

**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)****REGULAR OPEN MEETING
OF THE BOARD****Tuesday, October 30, 2018****7:30pm – School Board Office****811 Ontario Street, New Westminster
(corner of 8th Street and Royal Avenue)****AGENDA**

The New Westminster School District recognizes and acknowledges the Qayqayt First Nations, as well as all Coast Salish peoples on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. ADOPTION OF THE AGENDA**2. APPROVAL OF THE MINUTES**

- a. Approval of Minutes from the September 25, 2018 Regular Meeting *Encl. Pg. 1*
- b. Business Arising from the Minutes

3. COMMENT & QUESTION PERIOD FROM VISITORS**4. CORRESPONDENCE**

- a. Proposed Official Community Plan Amendment for 514 Carnarvon St. *Encl. Pg. 6*
October 17, 2018
- b. T̓silhqot'in Nation re Naming of New New Westminster Secondary School *Encl. Pg. 8*
– October 18, 2018

5. BOARD COMMITTEE REPORTS**a. Combined Education and Operations Policy & Planning Committee, October 2, 2018**

- i. Comments from the Committee Chair, Trustee Janzen
- ii. Approval of the October 2, 2018 Combined Education and Operations Policy & Planning Committee Minutes *Encl. Pg. 9*

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the October 2, 2018 Combined Education and Operations Policy & Planning Committee meeting.

iii. Teachers Teaching On Call (TTOC) Shortages

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) direct staff to provide monthly reports to the Operations Policy and Planning Committee, commencing November 2018, to allow the Board to assess at each of the elementary, middle and high school level:

- a. The number of enrolling teacher absences not covered by a Teacher Teaching On Call (TTOC).***
- b. The number of school-based non-enrolling teacher absences not covered by a TTOC.***
- c. The number of enrolling teacher absences not covered by a TTOC that are covered wholly or partly by a school-based non-enrolling teacher.***
- d. The number of enrolling teacher absences not covered by a TTOC that are covered wholly or partly by a school-based non-enrolling administrator.***

5. BOARD COMMITTEE REPORTS (Cont'd)

iv. Educational Assistants Absence Coverage

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) direct staff to provide monthly reports to the Operations Policy and Planning Committee, commencing November 2018, to allow the Board to assess at each of the elementary, middle and high school level, the number of Educational Assistant absences not replaced.

v. Expanding Child Care Options for Families

Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) direct staff to draft plans and funding proposals for submission to Ministry of Children and Family Development and/or Ministry of Education that will support the potential development of at least 100 new child care and school-age spaces at Richard McBride Elementary School, Queensborough Middle School, and Queen Elizabeth Elementary School; AND THAT, the Board receives a progress update from staff at the November 2018 Operations Committee meeting.

6. REPORTS SENIOR MANAGEMENT

- a. Superintendent Report (K. Hachlaf)
- b. Staffing and Enrollment Report as at Oct. 24, 2018 (M. Naser & R. Weston) *Encl. Pg. 12*
- c. Revised 2017-18 Executive Compensation Report & Annual Executive Compensation Disclosure Report (R. Weston) *Encl. Pg. 14*

MOTION

THAT the Board of Education of School District No. 40 (New Westminster), receive the Revised 2017-18 Annual Executive Compensation Disclosure Report as presented.

- d. Financial Update as at September 30, 2018 (K. Morris) *Encl. Pg. 23*
- e. 2019-20 Capital Plan Amendment (K. Morris)

MOTION

THAT the Board of Education of School District No. 40 (New Westminster) approve the Amended 2019-20 Five-Year Capital Plan as presented.

7. TRUSTEE REPORTS

- a. Outgoing Board Report, Chair Gifford

8. QUESTION PERIOD (15 minutes)

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

9. NOTICE OF MEETINGS

November 6, 2018: Inaugural Meeting & Swearing of the Oath, 6:30 pm

November 13, 2018: Combined Education and Operations Policy & Planning Committee, 7:30 pm – School Board Office

November 27, 2018: School Board Meeting, 7:30 pm – School Board Office

10. REPORTING OUT FROM IN-CAMERA MEETING

a. Record of In-Camera September 25, 2018 Board Meeting

Encl. Pg. 25

b. Record of Special In-Camera October 2, 2018 Board Meeting

Encl. Pg. 26

11. ADJOURNMENT

**MINUTES OF THE REGULAR OPEN MEETING
OF THE NEW WESTMINSTER BOARD OF EDUCATION
HELD TUESDAY, SEPTEMBER 25, 2018 AT 7:30 PM
SCHOOL BOARD OFFICE
811 ONTARIO STREET, NEW WESTMINSTER**

PRESENT	Jonina Campbell, Trustee	Karim Hachlaf, Superintendent
	Casey Cook, Trustee	Maryam Naser, Associate Superintendent
	Michael Ewen, Trustee	Kim Morris, Secretary-Treasurer
	Mark Gifford, Chair	Robert Weston, Director of Human Resources
	James Janzen, Trustee	James Pocher, Assistant Secretary-Treasurer
	Mary Lalji, Trustee	Caroline Manders, Recording Secretary
	Kelly Slade-Kerr, Vice Chair	Guests:
		Andrew Bordignon, KPMG
		Tim Holloway, KPMG
		Bertha Lansdowne, District Aboriginal Coordinator
		Colleen Carrington, Teacher, Queensborough Middle School (QMS)
		John Lekakis, Vice Principal, QMS
		Lisa Nasato, Principal, QMS
		Jamie Sadler, District Principal, Hume Park Home Learners

The New Westminister School District recognizes and acknowledges the Qayqayt First Nations, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. ADOPTION OF THE AGENDA

Moved and Seconded

2018-093

THAT the Board of Education of School District No. 40 (New Westminister) adopt the agenda for the September 25, 2018 Regular School Board meeting.

