

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

Tuesday, January 16, 2024

6:30 pm

School Board Office (In-person & Via Zoom)

811 Ontario Street, New Westminister

The New Westminister 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
<p><b>Recommendation:</b>  <b>THAT the agenda for the January 16, 2024 Operations Policy and Planning Committee meeting be adopted as distributed.</b></p>		
2.	<u>Comment &amp; Question Period from Visitors</u>	6:35 PM
3.	<u>Reports from Senior Management</u>	
a.	Capital Projects Update	6:45 PM
	i. Queen Elizabeth Elementary (Verbal) (D. Crowe)	
	ii. NWSS Decommissioning (Verbal) (D. Crowe)	
b.	Operations Update	6:55 PM
	i. Finance & Facilities Report (M. Brito & A. Grey)	3
	ii. School and Portable Cooling (M. Brito)	4
c.	Human Resources & Staff Update (R. Weston)	7:10 PM

Non-Replacement Data:

- Sept. to Oct. 2023

d. Childcare Update (I. Neilson)

7:20 PM

21

e. Administrative Procedures (A. Grey)

7:30 PM

i. AP 510 - Financial Accountability and Audits

30

ii. AP 511 - Cash Management

32

4. General Announcements

7:35 PM

5. New Business

7:40 PM

6. Old Business

7:45 PM

7. Question Period (15 Minutes)

7:50 PM

*Questions to the Chair on matters that arose during the meeting.*

8. Adjournment

8:05 PM

### Capital Projects, Operations and Planning

1. We currently have occupancy at Lord Tweedsmuir and FW Howay daycare portables. We are working with Purpose Society on move in dates.
2. For short term capacity, we have applied for building permits to add another 2 portables and a washcar at Lord Tweedsmuir. Classroom portables are now currently placed, working on connections. January placement of washcar portable.
3. Final stages of commissioning and closing out on 2023/2024 School Enhancement Program (SEP) and CNCP projects. Roofing complete at QMS (SEP), GMS mechanical reheats (SEP), and Spencer mechanical reheats (CNCP) nearing completion.
4. Vape detectors installed and operational in all 12 washrooms at NWSS.
5. The new pilot bus service for students who live in Queensborough to NWSS started Monday, January 8th. There are 181 students that are registered for this service. Five buses are used to transport the students: 3 buses from QMS, 1 bus from the east end at Port Royal Park and 1 bus at the west end at Royal City Marina.

### Finance

1. The payroll team is working through processes relating to starting a new calendar year and closing the 2023 calendar year.
2. The Secretary Treasurer and Assistant Secretary Treasurer completed meetings with school principals to discuss budgets to date and other relevant matters.
3. Work is underway for the 2023-24 amended budget which is due February 28, 2024.

### Ministry & Other Submissions: December 2023

Submitted to:	Description	Date
Ministry of Education and Child Care	School District Quarterly GRE Financial Reporting – December	December 13, 2023
Ministry of Education and Child Care	Statement of Financial Information Report	December 31, 2023
Canada Revenue Agency	T3010 Registered Charity Information Return	December 31, 2023

# Cooling in Schools Update

January 9, 2024



New  
Westminster  
Schools



# Cooling Feasibility Study

- District commissioned a report to get an understanding what it would take to get cooling in schools/portables giving rising temperatures experienced since the heat dome event in 2021.
- Study conducted by: SMCN Mechanical Engineers and O'M Electrical Engineers.
- Study feasibility and cost on:
  - Main School Building
  - Portables



# Mechanical assessment

- ❑ Cooling load
- ❑ Existing systems assessed on feasibility and adaptability to integrate cooling
- ❑ Recommended equipment selection
- ❑ Verification of electrical systems to examine available power for the proposed cooling system





# Summary

- No cooling – 11 buildings (73%)
- Partially cooled buildings – 4 (27%) – Qayqayt, Skwo:wech (existing heat pumps are mainly used for heating system and are undersized to fully cool school) , FRMS/SBO
- NWSS cooling on the way in 2024
- QMS and GMS heat pumps for heating added in recent years, programming is required to achieve some cooling at these sites by May 2024
- 93% (38 portable classrooms) of 41 portable classrooms have no cooling
- 9 out of 9 modular classrooms (brought in for full day K) have cooling

