



VANCOUVER ISLAND WEST SCHOOL DISTRICT 84  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
TUESDAY, OCTOBER 10, 2023 – 4:00 PM  
CAPTAIN MEARES ELEMENTARY SECONDARY SCHOOL, TAHSIS

## AGENDA

**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 11, 2023
4. **BUSINESS ARISING FROM THE MINUTES**
5. **PUBLIC INQUIRIES AND PRESENTATIONS**
  - a. Mr. Jim Baron, Principal, Captain Meares Elementary Secondary School
6. **CORRESPONDENCE**
7. **REPORT OF THE CLOSED MEETING**
8. **TRUSTEE REPORTS**
  - a. School Reports
  - b. Strathcona Accessibility Partner Meeting
  - c. District Policy Review Committee Meeting
  - d. Indigenous Education Committee Meeting
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
  - a. Five Year Capital Plan
  - b. Exempt Staff Compensation and Compensation Disclosure
  - c. Community Consultations
  - d. Signing Authority (Add: Ryan Brennan and Luke Charlton)
11. **SUPERINTENDENT/SECRETARY-TREASURER'S REPORT**
  - a. District Update
  - b. Finance Warrant
  - c. Enrollment Report
12. **TRUSTEE INQUIRIES**
13. **PRESS AND PUBLIC INQUIRIES**
14. **NOTICE OF MEETINGS**
  - a. November 14, 2023, 4 pm – School Board Office
15. **ADJOURNMENT**

*In partnership with our diverse communities, School District 84  
will provide all students with a quality education  
relevant to the demands of a modern society.*



**REGULAR MEETING OF THE BOARD OF EDUCATION  
FOR VANCOUVER ISLAND WEST SCHOOL DISTRICT 84,  
HELD ON MONDAY, SEPTEMBER 11, 2023,  
AT THE SCHOOL BOARD OFFICE, GOLD RIVER, BC**

**TRUSTEES PRESENT:** Arlaine Fehr, Chairperson (Gold River)  
Katie Unger (Gold River)  
Allison Stiglitz (Tahsis) (Zoom)  
Cyndy Rodgers (Zeballos)

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

**ALSO PRESENT:** Lawrence Tarasoff, Superintendent/Secretary-Treasurer  
Annie McDowell, Associate Director of Human Resources  
One Member of the Public

**CALL TO ORDER:**

Chairperson Fehr called the meeting to order at 4:08 pm, acknowledged and gave thanks that the meeting was taking place on the traditional, ancestral and unceded territory of the Mowachaht/Muchalaht First Nation.

**APPROVAL OF AGENDA:**

**2023:R-029** MOVED: Trustee Unger, SECONDED: Trustee Stiglitz  
AND RESOLVED:  
*"TO approve the agenda."*

**ADOPTION OF MINUTES:**

**2023:R-030** MOVED: Trustee Stiglitz, SECONDED: Trustee Unger  
AND RESOLVED:  
*"TO adopt the minutes of the Regular Board meeting of June 12, 2023."*

**BUSINESS ARISING FROM THE MINUTES:**

Nil.

**PUBLIC INQUIRIES AND PRESENTATIONS:**

**a. Canada Wide Science Fair – Miss Heather Kornylo, Gold River Secondary School**

Miss Kornylo presented her project, Auto-Pend Lab, which helps students understand and explore harmonic motion. She placed first at the Northern Vancouver Island Regional Science Fair and was awarded the Julia Lane Scholarship as well as entry into the Canada Wide Science Fair in Edmonton, Alberta. This event showcased the best 340 projects from across Canada and was held at the Edmonton Convention Centre between May 14 and May 19 of 2023. Heather was awarded a gold medal for her innovation and the challenge award for the best project in the Senior Curiosity and Ingenuity category. For perspective, those two awards would easily rank Auto-Pend Lab among the top 20 projects in Canada. Congratulations Heather!