Carried Unanimously

2. APPROVAL OF THE MINUTES

a. Approval of Minutes from the June 26, 2018 Regular Meeting

Moved and Seconded

2018-094

THAT the Board of Education of School District No. 40 (New Westminister) approve the minutes from the June 26, 2018 Regular School Board meeting.

Carried Unanimously

b. Business Arising from the Minutes
None.

3. PRESENTATIONS

a. Orange Shirt Day – Every Child Matters

The District Aboriginal Coordinator, Bertha Lansdowne delivered a presentation relative to the District's recognition of Orange Shirt Day in various schools. A Queensborough Middle School student summarized the various classroom activities they have participated in this week. Two Queensborough Middle School students recited poems of empathy and forgiveness. Jamie Sadler, District Principal at Hume Park Home Learners and Bertha Lansdowne also presented the new District "Aboriginal Education: Enhancement Agreement – 2018-23".

b. 2017/18 Audited Financial Statements

Andrew Bordignon and Tim Holloway of KPMG and James Pocher, Assistant Secretary-Treasurer presented the audited financial statements. The Secretary-Treasurer, Kim Morris thanked KPMG and the Finance Department for efficient and accurate preparation of the financial statements and coordination of the audit.

Moved and Seconded

2018-095

THAT the Board of Education of School District No. 40 (New Westminster) approve the Consolidated Financial Statements for the fiscal year ending June 30, 2018.

Carried Unanimously

Moved and Seconded

2018-096

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to provide an update regarding implementation of the Spring 2018 internal audit recommendations at New Westminster Secondary School to the Board in November 2018.

Carried Unanimously

4. **COMMENT & QUESTION PERIOD FROM VISITORS**

Nil.

5. **CORRESPONDENCE**

Correspondence was reviewed.

6. **BOARD COMMITTEE REPORTS**

a. **Education Policy & Planning Committee, September 11, 2018**

- i. Comments from the Committee Chair, Trustee Ewen.

Education Policy and Planning Committee Chair Ewen provided a brief overview of the September 11, 2018 meeting.

- ii. Approval of the September 11, 2018 Education Policy and Planning Committee Minutes.

Moved and Seconded

2018-097

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the September 11, 2018 Education Policy & Planning Committee meeting.

Carried Unanimously

- iii. 2018/19 Board Annual Work Plan – Board Policy 2 – Appendix A

Moved and Seconded

2018-098

THAT the Board of Education of School District No. 40 (New Westminster) adopt the School District No. 40 (New Westminster) revised Board Policy 2 – Appendix A: Board Annual Work Plan for 2018/19.

Carried Unanimously

iv. City of New Westminster (Intelligent City) Partnership

Moved and Seconded

2018-099

THAT the Board of Education of School District No. 40 (New Westminster) approve the signing/execution of the Innovation Partnership Agreement Memorandum of Understanding with the City of New Westminster (Intelligent City), to support a continued collaboration between the City and the School District.

Carried Unanimously

b. Operations Policy and Planning Committee, September 18, 2018

i. Comments from the Committee Chair, Trustee Janzen.

Operations Policy & Planning Committee Chair, Trustee Janzen provided a brief overview of the September 18, 2018 meeting.

ii. Approval of the September 18, 2018 Operations Policy and Planning Committee Minutes

Moved and Seconded

2018-100

THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the September 18, 2018 Operations Policy & Planning Committee meeting.

Carried Unanimously

iii. School District Audit Services

Moved and Seconded

2018-101

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to request proposals for audit services for School District No. 40 (New Westminster) for a three-year period (with an optional two-year renewal) commencing with the 2019/20 fiscal year; AND THAT a recommendation from staff for audit services be provided to the Board by November 2018.

Carried Unanimously

iv. Audit Committee Formation

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) approve that the wording of Policy 8-Board Committees be amended to embed the roles, responsibilities and duties of the Audit Committee into the existing standing Operations Policy and Planning Committee of the Whole.

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) table the motion to form the Audit Committee, until the new Board is in place.

DEFEATED

Moved and Seconded

2018-102

THAT the Board of Education of School District No. 40 (New Westminster) approve that Policy 8-Board Committees be amended to embed the roles, responsibilities and duties of the Audit Committee into the existing standing Operations Policy and Planning Committee of the Whole.

Carried

1 Opposed

v. Restricted and Non-Restricted Surplus

Moved and Seconded

2018-103

THAT the Board of Education of School District No. 40 (New Westminster) waive Policy 19 Section 1.1 “normally consider such allocations as part of the budget development and approval process.” (Restricted and Non-Restricted Surplus Funds) AND to further restrict 2017-2018 surplus in the 2018-2019 fiscal year.

Carried Unanimously

vi. Accumulated Surplus

Moved and Seconded

2018-104

THAT the Board of Education of School District No. 40 (New Westminster) authorize staff to address immediate staffing pressures utilizing 2017-2018 accumulated surplus up to \$500,000, as presented.

Carried Unanimously

7. REPORTS FROM SENIOR MANAGEMENT

a. Superintendent Update

The Superintendent, Karim Hachlaf, provided an update.

b. Executive Compensation Report & Annual Executive Compensation Disclosure Report

Moved and Seconded

2018-105

THAT the Board of Education of School District No. 40 (New Westminster), accept the 2017-18 Annual Executive Compensation Disclosure Report as presented.

