

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

Tuesday, February 7, 2023

6:30 pm

Via Zoom Link

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 February 7, 2023 Operations Policy and Planning Committee meeting be adopted as distributed.			
2.	<u>Comment & Question Period from Visitors</u>	6:35 PM	
3.	<u>Reports from Senior Management (M. Naser)</u>		
a.	Capital Projects Update	6:45 PM	
	i. Queen Elizabeth Elementary (Verbal)(D. Crowe)		
	ii. NWSS Decommissioning Project (Verbal) (D. Crowe)		
	iii. Fraser River Elementary Concept Plan (Verbal) (D. Crowe)		
b.	Operations Update	7:00 PM	
	i. Finance & Facilities Report (M. Brito & A. Grey)		3
	ii. Amended Budget Update (A. Grey)		4
c.	Human Resources & Staff Update (R. Weston)	7:10 PM	6
d.	Technology Services Update (Verbal) M. Naser	7:20 PM	

e.	Nourishment Update (R. Bloudell)	7:30 PM	7
f.	Administrative Procedures	7:40 PM	
	i. AP 181 - Surveillance (M. Naser)		20
	ii. AP 315 - Student Accidents (B. Cunnings)		23
	iii. AP 316 - Medical Intervention (B. Cunnings)		26
	iv. AP 341 - Transportation (B. Cunnings)		27
4.	<u>General Announcements</u>	7:50 PM	
	<i>Black History Month</i>		
	<i>Family Day, Monday, February 20.</i>		
	<i>Pink Shirt Day, Wednesday, February 22. Please wear your Pink Shirts at the February 21 Board Meetings.</i>		
5.	<u>New Business</u>	7:55 PM	
6.	<u>Old Business</u>	8:00 PM	
7.	<u>Question Period (15 Minutes)</u>	8:05 PM	
	<i>Questions to the Chair on matters that arose during the meeting.</i>		
8.	<u>Adjournment</u>	8:20 PM	

Capital Projects, Operations and Planning

1. Daycare portable orders have been placed with portable supplier for Tweedsmuir and Howay daycares. The building permit application will be submitted in February. The levelling of portable base is complete at both sites, including the playground base prep for Howay, and the sprinkler irrigation reconfiguration is complete at Howay as well. Planning for site utilities is well underway for both sites.
2. Planning for short term capacity, portable landing site at FRMS is prepped and ready for a portable placement in the spring.
3. Building permit application has been submitted to the City building department for QayQayt downstairs classroom conversion. Demolition and construction will start March Spring Break 2023, for 2 classrooms ready for usage by September 2023.
4. Lord Kelvin handle and lock replacement for accessibility is complete.
5. EV car charging stations to be installed at Glenbrook Middle School and Skwo:wech parking lots in March.
6. Heat pump at Glenbrook- piping done over the summer, delay in the shipment of heat pump, heat pump expected to arrive and be installed in April.
7. The playground at Tweedsmuir is to be started in February and complete by March.

Finance

1. The payroll department has been working hard on retroactive payments and other pay related impacts resulting from new collective agreements as well as the payroll change over to start a new calendar year and close off the prior year.
2. The Secretary Treasurer and Assistant Secretary Treasurer completed visits with school leadership teams in December to discuss budgets to date and other relevant matters.
3. Work is well underway for the 2022-23 amended budget which is due February 28, 2023.
4. Planning for the 2023-24 budget season has begun and internal consultations will be commencing.

Ministry & Other Submissions: December 2022 / January 2023

Submitted to:	Description	Date
Ministry of Education and Child Care	School District Quarterly GRE Financial Reporting – December	December 9, 2022
Ministry of Education and Child Care	Statement of Financial Information Report	December 31, 2022
Canada Revenue Agency	T3010 Registered Charity Information Return	December 31, 2022
Ministry of Education and Child Care	Student and Family Affordability Fund – Interim Reporting	January 20, 2023
Ministry of Education and Child Care	Event-Driven Reporting	January 23, 2023
Ministry of Education and Child Care	Employment Data and Analysis (EDAS) reporting	January 31, 2023



Supplement to: OPERATIONS POLICY AND PLANNING MEETING

Date: February 2, 2023

Submitted by: Amy Grey, Assistant Secretary-Treasurer

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

Subject: 2022-23 Amended Budget Update

Background:

Work is well underway on the 2022-23 amended budget which is due to the Ministry by February 28, 2023. Some items we are noticing for the amended budget are as follows:

Operating Grant

Recalculations were announced in mid-December and higher than projected enrolment numbers have led to an increase in the operating grant.

