secure funding for summer help. Hoping to run the program for 10 weeks.
- MCFD has decided not to continue the funding for the admin staff for this group. Sadly, this means this group may not continue after March. Open discussion from many groups advising how much they love this group and how informed they find it, bringing all the groups together. Ideas were shared on possibilities on where more funding could be found.
- Donna Gabriel Schools Daycare opened up and was filled by existing families within the school.
- 8 new daycares opened in Langley but are for ages 1-5. School age daycares are desperately still in need. Daycares are struggling to stay above water with COVID outbreaks and some are making their own health rules for their daycares.

# DPAC Committee Reports

DPAC sits on various committees. Below is a summary of any meetings attended in the previous month.

April 21<sup>st</sup>

- Reviewed results of survey for Langley Children Committee/Child & Youth Mental Health and Substances. Concerns raised about merging committees.
- No funding has been found to support a dedicated employee for Langley Children's Committee.
- Discussed value of the meetings and how everyone thought about the merge and how the committee will proceed moving forward.
- Looking for a Chair to take care of the website, meeting agendas and weekly info sharing.
- FVRL – offering a free comic book on May 7<sup>th</sup>. They are back to in-person events within the Library.
- Willows Family Life; offering a rent smart program, starting June and offering ½ day camps \$25 / week.
- StoryWalk and Adventure Playground – still looking for donations for the playground. Will open up for 5-11 year olds, from Tuesday – Saturday in June at Portage Park.
- Raphael Family Support Centre – willing to open up their facility for groups to foster relationships and growth for the centre.
- Family Place back to in-person and drop basis.

Emergency Preparedness Committee (Oct 18, Nov 15, Jan 31, Apr 25 and May 30) - Pamala and Tisha

**October 18** – Meeting canceled.

**Nov 16<sup>th</sup>** - meeting was cancelled due to the excessive rain/flooding. Possibly being rescheduled in Dec

**13 Dec 2021**

- Recap of the purpose of the committee for new members.
- Discussion re the School Messenger SD35 Connect App.
  - o Rolling out in January to staff then elementary, middle schools. High schools are last because most high schools have their own App and need to look at integration
- Discussion re why SD35 isn't going to mandate vaccinations. At 3800 staff, an anticipated 5% loss of staff who do not want to vaccinate would be significant and we already have a teacher shortage, don't want to exacerbate the shortage.
- Discussion of upcoming plan to implement a recurring full-scale simulation of an emergency
  - o Emergency being expanded to include flooding, snow, not just earthquakes.

**January 2022**

- Answered questions from previous meeting that required investigation re emergency kit inventories and updating them. All schools to check inventory and replenish as needed
- Rapid tests dispensed – 2 per staff
- Description and definition of various types of closures, functional, snow/weather, power outages

# DPAC Committee Reports

DPAC sits on various committees. Below is a summary of any meetings attended in the previous month.

- SD35 App – deployment postponed
- Radio testing ongoing – SD35 “light dead” zone, equipment needed to boost signal
- Update on ongoing Emergency simulations

## February 2022

- All contact tracing and notifications stopped by the Ministry as the lag didn’t justify the expense. Often people were long recovered from Omnicron when they were contacted.
- Rapid test sent home – 2 per staff including spares and TTOCs
- Update on new Covid rules
- January brought a significant increase in student absences, 18% vs 11% in the week before Christmas Break. Traditionally, January’s absence rate is 12%.
- Description of different types of school closures and how that’s brought about.
- SD35 App rollout delayed
- Annual Handheld Radio Testing complete, “light” dead-zone over SBO, looking into equipment to boost signal. Testing didn’t go as smooth as preferred, looking into getting different radios.
- Update on upcoming Simulation Training, not going to be restricted to just earthquake, but all types of major emergencies
- Update on Emergency Supplies, school staff to inventory their supplies and report shortfalls to the School District for replenishment.

March 2022 - cancelled

## Communications Committee (Nov 23, Mar 8, May 10) - Alicia and Geraldine

### Communications meeting - November 23 2021 Alicia

- Jo Abshire presented a district communication update “last 3 years at a glance”
  - Lots of COVID-19 communication including changes with mask wearing, notification updates, vaccines (mandates and eligibility)
  - Social Media following is increasing - trying to celebrate our story and share popular programs, important info for families etc.
  - Online advertising is also effective for promoting HR/hiring and various programs
  - Priorities include: Framework for Enhancing Student Learning website completed; District Statement on Anti- Racism; District Statements on Truth & Reconciliation
  - Communications with parents included a survey, results shared
- SD35 App
  - Didn’t roll out as planned due to COVID; rather school messenger came out as a communication tool. IT and Jo met last week to see where this is at and how we want to move forward. Multi phased rollout; starting with staff and admin then parents/families.
  - Used for communicating emergency info in a quick way, in addition to normal methods of communicating.
- Refresher on school closure process (Mal Gill)
  - Communicating as early as possible any school closures
  - Maintenance staff, bussing/transportation in close communication especially when they expect inclement weather. Usually starting around 4:30am at schools on site, checking conditions.
  - Aim to get to 6:30am for decision communication to families/staff

## DPAC Committee Reports

DPAC sits on various committees. Below is a summary of any meetings attended in the previous month.

- Agreement with union (covid) to not redeploy staff again this year, still stands.
- Superintendent is in communication with all FV districts during any kind of weather-related emergency
- Alicia asked if it would be possible to communicate school closures via school messenger (text) at 6:30am rather than have people seek out the information. Answer; Maybe. They have the capability, but may not have the ability. They have created a process for parents to check the website/listen to media etc. which seems to work. Something they can look into.
- Marnie Wilson (Chair) - met with the partner groups to determine the function and intent of the committee. Gave some history. Marnie wanted to know what people wanted to see from this committee - feedback and thoughts.
  - Alicia shared that this is a very valuable committee for DPAC given we are not staff or a staff partner group so often don't get this information. We would appreciate being able to bring forward agenda items as needed.
  - Others shared, that this opportunity to directly speak to trustees and have an open conversation is valuable.

**LGBTQ+ (Nov 1, Jan 24, April 11, May 16)- Jodi and Geraldine**

**Nov 8**

Fraser Valley SOGI Lead meeting happening Nov 20.

Committee will work on inclusive wording as board re-vamps policies and procedures

Committee will formulate final draft of document outlining best practices for staff when supporting gender-diverse students. There will be an additional working group formulated to work on this document outside of regular meeting hours.

Next meeting will be January 24<sup>th</sup>, 4pm

**Inclusive Education (Nov 1, Jan 31, May 30) - Amita**

**Nov 1 – Write here**

## Minutes Of Meeting

### Attendees:

- Brian Coleman
- Cheryl Gabriel
- Janet Stromquist
- Julie Allen
- Katie Pearson
- Lekeyten
- Marcello Moino
- Mike Pue
- Suzanne Perreault

### Guests:

- Carrie Mitchell

### TOPICS DISCUSSED:

#### Aboriginal Achievement Awards – May 19, 2022

The main topic of discussion was the return of the Aboriginal Achievement Awards. Everyone shared how wonderful it was to be back together as a community, recognizing and honouring the students and their families. This is an event that families and community look forward to on an annual basis and while staff did their best to honour the students over the past two years, the loss of the event was felt by all. We also wanted to recognize the venue and the support of the staff there that have helped to make it an even better event. Finally, members shared how wonderful it was for the Board, district leadership, and school administration to be there and support the event. Overall feedback from everyone was incredibly positive. Thanks to the program staff for all their work organizing the event.

**MINUTES**Monday, May 30, 2022 • 1:00pm • SBO Room 355

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***Integrity, Excellence, Courage, Community*****Present:**

Christine McCracken	Encompass Support Services Society
Elise Rehnby	LPVPA
Janine Orlando	LTA
Daniel Collins	Inclusion Langley Society
Iha Hayer	District Vice-Principal, Enhanced Student Services
Jessica Bain	Vice-Principal, Langley Fine Art Schools
Katie Pearson	Lower Fraser Valley Aboriginal Society
Mike Pue	District Principal – Aboriginal Education
Suzanne Perreault	Trustee
Woody Bradford	Deputy Superintendent, Committee Chair

**Regrets:**

Amita Gill	DPAC Rep
Chief Marilyn Gabriel	Kwantlen First Nation
Crystal Salter	Langley Public Health
Daniel Sheriff	Ministry of Children & Family Development
Houman Anasory	CUPE 1851
Jennifer Johnson	President, CUPE 1260
Loren Roberts	Encompass Support Services Society
Lydia Kang	Inclusion Langley Society
Magdy Ghobrial	District Principal District Principal, Wellness and Diversity
Michael Carlyle	Principal, Alice Brown Elementary
Mike Morgan	Director, SD35 Learning Support Services
Sanjeev Nand	Langley Community Services Society
Tara Henry	CUPE 1260

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**1. Welcome – Woody Bradford****2. Acknowledgement of Traditional Territories****3. Youth Engagement Project – Iha Hayer**

- Introductions and setting the stage, what does it look like? Data to action, opportunities, and questions.
- Hear from the youth - mostly grade 11 and 12 students. Then COVID hit.
- Trauma-informed Action Research.
- Youth to share their thoughts with over 40 community partners.
- Wanted to hear from kids that are younger - challenges due to pandemic. Grade 6-12.
- Diverse, lived experience youth.

What would make you feel more connected? What are the barriers for accessing for supports? What are you and your peers missing in the areas of mental health, substance use support?

Anonymity for youth participating, creating and holding a safe space for them to share their feelings - to feel safe, healthy and connected, valued and empowered

What gets in the way:

- lack of clear pathways for youth to access assistance
- prevention/intervention

## **Inclusive Education Committee Meeting**

### **MINUTES**

Monday, May 30, 2022 • 1:00pm • SBO Room 355

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- financial
- language and transportation barriers
- resources - low awareness, difficulty accessing to existing resources - wait times, stigma, etc.

#### Community Collaboration Approach, Accessibility

- resources, services, transportation, healthy accessible adults, safe spaces - trauma informed, stigma free.

Filling the gaps and needs will be ongoing next steps. Multiple bridges between agencies and schools.

#### **4. Indigenous Education Update – Mike Pue**

- Flags at the SBO will be raised tomorrow during a ceremony.
- First Peoples Principles of Learning - self, family, patience, time, land, spirits. Aboriginal ways of knowing and learning.
- Reconciliation.
- Background - show of respect to those who didn't return, those who were affected, traumatized etc. for a time to be determined.
- How and when is it appropriate to raise the flags again?
- Flags don't have the same meaning within the community - something more permanent in nature.
- Host an honouring ceremony with all partners - lead by elders from Kwantlen and Semiahmoo. Afterwards, flags will go back up.
- Information to go out to all schools - a script to go out for all students.
- Pride Month and National Indigenous Month is the same the month.

#### **5. Pride Month – Jessica Bain**

- Different activities happening all over the District that are more student/GSA-led than District-led. Gave examples of what is happening at DW Poppy.
- These activities will build on what was started during Diversity and Respect Week in February.



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*Integrity, Excellence, Courage, Community*

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**Attendees:**

Barry Bunyan	SD35 Assistant Superintendent of Human Resources
Suzanne Perreault	Board of Education – Trustee
Neil Powell	LPVPA
Jo Abshire	SD35 Communications Manager
Megan Duke	SD35 Occupational Health and Safety Manager
Tanya Kerr	LTA President

**Regrets:**

Pamala Combs	DPAC
Karen Wagner	SD35 Manager, Energy, Environment & Special Projects
Deah Paton	LPVPA
Tisha Krafte	DPAC

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**Welcome/Opening:**

Assistant Superintendent of Human Resources Barry Bunyan opened the meeting with an Aboriginal Acknowledgement.

Barry provided an overview of the agenda.

- COVID-19 Update
- School Emergency Drill Update
- SBO Connect App Soft Launch
- Radios
- Internet Outage / School Phone Outage
- School Emergency Response Profile
- “Langley Prepared”
- Other

**COVID-19 Update**

Barry Bunyan outlined that there are no COVID updates and that there are still lots of rapid tests available. The leadership team had a meeting with Fraser Health and the authority has reported they have shifted away from having a COVID team. He says they also indicated there is no expectation to have more Ministry updates.

**Emergency Drills**

Barry Bunyan outlined the number of emergency drills that have occurred to date (broken down by fire drills, earthquake drills, and lockdown drills) as well as how many are required annually. Every school has done each drill at least once. Barry recapped the plan to hold a controlled release exercise and drill at the elementary level. Walnut Grove schools will be

## Emergency Preparedness Committee

### Minutes of Meeting

May 30, 2022 – 4:00pm

Room 210

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taking this on in June through to November. The goal is to have all the schools complete this activity by the end of the year. The purpose is for schools to practice and for staff to have the opportunity to learn, explore, and be able to fill in the gaps. He explained the process of the exercise with one class which will likely be a Kindergarten or primary class.

Suzanne Perreault asked if there will be trauma-informed practices and counsellors to assist staff in the event this would happen? The District can look into this. A suggestion from Jo Abshire could be to have psychological first aid or critical incident training for staff.

Barry continued explaining Walnut Grove schools to complete the student release exercise include Alex Hope, Dorothy Peacock, and West Langley in June. James Kennedy, Topham, and Gordon Greenwood, is expected to complete the drill in October. Communications is expected to be at the drill to document it.

#### **SD35 Connect App**

Jo Abshire outlined the soft launch of the SD35 Connect App with all staff. Prior to the launch, Jo and Barry met with employee partner group leadership to gather feedback on the timing of the launch. Partner leaders shared thoughtful feedback in all meetings. Based on the information provided, it was determined the app would be launched but the use would be limited to ensure more work wasn't added to administrators especially at this time of year. The alert notification aspect of the app requires further training for administrators. Jo explained training will be completed in August as part of school start up. She reported there has not been enough time to collect feedback from staff as it was just launched last week. The District looks forward to hearing and reviewing the feedback.

Tanya Kerr shared some preliminary feedback. Some staff raised concerns about using their personal phone and keeping work and personal life separate. Another concern was to ensure that TOCs had access to the app and are given the information about it in their employee handbook or manual. It was suggested to perhaps consult with the partner groups again or find a way to gather feedback about the soft launch, which can be taken into consideration.

Suzanne Perreault asked what was the feedback like? Jo clarified and explained the feedback has not been gathered as there hasn't been much time for it to be used. It was suggested to bring up this item to the communications committee meeting. This topic will be reviewed and up for consideration as an agenda item and appropriate place for feedback to be shared from employee partner groups.

#### **Radios**

Barry gave an update on the radios. The plan is to update the amplifier on the school board office which is intended to boost the signal. The installers had delays but the work will be completed by June. They will be working on individual schools as well but no date of completion has been shared at this point.

Suzanne Perreault asked if the amplifier doesn't work what will happen next? Barry Bunyan responded noting the District will work on next steps.

### **Internet and phone outages**

Jo Abshire provided some background about internet and phone outages and explained that there are many factors that cause them. They have been happening at different schools across the District and actions taken have resulted in ensuring lines of communication are established. Jo reported that emergency phone line procedures have been developed and shared with administrators. The administrators have been instructed to test their emergency phone lines before the end of June. The District has experienced success in these situations but also challenges. These procedures are expected to be reviewed with administrators as part of school start-up in August.

### **EOC Simulation Training Fall 2022**

Megan Duke shared the maps for mock emergency scenarios which are extra-large maps which will be used for training. She gave examples of emergency scenarios that can come up and to be used in mock emergencies: road closures, flash flood area, bridge out, fire, bridge collapse, etc. She shared information about the creation of school profiles which will be completed online by fall 2022. These profiles will also contain a vulnerability rating (excel spreadsheets), identifying students and staff with disabilities. Individuals will be assigned responsibility for evacuation plan and emailed copy of the plan. Megan walked through the example of the school profile that would live on StaffNet and all the important categories captured.

Suzanne Perreault asked will these be printed off and put into the emergency bags at the schools? Megan Duke responded saying that they can be printed off. This can be reviewed and considered.

Suzanne Perreault asked will TOC's have access to this info? Megan Duke explained, they will be included in the TOC handbook as part of the Employee Safety Plan. There will be a system in place for staff or students who requires additional support or plans in an emergency.

### **Langley Prepared**

Jo Abshire shared that she has been in contact with Langley Prepared to assist them in updating contacts. Langley Prepared is the local emergency agency which is made up of both the City of Langley and the Township of Langley. She has reported to the committee that the emergency contacts include the Communications Manager (herself) and the Director of Facilities, Transportation, and Capital Projects (Tristan Schaufler).

Next meeting – October 2022



**MINUTES OF THE  
ADVISORY DESIGN PANEL**

**HELD VIA VIDEO CONFERENCE**

**WEDNESDAY, FEBRUARY 16, 2022  
AT 7:00 PM**

**Present:**

Councillor Rudy Storteboom (Chair)  
Councillor Nathan Pachal (Co-Chair)  
Wendy Crowe  
Chad Neufeld  
Leslie Koole  
Scott Thompson  
Matt Hassett  
Cst. Peter Mann  
Clark Kavolinas  
School Trustee Shelley Coburn  
Johnnie Kuo

**Absent:**

Ella van Enter

**Guest:**

Councillor Albrecht

**Staff:**

Carl Johannsen, Director of Development Services  
Roy Beddow, Deputy Director of Development Services  
Anton Metalnikov, Planning Assistant II  
Paula Kusack, Deputy Corporate Officer

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The Chair began by acknowledging that the land on which we gather is the traditional unceded territory of the Katzie, Kwantlen, Matsqui and Semiahmoo First Nations.

**1) AGENDA**

Adoption of the February 16, 2022 agenda.

It was MOVED and SECONDED

THAT the agenda for the February 16, 2022 Advisory Design Panel be approved.

**CARRIED**

2) **MINUTES**

Adoption of minutes from the January 19, 2022 meeting.

It was MOVED and SECONDED

THAT the minutes of the January 19, 2022 Advisory Design Panel be approved as circulated.

CARRIED

3) **DEVELOPMENT PERMIT APPLICATION DP 01-22**  
**ZONING BYLAW AMENDMENT APPLICATION RZ 01-22**

A 6-unit rowhome development located at 20816 45A Avenue

Mr. Anton Metalnikov, Planning Assistant II, provided a brief overview of the Development Permit application.

The applicant team entered the meeting:

- Dennis Chan, CEO, Leone Homes
- Manny Janda, President, Leone Homes
- Fred Adab, Owner, F. Adab Architecture
- Steve O'Connell, Owner, Centras Engineering
- Bahareh Nassiri, Landscape Designer, M2 Landscaping
- Meredith Mitchell, Owner, M2 Landscaping

Mr. Adab presented the application, providing an overview of the development with details on the following:

- Project data
- Site plan
- Lane Access
- Floor plans
- Unit configuration
- Roof plans
- Building orientation
- Renderings of building
- Material board
- Exterior elevations
- CPTED considerations

Ms Mitchell provided details on the landscape plan.

Panel members provided feedback on the form and character of the development.

In response to questions from Panel members, staff and the applicants advised that:

- Staff are comfortable with the proximity of the visitor parking stall from 45A Avenue. There will be over 4 meters of sidewalk and public boulevard between them;
- Laneway lighting will be mounted at approximately 6' and will be motion activated so as not to be on all the time. Fixtures will be louvered to minimize light pollution;
- Consideration will be given to the design of privacy screens on the second-floor balconies to improve privacy and architecture;
- The addition of double gate fencing to separate units with shared entrances;
- Applicant will ensure there is a hard surface approach to visitor parking and bike racks at the north side of the site;
- Consideration will be given to using an alternative material to wood for fencing on the east property line;
- Consideration will be given to adding another window on the north side;
- Consideration will be given to adding a vent grill under the gable end to minimize massing effect on north side;
- Unit numbers will be visible at the front (208<sup>th</sup> Street) and back (lane) of the units
- Civil drawings will illustrate curb bulges at 208<sup>th</sup> Street and 45A Avenue showing street parking on 45A Avenue;

The applicant team, Dennis Chan, Manny Janda, Fred Adab, Steve O'Connell, Bahareh Nassiri, and Meredith Mitchell left the meeting.

Panel members provided further recommendations including:

- Consideration be given to registering a building scheme on title to control changes to the building façade;
- Consideration be given to including maintenance of landscaping in a party wall agreement.

The Panel compiled a list of recommendations for the applicant.

