



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

REGULAR BOARD MEETING

TUESDAY, OCTOBER 11, 2022 – 4:00 PM

CAPTAIN MEARES ELEMENTARY SECONDARY SCHOOL, TAHSIS, BC

A G E N D A

**Board of Education
Vancouver Island West School District 84**

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **ADOPTION OF MINUTES**
 - a. Regular Meeting of September 12, 2022
4. **BUSINESS ARISING FROM THE MINUTES**
5. **PUBLIC INQUIRIES AND PRESENTATIONS**
 - a. Mr. Jim Baron, Principal, Captain Meares Elementary Secondary School
 - b. Recognition of Service - Jenniffer Hanson, School Trustee (Kyuquot)
6. **CORRESPONDENCE**
7. **REPORT OF THE CLOSED MEETING**
8. **TRUSTEE REPORTS**
 - a. School Reports
 - b. Enhancement Agreement/Local Education Agreement Meeting
 - c. Working Relations Committee Meeting
 - d. District Policy Review Committee Meeting
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
 - a. Community Consultation Meetings
 - b. School Calendar 2022-2023
 - c. Capital Submission
 - d. Public Sector Executive Compensation Disclosure Report 2021-2022
11. **SUPERINTENDENT/SECRETARY-TREASURER'S REPORT**
 - a. District Update - Curriculum Implementation Day
 - b. Enrollment Report
 - c. Finance Warrants
12. **TRUSTEE INQUIRIES**
13. **PRESS AND PUBLIC INQUIRIES**
14. **NOTICE OF MEETINGS**
 - a. November 2022 - Inaugural Meeting in the School Board Office, followed by the Regular Board Meeting – date to be announced
15. **ADJOURNMENT**



**REGULAR MEETING OF THE BOARD OF EDUCATION
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,
HELD ON MONDAY, SEPTEMBER 12, 2022,
AT THE SCHOOL BOARD OFFICE IN GOLD RIVER, BC**

TRUSTEES PRESENT: Arlaine Fehr, Chairperson (Gold River)
Allison Stiglitz (Tahsis)
Debbie Mann (Gold River)

TRUSTEE ABSENT: Jenniffer Hanson, Vice-Chairperson (Kyuquot)

ALSO PRESENT: Lawrence Tarasoff, Superintendent/Secretary-Treasurer
Natalie Lowe, Assistant Secretary-Treasurer
Annie McDowell, Associate Director of Human Resources

CALL TO ORDER:

Chairperson Fehr called the meeting to order at 4:01 pm.

APPROVAL OF AGENDA:

2022:R-052 MOVED: Trustee Mann, SECONDED: Trustee Stiglitz
AND RESOLVED:
"TO approve the agenda."

ADOPTION OF MINUTES:

2022:R-053 MOVED: Trustee Stiglitz, SECONDED: Trustee Mann
AND RESOLVED:
"TO adopt the minutes of the Regular Board meeting of June 13, 2022."

BUSINESS ARISING FROM THE MINUTES:

Nil.

PUBLIC INQUIRIES AND PRESENTATIONS:

a. Honouring Mrs. Helen McInnes, Retired Teacher, Ray Watkins Elementary School

On behalf of the Board and the District, Chairperson Fehr wished Mrs. McInnes all the very best that retirement can bring. Mrs. McInnes has truly been a dedicated teacher and colleague over the years, and has been and continues to be appreciated. In accordance with District Policy, Mrs. McInnes will receive a token of recognition and appreciation for her valuable work with students, staff and parents of the District over the past 35 years. As per her request, Mrs. McInnes' retirement gift in the form of a donation to the Canadian Red Cross in support of Ukraine has been made on her behalf, and her name will be added to the Plaque of Honour at Ray Watkins Elementary School.

