



Memorandum

Date: September 14, 2021
To: Board of Education
From: Kevin Kaardal, Superintendent of Schools/CEO
Re: **2021 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 7, 2021 through to September 14, 2021 (unless otherwise noted) and provides an update regarding the first days of the 2021/2022 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 29, 2021. It is also important to note that data coming from the middle and secondary schools is subject to significant variation at this time. Elementary school enrolment information is more accurate; however, several schools still have new registration issues to resolve which will impact enrolment numbers at neighbouring schools. Once school enrolments are confirmed, individual school information will be provided.

3. SUPERINTENDENT'S COMMENTS

School Opening

The District has had a great start to the 2021/2022 school year. The opening of École H.S. Grenda Middle School has been a tremendous success. Congratulations to Principal Michelle Relova, Vice-Principal Sarah Watson and all of the staff (teachers and support staff) who made this possible, working over the summer. A special thank you to our Purchasing Manager, Lloyd Pendleton and his team who made sure furniture and supplies arrived. Congratulations to Director of Operations, Mitch Van Aller and his team, as well as Learning Technology Manager, David Swystun and his team.

COVID-19

A Communicable Disease Plan has been prepared and School Safety Plans are in place.

Health & Safety Measures	Approach for 2021/2022
New	• Vaccinations • Extra curricular activities and sports resume • Regional health measures, as needed • Gatherings and events can occur in alignment with PHO orders • Visitors and community use welcome (follow H&S Plan) • Limited notifications determined by Interior Health
To Continue	• Mask requirement for grades 4 - 12 • Health & Safety Checklist • Daily Health Check and attendance management • Not coming to school when sick • Enhanced cleaning (1x/day) • Hand hygiene • Ventilation • Case and contact management
No longer recommended	• Cohorts • Physical distancing of 2m

We are excited and hope to offer a world class education. I am pleased to see school sports, fine arts and other co-curricular and extra-curricular activities get underway.

4. INFORMATION STATEMENT

District Enrolment Trends

In the spring of 2021, the projected headcount for September 30, 2021 was 22,714, which represented an anticipated increase of 1% of students from the same time last year. As of September 14, 2021, 23,179 students were registered in our system, representing an increase of 2% over projections and 2.6% over last year's September 30, 2020 numbers (22,581). 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 2021 School Opening Report at the September 29, 2021 Public Board Meeting, as well as following the September 30th 1701 submission to the Ministry of Education.

Currently 98% of students are attending in-class instruction with 2% 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 half, the International Education Program has been able to return enrolment to pre-pandemic levels.

We have 525 students confirmed to come to the Central Okanagan during the 2021/22 school year. To date we have 423 fee paying students who have arrived and another 9 coming over the next week for the beginning of the 2021/2022 school year. Presently we have 93 students planning to arrive for the second half of the school year.

The long-term and short-term program students currently in Canada represent approximately 359 FTE. Those students who are planning to arrive in semester 2 this school year would bring the total to 406 FTE for the 2021/2022 school year.

The students attending in the International Program for the 2021/2022 school year represent 29 countries and jurisdictions including: Austria, Bangladesh, Belgium, Brazil, China, Columbia, Czech Republic, Denmark, France, Germany, Hong Kong, Italy, Iran, Japan, Luxembourg, Macau, Malaysia, Mexico, Portugal, Republic of Korea, Slovakia, Spain, Switzerland, Taiwan, Thailand, Turkey, United Kingdom, United States, and Vietnam.

The Central Okanagan Public Schools' Welcome Centre helped to settle 229 students and their families into the District and community in 2020/2021. The number was lower than the previous year of 307 in 2019-2020 due to border restrictions. However, with eased travel restrictions, we are seeing an increase in enrolments for school opening this year. Our Welcome Centre staff have welcomed 199 students and their families from 36 countries to the Central Okanagan compared to last year's new registrations in September of 89 students. There are currently 1,613 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. This is over double the number of new students that we registered in September 2020.