# Recommended cooling method

## ☐ Heat Pumps

- dual functionality of being able to provide both cooling and heating
- can play a role in the reduction of GHG and CO2 emissions in heating season.
- Boilers still required though as back up as heat pumps are less efficient in colder weather





# Cost per school to install Heat Pump to cool Main School

Building	Power Upgrade Required	Notes and Recommendations	Estimated Cost
Connaught	Not available	Gas Heat Pump recommended	\$700,000
Howay	Not available	Gas Heat Pump recommended	\$885,000
Kelvin	Yes		\$1,300,000
Tweeds	Yes		\$1,400,000
QEE	Yes	Electrical upgrade with addition	\$650,000
Skwo:wech	No	Prioritize this heat pump with SEP	Under design
NWSS	No	Prioritize this heat pump with SEP	\$3,500,000
Hume Park	No		\$230,000
Spencer	No	Prioritize this heat pump with SEP	\$1,100,000
<b>TOTAL COST</b>			<b>\$9,765,000 + Skwo:wech</b>

# Funding for main school cooling upgrades

- ❑ Cooling projects for main school funded through School Enhancement Program.
- ❑ Would take many years for all schools to be cooled as we have the capacity for one school each year and pending funding approval from MECC.
- ❑ Deferral of other priorities under SEP in favor of cooling.
- ❑ Looking to prioritize cooling at Skwo:wech after NWSS cooling project completed.
- ❑ Spencer is another site to be prioritized for cooling as it has electrical capabilities of adding a heat pump already.



# Portable cooling options

- ❑ Heat Pump – recommended option
- ❑ Split AC unit
  - ❑ Does not improve ventilation relative to heat pump
  - ❑ Does not provide heating
  - ❑ Same electrical constraints as preferred option
  - ❑ Does not reduce green house gases and thus contrary to board goals on climate action
  - ❑ Sound concerns



# Cost to add heat pumps in portable classrooms

School	Number of portables classrooms requiring cooling	Recommended option Estimated Cost	Alternative option estimated cost
Connaught	2	\$116,000	\$50,000
Qayqayt	5	\$290,000	\$125,000
Spencer	1	\$58,000	\$25,000
Kelvin	8	\$464,000	\$200,000
Tweeds	2	\$116,000	\$50,000
QEE	10	\$580,000	\$250,000
Glenbrook	2	\$116,000	\$50,000
Queensborough Middle	2	\$116,000	\$50,000
Fraser River Middle/SBO	4	\$232,000	\$100,000
Hume Park	2	\$116,000	\$50,000
<b>TOTAL COST</b>	<b>38</b>	<b>\$2,204,000</b>	<b>\$950,000</b>

