



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

AGENDA

Tuesday, May 16, 2023
7:00 p.m.
Langley School Board Office

Pages

1. AUDIO VISUAL RECORDING (LIVESTREAMING) OF REGULAR BOARD MEETING
2. CALL TO ORDER
3. REPORT FROM "IN CAMERA"
4. CONSENT AGENDA

Recommendation:

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

- | | | |
|-------|---|---------|
| 4.1 | <u>CONSIDERATION OF MINUTES</u> | 1 - 8 |
| 4.2 | <u>COMMITTEE REPORTS</u> | |
| 4.2.1 | <u>EDUCATION/STRATEGIC PLAN COMMITTEE</u> | 9 - 9 |
| 4.2.2 | <u>FINANCE AND FACILITIES COMMITTEE</u> | 10 - 10 |
| 4.3 | <u>BOARD LIAISON COMMITTEE REPORTS</u> | |
| 4.3.1 | <u>DISTRICT PARENT ADVISORY COUNCIL (Trustee Neufeld)</u> | 11 - 15 |
| 4.4 | <u>SCHOOL DISTRICT COMMITTEE REPORTS</u> | |
| 4.4.1 | <u>INCLUSIVE EDUCATION (Assistant Superintendent Lainchbury)</u> | 16 - 19 |
| 4.5 | <u>COMMUNITY COMMITTEE REPORTS</u> | |
| 4.5.1 | <u>JOINT SCHOOL DISTRICT NO. 35 / TOWNSHIP OF LANGLEY MUNICIPAL LIAISON (Trustee Rai)</u> | 20 - 23 |
| 4.5.2 | <u>LOCAL IMMIGRATION PARTNERSHIP (Trustee Dickinson)</u> | 24 - 25 |

5. CONSIDERATION OF AGENDA

Recommendation:

That the Agenda be approved as presented.

6. SECRETARY-TREASURER'S REPORTS

6.1 2023-2024 ANNUAL BUDGET BYLAW (First and Second Reading)

26 - 43

Recommendation:

That the School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2023/24 in the amount of \$355,297,252 be given first reading.

Recommendation:

That the School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2023/24 in the amount of \$355,297,252 be given second reading.

7. SUPERINTENDENT'S REPORTS

7.1 STRATEGIC PLAN 2023-2026

44 - 60

Recommendation:

That the Board of Education approves the Strategic Plan for 2023-2026, as presented.

7.2 SCHOOL CALENDARS 2023-2024 - AMENDED

61 - 63

Recommendation:

That the Board of Education approves the amended School Calendars for the 2023-2024 school year, as presented.

7.3 AP 261: STUDENT EXCHANGES AND BILLETING

64 - 69

Recommendation:

That the Board of Education receives Administrative Procedure No. 261 – Student Exchanges and Billeting for information, as presented.

8. NEW BUSINESS

9. TRUSTEE COMMENTS

10. 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.

11. 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, April 25, 2023
Location: Langley School Board Office

Trustees Present:	Candy Ashdown	Chairperson
	Joel Neufeld	Trustee
	Sarb Rai	Trustee
	Tony Ward	Trustee
	Marnie Wilson	Trustee
Trustees Absent:	Holly Dickinson	Trustee
	Charlie Fox	Trustee
Staff Present:	Mal Gill	Superintendent
	Brian Iseli	Secretary-Treasurer
	Woody Bradford	Deputy Superintendent
	Lisa Lainchbury	Assistant Superintendent
	Marcello Moino	Assistant Superintendent
	Shind Chand	Assistant Secretary-Treasurer
	Joanne Abshire	Communications Manager
	Debbie Jones	Executive Assistant
	Pol Babao	Technical Support Specialist 3
	Vincent Montefrio	Technical Support Specialist 2
	Kevan Reeve	District Principal, Human Resources
	George Kozlovic	Director of instruction, Learning Support Services
Partner Groups:	Taylor Holoboff	CUPE 1260 President
	Jessie Cowger	CUPE 1260 VP
	Elva Morrison	CUPE 1851 President
	Jody Adams	CUPE 1851 Representative
	Alicia Rempel	DPAC President
	Brian Martens	DPAC Vice President
	Shawn Davids	LPVPA Vice-President
	Tanya Kerr	LTA President

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 7:03pm, 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 náçəʔmat (**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. Board Chairperson Candy Ashdown acknowledged the tragic news announced earlier in the week regarding the discovery of unmarked graves at the former St. Augustine's Residential School in Sechelt. One minute of silence was observed to honour those children who did not return, those impacted and the families who continue to mourn.

3. REPORT FROM "IN CAMERA"

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

4. CONSENT AGENDA

R23/04/25-01

Moved By: Trustee Neufeld

Seconded By: Trustee Rai

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 AUDIT COMMITTEE

- 4.2.2 EDUCATION/STRATEGIC PLAN COMMITTEE
- 4.2.3 FINANCE AND FACILITIES COMMITTEE
- 4.2.4 POLICY COMMITTEE
- 4.2.5 COMMUNICATIONS COMMITTEE
- 4.3 BOARD LIAISON COMMITTEE REPORTS
 - 4.3.1 BCSTA
 - 4.3.1.1 METRO BRANCH (Trustee Fox)
 - 4.3.2 DISTRICT PARENT ADVISORY COUNCIL (Trustee Neufeld)
- 4.4 SCHOOL DISTRICT COMMITTEE REPORTS
 - 4.4.1 ABORIGINAL / ya:ýəstəl' (Assistant Superintendent Moino)
 - 4.4.2 EMERGENCY PREPAREDNESS (Assistant Superintendent Moino)
- 4.5 COMMUNITY COMMITTEE REPORTS
 - 4.5.1 CITY OF LANGLEY ADVISORY DESIGN PANEL (Trustee Ward)
 - 4.5.2 CITY OF LANGLEY / SCHOOL DISTRICT NO. 35 LIAISON (Trustee Ward)
 - 4.5.3 JOINT SCHOOL DISTRICT NO. 35 / TOWNSHIP OF LANGLEY MUNICIPAL LIAISON (Trustee Rai)
 - 4.5.4 TOWNSHIP OF LANGLEY RECREATION, CULTURE AND PARKS ADVISORY (Trustee Dickinson)
- 4.6 2023-2024 BOARD MEETING SCHEDULE

5. CONSIDERATION OF AGENDA

R23/04/25-02

Moved By: Trustee Wilson

Seconded By: Trustee Ward

That the Agenda be approved as presented.

CARRIED UNANIMOUSLY

6. DELEGATIONS

6.1 DAY OF MOURNING FOR WORKERS KILLED AND INJURED

On behalf of the New Westminster & District Labour Council Wendy Cook, Executive Board Member, presented on the Day of Mourning For Workers Killed and Injured. One minute of silence was observed.

7. SUPERINTENDENT'S REPORTS

7.1 I.D.E.A. SUMMIT AND IDEA-X CHALLENGE 2023

George Kozlovic, Director of Instruction, Learning Support Services presented on the I.D.E.A Summit and IDEA-X Challenge 2023.

R23/04/25-03

Moved By: Trustee Wilson

Seconded By: Trustee Rai

That the Board of Education receives the report on the 2023 I.D.E.A. Summit and IDEA-X Challenge for information, as presented.

CARRIED UNANIMOUSLY

7.2 SCHOOL CALENDARS 2023-2024

Kevan Reeve, District Principal, Human Resources presented on School Calendars 2023-2024.

R23/04/25-04

Moved By: Trustee Rai

Seconded By: Trustee Neufeld

That the Board of Education approves the School Calendars for the 2023-2024 school year, as presented.

CARRIED UNANIMOUSLY

7.3 NOTICE OF MOTION RETURN - DISTRICT CALENDAR 2025-2026

Kevan Reeve, District Principal, Human Resources presented on the District Calendars 2025-2026.

R23/04/25-05

Moved By: Trustee Rai

Seconded By: Trustee Neufeld

That the Board of Education approves the District Calendar for 2025-2026, as presented.

CARRIED UNANIMOUSLY

8. SECRETARY-TREASURER'S REPORTS

8.1 ANNUAL FACILITIES GRANT 2023-2024

R23/04/25-06

Moved By: Trustee Neufeld

Seconded By: Trustee Wilson

That the Board of Education approves the Annual Facilities Grant 2023/2024 spending plan, as presented.

CARRIED UNANIMOUSLY

8.2 ANNUAL FIVE-YEAR CAPITAL PLAN BYLAW 2023-2024

R23/04/25-07

Moved By: Trustee Wilson

Seconded By: Trustee Rai

That the School District No. 35 (Langley) (Capital Plan 2023/2024) Capital Bylaw No. 2023/24-CPSD35-01 be given first reading.

CARRIED UNANIMOUSLY

R23/04/25-08

Moved By: Trustee Neufeld

Seconded By: Trustee Ward

That the School District No. 35 (Langley) (Capital Plan 2023/2024) Capital Bylaw No. 2023/24-CPSD35-01 be given second reading.

CARRIED UNANIMOUSLY

R23/04/25-09

Moved By: Trustee Ward

Seconded By: Trustee Neufeld

That the Board of Education of School District No. 35 (Langley) approves having all three readings of the (Capital Plan 2023/2024) Capital Bylaw No. 2023/24-CPSD35-01 at tonight's meeting.

CARRIED UNANIMOUSLY

R23/04/25-10

Moved By: Trustee Ward

Seconded By: Trustee Rai

That the School District No. 35 (Langley) (Capital Plan 2023/2024) Capital Bylaw No. 2023/24-CPSD35-01 be given third reading, passed and adopted on this 25th day of April 2023.

CARRIED UNANIMOUSLY

8.3 STUDENT TRANSPORTATION WALK LIMITS

R23/04/25-11

Moved By: Trustee Neufeld

Seconded By: Trustee Ward

That the Board of Education receives the information on the Student Transportation Walk Limits Study for information, as presented.

CARRIED UNANIMOUSLY

9. POLICY COMMITTEE

Secretary-Treasurer Brian Iseli presented the Policy Committee items.

9.1 NOTICE OF MOTION RETURN - POLICY 8: BOARD COMMITTEES

R23/04/25-12

Moved By: Trustee Wilson

Seconded By: Trustee Neufeld

That the Board of Education approves Policy 8: Board Committees, as presented.

CARRIED UNANIMOUSLY

9.2 NOTICE OF MOTION RETURN - POLICY 18: STUDENT TRANSPORTATION

R23/04/25-13

Moved By: Trustee Rai

Seconded By: Trustee Neufeld

That the Board of Education approves Policy 18: Student Transportation, as presented.

Trustee Wilson opposed.

CARRIED

9.3 POLICY 17: ACCUMULATED OPERATING SURPLUS

R23/04/25-14

Moved By: Trustee Rai

Seconded By: Trustee Neufeld

That the Board of Education serves Notice of Motion to the District's education community and its education partner groups that it intends to adopt the revisions to Policy No. 17: Accumulated Operating Surplus at the June 20, 2023 Regular Board Meeting.

CARRIED UNANIMOUSLY

10. TRUSTEE COMMENTS

Trustees shared their appreciation to staff for all of their work and to everyone for coming out tonight. Special thank you to the delegation tonight on Day of Mourning for Workers Killed and Injured which is observed on April 28.

11. 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:

Suzanne Perreault asked a question regarding Policy 18: Student Transportation.

Neil Turner asked a question about the 5-Year Capital Plan.

12. ADJOURNMENT

R23/04/25-15

Moved By: Trustee Wilson

Seconded By: Trustee Neufeld

That the meeting be adjourned at 8:45pm.