**CORRESPONDENCE:**

- BC School Trustees Association
- BCSTA
- BCSTA
- BCSTA Headlines: Daily News for School Trustees
- Copy of Letter to Select Standing Committee on Finance and Government Services, re BCSTA Presentation Questions
- BCSTA Weekly: SOGI Myth Busting; Dates for Boards; Teacher Education Review Framework; Social Determinants of Mental Health Webinar; Climate Emergency Support Overview; Mental Health Tool; Anti-Vaping Resources; Reminders

- BCSTA
- BCSTA
- Chair, SD70 (Pacific Rim)
- BCSTA
- BCSTA
- Vancouver Island School Trustees' Association
- BCSTA
- BCSTA
- BCSTA
- Chairperson Fehr, SD84
- BCSTA
- BC Public School Employers' Association
- Ray Watkins Elementary School
- BCSTA Headlines: Daily News for School Trustees
- BCSTA Weekly: Save the Date – Trustee Academy 2023; Dates for Boards; IPE BC 2024 Budget Submission; ChildCareBC Bulletin; Indigenous Energy Education Resources; K-12 Student Reporting; Demographic Survey; Learning Pathways; Boards at Work; Letters; Reminders
- Copy of Letter to Minister of Education and Child Care re Request to Increase Program Funding for StrongStart Programs
- BCSTA Headlines: Daily News for School Trustees
- BCSTA Weekly: President's Message; Climate Change Report; School Mental Health Survey' We're Hiring; Save the Dates; BCTF French Coalition; Publication Hiatus; Letters; Reminders
- VISTA Summer News
- BCSTA Headlines: Daily News for School Trustees
- BCSTA Weekly: President's Message; New Learning Guide; Register for BCSTA's Virtual Orientations; HUB to Portal Transition; PC Motion Deadline; Advocacy Day; CSBA and National Updates; ChildCareBC Bulletin; Overdoes Awareness Day and More; Report on the Budget 2024 Consultation; Indigenous School Food; First Nation Communities READ Bundles; ASBA – UofC Trustee Governance Program; Meeting of the Council of Ministers of Education; Canada's 2023 Voluntary National Review; Mental Health Research Canada's Impact Report; SIECCAN Issue Brief; National School Boards Association CUBE 2023; Copyright Exceptions are Essential; Teacher Shortages; Letters, AGM Motion Letters; Reminders
- BCSTA Headlines: Daily News for School Trustees
- Announcing District and School Leadership Appointments in School District 84!
- BCSTA Weekly: Advocacy Day; Save the Dates; Motion Guide and PC Deadline; Bylaw Review Committee Update; New BCSTA Staff; Key Dates for Boards; #OSD10for10 Campaign; Systemic Racism Survey; Wildfire Supports; Every Drop Counts; OPINIONI – BC's Proficiency Scale; Reminders
- Proposed WorkSafeBC Policy Amendments for Mental Disorder and Chronic Pain
- September Newsletter

**2023:R-031**      MOVED: Trustee Unger, SECONDED: Trustee Rodgers  
AND RESOLVED:  
    *"TO receive and file the correspondence."*

### **REPORT OF THE CLOSED MEETING:**

Chairperson Fehr reported that the Board discussed one land and two labour issues.

### **TRUSTEE REPORTS:**

#### **a.      School Reports**

Trustee Rodgers reported that the staff and students are happy to be back to school and working together to build strong relationships. The hot lunch program will be providing meals every day, and Trustee Rodgers has volunteered to help with the school newsletter and looks forward to teaching dance fitness for the community in October. The enrollment is slightly up from June, and it has been a good start-up to the school year!

Trustee Stiglitz reported that Captain Meares has an abundance of teachers this year and is gearing up for an excellent year! There are some new families in Tahsis with school-aged children, and so nice to welcome new students to the school. There was a well-attended pancake breakfast on the first day of school, and the two additional hours/day for the Administrative Assistant is appreciated by all.

Chairperson Fehr reported that Gold River Secondary School is off to a good start, with 11 international students in attendance.

**b. Strathcona Accessibility Partner Meeting**

School District 84 is one of the partners included in the Strathcona Regional District Accessibility Committee. Trustee Rodgers will represent the District at the advisory committee, and the Director of Instruction (Human Resources) will attend the accessibility partners' meetings and will gather the information from SD84 which will be included in the accessibility plan. The draft accessibility plan will be presented to the partners to review and, once completed, will be presented to the advisory committee for feedback and approval. Trustee Rodgers' governance role on the advisory committee is to ensure that the District's needs are being met in this process.

**c. District Policy Review Committee Meeting**

The Committee reviewed the Ministry's criteria for school trustee codes of conduct and District staff will work on a draft document to bring forward to the meeting in October.

As Policies and Administrative Procedures are updated with new staff titles, they will be posted on the website.

**d. District Earthquake Committee Meeting**

The Committee met on September 11, 2023 and reviewed the schools' Emergency Preparedness Plans for 2023-2024, which will be posted on the District's website and sent out to parents by the end of September. The Committee also set the emergency preparedness budget for the year.