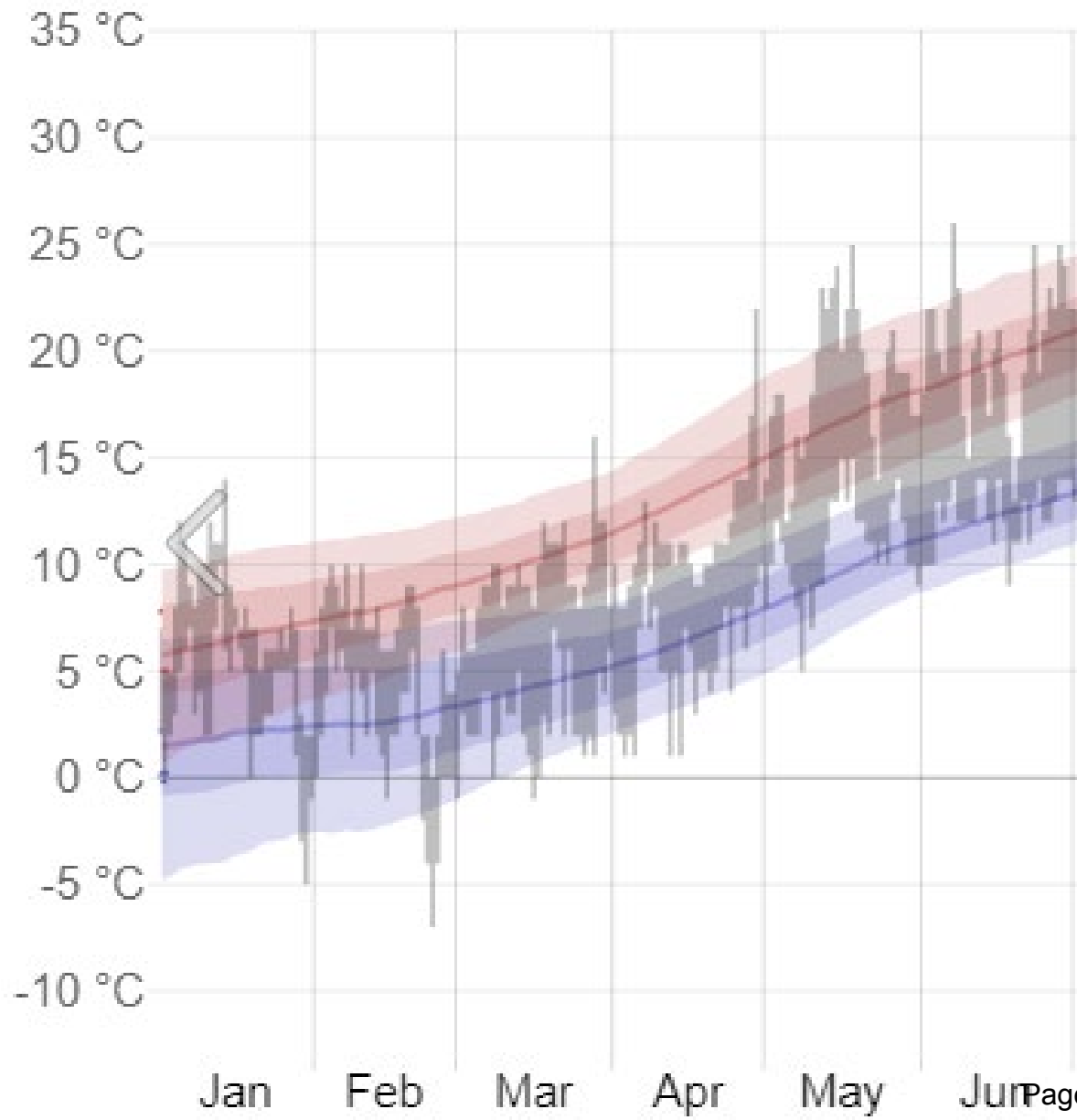


# Funding for Portable Cooling

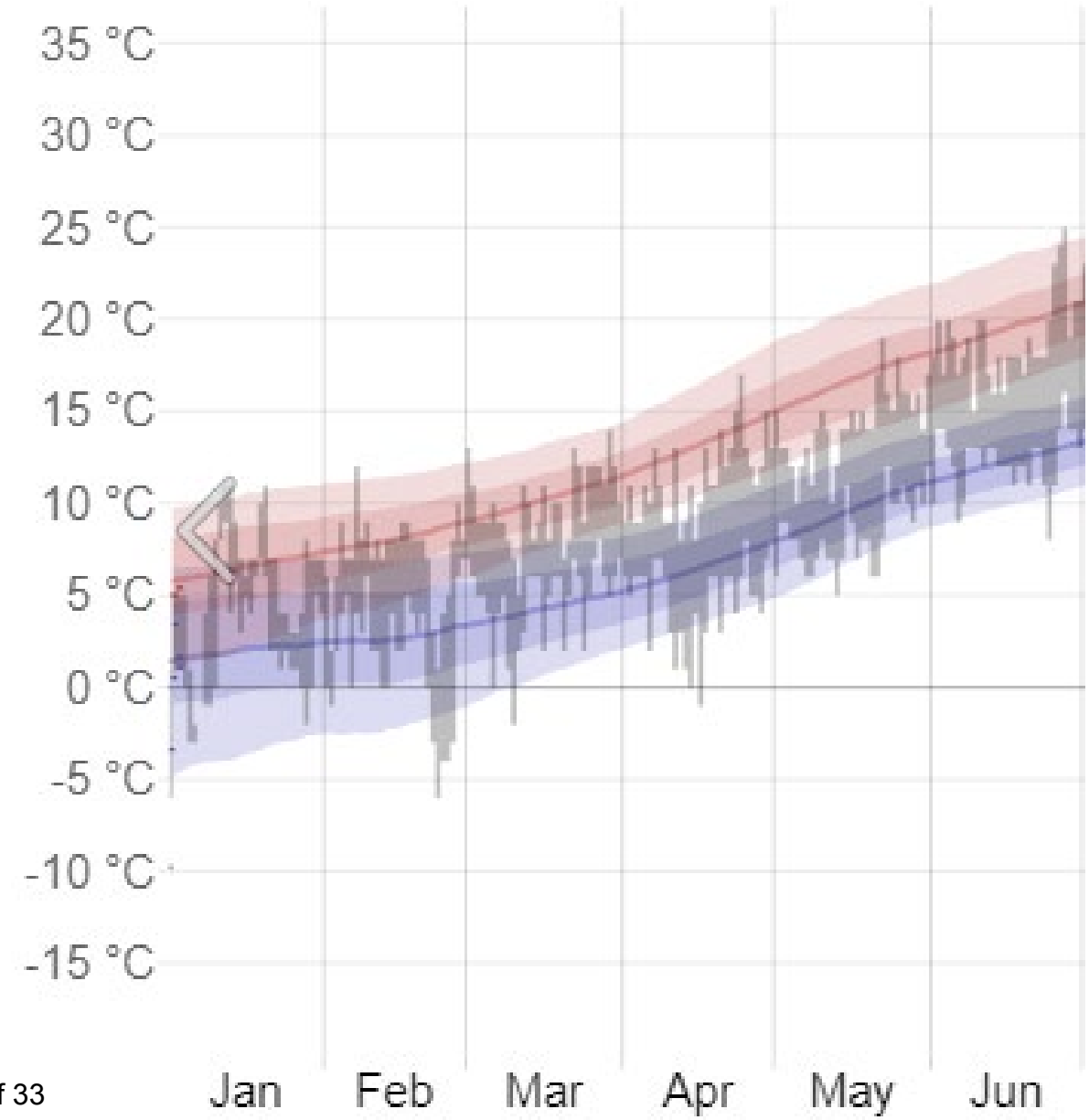
- ❑ Portable cooling could be funded by AFG based on criteria for spending
- ❑ Not feasible to fund all cooling through AFG as that means no maintenance on buildings so portable cooling would come out of operational dollars
- ❑ Portables are a temporary structure – cost v. benefit?
- ❑ Operational costs to operate HPs due to higher electrical demands year round. Considerations may need to be made for hiring more HVAC specialists which also come at an operational cost.
- ❑ Ordering new portables with heat pumps already installed will increase portable cost by \$30k which hits the operating budget
- ❑ Look to trustees for budget prioritization in April on cooling portables