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 84 different countries are currently attending Central Okanagan Public Schools. The countries represented include: Afghanistan, Argentina, Armenia, Australia, Austria, Bahamas, Bangladesh, Barbados,

Belgium, Brazil, Burkina, Burundi, Cambodia, Cayman Islands, Chile, Colombia, Congo, Costa Rica, Croatia, Cuba, Dominican Republic, Ecuador, Egypt, El Salvador, Ethiopia, France, Germany, Ghana, Greece, Haiti, Honduras, Hong Kong, Hungary, India, Indonesia, Iran, Iraq, Ireland, Israel, Italy, Jamaica, Japan, Jordan, Kazakhstan, Kenya, Lebanon, Libya, Mexico, Moldova, Morocco, Myanmar, Nepal, Netherlands, New Zealand, Nigeria, Pakistan, Peru, Philippines, Poland, Portugal, Republic of China, Republic of Korea, Romania, Russia, Saudi Arabia, Serbia, Singapore, Slovakia, South Africa, Spain, Sri Lanka, Sudan, Switzerland, Syria, Thailand, Turkey, Ukraine, United Arab Emirates, 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 Constable Neil Bruce Middle School, George Elliot Secondary School, École Kelowna Secondary School, Mount Boucherie Secondary School, Okanagan Mission Secondary School, and Rutland Senior Secondary School.

Staffing at the elementary, middle and secondary levels has surpassed projections. With classes starting on September 7th, 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 an Occupational Therapist.

During the months of May and June, a total of 263 teacher postings were processed. This summer approximately 174 full-time temporary contracts were awarded to teachers. There were 196 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 2020, approximately 195 new teachers were hired into temporary contracts or placed on our Teachers Teaching on Call (TTOC) list. We anticipate continued recruitment with an emphasis on French Immersion, Library, Learning Assistance, Resource, Counselling, Occupational Therapist, and School Psychology.

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 112 elementary, middle and secondary teachers in December 2021. We are currently hosting a large majority of the teacher candidates from UBC-O, as well as student teachers from the University of Victoria, University of Calgary, Vancouver Island University, Thompson Rivers University, and University of British Columbia – Vancouver.

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

During the 2020/2021 school year, the Human Resources Department processed:

- 334 support staff postings, which included 71 CEA postings

- 263 teacher postings during the Spring staffing period
- 65 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:

- Assistant Superintendent
- District Principal of International Education Program
- District Administrator: International Education and Welcome Centre Program
- Principals
- Principal of eSchool23
- Vice-Principals
- Vice-Principal of Indigenous Education
- District Health and Safety Manager
- Health and Safety Manager – Worksafe Injury Management
- Learning Technology Department Assistant Manager – IT Project Management
- Executive Assistant – Human Resources/Labour Relations
- International Education Homestay Coordinator

We now employ close to 4,040 employees (head count) which includes 42 (District-Level Senior Administration/District-Level Exempt Staff), 94 administrators (Principals/Vice-Principals), 2,137 teachers/teachers teaching on call and 1,767 support staff. Hiring teachers teaching on call or 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. This work was in addition to the normal summer 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 2021/2022 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 8 schools and device upgrades for 14 schools that included 1,500 chromebooks , 5 computer labs, 650 laptops and 200 ipads
- technology "set-up" for the new École Hank Grenda Middle School
- network and internet bandwidth upgrades to 5 middle schools, 1 secondary school and 1 elementary school
- continued development and preparation to implement SparkEd Enterprise Resource Management (ERP) system that will enhance business operations in finance, payroll, human resources, operations and employee services (launch January 2022)
- continue to support families with options to purchase personal learning devices for their students (170 chromebooks, 49 laptops)
- upgrade to FreshGrade Connect and the introduction of Minga, the school community communication platform

In alignment with the District's Revised Strategic Plan, the Learning Technology Department has prioritized the following projects for 2021-2022 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.
- Implementation of the Minga School Community communication platform.

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.

Transportation Projects and Accomplishments

Transportation Services has implemented several significant processes and changes which support the vision and goals of the Department and Board, which is reflected in the recently updated Transportation Policies.

- a) Providing Transportation Services under contract to Westbank First Nations Sensisyusten School
- b) Implemented Traversa Routing Software
- c) Managing Transportation fees in the District's School Cash Online Account
- d) Developing a process to ensure transportation data is consistent with student data in MyEducation BC
- e) Worked with International Education for transportation of our International students and required number of seats are reserved for these students
- f) Implemented procedures with Student Support 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
- g) Ongoing bus route reviews to ensure we are operating in an efficient manner and bus stops are placed in a safe and accessible location
- h) Purchase of 1 Electric Special Needs School Bus
- i) Ongoing School Bus Driver Training for 105 school bus drivers

School Bus Transportation Application Process

- a) The application for transportation process was moved to the District's fee system which enables families to register their students all in one form