**UNFINISHED BUSINESS:**

**a. Framework for Enhancing Student Learning**

Mr. Stephen Larre presented the Enhancing Student Learning Report that outlines the Board's efforts to improve achievement in a continuous way. The Report requires annual approval by the Board and is publicly posted by September 30 each year.

The important take-aways from this report shows that the Board's investment and focus on literacy and early learning is paying off. The achievement results over the last five years have been steadily increasing including graduation rates with 61% graduating in five years and another 15% over six years. Although numeracy rates are quite good for Grade 4 students, the results drop significantly by Grade 7, which warrants further inquiry into what is happening for students between primary grades and intermediate. Last thing, the student learning survey results are declining, which will require more information on what is happening with students, school by school. In response to this, new strategies for this year include additional counselling in terms of students' sense of connection and safety, Pathways interviews with individual students, and switching to competency-based IEPs for students with diverse abilities.

Trustee Rodgers asked when parents and students will be included in the collaborative learning sessions. Mr. Larre explained that the collaborative learning teams are a specific strategy to build teachers' understanding and pedagogical knowledge; i.e. 'teachers learning with teachers about teaching'. Parents are included in activities at the District level such as community consultation meetings and equity scans and, at the school level, through outreach efforts by the staff as parent engagement with teachers is critical.

Although there are no plans to include parents in the collaborative learning teams, the teachers will be applying their skills at a future date and as teachers become comfortable.

**2023:R-032** MOVED: Trustee Stiglitz, SECONDED: Trustee Unger  
AND RESOLVED:

*"TO approve the Enhancement for Student Learning Report, as presented."*

OPPOSED: Trustee Rodgers

Trustee Rodgers stated that she was uncomfortable with the lack of parent and student involvement in the collaborative learning teams.

**b. District Scholarship Recipients for 2022-20223**

The Board expressed its pleasure to recognize the following students in the School District willing to dedicate their time and abilities to the pursuit of excellence:

- Citizenship and Service – Brody Eldridge, CMESS; Kyle Smith, ZESS; Megan Lloyd, KESS; Zander Corfield-Jack, GRSS
- Future Education Workers – Alexa James-Thomas, GRSS
- Raj Jaswal – Braelene Leo, KESS; Emmalee Gartner Sereda, GRSS
- Vocational and Technical – Daylin George, KESS; Danica Mack, KESS; Summer Sutherland, KESS; Carson Chisholm, GRSS; Brody Hemsworth, GRSS; Jesse McRae, GRSS; Tessa Ward, GRSS
- District/Authority – Braelene Leo, KESS; Damon McCool, GRSS
- Judith Anderson Memorial – Emmalee Gartner Sereda, GRSS

**NEW BUSINESS:**

**a. Thank You to Maintenance and Custodial Staff**

It has been a very busy summer for the maintenance and custodial staff, as there were many projects underway including the upgrade of Kyuquot School including the gym addition. The Superintendent/Secretary-Treasurer expressed appreciation for the work completed by the staff, to ensure that the schools were ready for the new school year.

**b. School Calendar Amendments**

The calendar requires two amendments: one to reflect Monday, October 2 as the statutory holiday in lieu of the National Day of Truth and Reconciliation on Saturday, September 30; and the other to change the Curriculum Implementation Day from September 22, 2023 to May 3, 2024.

**2023-033** MOVED: Trustee Stiglitz, SECONDED: Trustee Unger  
AND RESOLVED:

*"TO amend the School Calendar for 2023-2024, as presented."*

**c. Audited Financial Statements**

The Superintendent/Secretary-Treasurer presented the Audited Financial Statements, noting that it was a clean audit with everything completed properly. He expressed appreciation to the staff – Natalie Lowe, Ellena Gjesdal and Lynne Unger – who spent much time organizing and preparing for the auditors, and to the auditors themselves who have been working for years with the Board. The good news is that there is a surplus and, with Board approval of the Statements, will include the movement of \$1.5 million from local to operating capital for larger capital projects not funded by the Ministry; e.g. the Kyuquot School gym, replacing aging teacherages and District vehicles, a boat in Kyuquot, and other things of that nature.

**2023:R-034** MOVED: Trustee Rodgers, SECONDED: Trustee Stiglitz  
AND RESOLVED:  
"TO accept the Audited Financial Statements for 2022-2023, as presented."

**2023:R-035** MOVED: Trustee Stiglitz, SECONDED: Trustee Unger  
AND RESOLVED:  
"TO move \$1.5 million from the operating fund to the local capital fund."

d. **Management Discussion and Analysis**

The Superintendent/Secretary-Treasurer presented the report, which was included in the agenda package. The District is doing well, with enough funds available to move to local capital to meet those needs as already reported.