It was MOVED and SECONDED

THAT

1. The ADP receive the staff report dated February 7, 2022 for information; and
2. The ADP recommends the applicant give further consideration to the following prior to the application proceeding to Council:

- a. Enhance the separation between visitor parking space and 45A Avenue frontage
- b. Review design of balcony separation screens to better tie into broader project architecture and improve privacy
- c. Adjust front yard fencing to separate units with shared entrance paths
- d. Show a drawing of the north frontage including conceptual offsite landscaping
- e. Consider alternative material to wood for south and east fencing
- f. Consider additional 3<sup>rd</sup> floor glazing and design treatments (vent grille) along side elevations
- g. Consider accessibility for delivery services to units
- h. Consider the maintenance of landscaping in relation to the project's fee simple tenure

Staff note: strongly consider noise attenuation measures along 208<sup>th</sup> Street.

**CARRIED**

Clark Kavolinas declared a conflict as he is the principal landscape architect on record for the next development application on the agenda. He left the meeting at 8:18pm.

**4) DEVELOPMENT PERMIT APPLICATION DP 14-21  
ZONING BYLAW AMENDMENT APPLICATION RZ 11-21**

A 6-storey, 92-unit apartment building located at 5494-5508 Brydon Crescent & 19890 55A Avenue.

Mr. Roy Beddow, Deputy Director of Development Services, provided a brief overview of the Development Permit application.

The following individuals entered the meeting at 8:23pm:

- Tim Kroeker, Principal, Redekop Kroeker Development Inc.
- Clark Kavolinas, Principal, C. Kavolinas & Associates Inc
- Eric Poxleitner, Senior Principal, Keystone Architecture and Planning Inc.
- Kyle Nagtegaal, Project Manager, Keystone Architecture and Planning Inc.

Mr. Nagtegaal presented the application, providing an overview of the development with details on the following:

- Project data
- Site plan
- Context buildings
- Parkade plan
- Surface parking plan

- Floor plans
- Shadow study
- Renderings of building
- Material board
- Exterior elevations

Mr. Kavolinas provided details on the landscape plan.

Panel members provided feedback on the form and character of the development.

- Consider warming up the colour of the fencing to align better with the colour palette of the building;
- Improve the integration of the roof pop-up element with the overall building design; consider adding a roof top amenity area;
- Expand the warmth of the outer building colour palette to the center of the building. Consider bringing the brick up to the 4<sup>th</sup> level.
- Move accessible parking spaces to the west side of the parkade, closer to the elevator; add a door on the north side for easier access to the elevator;
- Improve children's play structure, make it more interesting;
- Consider using a variety of landscape materials on the Brydon Crescent side of the property;
- Concern with safety, sightlines, and lack of lighting regarding the surface parking; (CPTED)
- Consider a wall treatment for the large blank wall on the east property line, possibly hedging/trees to break up podium wall;
- Consider a roof treatment to minimize the heat island effect;

In response to questions from Panel members, the applicant's representatives advised that:

- They can improve the access path to the parkade elevator and move the accessible parking spaces closer to the elevator;
- Rooftop amenities are not being considered at this point as the design does not allow for it; there is an outdoor amenity at grade level;
- Preference is to address overhangs / building massing from a design perspective rather than considering a change of use;
- Visitor parking is unsecured however there will be ample LED lighting that runs for long time periods using low energy consumption;
- Roof treatment – can increase the overhang to address the heat dome effect and will use light colours to reflect heat; can use a warmer soffit colour to soften the look.

The applicant team, Tim Kroeker, Clark Kavolinas, Eric Poxleitner, and Kyle Nagtegaal left the meeting at 9:06pm.



The Panel compiled a list of recommendations for the applicant.

It was MOVED and SECONDED

THAT

1. The ADP receive the staff report dated February 3, 2022 for information; and
2. The ADP recommends the applicant give further consideration to the following prior to the application proceeding to Council:
  - a. Employ a warmer/darker colour for the south and east podium fencing
  - b. Review design relationship between roof line and corner pop-ups to better integrate them with each other
  - c. Consider opportunities for rooftop landscaping/amenity space
  - d. Consider warmer/darker materials and colours along building's middle portions
  - e. Consider opportunities for improved access between underground accessible parking spaces and elevator lobby (i.e. moving stalls, adding lobby doors)
  - f. Consider more active/engaging children's play structure
  - g. Consider increased perennial and hedge landscaping and variety, along with larger canopy trees
  - h. Provide lighting at covered surface parking stalls to address potential CPTED concerns
  - i. Consider opportunities for a more attractive east parkade wall treatment as it relates to the neighbouring property
  - j. Incorporate additional landscaping along the south edge of the surface parking area and consider opportunities for additional permeable paving to assist with stormwater runoff management

BEFORE THE QUESTION WAS CALLED there was an inquiry about whether the neighbouring lots would be orphaned. Staff advised that with the anticipated changes to the Zoning Bylaw those lots could accommodate a boutique style multi-family development in the future.

It was noted that the developer will be improving the nearby pedestrian bridge.

**CARRIED**

## **5) NEXT MEETING**

March 16, 2022.

6) **ADJOURNMENT**

It was MOVED and SECONDED


THAT the meeting adjourn at 9:20 pm.

CARRIED



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**ADVISORY DESIGN PANEL CHAIR**



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**DEPUTY CORPORATE OFFICER**



**MINUTES OF THE  
ADVISORY DESIGN PANEL**

**HELD VIA VIDEO CONFERENCE**

**WEDNESDAY, APRIL 20, 2022  
AT 7:00 PM**

<b>Present:</b>	Councillor Rudy Storteboom (Chair) Councillor Nathan Pachal (Co-Chair) Wendy Crowe Matt Hassett Leslie Koole Johnnie Kuo Chad Neufeld Scott Thompson Ella van Enter Cst. Peter Mann
<b>Absent:</b>	School Trustee Shelley Coburn Clark Kavolinas
<b>Guests:</b>	Councillor Albrecht Councillor Wallace
<b>Staff:</b>	Carl Johannsen, Director of Development Services Anton Metalnikov, Planner Kelly Kenney, Corporate Officer

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The Chair began by acknowledging that the land on which we gather is the traditional unceded territory of the Katzie, Kwantlen, Matsqui and Semiahmoo First Nations.

**1) AGENDA**

Adoption of the April 20, 2022 agenda.

It was MOVED and SECONDED

THAT the agenda for the April 20, 2022 Advisory Design Panel be approved.

**CARRIED**

2) **MINUTES**

Adoption of minutes from the February 16, 2022 meeting.

It was MOVED and SECONDED

THAT the minutes of the February 16, 2022 Advisory Design Panel be approved as circulated.

**CARRIED**

3) **DEVELOPMENT PERMIT APPLICATION DP 01-22**  
**ZONING BYLAW AMENDMENT APPLICATION RZ 01-22**

Two proposed additions to the building located at 5850 Production Way.

Mr. Anton Metalnikov, Planner, provided a brief overview of the Development Permit application.

The applicant team entered the meeting:

- Kasha Klunder, Project Director, OMICRON
- Reid Bianco, Architectural Technologist, OMICRON
- Hal Owens, Senior Architect, OMICRON
- Gabriela Jurca, Plant Engineer, CKF
- Mary Chan Yip, Principal, PMG Landscape Architects

Mr. Owens presented the application, providing an overview of the development with details on the following:

- CKF Inc. company snapshot
- Site location
- Context photos
- Existing building photos
- Aerial rendering of addition
- Rendering of south-east addition
- Proposed expansion areas
- Fire Truck access – northwest and southeast
- Parking, loading, & parking variance
- Envelope materials selection
- CPTED considerations

Ms. Yip provided details on landscaping considerations.

Panel members provided feedback on the form and character of the development.

In response to questions from Panel members, the applicants and staff advised that:

- there are four shifts with approximately thirty people per shift;
- the Zoning Bylaw allows for zero lot lines in the industrial zone;
- Fire access was reviewed initially with Fire-Rescue and, in response to feedback, the lanes were widened off 57A Ave.; Fire-Rescue has subsequently given approval to the site plan;
- the driveway off Production Way will be required to be narrowed to meet current engineering standards;
- the parallel parking spaces in the lane on the west side will be moved when the northwest addition is added;
- a parking variance is being sought and is supported by staff for the following reasons:
  - parking study undertaken by a Professional Engineer found the peak parking required was much less than what is being proposed for the site;
  - other municipalities have lower parking requirements than the City does for industrial areas;
  - the purpose for expansion of the site is to provide more warehouse storage so addition of future employees will be minimal;
  - the expansion will result in increased parking efficiency off 57A Ave., resulting in more parking spots in that area;
- the main entrance is on the south side and is accessible; there is also a secondary entrance at grade near the existing accessible parking stalls;
- the applicant can look into providing more tables and a canopy for the amenity area;
- the lighting design for parking and walking surfaces hasn't been completed yet; however, the goal is to try to light off the building rather than having pole lighting;
- with respect to safety and security, currently there is one of two lights on in every building; the lights that don't need to be on are on a motion sensor; the company also has a program to renew lighting fixtures; the main parking lighting is on 24 hours a day and the area is patrolled by a security contractor every hour;
- going forward staff will be including in the report to the ADP a section on sustainability features of applications;
- frontage upgrades are part of the engineering requirements and staff will confirm the timing for these upgrades;
- the intent is to have the colour of the new roof be light in colour and reflective to match the existing roof, the purpose of which is to decrease the heat island effect;
- the area where the building extension will be is currently parking lot so building the extension will reduce the amount of asphalt on the site;

- the entire perimeter of the amenity area for employees is fenced.

The applicant team left the meeting.

Panel members provided further recommendations including:

- finding out what the area on the north side between the doors and parking is used for as it isn't clear on the drawings.

The Panel compiled a list of recommendations for the applicant.

It was MOVED and SECONDED

THAT

1. The ADP receive the staff report dated April 13, 2022 for information; and
2. The ADP recommends the applicant give further consideration to the following prior to the application proceeding to Council:
  - a. Consider scale/size of outdoor amenity area in relation to the number of employees on break at a time and provide additional detail on existing outdoor amenity areas, ensuring they are secured from public access
  - b. Consider a weather-protective canopy for outdoor amenity area
  - c. Consider opportunities to add and improve landscaping along Production Way frontage
  - d. Consider introducing an additional plant type to provide variation from blue oat grass
  - e. Reconfigure parking area to bring more accessible parking stalls nearer to accessible building entrance, and review the usability of the accessible stalls on the property's northwest in relation to the space between them and the building and what that space is used for
  - f. Provide more detail on lighting design to address CPTED principles

**CARRIED**

Staff noted that they will provide more information and detail on proposed sustainability initiatives and stormwater management in the updated staff report, along with timing of Production Way frontage improvements, when the application proceeds to Council.

**4) MEETING FORMAT DISCUSSION**

The Panel discussed whether to move to in-person meetings or maintain virtual meetings and also whether a hybrid meeting option was a possibility. Staff noted they will investigate the feasibility and logistics of conducting hybrid meetings in the CKF Room.

It was determined that the next meeting would remain virtual; however, staff were directed to include in the email invitation to the next meeting, an invitation to members to advise whether they preferred to meet in person or virtually going forward while staff investigated the feasibility of conducting hybrid meetings.

**5) NEXT MEETING**

May 25, 2022 (to be confirmed).

**6) ADJOURNMENT**

It was MOVED and SECONDED

THAT the meeting adjourn at 8:30 pm.

CARRIED



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**ADVISORY DESIGN PANEL CHAIR**



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**CORPORATE OFFICER**





## JOINT SCHOOL DISTRICT NO. 35 / MUNICIPAL LIAISON COMMITTEE

March 2, 2022 at 4:00 pm  
School District No. 35 (Langley)  
4875 – 222 Street, Langley, BC  
Virtual Microsoft Teams Meeting



### MINUTES

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**Present:** **School District #35**  
Trustee Shelley Coburn, Trustee  
Mal Gill, Superintendent of Schools  
Brian Iseli, Secretary-Treasurer

**City of Langley**

Councillor Rosemary Wallace  
Councillor Teri James  
Kim Hilton, Director of Recreation, Culture and Community Services  
Rick Bomhof, Director of Engineering, Parks and Environment

**Absent:** Trustee Tony Ward, Trustee

**1) APPROVAL OF AGENDA**

Called to order at 4:06 pm. Chairperson/Trustee Coburn introduced new Superintendent Mal Gill to the meeting. Introductions were made by Councillors.

**Joint School District No. 35 / Municipal Liaison Committee March 2, 2022**

Recommendation:

That the Joint School District No. 35 / Municipal Liaison Committee approves the Agenda and receives the agenda items of the March 2, 2022 Meeting.

**MOVED BY Councillor James**  
**SECONDED BY Councillor Wallace**  
**CARRIED**

2) **ADOPTION OF MINUTES**

**Joint School District No. 35 / Municipal Liaison Committee December 3, 2020 and October 6, 2021.**

Recommendation:

That the Joint School District No. 35 / Municipal Liaison Committee adopt the Minutes of the December 3, 2020 meeting.

**MOVED BY Councillor Wallace**

**SECONDED BY Trustee Coburn**

**CARRIED**

Recommendation:

That the Joint School District No. 35 / Municipal Liaison Committee adopt the Minutes of the October 6, 2021 meeting.

**MOVED BY Councillor Wallace**

**SECONDED BY Trustee Coburn**

**CARRIED**

3) **ITEMS FROM PRIOR MEETINGS**

No items.

4) **ITEMS FOR DISCUSSION**

a) City requesting information on the following from the Board:

a. Outdoor Classrooms – How many in the District?

Superintendent Mal Gill provided an overview of outdoor classrooms in the District and how they differ between schools.

Is food security being considered for outdoor classrooms? Some schools have planter boxes that have been created and it the District is continuing to work on more.

Improvements and upgrades are being done at Stafford.

b. ya:ȳəstəl' - Could there be a City Council representative?

Councillor Wallace would like a City Council representative to sit on this committee in order to learn more and be on the same learning plan as the School District. Superintendent Mal Gill states that while the committee is geared towards education, he will take the question to the Committee for consideration again.

c. Breakdown of City students, if possible, that attend LSS and Brookwood.

Secretary-Treasurer Brian Iseli provided the following estimates:

LSS has 489 students (60%)

Brookwood has 186 students (21%)

- d. Overall attendance in our elementary schools and HD Stafford so far this school year. Not exact numbers, but how it compares to pre-COVID-19 years. \*Context note: In order to understand how the schools are handling higher than normal absentee rates, if that is the case (COVID-19)

Superintendent Mal Gill explained that the District does track attendance since the return to classrooms. Our attendance is currently better than it was pre-covid two years ago (March 13). There is no longer an online option and attendance is positive.

- b) Trustee Appointment to Advisory Design Panel (ADP) for discussion (Trustee Coburn)

Councillor Wallace and Councillor James shared that they believe that having a Trustee on this Panel would be very important. Coburn requested that the terms of reference for this meeting be revised and that this be considered by Council.

5) **ADJOURNMENT**

Meeting was adjourned at 4:52 pm.

**MOVED BY Councillor Wallace**

**SECONDED BY Councillor James**

**CARRIED**

6) **NEXT MEETING DATE**

June 8, 2022



## JOINT SCHOOL DISTRICT NO. 35 / MUNICIPAL LIAISON COMMITTEE

Wednesday, January 26, 2022 at 8:30am  
Township of Langley Civic Facility  
Via Microsoft Teams



### MINUTES

#### **Present:**

Councillor Blair Whitmarsh (Co-Chair)  
Trustee Rod Ross (Chair)

#### **School District No. 35:**

David Tod, Trustee  
Charlie Fox, Trustee  
Shelley Coburn, Trustee  
Brian Iseli, Secretary Treasurer  
Mal Gill, Superintendent

#### **Township of Langley:**

Councillor Eric Woodward  
Councillor Steve Ferguson  
Mark Bakken, Municipal Administrator  
Ramin Seifi, General Manager, Engineering and Community Development  
Jason Winslade, General Manager, Administration and Community Services  
Corene Quin, Recording Secretary

#### **Regrets:**

Peter Tulumello, Director – Arts, Culture, and Community Initiatives

### **A. APPROVAL AND RECEIPT OF AGENDA ITEMS**

#### **1. Joint School District No. 35 Municipal Liaison Committee January 26, 2022**

Moved by Trustee David Tod,  
Seconded by Councillor Blair Whitmarsh,  
That the Joint School District No. 35 Municipal Liaison Committee adopt the  
agenda and receive the agenda items of the January 26, 2022 meeting.  
**CARRIED**

**B. ADOPTION OF MINUTES****1. Joint School District No. 35 Municipal Liaison Committee  
September 29, 2021**

Moved by Trustee David Tod,  
Seconded by Councillor Blair Whitmarsh,  
That the Joint School District No. 35 Municipal Liaison Committee adopt the  
Minutes of the September 29, 2021 meeting.  
**CARRIED**

**C. PRESENTATIONS****D. ITEMS FOR DISCUSSION****1. Updates on Future Schools and Requirements**

Brian Iseli introduced new Superintendent, Mal Gill.

Brian Iseli reported on the following:

- Donna Gabriel Robins Elementary, SW Yorkson area opened in September 2021.
- North East Latimer Neighbourhood area - School District working with Ministry and Ministry of Forest, Lands, and Natural Resource Operations for approval for the new elementary school.
- R.E. Mountain Secondary School receiving four new portables and more in future until the completion of a new high school.
- Seismic projects are ongoing with Shortreed Community School, Vanguard Secondary School and Peter Ewart Middle School.

Ramin Seifi reported that South West Yorkson Neighbourhood Park site, adjacent to Donna Gabriel Robins Elementary will be ready as soon as practical and a memo will be forwarded with update.

Trustee Rod Ross commented on the School District's appreciation with their relationship with the Township of Langley with respect to property purchases for parks adjacent to school sites.

**2. Student Safety Concerns**

Trustee David Tod commented on pedestrian safety concerns for students of R.E. Mountain crossing at 200 Street and 76 Avenue. He further commented on the suggestion of requesting Translink's bus stop to be relocated to a much safer location for students to access.

**D. ITEMS FOR DISCUSSION**

Trustee David Tod noted that City of Delta produced a study by Opus Hamilton Consultants Ltd. back in 2008 regarding pedestrian road safety. He commented it is a study worth viewing and will forward the link to the study to members.

Ramin Seifi reported updates with Township of Langley and Translink / Coast Mountain on the long-term planning regarding traffic and pedestrian improvements with 200 Street and 72 to 80 Avenue. He further suggested an interim plan could be, to implement a pedestrian signal crossing at a location that meets the needs of safety and long-term planning.

Councillor Blair Whitmarsh commented on concerns of student safety at Yorkson Creek Middle School with respect to student drop off and pick up. He is suggesting a safer traffic flow for student drop off and pick up, so students are not crossing streets unsafely. Mal Gill validated this concern and welcomed suggestions to be forwarded to him for his review.

**3. Availability of School Facilities**

Councillor Blair Whitmarsh requested an update on the school facility availability for user groups.

Mal Gill reported that high school gyms have very limited availability as they are used for high school sports and events throughout the year. Middle and elementary school gyms/activity rooms have some availability, with Sundays used mostly for church groups.

Mal Gill further reported that the School District continues to take bookings with COVID-19 protocols in place. The School District is looking into an on-line booking system.

**E. OTHER BUSINESS****1. Next Meeting Date**

It is recommended that the next meeting date be scheduled for May 2022.

**F.     NEXT MEETING**

**Date:**       TBD  
**Location:** Township of Langley  
**Time:**       8:30am to 10:30am

**G.     TERMINATE**

Moved by Trustee David Todd,  
Seconded by Councillor Blair Whitmarsh,  
The meeting terminated at 9:36am.

CERTIFIED TRUE AND CORRECT:

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Co-Chair

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Co-Chair

**STAFF REPORT**

**DATE:** June 21, 2022

**TO:** Board of Education

**FROM:** Mal Gill, Superintendent of Schools

**RESOURCE:** DLT Strategic Plan Team  
Woody Bradford, Deputy Superintendent  
Brian Iseli, Secretary-Treasurer  
Lisa Lainchbury, Assistant Superintendent  
Marcello Moino, Assistant Superintendent  
Barry Bunyan, Assistant Superintendent of Human Resources  
Michelle Guillou, Director of Human Resources  
George Kozlovic, Director of Instructional Services  
Michael Morgan, Director of Learning Support Services  
Mike Pue, District Principal of Aboriginal Education

**SUBJECT:** Strategic Plan Update

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**RECOMMENDED MOTION:**

That the Board of Education receives the update of the Strategic Plan for information, as presented.

