



Memorandum

Date: September 12, 2023
To: Board of Education
From: Kevin Kaardal, Superintendent of Schools/CEO
Re: **2023 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 5, 2023 through to September 11, 2023 (unless otherwise noted) and provides an update regarding the first days of the 2023/2024 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 27, 2023.

3. SUPERINTENDENT'S COMMENTS

School Opening

The District has had a great start to the 2023/2024 school year. I commend our educators and Principals who have reached out to families to check on their wellness in light of the wildfire and landslide emergencies. Congratulations to Director of Operations, Rob Drew, and his management and operations, custodial and transportation teams for their tremendous work, completing the numerous projects over the summer.

This summer we again have had to deal with a devastating wildfire. The largest in the last 8 years. Its impact will be felt for years. Our hearts go out to those still on evacuation order or who have lost their homes. Currently over 400 homes are on evacuation order, 189 properties have been lost, and 6 of our schools remain on evacuation alert. We will support them any way we can. We are very grateful to the many fire fighters who responded to the fires and continue to fight the McDougall Creek wildfire that is still out of control. Smoke will continue to intermittently impact air quality at some schools. I am especially grateful to Harold Schock, Josh Currie and Rob Drew for their support in working with the Emergency Operations Center. Special thanks go to the entire International Education team and Homestay Coordinators who had to find temporary lodging for hundreds of arriving students. The administration and custodial team at Mount Boucherie Secondary School are also to be commended for supporting the moving of the Westside Emergency Operations Center from Royal LePage Place to Mount Boucherie Secondary School. The transportation team has also engaged in creating specialized routes and preparation for evacuation if necessary. It has been an incredible team effort.

Many of our staff have housed or continue to house families on evacuation order or those who have lost their homes. Last year's theme of creating caring communities is being lived daily.

This summer, at meetings with international educational leaders, District leaders and the Ministry, our District was referenced as a powerhouse District whose story needs to be told. Westbank First Nations Councilor, and the Chair of the Indigenous Education Committee, Jordan Coble, stated that our District sets the gold standard for our results, partnerships and agreements. We have much to be proud of and yet we still have more work to do until each child can meet their potential and thrive holistically.

4. INFORMATION STATEMENT

District Enrolment Trends

In the spring of 2023, the projected headcount for September 30, 2023 was 23,728, which represented an anticipated increase of 200 students from the same time in June of 2022. As of September 12, 2023, 24,194 students were registered in our system, representing an increase of 466 from original projections, but 666 over last year's September 30, 2022 numbers (23,528). 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 2023 School Opening Report at the September 27, 2023 Public Board Meeting, as well as following the September 30th 1701 submission to the Ministry of Education and Child Care.

Currently 24,971 students are attending in-class instruction with 213 attending eSchoolBC, which results in a current student head count of 25,184. From a budgeting perspective, the student FTE, including International, Alternate Education and eSchoolBC students is 25,345.

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, our homestay families, and our welcoming community.

We have 412 students confirmed to come to the Central Okanagan during the 2023/2024 school year. To date we have 438 fee paying students who have arrived and another 105 coming in the second half of the school year.

The students attending in the International Program for the 2023/2024 school year represent 29 countries and jurisdictions including: Austria, Bangladesh, Belgium, Bermuda, Brazil, Chile, Columbia, Czech Republic, Denmark, France, Germany, Hong Kong, India, Iran, Italy, Jamaica, Japan, Mexico, Nigeria, Portugal, the Republic of China, the Republic of Korea, Slovakia, Spain, Switzerland, Taiwan, Thailand, the United States, and Vietnam.

The Central Okanagan Public Schools' Welcome Centre helped to settle 688 students and their families into the District and community in 2022/2023. We are seeing an increase in enrolments for school opening this year. Our Welcome Centre staff have welcomed 331 students and their families from 44 countries to the Central Okanagan compared to last year's new registrations in September of 156 students. There are currently 2,108 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 91 different countries are currently attending Central Okanagan Public Schools. The countries represented include: Afghanistan, Argentina, Australia, Austria, Bahamas, Bangladesh, Barbados, Belarus, Belgium, Bolivia, Brazil, Burkina, Burundi, Chile, Colombia, Congo, Costa Rica, Croatia, Cuba, Dominican Republic, Ecuador, Egypt, Eritrea, Ethiopia, Fiji, 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, Norway, Pakistan, Palestine, Peru, Philippines, Poland, Portugal, Republic of China, Republic of Korea, Republic of Kosovo, Romania, Russia, Saudi Arabia, Serbia, Slovakia, South Africa, Spain, St. Vincent and the Grenadines, Sudan, Switzerland, Syria, Taiwan, Tajikistan, 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 École Dorothea Walker Elementary and South Rutland Elementary. Senior staff continue to monitor enrolment, to determine if any teaching staff need to be reassigned. As our enrolment needs become clearer, other assignments or reassignments may be required.