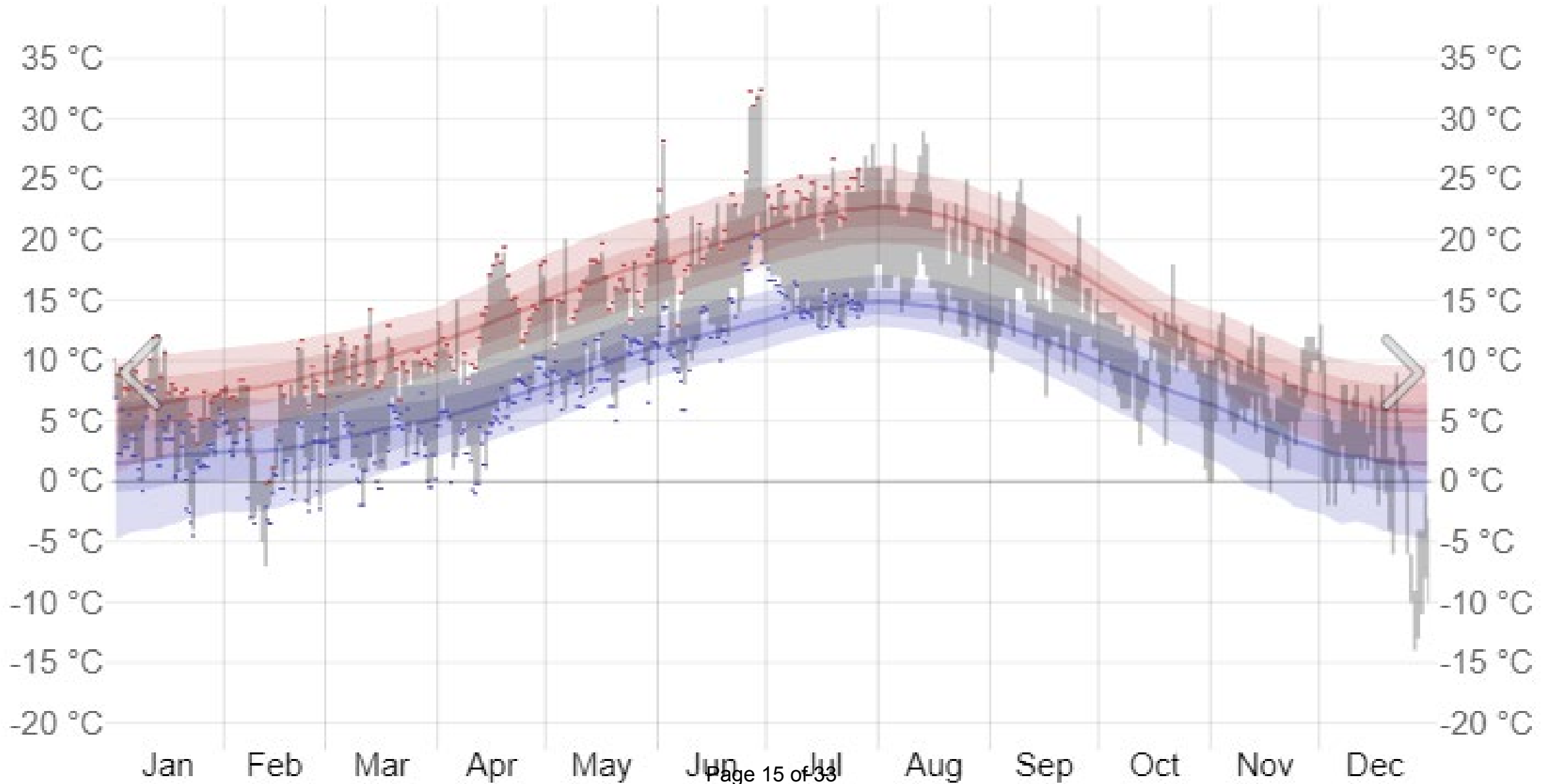
2023 – Temperature History in Vancouver



2022 – Temperature History in Vancouver



## 2021 – Temperature History in Vancouver



# Questions





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

Date: \_\_\_\_\_

Submitted by: Robert Weston, Executive Director of Human Resources

Item: Requiring Action Yes  No  For Information

Subject: September 5, 2023 to October 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**

September 2023	Total absence days in month	Total absence days replaced in month	Total absence days not replaced by TTOC's/Casuals	Year to Date 2023-2024		Year to Date 2022-2023	
				Abs.	Repl.	Abs.	Repl.
A. Enrolling Teaching	150 2%	121 81%	29 19%	150 2%	121 81%	117 2%	108 92%
B. Non-Enrolling Teaching	88 4%	27 31%	62 69%	88 4%	27 31%	40 2%	16.5 41%
C. Education Asst.	263 7%	164 62%	99 38%	263 7%	164 62%	166 6%	154 93%

October 2023	Total absence days in month	Total absence days replaced in month	Total absence days not replaced by TTOC's/Casuals	Year to Date 2023-2024		Year to Date 2022-2023	
				Abs.	Repl.	Abs.	Repl.
A. Enrolling Teaching	258 3%	192 74%	66 26%	408 3%	313 77%	437 4%	225 51%
B. Non-Enrolling Teaching	116 5%	36 31%	80 69%	204 4%	63 31%	123 3%	31 25%
C. Education Asst.	284 7%	181 64%	103 36%	547 7%	345 45%	484 8%	264 55%

Improved
Same
Worse



1. September Classroom Teacher absences were 2% and we were able to replace 81% of those. The balance were covered by internal reassignment and administrative time.
2. September Non-Enrolling Teacher absences were replaced only 31% of the time.
3. September Education Assistant absences were 7% and were replaced 62% of the time.