Carried Unanimously

c. Record of Closed

Secretary-Treasurer, Kim Morris, explained the purpose of the Record of Closed form.

Moved and Seconded

2018-106

THAT the Board of Education of School District No. 40 (New Westminster) adopt the Record of Closed form; AND FURTHER, that the form become part of the future Regular Board Agenda packages.

Carried Unanimously

8. TRUSTEE REPORTS

Trustees shared their reports of the various meetings and events they attended over the summer and past month.

9. QUESTION PERIOD

The public was given the opportunity to ask questions on matters that arose during the meeting.

10. NOTICE OF MEETINGS

- October 2, 2018: Combined Education Policy & Planning and Operations Policy & Planning Committee, 7:30 pm – Queensborough Middle School
- October 30, 2018: School Board Meeting, 7:30 pm – School Board Office (Final Meeting for Current Board of Education)
- November 6, 2018: Inaugural Meeting of the New Board of Education, 6:30 pm – School Board Office

11. REPORTING OUT FROM IN-CAMERA MEETING

Exempt and Administrative Wage Transition Plan 2012-2018

Director of Human Resources, Robert Weston, reviewed the report.

Motion passed unanimously at the September 25, 2018 In-Camera Board Meeting:

THAT the Board of Education of School District No. 40 (New Westminster) direct New Westminster Schools to implement the revised 2018/19 Principals and Vice Principals and exempt employees' grids as released by BCPSEA and PSEC, effective July 1, 2018.

AND

THAT New Westminster Schools grant increases (as appropriate to those eligible) as permitted under the BCPSEA and PSEC directives, dated April 9, 2018 and July 9, 2018, effective August 1, 2018.

12. ADJOURNMENT

The meeting adjourned 9:05 pm.

Chair

Secretary-Treasurer

October 17, 2018

File 13.2510.20
Doc# 1282860

The Board of Education of School District 40 (New Westminster)
811 Ontario Street,
New Westminster, BC V3M 0J7

Re: Proposed Official Community Plan Amendment for 514 Carnarvon Street

Holy Trinity Cathedral has initiated Official Community Plan amendment (OCP00010) and Heritage Revitalization Agreement (HER00510) and Special Development Permit (SDP00198) applications to develop a 30 storey residential tower with 245 units (173 market condominium units, 30 secured market rental units, and 42 secured non-market rental units) adjacent to the Holy Trinity Cathedral, with space for a new Parish Hall, and underground parking. The current Parish Hall would be demolished. In exchange, the applicant would conduct interior renovations, a seismic upgrade and restoration of the exterior of the Cathedral, and provide long-term legal protection to the Cathedral through a Heritage Designation Bylaw. The proposal also provides new space for a publically accessible plaza, and an elevator which would provide secured, accessible, public, pedestrian access between Carnarvon and Clarkson Streets, and a connection to the Columbia Street SkyTrain station.

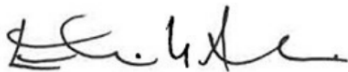
The OCP amendment is to change the land use designation from Residential – Mid Rise Apartment to Residential – Tower Apartment with allowance for institutional use.

Section 476 of the *Local Government Act* requires that Council provide opportunities it considers appropriate for consultation with School Districts it considers will be affected. Accordingly, a copy the February 19, 2018 Preliminary Land Use and Planning Committee Report to Council is attached.

Staff anticipates a bylaw will be considered by Council for first and second readings in early 2019. The dates for the public hearing and third reading are not yet determined. Written comments should be submitted by Monday, November 12, 2018. Written submissions should be sent to Development Services Department (Planning), 511 Royal Ave, New Westminster, BC, V3L 1H9, faxed to 604-515-3835 or emailed to rbasi@newwestcity.ca.