CORRESPONDENCE:

- BC School Trustees Association
- BC School Trustees Association
- BCSTA
- Board, SD83 (North Okanagan-Shuswap)
- Ray Watkins Elementary
- Chair, SD61 (Greater Victoria)
- BCSTA
- BCSTA Headlines: Daily News for School Trustees
- Copy of Letter to Minister of Education and Child Care re Access to Education for All Students
- Copy of Letter to Minister of Education and Child Care re Gender Inclusive Washrooms
- Copy of Letter to Minister of Education and Child Care and Minister of Finance re Budget Concerns
- Upcoming Events Newsletter
- Copy of Letter to Minister of Education re 2022-2023 Annual Budget
- BCSTA Weekly: BC Trustees Video, News and Resources for Boards

- BCSTA
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- Chair, SD72
(Campbell River)
- BCSTA
- Chair, SD68
(Nanaimo-Ladysmith)
- BCSTA
- BCSTA
- Anya Banas
- BCSTA
- Chair, BC Teachers'
Council
- Minister of Municipal
Affairs
- BCSTA
- Minister of Education and
Child Care
- Minister of Education and
Child Care
- BCSTA
- Assistant Deputy Minister
of Education and
Child Care
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- BCSTA
- Ray Watkins School
- BCSTA Headlines: Daily News for School Trustees
- Copy of Letter to Minister of Finance and Minister of Education and Child Care re Capital Cost Sharing
- Copy of Letter to Minister of Education and Child Care re Capital Funding Announcements
- Copy of Letter to Minister of Education and Child Care re Annual Report on Deferred Maintenance
- BCSTA Weekly: Local Election Resources and News for Boards
- BCSTA Headlines: Daily News for School Trustees
- Copy of Letter to Minister of Education re Problems that Salary Freeze for Senior Management is Posing
- BCSTA Weekly: A Message from Our President; BCSTA's 2023 Budget Submission
- Copy of Letter to Minister of Education and Child Care re Funding Concerns
- Copy of Letters of Thanks to President and Past-President of BC Principals' and Vice-Principals' Association, and Trustee (Limestone District) for Their Service
- Copy of Letter to President, Canadian School Boards Association, re New Appointment as CSBA President
- Thank You to Board of Education for Scholarships
- Copy of Letter to Keith Godin, Ministry of Children and Family Development, Expressing Appreciation for His Work as He Moved to New Role
- Important Updates re Approval of Revised Certification Standards – Phase 2: Familiarization and Language Proficiency Sections
- Copy of Letter to All Polices Services in BC re 2022 General Local Elections
- BCSTA Headlines: Daily News for School Trustees
- Copy of Letter to President, BCSTA re BCSTA Capital Working Group's Report
- Copy of Letter to All Board Chairs re the Student and Family Affordability Fund
- BCSTA Headlines: Daily News for School Trustees
- Copy of Letter to President, BCSTA, re Inflationary Pressures in the K-12 Sector
- BCSTA Weekly: Academy News, Staffing Updates and Resources to Start the School Year
- BCSTA Headlines: Daily News for School Trustees
- BCSTA Legal Bulletin: Election Expense Limits, Guides, Rule Changes and Nominators
- BCSTA Weekly: Important Back-To-School Dates!
- September Newsletter

2022:R-054 MOVED: Trustee Stiglitz, SECONDED: Trustee Mann
AND RESOLVED:
"TO receive and file the correspondence."

REPORT OF THE CLOSED MEETING:

Chairperson Fehr reported that two labour issues were discussed.

TRUSTEE REPORTS:

a. School Reports

Nil

UNFINISHED BUSINESS:

a. **District Scholarship Recipients for 2021-2022**

Congratulations to the following recipients:

- **Citizenship and Service Award** – Riley Last, GRSS
- **Future Education Workers Award** – Cameron Stirling, GRSS
- **Raj Jaswal Award** – Cameron Stirling, GRSS
- **Vocational and Technical Award** – Anya Banas and Hayden Beer (GRSS)
- **District/Authority Scholarship** – Anya Banas (GRSS), Hayden Beer (GRSS)

b. **Framework for Enhancing Student Learning**

The Superintendent/Secretary-Treasurer presented the 'Framework for Enhancing Student Learning' report and acknowledge Mr. Stephen Larre for the work that he has done to bring together an incredible amount of information into 10 pages. School District 84 is in Year Two of its five-year strategic plan and is seeing a real shift now in terms of early literacy. As there has been much attention and work put into early literacy, it is heartening to see the upward trend. Two notables: Many SD84 students are at the Provincial level with multiple choice questions, but do not do as well when having to write – and strategies will be put in place to address this. The District Assessment Framework is now in place and every student has a reading benchmark score.