This increase however was approx. \$450K less than estimated due to the salary differential calculation which depends on the average educator salary for our District compared to the provincial average. The provincial average salary increased while the average salary for our District decreased, leading to a decrease in this portion of the operating grant from prior year.

New collective agreements for teachers and support staff effective July 1, 2022

We do not have clarity over the wage settlement funding from the Ministry at this point.

We expect an announcement from the Ministry for teachers' funding in early February and will therefore be able to incorporate into the amended budget.

Support staff funding will not be announced until all member locals have ratified agreements. The deadline for this is February 15th so it is unlikely there will be an announcement prior to the amended budget being passed.

Funding that has not been announced cannot be included in the amended budget. We are awaiting direction from the Ministry on how to present the wage settlement expense and related funding in the amended budget.



Exempt and PVP salary increases

School districts will be provided funding for exempt staff salary increases for the 2022-23 fiscal year. This has not been funded in prior years.

Similar to teachers and support staff, we are awaiting to hear information on the funding piece from the Ministry and are hopeful this can be incorporated into the amended budget.

Other items to note

Teacher salaries equivalent to 2 FTE were added for 2nd semester at NWSS.

Market cost pressures/inflation are having an impact on expenditures, especially within the maintenance department.

In addition, we are gathering data to assess the number of required portables to accommodate enrollment growth for next year and will incorporate this into the amended budget. We are also closely monitoring replacement costs as we have seen an increase in absences in recent weeks and will be watching to see if the trend continues and whether a budget adjustment is necessary.

The amended budget will be presented at the February 21, 2023, Board of Education meeting.

Supplement to: **COMBINED EDUCATION AND OPERATIONS POLICY & PLANNING COMMITTEE**

Date: February 7, 2023

Submitted by: Robert Weston, Executive Director of Human Resources

Item: Requiring Action Yes No For Information

Subject: December 1, 2022, January 31, 2023 and Year to Date - Non-Replacement Data (Staffing)

Background:

The data chart below is provided in response to the following Board motions:

MOTION: 2018-118 - Teachers Teaching On-Call (TTOC) Shortages, and

MOTION: 2018-119 - Educational Assistants Absence Coverage

December 2022	Total absence days in month	Total absence days replaced in month	Total absence days not replaced by TTOC's/Casuals	Year to Date 2022-2023		Year to Date 2021-2022	
				Abs.	Repl.	Abs.	Repl.
A. Enrolling Teaching	264.5 6%	207 78%	57.5 22%	1232.5 5%	827 67%	1107 4.7%	937.5 85%
B. Non-Enrolling Teaching	52.5 3.5%	20.5 40%	31.5 60%	338.5 4%	84 25%	330 4%	103.5 31%
C. Education Asst.	212 9.1%	158 74.5%	54 25.5%	1143 9%	870 76%	978 8.45%	592 60.5%

January 2023	Total absence days in month	Total absence days replaced in month	Total absence days not replaced by TTOC's/Casuals	Year to Date 2022-2023		Year to Date 2021-2022	
				Abs.	Repl.	Abs.	Repl.
A. Enrolling Teaching	462 6%	402 87%	60 13%	1694.5 5.5%	1229 72.5%	1681 5.5%	1227.5 73%
B. Non-Enrolling Teaching	146 5.65%	60.5 42%	85.5 58%	484.5 4.5%	144.5 30%	535 5%	138.5 26%
C. Education Asst.	428 10%	306 71.5%	122 28.5%	1571 9%	1176 75%	1488 9.75%	842 57%