CARRIED UNANIMOUSLY

TRUSTEE CANDY ASHDOWN

BOARD CHAIR

BRIAN ISELI, CPA, CMA

SECRETARY-TREASURER



Education/Strategic Plan Committee Report

May 2, 2023 Meeting

At the May 2, 2023 Education/Strategic Plan Committee Meeting, the committee received reports on the following:

- Elementary Counsellors
- Physical Restraint and Seclusion Report
- Strategic Plan 2023-2026: Final Review



Finance and Facilities Committee Report

May 9, 2023 Meeting

At the May 9, 2023 Finance and Facilities Committee Meeting, the Committee received reports on the following topics:

- Financial Update to March 31, 2023
- Educational Programming in the DW Poppy Region – Fort Langley Elementary
- Preliminary Budget 2023-2024



DPAC General Meeting Minutes

March 30th , 2023 @ 7pm

DRAFT

On Line – Teams

1. Call to Order: 7:02pm

2. Establish Quorum

Donna Gabriel Robins, Gordon Greenwood, Yorkson Creek Middle, ACSS, BGMS, Shortreed, DW Poppy, Wix-Brown, James Hill, Dorothy Peacock Elementary, Langley Meadows, Peterson Road, WGSS, West Langley, Coghlan, James Kennedy, Uplands, HD Stafford, LSS, Brookwood Secondary

(44 schools total 20% needed)

3. Welcome and Housekeeping

- A. Territory Acknowledgment
- B. Executive Introductions

4. Adoption of

- a. Agenda March 2023 - Approved
- b. Minutes from February 2023 – Approved

5. Special Presentation

A. Ishtar Women's Resources Society, P.E.A.C.E. Program

Megan Comey and Rena Andronek - review of Langley Program. Violence Is Preventable (VIP) Program. Speak to kids around warning signs. Violence and abuse in relationships and how to respond to a friend that might need assistance. All with the lens of an age-appropriate way. They can teach kids as little as kindergarten. Mostly grade 7's and 10's seems to get presentations; however, they are equipped to do others.

- 2-3 kids are experiencing /exposed to domestic violence in each classroom in some way
- Ishtar has been working within this space for 20 years
- 2017 the program was revamped to be more tech friendly.
- Change in school staff is when they do start to lose schools, for example, Rena attends Shortreed, Parkside, Betty Gilbert on a regular basis – however they have not had a presentation in these schools for some time, due to teacher shortages and loss of communications. Their goal is to get into more schools.

Q: Are these presentations at WGSS

A: It's been approximately 10 years since they have been at WGSS. Megan would love to be there. She does spend a couple of dates at RE Mountain and Alex Hope. Due to teacher changes it's been a bit inconsistent for bookings.

Q: Do you work closely with child MCFD as well?

A: They do work with a lot of kids and social workers who have been/ or have been in foster care. It is a voluntary program, but it's not mandated.

Q: How do you manage the conflict with parents, who may not realize there is an issue

A: There are very few disclosures in the classroom. Students say things to teachers, or a behavior change happens during the presentation. They do make notes and are available to speak with students post presentation. They do connect and try to support where they can. They can notify teachers to monitor student behavior should parents not wish to receive support. Parents are given resources to choose to seek support.

DPAC Reps can take this information and share it back to their PACs and administration including counselors. **To connect with Rena and/ or Megan Megan@ishtarsociety.org 604.306.7745 or connect with Rena 778.302.2413**

6. School District 35 Budget Review, Brian Iseli, Secretary Treasurer

Budget presentation for 2023/2024 fiscal year. Seeking feedback from community on proposals. Overview of the budget process for the school district and three main funds.

- Operating Fund – instructional programs, admin, maintenance, facilities, transportation
- Special Purpose Fund – specific programs, activities, ministry designated programs and annual facility grant
- Capital Fund – land acquisitions, construction, renovations

Revenue: 93% of total revenue comes from province grants. Where tuition (le international students) and rentals make up the remainder.

Surplus money – this occurs when annual revenue exceeds annual expenditure. Feedback from the community is important to receive as this helps us understand where the surplus should be spent.

2022/2023 - very first time that admin wage increases were supported by the ministry. However, it's unclear on future years.

1st and 2nd reading May 16th

Budget open house – June 6th

3rd and final reading – June 20th

Please continue to fill out the survey. Found on DPAC newsletter or online via School communications.

7. Special Presentation - Early Learning and Childcare, Lisa Lainchbury, Assistant Superintendent and Kim Anderson, District Principal of Early Learning and Inclusion

- Early Learning 0 to age 8 (grade 4)
- Activities for families on website – Ministry of Education and Child Care www.gov.bc.ca/earlylearning
- Supports for families will support children all the way through their education
- First people's principles are blended and consistently overlap with early learning

- District goal is outlined in the strategic plan. Helps with transition into kindergarten and through to grade 4.
- Inspire curiosity, discovery and belonging to honor all children and how they naturally learn.
- Langley has a multitude of early learning programs. Key highlighted programs
 - o **Welcome Center (DGR)** provides interactive informative sessions (i.e. come as you are sessions) shares information from local providers and community partners
 - o **Ready, Set Learn – Gifts and Gatherings** – 3 yrs to 5yrs with parent participating beside them. Focus on gifts that children bring. Stories, seasons and early learning principles within sessions. Flyer is on the website. Pre K programs
 - o **Strong Start – 7 locations** (DGR, Langley meadows, Nicomekl, Parkside, Simonds, West Langley and Willoughby) invite conversation and a great place for networking and to connect with the school community and allows children to become aware of the school community.
 - o **Before & After School care** – Parkside Centennial School and Shortreed Community School. 2 schools were licensed to allow for before and after care when Active Beyond the Bell was no longer being offered.
 - o **Seamless Day Kindergarten** – Nicomekl and Parkside are being offered. Provide secondary learning and teaching for the entirety of the day. Creates deepened learning connections
 - o **JB4 Preschool** – Douglas Park Elementary (not a school readiness program) it's a play based engaging program Mon/ Wed /Fri allows connections for students until they start kindergarten in the fall.

All programs are offered to families in the district. Learn more on the website to see the flyer. Encouraged to take part and create the connection with the school district before kids enter Kindergarten.

Q: Will the Before and After-school programs be able to be offered to other schools that used to have Active Beyond the Bell program that is no longer offered?

A: They are in discussions right now. Ministry, Township and Province mandate is to provide more spaces. This is underway to find space and support families the best they can.

8. Report: Trustee Neufeld

- A. No new reports from the board. There will be a lot coming up in the next three meetings before the break.

9. Superintendent Report - Mal Gill, SD 35 Superintendent

Welcome back from spring break! Statagic plan is underway with final copy being brought forward to April 25th public meeting.

Walnut Grove asbestos incident pre-spring break – they went above and beyond in terms of testing and abatement. It was important to make sure there were no further issues and at a little extra cost elected to pursue abatement. Work safe was brought in and assisted with the process

In March Bandits vs RCMP, Fire and Foundry and had a mini tournament! Great opportunity to connect with students and was a fun event.

Minister of Education & Child Care came through the school district while the schools were empty during spring break to educate and see what developments are coming in and a review of space and schools. Showing how families that are moving in can't be in the school that is across the street from their home.

March 31, 2023 – official last day for K registration. While parents can still register, they do start placement right after this date.

2025/2026 school calendar has been posted – pro d days are not written in stone as of yet. This is to allow families to plan, but not yet confirmed. Detailed calendar with professional development days will be going to reg board meeting April.

Q: Walnut Grove Questions Asbestos – Any workplace that has potential for asbestos. Can you tell us if the school district does inventories of the schools. Do we have management plans? Are the PACs able to look at, to allow parents to be informed?

A: Yes, inventories done, yes management plans in place. Not confirmed if it can be shared.

Q: How did it come as a surprise in Walnut Grove?

A: They reviewed the info of the school in 1990. The builder made a choice, and the SD was not aware it was there.

10. Old Business

A. DPAC Parent Ed Reminder –

- i. April 27 (Two-part series with Michael Morgan)
- ii. April 13th “Let’s Talk Youth Exploitation” with Tiana Sharifi, Sexual Exploitation Education
- Link shared to registration
- Video played to showcase exploitation
- Tiana graduated from Kwantlen and is a Nationally recognized expert in exploitation and trafficking.
- Goal is to help parents identify the signs and best practices to support them
- Coquitlam hosted Tiana’s workshop and charged \$30. Langley DPAC is sponsoring, and tickets are FREE! It will be held at the school board office.
- Tickets are going fast! The first 100 registrations will receive a gift.
- Childminding will be provided, and we have more spots now available.
- Please share with all parents at schools

B. PAC Constitutions & Template / Assistance – Chantale

We have received from some schools. Thank you! Continue to send through if you have recently updated your constitution and if you need a template or assistance, please connect to DPAC info@langleydpac.ca

11. New Business

A. Treasurer’s Report & 2023/2024 Draft Budget – Jodi Stiglic

Review of current accounts

Review of proposed budget for 2023 / 2024 year

B. Nominations Reminder – Jenn

You can nominate yourself or have someone nominate you.

Nominate here: <https://forms.office.com/r/9nWhRh39tU>

We have President, VP2, Treasurer and all Member at Large positions available! We want to hear from you. Any questions, please email info@langleydpac.ca

12. Committee Reports:

A. Scholarship Committee – Alicia

Scholarship selection was a blind process; we had members of the Exec and one parent volunteer who reviewed the submissions. Review of four student winners. They have been given their award. BIG Congratulations.

13. Executive Reports:

A. President's Report - Alicia Rempel

- \$422,380 WOW! That's how much Langley PACs received from BC Community Gaming Grant.
- BCCPAC Virtual Town Hall - Wednesday April 5, 7pm on Zoom!
- The focus for this Town Hall is the Student & Family Affordability Fund - PAC/DPAC experiences, input, challenges, successes and, most importantly, how have your PACs/DPACs been engaged in this initiative with your School/District. Registration MUST be completed in advance for access to the Zoom meeting and is open to BCCPAC Member PACs and DPACs - ONE representative please per member PAC or DPAC! DEADLINE for Registration is April 4th at 9am
- BCCPAC Feedback on the Student & Family Affordability Fund
 - o Please complete this questionnaire, to help us understand your experiences, challenges and successes with this year's funding. The questionnaire will be available until April 11th.
- BCCPAC Parent Education Conference and AGM
 - o Don't miss out on this exceptional opportunity to connect with parents from across the province at our Parent Education Conference on Friday, May 5th (AGM will be held on May 6th & 7th)
 - o This is a terrific event and will provide parents with a broad scope of information, including topics on:
 - o Minister of Education and Child Care, the Honourable Rachna Singh will be in attendance
 - o DPAC is sending one delegate, Chantale and we encourage PACs to consider attending as well. The early bird rate is in effect until April 13.
 - o As a reminder, DPAC allows for \$50/parent per year to support Parent Education and this conference would qualify for that subsidy.

14. Announcements

A. Next School Board Meeting: April 25 2023

B. Next DPAC Meeting: April 20th – online via teams

**C. DPAC AGM May 25th – please consider joining DPAC! Email us to ask questions/ inquire!
Info@langleydpac.ca**

15. Adjournment 8:34pm

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

Lisa Lainchbury	Chair/Assistant Superintendent of Schools
Mike Morgan	Director, SD35 Learning Support Services
Mike Pue	District Principal, Aboriginal Education
Magdy Ghobrial	District Principal, School Safety/Wellness and Diversity
Tony Ward	Board of Education - Trustee
Carey Schafer	CUPE1851
Resha Sabti	DPAC
Loren Roberts	Encompass Support Services Society
Jenilee Woods	Inclusion Langley
Sanjeev Nand	Langley Community Services Society
Tamira Burton	Langley Public Health
Katie Pearson	Lower Fraser Valley Aboriginal Society
Janine Orlando	LTA
Delyth Schmunk	Ministry of Children & Family Development

Regrets:

Taylor Holoboff	CUPE 1260
Elva Morrison	CUPE 1851
Iha Hayer	District Vice-Principal
Chief Marilyn Gabriel	Kwantlen First Nation
Elise Rehnby	LPVPA
Deanna Stobbe	Ministry of Children & Family Development
Sarb Rai	Trustee

1. Welcome – Lisa Lainchbury**2. Acknowledgement of Traditional Territories**

- As we gather this afternoon to continue our work to inspire all of our learners to reach their full potential, we do so on the traditional, ancestral, and unceded territories of the Matsqui, Kwantlen, Katzie, and Semiahmoo First Nations.
- Learning is embedded in memory, history and story. Learning involves patience and time. Learning is holistic, reflexive, reflective, experiential and relational (focused on connectedness, on reciprocal relationships, and sense of place.)

