



Memorandum

Date: September 13, 2022
To: Board of Education
From: Kevin Kaardal, Superintendent of Schools/CEO
Re: **2022 School Opening Report – Part 1**

1. RELEVANT BOARD MOTION/DIRECTION

Annual report requested by the Board.

2. BACKGROUND

This report covers the time period of September 6, 2022 through to September 12, 2022 (unless otherwise noted) and provides an update regarding the first days of the 2022/2023 school year. There will be additional adjustments and refinements in the coming weeks, and these will be reported at the next Public Board Meeting on September 28, 2022.

3. SUPERINTENDENT'S COMMENTS

School Opening

The District has had a great start to the 2022/2023 school year. The opening of École Bellevue Creek Elementary School and Webber Road Elementary School have been a tremendous success. Congratulations to École Bellevue Creek Elementary Principal, Raelyn Larmet, and Webber Road Elementary Principal, Sylvain Guignard, and all of the staff (teachers and support staff) who made these openings possible, working over the summer. Congratulations to Director of Operations, Rob Drew, and his management team, for their tremendous work, with the school teams, completing the complex reopening of Webber Road Elementary and École Bellevue Creek Elementary Schools.

4. INFORMATION STATEMENT

District Enrolment Trends

In the spring of 2022, the projected headcount for September 30, 2022 was 23,574, which represented an anticipated increase of 366 students from the same time in the spring of 2021. As of September 13, 2022, 23,499 students were registered in our system, representing a decrease of 46 from original projections but 314 over last year's September 30, 2021 numbers (23,185). These numbers do not include International students or Alternate Education students. Having noted this, it is important to recognize that schools are continuing to accept registrations and following up with student absences/withdrawals. A more accurate count of student enrolment will be provided in Part 2 of the 2022 School Opening Report at the September 28, 2022 Public Board Meeting, as well as following the September 30th 1701 submission to the Ministry of Education and Child Care.

Currently 24,332 students are attending in-class instruction with 227 attending eSchoolBC.

International Education Program and The Welcome Centre

The Central Okanagan Public Schools' International Education Program continues to be attractive to students from around the world due to the outstanding efforts of our staff, our quality schools, and welcoming community. Despite the challenges of the past year and a half, the International Education Program has been able to return enrolment to pre-pandemic levels.

We have 569 students confirmed to come to the Central Okanagan during the 2022/2023 school year. To date we have 475 fee paying students who have arrived and another 94 coming in the second half of the school year.

The long-term and short-term program students currently in Canada represent approximately 377 FTE. Those students who are planning to arrive in semester 2 this school year would bring the total to 420 FTE for the 2022/2023 school year.

The students attending in the International Program for the 2022/2023 school year represent 29 countries and jurisdictions including: Austria, Australia, Belgium, Brazil, Chile, Columbia, Czech Republic, France, Germany, Hong Kong, India, Iran, Italy, Japan, Mexico, the Netherlands, the Philippines, the Republic of China, the Republic of Korea, Russia, Slovakia, Spain, Switzerland, Taiwan, Thailand, Turkey, the United Kingdom, the United States, and Vietnam.

The Central Okanagan Public Schools' Welcome Centre helped to settle 507 students and their families into the District and community in 2021/2022. We are seeing an increase in enrolments for school opening this year. Our Welcome Centre staff have welcomed 298 students and their families from 43 countries to the Central Okanagan compared to last year's new registrations in September of 119 students. There are currently 2007 newly immigrated children attending Central Okanagan Public Schools - all of whom are supported through the Welcome Centre and the Settlement Workers in Schools (SWIS) Program.

The Central Okanagan has become a settlement destination and has seen a steady influx of families from an ever-growing number of countries around the world. Students from 89 different countries are currently attending Central Okanagan Public Schools. The countries represented include: Afghanistan, Argentina, Armenia, Australia, Austria, Bahamas, Bangladesh, Barbados, Belarus, Belgium, Bolivia, Botswana, Brazil, Burkina, Burundi, Cayman Islands, Chile, Colombia, Congo, Costa Rica, Croatia, Cuba, Dominican Republic, Ecuador, Egypt, Ethiopia, France, Germany, Ghana, Greece, Haiti, Honduras, Hong Kong, Hungary, India, Indonesia, Iran, Iraq, Ireland, Israel, Italy, Jamaica, Japan, Jordan, Kazakhstan, Kenya, Lebanon, Libya, Mauritius, Mexico, Moldova, Morocco, Myanmar, Namibia, Nepal, Netherlands, New Zealand, Nigeria, Pakistan, Peru, Philippines, Poland, Portugal, Republic of China, Republic of Korea, Romania, Russia, Saudi Arabia, Serbia, Slovakia, South Africa, Spain, Sri Lanka, Sudan, Switzerland, Syria, Taiwan, Thailand, Tunisia, Turkey, Uganda, Ukraine, United Kingdom, United States, Venezuela, Vietnam, Wales, and Yemen.