The Superintendent/Secretary-Treasurer recommended approval of the report, which will be forwarded to the Ministry.

2022:R-055 **MOVED:** Trustee Mann, **SECONDED:** Trustee Stiglitz
AND RESOLVED:
"TO approve the Framework for Enhancing Student Learning Report, as presented."

c. **Local Teacher Education Program**

The Program is now underway, beginning with a two-week land program in August facilitated by Lelaina Jules and her husband, Alex. The District looks forward to having these students graduate in December 2023, and to move on to become teachers in their own local SD84 communities.

NEW BUSINESS:

a. **Management Discussion and Analysis and Audited Financial Statements**

The Assistant Secretary-Treasurer presented the Management Discussion and Analysis document, which is a fairly new Ministry requirement to break down the Audited Financial Statements into a more readable format. She acknowledged that the District is in good financial shape with another fairly significant operating surplus. The Ministry is aware of the plans in place to make good use of those funds, including \$1.5 million transferred to local capital for projects that will enhance the schools for the students, and upgrade and/or replace teacherages. Over \$1.3 million has been spent this year on capital additions through Ministry funds and, overall, a great job has been done in generating funds as well as spending them.

The District continues to receive Classroom Enhancement funding which pays for some of the teaching staff, leaving more available in operating. Recruitment of teaching and support staff continues to be challenging for SD84, and the District has moved to new ways to attract instructional staff. The International Program continues to do well for itself and provides additional supports to the system.

The Ministry's push is to marry the Strategic Plan and the Framework for Enhancing Student Learning to the Audited Financial Statements. The Ministry will be asking for a three-year financial plan to show that the funds coming in are being spent according to the priorities of the District, which hopefully will result in improved achievement for students. The Assistant Secretary-Treasurer stressed the importance of continuing to recruit qualified staff. The District has seen a rebound in its International Program and is focussed on strong relationships with its First Nations communities which bodes well for success in terms

of bringing further equity into the system. She assured the Board that it has an exceptional team in the District, and a special thank you to Ellena and Lynne in the School Board Office for their assistance during the audit process.

2022:R-056 MOVED: Trustee Mann, SECONDED: Trustee Stiglitz
AND RESOLVED:
"TO accept the Audited Financial Statements for 2021-2022, as presented."

b. Election Cost Sharing Agreement

2022:R-057 MOVED: Trustee Stiglitz, SECONDED: Trustee Mann
AND RESOLVED:
"TO approve the Election Cost Sharing Agreement between Strathcona Regional District and School District 84, as presented."

c. Thank You to Custodial and Maintenance Staff

The Superintendent/Secretary-Treasurer expressed a big 'thank you' to the District's Custodial and Maintenance staff who really went above and beyond this summer with so many projects on the go! Thank you for your commitment to the students!

SUPERINTENDENT/SECRETARY-TREASURER'S REPORT:

a. District Update

The Superintendent/Secretary-Treasurer reported that, although there are more students in the schools which is a good thing, the District is still struggling to hire teachers and support staff. There are not enough skilled or unskilled labourers in the Province and it is no different in education. The more remote the location, the harder it becomes and there are still schools in the Province that are not yet open because of staff shortages.

b. Enrollment Report

The enrollment report is a bit misleading as it includes 10 international students at Gold River Secondary School who do not count in the 1701 funding report to the Ministry. There are also homeschoolers included in the report; however, the District is currently at 310 students which is up from the projection. Ray Watkins Elementary is up to 130 students with a fairly large Kindergarten class. Zeballos School has seen growth in Kindergarten, and Captain Meares Schools is up to 29 students. These numbers will ebb and flow, with a trend to grow towards November and then ebb back down again. Although the increase is not enough to bring the District out of funding protection, it is nice to have more students in the schools!

c. Literacy

Mrs. Heather Goodall is back and working with her team around literacy initiatives in the District, and Ms. Joni Johnson is working on the home-based reading program. Mr. Deane Johnson is taking a lead hand around numeracy and training staff to use the SNAP – both an exercise and an assessment that students can use right through the elementary levels. There are many really promising structures and supports in place and the hope is that enough adults can be retained to make this all happen.