**2023:R-036** MOVED: Trustee Unger, SECONDED: Trustee Stiglitz  
AND RESOLVED:  
"TO accept the Management Discussion and Analysis Report, to be published on the District's website."

e. **Amendment to AP 530, Travel, Meals and Other Expenses**

Administrative Procedure 530, *Travel, Meals and Other Expenses*, has been adjusted to the amounts reflected in the new Collective Agreement, and has been posted on the District's website.

f. **Amendment to AP 240, Indigenous Education Committee**

This Committee used to be the "First Nations Education Liaison Committee", now renamed to align with committees throughout the Province.

**SUPERINTENDENT/SECRETARY-TREASURER'S REPORT:**

a. **Welcome to the New School Year!**

This is gearing up to be an exciting school year! The International Program is up and running, with 11 students at Gold River Secondary School. The Nootka Sound Outdoor Program has already taken students on a field trip, with at least three more trips in the near future. GRSS is taking a large group of students to Bella Bella to perform their singing, dancing and drumming – and thanks to Jeff Rockwell, Marsha Maquinna, Joni Johnson, and the large number of people who have worked hard to get this organized. The District welcomes back so many of our teachers who are returning, and this stability really helps the students. A special welcome to Ryan Brennan, Director of Instruction (Human Resources), and to the new ZESS Vice-Principal, Timothy Romyn. Mr. Ben Anderson has stayed on as Vice-Principal for Captain Meares School, and a big welcome to the new teachers at CMES – Jeremy Payne, Chrystal Payne, Janice Potter, and Kyla Huckerby – and to Jerrod Kraul and Rane Love at Kyuquot School. District staff have been to each of the schools to connect with staff, and there will be an orientation for new teachers in conjunction with the VIWTU as soon as possible.

There are exciting things happening in the District in terms of reconciliation: the teacher education program is well underway and finishing up in December for many; the equity scan work with communities is continuing; local support staff training towards Education Assistant and Social Development Worker certifications is underway with five people from Kyuquot School already accepted into the NIC program; plus, there is work underway to return the District's land to the Ka:'yu:'k't'h'/Che:k'tles7et'h' Nation with a signing date hopefully known by next Board meeting. The Framework for Enhancing Student Learning report also includes much information on what is going on for students.

b. **Enrollment Report**

The enrollment decreased slightly to 346 students including homeschoolers, continuing education and international students – but still up by 20 students from the projected enrollment.

**TRUSTEE INQUIRIES:**

Trustee Rodgers asked what to do with the feedback she has received from parents regarding accessibility problems in the District, and this will become known once the SRD Accessibility Committee completes its plan.

**PRESS AND PUBLIC INQUIRIES:**

None.

**NOTICE OF MEETINGS:**

The next regular meeting of the Board of Education will be held on Monday, October 10, 2023, 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 [lcharlton@viw.sd84.bc.ca](mailto:lcharlton@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 5:15 pm:

**2023:R-037**      MOVED: Trustee Stiglitz, SECONDED: Trustee Unger  
AND RESOLVED:  
"TO adjourn."



# **School District 84**

## **Vancouver Island West**

Box 100, #2 Highway 28, Gold River, BC V0P 1G0  
Phone: 250-283-2241 Fax: 250-283-7352  
[www.sd84.bc.ca](http://www.sd84.bc.ca)

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In accordance with provisions under section 142 (4) of the *School Act*, the Board of Education of School District No. 84 (*Vancouver Island West*) hereby approves the proposed Five-Year Capital Plan (Minor Capital Programs) for 2024/25, as provided on the Five-Year Capital Plan Summary for 2024/25 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 2024/25 adopted by the Board of Education,  
on this the 10<sup>th</sup> day of *October* 2023.

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Secretary-Treasurer Signature

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Secretary-Treasurer Name

***In partnership with our diverse communities, School District 84 will provide all students with a quality education relevant to the demands of a modern society.***





## Submission Summary

**Submission Summary:** Minor 2024/2025 | 2023-09-30

**Submission Type:** Capital Plan

**School District:** Vancouver Island Region West (SD84)

**Open Date:** 2023-04-14

**Close Date:** 2023-09-30

**Submission Status:** Draft

Submission Category	Sum Total Funding Requested
SEP	\$1,172,500
CNCP	\$175,000
<b>Total</b>	<b>\$1,347,500</b>