The large numbers of newly arrived students and their families continue to have a positive impact creating a much more culturally diverse and globally aware local community. Our students, teachers and schools are enriched through the exchange of ideas and infusion of culture from around the world.

Human Resources Recruitment

The Human Resources Department has completed the initial placement of teaching staff for school start-up. To date, additional staff has been added to Mount Boucherie Secondary School, Canyon Falls Middle School, École Glenrosa Middle School, and Chief Tomat Elementary School. Due to enrolment, teaching staff has been reassigned from North Glenmore Elementary School. As our enrolment needs become clearer, other reassignments may be required.

Staffing at the elementary, middle and secondary levels has surpassed projections. With classes starting on September 6th, the secondary schools are still working to balance class size and composition requirements.

With the requirements for staffing outlined in the Letter of Understanding 17 with respect to District ratios, we are still working to recruit French Immersion and Technology Education Teachers, as well as School Psychologists.

During the months of May and June, a total of 292 teacher postings were processed. This summer approximately 186 full-time temporary contracts were awarded to teachers. There were also 218 part-time temporary contracts and additions awarded. The majority of these temporary assignments were created due to unfilled postings or teachers taking a leave of absence for a variety of reasons (maternity and parental leaves, medical leaves, leaves to participate in job share assignments and self-funded leaves). Since September 2021, approximately 200 new teachers were hired into temporary contracts or placed on our Teachers Teaching on Call (TTOC) list.

In addition to other universities within and outside of our province, our partnership with the Teacher Education Program at the University of British Columbia-Okanagan (UBC-O) continues to provide our District with high quality beginning teachers throughout K-12. We expect a graduating class of approximately 104 elementary, middle and secondary teachers in December 2022. We are currently hosting a large majority of the teacher candidates from UBC-O, and anticipate others from the University of Victoria, University of Calgary, and University of British Columbia – Vancouver.

Over the months of September and October, we will be recruiting CEA's, Bus Drivers, Inclusive Education staff and Teachers.

During the 2021/2022 school year, the Human Resources Department processed:

- 518 support staff postings, which included 114 CEA postings
- 292 teacher postings during the Spring staffing period
- 68 senior staff, Principal and Vice-Principal, and Management changes (retirements, resignations, appointments, reassignments)

The selection process for the following senior staff and management positions were concluded:

- Director of Operations
- Secretary-Treasurer/CFO
- Assistant Superintendent
- Director of Instruction – Learning and Innovation
- Director of Instruction – Inclusive Education
- District Principal of Learning Technology Services
- District Principal of Inclusive Education
- Vice-Principal of Indigenous Education
- Acting Administrator of Human Resources

- Human Resources Manager
- District Health & Safety Manager
- Human Resources Advisor (temporary)

We now employ close to 4040 employees (FTE) which includes 42 District-Level Senior Administration/District-Level Exempt Staff, 94 administrators (Principals/Vice-Principals), 2137 teachers/teachers teaching on call and 1767 support staff. Hiring teachers teaching on call and Certified Education Assistants for vacant positions is continuing.

Financial

The external auditors have concluded their year-end review of the District's financial reports. The fiscal and accounting and control processes were once again found to be comprehensive and appropriate.

Facility Updates

Throughout the summer season, the Operations Department was very busy completing numerous projects. The list of projects this summer were extensive and many complex in design. This work was in addition to the normal custodial clean-up that took place at every school in the District. During this same period, routine maintenance of facilities, grounds and custodial summer cleaning was carried out. See 'Appendix A' for a description of the summer work which was completed. There was no, or very little, disruption for the start of the 2022/2023 school year.