**BACKGROUND:**

On June 21<sup>st</sup>, as part of the Superintendent's Report for the Regular Meeting of the Board of Education, Superintendent Mal Gill, will provide an update on the District Strategic Plan for 2019-2022. The Strategic Plan addresses three domains: educational opportunities, community partnerships, and operational priorities. Despite the challenges of the pandemic, District staff have continued to experience success within all three domains of the plan for the 2021-22 school year. The document this year continues to include the alignment of the Educational Opportunities section with the Ministry of Education's Framework for Enhancing Student Learning. Effective September 2021, the Educational Opportunities section has an activated link to the Framework for Enhancing Student Learning that will provide more detailed information on actions, performance indicators, and examples of student success.

The Educational Opportunities section is divided into Intellectual Development (Literacy, Numeracy, Assessing and Communicating Student Learning, and Early Learning), Human and Social Development (Compassionate Learning Communities and Mental Health Strategies), and Career Development (Six-Year Transition Rates, Life and Career Goals, and the Technology Plan). The Community Partnerships and Operational Priorities sections of the plan have also been updated with respect to goals and actions.

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The presentation will provide an overview of the plan along with highlights from each of the sections. Highlights will include: Ensouling our Schools through the lens of the District's Truth and Reconciliation Journey, the Structures and Frameworks to support learning, the budget, facilities, and the Human Resources.

Members of the DLT Strategic Plan Team will present highlights of the Plan and answer Trustee questions.

# STRATEGIC PLAN

## 2019-2022

Year 4 Update

Langley School District

*An innovative, inspiring, and  
unified learning community*

# THE STRATEGIC PLAN



The Board of Education thanks community members, partner groups and management staff who have contributed insights into the ongoing work of the Strategic Plan which is established on the fundamental principles of providing:

- Caring, safe and welcoming schools
- Educational opportunities to improve student success
- Proactive planning for maintaining healthy and sustainable schools
- Responsible stewardship of resources



Please visit [strategicplan.sd35.bc.ca](https://strategicplan.sd35.bc.ca) for current examples of work being done in support of our Strategic Plan goals.

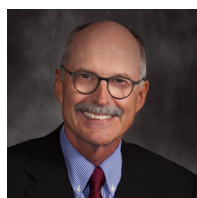
## DISTRICT CONTEXT

The Langley School District is situated on the traditional unceded territories of the Matsqui, Kwantlen, Katzie, and Semiahmoo First Nations. It is comprised of the City of Langley and the Township of Langley and is located in the central Fraser Valley, 40 kilometers east of Vancouver. The 2016 census indicates that Langley has a population of just over 143,000 people and above average individual and family incomes. Bordered on the north by the Fraser River and by the Canada/US border to the south, the District serves 23,000 FTE students in 45 school sites. Langley neighbours Surrey and Abbotsford to the west and east respectively, and operates on an annual budget of \$233.4 million.

The Langley Board of Education, governing 45 school sites, consists of seven Trustees, five elected from the Township of Langley, two elected from the City of Langley. The Board is in the third year of its four-year term.



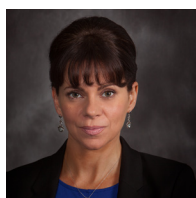
**OUR CHILDREN  
ARE OUR MEDICINE**



**Rod Ross**  
Chair



**Marnie Wilson**  
Vice-Chair



**Shelley Coburn**  
Trustee



**Charlie Fox**  
Trustee



**Suzanne Perreault**  
Trustee

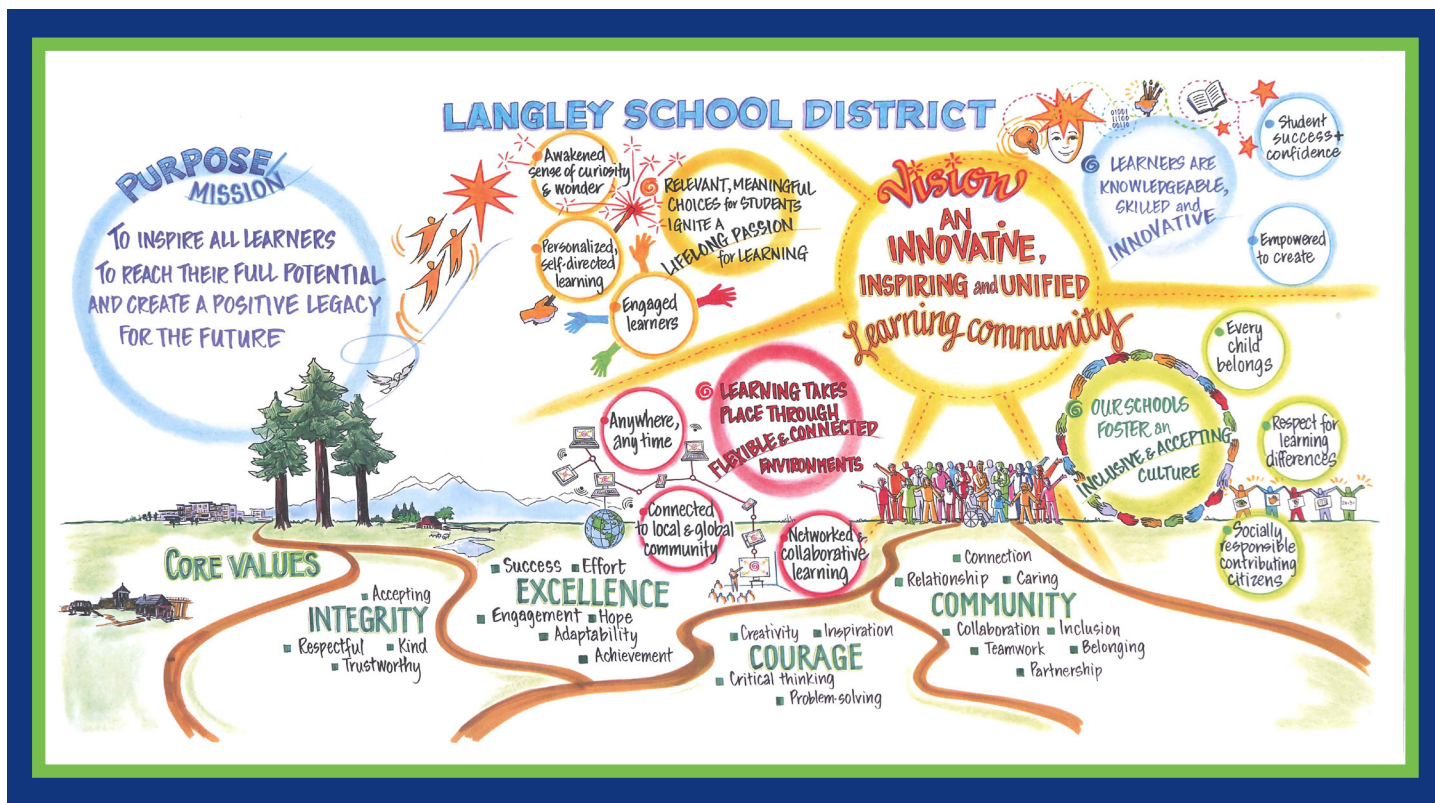


**David Tod**  
Trustee



**Tony Ward**  
Trustee





# VISION

The Vision is a long-term roadmap that sets the direction for what the District will become. Through the Vision, we will prepare all learners for the new educational realities and the rapidly changing world. Going forward, the Vision will strengthen and unify the District and create a compass for future decision-making. Langley School District's Vision:



In serving first our students and each other, in the partnership of students, teachers, support staff, administrators, trustees, and parents, we are committed to these principles:

## RELEVANT, MEANINGFUL CHOICES FOR STUDENTS THAT IGNITE A LIFELONG PASSION FOR LEARNING

- Awakened sense of curiosity and wonder
- Personalized, self-directed learning
- Engaged learners

## LEARNERS ARE KNOWLEDGEABLE, SKILLED AND INNOVATIVE

- Student success and confidence
- Empowered to create

## LEARNING TAKES PLACE THROUGH FLEXIBLE AND CONNECTED ENVIRONMENTS

- Anywhere, anytime
- Connected to local and global community
- Networked and collaborative learning

## OUR SCHOOLS FOSTER AN INCLUSIVE AND ACCEPTING CULTURE

- Every child belongs
- Respect for learning differences
- Socially responsible contributing citizens

# EDUCATIONAL OPPORTUNITIES

## VISION

To empower all learners to reach their full potential and create a positive legacy for the future.

To align with the Ministry of Education and Child Care's guidelines on the Framework for Enhancing Student Learning, this section is divided into three sections – Intellectual Development, Literacy and Numeracy.

*\* For more detailed information on how we are using these performance indicators, please see the Framework for Enhancing Student Learning at <https://fesi.sd35.bc.ca/>*



## INTELLECTUAL DEVELOPMENT

*To develop the ability of students to analyze critically, reason and think independently, and acquire basic learning skills and bodies of knowledge; to develop in students a lifelong appreciation of learning, a curiosity about the world around them, and a capacity for creative thought and expression.*

## OVERARCHING ACTIONS

### ONGOING

- ☐ Implement Response to Intervention (RTI) systems and structures in all schools
- ☐ Review School Action Plans for Learning to ensure they are in alignment with District goals related to Intellectual Development

### 2022-2023

Implement the practices within Langley's Teaching and Learning Framework in all classrooms

- ☐ Implement Universal Design for Learning strategies (UDL) in all schools
- ☐ Support District-wide professional development on UDL strategies to support teachers in ensuring UDL practices and strategies are being used in all classrooms across the District
- ☐ Support Response to Intervention systems and structures in all schools
- ☐ Develop Professional Learning Communities (PLC) across the District
- ☐ Support schools in using data from performance indicators to inform school action plans and classroom instruction

“LEARNERS ARE  
KNOWLEDGEABLE, S



## LITERACY GOAL

COMPLETED

- ☐ Target literacy from K to 12 and implement strategic actions resulting from regular examinations of District and Provincial data
- ☐ Determine “prioritized” (change from “essential”) learning standards in literacy at each grade level; completed for K to 8 (Elementary/Middle)
- ☐ Target interventions to schools that require intensive support
- ☐ Revise Balanced Literacy Guides K to 8
  - Initial revision will be completed by end of June
  - Combine all guides into one K to 8 guide to align with Balanced Numeracy Guide
  - Update primary section reflecting the emerging research on reading and new research on early literacy intervention
  - Update of new reading levels for Grades 1 to 3 to reflect collection of instructional reading levels using Fountas and Pennell
- ☐ Develop a District audiobook and e-book library to provide universal access at secondary (SORA) and support secondary schools in increasing adolescent reading for pleasure

2022-2023

- ☐ Determine “prioritized” (change from “essential”) learning standards in literacy at Secondary level, Grades 8 to 12
  - Finalize revision to Balanced Literacy Guides K to 8
  - Update intermediate section to focus on intermediate literacy teaching strategies and literacy interventions for adolescent youth
- ☐ Link elaborations, resources and strategies in Balanced Literacy Guide to Teaching and Learning Framework
- ☐ Create Pre-K to 12 District Literacy Team composed of Instructional Services and Learning Support Services staff
  - Team to create a Pre-K to 12 District Literacy Plan Team focusing on foundational literacy teaching strategies and interventions at each grade level and linked to new Ministry Literacy Proficiency Benchmarks



## NUMERACY GOAL

COMPLETED

- ☐ Finalize and share the District’s Balanced Numeracy Guide
- ☐ Determine “prioritized” (change from “essential”) learning standards in numeracy at each grade level
  - Has been completed for K to 8 (Elementary/Middle)
- ☐ Distribute resources to support targeted implementation of numeracy
  - Primary Math Kits
  - Mathletics

2022-2023

- ☐ Add online elaborations, resources and teaching strategies to support classroom teachers in using the Balanced Numeracy Guide
  - Link elaborations, resources and strategies in Balanced Numeracy Guide to Teaching and Learning Framework
- ☐ Determine “prioritized” (change from “essential”) learning standards in numeracy at Secondary level, Grades 8 to 12
- ☐ Continue to distribute resources to support targeted implementation of numeracy
- ☐ Provide district-wide professional development in numeracy instruction
- ☐ Develop a common Kindergarten Numeracy Assessment

**SKILLED AND INNOVATIVE**

## ASSESSMENT & COMMUNICATING STUDENT LEARNING

### ASSESSMENT GOAL

COMPLETED

- ☐ Implement Guiding Principles of Assessment in all schools
- ☐ Implement and support the transition to Proficiency Levels/Standards-Based Assessment, K to 9, aligning to the Ministry's anticipated Reporting Order
- ☐ Expand and support the implementation of the Student Inclusive Conferences Pilot

2022-2023

- ☐ Support continued implementation of Guiding Principles of Assessment in all schools
- ☐ Continue to support shift to Proficiency Levels/Standards-Based Assessment, K to 12
- ☐ Support full transition to new ministry reporting order in time for full implementation in September 2023
- ☐ Continue to expand and support implementation of Student Inclusive Conferences at Elementary
  - Adding eight new schools in 2022-2023 for total of 12

## EARLY LEARNING

### GOAL

DEVELOP AND SUPPORT AN EARLY LEARNING PLAN TO ASSIST WITH TRANSITION INTO KINDERGARTEN AND SEAMLESSLY THROUGH TO GRADE 4.

### ACTIONS

COMPLETED

- ☐ Support collaborative teams within schools in response to student learning interests and needs
- ☐ Explicitly link the Early Learning Framework and the BC Curriculum in Professional Development for staff
- ☐ Collaborate with Early Learning Community Partners
- ☐ Implement the Seamless Day Kindergarten Pilot
- ☐ Engage with Administrators, Strong Start Facilitators, and Teachers K to 3 throughout the District regarding the new vision

2022-2023

- ☐ Implement Early Learning Ministry Initiatives
  - Extend Pilot for Seamless Day to second location
  - CR4YC – Changing Results for Young Children – continued from this year
  - (NEW) SEY2KT – Seamless Early Years to Kindergarten Transitions – using compassionate systems to address mental health and wellness in early years
  - (NEW) Just B4 — early learning school-based preschool program

- ☐ Further develop collaborative teams within schools in response to student learning interests and needs
  - RTI – Implement PLCs, prioritized learning standards, collaboration time
  - Create District PLCs – School administrators, early childhood educators and District staff
  - Utilize data to inform instruction
- ☐ Explicitly highlight the connection between the Early Learning Framework and the BC Curriculum through Professional Development for staff
  - Administration Meetings and Teacher ProD i.e., Story Workshop, Early Literacy, Play
  - In-service and Learning around foundational literacy skills representing Early Learning Framework and BC Curriculum
- ☐ Develop further collaboration with early learning community partners
- ☐ Build awareness of and further implement the Langley School District Early Learning Vision (ELV)
  - Make decisions through the lens of the vision
  - Implement Early Years Vision and engage with Administrators, Strong Start Facilitators, and Teachers K to 3 throughout the District
  - Support SD35 staff to embed the ELV into all early learning spaces





## PERFORMANCE INDICATORS FOR EDUCATIONAL OPPORTUNITIES

- ☐ Foundation Skills Assessments (FSAs)
- ☐ District Numeracy Assessments (DNA Grades 3, 6 and 9)
- ☐ District Writing Assessments (DWA Grade 5)
- ☐ Provincial Graduation Numeracy Assessment (Grade 10)
- ☐ Proficiency Levels (Report Cards)
- ☐ Early Development Instrument (EDI)
- ☐ Reading Levels Primary
- ☐ Aboriginal "How Are We Doing?" Report
- ☐ School Action Plan Reviews
- ☐ Student Learning Surveys (Grades 4, 7, 10, and 12)
- ☐ Tell Them from Me Survey (Grades 8, 9, and 11)
- ☐ Middle Development Instrument (MDI) — (Grades 5, 6 and 8)
- ☐ Provincial Graduation Literacy Assessment (Grades 10 and 12)
- ☐ Reading Levels Primary (Grade 1-3)
  - All teachers will use Fountas and Pinnell to record instructional reading levels three times per year
  - Instructional levels will be submitted to the District each June
- ☐ District Kindergarten Numeracy Assessment
- ☐ CHEQ – Childhood Experience Questionnaire
- ☐ EDI Wave 8 Data Results



# HUMAN & SOCIAL DEVELOPMENT

*To develop in students a sense of self-worth and personal initiative; to develop an appreciation of the fine arts and an understanding of cultural heritage; to develop an understanding of the importance of physical health and well-being; to develop a sense of social responsibility, acceptance and respect for the ideas and beliefs of others.*

## GOAL

EVERY SCHOOL WILL CONTINUE TO DEVELOP STRATEGIES FOR DEVELOPING COMPASSIONATE LEARNING COMMUNITIES, NURTURING THE GIFTS OF ALL STUDENTS.

## ACTIONS

### ONGOING

- ☐ Implement social emotional learning school-wide using District vetted resources in Langley's Social Emotional Learning (SEL) Guide
- ☐ Implement Trauma Informed strategies in schools
- ☐ Implement rationale and strategies from Ensouling our Schools learning sessions (providing a lens through Aboriginal Worldviews and Perspectives) in all schools
- ☐ Establish a Vision and Action Plan focusing on anti-racism
- ☐ Engage community, staff and students in anti-racism professional development and curriculum
- ☐ Purchase and develop resources to support anti-racism work in schools and promoting courses that deal with anti-racism, with a particular focus on English First Peoples 10–12 courses
- ☐ Engage staff in the Equity in Action project with a focus on addressing systemic barriers that are impacting Aboriginal student achievement
- ☐ Ensure School Action Plans contain specific goals in relation to our commitment to Truth and Reconciliation, Anti-Racism and Inclusion with a focus on the success of Aboriginal learners, Children and Youth in Care, and learners with diverse abilities

### 2022-2023

- ☐ Create an implementation strategy/ framework for the new Indigenous Graduation Requirement
  - Support implementation of new Indigenous Grad Requirement with ongoing teacher support and resource support
- ☐ Work with ya:yəstəl' to review and revise the Aboriginal Education Enhancement Agreement (AEEA)



## GOAL

PROMOTE THE MENTAL HEALTH IN SCHOOLS STRATEGY, THROUGH EMBEDDING POSITIVE MENTAL HEALTH IN ALL ASPECTS OF THE EDUCATION SYSTEM, INCLUDING CULTURE, LEADERSHIP, CURRICULUM AND LEARNING ENVIRONMENTS.

## ACTIONS

### ONGOING

- ☐ Continue with staff training of Mental Health Literacy (MHL)
- ☐ Implement district-wide plan for MHL for students that incorporates Aboriginal Worldviews and Perspectives
- ☐ Create and implement a three to five year plan to implement recommendations from the Healthy Staff Healthy Schools working group

## PERFORMANCE INDICATORS

- ☐ Grade to Grade Transitions
- ☐ Student Learning Survey (Grades 4, 7, 10, and 12)
- ☐ Middle Years Development Instrument (MDI) (Grades 5, 6 and 8)
- ☐ Tell Them From Me Survey (Grades 8, 9, and 11)
- ☐ Grad Exit Survey
- ☐ Completion Rates
- ☐ School Action Plan Review
- ☐ Attendance Rates
- ☐ "How Are We Doing?" Report

# CAREER DEVELOPMENT

*To prepare students to attain their career and occupational objectives; to assist in the development of effective work habits and the flexibility to deal with change in the workplace.*

## GOAL

ALL STUDENTS WILL TRANSITION SUCCESSFULLY FROM SECONDARY SCHOOL WITH THE CORE COMPETENCIES TO ACHIEVE THEIR LIFE AND CAREER GOALS.