TRUSTEE INQUIRIES:

Nil.

PRESS AND PUBLIC INQUIRIES:

Nil

NOTICE OF MEETINGS:

The next regular meeting of the Board of Education will be held on Tuesday, October 10, 2022, at 4 pm, at Captain Meares Elementary Secondary School in Tahsis. The public is invited to attend. Any requests for agenda additions should go to amcdowell@viw.sd84.bc.ca two weeks prior to the meeting. Board meeting minutes are posted on the District's website at <http://www.sd84.bc.ca/board-meetings-school-district-84>.

ADJOURNMENT:

At 4:47 pm:

2022:R-058 MOVED: Trustee Mann, SECONDED: Trustee Stiglitz
AND RESOLVED:
 "TO adjourn."



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84

**9 DAY - 2 WEEK
SCHOOL CALENDAR
2022 - 2023**

SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September
 05 Labour Day
 06 Schools Open
 12 School Board Meeting
 19 National Day of Mourning
 23 CI Day
 30 National Day of Truth & Reconciliation

OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October
 07 Schools Not In Session
 10 Thanksgiving
 11 School Board Meeting
 21 Provincial Pro-D Day

NOVEMBER 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November
 04 Schools Not in Session
 11 Remembrance Day
 14 School Board Meeting
 18 Pro D Day

DECEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December
 02 Schools Not In Session
 12 School Board Meeting
 16 Schools Not In Session
 19 Schools close for Winter Break
 26 In Lieu of Christmas
 27 In Lieu of Boxing Day

JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January
 02 New Years Day
 03 Schools Re-open
 09 School Board Meeting
 13 Schools Not In Session
 27 Schools Not In Session

February
 10 Schools Not In Session
 13 School Board Meeting
 20 Family Day
 24 Pro D Day

FEBRUARY 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March
 10 Schools Not In Session
 13 School Board Meeting
 20 Schools Closed Spring Break

MARCH 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April
 03 Schools Re-open
 07 Good Friday
 10 Easter Monday
 11 School Board Meeting
 21 Pro D Day

APRIL 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May
 05 Schools Not in Session
 08 School Board Meeting
 19 Schools Not in Session
 22 Victoria Day

MAY 2023

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June
 02 Pro D Day
 12 School Board Meeting
 16 Schools Not In Session
 29 Last day of Instruction
 30 Administration Day

JUNE 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Days in Session: 174
Days of Instruction: 167
Number of Hours of Instruction: Elementary 873/ Secondary 947
Minutes per Day: Elementary 329/Secondary 340

- Instruction
- Pro-D/ CI Day
- Schools Not in Session
- Statutory Holidays
- Board Meeting



School District 84

Vancouver Island West

Box 100, #2 Highway 28, Gold River, BC V0P 1G0

Office: 250-283-2241 Fax: 250-283-7352

www.sd84.bc.ca

In accordance with provisions under section 142 (4) of the *School Act*,
the Board of Education of School District No. 00 (*School District name*)
hereby approves the proposed Five-Year Capital Plan (Minor Capital Programs) for
2023/24, as provided on the Five-Year Capital Plan Summary for 2023/24 submitted
to the Ministry of Education and Child Care.

I hereby certify this to be a true copy of the resolution for the approval of the
proposed Five-Year Capital Plan (Minor Capital Programs) for 2023/24 adopted by
the Board of Education,
on this the *10th* day of *October* 2022.