Technology

Over the summer, the Learning Technology team completed the following projects and upgrades to support education and business operations and to empower staff and students in their work:

- Technology refresh for 9 schools and device upgrades for 22 schools that included 690 Chromebooks, 5 computer labs, 639 laptops and 550 iPads
- Technology infrastructure and set-up for the new Webber Road Elementary and École Bellevue Creek Elementary Schools
- Network and internet bandwidth upgrades to 3 middle schools, 3 elementary schools, Hollywood Road Education Services and the Adolescent Psychiatric at KGH
- Parent portal development and school/district internal and external websites refresh
- Continue to support families with options to purchase personal learning devices for their students (232 Chromebooks, 72 student laptops sold) and 25 gently used devices provided to students of families that cannot afford to purchase technology
- SeeSaw - District E-Portfolio student learning sharing strategy
- Re-established Robocup – District lego robotics and coding event
- Continued our work with the digitization of district forms and document management using Clevr and Laserfiche:
 - Security and protection of data
 - Compliance with legislative and policy requirements (FIPPA) and Records Management
 - Enhance efficiency, business processes and workflow
 - Enhance end-user access, convenience, and experience
- District and school information architecture redesign project
- Deployment of security controls to protect employees' accounts using multifactor authentication (MFA)

In alignment with the District's Strategic Plan, the Learning Technology Department has prioritized the following projects for 2022/2023 school year:

Equity & Excellence in Learning

- Digital Equity for all students and families
- Support for Personal Learning Devices in all Secondary Schools
- Deployment of Digital Training options for all Central Okanagan employees

Family & Community Engagement

- Development of a parent portal that provides a "one-stop-shop" experience for all parent/guardian digital services.
- Partnership with COPAC to provide learning opportunities for parents on Digital Wellness for Families.

System Wellbeing

- Co-creation of Digital Wellness Strategies - Design Thinking Network with K-12 Educators.
- Continued enhancements to the District Privacy and Security Framework providing safe, secure, and reliable network services for students, staff, and community members.

Transformative Leadership

- Establish a Technology Client Services Team to enhance and support technology through a continuous improvement model.
- Support Learning Technology Lead Teachers in schools to enhance learning environments through the integration of technology

Transportation

On February 26, 2020, after an extensive review, the Board of Education approved changes to Regulations 425R – Student Fees (Regulations) and 470R – Transportation Services Management (Regulations) Guiding Principles for Transportation in Central Okanagan Public Schools.

As a result of the approved changes in 2020 to Regulations 425R and 470R, Transportation Services has implemented several significant processes and procedures which support the vision and goals of the Board of Education, and provided the Department with direction and continuity for managing the long term and day to day operations of the Transportation Department.

Transportation Projects and Accomplishments

Since 2020, Transportation Services has implemented significant processes and timelines to ensure we are providing a quality level of service which is sustainable and supports our students, schools, and the Board of Education. These include:

- a) Continue with our recruitment campaign to ensure the Department has an adequate number of bus drivers to operate the District's bus routes. During the 2021/2022 school year, Transportation Services had a total of 18 senior bus drivers retire from their position. As a result, this contributed to an abnormal amount of cancelled bus routes during the school year.
- b) Ongoing bus driver training and refresher programs for approximately 100 school bus drivers and 75 Operations staff who operate District owned vehicles.
- c) In the 2021/2022 year, Transportation Services was assigned the task of developing a process to effectively manage the assignment and collection of transportation fees in School Cash Online. The Department has developed a communication plan for parents and schools and implemented procedures which has been very successful in the assignment, management and collection of transportation fees.
- d) Continue to collaborate with International Education for the transportation of the District's International students and ensure the required number of reserved seats are available for these students.

- e) Implemented procedures with Inclusive Education Services to ensure all students have the opportunity to ride the school bus and benefit from inclusive education and supports available on our special needs bus routes.
- f) The District continues to provide contracted transportation services for Westbank First Nations and Sensisysten School and is in the second year of our three-year contract.
- g) Continue with ongoing bus route and bus stop reviews to ensure we are operating in a safe and efficient manner.
- h) Adding electric school buses to our fleet which is reducing carbon emissions, resulting in a greener, healthier and cleaner environment for our students and staff. Over the last 3 years the District has purchased a total of 6 electric buses.
 - 2020 - 3 Electric 76 passengers school buses
 - 2021 - 1 Electric 44 passenger Special Needs school bus with wheelchair accessibility
 - 2022 - 1 Electric 76 passenger school bus and 1 Electric 66 passenger Special Needs school bus with wheelchair accessibility.

The two buses recently purchased are currently at the service depot in Vernon and are expected to arrive in Kelowna in the next few days. The bus purchased in 2022 is currently being prepared for transit from the manufacturer to the service depot in Vernon.

