

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

Tuesday, June 11, 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	
<b>Recommendation:</b> <b>THAT the agenda for the June 11, 2024 Operations Policy and Planning Committee meeting be adopted as distributed.</b>			
2.	<u>Comment &amp; Question Period from Visitors</u>	6:30 PM	
3.	<u>Reports from Senior Management</u>		
a.	Capital Projects Update		
1.	Memorial Park Update (D. Crowe) (Verbal)	6:40 PM	
2.	Queen Elizabeth Elementary Update (D. Crowe) (Verbal)	6:45 PM	
b.	Operations Update		
1.	Facilities & Finance Report (M. Brito & A. Grey)	6:50 PM	3
2.	Financial Projection to June 30th (A. Grey) (Verbal)	7:00 PM	
3.	Technology Information Services Report (TIS) (J.Razzaq)	7:05 PM	4
c.	Audit Planning Report (A. Grey)	7:15 PM	6

d.	School Nutrition Program (R. Bloudell)	7:25 PM	7
4.	<u>General Announcements</u>	7:40 PM	
5.	<u>New Business</u>	7:45 PM	
6.	<u>Old Business</u>	7:50 PM	
7.	<u>Question Period (15 Minutes)</u>	7:55 PM	
	<i>Questions to the Chair on matters that arose during the meeting.</i>		
8.	<u>Adjournment</u>	8:10 PM	

## Capital Projects, Operations and Planning

1. FRMS and Qayqayt daycare to classroom renovations – Progressing well. Both sites expected completion on time for September 2024 occupancy.
2. For short-term capacity- One more portable in July to be installed at QE. Wiring power, wiring communications, wiring life safety devices in progress and cabinetry being built for already placed portables at Qayqayt, QE, Kelvin. City occupancy inspections to follow, for September 2024 occupancy.
3. Playground Enhancement Program – 195k funds from MECC to supply Lord Kelvin with new additions and replacement pieces on aging playground.
4. NWSS Cooling project- Currently working with mechanical engineer and successful bidder, Entity Mechanical, for construction schedule ensuring some cooling by this time next year.
5. Maintenance staff busy supporting year end functions for example, NWSS Grad setup at Queen’s Park, School band concerts, Provincial assessments, etc.

## Finance

1. The team completed the annual rotation of internal school generated funds audits at NWSS, Queen Elizabeth Elementary, Queensborough Middle School, Tweedsmuir Elementary and Alternate Education.
2. Finance and payroll teams are preparing for the fiscal year end of June 30, 2024, with all of the required processes and reporting.

## Ministry & Other Submissions: June/July 2024

Submitted to:	Description	Date
Ministry of Education and Child Care	2024-25 Capital Planning – Major Projects	June 28, 2024
Ministry of Education and Child Care	2024-25 Preliminary Budget	June 30, 2024
Ministry of Education and Child Care	2023-24 Classroom Enhancement Fund – Year-end Reporting	July 12, 2024
Ministry of Education and Child Care	School District Quarterly GRE Financial Report – June	July 17, 2024

## Technology & Information Services (TIS)

In addition to providing daily operational support TIS worked on following key projects.

### 1. DC Server Transition

New Server Computers and storage were installed throughout the Summer of 2023, during the school year TIS migrated all of the production servers over from the legacy virtual server infrastructure to the new one.

### 2. Windows Server Operating System Migration

We transitioned the servers from nearly end-of-life Windows Server 2012 to Windows Server 2022. This brings the district server operating system to the new bringing the infrastructure to a current and supported version.

### 3. Problem Reporting System Migration

We migrated to a new problem-reporting system. The new platform provides additional functionality including asset management. The new platform also brings some cost savings.

### 4. Network Monitoring Solution

TIS deployed a network monitoring solution, the previously deployed network monitoring solution was limited in its capabilities and out of date.

The new monitoring solution keeps an eye on Switches, Servers, External URLs (MyED BC and Atrieve), Network Firewalls for protective status changes, uptime and general performance statistics gathering.