- b) A Transportation timeline was developed and has been very successful in terms of communicating transportation processes and expectations for parents, schools and stakeholders
- c) The timeline and policies related to transportation have been the foundation of how the Department is managed and when important information is communicated
- d) To be considered for transportation service in the 2021-2022 school year, parents or caregivers were required to submit an application for transportation before May 31, 2021
- e) A majority of bus routes are operating at full capacity with 84% of the riders being eligible
- f) Reserved seats for late eligible applicants have been assigned and we currently have 21 late eligible applicants across the District, waiting for a seat assignment

Transportation Summary – September 10, 2021

5,335 Processed Applications

- 1360 Other processed applications – less than 2kms, School of Choice, Second Pass, No Transportation provided (no transportation service provided to the school)
- 332 Applications received since September 7, 2021, which are currently being processed
- 7027 Total applications received since February 16, 2021

Transported Students – September 10, 2021

- 69 School Bus Routes
- 4307 Assigned Seats
- 3608 Eligible students assigned to a bus route
- 563 Courtesy riders assigned to a bus route
- 100 Special Education students assigned on 10 SPED routes
- 36 Special Needs students assigned to a regular bus route

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, transporting students during COVID, privacy and protection information, in which all must be acknowledged before the application can be submitted.
- c) Every application processed receives a reply with information regarding the student's eligibility, confirmation if a seat has been assigned and assignment of fees.
- d) General reminders regarding application for transportation opening date, closing date and timelines are sent to parents throughout the school year.

COVID-19 Restart in Transportation

The Communicable Disease Plan - Appendix 2 outlines service levels for transportation. Some of the key items include:

- a) Bus drivers are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) on the school bus, except while driving.
- b) Students in Grades 4 to 12 are required to wear non-medical masks or face covering when they are loading, unloading and riding on the school bus. No child is refused a ride and masks are provided and offered to students who do not have one.
- c) Touchpoint cleaning between bus runs will continue on all school bus routes.
- d) Daily disinfecting of the school bus continues.
- e) Hand sanitizer will be available on the bus for drivers and students.
- f) Seats inside the school bus are numbered and students will have assigned seating.
- g) No food or beverages permitted on the school bus (except a personal water bottle).

h) No guest riders will be permitted, only registered students may ride.

5. NEXT STEP

An update will be provided at the next meeting of the Board of Education on September 29, 2021.

6. APPENDIX

A. Description of Operations 2021 Summer Work

APPENDIX "A"

Location	Description 2021 Summer Work
AFG – Flooring Replacements – Various Locations	Canyon Falls Middle – Theatre floor replacement Okanagan Mission Secondary – two classrooms George Elliot Secondary – 2 classrooms Black Mountain Elementary – staff room and staff washroom
AFG – Handicap Accessibility – Various Locations	1. Install automatic door opener at Springvalley Middle 2. Install automatic door opener at École Kelowna Secondary 3. Install handicap curbs at Springvalley Middle music room 4. Install automatic door opener at Helen Gorman Elementary 5. Install grab bar at Bankhead Elementary 6. Install asphalt at Black Mountain Elementary for wheelchair access to Oodle swing. 7. Install rubber surfacing under the Oodle swing at Black Mountain Elementary 8. Install asphalt at Rutland Middle for wheelchair access to portables 9. Install handicap accessible sidewalk/ramp and one parking stall at Helen Gorman Elementary
AFG – Portable Roof Replacements – Various Locations	Oyama Traditional – one portable École Kelowna Secondary – three portables Rutland Middle – three portables Black Mountain Elementary – one portable École KLO Middle – four portables Glenmore Elementary – two portables
Transportation	Summer maintenance on all buses and white fleet.
Anne McClymont Elementary	1. One used portable 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, and student required items (table/chairs, etc.). New HVAC unit was installed on used portable. Disconnect of all utilities, site clean-up, level off area after removal from Vernon School District.
A.S. Matheson Elementary	1. Washroom Renovation. One boys, one girls and one accessible. Demolition of existing washroom and renovated with new partitions, paint, floor, sinks, faucets and lighting.
École Belgo Elementary	1. Interior painting of gym and corridors.
Davidson Road Elementary	1. Installed handicap device and card access on Level 2 for staff member to access building.
Dease Road	1. Electrical Upgrade – final phase 2. HVAC Upgrade – six new units 3. Parking Lot Reconfiguration and paving 4. CCTV camera upgrade
École Dorothea Walker Elementary	1. Washroom Renovation. One boys, one girls. Renovation of partitions, paint, floor, sinks faucets and lighting.