## ACTIONS

### Curriculum

#### COMPLETED

- ☐ Implemented Capstone Project and Student Transition Plan components for all students
- ☐ Continue to determine “prioritized” (change from essential) learning standards in Secondary Career Education for Grades 8 to 12

#### 2022-2023

- ☐ Finalize implementation of full version of Capstone for all students, adding Student Learning Journey Portfolio
- ☐ All students will curate a digital portfolio of artifacts, chosen from learning experiences both inside and outside of school, that will document their learning and growth over time K to 12

### Programs

#### COMPLETED

- ☐ Continue professional development of school and District staff and implement effective marketing strategies aimed at students and parents to promote awareness of District opportunities and programs that support student transitions to the trades
  - Have experienced continued growth in our District Youth TRAIN in Trades programs again this year
    - Increase in number of students/parents attending information sessions and workshops
    - Increase in number of applicants
    - Increase in number of students attending these programs
    - Increase in number of students enrolling in programs from previously linear schools
- ☐ Research and develop District opportunities and programs that support student transitions beyond the trades
  - Added the ECE Academic Dual Credit program for 2022-2023
  - Added a barista program supported by the Bladerunners community organization

- ☐ Research and develop career related opportunities to expose middle school students to post-secondary transition pathways

- Find Your Fit
- BC Wall and Ceiling
- EJTC - Electrical College
- Skills Ready

#### 2022-2023

- ☐ Continue to research and develop District opportunities and programs that support student transitions beyond the trades
  - Looking to add additional Academic Dual Credit Programs
    - Health Sciences with KPU
- ☐ Continue to research and develop career related opportunities to expose intermediate and middle school students to post-secondary transition pathways

### Building Capacity

#### ONGOING

- ☐ Continue capacity building of Career Education teachers in secondary schools to support Career courses and transitions for students
- ☐ Continue ongoing updates of career curriculum databases
  - Have created and enhanced provincial Career Curriculum networks and opportunities to share this work and share resources
  - Have created cross-district professional learning opportunities for Career teachers across the province

#### 2022-2023

- ☐ Focus on developing Career Education teams at the middle school level
- ☐ Focus on Career Transition planning between middle and secondary school

## PERFORMANCE INDICATORS

- ☐ Transitions to Post-Secondary
- ☐ School Completion Rates
- ☐ Enrolment in Work and Volunteer Experience (WAVE), Youth TRAIN in Trades and Youth WORK
- ☐ Grad Exit Survey
- ☐ Staff Technology Support Survey
- ☐ Attendance Rates

# COMMUNITY PARTNERSHIPS

## VISION

The Board will work with community partners to help each student reach their full potential.

## GOAL

STRENGTHEN RELATIONSHIPS AND COMMUNICATION WITH COMMUNITY GROUPS WHILE PROVIDING OPPORTUNITIES FOR STUDENTS TO CONTRIBUTE TO THE COMMUNITY

## ACTIONS

### COMPLETED

- ☐ Expanded the Early Learning Hub
- ☐ Worked with community partners to establish additional daycare, before and after school care, and preschool services at Donna Gabriel Robins Elementary

### ONGOING

- ☐ Expand Early Learning Programming in schools
  - ☐ Further work with community partners to establish additional daycare, before and after school care, and preschool services in Langley
  - ☐ Utilize Neighbourhood Learning Centre (NLC) spaces in new builds to establish additional preschools and daycares
  - ☐ Working with Community Partners to implement mental health initiatives:
    - ☐ Staff have been working to improve relationships and build partnerships with MCFD Langley (Child Protection and Child and Youth Mental Health) as well as SPEAC and START
    - ☐ Staff membership at two development leadership tables for the Foundry development over the past two years
      - Staff will work this summer to build a smooth bridge to and from our system
- ☐ Maintaining ongoing Liaison Meetings with the City and Township of Langley, Partner Groups and other Government Representatives:
    - ☐ Attending and contributing to Healthy Community Partnerships meetings
    - ☐ Formed Interagency Network during pandemic in partnership with Fraser Health - Healthy Community Partnerships and Langley Children's Committee
      - Goal: Langley Interagency Teams Platform is to be a cross-sectional, solutions-based platform for community partners, businesses and political leaders to come together to solve the gaps and problems in our community
    - ☐ Human Dignity Coalition, Community Resource Guide Advisory, Langley Children's Committee, Community Action Table and Langley Action Table



## CONNECTED TO LOCAL AND GLOBAL COMMUNITY





- ☐ Maintaining relationships with and supporting community resources:
  - ☐ HUB Coalition – working collaboratively, promoting navigators and programs
  - ☐ Foundry – involved in leadership and development, providing liaison, co-located staff as a bridge between Foundry and District
  - ☐ Why Clinic – working collaboratively to provide nurse practitioner services in three schools and virtual access for the remainder of the District
  - ☐ Poverty Reduction Committee – working collaboratively to evaluate level of poverty in the region and determine strategies to mitigate
    - Two Neighbourhood Houses developed as well as Summer Food Hubs
      - Raphael Family Support Centre - a food hub for SD35 families; families can register online
      - The Aldergrove Community Station House - food hub
- ☐ Commitment to Youth Engagement Process – Ensuring Community Connections:
  - ☐ Engaging community partners to elicit feedback and respond to the needs of students requiring support in the community
- ☐ Engaging Community Organizations to Support Enhanced Student Support Teams:
  - ☐ Through the Langley Interagency Network, build and maintain connections to liaise and support Enhanced Support Teams throughout the District to serve children, youth and families experiencing hardship
- ☐ Community School Model:
  - ☐ Engaging the Community School Coordinators (CSC) to maintain connections between schools and the Aldergrove community
  - ☐ Goals and Outcomes of a CSC
    - ☐ Connects the community
      - Staff work with Encompass, SOURCES, Langley Meals on Wheels, and some neighboring youth services. Created a food sharing system between supporting agencies, ensuring we have zero waste!
      - Family Smart attend Welcome to K and presents at Wellness Week
    - ☐ Provides out of school care programming
      - Free or extremely low cost programs bringing services to Aldergrove (PacificSport Fraser Valley and Big Brothers, Big Sisters)
      - After school programming has included free sports programming, focusing on fundamental movement skills and coaches from non-traditional sports as well as yoga courses, and babysitting certifications
    - ☐ Bridges the four schools
      - Bi-weekly meetings with the family of schools to discuss current issues
      - Assisting with three of the four breakfast clubs
      - Connecting directly with families in schools
      - Attend PAC and work on community events or fundraisers
    - ☐ Connects students/families to outside resources
      - Work with students/families to connect to food banks, housing services and financial assistance programs
      - Assisted the Langley School District Foundation with roll-out of Food for Thought resources
    - ☐ Connects with the larger school community
      - Attend Lower Mainland Community School Coordinator meetings to be aware of current trends, resources, and grants
      - Attend North American community school coalition for additional training and resources

# OPERATIONAL PRIORITIES

## VISION

The Board will continue to create a supportive and positive culture with employees and maximize resources to enhance student achievement.

## FISCAL & FACILITIES MANAGEMENT

### GOAL

MAINTAIN AND IMPROVE FACILITIES AND OPERATIONS IN SUPPORT OF STUDENTS THROUGH EFFECTIVE AND EFFICIENT ALLOCATION OF RESOURCES.

### ACTIONS

- Continue to work towards a balanced budget structure
  - The District continues to work for equity in the system which doesn't always mean equal support as some areas in the District require additional funding to create equity

#### COMPLETED & ONGOING

- Ongoing and completed funding for Strategic Plan initiatives:
  - Outdoor Classrooms
    - » Completed – all Elementary and Middle schools have an outdoor classroom; all Secondary schools have an outdoor space for outdoor learning
  - Classroom Furniture Upgrades
    - » Will still need to use surplus funds to replace older furniture over the next few years
  - Fleet Replacement
    - » Will still need to use surplus funds to replace older fleet over the next few years
  - Wi-Fi in Classrooms
    - » All Secondary schools have had their Wi-Fi upgraded
  - Building Upgrades
    - » Upgrades to Aldergrove Secondary, Betty Gilbert Middle, Vanguard Secondary, HD Stafford Middle and Nicomekl Elementary

- Increase the number of childcare spaces
  - » Additional space with the opening of Donna Gabriel Robins Elementary
  - » Supports for Seamless Day
- Implement the recommendations of the Enterprise Risk Assessment — Organizational Resources and outdated Business Systems:
  - Business Process Automation
    - Streamline Onboarding/Offboarding Processes by September 2021
      - » Onboarding process automation began early March 2022 for teachers, and is now implemented for all labour groups
  - Implement Online Forms
  - Update Policies and Procedures, and provide hyperlinks where required
    - » All Policies and Administrative Procedures are on the website and forms are being linked to them as they are developed
  - Digitization and modernization of school forms (i.e., field trips, consent, etc.)
    - » A secure parent consent web form was implemented for September 2021. The form consolidates four consents in one web form for parents.
    - » In the process of implementing a new cloud-based form submission and routing technology, Permission Click. Permission Click will be configured and ready for form development and testing in June 2022. Form priorities include student registration, field trips, and consent forms.



## 2022-2023

- Develop a sustainable funding model for technology
  - » 2023-2024 school year and move the funding to the technology budget we will have achieved the targeted budget
- Wi-Fi in classrooms
  - » Elementary and Middle will be upgraded over the next three to four years
- Support the new Enterprise Document System (i.e., Laserfiche, SharePoint)
  - » An outside services contract has been put in place to support Laserfiche and the business applications built on it
  - » Continue to add resources and/or outside services to provide support for the business applications it uses, mature in its use of new systems, and develop strategies for information management and application service delivery to help direct the use of document repositories, forms submission, routing and approval systems, and application development tools

## GOAL

TO INSPIRE, SUPPORT, ENHANCE AND TRANSFORM LEARNING THROUGH THE USE OF TECHNOLOGY, EMPOWERING ALL LEARNERS TO INNOVATE AND REACH THEIR FULL POTENTIAL.

## ACTIONS

- Create a road map for a sustainable IT infrastructure (students/staff laptops, school computer labs/carts, wireless, telephony, network & storage equipment, hardware/software maintenance) to support online teaching and learning
  - » IT has created an evergreen projected cost for the next three years for the following IT infrastructure areas:
    - Students/Staff Laptops
    - School Computer Labs/Carts
    - Wireless
    - Telephony
    - Network & Storage Equipment
    - District Hardware/Software Maintenance
    - Servers
    - Administration Workstations
    - Cloud Computing Cost

- Create projector refresh strategy and standards - December 2021
  - » Began projector refresh; mapping of every SD35 classroom was completed
  - » Staff to be dedicated to the installation of the equipment (agreement with Union)
- Increase awareness of FOIPPA requirements
  - » All new staff are required to attend and pass provincially-approved FOIPPA training
- Utilize Office 365 to take advantage of all its capabilities
  - » During the pandemic, IT worked in partnership with Instructional Services to implement a full integration of Office 365 including the online teaching classroom
  - » Communication channels between District, schools, teachers and staff were implemented using Microsoft Teams
  - » Students have Office 365; Microsoft Classroom has become an integral part of the District

## GOAL

CONTINUE TO WORK WITH THE MINISTRY OF EDUCATION TO ACQUIRE FUNDING TO BUILD ADDITIONAL SCHOOLS.

## ACTIONS

- Update the School Site Acquisition Charge (SSAC)
  - » Approval process completed; implementation in late June once the 60-day notice period expires
- Develop a plan for schools in the Brookwood/Fernridge area of development
  - » Work has started but has been put on hold pending the approval of neighbourhood plans by the Township of Langley.
- Develop the Annual Five-Year Capital Plan
  - » Major capital will be presented at the June Regular Board Meeting and minor capital will be presented at the September Regular Board Meeting

## 2022-2023

- Refresh the Long Term Facilities Plan (LTFP)
  - » Will be done in early 2023 once the new Board of Education has been elected. Completed every 5 years; last done December 2017



## HUMAN RESOURCES

### GOAL

PROMOTE AND SUPPORT THE PHYSICAL, EMOTIONAL, AND MENTAL WELL-BEING OF ALL SCHOOL DISTRICT STAFF IN A RESPECTFUL AND SAFE WORKING ENVIRONMENT.

#### COMPLETED ACTIONS

- ☐ Ukeru Training (non-violent crisis intervention program) initiated
  - Training completed for District Administrators and Union Executive representatives
  - Staff training to continue starting in August 2022 (LPVPA)
- ☐ Complex Care Team established to support:
  - RTI: Response to Intervention
  - UDL: Universal Design for Learning
  - FESL: Framework for Enhanced Student Learning
- ☐ Completion of flow chart for communication and expectations for all staff to follow in the event of a student incident

### PERFORMANCE INDICATORS

- ☐ Violent Incident Report Data
- ☐ Adherence to Safety Plans
- ☐ WorkSafeBC Claims
- ☐ Students with Safety Plans Achievement

### GOAL

PROMOTE THE MENTAL HEALTH IN SCHOOLS STRATEGY, THROUGH EMBEDDING POSITIVE MENTAL HEALTH IN ALL ASPECTS OF THE EDUCATION SYSTEM, INCLUDING CULTURE, LEADERSHIP, CURRICULUM AND LEARNING ENVIRONMENTS.

#### COMPLETED

- ☐ Completion of Guarding Minds Survey for all staff
  - Process of sharing data results with staff began March 2022

#### 2022-2023

- ☐ Healthy Staff, Healthy Schools Initiatives – Designing strategies to support staff based on the results from the Guarding Minds survey
- ☐ Health and Wellness Support Plan implemented September 2021

### PERFORMANCE INDICATORS

- ☐ Employee engagement and satisfaction survey results
- ☐ Reduced mental health claims

### GOAL

REMAIN COMPETITIVE AND PROACTIVE IN ATTRACTING AND RETAINING EXEMPLARY STAFF.

#### COMPLETED

- ☐ LaserFiche Onboarding Platform
  - HR Help Desk established
  - Enhanced experience for new employees
  - Improved efficiency for staff and new employees
- ☐ Enhanced relationships with post-secondary schools in Western Canada: Practicum Students, Information Sessions, Guided Exploration (SFU), SFU Cohort at Langley Meadows, TWU Advisory Committee, UBC Student Information Sessions, TWU Guided Reading Initiative at Nicomekl Elementary and the Early Childhood Education (ECE) program at UFV
  - Post-Secondary British Columbia
    - UBC, SFU, TWU, UFV, UNBC, UVIC, KPU
  - Post-Secondary Alberta
    - U of A, Campus Saint-Jean, U of C
- ☐ Online Platforms: Interviews, Career Fairs, Information Sessions, New Teacher Orientations

#### 2022-2023

- ☐ Visioning process for Human Resources
- ☐ Recruitment Video: promotional video to showcase employment and lifestyle opportunities in Langley

### PERFORMANCE INDICATORS

- ☐ Ability to staff vacant positions
- ☐ Employee retention



# GOAL

CONTINUE TO ENHANCE THE RETENTION RATES OF ALL EMPLOYEES.

COMPLETED

- ☐ Enhanced training opportunities offered to employees
  - CUPE 1260 clerical training and job shadowing opportunities
- ☐ Setting Up for Success (August 2022)
  - Day 1 - Bootcamp
  - Day 2 - Discover Langley
  - Setting Up for Success: New teachers to Langley who accept an assignment beginning September 2022 are invited to attend both day 1 and day 2

2022-2023

- ☐ Enhanced communication with casual employees to promote retention
  - Create employee groups for casual staff to improve connectedness to the District
  - Sharing helpful resources and information about upcoming events and supports available

## PERFORMANCE INDICATORS

- ☐ Exit Interviews
- ☐ Employee Engagement and Satisfaction Survey Results
- ☐ Partner Group Wellness Report (action item)

# GOAL

EFFECTIVELY COMMUNICATE WITH STAFF.

COMPLETED

- ☐ Growth Plans as an alternative to evaluations
  - Administrators
  - Exempt Staff
  - Teachers exploring growth plans through the Education Change Committee and the Joint Growth Plan Committee

2022-2023

- ☐ HR Toolkit for Administrators and Managers to communicate more effectively with staff using a dashboard concept; this will allow administration to more effectively access staff reports (seniority lists, assignments, leaves of absence, etc.)
- ☐ Enhanced training opportunities offered to employees such as the Exempt Manager training commencing in October 2022

## PERFORMANCE INDICATORS

- ☐ Employee Engagement and Satisfaction Survey Results
- ☐ Use of HR Toolkit







To inspire all learners to reach their  
full potential and create a positive  
legacy for the future

**STAFF REPORT**

**DATE:** June 21, 2022

**TO:** Board of Education

**FROM:** Brian Iseli, Secretary-Treasurer

**SUBJECT:** Annual Budget Bylaw 2022/2023 (Third Reading)

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**RECOMMENDED MOTIONS:**

That the Board of Education directs staff to appropriate \$770,673 of Internally Restricted to balance future budgets to balance the operating fund for 2022/2023.

That the School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2022/2023 in the amount of \$294,199,666 be given third reading, passed and adopted on this 21<sup>st</sup> day of June 2022.

**BACKGROUND:**

Boards of Education are required to adopt an Annual Budget on or before June 30<sup>th</sup> of each year for the next fiscal year. The adopting of an Annual Budget is by bylaw. The adoption of the Annual Budget Bylaw is one of a Board of Education's significant responsibilities as a Board and is specifically required under the *School Act* (Sub-section 113(1)). Three readings of the bylaw are required. The first two readings were approved by the Board at the May 24, 2022 Regular Board Meeting. The third and final reading of the bylaw are being presented to the Board tonight for final approval.

The *School Act* also requires a Board of Education to prepare the Annual Budget for the next fiscal year in the form required by the Minister of Education and containing the content specified by the Minister of Education (Sub-section 111(2)). For fiscal years beginning after December 31, 2011, the form and content required by the Minister is described under the Public Sector Accounting Board ("PSAB") Framework.

The attached Annual Budget Bylaw for the 2022/2023 Annual Budget has been prepared under the PSAB guidelines. The PSAB Framework requires a Board's Annual Budget to contain the financial information of all funds for which the Board is responsible. These include the Operating Fund, the Capital Fund and all the Special Purpose Funds under the Board's charge.

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The Annual Budget Bylaw amount of \$294,199,666 for 2022/2023 is the sum of the expenses and capital purchases in each of these funds and is summarized as follows:

	Operating	SPF	Capital	Total
Operating Fund - Total Expense	\$233,356,716			\$233,356,716
Special Purpose Fund - Total Expense		43,966,844		43,966,844
Special Purpose Fund - Capital Assets Purchased				-
Capital Fund - Total Expense			14,506,253	14,506,253
Capital Fund - Capital Assets Purchased from Local Capital			2,369,853	2,369,853
	\$233,356,716	\$ 43,966,844	\$ 16,876,106	\$294,199,666

### Special Purpose Fund Changes

The Annual Budget for 2022/2023 contains the Classroom Enhancement Fund, which was established by the Provincial Government in response to the Memorandum of Agreement reached between the Government and the BCTF after the Supreme Court of Canada ruled in favour of the BCTF in November 2016, restoring provincial collective agreement language that was removed in 2001. This year, the funding for the restored collective agreement is being done in stages and only stage one has been announced to districts. Stage one is comprised only of funding for last year's teacher staffing and overhead costs, it doesn't include amounts for remedy for the restored language. The amount of funding provided to the District for 2022/2023 to restore the collective agreement language and included in the Annual Budget Bylaw is \$31,190,906. The District is still waiting for stage two funding that will be for any changes in teacher staffing and remedy for the restored language.

### Operating Fund

The majority of the Board's financial operations is included in the Operating Fund. For 2022/2023, the Annual Budget Bylaw contains an Operating Fund deficit of \$770,673 which will be offset by an appropriation of prior years' surpluses to produce a balanced budget position in this fund. This will require a Board motion prior to the third reading of the Bylaw on June 21<sup>st</sup>.

Annual Budget

## **School District No. 35 (Langley)**

June 30, 2023



# School District No. 35 (Langley)

June 30, 2023

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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. 35 (LANGLEY)  
(called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2022/2023 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 Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached Statement 2 showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$294,199,666 for the 2022/2023 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 2022/2023.