School Bus Transportation Application Timeline

- a) The transportation timeline was developed and has been very successful in terms of communicating transportation processes and expectations for parents, schools and stakeholders.
- b) Although we accept applications for transportation throughout the school year, priority for service in the 2022/2023 school year is given to applications received between the opening date of January 31, 2022 and the closing date of May 31, 2022.
- c) Applications for eligible students received during this time are assigned to the bus route when the application is processed.
- d) After assigning all eligible riders, applications received before June 1st for courtesy riders will then be assigned to a bus route if there is seat space available.
- e) All applications received between these dates are processed before the end of June.
- f) Once all applications received before June 1st are processed and students are assigned to a route, seats are reserved on routes that are not at full capacity for late eligible applicants that apply after May 31st.
- g) Applications received after May 31st will be processed during July and August and students will be placed on a waitlist if there is no seat available on the bus route.
- h) School bus drivers begin confirming passenger lists upon school start up.
- i) Confirming passenger lists and adding or removing students to routes is the priority for the Transportation Department in September, but is an ongoing process throughout the year. As seats become available students are removed from the waitlist and assigned to a bus route.
- j) Bus routes are reviewed during the months of August and September and adjustments are made where possible in an effort to manage routes that are over capacity with eligible riders or if there are large numbers of eligible students in an area that are on our waitlists.
- k) Priority is given to eligible students on the waitlist and those students can generally be assigned once the confirmation process is completed in September or October.
- l) A majority of bus routes are operating at full capacity with 84% of the riders being eligible.

Transportation Application Summary

6,484 Transportation applications received between January 31 and September 8, 2022
 5,331 Received between January 31 and May 31, 2022
 1,153 Received between June 1 and September 8, 2022

- 176 New applications received since September 8, 2022 that are currently being processed and have not been included in this report.

Transported Students – September 8, 2022

- 70 School Bus Routes (69 Routes in 2021/2022)
4,743 Assigned Seats (4307 in 2021/2022)
3,962 Eligible students assigned to a bus route (3,644 in 2021/2022)
673 Courtesy riders assigned to a bus route (563 in 2021/2022)
108 Special Education students assigned on 11 SPED routes (100 in 2021/2022)

Waitlisted Students – September 8, 2022

- 442 Students on a waitlist
399 Courtesy riders
43 Eligible applicants that applied after May 31, 2022 - A majority of the late eligible applications were received in July and August and seats that were reserved have already been assigned resulting in these students being placed on a waitlist.

The data reported in this report does not include "other" applications such as those students who reside less than 2 kms from their English catchment school, applications for students attending a school of choice, requests from parents requesting a seat on a second bus to an alternate location, and applications for transportation to a school where service is not provided.

Communications

- a) The Transportation Services website contains information regarding timelines, links to Transportation Policies, Eligibility for Transportation, Fee and Payment information and School Bus Safety.
- b) The Transportation Application Form contains information regarding service levels, bus rider rules, Privacy and Protection statement and information regarding the Districts School Bus Stop. All items must be read acknowledged by the parent before the application can be submitted.
- c) Every application processed receives a reply with information regarding student eligibility, confirmation if a seat has been assigned, and how and when the assignment of transportation fees will be applied.
- d) General reminders regarding application for transportation opening date, closing date and timelines are sent to parents throughout the school year.

5. NEXT STEP

An update will be provided at the next meeting of the Board of Education on September 28, 2022.

6. APPENDIX

A. Description of Operations 2022 Summer Work

"APPENDIX A"

LOCATION	DESCRIPTION OF OPERATIONS 2022 SUMMER WORK
AFG – Flooring Replacements – Various Locations	1. George Elliot – classrooms and staff room
AFG – Handicap Accessibility – Various Locations	1. Install automatic door opener at Mount Boucherie Secondary School 2. Install automatic door opener at École Kelowna Secondary School 3. Install automatic door opener at École Dr. Knox Middle School 4. Install change table at A.S. Matheson Elementary
AFG – Portable Roof Replacements	1. Rutland Middle – one portable roof
Transportation	1. Summer maintenance on all buses and white fleet
École Bellevue Creek	1. New PEP – Playground Enhancement Project 2. Reopening – painting, flooring, lighting, millwork, PA system, Fire Alarm system, HVAC, plumbing and grounds work.
Canyon Falls	1. Purchase and installation of additional 72 lockers
Constable Neil Bruce	1. Two used portables placed at this location to accommodate student growth. Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway. Construct ramps & stairs. Cleaning of rooms. Installation of projector/white boards, phones, student required items (table/chairs, etc.). New HVAC units installed on two used portables.
Davidson Road	1. Installed handicap device and card access on Level 2 for staff member to access building.
École Dorothea Walker	1. Disconnect of all utilities, site clean up, level off area after removal of four portables. Set up classrooms vacated to Bellevue Creek.
Duct Cleaning – Various Locations	1. Duct cleaning at all locations with shops and dust collectors
Ellison	1. Handicap accessible washroom for student services
George Elliot	1. Bus Compound – New secured bus parking compound completion 2. Roof replacement project 3. Insurance Claim
George Pringle	1. Disconnect of all utilities, site clean-up, level off area after removal of one portable 2. Disconnect of all utilities, site clean-up, level off area after removal of two modulares
École Glenrosa Elementary	1. Move from George Pringle Elementary – French Immersion program 2. Staff room drainage repair
École H.S. Grenda Middle	1. Solar Panels tender process 2. Upgrade Communication Booster 3. Insurance Claim work
Hollywood Road Education Services	1. RTU Replacement for server room