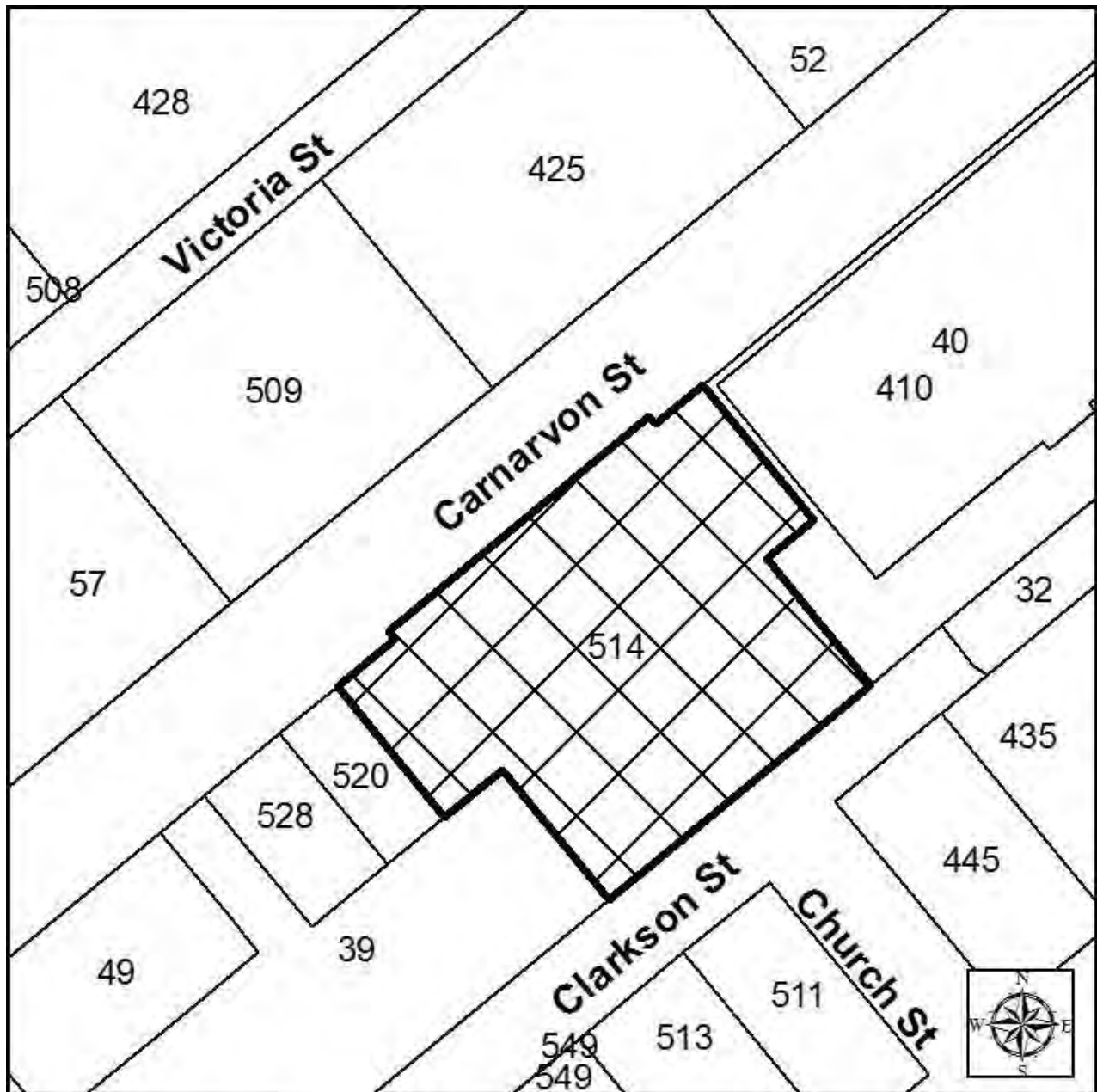
If you require further information on this matter, please contact Rupinder Basi by phone at 604-515-3826 or by email at rbasi@newwestcity.ca.

Yours truly,



Emilie Adin
Director of Development Services

Attachment: February 19, 2018 Preliminary LUPC Report to Council.





Tsilhqot'in National Government
NEGOTIATIONS AND EXTERNAL AFFAIRS

253 4TH AVENUE NORTH | WILLIAMS LAKE, BC | V2G4T4
PHONE: (250) 392-3918 | FAX: (250) 398-5798

October 18, 2018

Karim Hachlaf, Superintendent of Schools

811 Ontario Street
New Westminster BC V3M 0J7
Via Email: khachlaf@sd40.bc.ca

Mark Gifford, Chair

Board of Education
Via Email: mgifford@sd40.bc.ca

Dear School District #40,

We write this letter today to reaffirm that the Tsilhqot'in Nation expects the development of New Westminster School to be named after Nits'il'in (Chief) ?Ahan.

As per our meeting on July 18, 2016, the Nation wants to ensure the memory and history of Nits'il'in ?Ahan is honoured appropriately. We understand that a plaque will also be erected in the memorial park in memory of the Nits'il'in ?Ahan.

Please follow up with our Language and Education Liaison, Sherry Stump, at sherrystump@tsilhqotin.ca or (778) 799-2145 in order to provide an update on this request and set a possible meeting date.

In Governance,

Nits'il'in Joe Alphonse, Tl'etinqox
Tribal Chairman - Tsilhqot'in National Government

cc. Honourable Rob Fleming, Minister of Education
Honourable Scott Fraser, Minister of Indigenous Relations and Reconciliation

**MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION
COMBINED EDUCATION & OPERATIONS POLICY
AND PLANNING COMMITTEE**

**HELD TUESDAY, OCTOBER 2, 2018 AT 7:30 PM
QUEENSBOROUGH MIDDLE SCHOOL
811 ONTARIO STREET, NEW WESTMINSTER**

PRESENT	Jonina Campbell, Trustee	Karim Hachlaf, Superintendent
	Casey Cook, Trustee	Maryam Naser, Associate Superintendent
	Michael Ewen, Trustee	Kim Morris, Secretary-Treasurer
	Mark Gifford, Chair	Cyndi Adams, Nutrition Program Advisor
	James Janzen, Trustee	Quirina Gamblen, Director, Programs & Planning
	Mary Lalji, Trustee	Lisa Nasato, Principal, Queensborough Middle School (QMS)
	Kelly Slade-Kerr, Vice Chair	John Lekakis, Vice Principal, QMS
		Robert Weston, Director, Human Resources
		Caroline Manders, Recording Secretary

Chair Janzen recognized and acknowledged the Qayqayt First Nations, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play and we do our work.

1. ADOPTION OF THE AGENDA

Amendment to the agenda: Item #5c. 'Student Exclusion Tracking' was removed.

Moved and Seconded

THAT the agenda for the October 2, 2018 Open Combined Education & Operations Policy and Planning Committee meeting be adopted as amended.

Carried Unanimously

Trustee Ewen joined the meeting at 7:35 pm.