Improved
Same
Worse

Fuel Up – Update

Rick Bloudell – Manager of Community Projects and Partnerships
February 7, 2023



New
Westminster
Schools

Items

OVERVIEW

COMMUNITY FEEDBACK

QUESTIONS AND DISCUSSION

Background

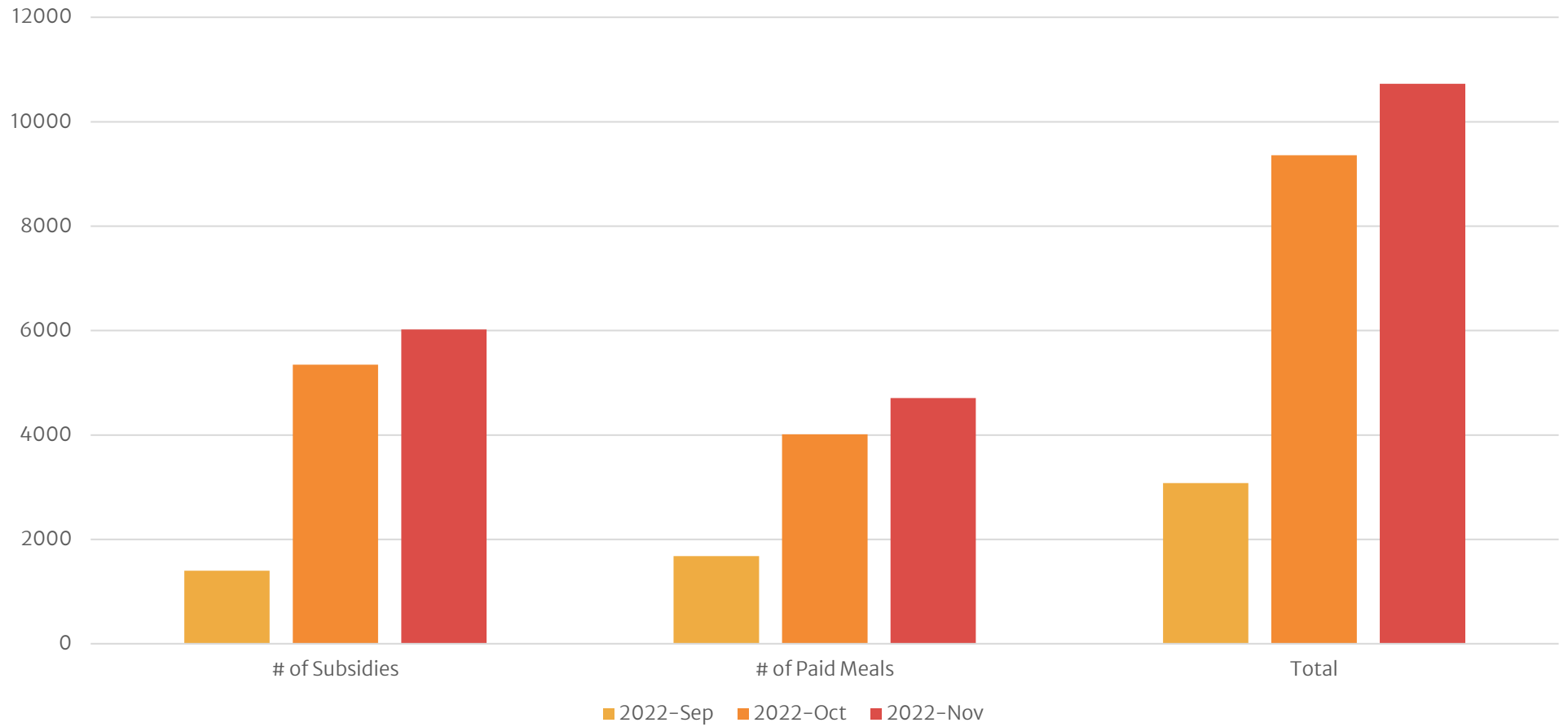
- ❑ **INCEPTION OF PROGRAM: FEBRUARY 2019**
- ❑ **INNOVATIVE MEASURES**
 - ❑ Comprehensive Request for Proposal process
 - ❑ Universally accessible
 - ❑ It gives back
- ❑ **STRONG RELATIONSHIP WITH SMALL BUSINESS OWNER**
- ❑ **FEEDBACK MECHANISMS**
 - ❑ Surveys
 - ❑ Constant communication with principals, clerical, and families