Staffing at the elementary, middle and secondary levels continues to be monitored. With classes starting on September 5th, the secondary schools are still working to balance class size and composition requirements.

The District continues to meet the requirements for staffing outlined in the Letter of Understanding 17 with respect to District ratios. We have continued recruitment focus on French Immersion and Technology Education Teachers, as well as School Psychologists.

During the months of May and June, a total of 226 teacher postings were processed. This summer approximately 230 full-time temporary contracts were awarded to teachers. 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 2022, approximately 185 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 126 elementary, middle and secondary teachers

in December 2023. 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, recruitment will continue for CEA's, bus drivers, and other Operations Department staff.

During the 2022/2023 school year, the Human Resources Department processed:

- 525 support staff postings, which included 208 CEA postings
Ninety-one CEAs have been hired since January 2023. Our ability to recruit CEAs into contract positions is currently outpaced by the number of contracts.
- 226 teacher postings during the Spring staffing period
- 64 Senior staff, Management, Principal, and Vice-Principal changes (retirements, resignations, appointments, reassignments)

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

- District Principal of Early Learning and Childcare
- Director of Instruction – Indigenous Education and Equity
- Director of Instruction – International Education, Anti-Racism and Equity
- Assistant Secretary-Treasurer
- Director of Operations
- Manager of Privacy and Cybersecurity
- Maintenance Manager
- District Principal – Human Resources (2)
- District Vice-Principal – Indigenous Education
- District Vice-Principal – International Education and Settlement Services
- Executive Assistant to the Secretary-Treasurer

We now employ close to 4,183 employees (FTE) or 4,443 headcount, which includes 48 District-Level Senior Administration/District-Level Exempt Staff, 98 administrators (Principals/Vice-Principals), 2,186 teachers/teachers teaching on call and 1,844 support staff. Recruitment of Teachers Teaching on Call and Certified Education Assistants continues to be a priority for Human Resources.

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 2023/2024 school year.

Technology

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

Learning Technologies & Business Operations

- Provided laptops, printers and WiFi infrastructure for ESS team to process registrations for evacuees during the wildfire emergency at the West Kelowna and Kelowna sites
- Continued progress and implementation of the Sparkrock ERP Project.
 - June 1st – live with Finance and Human Resources modules
 - Fall/Winter 2023 go-live with payroll and project completion
- Technology refresh for 8 schools and device upgrades for 23 schools that included 1,880 Chromebooks, 4 computer labs, 426 laptops and 535 iPads
- Refresh of District and school website to include new accessibility features and access to parent portal
- 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

Privacy and Cybersecurity

- Hired a Manager of Privacy and Cybersecurity (Ken Yew)
- Implementation of a Privacy Management Program as required by FOIPPA amendments
- Conducted Cyber Security audits and Privacy Impact Assessments on critical technology systems including Microsoft 365, Google Workspace for Education and Sparkrock 365
- Audited access and permissions to all CCTV Video Surveillance systems to ensure compliance with Board Policy
- Improvements to records management, retention, and security of data and critical information systems
- Enhancements to security controls to protect employees' accounts using multifactor authentication (MFA), encryption technologies and end-point (device) security

Digital Equity, Wellness and Learning Technologies

- Development of multi-year plan to address the impact of ChatGTP and other AI driven technologies on teaching and learning in schools
- Continue to support digital equity and wellness in schools with a focus on student mental health and supporting families

Transportation

As a result of the approved changes to Policy 425R and 470R in 2020, 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.

Wildfire Update:

The wildfires in West Kelowna continue to impact students and their families. The District wants to ensure that students who have been displaced from their home or those on the north end of Westside Road who are still in their homes, can attend their catchment school alongside their friends and school community.

The Transportation Department has re-routed and re-designed the existing two bus routes from Westside Road to ensure continued transportation for these families.