École Dr. Knox Middle	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, and student required items (table/chairs, etc.). New HVAC units installed on two used portables. Disconnect of all utilities, site clean-up and level off area after removal from Vernon School District.
Enhancement Agreements – Various Locations	École Dorothea Walker Elementary – install playground equipment Mar Jok Elementary – picnic tables Bankhead Elementary – GaGa ball court Pearson Road Elementary - GaGa ball court Glenrosa Elementary – GaGa ball court École Dr. Knox Middle – Indigenous garden Helen Gorman Elementary – 2nd Phase outdoor classroom Pearson Road Elementary – greenhouse final additional work École Casorso Elementary – GaGa ball court
George Elliot Secondary	1. Bus Compound – New 10 stall secured bus parking compound. 2. Dangerous tree removal. 3. Gym floor refinishing.
Glenrosa Elementary	1. 6 Roof Top Unit replacement project – replaced six RTU with heat pumps.
Glenrosa Middle	1. Gym floor refinishing.
Hudson Road Elementary	1. Roofing Replacement. Replacement of roof Area A, B, C and E. Scope of work includes: new roofing and flashings. 2. Gym projector/screen install.
École Kelowna Secondary	1. Basketball Hoops Winches – replaced due to wear. 2. Gym projector/screen install. 3. Gym floor finish.
École KLO Middle	1. HVAC Upgrade – Multi-zone roof top unit #3 is on order. Project is still ongoing. 2. Pump house removal.
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 Elementary, Black Mountain Elementary, Ellison Elementary, George Elliot Secondary, Hudson Road Elementary, North Glenmore Elementary and Okanagan Mission Secondary.
Mount Boucherie Secondary	1. One used portable 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, and student required items (table/chairs, etc.). New HVAC unit is installed in used portable. Disconnect of all utilities, site clean-up level off area after removal from Vernon School District. 2. Hair Salon Renovation. New hair stations, floor, paint and lighting. 3. Lighting Upgrade. Phase 2 Zones 2, 5, 6, 7, 10, 12, 13A and 14 are being upgraded to LED and controllable lighting system to reduce energy use

	and reduce maintenance costs. Includes motion and occupancy sensors, new light fixtures, control panels and switches. - Gym floor refinishing. - Woodshop floor refinishing.
North Glenmore Elementary	One used portable 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, and student required items (table/chairs, etc.). New HVAC unit is installed in used portable. Disconnect of all utilities, site cleanup level off area after removal from Vernon School District.
OKM Secondary	- Land Based learning Project – Electrical, Ground, Plumbing and Carpentry work required to convert a non-used portable classroom into a learning space. Purchase and placement of a 20ft storage container. Installation of a bottle filler station. - Gym floor refinish. - Geothermal well maintenance.
Oyama Traditional	- Accessible washroom/copy room Renovation. Create office and a new accessible washroom in the old copy room space. Relocate the copy room adjacent to the staff room and add a first aid room. - Gym projector/screen install.
Peachland Elementary	- School Enhancement Project (SEP) – Replacement of sixteen Roof Top Units in Phase 1. - Roofing Replacement. Replacement of roof Area A and D. Scope of work includes: new roofing and flashings in Phase 1.
Pearson Road Elementary	Painting of gym and corridors.
Quigley Elementary	Roofing Replacement. Replacement of roof Area E, I and H. Scope of work includes: new roofing and flashings.
Rutland Middle	Ramps and stairs to Portable 140.
Rutland Senior Secondary	- Gym floor refinishing. - New dishwasher and counter for cafeteria.
South Kelowna Elementary	New PEP – Playground Enhancement Project – planning & tender process.
South Rutland Elementary	- Phase 2 completion of the Indigenous Garden in conjunction with the Métis Community Services Society of BC. Further work to be completed. - Installation of a new swing set. Ground work preparation, irrigation work, placement of concrete border and play chips. - Six Roof Top Unit Replacement Project, Phase 2 of 2. Replaced with six heat pumps. - Remove computer millwork from the computer lab, paint, relocate whiteboards and tack boards. - Add sink unit and storage cabinets for the breakfast program.
Watson Elementary	New Playground Enhancement Project (PEP) – planning & tendering process.