September Year to Date figures demonstrate considerable challenges (on average) in replacing absent enrolling teachers (9% fewer absences replaced than same period 22/23), educational assistants (29% fewer absences replaced than same period 22/23), and non-enrolling teachers 10% fewer absences replaced than same period 22/23).

1. October Classroom Teacher absences were 3% and we were able to replace 74% of those (down somewhat from September). The balance were covered by internal reassignment and administrative time.
2. October Non-Enrolling Teacher absences were replaced only 31% of the time (although absences were slightly higher, we were able to replace at the same rate as September)
3. October Education Assistant absences were 7% (same as September) and were replaced 64% of the time (a slight increase from September replacement rate).

October Year to Date figures show a decrease in replacement from September but a significant improvement (on average) in replacing absent enrolling teachers from the same period 22/23, and a moderate increase replacing non-enrolling teachers. Although we had a small improvement in replacements from September, we had more difficulty replacing educational assistants from the same period 22/23 (55% down to 45% replacement).

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

Date: \_\_\_\_\_

Submitted by: Robert Weston, Executive Director of Human Resources

Item: Requiring Action Yes  No  For Information

Subject: November 1, 2023 to December 22, 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**

November 2023	Total absence days in month	Total absence days replaced in month	Total absence days not replaced by TTOC's/Casuals	Year to Date 2023-2024		Year to Date 2022-2023	
				Abs.	Repl.	Abs.	Repl.
A. Enrolling Teaching	346 4%	258 75%	88 25%	754 3%	571 76%	968 5%	620 64%
B. Non-Enrolling Teaching	145 5%	52 36%	93 64%	349 5%	115 33%	286 4%	63.5 22%
C. Education Asst.	372 9%	203 54%	170 46%	919 8%	548 60%	931 9%	712 76%

December 2023	Total absence days in month	Total absence days replaced in month	Total absence days not replaced by TTOC's/Casuals	Year to Date 2023-2024		Year to Date 2022-2023	
				Abs.	Repl.	Abs.	Repl.
A. Enrolling Teaching	234 4%	163 70%	71 30%	988 3%	734 74%	1232.5 5%	827 67%
B. Non-Enrolling Teaching	164 8%	43 26%	122 74%	513 5%	158 31%	338.5 4%	84 25%
C. Education Asst.	360 10%	210 58%	150 42%	1281 8%	758 59%	1143 9%	870 76%

<span style="color: green;">■</span>	Improved
<span style="color: yellow;">■</span>	Same
<span style="color: red;">■</span>	Worse



1. November Classroom Teacher absences were 4% and we were able to replace 75% of those. The balance were covered by internal reassignment and administrative time.
2. November Non-Enrolling Teacher absences were replaced only 36% of the time.
3. November Education Assistant absences were 9% and were replaced 54% of the time.

Year to date figures show that we are doing better (on average) in replacing absent enrolling teachers (up to 76% from 64%) and non-enrolling teachers (up to 33% from 22%) and had greater challenges for educational assistants (down from 76% to 60%).

1. December Classroom Teacher absences were still 4% and we were able to replace 70% of those (slightly down from November). The balance were covered by internal reassignment and administrative time.
2. December Non-Enrolling Teacher absences were replaced only 26% of the time a little worse than November)
3. December Education Assistant absences were 10 % (up from November) and were replaced 58% of the time (a little better than November).

Year to date figures show that we are still doing about the same (on average) in replacing absent enrolling teachers and non-enrolling teachers. However, continued to have difficulty replacing educational assistants (76% down to 59%).