3. Accessibility Act – Michael Morgan

- People who have been barriered because of their ability or perceived ability. Ensuring their input into their programming needs.
- BCs response to the federal regulations
- Organizations must establish:
 - An Accessibility Committee;
 - An Accessibility Plan; and
 - A tool to receive feedback on Accessibility.

- The Accessible B.C. Regulation requires over 750 organizations in the public sector to comply with Part 3 of the Accessible B.C. Act.
- First phase of organizations must comply by September 2023
- LSS Director responsible for implementation
- Committee must include people with diverse abilities
- Must include Indigenous representation

Small group discussion to discuss how to generate the committees. Michael Morgan welcomes continual input sent to him into the formation of the committee. Ideas included:

- Parents/grandparents/caregivers of children with diverse abilities
- Could there be a call out to groups that need to be represented? Survey? Questionnaire? How to access the right people - how to make those connections?
- What is the criteria for involvement?
- People who have had lived experience who can identify the gaps
- Student reps? Sub-committee? YEP Format? Highschool level? Past students?
- Tapping into non-profits with expertise

Question about what we mean by perceived ability – explained by the way in which someone may be excluded because of someone else's opinion of their ability.

Based on someone's passion – how do they have the opportunity to live their full life?

- Who is ultimately responsible for deciding who can be on the committee?
- Look at community agencies who have already some structures around their committees
What are other districts doing?
- Ensuring we capture everyone's voice.
- Could start small and then add as we see gaps?
- How do we connect with city and township?

4. Ensouling Our Schools – SEL Block – Mike Pue and Michael Morgan

- Building on how we are supporting most students to how are we supporting ALL students
- Ensouling our Schools – Jennifer Katz – Kevin Lamoureux
- Universal Designs for Learning
- Creating social and academically inclusive schools
- Guiding Principles
 - Process of RFP for our own House Post
 - Protecting all students
 - Gifted a House Post until then
- One Heart – One Mind
 - We at the table can come to consensus
 - Doing the work within ourselves – heart and mind
 - Working together

UKERU

- How do we operationalize compassion
- Recognizing other people's suffering and being willing and able to take action
- Small percentage of students who because of their circumstances may become violent
- Trauma Informed
 - All staff will receive this part of the training
 - Some staff will receive training in physical protection
- Pad held between themselves and the student
 - Reduces trauma to the staff and the student
 - Reduce self-injurious behaviour
- Used for less than 1% of our student population

Dr. Jody Carrington

- Follow up from Jennifer Katz and Kevin Lamoureux
- The antidote to trauma is connection
- Everyone needs to be seen
- Adults can't help kids unless they are well themselves
- "Kids These Days" – "Teachers These Days" – "Feeling Seen"

Complex Trauma Resources

- Chuck Geddes/Angela Murphy
- HEART Tool
- PEACEful Schools - Predictable Routines, Emotional Literacy, Attuned Relationships, Calming Activities, Empowerment (student voice)
- Focus has been about teaching content not creating relationships – shifting that focus to relationships

District Based Team

- Ensuring that services are accessed equally across the system
- Core values – Equity, Integrity, Collaboration and Support
- Any school can submit a request – student-based – classroom-based – school-based
- SBT reviews requests – and distributes staffing and resources to support the school staff
- Decisions made under the lens of Every Child Matters
- Ensuring Universal, Targeted and Intensive supports for schools

In the words of Kevin Lamoureux – where kids can come into the school and exhale and know that they are in a place of safety – where they are all loved unconditionally.

Question about why there is not a person of colour on the DBT.

Looking at doing an Equity Scan through Bakau to examine practice and policies and experiences and provide feedback to help us address equity and racism.

5. Partner Share and Discussion/Next Agenda Planning (2023/2024) – Lisa Lainchbury

- Question about when are the pads withdrawn? Especially given that the pads are only used at school and not at home.
- Belief that the pads will decrease the likelihood of aggression – by directing it toward the pad rather than a living creature.
- Looked at data around violence in the workplace, tracking those incidents over time, also tracking restraints
- Involvement of DPAC in Inclusive Education – ensuring care-giver involvement
- Report on anti-racism to be included in future meetings.
- Appreciated the First Nations incorporation at the beginning – appreciated the format of the meeting in general
- Still some concern being voiced around AP 356. Feedback has been received and it is being looked at.
- Appreciate the accessibility focus because of students.

Next meeting: date to be determined

Meeting adjourned



JOINT SCHOOL DISTRICT NO. 35 / MUNICIPAL LIAISON COMMITTEE



Wednesday, February 1, 2023
School District No. 35 (Langley)
Langley School District – Learning Hub
8:30am

MINUTES

PRESENT:

School District No. 35:

Trustee Sarb Rai (Chair)
Joel Neufeld, Trustee
Mal Gill, Superintendent
Brian Iseli, Secretary-Treasurer
Judy Swanson, Executive Assistant

Township of Langley:

Mayor Eric Woodward
Councillor Tim Baillie
Mark Bakken, CAO
Jason Winslade, Municipal Administration and Community Services

A. CALL TO ORDER

The meeting was called to order at 8:30 am.

B. APPROVAL AND RECEIPT OF AGENDA ITEMS

1. Joint School District No. 35 Municipal Liaison Committee Feb 1, 2023

Moved by: Mayor Woodward

Seconded by: Trustee Neufeld

That the Joint School District No. 35 Municipal Liaison Committee approve the agenda for this meeting as amended with the addition of Item 5: Brookwood Neighbourhood Plan.

CARRIED

C. ADOPTION OF MINUTES

1. Joint School District No. 35 Municipal Liaison Committee May 11, 2022

Moved by: Mayor Woodward

That the Joint School District No. 35 Municipal Liaison Committee accept the Minutes of the May 11, 2022 meeting.

ACCEPTED

D. ITEMS FOR DISCUSSION

1. Discussion about bringing DIAD to Langley Schools – Councillor Baillie

Councillor Tim Baille spoke about DIAD – an awareness program that encourages drivers to “drop it and drive” which began when parents/teachers were observed to driving onto school grounds while holding a coffee. DIAD provides access to a team of TIRF (Traffic Injury Research Foundation) researchers who are knowledgeable about a broad range of road safety issues, and who can share the latest research findings and evidence-based programs and policies. Please see the DIAD [website](#) for more information.

This program is mostly focused on highschools to educate students and is being offered to the Langley School District at no cost. Superintendent Mal Gill will look into this program further.

2. High School and Middle School in Smith NP – Mayor Woodward

Mayor Eric Woodward asked for an update on where things are at with funding for the secondary school.

Secretary-Treasurer Brian Iseli is still waiting for the Ministry to approve the District to start work on the project definition report. The earliest this would happen is in March when we receive our capital plan response letter from the Ministry. The business case will then start after that time. It will be some time yet until we get funding and are ready to make an announcement.

Mr. Bakken asks if School District can lay out a timeline of the status of the project? Mr. Iseli responded that it would be very difficult to lay out a timeline until the Ministry approves the funding.

3. Additional Elementary School for Willoughby – Mayor Woodward

Mayor Woodward notes that the Township may need another elementary school in the area and would like to be proactive in finding a spot for a school before TOL develops land in the area with the Township looking at higher densification.

Mr. Bakken requests information on how many students typically come out of a high rise building. Mr. Iseli says that there are only about 7 or 8 kids in 100 units historically but says we may start to see an increase in higher density housing due to the cost of housing.

There was discussion on different types of school buildings as have been built in Vancouver with multi-level schools and housing above the schools. Mr. Iseli will request information from VSB.

4. Ponder Park and the Langley Environmental Awareness Program – Trustee Joel Neufeld

Trustee Joel Neufeld presented that Langley Environmental Awareness Program staff would love to use Ponder Park as a “home base” park. They have identified key needs and wants to help make the park safer and more functional for the outdoor program.

Mayor Woodward will look into this and will follow up with Ponder Park. An official request from the School District would help. LEPS may be willing to be partner as well. Township may be able to assist LEPS in requesting a grant.

5. Brookwood Neighbourhood Plan – Trustee Rai

Mayor Woodward states that the Township plans to have the neighbourhood plans adopted for Brookwood/Fernridge area by July 2023. Mayor Woodward says that the Township will not be proceeding with development without a plan for schools and parks in the area and would like to consider school requirements prior to adopting a plan for Brookwood.

An update will be brought to the next meeting.
It was requested that Mr. Jason Chu join the next meeting.

E. NEXT MEETING

Date: May 3, 2023

Location: Township, Salmon River Room

Time: 8:30am

F. ADJOURNMENT

The Joint School District No. 35 Municipal Liaison Committee Meeting was adjourned at 10:15 am.

CERTIFIED TRUE AND CORRECT:

Co-Chair

Co-Chair

Langley Local Immigration Partnership (LLIP) Membership Meeting # 4 (Year 3)

Date: Friday, Jan. 20, 2023

Time: 10 am to 12 pm

Location: LCSS Welcome Centre - 6470 201 St. Langley

Facilitator: Jonathan Kirby, LLIP Chair

Minutes: Ana Marie Panczel, LLIP Coordinator

Minutes of the Meeting

Attendees: John Aldag (MP, Cloverdale-Langley), Tim Baillie (Councillor, Township of Langley), Aimee Begalka (Dean, Faculty of Academic and Career Preparation, KPU), Janet Burden (Executive Director, Stepping Stone Community Services Society), Shruti Chamoli (Immigrant Advisory Committee), Daniel Collins (CEO, Inclusion Langley Society), Trevor van Eerden (PEERs, Project Consultant, Langley LIP), Kim Hilton (Director of Recreation, Culture and Community Services, City of Langley), Carly Haugen (Office of MLA Dykeman, Langley East), Jonathan Kirby (Community Health Specialist, Healthy Living/Healthier Communities, Fraser Health Authority), Adrian Marsden (Superintendent, Langley RCMP), Gillian McLeod (Social Justice and Outreach Program Facilitator, United Churches of Langley), Ines Montoya (Manager, Employer Relations, Centre for Calling and Career Development, TWU), Sanjeev Nand (Executive Director, LCSS), Justin Napier (Executive Director, Gateway of Hope, Salvation Army), Tako van Popta (MP, Langley-Aldergrove), Cory Redekop (CEO, Greater Langley Chamber of Commerce), Mary Tanielian (Director, Settlement & Employment Services, LCSS), Rosemary Wallace (Councillor, City of Langley), Leith White (Councillor, City of Langley)

1. Welcome & Indigenous Land Acknowledgement, Acceptance of the Minutes

Jon Kirby opened the meeting with an Indigenous Land Acknowledgement statement.

Gillian noted changes to the Minutes of Membership Meeting #3 and the Agenda for the Meeting #4 were approved.

2. Membership Council Updates

- There are new member organizations at the table, Tako van Popta, MP for Langley-Aldergrove and Trinity Western University is represented by Ines Montoya.