Growth of Program

	2020-2021	2021-2022	2022-2023 *projections
Number of lunches ordered (paid)	23,709	40,748	39,579
Number of lunches ordered (subsidy)	17,422	30,459	49,436
Total number of lunches ordered	41,151	71,207	89,015

Currently, ~600 students are subsidized

Fall 2022



Additional Context



- Proceeds from full-paying families are not contributing significantly to district costs
- Subsidies are growing
- Donations from Vancouver Sun Adopt a School Foundation and Saint Vincent de Paul have been greatly appreciated

January 2023 Survey Results

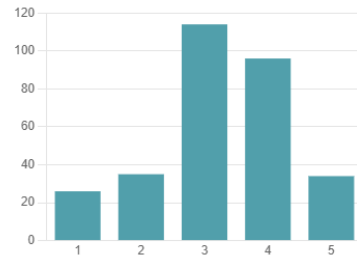
383 responses – 370 caregivers and 13 district staff

6. If you do order or have ordered in the past, how would you rate the quality of the food (1 being poor and 5 being excellent)?

[More Details](#)

[Insights](#)

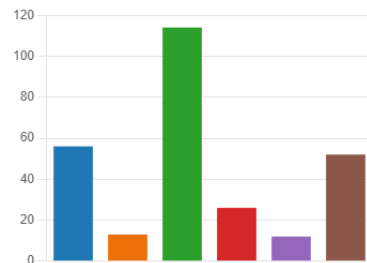
3.25
Average Rating



9. If you don't use or have not ordered from the program recently, please share the reason(s) why you have not used the program.

[More Details](#)

- It is too expensive 56
- The ordering system is not conv... 13
- I don't think my child would enj... 114
- Dietary reasons or restrictions 26
- I didn't know about the program 12
- Other 52



8. If you currently order lunches or have in the past, please let us know what motivates you to order (select all that apply)

[More Details](#)

- It makes my life easier and takes... 253
- The menu and lunch options ap... 90
- I like that a small portion of eac... 120
- I am receiving a subsidy and it t... 40
- Other 19



Anecdotal Comments

383 responses – 370 caregivers and 13 district staff

Themes on Feedback for the Program:

- Quality has gone down over the last year
- Meals are too expensive to do all the time
- Make menu options simpler
- Tried to call/email for refunds and nobody got back to me
- More vegan/vegetarian options
- Label or provide ingredients (helps with specific dietary needs)
- More culturally diverse food options
- Ordering system is challenging to use



Overall Themes from Feedback

- ❑ **APPRECIATION FOR THE PROGRAM (CONVENIENCE & FOOD SECURITY)**
- ❑ **DESIRE FOR SYSTEM IMPROVEMENTS**
 - ❑ Communication with Simply Foods
 - ❑ Timely refund processing
 - ❑ Timely district data and menus
- ❑ **REQUESTS FOR MORE VARIETY (DIETARY, CULTURAL)**
- ❑ **REQUESTS FOR MEALS THAT APPEAL TO STUDENTS**
 - ❑ Simple foods (Veggies and Dip)
 - ❑ Quality

Where are we now?

- Weekly meetings with CEO of Simply Foods, Katie Hovey
- Some changes to menu options
- Planning to move to more sustainable packaging after Spring Break
- Continued discussion regarding ordering system and communication
- Working towards next month's menu being released half way through the current month to allow for more promotion and advertising



Budget

Projected Cost of program 2022/23 (inc. staffing)	\$316,000
Vancouver Sun	\$140,000
Student and Family Affordability Fund	\$150,000
LINK Funds	\$200,000
Summary	+\$174,000

Where to next?

- CONTINUE TO WORK WITH SIMPLY FOODS TO RESPOND TO COMMUNITY FEEDBACK AND DISTRICT NEEDS**
- VANCOUVER SUN “ADOPT A SCHOOL” PROGRAM**
- CONTINUE TO COLLECT FEEDBACK**
- UPDATES TO BOARD**

I'm very happy that this program is available for me and my family. I'm not accustomed to taking subsidies but sometimes in life one has to swallow their pride and do what's best for the family. Thank you again for your service.