# Child Care Update

January 16, 2024



New  
Westminster  
Schools



# Early Learning Programs

- Qayqayt Seamless Day
- Just B4 Queensborough
- StrongStart
- Tweedsmuir After School Studio
- Changing Possibilities for Young Children

# Strengthening Early Years to Kindergarten Transition (SEY2KT)

New funding of \$19,000

This is an initiative that focuses on collaboration and strengthening of relationships across the education and early years sectors through:

- designing experiences and transition processes for children and families that focus on seamless transitions from early childhood to Kindergarten
- fostering continuity of pedagogy between the early years and primary education



# Community Partnerships

## WCAS

Before and After School Care	Site	Licensed capacity
Connaught Heights	Dragon`s Grove	54
F.W. Howay	Misty Meadows	54
Herbert Spencer	Spencer Lane	24
Hume Park Learning	Park Place	48
Lord Kelvin	Klub Kelvin	24
Qayqayt Elementary	Kids Korner	25
Lord Tweedsmuir	Play west Kids	54
Queensborough Middle School	Queensborough kids club	96
Glenbrook Middle School	Griffin`s Alley	40
Skwo:wech Elementary	Hilltop Hideaway	54
	<b>Total # of child care spaces</b>	<b>473</b>

# Community Partnerships Purpose Society

Group Child Care Ages 0 to 5	Licensed capacity		
	Site	Infant and Toddlers	30 months to school age (3-5)
Qayqayt Children`s Centre	Ecole Qayqayt Elementary	12	24
Ready Set Grow	Fraser River Middle School	20	16
Skwo:wech Children`s Centre	Skwo:wech Elementary	12	24
	<b>Total of child care spaces</b>	<b>44</b>	<b>64</b>





# Relocation of child care programs

- Making solid progress and staying on track with timelines.
- Working closely with Purpose in engaging with Fraser Health.
- Ensuring a seamless transition for families with no disruption of service.
- **Relocation of Qayqayt Children Center to Howay Elementary**
  - Last day at current location Friday, Feb 23, 2024
  - First day at Howay is Monday, Feb 26, 2024
- **Relocation of Ready Set Grow to Tweedsmuir Elementary**
  - Last day at current location Friday, March 8, 2024
  - First day at Howay is Monday, March 11, 2024



# Guiding Principles to Child Care

Currently collaborating with City of New Westminster staff to further develop the guiding principles to child care. Progress is ongoing.

# Sharing children`s stories







Thank you



## FINANCIAL ACCOUNTABILITY AND AUDITS

### Background

The District believes that its financial affairs must be managed in a manner consistent with the trust placed in the Board by the electorate. Adequate accounting records and procedures for verifying those records through audits are seen as an integral part of the District's operations.

### Procedures

1. The District's financial systems and records are subject to an external audit.
2. District and school accounts and accounting practices will be subject to internal or external audit at the discretion of the Secretary-Treasurer and/or the Superintendent.

2.1 Periodic internal audits of school generated funds and department accounts are to be conducted to identify potential procedural non-compliance, weaknesses and areas for further examination. Such audits must specifically assess the effectiveness of administrative procedures in place by performing compliance testing and examining key controls.

2.1.1 Internal audit of high school, school generated fund accounts will be performed annually.

2.12.1.2 Internal audit of elementary and middle school, school generated fund accounts will be performed on a four year rotation, or earlier if deemed necessary by the Secretary-Treasurer or designate.

- 2.2 School financial records may be subject to internal audit in the event of a change of school administration, school business manager or school administrative assistant.
- 2.3 Special financial reviews may be conducted upon request by a Principal.
- 2.4 All computerized financial records and the supportive documents shall be on file and current for financial audit purposes, including but not limited to:
  - 2.4.1 Contracts and Agreements,
  - 2.4.2 Fund journal,
  - 2.4.3 Fund account ledgers,
  - 2.4.4 Bank statements,
  - 2.4.5 Cancelled cheques,
  - 2.4.6 Cheque requisitions,
  - 2.4.7 Duplicate deposit slips,

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2.4.8 Numbered receipt books or approved substitute documents,

2.4.9 Invoices,

~~2.4.9~~

~~2.4.10~~—2.4.10 Other related source documents.