3. Ukrainian & Afghani Resettlement Update

4. Updates

- Immigrant Advisory Council: Shruti (IAC) presented on the initiatives that the IAC are working on such as a Diversity Calendar/cookbook, participating in the planning of the International Festival,
- The Immigrant Advisory Council has been nominated for the Cultural Diversity Award under the category of Inclusive Environment; one of our IAC members has also been nominated for Champion of Diversity

5. Initiatives and Events Updates

- The Glossary of Terms with terminology used in the Immigrant-serving sector is now available on the LLIP website. The document is live and any changes or additions to the terms can be sent to Ana Marie at apanczel@lcss.ca.
- Survey on Multiculturalism: The responses to the survey are still being analyzed and the report will be available in mid-March. Trevor presented on the demographic that responded to the survey. Slides (Langley LIP 2022-23 Residents Survey) will be sent via email. 592 people responded to the survey and 549 of those live in Langley. 378 surveys were completed, others were partially answered.
- Employer Engagement Events: Canadian Professionals from select industries and skilled immigrants with experience in the identified industries will engage in a roundtable discussion.
 - Jan. 31: Construction Trades, Warehousing, Manufacturing and Transportation
 - Feb. 28: Finance, Insurance, Government & Public Sectors
 - Mar. 28: Education, Healthcare and Social Services
- Local News & Events posting: Environmental scans are conducted to look for related news to post on the LLIP website and socials but only a few local news are found.

ACTION: Members are asked to share community-related news on or related to immigration. Please send these news articles to Ana Marie at apanczel@lcss.ca.

6. Issue-Focused Forum on Immigration and Housing

- Suggestions from the membership are:
 - Invite developers, modular builders
 - People to speak on immigration such as the Federal Housing Minister and Minister Ravi Kahlon
 - BC Non-Profit Housing Association such as Pierre Daniel
 - Dan Hiebert – UBC Professor from Centre of Migration

7. Other LIP Events

- The membership has agreed that we work together to organize an event honouring the National Day of Truth and Reconciliation.
ACTION: Ana Marie to consult with Cecelia Rekkie to get guidance regarding the event.

Meeting adjourned at 12:13 pm. Next meeting on **March 10, Friday at 10 am – 12 pm at 6470 201 Street.**

STAFF REPORT

DATE: May 16, 2023

TO: Board of Education

FROM: Brian Iseli, Secretary-Treasurer

SUBJECT: Annual Budget Bylaw 2023/24 (First and Second Reading)

RECOMMENDED MOTION:

That the School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2023/24 in the amount of \$355,297,252 be given first reading.

That the School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2023/24 in the amount of \$355,297,252 be given second reading.

BACKGROUND:

Boards of Education are required to adopt an Annual Budget on or before June 30th 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 are presented to the Board for approval at tonight's meeting. The third and final reading of the Bylaw will be presented to the Board at the June 20th Regular Board Meeting.

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 as described under the Public Sector Accounting Board ("PSAB") framework.

The attached Annual Budget Bylaw for the 2023/24 Annual Budget has been prepared under 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.

The Annual Budget Bylaw amount of \$355,297,252 for 2023/24 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	\$275,591,949			\$275,591,949
Special Purpose Fund - Total Expense		55,929,630		55,929,630
Special Purpose Fund - Capital Assets Purchased				-
Capital Fund - Total Expense			16,587,498	16,587,498
Capital Fund - Capital Assets Purchased from Local Capital			7,188,175	7,188,175
	\$275,591,949	\$ 55,929,630	\$ 23,775,673	\$355,297,252

Special Purpose Fund Changes

The Annual Budget for 2023/24 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 2023/24 to restore the collective agreement language and included in the Annual Budget Bylaw is \$40,417,788. 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 2023/24, the Annual Budget Bylaw contains an Operating Fund deficit of \$2,565,672 which will be offset by an appropriation of prior years' surpluses listed below to produce a balanced budget position in this fund:

Internally restricted for student capacity needs	\$1,500,000
Internally restricted for infrastructure replacement	\$107,804
Internally restricted for projector replacement	\$150,000
Internally restricted to balance future budgets	\$507,868
Restricted for future District capital contributions	\$300,000

This appropriation of prior years' surpluses will require a Board motion prior to the third reading of the Bylaw on June 20th.

Annual Budget

School District No. 35 (Langley)

June 30, 2024

School District No. 35 (Langley)

June 30, 2024

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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 2023/2024 pursuant
to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "*Act*").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 35 (Langley) Annual Budget Bylaw for fiscal year 2023/2024.
3. The attached Statement 2 showing the estimated revenue and expense for the 2023/2024 fiscal year and the total budget bylaw amount of \$355,297,252 for the 2023/2024 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 2023/2024.

READ A FIRST TIME THE _____ DAY OF _____, 2023;

READ A SECOND TIME THE _____ DAY OF _____, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2023;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 35 (Langley)
Annual Budget Bylaw 2023/2024, adopted by the Board the _____ DAY OF _____, 2023.

Secretary Treasurer

School District No. 35 (Langley)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	24,443,875	23,629,375
Adult	51,750	60,750
Total Ministry Operating Grant Funded FTE's	24,495,625	23,690,125
Revenues	\$	\$
Provincial Grants		
Ministry of Education and Child Care	310,008,480	286,665,694
Other	912,344	835,136
Tuition	14,148,340	14,452,808
Other Revenue	8,050,918	7,853,958
Rentals and Leases	1,074,000	906,278
Investment Income	2,245,000	1,862,856
Amortization of Deferred Capital Revenue	11,594,059	11,112,533
Total Revenue	348,033,141	323,689,263
Expenses		
Instruction	289,522,698	267,861,134
District Administration	9,650,182	9,086,790
Operations and Maintenance	45,823,323	42,699,762
Transportation and Housing	3,112,874	2,846,436
Total Expense	348,109,077	322,494,122
Net Revenue (Expense)	(75,936)	1,195,141
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,565,672	3,906,980
Budgeted Surplus (Deficit), for the year	2,489,736	5,102,121
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	2,489,736	5,102,121
Budgeted Surplus (Deficit), for the year	2,489,736	5,102,121

School District No. 35 (Langley)

Annual Budget - Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	275,591,949	249,757,092
Special Purpose Funds - Total Expense	55,929,630	57,416,264
Special Purpose Funds - Tangible Capital Assets Purchased		200,713
Capital Fund - Total Expense	16,587,498	15,320,766
Capital Fund - Tangible Capital Assets Purchased from Local Capital	7,188,175	8,719,826
Total Budget Bylaw Amount	355,297,252	331,414,661

Approved by the Board

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

School District No. 35 (Langley)
Annual Budget - Changes in Net Financial Assets (Debt)
Year Ended June 30, 2024

Statement 4

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(75,936)	1,195,141
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds		(200,713)
From Local Capital	(7,188,175)	(8,719,826)
From Deferred Capital Revenue	(25,246,671)	(22,599,656)
Total Acquisition of Tangible Capital Assets	(32,434,846)	(31,520,195)
Amortization of Tangible Capital Assets	16,337,498	14,970,766
Total Effect of change in Tangible Capital Assets	(16,097,348)	(16,549,429)
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	(16,173,284)	(15,354,288)

School District No. 35 (Langley)

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2024

Schedule 2

	2024 Annual Budget \$	2023 Amended Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	261,798,794	236,341,453
Other	192,400	192,400
Tuition	14,148,340	14,452,808
Other Revenue	800,918	853,958
Rentals and Leases	1,074,000	906,278
Investment Income	2,200,000	1,823,041
Total Revenue	280,214,452	254,569,938
Expenses		
Instruction	235,028,307	211,886,851
District Administration	9,076,286	8,488,936
Operations and Maintenance	29,100,478	27,174,189
Transportation and Housing	2,386,878	2,207,116
Total Expense	275,591,949	249,757,092
Net Revenue (Expense)	4,622,503	4,812,846
Budgeted Prior Year Surplus Appropriation	2,565,672	3,906,980
Net Transfers (to) from other funds		
Local Capital	(7,188,175)	(8,719,826)
Total Net Transfers	(7,188,175)	(8,719,826)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 35 (Langley)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2024

	2024 Annual Budget \$	2023 Amended Annual Budget \$
Provincial Grants - Ministry of Education and Child Care		
Operating Grant, Ministry of Education and Child Care	256,878,234	225,666,579
ISC/LEA Recovery	(104,122)	(104,122)
Other Ministry of Education and Child Care 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	53,959
Early Learning Framework (ELF) Implementation	3,385	3,385
Support Staff Funding EHB	166,534	166,534
Additional Support Staff Funding	11,457	11,457
Labour Settlement Funding Teachers		5,444,931
Labour Settlement Funding CUPE		2,605,441
Labour Settlement Funding Exempt and Principal and Vice Principals		828,474
Policing and Security Branch Funding		10,000
Labour Settlement Funding	3,134,532	
Total Provincial Grants - Ministry of Education and Child Care	261,798,794	236,341,453
Provincial Grants - Other	192,400	192,400
Tuition		
Summer School Fees	95,715	95,715
Continuing Education	47,000	53,000
International and Out of Province Students	14,005,625	14,304,093
Total Tuition	14,148,340	14,452,808
Other Revenues		
Funding from First Nations	104,122	104,122
Miscellaneous		
Other Revenues	189,796	242,836
Transportation	40,000	40,000
BC Hydro Grant	47,000	47,000
Salary Recoveries	420,000	420,000
Total Other Revenue	800,918	853,958
Rentals and Leases	1,074,000	906,278
Investment Income	2,200,000	1,823,041
Total Operating Revenue	280,214,452	254,569,938

School District No. 35 (Langley)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Salaries		
Teachers	127,144,801	113,071,232
Principals and Vice Principals	14,202,322	13,374,955
Educational Assistants	26,276,262	23,732,377
Support Staff	20,317,219	18,538,599
Other Professionals	6,160,469	5,740,045
Substitutes	9,632,622	9,482,849
Total Salaries	203,733,695	183,940,057
Employee Benefits	49,505,420	42,926,295
Total Salaries and Benefits	253,239,115	226,866,352
Services and Supplies		
Services	6,418,323	6,221,913
Student Transportation	190,699	162,484
Professional Development and Travel	1,539,445	1,491,201
Rentals and Leases	52,100	52,100
Dues and Fees	1,508,135	1,548,010
Insurance	577,854	577,854
Supplies	8,149,278	8,935,178
Utilities	3,915,000	3,900,000
Bad Debts	2,000	2,000
Total Services and Supplies	22,352,834	22,890,740
Total Operating Expense	275,591,949	249,757,092

School District No. 35 (Langley)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	100,376,869	1,087,534	437,849	923,433		7,437,140	110,262,825
1.03 Career Programs	495,764		356,814	47,009		3,000	902,587
1.07 Library Services	1,149,400		679,363	16,531		9,850	1,855,144
1.08 Counselling	3,896,973		3,986			5,000	3,905,959
1.10 Special Education	15,801,521	927,167	22,294,619	46,377	230,568	838,829	40,139,081
1.30 English Language Learning	2,483,863	152,244	88,334			11,636	2,736,077
1.31 Indigenous Education	510,144	152,974	1,636,913	87,768		16,000	2,403,799
1.41 School Administration		11,037,046		3,688,332		107,996	14,833,374
1.60 Summer School	597,022	121,530	142,603	8,863			870,018
1.62 International and Out of Province Students	1,833,245	286,280	624,276	212,262	425,050	92,217	3,473,330
Total Function 1	127,144,801	13,764,775	26,264,757	5,030,575	655,618	8,521,668	181,382,194
4 District Administration							
4.11 Educational Administration		285,303		55,929	1,236,696	2,540	1,580,468
4.40 School District Governance					213,628		213,628
4.41 Business Administration		152,244		1,424,940	2,073,668	17,500	3,668,352
Total Function 4	-	437,547	-	1,480,869	3,523,992	20,040	5,462,448
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				119,077	1,552,817	8,000	1,679,894
5.50 Maintenance Operations				12,070,583	379,178	852,914	13,302,675
5.52 Maintenance of Grounds				377,124		150,000	527,124
5.56 Utilities							-
Total Function 5	-	-	-	12,566,784	1,931,995	1,010,914	15,509,693
7 Transportation and Housing							
7.41 Transportation and Housing Administration				119,831	48,864	20,000	188,695
7.70 Student Transportation			11,505	1,119,160		60,000	1,190,665
Total Function 7	-	-	11,505	1,238,991	48,864	80,000	1,379,360
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	127,144,801	14,202,322	26,276,262	20,317,219	6,160,469	9,632,622	203,733,695