READ A FIRST TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

READ A SECOND TIME THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022;

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**Chairperson of the Board**

**( Corporate Seal )**

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**Secretary Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 35 (Langley)  
Annual Budget Bylaw 2022/2023, adopted by the Board the \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

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**Secretary Treasurer**

# School District No. 35 (Langley)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	22,809,510	22,488,500
Adult	58,000	60,625
<b>Total Ministry Operating Grant Funded FTE's</b>	<b>22,867,510</b>	<b>22,549,125</b>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	254,502,989	299,778,640
Other	797,445	854,126
Tuition	13,858,070	14,370,043
Other Revenue	8,901,555	4,381,555
Rentals and Leases	797,681	797,681
Investment Income	451,000	475,428
Amortization of Deferred Capital Revenue	10,748,866	10,740,292
<b>Total Revenue</b>	<b>290,057,606</b>	<b>331,397,765</b>
<b>Expenses</b>		
Instruction	240,149,169	235,702,696
District Administration	9,082,179	9,270,427
Operations and Maintenance	39,830,379	40,248,666
Transportation and Housing	2,768,086	2,758,367
<b>Total Expense</b>	<b>291,829,813</b>	<b>287,980,156</b>
<b>Net Revenue (Expense)</b>	<b>(1,772,207)</b>	<b>43,417,609</b>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	<b>770,673</b>	<b>7,173,764</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(1,001,534)</b>	<b>50,591,373</b>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(1,001,534)	50,591,373
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(1,001,534)</b>	<b>50,591,373</b>

# School District No. 35 (Langley)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	233,356,716	231,640,490
Special Purpose Funds - Total Expense	43,966,844	41,724,579
Special Purpose Funds - Tangible Capital Assets Purchased		191,579
Capital Fund - Total Expense	14,506,253	14,615,087
Capital Fund - Tangible Capital Assets Purchased from Local Capital	2,369,853	9,513,201
<b>Total Budget Bylaw Amount</b>	<b>294,199,666</b>	<b>297,684,936</b>

Approved by the Board

Signature of the person of the Board		
Signature of the Superintendent		Date Signed
Signature of the Secretary/Treasurer		Date Signed

**DRAFT**



# School District No. 35 (Langley)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2023

	2023 Annual Budget \$	2022 Amended Annual Budget \$
<b>Surplus (Deficit) for the year</b>	<b>(1,772,207)</b>	<b>43,417,609</b>
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds		(191,579)
From Local Capital	(2,369,853)	(9,513,201)
From Deferred Capital Revenue	(14,287,555)	(56,868,843)
Ministry of Education Restricted Capital		(1,000,000)
<b>Total Acquisition of Tangible Capital Assets</b>	<b>(16,657,408)</b>	<b>(67,573,623)</b>
Amortization of Tangible Capital Assets	14,156,253	14,015,087
<b>Total Effect of change in Tangible Capital Assets</b>	<b>(2,501,155)</b>	<b>(53,558,536)</b>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<b>(4,273,362)</b>	<b>(10,140,927)</b>

# School District No. 35 (Langley)

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2023

Schedule 2

	2023 Annual Budget \$	2022 Amended Annual Budget \$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	218,820,690	214,765,289
Other	162,900	233,359
Tuition	13,858,070	14,370,043
Other Revenue	901,555	881,555
Rentals and Leases	797,681	797,681
Investment Income	415,000	432,000
<b>Total Revenue</b>	<b>234,955,896</b>	<b>231,479,927</b>
<b>Expenses</b>		
Instruction	197,434,831	195,897,133
District Administration	8,659,325	8,847,533
Operations and Maintenance	25,060,322	24,687,503
Transportation and Housing	2,202,238	2,208,321
<b>Total Expense</b>	<b>233,356,716</b>	<b>231,640,490</b>
<b>Net Revenue (Expense)</b>	<b>1,599,180</b>	<b>(160,563)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>770,673</b>	<b>7,173,764</b>
<b>Net Transfers (to) from other funds</b>		
Local Capital	(2,369,853)	(7,013,201)
<b>Total Net Transfers</b>	<b>(2,369,853)</b>	<b>(7,013,201)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 35 (Langley)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2023

	2023 Annual Budget \$	2022 Amended Annual Budget \$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	217,090,262	213,081,410
ISC/LEA Recovery	(156,337)	(156,337)
Other Ministry of Education Grants		
Pay Equity	551,875	551,875
Funding for Graduated Adults	500,000	500,000
Student Transportation Fund	260,000	260,000
Support Staff Benefits Grant	325,200	325,200
FSA Scorer Grant	17,740	17,740
Child Care Funding	53,959	
Support Staff Funding EHB	166,534	166,534
ELF Implementation Grant		3,210
District Capacity Building		4,200
Additional Support Staff Funding	11,457	11,457
<b>Total Provincial Grants - Ministry of Education</b>	<b>218,820,690</b>	<b>214,765,289</b>
<b>Provincial Grants - Other</b>	<b>162,900</b>	<b>233,359</b>
<b>Tuition</b>		
Summer School Fees	150,120	150,120
Continuing Education	52,000	54,000
International and Out of Province Students	13,655,950	14,165,923
<b>Total Tuition</b>	<b>13,858,070</b>	<b>14,370,043</b>
<b>Other Revenues</b>		
Funding from First Nations	156,337	156,337
Miscellaneous		
Other Revenues	238,218	238,218
Transportation	40,000	20,000
BC Hydro Grant	47,000	47,000
Salary Recoveries	420,000	420,000
<b>Total Other Revenue</b>	<b>901,555</b>	<b>881,555</b>
<b>Rentals and Leases</b>	<b>797,681</b>	<b>797,681</b>
<b>Investment Income</b>	<b>415,000</b>	<b>432,000</b>
<b>Total Operating Revenue</b>	<b>234,955,896</b>	<b>231,479,927</b>

# School District No. 35 (Langley)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2023

	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	107,001,519	104,556,829
Principals and Vice Principals	13,243,603	12,700,401
Educational Assistants	20,748,185	20,493,190
Support Staff	17,642,721	17,664,448
Other Professionals	5,594,783	5,271,227
Substitutes	7,469,179	8,014,812
<b>Total Salaries</b>	<b>171,699,990</b>	<b>168,700,907</b>
<b>Employee Benefits</b>	<b>41,734,315</b>	<b>40,790,384</b>
<b>Total Salaries and Benefits</b>	<b>213,434,305</b>	<b>209,491,291</b>
<b>Services and Supplies</b>		
Services	5,949,242	6,679,064
Student Transportation	120,599	112,985
Professional Development and Travel	1,377,013	1,352,675
Rentals and Leases	42,100	42,100
Dues and Fees	1,470,510	1,188,397
Insurance	465,004	465,004
Supplies	6,945,943	9,016,974
Utilities	3,550,000	3,290,000
Bad debts	2,000	2,000
<b>Total Services and Supplies</b>	<b>19,922,411</b>	<b>22,149,199</b>
<b>Total Operating Expense</b>	<b>233,356,716</b>	<b>231,640,490</b>

# School District No. 35 (Langley)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>							
1.02 Regular Instruction	84,432,587	1,323,913	304,106	1,095,950		5,740,741	92,897,297
1.03 Career Programs	440,773		322,843	58,311			821,927
1.07 Library Services	1,082,160		580,421	14,662		8,450	1,685,693
1.08 Counselling	3,217,271		3,986	46,951		3,000	3,271,208
1.10 Special Education	13,237,056	845,265	17,262,714	46,064	217,071	576,772	32,184,942
1.30 English Language Learning	1,840,941	100,914	80,782			20,136	2,042,773
1.31 Indigenous Education	462,828	146,252	1,383,078	61,669		16,000	2,069,827
1.41 School Administration		9,861,175		2,961,877	85,343	90,976	12,999,371
1.60 Summer School	585,778	110,958	146,413	1,235		2,760	847,144
1.62 International and Out of Province Students	1,702,125	275,012	510,970	194,204	428,929	83,304	3,194,544
<b>Total Function 1</b>	<b>107,001,519</b>	<b>12,663,489</b>	<b>20,595,313</b>	<b>4,480,923</b>	<b>731,343</b>	<b>6,542,139</b>	<b>152,014,726</b>
<b>4 District Administration</b>							
4.11 Educational Administration		430,622		51,101	1,068,743	2,540	1,553,006
4.40 School District Governance					214,457		214,457
4.41 Business Administration		149,492		1,249,540	2,035,694	17,500	3,452,226
<b>Total Function 4</b>	<b>-</b>	<b>580,114</b>	<b>-</b>	<b>1,300,641</b>	<b>3,318,894</b>	<b>20,040</b>	<b>5,219,689</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				109,840	1,143,844	8,000	1,261,684
5.50 Maintenance Operations				10,302,359	352,612	690,000	11,344,971
5.52 Maintenance of Grounds				389,866		139,000	528,866
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,802,065</b>	<b>1,496,456</b>	<b>837,000</b>	<b>13,135,521</b>
<b>7 Transportation and Housing</b>							
7.41 Transportation and Housing Administration				107,205	48,090	10,000	165,295
7.70 Student Transportation			152,872	951,887		60,000	1,164,759
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>152,872</b>	<b>1,059,092</b>	<b>48,090</b>	<b>70,000</b>	<b>1,330,054</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>107,001,519</b>	<b>13,243,603</b>	<b>20,748,185</b>	<b>17,642,721</b>	<b>5,594,783</b>	<b>7,469,179</b>	<b>171,699,990</b>

# School District No. 35 (Langley)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2023

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2023 Annual Budget	2022 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	92,897,297	23,212,896	116,110,193	3,690,452	119,800,645	120,264,487
1.03 Career Programs	821,927	205,789	1,027,716	155,434	1,183,150	1,191,063
1.07 Library Services	1,685,693	407,857	2,093,550	169,040	2,262,590	2,232,062
1.08 Counselling	3,271,208	765,805	4,037,013	73,050	4,110,063	4,166,824
1.10 Special Education	32,184,942	7,849,768	40,034,710	679,501	40,714,211	39,438,812
1.30 English Language Learning	2,042,773	477,274	2,520,047	72,400	2,592,447	2,660,491
1.31 Indigenous Education	2,069,827	528,094	2,597,921	382,812	2,980,733	3,079,674
1.41 School Administration	12,999,371	2,814,277	15,813,648	457,366	16,271,014	15,645,111
1.60 Summer School	847,144	170,015	1,017,159	22,316	1,039,475	1,039,475
1.62 International and Out of Province Students	3,194,544	722,554	3,917,098	2,563,405	6,480,503	6,179,134
<b>Total Function 1</b>	<b>152,014,726</b>	<b>37,154,329</b>	<b>189,169,055</b>	<b>8,265,776</b>	<b>197,434,831</b>	<b>195,897,133</b>
<b>4 District Administration</b>						
4.11 Educational Administration	1,553,006	349,585	1,902,591	300,822	2,203,413	1,954,191
4.40 School District Governance	214,457	12,650	227,107	130,700	357,807	352,025
4.41 Business Administration	3,452,226	754,598	4,206,824	1,891,281	6,098,105	6,541,317
<b>Total Function 4</b>	<b>5,219,689</b>	<b>1,116,833</b>	<b>6,336,522</b>	<b>2,322,803</b>	<b>8,659,325</b>	<b>8,847,533</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	1,261,684	259,685	1,521,369	1,020,112	2,541,481	2,310,858
5.50 Maintenance Operations	11,344,971	2,799,959	14,144,930	3,901,747	18,046,677	18,099,454
5.52 Maintenance of Grounds	528,866	96,298	625,164	305,000	930,164	995,191
5.56 Utilities	-	-	-	3,542,000	3,542,000	3,282,000
<b>Total Function 5</b>	<b>13,135,521</b>	<b>3,155,942</b>	<b>16,291,463</b>	<b>8,768,859</b>	<b>25,060,322</b>	<b>24,687,503</b>
<b>7 Transportation and Housing</b>						
7.41 Transportation and Housing Administration	165,295	35,631	200,926	5,400	206,326	207,474
7.70 Student Transportation	1,164,759	271,580	1,436,339	559,573	1,995,912	2,000,847
<b>Total Function 7</b>	<b>1,330,054</b>	<b>307,211</b>	<b>1,637,265</b>	<b>564,973</b>	<b>2,202,238</b>	<b>2,208,321</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	-	-	-	-	-	-
<b>Total Functions 1 - 9</b>	<b>171,699,990</b>	<b>41,734,315</b>	<b>213,434,305</b>	<b>19,922,411</b>	<b>233,356,716</b>	<b>231,640,490</b>

**DRAFT** - Not Finalized

May 18, 2022 14:53

# School District No. 35 (Langley)

## Schedule 3

Annual Budget - Special Purpose Revenue and Expense  
Year Ended June 30, 2023

	<b>2023</b>	<b>2022 Amended</b>
	<b>Annual Budget</b>	<b>Annual Budget</b>
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	35,332,299	37,795,391
Other	634,545	620,767
Other Revenue	8,000,000	3,500,000
<b>Total Revenue</b>	<b>43,966,844</b>	<b>41,916,158</b>
<b>Expenses</b>		
Instruction	42,714,338	39,805,563
District Administration	422,854	422,894
Operations and Maintenance	829,652	1,496,122
<b>Total Expense</b>	<b>43,966,844</b>	<b>41,724,579</b>
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>191,579</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased		(191,579)
<b>Total Net Transfers</b>	<b>-</b>	<b>(191,579)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 35 (Langley)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing
	\$	\$	\$	\$		\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>									
<b>Add:</b> Restricted Grants									
Provincial Grants - Ministry of Education	665,831	738,921		288,000	75,950	211,772	2,110,919	906,082	30,284,824
Provincial Grants - Other									
Other			8,000,000						
	665,831	738,921	8,000,000	288,000	75,950	211,772	2,110,919	906,082	30,284,824
<b>Less:</b> Allocated to Revenue	665,831	738,921	8,000,000	288,000	75,950	211,772	2,110,919	906,082	30,284,824
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	665,831	738,921		288,000	75,950	211,772	2,110,919	906,082	30,284,824
Provincial Grants - Other									
Other Revenue			8,000,000						
	665,831	738,921	8,000,000	288,000	75,950	211,772	2,110,919	906,082	30,284,824
<b>Expenses</b>									
Salaries									
Teachers					21,295		273,186		23,892,284
Principals and Vice Principals						45,338			
Educational Assistants		702,304		209,547			1,389,530		
Support Staff	228,018							286,400	
Other Professionals								72,176	
Substitutes					26,921	9,000	10,454	456,781	758,624
	228,018	702,304	-	209,547	48,216	54,338	1,673,170	815,357	24,650,908
Employee Benefits	51,878	36,617		55,301	5,038	9,632	437,749	90,725	5,633,916
Services and Supplies	385,935		8,000,000	23,152	22,696	147,802			
	665,831	738,921	8,000,000	288,000	75,950	211,772	2,110,919	906,082	30,284,824
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-



**School District No. 35 (Langley)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2023

Schedule 3A

	Seamless Day Kindergarten	SWIS	TOTAL
	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>			-
<b>Add:</b> Restricted Grants			
Provincial Grants - Ministry of Education	50,000		35,332,299
Provincial Grants - Other		634,545	634,545
Other			8,000,000
	50,000	634,545	43,966,844
<b>Less:</b> Allocated to Revenue	50,000	634,545	43,966,844
<b>Deferred Revenue, end of year</b>	-	-	-
<b>Revenues</b>			
Provincial Grants - Ministry of Education	50,000		35,332,299
Provincial Grants - Other		634,545	634,545
Other Revenue			8,000,000
	50,000	634,545	43,966,844
<b>Expenses</b>			
Salaries			
Teachers		46,053	24,232,818
Principals and Vice Principals			45,338
Educational Assistants		270,369	2,571,750
Support Staff		11,184	525,602
Other Professionals		82,404	154,580
Substitutes			1,261,780
	-	410,010	28,791,868
Employee Benefits		105,054	6,425,910
Services and Supplies	50,000	119,481	8,749,066
	50,000	634,545	43,966,844
<b>Net Revenue (Expense)</b>	-	-	-

**School District No. 35 (Langley)**

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2023

	2023 Annual Budget			2022 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Ministry of Education	350,000		<b>350,000</b>	47,217,960
Investment Income		36,000	<b>36,000</b>	43,428
Amortization of Deferred Capital Revenue	10,748,866		<b>10,748,866</b>	10,740,292
<b>Total Revenue</b>	<b>11,098,866</b>	<b>36,000</b>	<b>11,134,866</b>	58,001,680
<b>Expenses</b>				
Operations and Maintenance	350,000		<b>350,000</b>	600,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	13,590,405		<b>13,590,405</b>	13,465,041
Transportation and Housing	565,848		<b>565,848</b>	550,046
<b>Total Expense</b>	<b>14,506,253</b>	-	<b>14,506,253</b>	14,615,087
<b>Net Revenue (Expense)</b>	<b>(3,407,387)</b>	<b>36,000</b>	<b>(3,371,387)</b>	43,386,593
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased			-	191,579
Local Capital		2,369,853	<b>2,369,853</b>	7,013,201
<b>Total Net Transfers</b>	-	<b>2,369,853</b>	<b>2,369,853</b>	7,204,780
<b>Other Adjustments to Fund Balances</b>				
Tangible Capital Assets Purchased from Local Capital	2,369,853	(2,369,853)	-	
<b>Total Other Adjustments to Fund Balances</b>	<b>2,369,853</b>	<b>(2,369,853)</b>	-	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(1,037,534)</b>	<b>36,000</b>	<b>(1,001,534)</b>	50,591,373

## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 35 (LANGLEY) (called the "Board") to adopt the annual budget of the Board for the fiscal year 2022/2023 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* respecting the annual budget adopted by this bylaw.
2. This bylaw may be cited as School District NO. 35 (LANGLEY) Annual Budget Bylaw for fiscal year 2022/2023.
3. The attached "Statement 2" showing the estimated revenue and expense for the 2022/2023 fiscal year and the total budget bylaw amount of \$294,199,666 for the 2022/2023 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, Statement 4 and Schedules 2 to 4 are adopted as the annual budget of the Board for the fiscal year 2022/2023.

READ A FIRST TIME THE 24th DAY OF MAY, 2022;

READ A SECOND TIME THE 24th DAY OF MAY, 2022;

READ A THIRD TIME, PASSED AND ADOPTED THE 21st DAY OF JUNE, 2022.

(Corporate Seal)

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**Chairperson of the Board**

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**Secretary-Treasurer**

I HEREBY CERTIFY this to be a true original of School District No. 35 (LANGLEY) Annual Budget Bylaw 2022/2023, adopted by the Board 21st DAY OF JUNE, 2022.

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**Secretary-Treasurer**

**STAFF REPORT**

**DATE:** June 21, 2022  
**TO:** Board of Education  
**FROM:** Brian Iseli, Secretary-Treasurer  
**SUBJECT:** Election Bylaw No. 2022-01

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**RECOMMENDED MOTION:**

That the School District No. 35 (Langley) Trustee Election Bylaw No. 2022-01 be given first reading.

That the School District No. 35 (Langley) Trustee Election Bylaw No. 2022-01 be given second reading.

That the Board of Education of School District No. 35 (Langley) approves having all three readings of the Trustee Election Bylaw No. 2022-01 at tonight's meeting.

That the School District No. 35 (Langley) Trustee Election Bylaw No. 2022-01 be given third reading, passed and adopted on this 21st day of June, 2022.

**BACKGROUND:**

The Board's current Trustee Election Bylaw 2018-01 needs to be repealed and a new election bylaw put in place. The new bylaw is similar to the previous bylaw, with a change to section 8.2 which was revised based on advice from BCSTA that it be without charge and for the address of a significant contributor to be removed to be in line with Local Elections Campaign Financing Act.

This is being presented at this meeting, as the last day by which a Board of Education must adopt an election bylaw in order for the election bylaw to apply for the 2022 general school election. Trustee Election Bylaw No. 2022-01 is attached for Trustee's review.

SCHOOL DISTRICT NO. 35 (LANGLEY) TRUSTEE ELECTION BYLAW NO. 2022-01

A bylaw to provide for the determination of various procedures for the conduct of general school elections and other trustee elections.

Preamble:

Under the *School Act*, the Board of Education may, by bylaw, determine various procedures and requirements to be applied in the conduct of trustee elections.

In School District No. 35 (Langley), trustee elections are held in the following trustee electoral areas:

TEA #	Trustee electoral area description:	# of Trustees
1	Municipality of the Township of Langley	Five
2	Municipality of the City of Langley	Two

The Board of Education of School District No. 35 (Langley) wishes to establish various procedures and requirements under the authority of the *School Act* for trustee elections.

[References: *School Act* s.37, s. 38(4)]

The Board of Education of School District No. 35 (Langley), in an open meeting of the board, enacts as follows:

1. Definitions

The terms used shall have the meanings assigned by the *School Act*, the *Local Government Act*, and the *Local Elections Campaign Financing Act* except as the context indicates otherwise.

“Board” or “school board” means the Board of Education of School District No. 35 (Langley).

“By-election” means a trustee election to fill a vacancy on the Board in any of the circumstances described in section 36 of the *School Act*.

“Election” means a trustee election.

“General Voting Day” means the date on which general voting for a trustee election is to take place, whether part of the general school elections or a by-election.

“Minister” means the Minister of Education

[Reference: *School Act*, s. 36]

2. Application

This bylaw applies to both general trustee elections and by-elections, except as otherwise indicated in this bylaw.

