



BOARD OF EDUCATION SD NO. 40 (NEW WESTMINSTER)

Operations Policy and Planning Committee

Tuesday, November 14, 2017– 7:30 pm

School Board Office

Location: 811 Ontario Street, New Westminster

AGENDA

Item	Action	Info	Presenter	Attachment
------	--------	------	-----------	------------

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. Approval of the Agenda | X | | J. Janzen | |
| 2. Correspondence | | | | |
| 3. Reports from Senior Management | | | | |
| a) Operations Update | | X | K. Lorenz | <i>Encl Pg 1</i> |
| b) International Program Report | | X | K. Klein | <i>Encl Pg 4</i> |
| c) HR Report | | X | R. Weston | <i>Encl Pg 10</i> |
| 4. General Announcements | | | | |
| 5. New Business | | | | |
| a) Student Trustee | | X | M. Lalji | <i>Encl Pg 28</i> |
| 6. Adjournment | | | | |

Budget and Finance

Monthly Expense and Revenue summaries.

The Monthly revenue and expenses summaries for the period ended September 30, 2017 are attached as Appendix A. Our expenditures and revenues recorded to date are tracking to budget within an acceptable variance after adjusting for anticipated activities and timing of expenses.

Procurement

The High school request for proposal is proceeding well. The technical and financial submissions have been received and evaluated, and the announcement of preferred proponent is expected to be made within the month. We will proceed with the next round of public consultations and design development in January of 2018. The successful proponent should be in a position to commence work as early as February.

No other significant capital procurement is anticipated until a funding announcement is made by the Ministry of Education.

Capital projects and Planning

McBride Elementary

The Ministry has indicated they have no further questions on the Project Definition Report submitted for McBride and it is in a form ready to take to treasury board. I am optimistic that we will receive an update from the Ministry in the near future.

Board Office

The District has continued to face space pressures at the board office since relocating to the new building, and is undertaking a needs review process to plan for future growth and ensure staff are appropriately located/accommodated. This planning will include the location of a portable on site to provide additional Meeting and office space as required.

Respectfully,

Kevin Lorenz
Secretary-Treasurer

Operating Fund - Year to Date Expense to Budget Summary

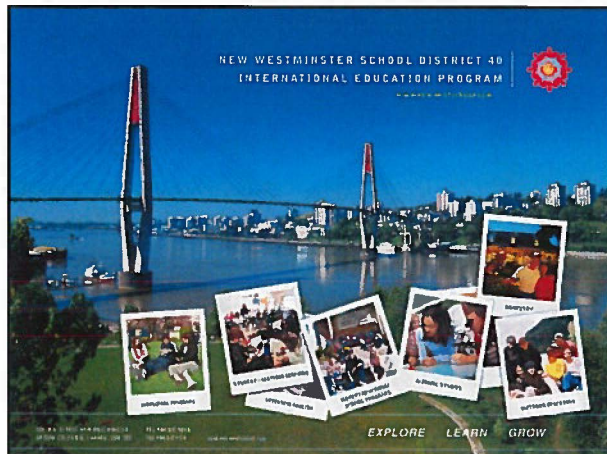
G.L. Period Selection: 201803 End Date: SEPTEMBER 30, 2017

	Description	YTD Exp	YTD Com	YTD Exp + Com	Budget	Bud Remain \$	Bud Remain %
105	PRINCIPALS & VP SALARIES	839,849	0	839,849	3,021,732	2,181,883	72
110	TEACHERS SALARIES	2,917,334	0	2,917,334	31,682,876	28,765,542	91
120	SUPPORT STAFF SALARIES	958,225	0	958,225	5,539,026	4,580,801	83
123	EDUCATIONAL ASSISTANTS SALARIES	321,050	0	321,050	4,405,334	4,084,284	93
130	OTHER PROFESSIONAL SALARIES	602,389	0	602,389	2,118,648	1,516,259	72
140	SUBSTITUTE SALARIES	104,209	0	104,209	1,493,104	1,388,895	93
200	EMPLOYEE BENEFITS	1,609,490	0	1,609,490	12,346,103	10,736,613	87
310	SERVICES	489,193	159,944	649,137	1,541,880	892,743	58
312	LEGAL COSTS	3,473	0	3,473	30,000	26,527	88
330	STUDENT TRANSPORTATION	23,330	0	23,330	137,000	113,670	83
340	PROFESSIONAL DEVELOPMENT & TRAVEL	42,645	4,659	47,304	491,400	444,096	90
360	RENTALS & LEASES	81,629	43,736	125,365	260,000	134,635	52
370	DUES & FEES	82,201	13	82,214	129,000	46,786	36
390	INSURANCE	1,681	0	1,681	111,000	109,319	98
510	SUPPLIES	348,703	865,327	1,214,030	2,477,295	1,263,265	51
540	UTILITIES	80,065	7,690	87,755	466,100	378,345	81
551	GAS - HEAT	12,120	0	12,120	278,500	266,380	96
555	CARBON TAX EXP	0	0	0	50,000	50,000	100
560	WATER & SEWAGE	46,993	0	46,993	270,900	223,907	83
570	GARBAGE & RECYCLE	15,359	10,641	26,000	73,000	47,000	64
580	FURNITURE & EQUIPMENT REPLACEMENT	12,581	25,381	37,962	81,000	43,038	53
590	COMPUTER & EQUIPMENT REPLACEMENT	98,405	268,873	367,278	973,000	605,722	62
591	TANGIBLE CAPITAL ASSETS PURCHASED	51,496	24,167	75,663	0	-75,663	0
Grand Total		8,742,420	1,410,431	10,152,851	67,976,898	57,824,047	85

Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Selection: 201803 End Date: SEPTEMBER 30, 2017

	<u>Description</u>	<u>Revenues</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Bud Remain \$</u>	<u>Bud Remain %</u>
621	OPERATING GRANT MINISTRY OF EDUCAT	-6,880,670	-60,746,601	-60,746,601	-53,865,931	89
629	OTHER MINISTRY OF EDUCATION GRANTS	-63,036	-911,673	-911,673	-848,637	93
641	PROVINCIAL GRANTS OTHER	-39,700	0	0	39,700	0
643	SUMMER SCHOOL FEES	-140,561	-120,000	-120,000	20,561	-17
644	CONTINUING EDUCATION	-76,683	-240,000	-240,000	-163,317	68
645	INSTRUCTIONAL CAFETERIA REVENUE	-6,681	-130,000	-130,000	-123,319	95
647	OFFSHORE TUITION FEES	-4,323,203	-4,800,000	-4,800,000	-476,797	10
649	MISCELLANEOUS REVENUE	-23,941	-230,000	-230,000	-206,059	90
651	COMMUNITY USE OF FACILITIES	-43,691	-170,000	-170,000	-126,309	74
661	INTEREST ON SHORT TERM INVESTMENT	-81,231	-100,000	-100,000	-18,769	19
Grand Total		-11,679,397	-67,448,274	-67,448,274	-55,768,877	83



INTERNATIONAL EDUCATION PROGRAM



New Westminster has one of the longest established programs in British Columbia (1987)



NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM



Outstanding International Program of the Year in British Columbia





ANNOUNCING THE 2017 BCCIE INTERNATIONAL EDUCATION AWARD RECIPIENTS
Jan 22, 2017 Source: [George Nadeau](#)

Outstanding international students from BC, Canada and abroad gathered at the Delta Grand Chateau Hotel in Richmond on Tuesday evening to recognize outstanding achievement in the field of international education in British Columbia. The International Education Award, hosted by the B.C. Council for International Education (BCCIE), recognizes leaders in seven categories. Winners represented a diversity of accomplished practitioners whose work has helped position BC as a leader in Canada in attracting and supporting international students and in ensuring innovative global partnerships.

Award winners included:

• The New Westminster International Education Program (NWSIEP) for Outstanding Program Achievement



NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM



INTERNATIONAL EDUCATION PROGRAM

Primary Responsibilities



International Student Program

- Long Term Program
- Short Term Programs



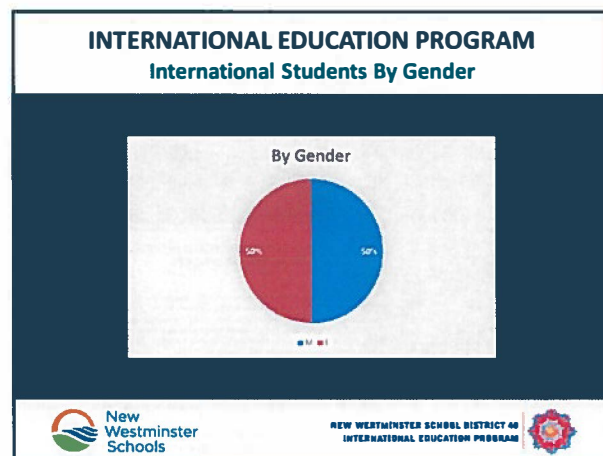
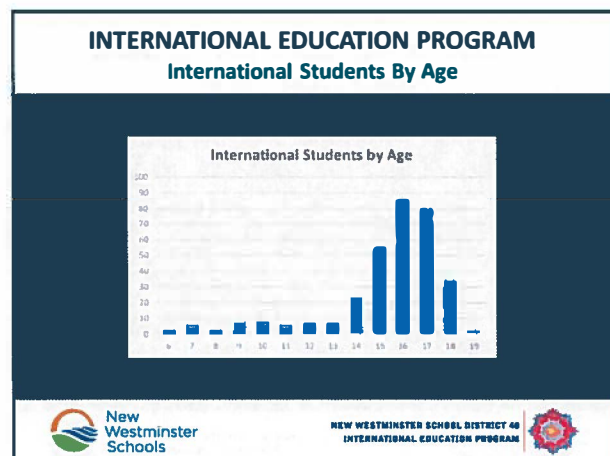
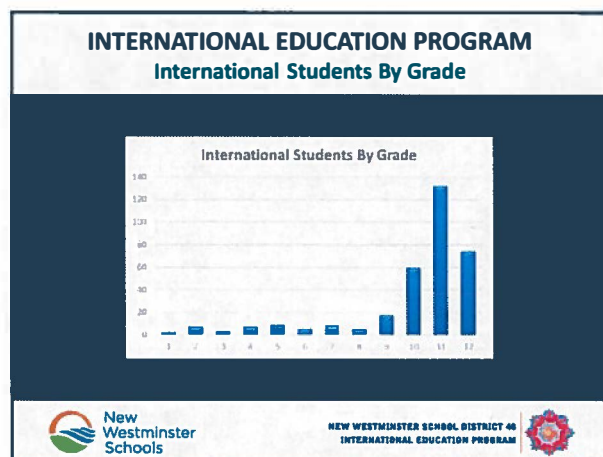
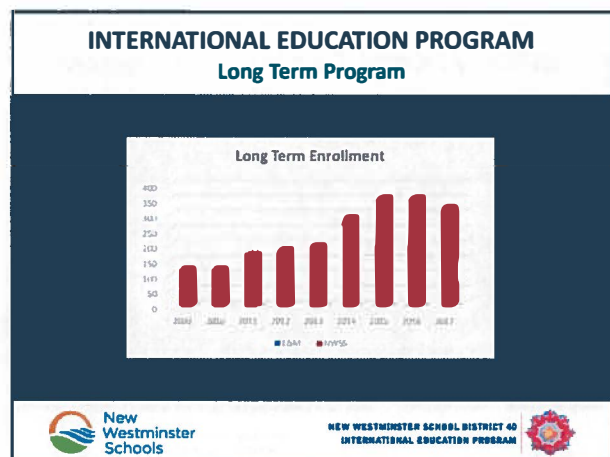
Newcomer Centre