School District No. 35 (Langley)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2024

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	110,262,825	27,109,972	137,372,797	4,525,095	141,897,892	128,016,261
1.03 Career Programs	902,587	229,364	1,131,951	194,896	1,326,847	1,179,649
1.07 Library Services	1,855,144	448,404	2,303,548	177,685	2,481,233	2,294,068
1.08 Counselling	3,905,959	927,831	4,833,790	113,200	4,946,990	4,486,077
1.10 Special Education	40,139,081	10,063,352	50,202,433	766,587	50,969,020	45,248,376
1.30 English Language Learning	2,736,077	649,715	3,385,792	73,769	3,459,561	2,846,368
1.31 Indigenous Education	2,403,799	617,104	3,020,903	258,118	3,279,021	3,181,176
1.41 School Administration	14,833,374	3,221,205	18,054,579	580,787	18,635,366	16,871,292
1.60 Summer School	870,018	177,832	1,047,850	19,543	1,067,393	1,093,620
1.62 International and Out of Province Students	3,473,330	792,534	4,265,864	2,699,120	6,964,984	6,669,964
Total Function 1	181,382,194	44,237,313	225,619,507	9,408,800	235,028,307	211,886,851
4 District Administration						
4.11 Educational Administration	1,580,468	349,807	1,930,275	360,300	2,290,575	2,051,145
4.40 School District Governance	213,628	13,444	227,072	130,700	357,772	357,808
4.41 Business Administration	3,668,352	819,570	4,487,922	1,940,017	6,427,939	6,079,983
Total Function 4	5,462,448	1,182,821	6,645,269	2,431,017	9,076,286	8,488,936
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	1,679,894	355,620	2,035,514	1,189,329	3,224,843	2,938,217
5.50 Maintenance Operations	13,302,675	3,316,689	16,619,364	4,441,715	21,061,079	19,496,022
5.52 Maintenance of Grounds	527,124	92,432	619,556	305,000	924,556	864,950
5.56 Utilities	-	-	-	3,890,000	3,890,000	3,875,000
Total Function 5	15,509,693	3,764,741	19,274,434	9,826,044	29,100,478	27,174,189
7 Transportation and Housing						
7.41 Transportation and Housing Administration	188,695	39,082	227,777	5,400	233,177	220,326
7.70 Student Transportation	1,190,665	281,463	1,472,128	681,573	2,153,701	1,986,790
Total Function 7	1,379,360	320,545	1,699,905	686,973	2,386,878	2,207,116
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	203,733,695	49,505,420	253,239,115	22,352,834	275,591,949	249,757,092

School District No. 35 (Langley)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2024

	2024 Annual Budget	2023 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education and Child Care	47,959,686	49,974,241
Other	719,944	642,736
Other Revenue	7,250,000	7,000,000
Total Revenue	55,929,630	57,616,977
Expenses		
Instruction	54,494,391	55,974,283
District Administration	573,896	597,854
Operations and Maintenance	861,343	844,127
Total Expense	55,929,630	57,416,264
Net Revenue (Expense)	-	200,713
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased		(200,713)
Total Net Transfers	-	(200,713)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 35 (Langley)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

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
	\$	\$	\$	\$		\$	\$	\$	\$
Deferred Revenue, beginning of year									
Add: Restricted Grants									
Provincial Grants - Ministry of Education and Child Care	680,306	972,320		288,000	75,950	213,005	2,305,165	991,667	39,426,121
Provincial Grants - Other									
Other			7,250,000						
	680,306	972,320	7,250,000	288,000	75,950	213,005	2,305,165	991,667	39,426,121
Less: Allocated to Revenue	680,306	972,320	7,250,000	288,000	75,950	213,005	2,305,165	991,667	39,426,121
Deferred Revenue, end of year	-	-	-	-	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education and Child Care	680,306	972,320		288,000	75,950	213,005	2,305,165	991,667	39,426,121
Provincial Grants - Other									
Other Revenue			7,250,000						
	680,306	972,320	7,250,000	288,000	75,950	213,005	2,305,165	991,667	39,426,121
Expenses									
Salaries									
Teachers					23,289	72,985	301,247		31,270,724
Principals and Vice Principals									
Educational Assistants		961,020		193,295			1,516,255		
Support Staff	236,610							316,443	
Other Professionals								75,494	
Substitutes					5,000	9,000	54,394	497,678	764,490
	236,610	961,020	-	193,295	28,289	81,985	1,871,896	889,615	32,035,214
Employee Benefits	53,828	11,300		51,688	5,583	17,497	433,269	102,052	7,390,907
Services and Supplies	389,868		7,250,000	43,017	42,078	113,523			
	680,306	972,320	7,250,000	288,000	75,950	213,005	2,305,165	991,667	39,426,121
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 35 (Langley)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2024

Schedule 3A

	Changing Results for Young Children	Seamless Day Kindergarten	JUST B4	SEY2KT (Early Years to Kindergarten)	ECL Early Care & Learning	Feeding Futures Fund	SWIS	TOTAL
	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year								-
Add: Restricted Grants								
Provincial Grants - Ministry of Education and Child Care	6,000	110,800	25,000	19,000	175,000	2,671,352		47,959,686
Provincial Grants - Other							719,944	719,944
Other								7,250,000
	6,000	110,800	25,000	19,000	175,000	2,671,352	719,944	55,929,630
Less: Allocated to Revenue	6,000	110,800	25,000	19,000	175,000	2,671,352	719,944	55,929,630
Deferred Revenue, end of year	-	-	-	-	-	-	-	-
Revenues								
Provincial Grants - Ministry of Education and Child Care	6,000	110,800	25,000	19,000	175,000	2,671,352		47,959,686
Provincial Grants - Other							719,944	719,944
Other Revenue								7,250,000
	6,000	110,800	25,000	19,000	175,000	2,671,352	719,944	55,929,630
Expenses								
Salaries								
Teachers							59,959	31,728,204
Principals and Vice Principals					145,214			145,214
Educational Assistants		79,925	19,288				388,832	3,158,615
Support Staff							12,299	565,352
Other Professionals							85,946	161,440
Substitutes								1,330,562
	-	79,925	19,288	-	145,214	-	547,036	37,089,387
Employee Benefits		23,340	5,632		29,786		146,169	8,271,051
Services and Supplies	6,000	7,535	80	19,000		2,671,352	26,739	10,569,192
	6,000	110,800	25,000	19,000	175,000	2,671,352	719,944	55,929,630
Net Revenue (Expense)	-	-	-	-	-	-	-	-

School District No. 35 (Langley)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2024

	2024 Annual Budget			2023 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Ministry of Education and Child Care	250,000		250,000	350,000
Investment Income		45,000	45,000	39,815
Amortization of Deferred Capital Revenue	11,594,059		11,594,059	11,112,533
Total Revenue	11,844,059	45,000	11,889,059	11,502,348
Expenses				
Operations and Maintenance	250,000		250,000	350,000
Amortization of Tangible Capital Assets				
Operations and Maintenance	15,611,502		15,611,502	14,331,446
Transportation and Housing	725,996		725,996	639,320
Total Expense	16,587,498	-	16,587,498	15,320,766
Net Revenue (Expense)	(4,743,439)	45,000	(4,698,439)	(3,818,418)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased			-	200,713
Local Capital		7,188,175	7,188,175	8,719,826
Total Net Transfers	-	7,188,175	7,188,175	8,920,539
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	7,188,175	(7,188,175)	-	
Total Other Adjustments to Fund Balances	7,188,175	(7,188,175)	-	
Budgeted Surplus (Deficit), for the year	2,444,736	45,000	2,489,736	5,102,121

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 2023/24 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the *Act*, Ministerial Orders, and Ministry of Education and Child Care Policies respecting the annual budget adopted by this bylaw.
2. This bylaw may be cited as School District NO. 35 (LANGLEY) Annual Budget Bylaw for fiscal year 2023/24.
3. The attached "Statement 2" showing the estimated revenue and expense for the 2023/24 fiscal year and the total budget bylaw amount of \$355,297,252 for the 2023/24 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 2023/2024.

READ A FIRST TIME THE 16th DAY OF MAY, 2023;

READ A SECOND TIME THE 16th DAY OF MAY, 2023;

READ A THIRD TIME, PASSED AND ADOPTED THE 20th DAY OF JUNE, 2023.

(Corporate Seal)

Chairperson of the Board

Secretary-Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 35 (LANGLEY) Annual Budget Bylaw 2023/24, adopted by the Board 20th DAY OF JUNE, 2023.

Secretary-Treasurer

STAFF REPORT

DATE: May 16, 2023
TO: Board of Education
FROM: Mal Gill, Superintendent of Schools
SUBJECT: Strategic Plan 2023-2026

RECOMMENDED MOTION:

That the Board of Education approves the Strategic Plan for 2023-2026, as presented.

BACKGROUND:

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 supportive 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 the four-year term of the election cycle. The Plan is divided into four domains: Educational Opportunities, Community Partnerships, Finance and Facilities Planning, and Human Resources.

Superintendent Mal Gill started the process of creating the Strategic Plan for 2023-2026 at the November 29, 2022 Regular Meeting of the Board of Education, outlining the process for gathering input to assist in the development of the Plan. From January to April 2023, the Superintendent consulted with partner groups (CUPE 1260, CUPE 1851, DPAC, Exempt Staff, LPVPA and LTA) and community partners. Trustees were invited to all meetings with partners. During the first set of meetings input was gathered from each of the partner groups to create changes to the 2019-2022 Strategic Plan. The Superintendent presented the initial draft of the 2023-2026 Plan to the Board of Education's Communications Committee on March 7, 2023 followed by another set of meetings with partners to review and discuss revisions to the first draft. Trustees and the District's Strategic Planning Team were updated throughout the process. In addition, the Superintendent met with Community Partners on April 5, 2023 via TEAMS to gather feedback. All of the conversations were very respectful and generated numerous insights and suggestions with respect to the Strategic Plan and ways in which to operationalize the work that lies ahead.

At the May 16th Regular Meeting of the Board of Education, Superintendent Gill will summarize the process leading to the development of the Plan and share the goals and actions for each of the three domains.

STRATEGIC PLAN 2023-2026

LANGLEY SCHOOL DISTRICT



*AN INNOVATIVE, INSPIRING AND
UNIFIED LEARNING COMMUNITY*

THE STRATEGIC PLAN

The Board of Education thanks rights holders, 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, and
- Responsible stewardship of resources.

Please visit strategicplan.sd35.bc.ca for current examples of work being done in support of the District's 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 kilometres east of Vancouver.

The 2021 census indicates that Langley has a population of just under 162,000 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 24,600 FTE students in 45 school sites. Langley neighbours Surrey and Abbotsford, to the west and east respectively, and operates on an annual budget of \$331 million.

The Langley Board of Education consists of seven Trustees, five elected from the Township of Langley and two elected from the City of Langley. The Board is in the first year of its four-year term.



**OUR CHILDREN
ARE OUR MEDICINE**



Candy Ashdown
Chair



Holly Dickinson
Vice-Chair



Charlie Fox
Trustee



Joel Neufeld
Trustee



Sarb Rai
Trustee



Tony Ward
Trustee



Marnie Wilson
Trustee

VISION

“An Innovative, Inspiring and Unified Learning Community” where we work to create compassionate and inclusive social and academic learning opportunities that provide access for every learner.

