

BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
OPERATIONS POLICY AND PLANNING COMMITTEE
AGENDA

Tuesday, October 15, 2024

6:30 pm

School Board Office (In-person & Via Zoom)

811 Ontario Street, New Westminster

The New Westminster School District recognizes and acknowledges the Qayqayt First Nation, as well as all Coast Salish peoples on whose traditional and unceded territories we live, we learn, we play and we do our work.

			Pages
1.	<u>Approval of Agenda</u>	6:30 PM	
Recommendation: THAT the agenda for the October 15, 2024, Operations Policy and Planning Committee meeting be adopted as distributed.			
2.	<u>Presentations</u>		
3.	<u>Correspondence</u>		
4.	<u>Comment & Question Period from Visitors</u>	6:30 PM	
5.	<u>Reports from Senior Management</u>		
a.	Capital Projects Update (D. Crowe) (Verbal)	6:40 PM	
	1. Queen Elizabeth Expansion Project		
b.	Operations Update		
	1. Facilities and Finance Report (M. Brito & A. Grey)	6:50 PM	3
	2. Technology Information Services Report (J. Razzaq)	7:00 PM	4
c.	Enrolment and Staffing Update (R. Weston & G. Lawlor)	7:10 PM	5

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| 6. | <u>General Announcements</u> | 7:40 PM |
| 7. | <u>New Business</u> | 7:45 PM |
| 8. | <u>Old Business</u> | 7:50 PM |
| 9. | <u>Question Period (15 Minutes)</u> | 7:55 PM |
| | <i>Questions to the Chair on matters that arose during the meeting.</i> | |
| 10. | <u>Adjournment</u> | 8:10 PM |

Capital Projects, Operations and Planning

1. Short-term capacity- portables at Qayqayt, Queen Elizabeth, Kelvin and Tweedsmuir all have City occupancy and final inspections are complete. The portables are in use.
2. FRMS and Qayqayt daycare to classroom renovations – complete and in use.
3. Playground Enhancement Program – 195k funds from MECC to supply Lord Kelvin with new additions and replacement pieces on aging playground. Project to start mid-October.
4. NWSS Cooling project- currently work is progressing as planned. Pipework is being installed on the 2nd floor. Expected completion of project before this summer.

Finance

1. The team completed the fiscal year end audit with the financial statements being approved by the Board in September and required documents submitted to the Ministry.
2. A couple new finance team members have been welcomed into the department to fill vacancies. Staff are working together to train these individuals in accounting and payroll tasks.

Ministry & Other Submissions: September 2024

Submitted to:	Description	Date
Ministry of Education and Child Care	Financial Statements and Financial Statement Discussion and Analysis for the year ended June 30, 2024	September 27, 2024
Ministry of Education and Child Care	Classroom Enhancement Fund (CEF) Year-End Reporting – 2023/24	September 27, 2024
Ministry of Education and Child Care	Indigenous Education – Year-End Financial Report – 2023/24	September 27, 2024
Ministry of Education and Child Care	2024 Portable Inventory Report	September 30, 2024
Ministry of Education and Child Care	Ventilation System Overview Reports	September 30, 2024
Ministry of Education and Child Care	Minor Capital Programs 5-Year Capital Plan Submission	September 27, 2024

Technology & Information Services (TIS)

The TIS team has been hard at work on several initiatives as described below.

Microsoft Intune:

The District has been using an opensource platform and software configuration management tool. With Microsoft 365 licensing the district has access to Microsoft Intune. Over the course of the summer TIS initiated the deployment of Intune on district owned Microsoft Windows based devices.

Rolling out of Microsoft Intune is being done in phases, for the first phase Teaching and district administrative staff devices are being rolled in to the new platform.

In phase two the students' devices will be brought into the fold.

With Intune, TIS has rolled out *Company Portal* – A self-services software catalogue where staff members can pick and choose to install usages approved software of their need.

District Firewalls:

This is a service disruptive task as it requires for firewall services to be brought offline in order to perform maintenance; TIS reserves this type of work for off days. Over the course of the summer TIS upgraded all of the district firewalls to the latest firmware to comply with current security standards.

Servers Room and Communications closet cleanup:

This task entailed cleaning up cabling in the server room. This task can be service disruptive, as such TIS planned for this work to be conducted over the course of summer while schools were out of service.

Device Reimaging:

Each year as student devices get used, they accumulate data created as part of daily tasks and projects. Each summer, TIS takes on the task of performing maintenance on those devices to cleanup. This also creates an opportunity to update any software installed on those devices. While this task is performed for all school campuses, NWSS is by far the largest customer where over the course of summer hundreds of devices in various labs were re-imaged with the latest operating system and software packages.