2. PRESENTATIONS

a. Robotics Competition Vex IQ

Queensborough Middle School Principal, Lisa Nasato introduced the Vice Principal, John Lekakis. Background as to how the Robotics Vex IQ program started at Queensborough was shared. Students led the meeting participants to watch a robot demonstration.

Human Resources Director, Robert Weston left the meeting at 8:00 pm

3. REPORTS FROM SENIOR MANAGEMENT

a. Operations Update

The Secretary-Treasurer, Kim Morris presented the operations update. Highlighting the completion of the audit and streamlining of processes.

b. 2018-2019 Operating Fund Re-Calculation Estimate

The Secretary-Treasurer, Kim Morris provided an estimated 2018-2019 Operating Fund Re-Calculation based on data submitted to the Ministry. The final funding re-calculation will be provided by the Ministry in late November/early December.

c. School Nourishment Program Update

The Director, Programs & Planning Quirina Gamblen and Nutrition Program Advisor Cyndi Adams, presented an update to the Board. A \$25,000 Evaluation Grant was secured in partnership with the University of British Columbia (Social Sciences and Humanities Research Council Partnership Engage Grant). Plans for the program rollout were

reviewed. Marcel Marsolais, President CUPE Local 409 addressed the Board relative to existing CUPE employees providing meals program support in New Westminster Schools.

d. May Day Update

Superintendent, Karim Hachlaf presented an update on the status of May Day.

4. GENERAL ANNOUNCEMENTS

a. World Teacher Day – October 5, 2018

Trustee Ewen and Vice Chair Slade-Kerr shared acknowledgements of World Teacher Day.

5. NEW BUSINESS

a. Draft BCSTA Memorandum of Understanding (MOU)

Trustee Janzen reviewed the BCSTA MOU and asked that Trustees provide feedback. Concern was expressed regarding the tight timeline provided by BCSTA. A minor amendment was suggested under Principles, item #4 Consultation and Notification, last sentence of paragraph, add “with the rationale for the unusual limitations to consultation and notification.”

b. Teachers Teaching On Call (TTOC) Shortages

Vice Chair Slade-Kerr reviewed the rationale for the motion.

Moved and Seconded:

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to provide monthly reports to the Operations Policy and Planning Committee, commencing November 2018, to allow the Board to assess at each of the elementary, middle and high school level:

- a) The number of enrolling teacher absences not covered by a Teacher Teaching On Call (TTOC).***
- b) The number of school based non-enrolling teacher absences not covered by a TTOC.***
- c) The number of enrolling teacher absences not covered by a TTOC that are covered wholly or partly by a school-based non-enrolling teacher.***

MOTION AMENDED

Moved and Seconded:

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to provide monthly reports to the Operations Policy and Planning Committee, commencing November 2018, to allow the Board to assess at each of the elementary, middle and high school level:

- a) The number of enrolling teacher absences not covered by a Teacher Teaching On Call (TTOC).***
- b) The number of school-based non-enrolling teacher absences not covered by a TTOC.***
- c) The number of enrolling teacher absences not covered by a TTOC that are covered wholly or partly by a school-based non-enrolling teacher.***
- d) The number of enrolling teacher absences not covered by a TTOC that are covered wholly or partly by a school-based non-enrolling administrator.***

Carried Unanimously

Trustee Campbell asked about the staffing pressures relative to replacing Educational Assistants.

Moved and Seconded:

THAT the Board of Education for School District No. 40 (New Westminster) direct staff to provide monthly reports to the Operations Policy and Planning Committee, commencing November 2018, to allow the Board to assess at each of the elementary, middle and high school level, the number of Educational Assistants absences not replaced.

Carried Unanimously

c. Expanding Child Care Options for Families

Chair Gifford provided the rationale for expanding child care options for families within the District, specifically at Richard McBride and Queen Elizabeth Elementary Schools, and Queensborough Middle School.

Moved and Seconded

THAT the Board of Education of School District No. 40 (New Westminster) direct staff to draft plans and funding proposals for submission to Ministry of Children and Family Development and/or Ministry of Education that will support the potential development of at least 100 new child care and school-age spaces at Richard McBride Elementary School, Queensborough Middle School, and Queen Elizabeth Elementary School; AND THAT, the Board receives a progress update from staff at the November 2018 Operations Committee meeting.

Carried Unanimously

d. BCSTA Provincial Council Motions

Trustee Janzen and Provincial BCSTA Representative requested that Trustees submit any motions for the upcoming BCSTA Provincial Council, which is scheduled for November 29 to December 1, 2018.

6. ADJOURNMENT

The meeting adjourned at 9:00 pm.

Supplement to: REGULAR SCHOOL BOARD MEETING

Date: October 30, 2018

Submitted by: Maryam Naser, Associate Superintendent and Robert Weston, Director of Human Resources

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

Subject: Staffing and Enrollment Report as at Oct. 24, 2018

Background:

The following tables provide the staffing and enrollment numbers for the current 2018/2019 school year. The enrollment numbers are taken from the September 30 1701 data. As a comparison, the staffing and enrollment numbers from the 2017/2018 year are included.