Secretary-Treasurer Signature

Secretary-Treasurer Name

Submission Summary



Submission Summary:	Minor 2023/2024 2022-09-30
Submission Type:	Capital Plan
School District:	Vancouver Island Region West (SD84)
Open Date:	2022-04-01
Close Date:	2022-09-30
Submission Status:	Draft

Submission Category	Sum Total Funding Requested
PEP	\$165,000
SEP	\$400,000
CNCP	\$275,000
Total	\$840,000

SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	159583	Various	HVAC (CNCP)	Most of our schools have an old cartridge type of DDC controls. The provider, Simpson's controls is having a hard time finding replacement parts and said it is now time to upgrade. In VFA they are beyond useful life. The SPG energy audits that we undertook recommend DDC upgrades to accompany the current boiler upgrades we are going through. The calculated cost saving, in combination with the current boiler replacement projects is \$10,300 annually.	\$175,000
2	159586	Ray Watkins Elementary	Electrical (CNCP)	40 kW Solar Array on the roof of the school. Recommended by SPG Energy Audit	\$100,000
Submission Category Total:					\$275,000
PEP					
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	152073	Captain Meares Elem-Secondary	New (PEP)	Existing equipment is old. It is also used by the child care and Strong Start children. It is not universally accessible. It would be better to have a more robust playground equipment for older elementary students.	\$165,000
Submission Category Total:					\$165,000
SEP					



Submission Summary

SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested
1	159581	Kyuquot Elementary Secondary	Interior Construction (SEP)	We are in a multiphase project to recondition KESS. Recently we have upgraded the electrical and heating systems, replaced all of the windows and lighting, replaced two portables with modular additions to the school, installed a 65kW Solar array and a bank of Tesla Powerwalls to replace the backup generator, and installed rockwalls and patios around the exterior of the school to prevent further erosion and to provide protection from wildlife. This project will complete the interior renovations of the school. The next phase will be the replacement of the final two portables with modular extensions (2024/25) to the school and finally doubling the size of the gymnasium (local capital)	\$400,000
Submission Category Total:					\$400,000

Public Sector Executive Compensation Disclosure Report 2021-2022 School District No.84 (Vancouver Island West)

The Board of Education encourages and adopts practices that enable the District to attract, retain, incent, and reward qualified, high-performing employees who are critical to the delivery of quality public education programs to students in School District No. 84 (Vancouver Island West).

A key component of this approach is the development and maintenance of a framework for executive and exempt staff compensation that is rational, defensible, competitive and able to be effectively administered.

Compensation Philosophy

The Board's compensation philosophy aligns with the statutory system of exempt staff compensation administration in the K-12 public education sector and the British Columbia Public School Employers' Association (BCPSEA) exempt staff compensation management plan (BCPSEA Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the *Public Sector Employers Act*.

Compensation mandates/direction facilitated by the Public Sector Employers' Council Secretariat (PSEC Secretariat) from time to time are the official policy of BCPSEA and any adjustments to exempt staff compensation levels must align with the parameters of the prevailing compensation mandate/direction.

The Board's compensation philosophy is based upon a set of principles that guide development, maintenance and decision-making with respect to salary structures and total compensation packages and programs.

At its core is an integrated view of compensation and rewards — not only traditional, quantifiable elements such as salary and benefits (compensation), but also more intangible elements such as career opportunities, learning and career development, work challenge, and supportive culture (rewards). The total rewards compensation program further integrates with plans that establish the Board of Education's overall education, business, and human resources strategies and objectives to facilitate the attraction and retention of qualified, experienced, motivated and high-potential employees who are committed to the board's overarching goal of delivering a high quality public education experience to BC students.

Inherent in the compensation philosophy are the following core principles:

- **Performance:** The compensation structure and administration of the structure supports and promotes meaningful career growth and development opportunities, and a performance-based (merit) organizational culture.
- **Differentiation:** Differentiation of compensation is supported where there are differences in the scope of the position within an organization, and/or due to superior individual/team contributions.
- **Accountability:** Compensation decisions are objective and based upon a clear and well documented rationale that demonstrates the appropriate expenditure of public funds.
- **Transparency:** The compensation program is designed, managed, administered, and communicated in a manner that ensures the program is clearly understood by employees and the public while protecting individual personal information.

Labour Market Comparators

Key to the compensation philosophy is the need to maintain a meaningful level of competitiveness with the relevant external labour market. Consistent with industry standards, "labour market" is defined in the BCPSEA sectoral exempt compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*) as:

- The recruitment pool for these employees
- The destination sector for these employees.