Supplement to: **OPERATIONS MEETING**

Date: October 10, 2024

Submitted by: Geraldine Lawlor, Associate Superintendent and Robert Weston, Executive Director of Human Resources

Item: **Requiring Action** Yes ☐ No ☒ **For Information** ☒

Subject: Staffing and Enrollment Report as at October 9, 2024

	2023-24 (FTE)	2024-25 (FTE)	Difference (FTE)	Number of Designations
Lord Kelvin Elementary	631	635	4	62
Herbert Spencer Elementary	490	483	-7	60
Skwo:wech Elementary	451	436	-15	46
Lord Tweedsmuir Elementary	425	456	31	41
FW Howay Elementary	136	126	-10	19
Connaught Heights Elementary	162	161	-1	20
Queen Elizabeth Elementary	501	529	28	41
Qayqayt Elementary	668	728	60	60
Glenbrook Middle School	617	663	46	96
Fraser River Middle School	655	700	45	77
Queensborough Middle School	376	391	15	40
New Westminister Secondary	2055.250	2212.1875	156.9375	273
Total K-12 Regular 1701	7167.25	7520.1875	352.9375	
Sigma	50	46.50	-3.50	35
Power	53	51	-2	49
Royal City	21	16	-5	13
Total Alternate	124	113.50	-10.5	
New Westminister On-Line	49.44	51.9375	2.4975	
New Westminister Continuing Ed	29.38	39.8750	10.4950	
Total Continuing Education, On-Line	78.82	91.8125	12.9925	
HLP (Hume Park)	101	105	4	13
Total Home Learners	101	105	4	
Total	7471.07	7830.50	359.43	

Special Programs	2023-24	2024-25	Difference
Indigenous Education	290	278	-14
Inclusive Education	846	945	99
ELL	1659	1941	282
International Students	179	174	-5
Summer Learning	573.25	726.625	153.375

Non-Enrolling Ratios

Non-Enrolling Staff (7830.50)	Ratio	Staffing Requirement 2024/2025
Teacher-Librarian	1:702	11.2
Counsellors	1:535	14.6
Resource/Learning Support - Resource	1:342	22.9
Resource/Learning Support - LA	1:387	20.2
Resource/Learning Support – ELL*	1:61.4	31.6
Total Combined Resource/LA/ELL	-	74.7

*Calculated based on ELL student enrollment not overall student enrollment

Ratio Driven Non-Enrolling Staffing 2024/25

Non-Enrolling Staff ⁴	Staffing Required	Currently Staffed	Additional Staffing Req.
Teacher-Librarian	11.2	11.3	-
Resource/Learning Support (Res./LA/ELL) combined	74.7	71.7	3.0
Counsellors	14.6	16.5 plus 1.1 VP	-

Total NWTU Staffing

Teacher Staffing Total FTE	2023-24	2024-25
Curriculum Facilitators	4.286	5.172
Mentorship & Instructional Leadership	1.2	.8
Indigenous Education Coordinator	1.0	1.0
Non-ratio driven inclusive education staff**	7.6	7.6
Sexual Health Support	-	.571
SOGI Lead	.2	.4
Priority TTOCs	(10-15)	15
GRAND TOTAL (enrolling and non-enrolling)	471	501

**Non ratio driven staffing include – School Psychologist, Speech Language Pathologist, BCBA.



Total CUPE staffing

CUPE Staffing (positions count)	2023-24	2024-25
Education Assistants ¹	213	233
Custodial	28	28
Site Clerical ²	33	33
Other ³	130	133

¹ Includes: Temp non-replacement postings Sept 2024 to June 2025, four x 4-hour EA positions, 1x7-hour (4 Hour EA & Childcare position, Tweedsmuir), does not include Priority EAs or casuals

² Includes: SBO reception, Library Tech, International Education, 2 Central Registration (Sec III), Bookkeeper Maintenance Secretary, Community Navigator, Sec2 Learning Services

³ Includes all other support staff: Strongstart, Noon hour Supervisors, ECE, Priority ECE, Crossing Guards, Bus Attendants, Accounting & Payroll, HR Assistants, Buyer, TIS, Maintenance Trades, Utility, Chef Assistants, Student Learning Services Assistant, Child Care Workers, Indigenous Support Workers and Posted vacancies x 11 (NHS x 7, XGuard x 3, 4-hour EA x1)

⁴ LST/ELL - 71.7 comprised of 70.5 staffed (66.5 teachers assigned, 5.2 PTOCs assigned, and 1.2 unfilled postings). An additional 3 FTE to be posted in October in order to meet ratios.

Counselling – 16.5 comprised of 15.9 staffed (15.9 counsellors assigned, and .6 unfilled postings).

Non-ratio positions remaining unfilled are 0.40 French Facilitator.