**3. Required Advance Voting Opportunities**

- 3.1 Unless the Board is exempted from the requirement by Order of the Minister of Education, an advance voting opportunity will be held on the tenth day before general voting day.
- 3.2 Unless the Board is exempted from the requirement for an additional advance voting opportunity by Order of the Minister of Education, an additional advance voting opportunity will be held on:
- i. in Trustee Electoral Area 1, the date specified in the bylaws of the Municipality of the Township of Langley
  - ii. in Trustee Electoral Area 2, the date specified in the bylaws of the Municipality of the City of Langley

[References: *Local Government Act* s. 107(1); *School Act* s. 45(1), 45(5)]

**4. Order of Names on the Ballot**

The order of names of candidates on the ballot will be determined by lot.

[References: *School Act* s. 46(4), *Local Government Act* ss. 116, 117]

**5. Resolution of Tie Vote after Judicial Recount**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by lot in accordance with the *Local Government Act*.

[References: *School Act* s. 46(4), *Local Government Act* ss. 151, 152]

**6. Nomination Deposit**

No nomination deposit is required for nomination for the office of school trustee.

[References: *School Act* ss. 45(9), 46(4); *Local Government Act* s. 88]

**7. Number of Nominators**

The minimum numbers of qualified nominators for a trustee candidate in Trustee Electoral Area 1 is two. The minimum number of qualified nominators for a trustee candidate in Trustee Electoral Area 2 is two.

[References: *School Act* ss. 45(9), 46(4); *Local Government Act* ss. 86(1), 86(2)]

**8. Website Access to Candidate Nomination Documents and Campaign Financing Disclosure Statements**

- 8.1 The Board authorizes public access, during the regular office hours at the Board's office, to nomination documents of trustee candidates by internet or other electronic means until 30 days after declaration of the election results.
- 8.2 In accordance with the *Local Elections Campaign Financing Act*, the Board will make available to the public for inspection without charge during the regular office hours of the Board's head office, the trustee candidates' campaign financing disclosure statements and supplementary reports, other than a mailing address or residential address of a significant contributor, until 5 years after general voting day for the election to which the trustee's campaign financial disclosure statements and supplementary report relate either by providing
- (a) access by internet, or
  - (b) a copy of that information for inspection
- 8.3 The Board will, on request, provide a copy or other record of trustee candidates' campaign financing disclosure statements and supplementary reports for as long as they are required to be available to the public under section 8.2.
- 8.4 Before providing the services under section 8, the Board, requires the person requesting the service to
- (a) satisfy the Board that any purpose for which personal information is to be used is permitted by section 63 of the *Local Elections Campaign Financing Act*; and,
  - (b) provide a signed statement that
    - (i) the individual, and
    - (ii) if applicable, any individual or organization on whose behalf the first individual is accessing, inspecting or obtaining the copy or other record

will not use personal information included in the copy or other record except for a purpose permitted under the *Local Elections Campaign Financing Act*.

[References: *School Act* s. 45(1), *Local Government Act* s. 89(7), and (8), *Local Elections Campaign Financing Act*, ss. 58 and 59]

**9. Application of Local Government Bylaws**

- (a) In Trustee Electoral Area 1, the election bylaws of the Municipality of the Township of Langley apply to trustee elections conducted by the Municipality of the Township of Langley, except for  
007742.979/5617061.13

## SCHOOL DISTRICT NO. 35 (LANGLEY) TRUSTEE ELECTION BYLAW NO. 2022-01

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bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

- (b) In Trustee Electoral Area 2, the election bylaws of the Municipality of the City of Langley, apply to trustee elections conducted by the Municipality of the City of Langley, except for bylaws determining the minimum number of nominators, the order of names on the ballot, the resolution of tie votes after judicial recount, requiring a nomination deposit, or any other matter on which the local government bylaws may not by law apply to a trustee election.

[References: *School Act* s. 37(1), s. 38(4)-(5), s. 45(8)-(10), s. 46(4)]

### 10. Title

This Bylaw may be cited as ‘School District No. 35 (Langley) Trustee Election Bylaw No. 2022-01.’

### 11. Repeal

School District No. 35 (Langley) Trustee Election Bylaw No. 2018-01 is hereby repealed.

Date of first reading: June 21, 2022

Date of second reading: June 21, 2022

Date of third reading and adoption: June 21, 2022

(Corporate seal)

---

ROD ROSS  
BOARD CHAIR

---

BRIAN ISELI, CPA CMA  
SECRETARY TREASURER



**STAFF REPORT**

**DATE:** June 21, 2022  
**TO:** Board of Education  
**FROM:** Brian Iseli, Secretary-Treasurer  
**SUBJECT:** Five Year Capital Plan 2023/2024

---

**RECOMMENDED MOTION:**

In accordance with provisions under Section 142 (4) of the School Act, the Board of Education of School District No. 35 (Langley) hereby approves the proposed Five-Year Capital Plan (Major Capital Programs) for 2023/2024, as provided on the attached Major Five-Year Capital Plan.

**BACKGROUND:**

The Ministry of Education requires school districts to submit annually a Five-Year Capital Plan. Similar to last year, it will be done in two phases with Major Capital due June 30<sup>th</sup> and Minor Capital due September 30<sup>th</sup>. Both will require a Board motion that will be done at the Regular Board Meeting in June and September. Attached is a listing of projects that are being brought to the Board for approval at tonight's meeting.

A Five-Year Capital Plan is intended to prioritize the District's investment decisions related to capital projects. The Capital Plan submitted in the District's 2021/2022 school year will have approvals for the Ministry's fiscal year 2023/2024.

Each board of education must have a Long-Range Facilities Plan (LRFP) in place for its school district that lays out management strategies for its inventory of capital assets in support of educational programming goals. The LRFP does not need to be submitted as part of a Five-Year Capital Plan, although the Ministry may request pertinent sections from it to inform its capital plan review process. The School Act further states that, before submitting a capital plan to the Ministry for approval, a board of education must approve the capital plan for its school district only by resolution. Ultimately, the Minister has the ability to either: approve; approve with modifications; or reject a capital plan, as submitted by the Board to the Ministry. The Capital Plan instructions are published by the Ministry to ensure that individual capital plans submitted by boards of education meet the provisions of the School Act, which in turn allows the Ministry

---

to generate its own multi-year capital plan at the provincial level. This Ministry's capital plan is subject to annual capital funding approval by the Treasury Board.

The Ministry is seeking capital project requests under the following capital programs:

**Major Capital Programs:**

- Seismic Mitigation Program (SMP)
- School Expansion Program (EXP)
- School Replacement Program (REP)
- Rural District Program (RDP)
- Building Envelope Program (BEP)

**Minor Capital Programs:**

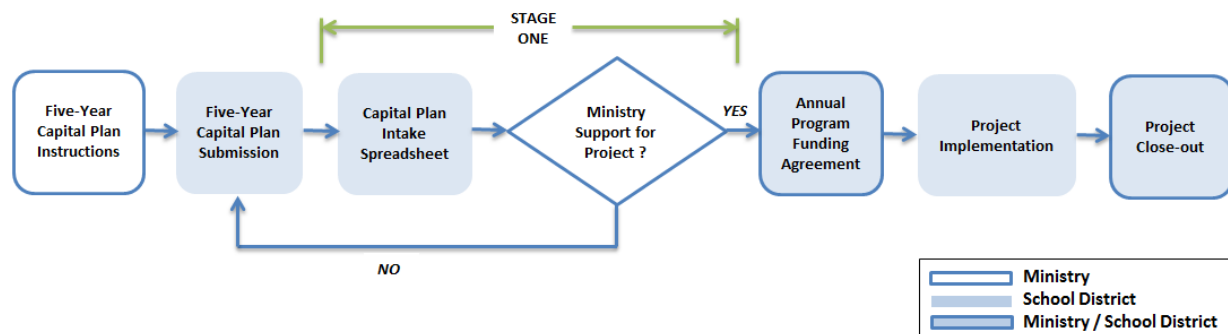
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Bus Acquisition Program (BUS)
- Playground Equipment Program (PEP)

## Capital Project Approval Process

Project requests will follow either a one-stage or a two or three-stage approval process as part of the annual Five-Year Capital Plan submission process.

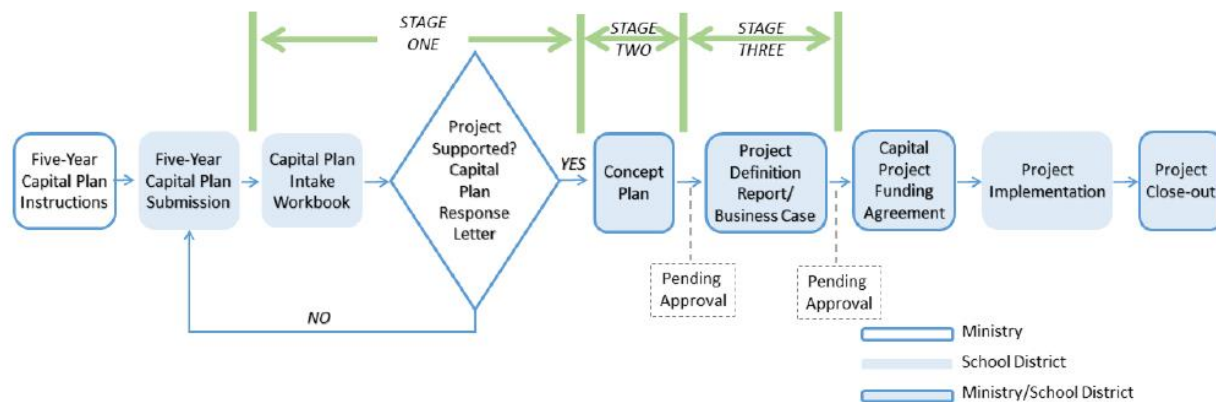
### One-Stage Approval Process

All requests made for an Annual Capital Program project (SEP, CNCP BUS, PEP, BEP, project, will undergo a one-stage approval process. Ministry support for a qualifying project request will be based on the information provided by school districts under the appropriate tabs in the Capital Plan Intake Spreadsheet.



### Two or Three-Stage Process

By contrast, all requests for a Major Capital Program Project (SMP, EXP, REP) will now undergo a more extensive two or three-stage process dependent upon project risk level, complexity and dollar value. Initial Ministry support for a qualifying project request will be based on the preliminary information provided in a Project Request Fact Sheet, Seismic Project Identification Report, etc. depending on the program.



Under both processes, a board of education is responsible for using its local funds to cover the initial costs for any planning work and reports required to determine a proposed scope and preliminary cost estimates for a requested capital project.

### **The Capital Plan Response Letter**

Once the assessment of capital plan submissions from all school districts have been completed by the Ministry, and the provincial budget has been formally announced by the Province, the Ministry will notify each school district with a written response regarding each board's Five-Year Capital Plan submission. The Capital Plan Response Letter will identify the specific capital projects from the Minor Capital Programs and Major Capital Programs that are being supported for capital funding under the Ministry's Capital Plan. The letter will also advise the School District of the next steps for each of the supported projects, which may include:

- Proceed to acquiring a site.
- Proceed to developing a business case (Concept Plan or Project Definition Report) for a SMP project; EXP project; or REP project.
- Proceed to developing a business case for a RDP project.
- Proceed to the design, tender and construction for a SEP project; or CNCP project.
- Proceed to acquiring a bus(es) for a BUS project.
- Proceed to the purchase and installation of playground equipment for a PEP project.

- Work with BC Housing, when contacted, on developing a BEP project.

Upon receipt of the Capital Plan Response Letter from the Ministry, the board of education must adopt a single capital bylaw. This capital bylaw encompasses all capital projects included in the Capital Plan Response Letter.

### **Project Contribution Policy**

All major projects, other than the least cost option for a seismic mitigation project, require boards of education to contribute to the cost of the project, including:

- Site Acquisition
- School Addition
- New School
- School Replacement
- Rural Districts Program Project
- Seismic Mitigation Project (where a school district chooses to advance a different project scope that is not the least cost option)

The required contribution will be assessed by the government on a case-by-case basis dependent on the current financial situation of the school district. A board's ability to contribute has no bearing on the prioritization of projects when the Ministry is developing its capital plan. The value of the contribution will be negotiated and determined at the time that the business case is ready for final approval.

### **Major Capital Program Requests**

All Major Capital Program projects (including EXP, REP, RDP, SMP) proposed for Year One, Year Two and Year Three of an annual Five-Year Capital Plan require a project-specific Project Request Fact Sheet (PRFS). Year One projects should be sufficiently developed to provide a reliable assessment of need, scope of work, schedule, and cost estimate. This information allows the Ministry to properly evaluate an individual project request against both Ministry Capital Program criteria and other capital priorities across the province. Year Four and Year Five projects are understood to be notional, based on the best cost estimate, scope and schedule information for the project that is available at the time. Understandably, this project information will require further refinement in future Five-Year Capital Plan submissions, as those project requests move into a more imminent timeframe.

### **Project Request Fact Sheet (PRFS)**

The PRFS is a relatively simple document to complete (in most cases not requiring extensive consultant involvement) and provides a preliminary assessment of a proposed capital project that a board of

education deems to be a high priority for its school district. To enable the Ministry to gain a reasonable understanding of the priority for a proposed project, the PRFS is intended to outline the particular capital need facing the school district, along with options to feasibly address that need, involving both operational changes and capital solutions, based on student enrolment forecasts and utilization of student space in existing schools. From the PRFS, the Ministry should be able to discern what risks may exist related either to undertaking an approved project or by deferring the project.

### **The District's 2023/2024 Five Year Capital Plan Submission Plan**

The 2023/2024 Five Year Capital Plan is being brought to the June 21, 2022 Regular Board Meeting for approval of the Major Capital and the Minor Capital will be brought to the September 20, 2022, Regular Board Meeting for approval.

## PREVIOUSLY SUPPORTED PROJECTS (FUNDING NOT APPROVED)

Priority		Facility Name	Facility Type	Project Description
1	Addition	Langley Secondary	Secondary	8-12 classroom expansion
1	New School	North East Latimer Elementary	Elementary	New K-5 Elem 475 + 80K Willoughby

## CAPITAL PLAN REQUESTS

Priority		Facility Name	Facility Type	Project Description	2023/24	2024/25	2025/26	2026/27	2027/28	Costs
1	Addition	Richard Bulpitt addition	Elementary	6 classroom expansion	16,551,485					16,551,485
2	Addition	Nicomekl addition	Elementary	8 classroom expansion		23,503,014				23,503,014
3	Addition	West Langley	Middle	Addition and Conversion to Middle					42,061,570	42,061,570
1	Site	NEW South West Latimer	Elementary	5 Acre K-5 Elementary site	25,000,000					25,000,000
2	Site	NEW Williams Neighbourhood Site	Elementary	5 Acre K-5 Elementary site			25,000,000			25,000,000
3	Site	NEW Brookwood Fernridge	Elementary	5 Acre K-5 Elementary site		20,000,000				20,000,000
4	Site	NEW Brookwood Fernridge	Middle	14.9 Acres Property 900 cap Middle School Site					60,000,000	60,000,000
5	Site	NEW Walnut Grove Middle School Property	Middle	14.9 Acres Property 900 cap Middle School Site					60,000,000	60,000,000
1	New School	New Willoughby Secondary school	Secondary	New 9-12 Sec 1,700 capacity 1,900 core	134,336,654					134,336,654
2	New School	New South West Latimer Elementary	Elementary	New K-5 Elem 475 + 80K Willoughby		35,100,417				35,100,417
3	New School	New Williams Neighbourhood Elementary	Elementary	New K-5 Elem 475+ 80K Willoughby				37,600,417		37,600,417
4	New School	New Smith Neighbourhood Middle school	Middle	New 900 Cap Middle school Willoughby				71,950,633		71,950,633
5	New School	NEW Brookwood Fernridge	Elementary	New K-5 Elem 475 + 80K Brookwood			37,600,417			37,600,417
1	Seismic	DW Poppy Secondary	Secondary	Seismic blocks affected			38,412,866			38,412,866
2	Seismic	Brookwood Secondary	Secondary	Seismic blocks affected				38,412,866		38,412,866
										665,530,339

**STAFF REPORT**

**DATE:** June 21, 2022  
**TO:** Board of Education  
**FROM:** Handbook Committee  
**SUBJECT:** Handbook Committee report

---

**RECOMMENDED MOTION:**

That the Board of Education of School District No. 35 (Langley) approves the Trustee Handbook.

**BACKGROUND:**

At the September 21, 2021 Regular Board Meeting the following motion was approved:

That the Langley Board of Education form an Ad Hoc committee to create a Trustee Handbook for Onboarding.

- The committee will be comprised of no less than 2 Trustees and up to 7 Trustees.
- Trustees may self-select to be on the committee.
- The committee will meet a minimum of 2 times with staff so that staff can provide information and feedback to the committee. Staff members to be determined by the Superintendent.
- The committee will present the Handbook to the Board for review and feedback no later than May 2022.
- The committee will present the Handbook to the Board at the Regular Meeting of the Board June 21, 2022 for approval.
- The Ad Hoc committee will be dissolved at the end of this term.

The committee has been working on the attached Trustee Handbook over the last few months and is bringing it to the Board tonight for approval.



# **TRUSTEE HANDBOOK**



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# 1. Welcome



Welcome to the Langley Board of Education!

On behalf of the Langley School District, I want to welcome you to your role as a Trustee. Your service to our students, staff, and families is an integral part of fulfilling our mission "to inspire all learners to reach their full potential and create a positive legacy for the future." By accepting this position, you will be working together with other Trustees to represent the community and ensure the health, safety, and education of all students is at the forefront of what you do collectively as a Board.

To help you become an effective Trustee, the District is sharing this Trustee Handbook. This handbook will provide you with an extensive amount of knowledge about the District, governing documents, as well as provide you an overview of all of the operations, finances, programs and supports for students. The District is helping foster your success, as your success will have a positive impact on our learning community.

As a Trustee, you will be an advocate for education and an important relationship builder. The Langley Board of Education continues to have strong relationships with students, staff, parents/guardians, employees and community partners. You will be tasked with listening to their interests and concerns as well as answering questions and providing information. In a fast-growing and diverse community such as Langley, comes differing viewpoints. As a Trustee, you will be committed to ensuring voices are valued and carefully considered, and that public trust and confidence is maintained. You will help make decisions which benefit all students and promotes an equitable system.

As you transition into your role and understand the Board's mandate, I encourage you to ask questions and gather information to help you take on your responsibilities. District staff are here to help guide you. We are excited to be working with you!

Sincerely,

Mal Gill  
Superintendent of Schools

## **2. Inaugural Meeting, Election of Chair, Vice-Chair, How Voting Works.**

The processes for elections and Inaugural Meetings are found online in [Policy 7: Board Operations.](#)

A sample of previous scripts for elections are copied below.

Please note that these scripts may be revised for virtual elections and/or to reflect changes in District staff.

## Nomination and Election for Chairperson and Vice-Chairperson

### Election of Chairperson

As per Board Policy 7, nominations for Chairperson will be done by ballot.

Secretary-Treasurer will hand out ballots for Trustees to provide nominations for the position of Chairperson of the Board.

The Secretary-Treasurer will read out the nominations and ask the Trustee if they will allow their name to stand.

After nominees confirm their acceptance:

1. If only one nomination, Trustee \_\_\_\_\_ will be declared Chairperson of the Board by acclamation.

OR

2. We have \_\_\_\_ nominations for the position of Chairperson of the Board, and an election will be conducted.

- Trustees will be provided with a ballot.
- Assistant Superintendents will act as scrutineers.
- Assistant Superintendents will collect the ballots.
- Assistant Superintendents will leave the room to count the ballots.
- Assistant Superintendents will return to the room and advise the Secretary-Treasurer of the results of the election.

Secretary-Treasurer will announce the outcome of the election.

Secretary-Treasurer will vacate the Chair and hand the gavel over to the newly elected Chairperson.

A motion to destroy the ballots is required.

**Moved By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

That the ballots for election of the Chairperson of Board be destroyed.

**CARRIED / TIE VOTE / MOTION DEFEATED / CARRIED UNANIMOUSLY**

## Election of Vice-Chairperson

As per Board Policy 7, nominations for Vice-Chairperson will be done by ballot.

Secretary-Treasurer will hand out ballots for Trustees to provide nominations for the position of Vice-Chairperson of the Board.

The Secretary-Treasurer will read out the nominations and ask the Trustee if they will allow their name to stand.

After nominees confirm their acceptance:

1. If only one nomination, Trustee \_\_\_\_\_ will be declared Vice-Chairperson of the Board by acclamation.

OR

2. We have \_\_\_\_ nominations for the position of Vice-Chairperson of the Board, and an election will be conducted.

- Trustees will be provided with a ballot.
- Assistant Superintendents will act as scrutineers.
- Assistant Superintendents will collect the ballots.
- Assistant Superintendents will leave the room to count the ballots.
- Assistant Superintendents will return to the room and advise the Chairperson of the results of the election.