École Hudson Road	1. Gym floor replacement 2. Move from George Pringle Elementary 3. One moved portable from KLO Middle placed at this location to accommodate student growth. Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway. Construct ramps & stairs. Cleaning of room. Installation of projector/white board, phone, student required items (table/chairs, etc.). New HVAC unit was installed in used portable. 4. Two new portables placed at this location to accommodate student growth. Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway. Construct ramps & stairs. Cleaning of room. Installation of projector/white board, phone, student required items (table/chairs, etc.).
École KSS	1. Solar Panel tender process 2. Metal shop renovation
École KLO	1. HVAC Upgrade – Multizone roof top units received. Project is still ongoing 2. Disconnect of all utilities, site clean-up, level off area after removal of one portable.
Ministry – Child Care Spaces - Various Locations	1. Architectural Agreement signed with SOA Architects. Schematic design and tender documents for seven new Daycare Locations. Anne McClymont, Black Mountain, Ellison, George Elliot, Hudson Road, North Glenmore and Okanagan Mission.
Mount Boucherie	1. Two moved portables from École Dorothea Walker Elementary placed at this location to accommodate student growth. Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway. Construct ramps & stairs. Cleaning of room. Installation of projector/white board, phone, student required items (table/chairs, etc.). New HVAC unit was installed in used portable. Disconnect of all utilities. 2. Lighting Upgrade. Phase 2 final Zone. Commissioned 3. Leak repairs and Isolation valve installation on heating/cooling system
North Glenmore	1. Two moved portables from École Dorothea Walker Elementary placed at this location to accommodate student growth. Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway. Construct ramps & stairs. Cleaning of room. Installation of projector/white board, phone, student required items (table/chairs, etc.). New HVAC unit was installed in used portable. 2. Boiler Upgrade – purchase of equipment
Peachland	1. Ongoing RTU Replacement
Pearson	1. Exterior stair repairs
Rose Valley	1. Ongoing RTU Replacement
Rutland Middle	1. Roof Replacement – One section
Shannon Lake	1. Radon mitigation system install 2. One moved portable from Springvalley placed at this location to accommodate student growth. Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway. Construct ramps & stairs. Cleaning of room. Installation of projector/white board, phone, student required items (table/chairs, etc.). New HVAC unit was installed in used portable.

Sidewalk Repairs – Various Locations	1. Pearson Road – Replace stairs and sidewalks 2. Mount Boucherie - exterior stair repair 3. École Glenmore Elementary – exterior stair repair
Springvalley Elementary and Middle School	1. Planning stage of irrigation system design 2. Disconnect of all utilities, site clean-up, level off area after removal of one portable.
Watson Road	1. One moved portable from Quigley Elementary placed at this location to accommodate student growth. Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway. Construct ramps & stairs. Cleaning of room. Installation of projector/white board, phone, student required items (table/chairs, etc.).
Webber Road	1. One moved portable from Armstrong placed at this location to accommodate student growth. Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway. Construct ramps & stairs. Cleaning of room. Installation of projector/white board, phone, student required items (table/chairs, etc.). New HVAC unit was installed in used portable. 2. Two moved modulars from École George Pringle Elementary placed at this location to accommodate student growth. Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway. Construct ramps & stairs. Cleaning of room. Installation of projector/white board, phone, student required items (table/chairs, etc.). 3. Three used portables from Quesnel placed at this location to accommodate student growth. Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway. Construct ramps & stairs. Cleaning of room. Installation of projector/white board, phone, student required items (table/chairs, etc.).