The following considerations guide articulation of the relevant labour market:

- Degree of recruitment from these jurisdictions/organizations
- Size of the organization, as size drives the span of control and scope of accountability
- Geographic location
- Transferability of skills
- Comparability of qualifications and experience
- Comparability of authority and consequence of error.

For executive and exempt staff positions in the BC K-12 public education sector, the relevant labour market includes:

1. Other BC school districts (primary labour market)
2. Other BC public sector organizations
3. Other Canadian school districts where relevant (to the extent that BC school districts recruit from and lose employees to these jurisdictions, this segment of the labour market is weighted to Alberta and Ontario (and to a lesser extent, Saskatchewan) consistent with the industry-standard definition of labour market)
4. Selected private sector organizations where relevant.

The Board's executive and exempt staff salary structure was developed on a total compensation basis, consistent with governance and technical best practice, as part of the BCPSEA Sectoral Exempt Staff Compensation Review Project conducted with the approval of the PSEC Secretariat. This comprehensive market review ensured development of an executive and exempt staff salary structure for each of the province's 60 public school districts in alignment with each district's relevant comparator labour market and internal organizational structure. This approach includes:

- Consideration of all components of the total rewards model.
- Consideration of the relevant labour market for compensation comparison purposes.
- Linking pay ranges to neutral, relevant factors (e.g., job content (specific duties/responsibilities), required skill level, required competencies, required qualifications).
- Ensuring appropriate relationships exist between positions in the district's organizational hierarchy.
- Considering the ways in which appropriate organizational and individual performance measures may be linked to the administration of the compensation system.

In balancing external competitiveness with internal equity, the reference point for executive and exempt total compensation is currently the median of the relevant comparator labour market.

The Board's total compensation package for executive/senior management staff is comprised of the following elements.

Cash Compensation

Total cash compensation includes:

- **Annual base salary**
 - Annual base salary is considered in the context of the total compensation package.
 - Professional development funding support.
 - Paid membership to the BC School Superintendents' Association, and BC Association of School Business Officials.

Non-cash Compensation

The non-cash elements of the total compensation package include:

- **Health and welfare benefits**, such as basic medical, extended medical, dental, group life, short-term and long-term disability, employee and family assistance program, etc. consistent with such benefits as offered in the K-12 sector generally.
- **Pension benefits** — executive/senior management employees are enrolled in either the Teachers' Pension Plan or the Municipal Pension Plan.
- **Upon retirement**, executive/senior management employees are eligible to receive a long-service recognition award based on the number of years of service, in accordance with Administrative Procedure:
 - **15 years of service:** \$200
 - **20 years of service:** \$250
 - **25 years of service:** \$300
 - **30 years of service:** \$350
 - **35 years of service:** \$400
- **Paid time off**, including an annual vacation entitlement of 45 days. Pursuant to the *Public Sector Employers Act*, carry forward of unused accumulated vacation is not permitted. If, however, the individual employment contract does allow for carry forward of unused accumulated vacation, then such vacation may be carried forward for one year only and at the end of that year, the unused accumulated vacation must be used in full, paid out, or a combination of the two.

Compensation Administration

The Board engages in consistent and ongoing administration of the compensation structure to ensure that reality matches philosophy and that equity is maintained. An ongoing system of compensation review conducted and managed through BCPSEA and the PSEC Secretariat ensures that total compensation levels are benchmarked externally against the appropriate labour market and internally against appropriate job criteria.

The Board works with BCPSEA to obtain information and advice relating to the executive and exempt compensation structures and to ensure alignment with the compensation mandates/directions established for the provincial public sector by the PSEC Secretariat.

▪ **Annual base salary administration**

The salary structure for executive and exempt positions is based on placement at the appropriate salary range in the structure reflective of labour market competitiveness and internal equity. Placement and progression through the salary range is dependent upon competency growth and performance. The maximum of the salary range typically represents the job rate for the position, defined as the salary that should be paid to an incumbent who has established him/herself as meeting all the goals and expectations of the position in a fully satisfactory manner. New hires are generally not placed at the job rate on commencement of employment, although due to the key leadership roles and responsibilities, such individuals are generally recruited at a highly competent level and are often placed at the mid- to maximum point in the salary range reflective of the required competence, qualifications, and experience.