The Chairperson will announce the outcome of the election.

A motion to destroy the ballots is required.

**Moved By:** \_\_\_\_\_

**Seconded By:** \_\_\_\_\_

That the ballots for election of the Vice-Chairperson of Board be destroyed.

**CARRIED / TIE VOTE / MOTION DEFEATED / CARRIED UNANIMOUSLY**

### 3. Policies

The Board Policy Handbook was developed to highlight and support the important governance function of the Board. It includes the following framework:

1. Foundational statements which provide guidance and direction for all activities within the District;
2. Directions for how the Board itself is to function and how individual Trustees are to conduct themselves; how Board committees and representatives are to function;
3. Statements as to how appeals and hearings will be conducted;
4. Non-delegable matters such as policy making and school closures; and
5. Specific matters which the Board has chosen not to delegate to the Superintendent.

The Board Policy Handbook is intended to be supplemented by the Administrative Procedures Manual; the primary written document by which the Superintendent directs staff.

Please note that the electronic versions of both the Board Policy Handbook and the Administrative Procedures Manual on the District website are always the most current documents available. A link to the District Policies and Administrative Procedures is provided below.

[Policies and Administrative Procedures](#) are all online.

## 4. School Act

### Preamble to the BC School Act:

WHEREAS it is the goal of a democratic society to ensure that all its members receive an education that enables them to become literate, personally fulfilled and publicly useful, thereby increasing the strength and contributions to the health and stability of that society; AND WHEREAS the purpose of the British Columbia school system is to enable all learners to become literate, to develop their individual potential and to acquire the knowledge, skills and attitudes needed to contribute to a healthy, democratic and pluralistic society and a prosperous and sustainable economy; THEREFORE HER MAJESTY, by and with the advice and consent of the Legislative Assembly of the Province of British Columbia, enacts as follows: [2007-20-01, effective July 1/07, BC Reg 2]

### BC Ministry of Education and Child Care Act:

- [https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412\\_00](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/96412_00)

### What is the School Act:

The BC School Act is a provincial regulation governing Primary and Secondary education in BC. The BC School Act outlines important roles, rights and responsibilities for Boards, Teachers, Parents, Students and District Parent Advisory Councils. The Education Act gives the Ministry of Education and Child Care and the Board of Education the authority to decide how public schools in BC will be run through policy and procedures as well as how they will be funded. All School District Policies are subservient to the BC Education Act and when conflict occurs at a District policy level, the Act presides.

There are specific sections within the BC Education Act that are of special interest to Trustees such as:

- **Division 3 — Joint Rights and Duties;**
- **Part 3 — School Personnel;**
- **Part 4 — School Trustees.**

Supplemental to the Act it is important to be aware that there are Special Orders posted within the Ministry portal as well as an “Inclusive Education Information Handbook” which supports the Ministry of Education and Child Care and School Districts’ implantation to Inclusive Education.

The [BC School Act](#) is online.

## 5. Robert's Rules Of Order

Robert's Rules of Order are the parliamentary procedures used to facilitate our meetings. See samples on the following pages.

### Definitions:

- **Main Motion:** Introduce a new item
- **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
- **Privileged Motion:** Urgent or important matter unrelated to pending business
- **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
- **Motion to Table:** Kills a motion
- **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)



# The Decision Making Process Of The Board

Prior To A Regular Business Meeting Of The Board

**Step 1**

**Consult & Gather Information**

Forms: Staff Reports,  
Committee, Hearings,  
Community Feedback

**Step 2**

**Consider**

Do I have enough  
Information?  
What is missing?  
How do I get it?

After consideration  
if you are not ready to  
debate and/pr vote, then  
send it back to step one!

At A Regular Business Meeting Of The Board

**Step 3**

**Debate**

In Public\*  
Explain Reasons. Why, how  
you arrived at your  
decision etc.

**You only debate  
and vote at a  
public meeting.  
there are very  
few legal  
exceptions!**

**Step 4**

**Vote**

\* Except those which legally must  
be done in camera.

## Presiding Duties

*See Robert's Rules of Order – Newly Revised 11<sup>th</sup> edition*

### That legitimately

1. Open the meeting at the appointed time
2. Announce in proper sequence the items to come before the assembly
3. Recognize members who are entitled to the floor
4. State and put to vote all questions that legitimately come before the assembly and announce the result of the vote
5. Protect the assembly from obviously dilatory motions by refusing to recognize them
6. Enforce the rules relating to debate
7. Expedite business in every way compatible with the right of members
8. Decide all question of order subject to appeal
9. Respond to inquiries of members relating to parliamentary procedure or factual information.
10. Authenticate, when necessary, all acts, orders and proceeding.
11. Declare the meeting adjourned
  - a. When a motion to adjourn has been made and adopted
  - b. When the predetermined hour of adjournment has arrived
  - c. When it appears there is no further business
  - d. When sensing a general desire to adjourn
  - e. In the event of fire, riot or other extreme emergency

### Always and Never

Subject to the rules of the governing body, there are certain things that presiding officer should always do and likewise, things that the officer never should do.

#### ALWAYS

Maintain order

Provide strong leadership

Remain impartial

Be tactful and fair

Exercise good judgement

Keep discussion germane to the pending questions

#### NEVER

Get excited

Be unjust, even to troublesome members

Take advantage of a member's lack of knowledge

Be more technical than necessary

Allow remarks or debate to wonder off the subject

Indicate personal feelings so the assembly knows the Chair's opinion of the question under discussion

## The Critical Ten

It was a successful meeting because.....

+\*\*\*\*\*+

- 1) An agenda was circulated in advance and you had input.
- 2) Members came prepared and were willing to contribute.
- 3) The meeting started and ended on time.
- 4) All the information you needed was available.
- 5) No one dominated or sidetracked the discussion.
- 6) Your input was encouraged and noted.
- 7) Opinions and viewpoints were heard and respected.
- 8) Decisions were made --
  - Action was taken.
- 9) The outcome of the meeting was accurately reflected in the meeting minutes.
  - Minutes were distributed, promptly, after the meeting.
- 10) You were asked how to improve the meeting format for next time.
  - Changes were made.

*Check off one of the following...*

- ☐ *Would you think you were in the wrong meeting?*
- ☐ *Would you think you were dreaming*
- ☐ *You would not be surprised, this is the norm for meetings you attend.*

*Adapted from permacharts.com*

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## NOTES ON LEADING A GROUP DISCUSSION

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The ideal business meeting is well planned, has a defined purpose, adheres strictly to a prepared agenda and proceeds crisply through each item on the agenda. When it is over, everyone can leave the room knowing the meeting objective has been achieved.

### ASK QUESTIONS TO:

- ❖ Guide the direction of the discussion
- ❖ Clarify thinking
- ❖ Reach agreement
- ❖ Involve participants
- ❖ Obtain information
- ❖ Limit or end discussion

### CONTROL THE PROCESS

- ❖ Hold off the introduction of all new topics until the immediately pending agenda item is complete
- ❖ Make a note of information offered that is not within the framework of the meeting's objectives
- ❖ Speakers should be recognized in order
- ❖ Intervene to prevent people from talking at the same time
- ❖ Allow equal opportunity for all points of view
- ❖ Summarize the discussion: make notes on suggestions presented
- ❖ Keep to the agenda

**\* REMEMBER: NO ONE GETS TO SPEAK A SECOND TIME UNLESS AND UNTIL ALL THOSE WHO DESIRE TO SPEAK A FIRST TIME HAVE HAD THE OPPORTUNITY TO DO SO.**

**Your objective IS NOT to control the people in your meeting**

**But, rather**

### **THE PROCESS**

---

**JOHN F. NOONAN**, FRP, CPA, CGA ♦ North Vancouver ♦ BC ♦ V7J 3T5

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## 6. Strategic Plan

The creation of the Strategic Plan is one of the three priority functions of a Trustee in School District #35. Alongside the hiring of the Superintendent, creating the Annual Budget and Capital Plan, this is the third pillar of responsibility.

The Strategic Plan establishes priorities and actions with respect to educational opportunities for students, proactive planning for maintaining and upgrading facilities, responsible stewardship of resources, creating a creative and positive culture for employees, and strengthening relationships with community groups. It is a cumulative, ongoing process that provides direction and communication regarding the Board's goals during a four-year term of the election cycle. The plan as such is divided into three domains: Educational Opportunities, Community Partnerships, and Operational Priorities.

The Strategic Plan is developed through a facilitated process involving all seven elected Trustees as well as the District Leadership Team. It is accomplished very early in the term of office as it provides a guiding document for the four years ahead and a strategic work plan for staff to develop plans, programs, and strategies to implement for the next four years in the three distinct domains.

Once developed by the Trustees, the Strategic Plan goes out to the partner groups and public for feedback and input before it is finalized and put into action.

[LINK](#) to the Strategic Plan online.

## 7. Acronym List

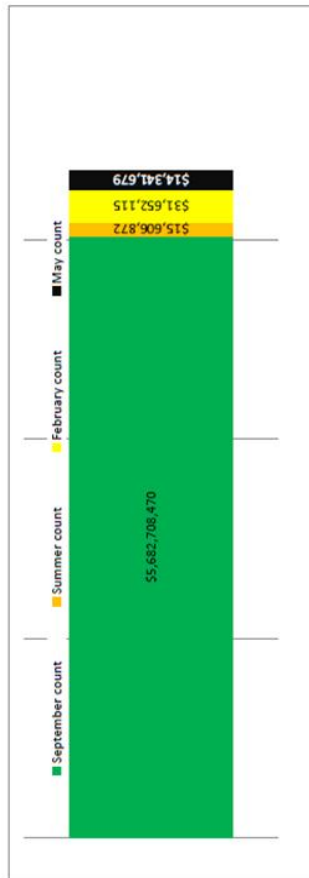
AFG: Annual Facilities Grant  
AIP: Annual Improvement Plan  
APiL: Administrative Practice in Langley  
BAA: Board Authority/Approved  
BCPSEA: BC Public School Employers' Association  
BCSSA: BC School Superintendents' Association  
BCSTA: BC School Trustees' Association  
BCTF: BC Teachers' Federation  
BCPVPA: BC Principals' and Vice-Principals' Association  
BEP: Building Envelope Program  
BUS: Bus Acquisition Program  
CNCP: Carbon Neutral Capital Program  
CUPE: Canadian Union of Public Employees  
CUPE 1261: SD35 Support Staff  
CUPE 1851: SD 35 Custodial & Maintenance Staff  
DNA: District Numeracy Assessment  
DLT: District Leadership Team  
DWA: District Writing Assessment  
DPAC: District Parent Advisory Council  
ECC: Ministry of Education and Child Care  
EDI: Early Development Instrument  
ELL: English Language Learners  
EXP: School Expansion Program

FSA: Foundation Skills Assessment  
FESL: Framework for Enhancing Student Learning  
FOIPPA (FIPPA): Freedom of Information and Protection of Privacy  
IEP: Individual Education Program  
LOU: Letter of Understanding  
LPVPA: Langley Principals' and Vice-Principals' Association  
LTA: Langley Teachers' Association  
LTFP: Long Term Facilities Plan  
MDI: Middle Development Instrument  
MHL: Mental Health Literacy  
PAC: Parent Advisory Council  
PDR: Project Definition Report  
PEP: Playground Equipment Program  
PRFS: Project Request Fact Sheet  
RDP: Rural District Program  
REP: School Replacement Program  
RFP: Request for Proposal  
RFQ: Request for Quotation  
RFT: Request for Tender  
SEL: Social Emotional Learning  
SEP: School Enhancement Program  
SPF: Special Purpose Fund  
SSAC: School Site Acquisition Charge  
SMP: Seismic Mitigation Program  
VRTA: Violent Threat Risk Assessment

## 8. Student Funding (Funding Levels and Designations)

### Overview of the 2021/22 Operating Grant Allocation Formula

Allocation of the total Operating Block and Enrolment counts  
(2021/22 estimated as at March 2021)



#### Funding Adjustments:

- Districts' preliminary allocations are adjusted after each of the enrolment counts; September 30<sup>th</sup>, February and May;
- A district's preliminary allocation will increase if actual enrolment is higher than district estimated enrolment; and consequently decline if actual enrolment is lower than district estimated enrolment;
- Funding Protection is calculated following the September enrolment count only – this supplemental grant is calculated *last* and ensures that districts do not experience a funding decline of greater than 1.5% compared to the previous year *for the September count*;
- The full operating block must be allocated to districts by June 30 of the current school year;
- Funding is disbursed in a "just in time" manner to closely match district cash needs.

Level 1

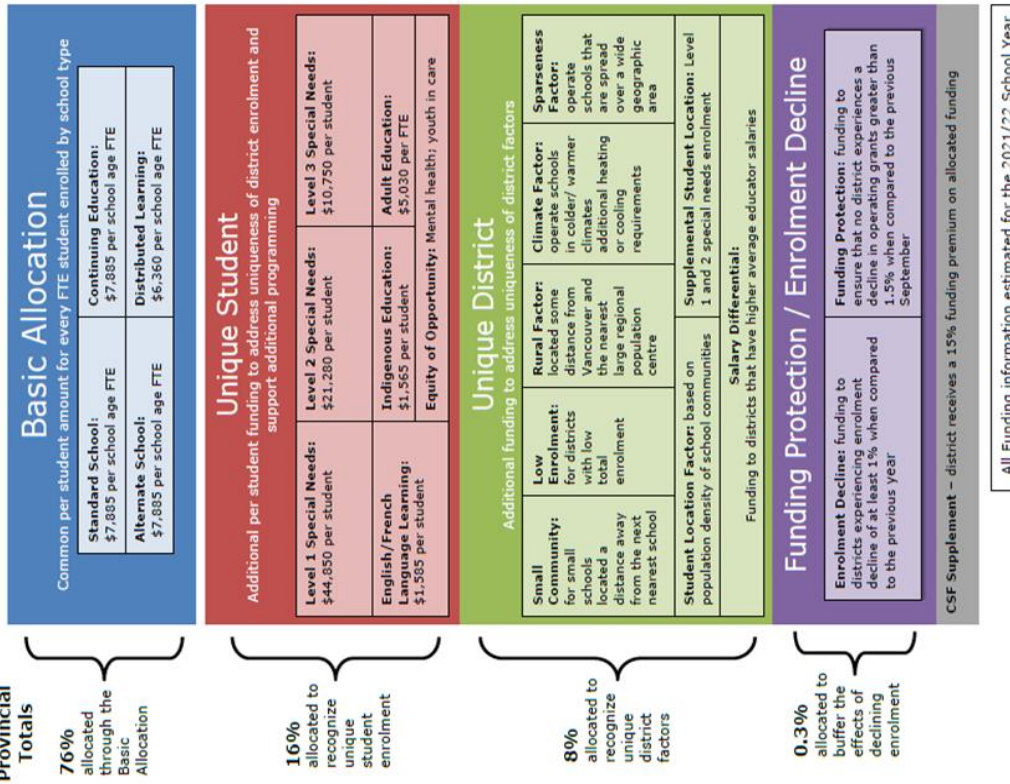
Physically Dependent (A)  
Deafblind (B)

Level 2

Moderate to Profound Intellectual Disability (C)  
Physical Disability or Chronic Health Impairment (D)  
Visual Impairment  
Deaf or Hard of Hearing (F)  
Autism Spectrum Disorder (G)

Level 3

Intensive Behaviour Interventions or Serious Mental Illness



## 9. Roles of Trustees, Chair, Vice Chair, and Superintendent

The following policies, found online, explain the duties and roles of the Board and Superintendent:

- [Policy 2: Role of the Board](#)
- [Policy 3: Role of the Trustee](#)
- [Policy 5: Role of the Board Chair](#)
- [Policy 6: Role of the Vice-Chair](#)
- [Policy 12: Role of the Superintendent](#)

[Section 400 of the Administrative Procedures](#), also found online, lists the roles of exempt staff positions.



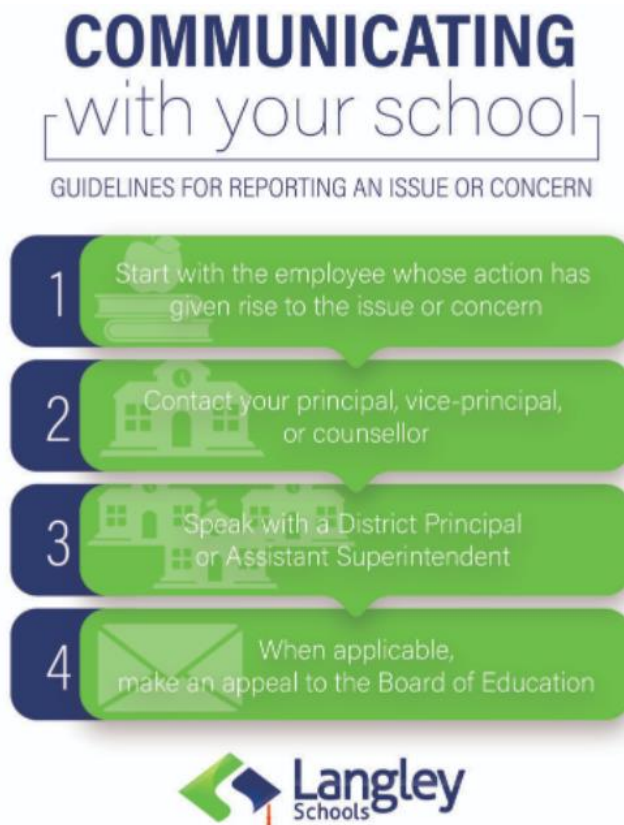
## 10. Communicating With The Public

This process has been communicated to parents through newsletters, social media and Admin Memos and can also be found [online](#).

As a Trustee, your constituents will reach out to you for help or support. It is important that you direct them through the proper channels.

It is best to direct media to speak with the District's Communications Manager or the Board Chair.

It is best to direct District employees to speak to their union or HR.



It is best to direct parents or students to speak with their teacher first, then their principal, then an Assistant Superintendent and lastly the Superintendent. If they still have a complaint or are not satisfied after following that process, you should direct their attention to [Policy 13: Appeals Bylaw](#).

It is a good practice to share the information you receive as an individual Trustee with your Board, Superintendent and Secretary-Treasurer so that they are aware of the situation and any potential threat or damage that may be coming to the District.

It is imperative that you advise anyone that reaches out to you for help that you are a single Trustee and that you do not speak on behalf of the Board and have no decision-making authority as an individual. Only the Board as a whole can make decisions. The Chair is the public voice of the Board.

If you decide to get involved on your own and have meetings or get deeply involved with individuals who have a complaint, you may have to recuse yourself if that individual decides to enact the formal appeals process.

## 11. List of Partner Groups and Their Functions

- **Langley Teachers' Association (LTA):** Represents teaching staff.
- **CUPE 1260:** Represents SEAs, clerical, noon hour/crosswalk supervisors.
- **CUPE 1851:** Represents custodial, maintenance (trades, grounds, equipment), Information Technology staff.
- **District Parent Advisory Council (DPAC):** Represents parents of students.
- **Langley Principal's and Vice-Principal's Association (LPVPA):** Represents principals and vice-principals.
- **Exempt Staff:** Represents non-unionized employees.
- **ya:yəstəl:** Advocates for all Aboriginal students and their right to receive a quality education through representation from Matsqui, Kwantlen, Katzie and Semiahmoo First Nations, as well as the Lower Fraser Valley Aboriginal Society and Waceya Metis Society.

## 12. Internal Trustee Communication

The Trustee [Contact list](#) is on District website.

### **Communicating with Trustees (your colleagues)**

Communication is a great thing and should be done often. Digital communication has made life easier in many aspects, but it can also be problematic if not managed correctly.

When communicating in your capacity as a Trustee, you should use your School District email account. Your emails are subject to FOIPPA so be conscientious of what you are sending; it keeps you accountable and transparent.

Always try to give your colleagues a heads-up regarding motions that you will be making at any meeting they will be attending. Blindsiding, whether intentional or not, usually results in the Board looking unprofessional.

\*\*\*You must NOT conduct Board business over email or on any other platform, other than at a duly recognized Board Meeting\*\*\*

It is important to give information but not debate that information. One suggestion is adding some verbiage: "I am sending this motion to you for information purposes only, if you have any questions or would like me to clarify something, please call me directly". This would help remind everyone that we cannot have a reply-all debate over email.