3. Accounting procedures will follow recognized accounting principles where these are not inconsistent with the requirements of the Ministry.
4. The Secretary-Treasurer will ensure that adequate control mechanisms are in place to guarantee the integrity of the District's financial transactions and records.
  - 4.1 Segregation of incompatible duties, such as purchase and payment, must be maintained in District and school operations.
5. Financial records of school generated funds will be maintained in accordance with the format prescribed by the Secretary-Treasurer.
6. The external auditor's report will be presented to the Board along with the Management Letter and the Audited Financial Statements.
7. All banking shall be carried out at a recognized financial institution.
8. District audited financial statements and annual budget reports will be made available on the District website.

*Reference: Sections 22, 23, 65, 81, 85, 106.3, 106.4, 110, 111, 112, 112.1, 113, 114, 115, 117, 118, 156, 157,  
157.1 School Act  
Financial Information Act*

*SD No. 40 (New Westminster)*

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*Adopted: May 30, 2017*

*Amended: December 18, 2023*

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## CASH MANAGEMENT

### Background

The District has a responsibility to keep all funds safe and to produce accounting records which are easily auditable. By its nature, cash is difficult to control and to audit, thus requiring prudent control. Therefore:

- The collection of cash within the District shall be minimized. When collection of cash is necessary, the below procedures must be followed to ensure the safe-keeping and proper accounting of funds.
- The use of petty cash within the District shall be minimized. Use of petty cash at school sites is not permitted.
- The use of cash to conduct financial affairs shall be avoided ~~where possible.~~
- The authority to conduct cash transactions shall be controlled and limited. When Ccash disbursements cannot be avoided, they shall be fully documented and allow for ease of accounting, and authority to conduct cash transactions shall be controlled and limited.

### Procedures

- ~~1. Petty cash disbursements shall only be used for:~~
  - ~~1.1 Small purchases, not exceeding the size of the petty cash float, purchases which cannot be paid through other payment methods and/or where it is impractical or untimely to generate a cheque.~~
    - ~~1.1.1 Purchases that are made on a continuing basis at the same source shall be governed by Administrative Procedure 515—Purchasing and Tendering.~~
    - ~~1.2 Emergent situations which a Principal or manager deems essential to conduct classes or business.~~
  - ~~2. All disbursements must be supported by receipts, invoices or documents indicating nature of expense.~~
  - ~~3. All reimbursement claims must be submitted on Petty Cash Form (Form 511-1) and signed by the Principal, Vice-Principal or Department Manager.~~
  - ~~4. In compliance with the *Financial Information Act* the following payment requests against budgeted funds shall not be paid from petty cash:~~
    - ~~4.1 Individual travel and expenses claims (Form 513-1), including all field trip related travel.~~
    - ~~4.2 Registration and membership fees, paid up front by employees. These are to be claimed on an expense claim (Form 513-1).~~

- ~~5. The maximum Petty Cash Fund shall be established at:~~
- ~~5.1 Elementary School — two hundred dollars (\$200)~~
- ~~5.2 Secondary — seven hundred fifty dollars (\$750)~~
- ~~5.3 Other faculties — five hundred dollars (\$500)~~
- ~~5.4 Special circumstances calling for a cash float shall be approved by the Secretary-Treasurer or designate.~~
- ~~1. The established Petty Cash Fund levels are deemed a 'float' with replenishment on an "as required" documented basis.~~
1. The school principal or location supervisor shall take appropriate steps to ensure all monies collected are secured at all times and accounted for in an appropriate and timely manner.
- 1.1. All monies received shall be recorded on a log sheet as soon as received by an individual who is not directly responsible for preparing the deposit or bank reconciliation.
- 1.2. Monies received and corresponding log sheets are to be submitted in a timely manner to the designated individual who is responsible for reconciling monies to the log sheets and preparing the deposit.
- 1.3. All monies must be deposited into the bank daily or secured in a locked safe which is accessible only by authorized individuals.
- 1.4. Deposits must be made on a weekly basis, at a minimum.
- 1.5. All deposits must be supported by proper deposit slips and traceable to the source of collection.

*Reference: Sections 22, 23, 65, 85 School Act  
Financial Information Act*

*SD No. 40 (New Westminster)*

*Adopted: May 30, 2017*

*Amended: December 19, 2023*

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