CNCP						Total Funding Requested
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested	
1	163701	Various	HVAC (CNCP)	DDC Renewal in all schools.  The old Simpsons controls are no longer supported. We received \$175,000 from 2023/24 for the project but now the quotes have come in at \$850,000 to complete the schools.	\$175,000	
<b>Submission Category Total:</b>						<b>\$175,000</b>
SEP						Total Funding Requested
SD Category Rank	Project Number	Facility/Site	Project Type	Project Description	Total Funding Requested	
1	155825	Kyuquot Elementary Secondary	Exterior Wall Systems (SEP)	Phase 2 -Construction of a modular expansion to the existing school to replace two 40 year old portable classrooms. These will be added to the west end of the school to complete the renovations. They will be tied in to the existing heating hvac, water, power and LAN systems.	\$795,000	
2	163743	Various	Interior Construction (SEP)	None of our schools have the appropriate fall protection on our roofs. VFA recommendation.	\$200,000	
3	163632	Various	Food Infrastructure (SEP)	We are establishing breakfast and lunch programs in five schools. All of the schools are rural and three of them are remote with access only by gravel road, boat or plane. None of the school communities have grocery stores. Two of the schools have a grocery store within 1.5 hours driving. The other three are 3 or more hours driving from the closest grocery store. We need to enhance the food storage and cooking capacity of each school and bring them up to code for health regulations. This includes commercial dishwashers, ovens, fan hoods, freezers etc. (See note attached)	\$32,500	
4	103766	Various	Electrical (SEP)	Update switches to POE. Places access points in all classrooms, offices and common areas.  Current coverage is not sufficient for increase use of internet and bandwidth requirements.	\$145,000	
<b>Submission Category Total:</b>						<b>\$1,172,500</b>

## **Public Sector Executive Compensation Disclosure Report 2022-2023 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** through 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 40 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 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.

**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  
invites you to attend!**

**Community Consultation**

October 16 and 17, 2023  
6:30 – 8:00 pm on Zoom

- Board Commitment
  - Challenges and Opportunities
- Framework for Enhancing Student Learning
- Questions and Feedback

**Please RSVP by October 16, 2023  
to [lcharlton@viw.sd84.bc.ca](mailto:lcharlton@viw.sd84.bc.ca).**

*In partnership with our diverse communities, School District 84  
will provide all students with a quality education  
relevant to the demands of a modern society.*

School District No. 84 (Vancouver Island West)  
 Sept. 30/2023 Snapshot of Spending comparison to prior year  
 NOTE: No budget figures as update will be completed in October

OBJECT	DESCRIPTION	Expenditures		% difference
		2023	2022	
-105	PRINCIPAL & VP SALARIES	476,663	411,862	13.59%
-110	TEACHERS SALARIES	300,260	246,012	18.07%
-120	SUPPORT STAFF SALARIES	161,267	138,718	13.98%
-123	EDUCATIONAL ASST SALARIES	25,130	19,646	21.82%
-130	OTHER PROFESSIONAL SALARIES	190,260	126,727	33.39%
-140	SUBSTITUTE SALARIES	16,546	21,651	-30.85%
-200	EMPLOYEE BENEFITS	250,540	212,112	15.34%
-310	SERVICES	127,350	73,611	42.20%
-330	STUDENT TRANSPORTATION	0	0	
-340	TRAVEL	93,809	49,238	47.51%
-360	RENTAL & LEASES	1,531	105	93.14%
-370	DUES & FEES	16,238	15,377	5.30%
-390	INSURANCE	1,707	-294	117.22%
-510	SUPPLIES	135,683	36,707	72.95%
-540	UTILITES	25,125	44,318	-76.39%
<b>GRAND TOTAL</b>		<b>1,822,109</b>	<b>1,395,790</b>	<b>23.40%</b>

The budget information has not been entered into the system, however, the funding will be sufficient to meet the requirements. Above it can be seen that the District is tracking according to plan.



Vancouver Island West School District 84  
**ENROLLMENT REPORT 2023-2024**  
 As of September 8, 2023

Grade	CMESS	GRSS	KESS	RWES	ZESS	CONT ED	TOTALS
K	0			19	4		23
1	1		6	19	6		32
2	1		3	15	4		23
3	1		4	12	4		21
4	5		2	9	3		19
5	0		1	11	3		15
6	4		6	14	4		28
7	3		5	25	3		36
8	1	23	8		3		35
9	2	12	2		1		17
10	2	19	4		0		25
11	1	24	3		2		30
12	3	16	3		5	8	35
<b>Totals:</b>	<b>24</b>	<b>94</b>	<b>47</b>	<b>124</b>	<b>42</b>	<b>8</b>	<b>339</b>

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