Other things to consider are who to include in your communication. If you are sending a motion to the Board you should include the Superintendent and Secretary-Treasurer so that they can prepare and aren't having to ask you to keep repeating yourself at the meeting. You should also include them in communication if the information you are sending out may have an impact on the District or involve staff doing some sort of work.

Senior staff are busy and don't need to be included in emails that don't pertain to Board or District work.

### **13. Communicating With Staff**

The Langley School District encourages relationship building and engagement with all members of the education system. To ensure respectful, meaningful, and consistent communication, all school and District related communication directed to any administrator, school, or District staff from a member of the Langley Board of Education must come from the Superintendent or the Superintendent's office via Executive Assistant. As an example, any Trustee with an inquiry or communication material to share with a school principal or staff member must forward their inquiry to the Superintendent or Superintendent's office for follow-up. This communication will be reviewed and sent to the appropriate staff member as needed.

Administrators, school and District staff are expected to follow proper procedures when communicating with members of the Langley Board of Education. All school and District related communication directed to the Langley Board of Education from any staff must come from the Superintendent or the Superintendent's office via Executive Assistant. As an example, any school staff member with a professional inquiry or communication such as an invitation to an event, must be forwarded to the Superintendent or Superintendent's office for follow-up. This communication will be reviewed and sent to the appropriate Trustee(s) or Board Chair as needed.

## 14. Email Etiquette

### What is Email Etiquette

Email etiquette is what guides behavior when writing or replying to emails. These practices can be modified to suit the intended recipients and purpose, with the primary goal to reflect professionalism and respect.

### Use Standard Formatting

Standard fonts, such as Times New Roman, Calibri or Arial, as well as standard colors and sizes are appropriate for business emails. If you use bold or italics, never use them on more than one word or a string of words in a single email.

If you happen to be copying and pasting text, clear the formatting before sending the email, as it could appear different than the rest of your text. To clear formatting, you can use:

- "Command + \" on a Mac
- "Ctrl + Shift + N" on a PC

### Include a Clear Subject Line

- Title your email in a way that the recipient immediately knows what the message is about.

Example: Motion for Next Meeting

- Be cautious with "Reply All"
- The benefit of using "Reply all" is that you can respond to everyone at once to let them know an issue has been addressed. However, when in doubt, use "Reply" to avoid inundating a list of people with unnecessary emails.

### When to Choose "Reply All"

Below are some work situations in which reply all is the most efficient communication option:

- You have relevant questions.

- Use reply all if you have a question/answer that other contacts in the thread might have/need as well. Responding here through “reply all” minimized the potential of the original sender issuing multiple replies with the same answer.

Example: The Chair of the Board wants the Board to be aware that they will respond on behalf of the Board to emails that have all Trustee’s names in the “To” box.

- Reply all is also useful if a supervisor sends an email containing logistical discrepancies. Including everyone in the message thread to correct dates and deadlines ensures that all employees update their calendars correctly.
- Your response could have a direct effect on others. Replying to all is the most efficient option when you have important information for the majority of the people included in the message thread.

If your response would *only* affect a smaller number of recipients, then edit the list of contacts in the “To” field so that you are only communicating with those affected.

Example: You are responding to an email confirming dinner preference; remove all parties who are not affected prior to emailing response to original sender.

- Remember your “to” line is who you want to respond to in the email.
- All others should be on the “cc” line.
- The “bcc” (blind carbon copy) is used only when you are sending to a recipient for read only or bulk. Mass emails to not expose emails to others or systems to viruses.
- Please ensure that all email recipients are made aware of any new person added to the email correspondence.

## 15. **Assigned Technology**

Information can be found on the District website in [Policy 3 Appendix: Services, Materials and Equipment Provided to Trustees](#).



## 16. Grad Ceremonies and Special Events

On the District website in [Policy 2 Appendix A: Board Annual Work Plan](#)



### Graduation Ceremonies

Schools typically hold graduation ceremonies and Trustees are often fortunate enough to receive an invite to speak at these ceremonies. Each school is autonomous in how they organize their ceremonies and if they want to include guest speakers.

If the school wishes to invite a Trustee to speak at their graduation ceremony, they communicate through the Superintendent's Executive Assistant.

The Executive Assistant will typically send out a request to Trustees and Trustees will reply with which schools would be their preferences; different Trustees have connections with different schools. The Executive Assistant will confirm details with Trustees once all information is received. Trustee comments should be limited to 2 to 3 minutes.

You are expected to produce the content of your speech, and you are delivering the speech on behalf of the Board of Education. It is very important that you follow the instructions for the timing of your speech as they have a program that they rehearse and coordinate to make the event run smoothly.

If a school reaches out to you directly for graduation or any other type of ceremony or event, you should direct them to go through the Superintendent's Executive Assistant. This keeps things organized and prevents double booking.

## 17. **Conflict Resolution Strategies**

On District website under "[Communicating with your school](#)".

### **Conflict Resolution**

Resolving a conflict while it is in its infancy is crucial to maintaining a good working relationship with your colleagues. If a conflict escalates past the point of resolve it will be difficult for the Board to function successfully and fulfill its role effectively.

All Trustees have been elected individually and come from different backgrounds, have formed different biases and opinions. Each Trustee has one vote and is entitled to use that vote how they see fit. It is imperative that you remember their reasons for voting a certain way are just as important/valid as your reasons for voting a different way. Keep the debate professional and don't take it personally, there will be many more debates and many more votes.

### **General tips for dealing with conflict**

Whenever possible, approach the person with which you are having a conflict and identify the issue or problem in as few words as possible. Focus on observable facts – explain what was said or done in concrete terms that, from your perspective, may have contributed to the conflict. It may also be helpful to state the impact of the behaviors.

Give the other person the chance to respond first. Listening does not come naturally; we are often quick to think of a response, a defense, or a justification and usually it comes to mind when the other person is speaking – which means we are not listening.

Explore options together. Look for solutions and ways to move forward that you can both agree on. Find out what the other person needs. Think about what you need. This may mean you both concede or compromise, and it certainly means you both have a responsibility to change future behaviors.

Supporting ourselves and others to move constructively through conflict requires us to stay in an uncomfortable situation and moderate our natural tendency to self-preserve. With focus and intentional implementation of the above tips, we can avoid escalating the conflict and give ourselves the opportunity to restore the relationship and realize a resolution.

## 18. Trustee Expenses

The process and outline for Trustee expenses are found on the District website under [Policy 7: Board Operations](#).

All Trustees will be issued a Langley School District credit card upon election.

Policy 7: Board Operations, Section 11: Trustee Renumeration has information regarding salary as well as the types of expenses you are entitled to.

Trustees should fill in the "[Claim for Reimbursement of Expenses Form](#)" on at least a quarterly basis, for mileage or other acceptable expenses as outlined in Policy 7.

- All receipts should be sent to the Executive Assistant to the Secretary-Treasurer for accounting purposes.
- All Trustee credit card expenses are reviewed by the Chair and Vice-Chair at the monthly agenda setting meetings. Any expenses deemed questionable by the Chair and Vice-Chair shall be brought to the Board for approval.
- For income tax related questions, it is best to consult your personal accountant, as every Trustee's circumstances are unique.

## 19. Trustee Pro-D and Onboarding Training

Trustee Onboarding:

All Trustees will participate in the Trustee Onboarding process to ease in to your new role.

Don't be afraid to ask questions in order to build a better understanding.

1. The first document you will receive is the '**Trustee Handbook**' which has been prepared as a reference for all newly elected and returning Trustees. The Trustee Handbook was prepared by Trustees for new Trustees in our District, with the assistance of senior staff. It is designed to help guide and educate individuals new to the role. Please familiarize yourself with the document, ask questions and use it as a resource to you.
2. The onboarding process will include important and valuable in-service sessions which will be overseen by the senior management of the District. The sessions are often facilitated by an outside individual with a wealth of experience in the area of school district governance and operation.

The sessions will cover a variety of important items including:

- Governance in the role of Trustee.
  - Meeting etiquette.
  - Roberts Rules of Order.
  - Cultural sensitivity in your role as a Trustee.
  - Committee structure and work within the Trustee role.
  - The do's and don'ts of technology as a communication tool in your role.
3. The last aspect of learning your new role is that of Trustee in-service. The BCSTA (BC School Trustees Association) will host a new Trustee workshop and it is recommended that as a new Trustee you participate in this session as it will help you understand and adjust to your new role more seamlessly.

## **References:**

### [Policy #3 – Role of the Trustee](#)

The Board believes an orientation program is necessary for effective trusteeship.

The District will offer an orientation program for all Trustees following an election that provides information on:

- 1.1 Role of the Trustee and the Board;
- 1.2 Organizational structures and procedures of the District;
- 1.3 Board policy, agendas and minutes;
- 1.4 Existing District initiatives, annual reports, budgets, financial statements and long-range plans;
- 1.5 District programs and services;
- 1.6 Board's function as an appeal body;
- 1.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest; Langley School District #35 Page 3 of 3 Board Policy Handbook.
- 1.8 Trustee remuneration and expenses; and
- 1.9 Superintendent protocols for Trustee contact with staff.

### [Policy #7: Board Operations](#)

#### Section 12 - Trustee Expense Reimbursement

- 12.1 Trustees are encouraged to participate in conferences, conventions, workshops and seminars relating to leadership, education and schooling.
- 12.2 Accordingly, Trustees attending conferences, conventions, workshops and seminars shall have related expenses paid by the School District.
- 12.5.1 Individual Trustee professional development budgets will be established through the budget process.

## 20. Committees

The Board Chair will make committee assignments.

As a Trustee you will be assigned to a number of Committees. Your appointment, which will direct you as the primary committee member will be provided to you in a chart somewhat like you see below. If you are an alternate, then your role is to stand in place of the "appointed" person who may not be able to attend a specified meeting. The appointed person will be required to alert, with fair notice, the alternate that they will need to stand in their place.

You will find that there are two types of committees that Trustees attend. There are what we call Board Committees which are run and directed by the Board. The other committees are a District Committee which Trustees attend but do not chair.

There are a variety of committees that are considered "public", which means the general public are open to attend.

Board committees that are open to the public can be found online in [Policy 8: Board Committees](#). Information on other Committees which trustees attend can be found online in [Policy 9: Board Representatives](#).

### **BOARD COMMITTEE APPOINTMENTS**

COMMITTEE	APPOINTMENT	ALTERNATE
Aboriginal Advisory / ya:yəstəl'		
Audit (3 Trustees)		
BCPSEA Representative		
BCSTA Fraser Valley Branch Rep		
BCSTA Provincial Council		
City Advisory Design Panel		
City/SD Liaison (2 Trustees)		
Communications		
DPAC		
Education/Strategic Plan		
ELL		
Emergency Preparedness		
Finance & Facilities		
Human Dignity Coalition		
Inclusive Education		
LGBTQ		
Policy (3 Trustees)		
Township Recreation, Culture, and Parks Advisory		
Township/SD Liaison (2 Trustees)		

\*Chairs of Committees are **bolded**

## 21. BCSTA

There is a link on our website under "Board" to the [BCSTA website](#) where more following information is found.

All elected Trustees become members of the British Columbia School Trustees Association (BCSTA) It is a body that represents Trustees in the co-governance relationship with the Ministry of Education and Child Care. The BCSTA has a Board of Directors that are elected by its membership (you) at the annual general meeting (AGM).

Individual Boards submit motions to the BCSTA for the membership to debate and vote on at AGM. These motions typically involve work for the BCSTA to do on behalf of Trustees.

The BCSTA has an [on-line HUB](#) that you will gain access to once elected. The BCSTA will send you an email with your username and password so that you can access the HUB.

The HUB is a very useful source of information. Some of the information it contains:

- Trustee Learning Guide.
- Agendas and motion packages for upcoming events.
- Committee and branch meeting dates in the members' calendar.
- District policies database.
- Expense information and forms.
- BCSTA operational guidelines and bylaws.
- Motion resources.
- Various minutes from standing committees and Boards.
- Dedicated areas for branches and committees to engage in discussions and share documents.

## 22. Legal

### BCSTA Legal Services

Excerpts have been copied from the full document for use in the Handbook, to access the document in its entirety please use this link:

[Overview of BCSTA's Legal Department Terms of Service - Approved.docx .pdf](#)

(You will need to log into the BCSTA HUB to view. Also inserted below)

BCSTA's Legal Services Department provides a first point of contact for Boards seeking guidance on legal and policy matters. Requests from individual Boards of Education for summary legal advice are dealt with directly through BCSTA's Legal Counsel. Fees are not charged for BCSTA's legal services. Legal services are included in each Board's BCSTA membership.

**For legal purposes, our client is the member Board of Education as a corporate body, not the individual Trustees.** Requests for legal services typically come from Superintendents, Secretary-Treasurers (collectively, "Board Officers") and Board Chairs. Other staff who wish to request legal advice on behalf of the Board should first obtain confirmation from the Secretary-Treasurer or Superintendent that they may contact BCSTA's Legal Services Department. BCSTA Legal Counsel does not provide advice to school-based personnel. Trustees who wish to request legal advice on behalf of the Board should first get authorization from the Chair and/or the Board of Education.

Inquiries are treated in confidence and the legal matters raised by one Board are not discussed with another without permission. **Please note that it is not generally possible for inquiries to be kept in confidence from other Trustees or Board Officers of the same board.**

Trustee Conflict of Interest: BCSTA Legal Counsel can provide summary legal advice regarding Trustee conflict of interest matters.

- Superintendents, Secretary-Treasurers and Board Chairs typically contact Legal Counsel to obtain advice for the Board relating to Trustee conflict of interest.
- Although most of our communications are through Board Officers, individual Trustees may contact BCSTA Legal Counsel to discuss the Trustee's own conflict of interest. The conversations that Legal Counsel has with individual Trustees about their own conflict of interest issues will be shared with the Chair and Board Officers.
- Legal Counsel typically consults with BCPSEA staff (or refers the matter to BCPSEA) when asked for advice about conflict of interest issues related to labour relations.



- BCSTA's Legal Services Department does not generally prepare formal, written legal opinions regarding Trustee conflict of interest.
- Allegations of Trustee Misconduct: BCSTA Legal Counsel can provide information to assist Boards with the procedures that apply when Trustee misconduct issues are raised. BCSTA Legal Counsel does not generally assess whether Trustee conduct warrants discipline.



## BCSTA Legal Services: Operating Procedures regarding Advice to Member Boards of Education

BCSTA's Legal Services Department provides legal and policy advice to BCSTA member boards of education. BCSTA has developed the following Operating Procedures to explain how BCSTA does so. These Operating Procedures may be updated from time to time.

### Matters concerning an Individual Board of Education

BCSTA's Legal Services Department provides a first point of contact for boards seeking guidance on legal and policy matters. Requests from individual boards of education for summary legal advice are dealt with directly through BCSTA's Legal Counsel.

#### *1. Fees*

Fees are not charged for BCSTA's legal services. Legal services are included in each board's BCSTA membership.

#### *2. Project Scope*

BCSTA's Legal Services Department provides summary legal and policy advice to individual boards. This means that BCSTA allocates a few hours of time to complete a project that pertains to an individual board. If the scope of the project requires more time to complete and the project will not benefit a significant portion of BCSTA's members, the project is better-suited to the board retaining external counsel.

#### *3. School Board Contacts*

For legal purposes, our client is the member board of education as a corporate body, not the individual trustees. Requests for legal services typically come from superintendents, secretary-treasurers (collectively, "Board Officers") and Board Chairs. Other staff who wish to request legal advice on behalf of the board should first obtain confirmation from the secretary-treasurer or superintendent that they may contact BCSTA's Legal Services Department. BCSTA Legal Counsel does not provide advice to school-based personnel. Trustees who wish to request legal advice on behalf of the Board should first get authorization from the Chair and/or the board of education.

#### *4. Litigation*

BCSTA's Legal Services Department does not represent clients with respect to litigation matters (e.g. court proceedings, human rights tribunal proceedings). BCSTA Legal Counsel can help to identify external counsel who may be able to assist with litigation matters. It is up to the board of education and senior staff to and decide whether to proceed with engaging external counsel to assist with a matter.

#### *5. External Counsel/Consultants*

We expect that most of the work will be performed or supervised by BCSTA Legal Counsel and other staff within the BCSTA Legal Department. However, we may consult with external counsel or assign projects to external counsel if in our judgment that becomes necessary or desirable. Other consultants, such as parliamentarians, may also be consulted about board of education matters.

#### *6. Confidentiality*

Inquiries are treated in confidence and the legal matters raised by one board are not discussed with another without permission. Please note that it is not generally possible for inquiries to be kept in confidence from other Trustees or Board Officers of the same board.

#### *7. Information-sharing within BCSTA*

Please note that when circumstances warrant, information that you share with the Legal Services Department may be shared with other BCSTA staff and/or the BCSTA Board of Directors. This information-sharing happens on a need to know basis and remains confidential.

#### *8. Conflict of Interest between Clients*

A conflict of interest occurs when our duty to act in the best interest of one of our clients somehow is not best for or hurts another client to whom we owe a duty. If a conflict of interest arises, we will determine if there is a way to ethically resolve this conflict. If a successful resolution cannot be achieved in a timely way or at all, or if attempts to resolve the issue cause us ethical concerns, we will withdraw from representing all of the board of education clients involved in the matter. If a conflict of interest arises between a board of education and BCSTA, we may continue to advise BCSTA about the matter and we will refer the board of education to external counsel.

#### *9. Specific Services*

- **Trustee Conflict of Interest:** BCSTA Legal Counsel can provide summary legal advice regarding trustee conflict of interest matters.
  - Superintendents, secretary-treasurers and board chairs typically contact Legal Counsel to obtain advice for the board relating to trustee conflict of interest.
  - Although most of our communications are through Board Officers, individual trustees may contact BCSTA Legal Counsel to discuss the trustee's own conflict of interest. The conversations that Legal Counsel has with individual trustees about their own conflict of interest issues will be shared with the chair and Board Officers.
  - Legal Counsel typically consults with BCPSEA staff (or refers the matter to BCPSEA) when asked for advice about conflict of interest issues related to labour relations.
  - BCSTA's Legal Services Department does not generally prepare formal, written legal opinions regarding trustee conflict of interest.



- **Allegations of Trustee Misconduct:** BCSTA Legal Counsel can provide information to assist boards with the procedures that apply when trustee misconduct issues are raised. BCSTA Legal Counsel does not generally assess whether trustee conduct warrants discipline.

#### **Group Advice to BCSTA Member Boards of Education**

BCSTA's Legal Services Department provides legal and policy advice and information of provincial consequence to all (or several) member boards of education. For example, Legal Counsel regularly distributes legal and policy-related publications to member boards, including updates on legislation, school trustee election information, and templates for board policies and bylaws. BCSTA's Legal Department also maintains a Legal Blog in the BCSTA Hub.

##### *1. Privileged and Confidential Legal Advice*

Legal opinions which BCSTA obtains or prepares on behalf of members are privileged and confidential. These legal opinions are confidential to BCSTA member boards of education, their trustees, officers and such staff members as are permitted access by the members. In addition, to maintain privilege, third parties should not be told of the existence of these legal opinions.

BCSTA takes the position that these legal opinions are not to be disclosed to third parties through *Freedom of Information and Protection of Privacy Act* (FIPPA) requests or other access requests. If disclosure of all or part of a BCSTA legal opinion is contemplated, notice should first be given to BCSTA before any legal advice obtained by or from BCSTA is disclosed.

All members are expected to maintain the privileged and confidential nature of the group legal advice that BCSTA shares with members. It would be improper for one member to unilaterally release privileged information and compromise the ability of other boards to maintain solicitor-client privilege over this legal advice.

BCSTA legal opinions are marked "privileged and confidential".

##### *2. Information that is not confidential*

In addition to the privileged and confidential legal advice that BCSTA's Legal Services Department provides to or shares with members, BCSTA's Legal Services Departments provides members with information that is not confidential. For example, some Legal Bulletins, Election Bulletins or articles in the BCSTA Weekly are not confidential as they provide general information and not confidential legal or policy advice.



*3. Issues affecting several or all boards of education*

If you become aware of a legal or policy matter that is likely to affect several BCSTA member boards, we appreciate if you can please bring this matter to Legal Counsel's attention so we can help members to address the issue in a coordinated and cost-effective manner.

**General**

*Technology*

BCSTA's Legal Services Department may communicate with clients by email, telephone, video-conferencing technology, text message or other electronic means. BCSTA may use technology, such as cloud-based programs, to perform the work of the department. Despite reasonable efforts to protect the privacy and security of electronic communication, there are risks associated with using electronic communications.