- a) One of the routes was designed to include pick up and drop of displaced students relocated to different communities across West Kelowna, where transportation to their catchment school was not available.
- b) The second route travels through Vernon to access Westside Road. This has resulted in an exceptionally long bus ride for those students residing on the north end of Westside Road.
- c) Students who moved into other West Kelowna communities, where possible, were assigned to existing bus routes already in place.

Inclusive Education Transportation:

Transportation Services and the Inclusive Education Department continue to collaborate ensuring students with diversabilities have the opportunity to ride the school bus in a supportive and inclusive environment.

Each year, the number of students transported on special needs bus routes increases and this year is no exception. Due to the number of additional requests for transportation on special needs routes, the Transportation Department is currently planning implementation of a new route in West Kelowna. This will increase the number of special needs routes operated in the District to thirteen.

Driver Recruitment:

Driver Training and recruitment remains a priority for the Department as driver shortages still impact daily operations and field study trip times for schools. Training of new drivers is critical; therefore, the Department has recently hired two additional Driver Instructors to assist with training of new hires.

There are currently four part-time Driver Instructors on staff. The District is committed to hiring and training drivers to ensure adequate casuals are available to cover absences or employees off on leave.

School Bus Transportation Application Timeline

The Transportation timeline for processing applications for the school bus was developed to ensure consistent practices within the Department, and has been very successful in terms of communicating information and expectations to parents, schools and stakeholders.

Transportation Services is currently working through the waitlists of eligible and courtesy riders that applied after the May 31st deadline. As the processing of applications has not yet been completed, and students are still being assigned to bus routes, confirmed details are not yet available. An in-depth report will be provided at the October Planning and Facilities Committee Meeting.

Transportation Summary (as of September 11, 2023)

6585	Transportation Applications received between January 31 and September 10, 2023
72	School Bus Routes
4648	Assigned Seats
3810	Eligible students currently assigned to a bus route
699	Courtesy riders currently assigned to a bus route
109	Inclusive Education students assigned on 12 SPED routes
30	Sensisyusten students transported under contract with WFN

5. NEXT STEP

An update will be provided at the next meeting of the Board of Education on September 27, 2023.

6. APPENDIX

A. 2023 Summer Projects Update

"APPENDIX A"

2023 SUMMER PROJECTS UPDATE	
School/Site Projects	
BGE - École Belgo Elementary	• Gaga Pit Enhancement Agreement
BCE - École Bellevue Creek Elementary	• Parking lot reconfiguration • A portable from École Dorothea Walker Elementary was placed at this location to accommodate student growth ○ Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway ○ Construction of ramps & stairs ○ Installation of projector/white board, phone, millwork, student required items (table/chairs, etc.) and cleaning • Millwork installation to support 3 additional learning spaces
CMS - Canyon Falls Middle	• Rainbow Crosswalk
CEN - Central School	• Classroom renovation • Basketball Court Enhancement Agreement
CTE - Chief Tomat Elementary	• Gaga Pit Enhancement Agreement • A new portable was placed at this location to accommodate student growth ○ Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway ○ Construction of ramps & stairs ○ Installation of new HVAC system, projector/white boards, phones, millwork, student required items (table/chairs, etc.) and cleaning
CNB - Constable Neil Bruce Middle	• AC units installed on two (2) portables installed summer 2022
DRE - Davidson Road Elementary	• Installed vertical lift in support of accessibility • Outdoor Learning Space Enhancement Agreement • Insurance Claim - Flood Repair • Staff washroom replacement
OPS - Operations (Dease Road)	• Space Creation - Offices • Structural tender and review for Energy Upgrade
DWE - École Dorothea Walker Elementary	• Washroom(s) replacement • Phase 2 Playground Equipment
DRK - École Dr. Knox Middle	• Solar Panel Installation
ELE - Ellison Elementary	• Outdoor Learning Space Enhancement Agreement
GESS - École George Elliot Secondary	• Roofing Section - Replacement Project • Insurance Claim – Structural Fire Damage 2022