The Langley School District is committed to ensuring all learners have equitable access for transition through the collective work outlined in this Strategic Plan.



GUIDING PRINCIPLES WITHIN ENSOULING OUR SCHOOLS



ENSOULING OUR SCHOOLS



Creating compassionate and inclusive social and academic learning communities that provide access for every learner.

SYSTEMS & STRUCTURES

Response to Intervention

INSTRUCTIONAL PRACTICE

Framework for Teaching & Learning

SOCIAL & EMOTIONAL LEARNING

Creating Compassionate Classroom Communities

néćə?mat & ya:ȳəstəl: The District is committed to working together with First Nations rightsholders and Indigenous partners at the ya:ȳəstəl table to achieve lasting and meaningful reconciliation. From a provincial level, there are a number of agreements (i.e., UNDRIP, TRC 94 Calls to Action, BCTEA, etc.) that provide structures and processes to build relationships and guide the work of the District on the journey of Truth and Reconciliation. Our work is guided and supported at the district level by the Aboriginal Education Enhancement Agreement (AEEA), which provides the goals and direction for ensuring success for all Aboriginal learners.

Goal 1: To establish trusting, respectful partnerships between schools, the school district, and Aboriginal community, acknowledging shared responsibility to implement the Aboriginal Education Enhancement Agreement.

Goal 2: To work together as a team to create strength-based, personalized, student-centered, learning that respects Aboriginal history, cultural values and nurtures a sense of belonging for the success of all Aboriginal students.

Every Child Matters: The District believes that every child deserves to feel a sense of belonging and safety in our schools, with the ability to find their own success. District staff are committed to ensuring the goal, as stated by Kevin Lamoureux, that “our schools can be places of healing where our children know to hold their head up high with pride and dignity...places where our children know they are loved unconditionally” comes to fruition.

Equity for all learners: Equity means fair, not equal. This lens means that different learners come from different starting places, with different contexts and supports. The District recognizes these truths and works to allocate resources to meet the unique needs of every student, and ensure access to opportunities to reach their full potential.

Continuous Improvement: The District believes that to inspire every student to reach their full potential, every employee of the Langley School District must continuously learn to allow the system to be responsive to the ever-changing needs of its students.

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, see the Framework for Enhancing Student Learning at <https://fesl.sd35.bc.ca>

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, and respect for the ideas and beliefs of others.

GOAL

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

- Truth and Reconciliation
- Anti-Racism
- Inclusion
- Healthy Staff Healthy Schools
- Early Years
- Youth Engagement Project
- Community Partnerships
- Community School Model



ACTIONS

- 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.
- Build the capacity of staff to address systemic barriers that impact Aboriginal student achievement through a lens of equity.
- Create Langley's Social-Emotional Learning (SEL) Guide.
- Provide training to support Trauma-Integrated Practices:
 - Universal – PEACEful classrooms, Ukeru;
 - Targeted – HEART Tool training and use at targeted schools;
 - Intensive – Receiving Ukeru Pads and responding to students in crisis.
- Implement rationale and strategies from Ensouling our Schools learning sessions (providing a lens through Aboriginal Worldviews and Perspectives) in all schools.
- Continue to support Restorative Action as a potential intervention to strengthen relationships.
- Conduct a Revisioning of Alternative Programs with the focus on providing interventions and support for students in their home school.
- Complete an equity, diversity and inclusion scan in order to establish a vision and action plan for anti-racism.
- Work with ya:yəstəl' to review and revise the Aboriginal Education Enhancement Agreement (AEEA).



GOAL

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

ACTIONS

- Promote awareness amongst staff of the positive impacts on student and staff well-being brought about by Mental Health Literacy, Social-Emotional Learning, Resilience, School Connectedness and Play
- Identify key staff and strategies for staff building capacity in Mental Health Literacy, Social-Emotional Learning, Resilience, School Connectedness and Play.
- Create and implement a three to five year plan to increase adult well-being by implementing 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
- Student access to District Learning Support Interventions
- Completion Rates
- School Action Plan Review
- Attendance Rates
- “How Are We Doing?” Reports

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

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

- Develop Professional Learning Communities (PLCs) through effective collaboration, in schools and across the district, that focus on learning, collaborative culture, and results for students.
- Implement Response to Intervention (RTI) systems and structures in all schools.
- Ensure School Action Plans for Learning align with District goals related to Intellectual Development.
- Implement the practices within Langley's Teaching and Learning Framework in all classrooms.
- Further develop the implementation of Teacher Growth Plans.
- Support district-wide professional development on Universal Design for Learning (UDL) strategies to support educators in ensuring UDL practices and strategies are being used throughout the District.
- Through the lens of results orientation, support schools in using data from performance indicators to inform School Action Plans and classroom instruction.



“LEARNERS ARE KNOWLEDGEABLE,

LITERACY GOAL

- Target literacy from K to 12 and implement strategic actions resulting from regular, ongoing analysis of cohort, school, district and provincial data.
- Develop and implement Prioritized Learning Standards in literacy at each grade level in all schools.
- Target interventions to schools that require intensive support through the District-Based Team.
- Use research and evidenced-based practice to build elaborations, resources, and strategies to support and enhance the Balanced Literacy Guide and ensure that these are linked directly to the Teaching and Learning Framework.
- Create a District Literacy Plan (Pre-K to Grade 12) outlining the foundational literacy teaching strategies and interventions at each grade level to provide access, learning, and support for all learners.
- Determine which specific literacy interventions will best support students with mild and moderate intellectual disabilities to reach their literacy goals.
- Evaluate and revise District assessments, aligned with the Guiding Principles of Assessment, to ensure equitable access for all learners.
- Provide ongoing professional learning that supports literacy instruction and assessment.

NUMERACY GOAL

- Target numeracy from K to 12 and implement strategic actions resulting from regular, ongoing analysis of cohort, school, district and provincial data.
- Develop and implement Prioritized Learning Standards in numeracy at each grade level in all schools.
- Target interventions to schools that require intensive support through the District-based Team.
- Use research and evidenced-based practice to build elaborations, resources, and strategies to support and enhance the Balanced Numeracy Guide and ensure that these are linked directly to the Teaching and Learning Framework.
- Evaluate and revise District assessments, aligned with the Guiding Principles of Assessment, to ensure equitable access for all learners.
- Provide ongoing professional learning that supports numeracy instruction and assessment.
- Determine which specific numeracy interventions will support students with mild and moderate intellectual disabilities to reach their numeracy goals.



SKILLED AND INNOVATIVE

EARLY LEARNING

GOAL

SUPPORT SUCCESSFUL TRANSITIONS OF ALL CHILDREN PRE-KINDERGARTEN TO GRADE 4, GUIDED BY THE DISTRICT'S EARLY LEARNING VISION AND THROUGH A LENS OF INDIGENOUS PERSPECTIVES, EQUITY, DIVERSITY AND INCLUSION.

ACTIONS

Support Early Learning Ministry Initiatives:

- Support and work to expand Seamless Day Kindergarten and childcare spaces.
- Continue to participate in the Changing Possibilities for Young Children (CP4YC) inquiry for Early Learning Educators to impact teacher efficacy.
- Participate in the Seamless Early Years to Kindergarten Transitions (SEY2KT) collaborative inquiry with community partners for successful transitions.
- Support the implementation of Early Learning School-based Preschool (JB4).

Strengthen collaborative teams at the school and district level in response to student learning interests and needs:

- Develop PLCs with a focus on learning, collaborative culture and results orientation.
- Support in-service of teachers in administering the Kindergarten Screening Protocol (KSP).
- Utilize data to inform instruction and professional learning.
- Support collaboration and professional learning for all Early Years Teams including teachers and early childhood educators.

Strengthen Partnerships with Early Learning Community Partners:

- Further work with community partners to establish additional childcare, before and after school care, and preschool programs in Langley.

Fully implement the Langley School District Early Learning Vision:

- Use the Early Learning Framework as a guiding document in program planning and early learning space creation.
- Collaborate with administrators, early childhood educators, other support staff, and teachers K-3 throughout the District.
- Embed the Early Learning Vision into all early learning spaces.

PERFORMANCE INDICATORS

- Kindergarten Screening Protocol
- District Numeracy Assessment
- CHEQ – Childhood Experience Questionnaire
- EDI Wave 8 Data Results
- Primary Reading Results



CAREER DEVELOPMENT

Ensuring successful transitions for all students through a variety of career pathways.

GOAL

ALL STUDENTS (DOGWOOD AND EVERGREEN) WILL LEAVE LANGLEY SCHOOLS WITH A MEANINGFUL TRANSITION PLAN BASED ON AN UNDERSTANDING OF PERSONAL STRENGTHS AND SKILLS SO THEY CAN SUCCESSFULLY NAVIGATE FUTURE TRANSITIONS.

ACTIONS

Curriculum

- Continue supporting a meaningful Capstone experience, focusing on full implementation of the Capstone process: Capstone work, Transition Plan, Learning Journey, and Mentorship.
- Build capacity K-12 on collecting, curating and articulating a Student's Learning Journey Portfolio.
- Determine Prioritized Learning Standards for Elementary Career Education for Grades K-7. Align and scaffold all Prioritized Learning Standards for Career Education K-12.
- Develop Assessment Rubrics for Career Education K-12.
- Provide exploratory and experiential Career Education learning opportunities for grade 9 students as part of their out-of-timetable course.
- Work in partnership with the Career Discovery Program to develop essential skills for students with diverse abilities to ensure successful Capstone completion for all students.

Programs

- Research and develop opportunities and programs that support student transitions beyond the trades:
 - Adding Health Sciences Advanced Placement Course with KPU: Summer Cohort 2023, Teen Grief Certificate Training Program 2023.
- Research and develop career and entrepreneurship opportunities to expose intermediate and middle school students to skill building and thinking about post-secondary transition pathways.
- Offer opportunities for parents/guardians to learn about the various applied skills, trades, career pathways, and dual credit programs available to support successful transitions for students.

Building Capacity

- Continue building capacity and understanding of the K-12 goals of Career Education around career awareness, exploration, and experiential learning as part of skill development toward supporting successful transitions.

- Engage in the ongoing updating of Career Curriculum Databases.
- Build capacity K-12 with E-Portfolio tools (MyBluePrint and Spaces) to support collecting and curating evidence of learning and for documenting student reflection and growth.
- Develop Career Education K-7 and Middle School Career Education 6-8.
- Support a cross-curricular approach to Career Education through K-12 (K-1, 3-5, 6-8, 8-12) Career Education Literature and Game Kits.
- Support Professional Learning Community (PLC) Working Groups in Career Education to cross collaborate on work development with a focus on learning, collaborative teams, and results orientation, (i.e., aligning Grade 8-9 Career Curriculum, research supporting First Nations transition, piloting Spaces as a portfolio tool).
- Develop more career pathway opportunities for students transitioning directly into the workplace and for workplace micro credentials.
- Align career transitions and curriculum between middle schools and secondary schools.
- Ensure ongoing professional development opportunities for Career Education staff, with a focus on mentorship.
- Coordinate Career Transition Planning between elementary to middle to secondary as a K-12 system-wide curriculum.
- Build parent capacity on transition supports for students, (i.e., Parents as Career Coaches, Parent Trade Nights, Family Trades Information Sessions).