Overall District Enrollment (1701)	2017-2018	2018-2019	Difference
Lord Kelvin Elementary	419	455	+36
Herbert Spencer Elementary	463	470	+7
Richard McBride Elementary	433	422	-11
Lord Tweedsmuir Elementary	347	357	+10
FW Howay Elementary	127	120	-7
Connaught Heights Elementary	164	158	-6
Queen Elizabeth Elementary	418	443	+25
Qayqayt Elementary	493	509	+16
Glenbrook Middle School	619	639	+20
Fraser River Middle School	472	491	+19
Queensborough Middle School	282	320	+38
New Westminister Secondary	1673.6	1722.9	+49.3
Total K-12 Regular 1701	5910.6	6106.9	+196.3
Sigma	54.5	52.5	-2
Power	66	45	-21
Royal City	28	24	-4
Total Alternate	148.5	121.5	-27
New Westminister On-Line	58.4	51.3	-7.1
New Westminister Continuing Ed	242	218.3	-23.7
Total Continuing Education, On-Line	300.4	269.6	-30.8
HLP (Hume Park)	182	123	-59
Island Discovery	279	215	-64
Total Home Learners	461	338	-123
Total	6820.5	6836	+15.5

Special Programs	2017-2018	2018-2019	Difference
Aboriginal Education	295	311	+16
Special Education	556	562	+6
ELL	1165	1196	+31
International Students	331	285	-46

Non-Enrolling Ratios

Non-Enrolling Staff	Ratio	Staffing Requirement 2018/19
Teacher-Librarian	1:702	9.7
Counsellors	1:535	12.8
Resource/Learning Support - Spec. Ed.	1:342	20
Resource/Learning Support - LA	1:387	17.7
Resource/Learning Support – ELL*	1:61.4	19.5
Total Combined Resource/Learning Support/ELL		57.2

*Calculated based on ELL student enrolment not overall student enrolment

Non-Enrolling Staffing 2018/19

Non-Enrolling Staff	Staffing Required	Current Staffing	Additional Postings
Teacher-Librarian	9.7	9.2 inclusive of current .8 posting	.5
Combined Resource/Learning Support (Spec. Ed./LA/ELL)	57.2	53 inclusive of current 5.714 posting	4.2
Counsellors	12.8	13.9	0

Teacher Staffing Total FTE	2017-2018	2018-2019
Teachers (NWTU)	421	430

CUPE Staffing (positions count)	2017-2018	2018-2019
Education Assistants ¹	147	159
Custodial	26	27
Site Clerical ²	43	41
Other ³	106	115

¹ Includes: 2 ABA Support Worker, 3 Priority Dispatch EA, 6 Temp. EA (June 2019)

² Includes: Secondary Programs, IT Help Clerk, Maint & Ops, UBC Counselling, International Education

³ Includes: All other Support Staff positions, including maintenance & operations, district office, other school-based support, crossing guards, noon hour supervisors, new positions (bus attendants, school nutrition coord., benefits asst., electrician apprentice & senior buyer), and additional custodian, nhs, & crossing guards.

BOARD OF EDUCATION

October 30, 2018

Christina Zacharuk
President and CEO
Public Sector Employers' Council Secretariat
Suite 201, 880 Douglas Street
Victoria, BC V8W 2B7

Dear Ms. Zacharuk:

This will confirm that the Board of Education of School District No. 40 (New Westminster) is aware of the total compensation paid to executive staff during the 2017-18 fiscal year was within the compensation plan as approved by the Board and as reported in the Summary Compensation Table submitted to the Public Sector Employers' Council Secretariat.

Yours truly,

Mark Gifford, Chair
Board of Education

/enclosure

Public Sector Executive Compensation Report

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. 40 (New Westminster).

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 BC 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*). Compensation mandates adopted by the Public Sector Employers' Council from time to time are the official policy of BCPSEA and any adjustments to exempt staff compensation levels are considered within the context of the applicable compensation mandate.

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 Board's compensation philosophy are the following objectives:

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 external labour market. Consistent with industry standards, “labour market” is defined in the British Columbia Public School Employers’ Association (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
- 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 is:

1. Other BC school districts (primary labour market)
2. Other Canadian school districts (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)
3. Other public sector organizations
4. Selected private sector organizations.

The Board’s 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., required skill level, required competencies, job content, required qualifications).
- Ensuring appropriate relationships exist between positions in the district’s compensation 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 Board typically has determined that the reference point for executive and exempt total compensation is the median of the relevant comparator labour market.

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

Cash compensation

Annual base salary is considered in the context of the total compensation package. Generally, base salary is targeted at the median of the comparator labour market. Historically the Board has strived to be competitive with other districts in the Metro Vancouver area in terms of remuneration for its exempt staff. The base salary is a single rate structure.

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 employees are enrolled in either the Teachers' Pension Plan or the Municipal Pension Plan.
- **Paid time off**, including an annual vacation entitlement of 42 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 evaluation 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 established by PSEC.

▪ Annual base salary administration

The salary structure for the position of Superintendent of Schools 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 is at the sole discretion of the Board. 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 Sectors Employers Act*.
- Compensation mandates adopted by the Public Sector Employers' Council from time to time. Any adjustments to exempt staff compensation levels are considered within the context of the applicable compensation mandate.

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, we are accountable to our public and therefore ensure that we adhere to proper human resources practices with respect to executive and exempt staff compensation.
- the Board must submit proposed compensation adjustments for all other executive and exempt positions in the district to BCPSEA for review and approval prior to implementation.