Questions and Discussion



SURVEILLANCE

Background

The District recognizes that surveillance and particularly video surveillance, is a complex issue that attempts to balance the rights to physical security and protection of property against the privacy rights of individuals. The intent of this Administrative Procedure is to ensure that the need to deploy surveillance is compelling and that any resulting effects of privacy rights are minimized. This Administrative Procedure does not apply to non-school buildings owned or operated by the District.

For reasons of enhancing the safety of students and others on school premises and deterring destructive acts, the District authorizes the use of surveillance equipment on District property where circumstances have shown that it is necessary for these purposes and where benefit outweighs its impact on the privacy of those observed.

The District recognizes both its legal obligation to provide appropriate levels of supervision in the interests of safety and the fact that staff and students have privacy rights that are reduced but not eliminated while on District property. Thus surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

The *Freedom of Information and Protection of Privacy Act* for BC governs the use of video surveillance. It is intended that this Administrative Procedure will meet both the requirements and the spirit of this legislation as well as any interpretations and recommendations made by the BC Privacy Commissions from time to time.

Procedures

1. Use

- 1.1 Recording devices (including video cameras) may be used to monitor and/or record.
- 1.2 Before surveillance is introduced at a new site, a report must be provided to the Superintendent or designate describing the circumstances that indicate the necessity of having surveillance at that site, including a discussion of less invasive alternatives. As well, consultation with staff and parents as appropriate is to occur. Video surveillance shall be used **judiciously and only where the benefit outweighs its impact on the privacy of those observed.**
- 1.3 Camera/Recorder locations must be authorized by the building administrator (Principal or building supervisor), in consultation with District staff who are authorized officers of the District.
- 1.4 **The Parents' Advisory Council of the affected school must approve any permanent video surveillance camera installation and proposed locations before any authorization is granted (excluding investigative use). Any change in camera**

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location must be authorized in the same manner.

- 1.5 The periods of time of surveillance of public areas is to be minimized.
- 1.6 Public notification signs, clearly written and prominently displayed, must be in place in areas that are subject to surveillance. Notice must include contact information of the building administrator or designated staff person who is responsible for answering questions about the surveillance system. Any exception to this, such as for a time-limited specific investigation into criminal conduct, must be authorized by the Superintendent or designate on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed. Covert surveillance may not be authorized on an ongoing basis.
- 1.7 Surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (e.g., bathrooms, private conference/meeting rooms). Any exception to this must be authorized by the Superintendent or designate on the grounds that no other supervision option is feasible and that the need is pressing and outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

2. Surveillance Records

- 2.1 Recording devices will be installed only by a designated employee or agent of the District. Only designated employees or agents and the building administrator shall have access to these recording devices. **The computer and/or recording media shall be password protected, encrypted, and stored in a secure area away from public viewing to which only the building administrator or designated school district employee has access.**
- 2.2 Recordings may never be sold, publicly viewed, or distributed in any other fashion except as provided for by this Administrative Procedure and appropriate legislation.
- 2.3 **Video recordings may be disclosed to police to assist in police investigations as authorized by the *Freedom on Information and Protection of Privacy Act*.**

3. Viewing of Recordings

- 3.1 Playback devices used to view or listen to are not to be located in a position that enables public viewing. Recordings may only be viewed by the building administrator or individual authorizing camera installation, by parents and students (clause 3.2 below), or by District staff with direct involvement with the specific recorded contents, or employees or agents responsible for the technical operations of the system (for technical purposes only.) If an employee or student is facing any disciplinary action, they may authorize their union representation or other advocate to also view the recording.
- 3.2 Parents or guardians requesting to view a segment of recording that includes their child/children may do so. Students may view segments of a recording related to themselves if they are capable of exercising their own access to information rights



under the *Freedom of Information and Protection of Privacy Act*. Student/parent/guardian reviewing must be done in the presence of an administrator. A student, parent or guardian has the right to request an advocate to be present. Reviewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the *Freedom of Information and Protection of Privacy Act*.