PERFORMANCE INDICATORS

- Ministry Transition Reports to Post-Secondary
- School Completion Rates
- Grad Exit Survey on Successful Transitions
- Enrolment in Youth TRAIN, Youth WORK, and in Work and Volunteer Experience (WAVE)
- Enrolment in career pathway programs and micro credentials
- Participant Feedback
- Attendance Rates

ASSESSMENT & COMMUNICATING STUDENT LEARNING

ASSESSMENT GOAL

- Create a deeper understanding for all staff of:
 - District Guiding Principles of Assessment,
 - Ministry Proficiency Scales,
 - Standards-based Assessment,
 - Strengths-based Language for Assessment and Reporting,
 - Competency-based Individualized Education Plan (IEP) for diverse learners,
 - Annual Instructional Plan (AIP) for English Language Learners (ELL).
- Provide ongoing support of full transition to new Ministry reporting order in time for full implementation in September 2023.
- Support the full implementation of Student Inclusive Conferences in all elementary schools.
- Engage parent community to ensure full understanding and participation in the assessment and reporting process.
- Support schools and/or departments in collaboratively developing common assessments that inform instruction and student interventions/support.
- Gather student feedback to determine if any changes are needed to enhance the efficacy of Competency-based IEP Progress Reports.



PERFORMANCE INDICATORS

- Foundation Skills Assessments (FSAs)
- District Numeracy Assessments (DNA Grades 3, 6 & 9)
- District Writing Assessments (DWA Grade 5)
- Provincial Graduation Numeracy Assessment (Grade 10)
- Proficiency Levels (Report Cards)
- Early Development Instrument (EDI)
- Reading Levels Primary
- Kindergarten Screening Protocol (KSP)
- Aboriginal “How Are We Doing?” Report
- School Action Plan Reviews
- Student Learning Surveys (Grades 4, 7, 10 & 12)
- Tell Them from Me Survey (Grades 8, 9, & 11)
- Middle Development Instrument (MDI) (Grades 5, 6 & 8)
- Provincial Graduation Literacy Assessment (Grades 10 & 12)
- Provincial Graduation Literacy Assessment (Grades 10 & 12)
 - 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
- Early Years Development Index (EDI) Wave 8 Data Results

“LEARNING TAKES PLACE THROUGH

COMMUNITY OF PARTNERSHIPS

ACTIONS

- Work with community partners to implement the Mental Health in Schools Strategy:
 - Work directly with the Foundry and creating relationships at each school to leverage the full benefits of the Foundry for our students,
 - Build partnerships with Child and Youth Mental Health, as well as SPEAC (Suicide Prevention, Education and Counselling) and START (Short Term Assessment Response Treatment),
 - Work collaboratively with the HUB Coalition, promoting navigators and programs,
 - Work collaboratively with the WHY Clinic to provide nurse practitioner services in schools.
- Continue the Youth Engagement Project, ensuring community connections:
 - Create awareness and support navigation of community resources,
 - Advocate for public transportation to remove barriers for students,
 - Reduce stigma around youth requesting help and support.

VISION

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

- Maintain ongoing liaison meetings with the City and Township of Langley, Partner Groups and other Government Representatives:
 - Healthy Community Partnerships meetings,
 - Langley Human Dignity Coalition, Community Resource Guide Advisory, Langley Children's Committee, Community Action Table and Langley Action Table,
 - Poverty Reduction Committee – working collaboratively to evaluate level of poverty in the region and determine strategies to mitigate.
- Collaborate with local employee associations and unions (Langley Teachers' Association, CUPE 1260, CUPE 1851, and Langley Principals' and Vice-Principals' Association) to foster the vision that includes staff within the community of learners.
- Create a vision for the Community School Model in Langley.



FLEXIBLE & CONNECTED ENVIRONMENTS



OPERATIONAL PRIORITIES

FISCAL & FACILITIES MANAGEMENT

GOAL

MAINTAIN AND SUPPORT FACILITIES AND OPERATIONS THROUGH A LENS OF EQUITY IN SUPPORT OF STUDENTS THROUGH EFFECTIVE AND EFFICIENT ALLOCATION OF RESOURCES.

ACTIONS

- Continue to work towards a balanced budget structure:
 - Continue 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,
 - Classroom furniture upgrades,

VISION

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

- Fleet and equipment replacement,
- Technology upgrades and replacements,
- Building upgrades to support older facilities and to create equity in buildings.
- Increase the number of childcare spaces.
- Create an Accessibility Committee.
- Update Systems:
 - Automate business processes,
 - Implement online forms,
 - Digitize and modernize school forms.

GOAL

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

ACTIONS

- Continue to build a sustainable IT infrastructure (students/staff laptops, school computer labs/carts, wireless, telephony, network and storage equipment, hardware/software maintenance) to support online teaching and learning.
- Refresh the WiFi system in elementary schools.
- Continue projector refresh and mounting of all projectors in classrooms.
- Replace the remaining legacy phone systems in schools with Teams Telephony System.
- Increase awareness of FOIPPA requirements and roll-out a new Privacy Management Program.
- Utilize Office 365 to take advantage of all its capabilities.
- Use the Tech Committee to better communicate technology initiatives to the system.
- Leverage the Township of Langley fiber network to increase school internet speed.
- Improve cellular coverage in schools for security and safety.



GOAL

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

ACTIONS

- Develop a plan for number of schools needed in the Brookwood/Fernridge area due to planned development.
- Review the required number of schools in Willoughby compared to the original plan due to higher densification.
- Develop the Annual Five-Year Capital Plan.
- Refresh the Long Term Facilities Plan (LTFP).
- Work with the Ministry of Education and Child Care on creative solutions to the need for space due to the growth of the District.

HUMAN RESOURCES

GOAL

BUILD A CULTURE OF CARE THAT LEADS THE WAY TO A WORKPLACE THAT VALUES, RESPECTS, AND ADAPTS TO INDIVIDUAL WELL-BEING NEEDS.

ACTIONS

- Build the capacity of school Healthy Staff Healthy Schools representatives and District leaders:
 - Implement and sustain Healthy Staff, Healthy Schools Strategic Framework Pillar #1 - Create a Natural/Authentic Well-Being Culture,
 - Focus on self, team and system supports.
- Implement leadership series for exempt managers - Compassionate Systems Leadership.
- Provide communication training to exempt managers and administrators.
- Enhance and update Administrative Practice in Langley (APiL) sessions for new administrators - Compassionate Systems Leadership.

GOAL

IMPROVE OUR FOCUS AND DELIVERY OF PREVENTIVE AND ACTIVE STAFF-CENTERED CARE.

- Build the capacity of school Healthy Staff Healthy Schools representatives and District leaders:
 - Implement and sustain Healthy Staff, Healthy School Strategic Framework Pillar #2 - Take Care of our Staff,
 - Focus on self, team and system supports.
- Enhance the Health and Wellness Support Plan throughout the District.
- Implement and provide necessary levels of Ukeru training required for new and existing staff.

- Continue awareness and use of:

- Employee Safety Plans,
- Student Success Plans.

GOAL

NEW APPROACHES TO GROWING THROUGH COLLABORATION, SHARING AND IDEA GENERATION.

ACTIONS

- Build the capacity of school Healthy Staff Healthy Schools representatives and District leaders:
 - Implement and sustain Healthy Staff Healthy Schools Strategic Framework Pillar #3 – Enhance our Collaborative Learning,
 - Focus on self, team and system supports.
- Promote an engaged, empowered and healthy workforce:
 - Create groupings for all on-call employees to increase their connection to the District,
 - Regular communication with casual employees,
 - Develop sense of belonging and connection.
- Expand the number of schedules in elementary, middle and secondary schools that have collaboration time built in:
 - Support professional learning opportunities connected to Ensouling our Schools that are for self, team and system,
 - Support exempt, teacher, and administrator growth plans,
 - Work to establish a growth plan model for CUPE employees,
 - Support professional learning opportunities designed for CUPE staff to receive specific training to support the work of self, team and system.



“OUR SCHOOLS FOSTER AN INCLUSIVE

GOAL

A REWARDING, RESPECTFUL, CARING, AND SUPPORTIVE PLACE TO WORK.

ACTIONS

- Build the capacity of school Healthy Staff Healthy Schools representatives and District leaders:
 - Implement and sustain Healthy Staff Healthy Schools Strategic Framework Pillar #4 – Enhance Employer of Choice,
 - Focus on self, team and system supports.
- Enhance recruitment strategies.
- Expand post-secondary and vocational outreach.
- Utilize enhanced competency-based interviews for CUPE and Exempt positions.
- Review Unqualified Employees Teaching on Call pilot:
 - Enhance employee induction opportunities (LTA and CUPE) – Welcome to Langley Summer Program established for August 2023.
 - Create an HR Dashboard for administrators and managers.



PERFORMANCE INDICATORS

- Guarding Minds (Employee Satisfaction Survey) – Somewhat Agree/Relative Strength:
 - Organizational Culture 78% to 82%
 - Clear Leadership and Expectations 75% to 78%
 - Balance 62% to 65%
 - Recognition and Reward 68% to 70%
 - Involvement and Influence 80% to 83%
 - Civility and Respect 81% to 84%
 - Psychological Protection 72% to 77%
 - Psychological and Social Support 74% to 78%
 - Psychological Competencies and Demands 74% to 78%
 - Protection of Physical Safety 76% to 80%
 - Workload Management 63% to 67%
- Anecdotal Exit Interview Data
- Increase Teacher Growth Plan participation rates
- Violent Incident Reports decrease by 5%
- WorkSafeBC Claims decrease by 5%
- Mental Health Claims decrease by 5%

& NURTURING CULTURE.



*TO INSPIRE ALL LEARNERS TO REACH THEIR FULL POTENTIAL
AND CREATE A POSITIVE LEGACY FOR THE FUTURE*

STAFF REPORT

DATE: May 16, 2023

TO: Board of Education

FROM: Mal Gill, Superintendent of Schools

RESOURCE: Woody Bradford, Deputy Superintendent
Kevan Reeve, District Principal, Human Resources

SUBJECT: School Calendars 2023-2024 - Amended

RECOMMENDED MOTION:

That the Board of Education approves the amended School Calendars for the 2023-2024 school year, as presented.

BACKGROUND:

The amended local school calendars to be reviewed and approved are as follows (attached):

1. Elementary (with Student Inclusive Conferences)

Subsequent to the Regular Meeting of the Board of Education on April 25 2023, a Letter of Understanding (LOU) was formalized with the Langley Teachers' Association to combine the two one-hour early dismissal dates into one two-hour early dismissal date in the Fall and one in the Spring. An updated calendar is attached for Trustees' approval.

2. Langley Education Centre

An adjustment to the calendar is needed to accommodate the school's Monday to Thursday schedule to provide Professional Development Days for staff that are scheduled on Fridays for the rest of the district. An updated calendar is attached for Trustees' approval.

At Tuesday's Board of Education meeting, Deputy Superintendent Woody Bradford and District Principal of Human Resources Kevan Reeve will provide further details on the proposed calendar changes.