EXECUTIVE COMPENSATION DISCLOSURE

School District 40 (New Westminster)

Summary Compensation Table at 2018

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2017/2018 Total Compensation	Previous Two Years Totals Total Compensation	
							2016/2017	2015/2016
School District 40 (New Westminster)								
Beverley Rundell, Interim Superintendent	\$ 67,812	-	-	-	-	\$ 67,812		
Janet Grant, Associate Superintendent	\$ 12,240	-	\$274	\$1,751	\$ 26,010	\$ 40, 275	\$ 168,913	\$ 159,215
Karim Hachlaf, Superintendent	\$ 141,668	-	\$ 14,066	\$ 18,580	-	\$ 174,314		
Kevin Lorenz, Secretary Treasurer	\$ 143,328	-	\$ 7,848	\$ 15,765	\$ 57,652	\$ 224,593	\$ 165,006	\$ 152,506
Maryam Naser, Associate Superintendent	\$ 130,933	-	\$ 10,475	\$ 18,020	-	\$ 159,428		
Teri Stoneman, Interim Secretary Treasurer	\$ 30,028	-	-	-	-	\$ 30,028		
Seconded to MOE								
Patrick Duncan, Secondment	\$101,562	-	\$ 3,229	\$ 13,952	\$ 54,234	\$ 172,977	\$ 209,883	\$ 191,057

EXECUTIVE COMPENSATION DISCLOSURE

Summary Other Compensation Table at 2018

Name And Position	All Other Compensation	Severance	Vacation payout	Leave payout	Vehicle / Transportation Allowance	Perquisites / other Allowances	Other
School District 40 (New Westminster)							
Janet Grant, Associate Superintendent	\$ 26,010		\$ 26,010				
Karim Hachlaf, Superintendent	-	-	-	-	-	-	-
Kevin Lorenz, Secretary Treasurer	\$ 57,652	-	\$ 57,652	-	-	-	-
Maryam Naser, Associate Superintendent	-	-	-	-	-	-	-
Seconded to MOE							
Patrick Duncan, Secondment	\$ 54,234	-	\$ 54,234	-	-	-	-

EXECUTIVE COMPENSATION DISCLOSURE

Notes

Beverley Rundell, Interim Superintendent	General Note: Hired on a month-to-month contract basis, as interim superintendent following Superintendent Pat Duncan's secondment to Min. of Education, during recruiting process for replacement and transition into position for new superintendent Karim Hachlaf.
Janet Grant, Associate Superintendent	General Note: Retired from SD40 July 31, 2017.
Karim Hachlaf, Superintendent	General Note: Hired as Associate Superintendent effective August 1, 2017. Promoted from Associate Superintendent to Superintendent effective April 3, 2018. The compensation reporting is representative of a mix of compensation between the two positions held over the reporting period July 1, 2017 to June 30, 2018.
Kevin Lorenz, Secretary Treasurer	General Note: Resigned from SD40, moved to SD67, last day of employment with SD40, June 14, 2018. Compensation reported is representative of the period July 1, 2017 to June 14, 2018.
Maryam Naser, Associate Superintendent	General Note: Promoted from Director of Instruction to Associate Superintendent effective June 1, 2018. The compensation reporting is representative of the mix of compensation for the two positions held over the disclosure period July 1, 2017 to June 30, 2018.
Teri Stoneman, Interim Secretary-Treasurer	General Note: Temporary contract (per diem) serving interim transition between outgoing and incoming Secretary Treasurers. Amount in salary showing amounts invoiced and paid for the period May 7, 2018 to June 30, 2018.
Patrick Duncan, Secondment	General Note: Ministry of Education secondment January 8, 2018 to March 31, 2019. Retirement effective April 1, 2019.

Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Range: 201801 End Date: JULY 31, 2017 To 201903 End Date: SEPTEMBER 30, 2018

	Description	Revenues	Original Budget	Revised Budget	Bud Remain \$	Bud Remain %	2018 Ytd Exp	2018 Annual Budget	Bud Remain \$	2018 % Remaining
619	OTHER FEDERAL GRANTS	-1,735	0	0	1,735	0.00	0	0	0	0.00
621	OPERATING GRANT MINISTRY OF EDUCAT	-6,990,003	-61,585,932	-61,585,932	-54,595,929	88.65	-6,880,670	-60,471,507	-53,590,837	88.62
629	OTHER MINISTRY OF EDUCATION GRANTS	-67,967	-616,113	-616,113	-548,146	88.97	-63,036	-960,567	-897,531	93.44
641	PROVINCIAL GRANTS OTHER	-23,500	0	0	23,500	0.00	-39,700	-100,000	-60,300	60.30
643	SUMMER SCHOOL FEES	-90,866	-120,000	-120,000	-29,134	24.28	-140,561	-140,562	-1	0.00
644	CONTINUING EDUCATION	-36,972	-200,000	-200,000	-163,028	81.51	-76,683	-240,000	-163,317	68.05
645	INSTRUCTIONAL CAFETERIA REVENUE	-7,584	-130,000	-130,000	-122,416	94.17	-6,681	-130,000	-123,319	94.86
647	OFFSHORE TUITION FEES	-644,532	-3,584,000	-3,584,000	-2,939,468	82.02	-4,323,203	-4,880,000	-556,797	11.41
649	MISCELLANEOUS REVENUE	-36,163	-230,000	-230,000	-193,837	84.28	-23,941	-230,000	-206,059	89.81
651	COMMUNITY USE OF FACILITIES	-26,529	-200,000	-200,000	-173,471	86.74	-43,691	-250,000	-206,309	82.52
661	INTEREST ON SHORT TERM INVESTMENT	-133,734	-100,000	-100,000	33,734	-33.73	-81,231	-200,000	-118,769	59.38
		-----	-----	-----	-----	-----	-----	-----	-----	-----
	Grand Total	-8,059,585	-66,766,045	-66,766,045	-58,706,460	87.93	-11,679,397	-67,602,636	-55,923,239	82.72