GPSS - George Pringle Secondary	• Demolition of George Pringle Elementary School
GME - École Glenmore Elementary	• Roof Replacement – Blue Pod
GMS - École Glenrosa Middle	• Insurance Claim – Gymnasium Floor Post Flood
HMS - École H.S. Grenda Middle	• Solar Panel Installation • Installation of Emergency Communication Booster • Kiln Improvement Controls • Insurance Claim – Mechanical Failure / Flood
HGE - Helen Gorman Elementary	• Roof Replacement
HRES - Hollywood Road Education	• Architectural, Mechanical, Electrical, Structural, and Civil investigations to support a future renovation • A portable from Anne McClymont Elementary placed at this location to support the future renovation of Hollywood Road Education Services ○ Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway ○ Construction of ramps & stairs, followed by cleaning
HRE - École Hudson Road Elementary	• Irrigation Vault Repair
KSS - École Kelowna Secondary	• Parking Lot Lighting Replacement • Snow Guards • Classroom sink installation
KLO - École KLO Middle	• Phase 2 Multizone HVAC Installation • Insurance Claim – Water Ingress • Gymnasium Floor Repair
MBSS - Mount Boucherie Secondary	• Mechanical System Piping Replacement • A new portable was placed at this location to accommodate student growth ○ Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway ○ Construction of ramps & stairs ○ Installation of a new HVAC unit, projector/white boards, phones, millwork, student required items (table/chairs, etc.) and cleaning
NGE - North Glenmore Elementary	• Boiler Piping Replacement • Concrete Stair Replacement
OTS – Oyama Traditional	• Fire Alarm Replacement
PGE - École Peter Greer Elementary	• Gaga Pit Enhancement Agreement • Countertop and sink replacement in classrooms
QGE - Quigley Elementary	• PA System Replacement
RVE - Rose Valley Elementary	• Fire Alarm Replacement
RLE - Rutland Elementary	• Gaga Pit Enhancement Agreement

RMS - Rutland Middle	• HVAC Controls Replacement • Insurance Claim – Fire/Flood Damage
RSS - Rutland Secondary	• HVAC Controls Replacement
SLE - Shannon Lake Elementary	• A new portable was placed at this location to accommodate student growth ○ Site preparation was completed to provide electrical & gas services, security, phone/PA and the walkway ○ Construction of ramps & stairs ○ Installation of a new HVAC unit, projector/white boards, phones, millwork, student required items (table/chairs, etc.) and cleaning
SVE - Springvalley Elementary	• Irrigation System Replacement and Field Improvements • Coat hooks replaced in two (2) rooms in support of the irrigation project
SVM - Springvalley Middle	• Irrigation System Replacement and Field Improvements • Gym Floor and Bleacher Replacement
WRE – Webber Road Elementary	• Parking lot upgrades – City of West Kelowna – Civic Work • AC units added to four (4) portables installed summer 2022w

Department Projects	
Electrical Mechanical Structural	• Annual fire alarm Inspections • Fire Extinguisher Inspections • Emergency Lighting Testing • Gym Bleacher Inspections • Basketball Hoop Inspections • HVAC Filter Exchange • Portable Ramps and Stairs Repairs
Grounds	• Grass mowing • Sites clean up and maintenance • Hazardous tree removals – École Glenmore Elementary, École Peter Greer Elementary
Custodial	• Summer team cleaning, curb appeal, carpet cleaning, and gymnasium floor recoating
Transportation	• Summer maintenance on all buses and white fleet

Programs	
Flooring	• Davidson Road Elementary – Gym Floor Refinish • Rose Valley Elementary – Gym Floor Refinish • École Dr. Knox Middle – Gym Floor Refinish • Oyama Traditional – Gym Floor Replacement
Safety & Accessibility	• Asphalt addition at Rutland Middle • Stair nosing painting at Rutland Middle, École Dr. Knox Middle and École George Elliot Secondary • Emergency alerts installed in accessible washrooms at Mount Boucherie Secondary • Receptacle for lift charger at South Rutland Elementary • Duct cleaning of all wood shops, dust collectors and dryer vents

Major Capital Projects

École Dr. Knox Middle School – 300 Capacity Expansion	Construction underway. Water detention, geothermal wells, and excavation for foundations completed over the summer
George Pringle Secondary – New 1200 Capacity School	Design Development underway. Working through the Design-Build procurement process with the proponents
École Hudson Road Elementary Expansion	Business Case Development (PDR) underway
Child Care Projects	- Stages of completion: - Anne McClymont Elementary site – Occupied - Black Mountain Elementary site – Occupied - Ellison Elementary site – Nearing completion - École George Elliot Secondary site – Nearing completion - École Hudson Road Elementary site – Under construction - North Glenmore Elementary site – Nearing completion - École Okanagan Mission Secondary site - Occupied