### 5. Firewall Updates

We updated the firewall firmware on all of the district firmware. This required downtime for each school campus as such it was planned out of hours to reduce any impact on student or staff productivity.

### 6. Wi-Fi Retirement

TIS has been working on consolidating the number of Wi-Fi Networks the district offers, this is done to reduce Wi-Fi network SSID saturation and improve the overall performance of the Wi-Fi platform. Throughout Winter break TIS retired all of the legacy SSIDs to now one unified SD40 service staff, students, and guests through smart policies.

### 7. Centralized deployment and configuration management update

Previously we had been using an open-source platform to push application and system configuration to district devices, that platform is dated and limited in its capabilities to manage various device platforms. TIS is in the process of tailing and evaluating a Microsoft-based configuration management platform. This new platform promises to provide cross-platform functionality, during our testing we plan to confirm and if confirmed useful over time implement that system into production.

## **8. Library Kiosks**

TIS deployed iPad Kiosks to serve as search stations in the libraries at Fraser River Middle School, Ecole Glenbrook Middle School, Queensborough Middle School, and the high school. These are configured and tailored to be used as library search tools for the students.

## **9. Cabling Cleanup**

TIS has embarked on a project to clean up cabling in the network distribution closets. Over time, cabling in the network racks has become overlapping and some cases tangled, this leads to additional time in tracking down the cables to troubleshoot issues. While seemingly simple, it is a very tedious and time-consuming process. TIS has a long-term plan to clean up the cabling at wiring closets at all school campuses.

## **10. Staff and student laptops**

We have embarked on a four-year staff device refresh cycle, and are working on continuing to deploy more student devices as budget allows. This fiscal year/school year we have deployed over 500 staff and student devices.



Supplement to: **OPERATIONS POLICY AND PLANNING MEETING**

Date: June 3, 2024

Submitted by: Amy Grey, Assistant Secretary-Treasurer

Item: Requiring Action Yes  No  For Information

Subject: **2023-24 Audit Planning Report**

**Background:**

KPMG provided their report entitled School District No. 40 (New Westminister) Audit Planning Report for the year ending June 30, 2024. This has been provided separately to the Board for review due to the proprietary nature of the content.

The report includes the materiality for the audit, changes from the prior year audit plan, a risk assessment summary and areas of audit focus in relation to non-significant risks. No significant changes to the prior year audit plan or areas of significant risk were identified, with the exception of management override of controls which is a significant risk present in all entities and required by professional standards.

There are three new accounting standards effective for the June 30, 2024 year end. PS 3400 - Revenue, is the only new standard applicable to the District's operations. It has been reviewed and discussed with KPMG and no significant impact to the District's financial statements is expected.

The auditors' contact information has been provided in the report for trustees to ask questions or receive clarification on any points.

**Next Steps:**

The auditors will commence their fieldwork for the June 30, 2024, audit on July 22, 2024, and report their audit findings to the Board in September 2024.

# School Nutrition Update

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Tuesday, June 11<sup>th</sup>

Rick Bloudell, Manager of Community Projects and  
Partnerships



# Topics



Winter to Spring snapshot



Partnership with MOSAIC and Welcome Centre



École Qayqayt Elementary Environment Club



Next year



# Winter to Spring Snapshot

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- Small increase in paid orders
  - 3% from January to April
- New items each month
- Field trip lunches
  - Sandwich meal delivered the day before for classes leaving early for field trips





# MOSAIC

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- Fuel Up! is a service that settlement workers emphasize when providing orientations to newcomer families.
- Teach families how to use the online ordering system.

*Thanks for the support. It is invaluable for me to send food for my son.*

Photo courtesy of MOSAIC

*- translated from Spanish*

# École Qayqayt Environment Club

## Feedback

- Reduce plastic packaging
- Improve taste of food to limit waste
- Educate other schools and families on how to recycle







# Moving Forward

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- Cost to stay the same
- Menu changes to improve quality
  - More seasoning
  - Added protein
  - New and diverse menu options
- Less plastic packaging
- Subsidy applications
- Student engagement