Operating Fund - Year to Date Expense to Budget Summary

G.L. Period Range: 201801 End Date: JULY 31, 2017 To 201903 End Date: SEPTEMBER 30, 2018

	Description	YTD Exp	YTD Com	YTD Exp + Com	Budget	Bud Remain \$	Bud Remain %	2018 YTD Exp	2018 Ytd Comm	2018 Total Exp.	2018 Final Budget	2018 Bud Remaining	2018 Bud %
105	PRINCIPALS & VP SALARIES	899,373	0	899,373	3,404,592	2,505,219	73.58	839,849	0	839,849	3,477,995	2,638,146	75.85
110	TEACHERS SALARIES	2,960,260	0	2,960,260	30,089,734	27,129,474	90.16	2,917,334	0	2,917,334	30,799,642	27,882,308	90.53
120	SUPPORT STAFF SALARIES	1,096,997	0	1,096,997	5,629,562	4,532,565	80.51	958,225	0	958,225	5,561,961	4,603,736	82.77
123	EDUCATIONAL ASSISTANTS SALARIES	355,678	0	355,678	4,722,864	4,367,186	92.47	321,050	0	321,050	4,636,047	4,314,997	93.07
130	OTHER PROFESSIONAL SALARIES	585,650	0	585,650	2,589,109	2,003,459	77.38	602,389	0	602,389	2,344,201	1,741,812	74.30
140	SUBSTITUTE SALARIES	86,973	0	86,973	1,349,817	1,262,844	93.56	104,209	0	104,209	1,372,706	1,268,497	92.41
200	EMPLOYEE BENEFITS	1,587,348	0	1,587,348	12,388,969	10,801,621	87.19	1,609,490	0	1,609,490	12,079,069	10,469,579	86.68
310	SERVICES	508,347	211,373	719,720	1,664,992	945,272	56.77	489,193	159,944	649,137	1,660,930	1,011,793	60.92
312	LEGAL COSTS	967	0	967	30,000	29,033	96.78	3,473	0	3,473	30,000	26,527	88.42
330	STUDENT TRANSPORTATION	25,614	21,720	47,334	157,000	109,666	69.85	23,330	0	23,330	157,800	134,470	85.22
340	PROFESSIONAL DEVELOPMENT & TRAVEL	49,523	0	49,523	496,900	447,377	90.03	42,645	4,659	47,304	498,300	450,996	90.51
360	RENTALS & LEASES	67,237	48,766	116,003	260,000	143,997	55.38	81,629	43,736	125,365	260,000	134,635	51.78
370	DUES & FEES	77,702	0	77,702	130,800	53,098	40.59	82,201	13	82,214	130,800	48,586	37.15
390	INSURANCE	21,541	0	21,541	131,000	109,459	83.56	1,681	0	1,681	131,000	129,319	98.72
510	SUPPLIES	246,869	782,637	1,029,506	3,075,271	2,045,765	66.52	348,701	865,327	1,214,028	2,549,135	1,335,107	52.37
540	UTILITIES	68,751	8,429	77,180	443,800	366,620	82.61	80,065	7,690	87,755	443,800	356,045	80.23
551	GAS - HEAT	17,817	0	17,817	278,500	260,683	93.60	12,120	0	12,120	278,500	266,380	95.65
555	CARBON TAX EXP	0	0	0	50,000	50,000	100.00	0	0	0	50,000	50,000	100.00
560	WATER & SEWAGE	40,586	0	40,586	270,900	230,314	85.02	46,993	0	46,993	270,900	223,907	82.65
570	GARBAGE & RECYCLE	13,995	13,448	27,443	73,000	45,557	62.41	15,359	10,641	26,000	73,000	47,000	64.38
580	FURNITURE & EQUIPMENT REPLACEMENT	34,525	22,677	57,202	81,000	23,798	29.38	12,581	25,381	37,962	286,150	248,188	86.73
590	COMPUTER & EQUIPMENT REPLACEMENT	191,991	157,565	349,556	1,023,000	673,444	65.83	98,405	268,873	367,278	1,005,550	638,272	63.47
591	TANGIBLE CAPITAL ASSETS PURCHASED	0	0	0	0	0	0.00	51,496	24,167	75,663	0	-75,663	0.00
		-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	Grand Total	8,937,744	1,266,615	10,204,359	68,340,810	58,136,451	85.07	8,742,418	1,410,431	10,152,849	68,097,486	57,944,637	85.09

ADOPTION OF AGENDA

6:30 pm.

MINUTES FOR APPROVAL

Board Meeting held June 26, 2018

Special Board Meeting held September 11, 2018

Operations Committee Meeting held September 18, 2018

CORRESPONDENCE

None.

REPORTS FROM SENIOR MANAGEMENT

Human Resources – Personnel & Administration (no action)

Policy/Governance (no action)

OTHER BUSINESS

Education (no action)

Miscellaneous (no action)

ITEMS TO BE REPORTED OUT AT OPEN MEETING

Exempt and Administrative Wage Transition Plan 2012-2018

NOTICE OF MEETINGS

ADJOURNMENT – 10:25 pm.

ADOPTION OF AGENDA

6:35 pm.

MINUTES FOR APPROVAL

Nil.

CORRESPONDENCE

Nil.

REPORTS FROM SENIOR MANAGEMENT

Human Resources (Action)

OTHER BUSINESS

Nil.

ITEMS TO BE REPORTED OUT AT OPEN MEETING

Nil.

NOTICE OF MEETINGS

ADJOURNMENT – 7:12 pm.