The decision whether to grant a salary increase to the position of Superintendent only is at the sole discretion of the Board of Education and is the only executive/exempt position for which BCPSEA approval of an increase to any element of the compensation package is not required. In determining whether a salary increase is warranted, the Board considers such factors as performance, competence, external competitiveness, and internal equity including the maintenance of appropriate salary differentials through the organization. The Board typically utilizes market compensation data and salary/compensation structures developed by BCPSEA for this position as well as all other positions in the exempt staff structure. Potential increases are considered within the Board's overall compensation budget.

▪ **BC Public Sector Executive Compensation Freeze Policy: 2020-2021 Performance Year**

Further to BCPSEA *Exempt Staff Issues* bulletin No. 2020-04 dated August 31, 2020, as directed by the Minister of Finance in her letter dated August 31, BCPSEA amended the exempt staff compensation management plan for the K-12 public education sector (BCPSEA Policy 95-06, Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement), which is an approved compensation plan under the *Public Sector Employers Act*, "...to indicate there will be no increases or adjustments paid to executive-level employees for the 2020/21 performance year."

As increases in recognition of the 2020/21 performance year would be implemented during the current July 1 2021 – June 30, 2022 reporting year, no performance-based salary adjustments were permitted for the following positions affected by the policy:

- Superintendent of Schools
- Secretary Treasurer
- Second-level education-side position regardless of position title — Deputy/Assistant/Associate Superintendent.

In acknowledging that boards of education in the K-12 public education sector have sole purview to determine compensation decisions for the position of Superintendent of Schools, in her August 31, 2020 letter, the Minister stated as follows:

"I am confident that Boards will see the value in ensuring this policy direction is applied equitably across all executive positions in the school system and that Superintendent compensation will, like other executives in the public sector, not be increased during this time."

Accountability

Underlying the Board's compensation philosophy and approach is the understanding that legal and regulatory mandates are considered a baseline for implementing any compensation plan or practice. Compensation administration in the K-12 public education sector currently operates within the following context:

- the *Public Sector Employers Act*, which establishes the legislative policy framework for exempt staff compensation administration in the public sector
- the BCPSEA exempt staff compensation management plan (Policy 95-06, *Compensation and Employment Standards for School District Employees Not Subject to a Collective Agreement*), which is an approved compensation plan under the *Public Sector Employers Act*.
- compensation mandates/direction facilitated by the PSEC Secretariat from time to time. Any adjustments to exempt staff compensation levels must align with the parameters of the prevailing compensation mandate/direction.

Under the current compensation administration system in the K-12 sector:

- the Board of Education is solely responsible for the establishment and maintenance of compensation levels for the position of Superintendent of Schools. As elected school trustees, the Board is accountable to its public and therefore ensures that it adheres to proper human resources practices including statutory requirements with respect to executive and exempt staff compensation.
- proposed salary range placement and compensation adjustments for all other executive and exempt positions in the district must be reviewed and approved by BCPSEA prior to implementation.

Vancouver Island West School District 84
ENROLLMENT REPORT 2022-2023
 As of October 6, 2022

Grade	CMESS	GRSS	KESS	RWES	ZESS	CONT ED	TOTALS
K	2			17	7		26
1	1		3	16	4		24
2	3		3	15	4		25
3	5		2	9	3		19
4	3		1	10	3		17
5	4		5	16	6		31
6	2		5	25	4		36
7	3		6	21	3		33
8	2	13	2		3		20
9	1	15	6		1		23
10	2	20	3		2		27
11	2	16	3		6		27
12	1	17	6		3	3	30
Totals:	31	81	45	129	49	3	338

CMESS - Captain Meares Elementary Secondary School

GRSS - Gold River Secondary School

KESS - Kyuquot Elementary Secondary School

RWES - Ray Watkins Elementary School

ZESS - Zeballos Elementary Secondary School

CONT ED - Continuing Education