School District #35 (Langley)
2023-2024 School Calendar
Elementary (with Student Inclusive Conferences)

MONTH	DATE	
September	Sept 4 (M)	Labour Day (School Closed)
	Sept 5 (T)	School Opens
	Sept 30 (S)	Truth and Reconciliation Day
October	Oct 2 (M)	Truth and Reconciliation Day (School Closed)
	Oct 6 (F)	School Improvement Day (Students not in Session)
	Oct 9 (M)	Thanksgiving (School Closed)
	Oct 20 (F)	Professional Development Day (Provincial - students not in attendance)
November	Nov 10 (F)	Report Card Prep/Design and Assessment Day (students not in attendance)
	Nov 11 (S)	Remembrance Day
	Nov 13 (M)	Remembrance Day (School Closed)
	Nov 30 (Th)	2 Hour Early Dismissal - Student Inclusive Conferences
December	Dec 21 (Th)	Last Day Prior to Winter Break
	Dec 22 (F)	Calendar Variation (School Closed)
January	Jan 8 (M)	School Re-Opens After Winter Break
February	Feb 16 (F)	Professional Development Day (District - students not in attendance)
	Feb 19 (M)	Family Day (School Closed)
	Feb 26 (M)	Report Card Prep/Design and Assessment Day (students not in attendance)
March	Mar 6 (W)	2 Hour Early Dismissal - Student Inclusive Conferences
	Mar 15 (F)	Last Day Prior to Spring Break
	March 29 (F)	Good Friday
April	Apr 1 (M)	Easter Monday
	Apr 2 (T)	School Re-Opens After Spring Break
May	May 10 (F)	Professional Development Day (RC Garnett only - students not in attendance)
	May 17 (F)	Professional Development Day (District - students not in attendance)
	May 20 (M)	Victoria Day (School Closed)
June	Jun 27 (Th)	Final Report Card & Last Day for Students Prior to Summer Vacation
	Jun 28 (F)	Administrative Day (students not in attendance)
July / August		Summer Session

SD35 Board of Education Meeting
PROPOSED May 16, 2023

School District #35 (Langley)
2023-2024 School Calendar
Langley Education Centre
(Langley Online & Distributed Learning, CHOICES)

MONTH	DATE	
September	Sept 4 (M)	Labour Day (School Closed)
	Sept 5 (T)	First Day of Fall Session Classes
	Sept 30 (S)	Truth and Reconciliation Day
October	Oct 2 (M)	Truth and Reconciliation Day (School Closed)
	Oct 9 (M)	Thanksgiving (School Closed)
	Oct 20 (F)	Professional Development Day (students not in attendance)
November	Nov 11 (S)	Remembrance Day
	Nov 13 (M)	Remembrance Day (School Closed)
	Nov 14 (T)	Professional Development Day (students not in attendance)
December	Dec 19 (T)	Last Day for Students Prior to Winter Break
	Dec 20 (W)	Report Card Prep Day/Design and Assessment Day (students not in attendance)
	Dec 21 (Th)	Calendar Variation (School Closed)
January	Jan 8 (M)	School Improvement Day (students not in attendance)
	Jan 9 (T)	First Day of Winter Session Classes
	Jan 15 (M)	Fall Session Report Cards Issued
February	Feb 16 (F)	Professional Development Day (students not in attendance)
	Feb 19 (M)	Family Day (School Closed)
March	Mar 14 (Th)	Professional Development Day (students not in attendance)
	March 29 (F)	Good Friday
April	Apr 1 (M)	Easter Monday
	Apr 2 (T)	School Re-Opens After Spring Break
	Apr 25 (Th)	Last Day of Winter Session Classes
	Apr 29 (M)	Professional Development Day (students not in attendance)
	April 30 (T)	Report Card Prep Day/Design and Assessment Day (students not in attendance)
May	May 1 (W)	First Day of Spring Session Classes
	May 6 (M)	Winter Session Report Cards Issued
	May 20 (M)	Victoria Day (School Closed)
June	Jun 20 (Th)	Last Day of Spring Session Classes
	Jun 26 (W)	Final Report Cards Issued
	Jun 27 (Th)	Administrative Day (students not in attendance)
July / August		Summer Session

*Most LEC classes run on a four day schedule (Monday to Thursday)
so the Pro D Days have been shifted compared to other schools in the District.

STAFF REPORT

DATE: May 16, 2023

TO: Board of Education

FROM: Mal Gill, Superintendent of Schools

RESOURCE: Lisa Lainchbury, Assistant Superintendent

SUBJECT: Administrative Procedure No. 261 – Student Exchanges and Billeting

RECOMMENDED MOTION:

That the Board of Education receives Administrative Procedure No. 261 – Student Exchanges and Billeting for information, as presented.

BACKGROUND:

The District recognizes that cultural, reciprocal exchanges and billeting enhance and add value to educational programming by offering students additional opportunities for learning to occur through travel and hosting visiting students.

Cultural, reciprocal exchanges may occur between a Langley school and another school either nationally or internationally, following approval. Students are paired with a student from the other school and the family of each student will agree to host the student who has been paired with their child.

Billeting may occur in lieu of a hotel or other paid stay arrangement. This Administrative Procedure applies to billeting when the School District is hosting visiting students or in relation to arrangements made for travel of Langley students.

Administrators and staff have increasingly sought guidance and approval for exchanges and billeting. This new **Administrative Procedure No. 261 - Student Exchanges and Billeting** would be utilized to provide direction and parameters for planning and implementation of such experiences.

Notable components:

1. Under the leadership of the principal, the trip leader shall ensure that for all billeting or exchanges, every adult over 18 in the host family home completes a Criminal Record Check, or equivalent of, in order to proceed as a host family.
-

2. Host families intending to drive students in a privately owned or rented vehicle must satisfy the School District's standards to ensure they are competent, qualified drivers with obligatory insurance coverage in place. This applies to both Langley School District and the exchange billeting school district.
3. [Administrative Procedure 355 – Student Expectations and Consequences](#), [Admin Procedure 562 – Transportation of Students](#), and, [Admin Procedure 260 – Student Field Trips](#) are referenced and linked.

This is a new Administrative Procedure that will assist in providing clarity to schools during their planning process as we as a District continue to support reciprocal exchanges and billeting as part of our field trip experience opportunities.



Administrative Procedure 261

STUDENT EXCHANGES AND BILLETING

Background

The District recognizes that cultural, reciprocal exchanges and billeting enhance and add value to educational programming by offering students additional opportunities for learning to occur through travel and hosting visiting students. This in turn supports students' growth in their physical, social, emotional and cognitive development.

Cultural, reciprocal exchanges may occur between a Langley school and another school either nationally or internationally, following approval. Travel only occurs when the receiving school is in session. Students are paired with a student from the other school and the family of each student will agree to host the student who has been paired with their child.

Billeting may occur in lieu of a hotel or other paid stay arrangement. This Procedure applies to billeting when the School District is hosting visiting students or in relation to arrangements made for travel of Langley students.

Procedures

1. General

- 1.1 Student participation in an exchange or trip involving billeting is optional and will include a charge to cover the costs of transportation and hosting costs. Hosting costs are minimized because students will be billeted in families' homes. If there is an added excursion planned to a different location outside of the exchange itself, there could be additional travel and hotel expenses.
- 1.2 Travel will be arranged, as much as possible, to minimize the disruption of in-class learning and participating students and families will recognize that students are responsible for their schoolwork before, during and after the exchange dates.

The District [Administrative Procedure 355: Student Expectations and Consequences](#), shall apply to all school organized trips and activities. The School District reserves the right to cancel or suspend travel or related activities if a student fails to comply with expected standards of conduct.
- 1.3 Transportation shall be in accordance with [Admin Procedure 562: Transportation of Students](#), and the [Field Trip Handbook](#).
- 1.4 All exchanges are to be approved by the principal of the school who shall ensure that the guidelines laid out in the Field Trip Handbook, and [Admin Procedure 260: Student Field Trips](#), are followed.

2. Out of Province Exchanges and Billeting

- 2.1 For travel within Canada, all field trips are to be approved by the principal of the school who will ensure that the guidelines laid out in the Field Trip Handbook are followed.
- 2.2 The leader shall:
 - 2.2.1 Ensure there are both female and male teacher supervisors on all trips.
 - 2.2.2 Ensure that students and parents are appropriately informed for specific activities and that they are aware of all expectations including knowledge of risks involved.
 - 2.2.3 Inform parents of the specific nature of the activity and its place in the school curriculum.
 - 2.2.4 Obtain signed parental consent and medical forms as per the Field Trip Handbook.
 - 2.2.5 Travel with completed student medical forms.
 - 2.2.6 Confirm that adequate medical insurance coverage is obtained for all teacher supervisors and students.
 - 2.2.7 For travel within Canada, submit appropriate field trip application to the principal for approval at least two weeks before the excursion. The timeline may be longer or shorter at the discretion of the principal.
 - 2.2.8 For International travel, including trips to the United States, obtain approval from the principal, and then the appropriate Assistant Superintendent. The principal shall send a copy of the approval forms to the Assistant Superintendent at least five (5) months prior to the commencement of the trip. Copies of related lists and consent forms need to be forwarded to the Assistant Superintendent at least eight (8) weeks prior to the start of the trip.
 - 2.2.9 Carry an active cell phone at all times during the trip.
 - 2.2.10 Ensure that for all billeting or exchanges, every adult over 18 in the host family home completes a Criminal Record Check, or equivalent of, in order to proceed as a host family.

3. Teacher Supervision Responsibilities

- 3.1 Supervising teachers shall follow expectations as laid out in Admin Procedure 260 – Student Field Trips, Section 7.
- 3.2 Supervising teachers will maintain contact with the principal for matters regarding student health and/or well-being while abroad.
- 3.3 Supervising teachers will maintain contact with the partner school's supervising teachers and will share all concerns and expectations regarding student care throughout both portions of the exchange (visiting and hosting).
- 3.4 Supervising teachers for the partner school will communicate the needs and expectations of our Langley students to their host families. Host families in the partner school will be informed of the District requirements for all students as outlined in the Field Trip Handbook.

- 3.5 Supervising teachers will communicate with parents and students as per the Field Trip Handbook, "How To Plan Your Field Trip."
4. Requirements of the Host Parents/Guardians and students, in host and visiting countries:
- 4.1 For all billeting or exchanges, every adult over 18 in the host family home must complete a Criminal Record Check, or equivalent of, in order to proceed as a host family.
 - 4.2 Host families are expected to ensure that students have access to safe, secure and sanitary accommodations that provide students with an appropriate degree of personal privacy.
 - 4.3 Host families intending to drive students in a privately owned or rented vehicle must satisfy the School District's (or equivalent) standards to ensure they are competent, qualified drivers with obligatory insurance coverage in place.
 - 4.4 Host families will be provided with a student profile form a minimum of five (5) weeks prior to hosting and/or travelling that will include the following information: parents' names and phone numbers, home address, home phone number, email addresses, allergies, health concerns, students' interests/hobbies, and any other information that the visiting student and/or their parent(s) feel is pertinent.
 - 4.5 Exchange teachers will ask partnered families to communicate with one another regarding needs, concerns, activities, and expectations for the partnered students.
 - 4.6 Host parents are expected to act as surrogate parents for the duration of the visiting students' time. They are able to give and deny consent for activities as they would with their own child(ren). Sleepovers at another home, however, are not permitted under any circumstances.
 - 4.7 Host parents are responsible for the welfare and well-being of visiting students at all times when they are not in school or on a day excursion with their own supervising teachers.
 - 4.8 Host families must be on time to drop off and pick up their visiting student for/from day excursions.
 - 4.9 Host families are expected to provide reasonable accommodations and meals, including breakfast, lunch, and dinner for their guest student each day unless otherwise advised in the itinerary.
 - 4.10 Host families should plan to maintain their usual schedule for the duration of the students' visit and include their guest in their normal routine. (For example: sports, extra-curricular activities, church, other family activities). Evening and/or weekend sightseeing excursions that fit within the family's budget are permitted. The host family should make sure that their guest's family is aware of and approve of any planned activities.
 - 4.11 In the event a Langley student has a shared custody living arrangement, and will be spending time in both households, a parent from both households must be involved in all aspects of the items listed above, and accommodations must be made to host the visiting student in both households. The family from the visiting school must be made aware of these arrangements ahead of time. As per 2.1.11, ensure that for all billeting or exchanges, every adult over 18 years old in both the households must complete a Criminal Record Check, or equivalent of, in order to proceed as a host family.

- 4.12 Should a conflict or concern arise that cannot be mediated between the families themselves, the host family is to contact the teacher supervisors immediately to discuss the concern.

Reference: [Administrative Procedure 260](#)
[Administrative Procedure 355](#)
[Administrative Procedure 562](#)
[Field Trip Handbook](#)

Adopted: May 16, 2023