4. Retention of Recordings

- 4.1 Where an incident raises a prospect of a legal claim against the District, the recording, or a copy of it, shall be sent to the District's insurers.
- 4.2 Recordings shall be erased within one month unless they are being retained at the request of the building administrator, District officer, employee, parent or student for documentation related to a specific incident or are being transferred to the District's insurers.
- 4.3 Recordings retained under clause 4.2 shall be erased as soon as the incident in question has been resolved, except in circumstances in which the recording has been used to make of a decision about an individual. In these circumstances, the recording must be kept for a minimum of one year as required by the *Freedom of Information and Protection of Privacy Act* unless earlier erasure is authorized by or on behalf of the individual.

5. Review

- 5.1 Each building administrator is responsible for the proper implementation and control of the surveillance system.
- 5.2 **The Superintendent or designate shall conduct a review at least annually to ensure that this Administrative Procedure is being adhered to and to make a report to the Board on the use of video surveillance in the School District.**
- 5.3 Surveillance is to be carried out in accordance with this Administrative Procedure. The District will not accept the improper use of video surveillance and will take appropriate action in any cases of wrongful use of this Administrative Procedure.

Reference: Sections 20, 22, 65, 74.01, 85 School Act
Freedom of Information and Protection of Privacy Act
School Regulation 265/89
SD No. 40 (New Westminster)

Adopted: May 30, 2017
Modified: February 1, 2023

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STUDENT INCIDENTS AND SICKNESS

Background

The physical, emotional and mental health and the safety of students are to be promoted and safeguarded through all reasonable means. The District expects that all schools will act in cooperation with other government and local agencies in the best interest of students.

Procedures

1. All ~~illness~~ accidents and injuries by students shall receive prompt and appropriate attention.
2. All accidents involving injury to students shall be reported to the school office and principal/vice-principal.
3. Parents or guardians are to be notified as quickly as possible.
4. Parents or guardians of children shall supply the school with the phone number of two emergency contact persons in case parents or guardians are not readily available.
5. Discretion by the Principal, teacher-in-charge, designated first aid person is to be exercised in deciding if the illness or injury warrants emergency hospital attention. In cases where there is any doubt, the ill or injured student is to be taken to the hospital.
6. A Schools Protection Program Online Incident Report Form is to be completed and a copy of the report is forwarded to the Secretary Treasurer's Office.
7. Minor injuries may be dealt with by school first aid attendants.
8. Each Principal shall inform staff members and parents of the procedures that will be followed in cases of ~~illness and injury~~ accidents and injury annually.
9. Student injuries that occur during a school trip should be reported to the school principal or vice principal as soon as practical.
10. ~~Except in emergency situations, designated staff will administer (or supervise the self-administration of) medications to students only if the following conditions are met:~~
 - 10.1 ~~The medication is required while the child is attending school.~~
 - 10.2 ~~A parent has requested the school assistance and has given his/her written authorization by completing a Request for Administration of Medication in School form (Form 315-2) provided by the Principal to have the medication administered by the designated staff member.~~
 - 10.3 ~~The physician who prescribed the medication has confirmed that unless the medication is administered during school hours, the health of the student will suffer and has authorized the District to administer the medicine. The parent will have the prescribing physician sign the Request for Administration of Medication in School form (Form 315-2).~~
 - 10.4 ~~The parent will complete a Medical Alert Form (Form 315-1) for attachment to~~

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the Permanent Student Record. The Public Health Nurse can be available for consultation if required.

10. Except in emergency situations, designated staff will administer (or supervise the self-administration of) medications as outlined in Administrative Procedure 316 Medical Intervention.

a. ~~Education regarding the administration of medication in the school setting is the responsibility of the Principal. The Public Health Nurse may assist in the education of staff if required.~~

i. ~~In emergency situations, every staff member has a duty to render assistance to a student, including the administration of medication where necessary.~~

11. Responsibilities

a. ~~It is expected that the parent or legal guardian would inform the Principal if the student is or may be required to have medication administered by a designated staff member during school hours.~~

i. ~~If deemed necessary, the Principal may arrange for a meeting of the student's teacher(s) or designated staff member, parent(s) or legal guardian(s), the Public Health Nurse or his/her representative and, where appropriate, the student him/herself.~~

ii. ~~Where medication is to be administered at school, the Request for Administration of Medication at School (Form 315-2) and the Medical Alert Form (Form 315-1) must be fully completed by the parent(s). Together both forms constitute the student's Medical Intervention Plan.~~

iii. ~~The Medical Intervention Plan is to be retained in the school office with the medication, where applicable. Staff administering medication to students will keep a record (Form 315-3).~~

iv. ~~Parents/guardians are responsible to keep the Principal informed on as to changes in the medical status of students, including any changes to medications.~~

b. ~~Where a student may require medication in an emergency situation, e.g., an injection of adrenaline for an allergic reaction, the Principal shall make all teachers and other staff members who may have to supervise that student aware of this fact and the steps to be taken should such an emergency occur. The Public Health Nurse can provide training to school staff on the administration of adrenaline.~~

Reference: Sections 7, 8, 17, 20, 22, 65, 84, 85, 95 School Act

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SD No. 40 (New Westminster)

Adopted: May 30, 2017

Medical Intervention

AP 317 Anaphylaxis – Parent & Physician completes form 317-1
School completes form 317-2 annually and sends to Dir. of Instruction

Current AP 315 Student Incidents and Sickness → **Renamed to Student Accident/injuries**

New AP 316 Medical intervention

Identifies procedure for:

- a. Prescription medication
- b. Non-prescription medication

Parent must supply the medication in the original container with the child's name, prescribing physician and pharmacist's directions.

For elementary school students, non-prescription medication must be kept at the school office in the original container with the child's name.

Use the Medical Intervention Form for both Prescription and non-prescription medication.

Seizures – Follow Ministry of Health Guidelines - All families complete the [Seizure Action Plan](#)

Diabetes – Follow Provincial Standards: [Supporting Students with Type 1 Diabetes in the School Setting](#). All families complete the Diabetes Support Plan & Medical Alert Information

[Use the Medical Dispensing Record in all situations when staff help administer any medication.](#)

TRANSPORTATION OF STUDENTS WITH DISABILITIES AND DIVERSE ABILITIES

Background

The School District recognizes that in certain circumstances students with disabilities and diverse abilities may be unable to make their own way to and from school or take public transportation due to their physical and/or psychological challenges/disabilities. The District is committed to supporting the transportation needs of such students.

Procedures

1. All requests for transportation assistance for students with disabilities and diverse abilities will be managed by the Director of Instruction, Learning services.
2. Students will be assessed in collaboration with the school administration, Director of Instruction, Learning Services, and families.
3. While individual student and family circumstances will be considered, the following decision-making guidelines will be used:
 - Student is in catchment or has been placed out of catchment by the District
 - Student is designated in a Ministry of Education - Low incidence category
 - Student has a profound physical or mental disability
 - Student requires complex supports (Medical assistance / Nurse support)
 - Student has significant mobility challenges (wheelchair use , walker, etc.)
 - Availability of resources of the district
4. Siblings of students being transported by the district do not qualify for transportation even when they attend the same school.
5. The bus will not operate when in the opinion of the driver, or carrier/contractor or School District Superintendent, road conditions are such that it would be unsafe to do so.
6. Subject to fiscal and logistical constraints, it is the objective of the District to maintain travel time and waiting time at school for students with Disabilities and Diverse Abilities at a reasonable limit.
7. Transportation of students with Disabilities and Diverse Abilities shall be subject to annual review.

Student's Requiring a Child Safety Restraint

In circumstances in which students require the use of a child safety restraint the following procedures apply:

1. Restraint harnesses are provided by the School District for students who need to be restrained because of safety issues related to their special needs.
2. The vest provides support by helping hold the wearer upright and has been safety tested to meet Federal Motor Vehicle Safety Standards.
3. Students will be assessed by the School District Occupational Therapist in consultation with parents.
4. Vests are the property of the School District.

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Revised: January 2023