- In-province eligibility
- Out of province transfers (includes Refugee Claimants, Work and/or Study Permit Holders)



NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM





INTERNATIONAL EDUCATION PROGRAM Countries of Origin 2017

- Andorra
- Austria
- Belgium
- Brazil
- China
- Colombia
- France
- Germany
- Hong Kong
- Iran
- Italy
- Japan
- Korea
- Mexico
- Russia
- Spain
- Taiwan
- Thailand
- Venezuela
- Vietnam

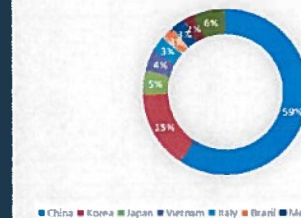


NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM



INTERNATIONAL EDUCATION PROGRAM International Students By Country

2017 by Country



NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM



INTERNATIONAL EDUCATION PROGRAM Countries of Origin (10 Year Comparison)

2007 by Country



2017 by Country



NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM



Market Trends in International Education



NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM



District Comparison of International Student Numbers

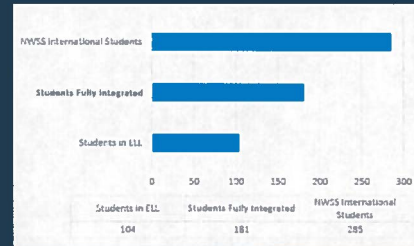
DISTRICT	NAME	ALL STUDENTS	ELL	%	NON-RESIDENT	%
District 36	Surrey	71838	8968	9.7	1013	1.4
District 66	Maple Ridge-Langley	13897	675	4.8	317	2.3
District 34	Abbotsford	19505	2257	11.6	442	2.3
District 75	Mission	6072	971	6.1	144	2.4
District 22	Vernon	8489	45	0.5	203	2.4
District 79	Carleton Place	7825	358	4.6	213	2.8
District 29	Vancouver	52247	9545	18.3	1696	3.2
District 42	Maple Ridge - Pitt Meadows	15036	535	3.5	997	4.0
District 37	Delta	16414	1520	9.3	669	4.1
District 35	Langley	21586	1343	6.2	918	4.3
District 64	North Vancouver	16017	925	5.8	719	4.5
District 63	Saanich	8914	247	2.7	383	4.7
District 40	New Westminster	7634	1051	13.8	366	4.8
District 48	Sea to Sky	4819	411	8.4	241	4.9
District 38	Richmond	20845	5700	27.3	1013	4.9
District 41	Burnaby	25120	4887	19.4	1343	5.3
District 61	Greater Victoria	20001	1836	9.2	1105	5.5
District 43	Cowichan	33013	4727	14.3	1836	5.6
District 45	West Vancouver	7292	1184	15.1	371	7.8



NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM



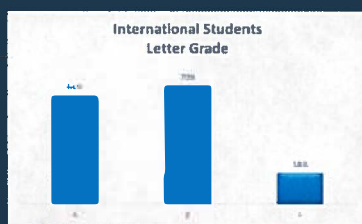
INTERNATIONAL EDUCATION PROGRAM NWSS Int'l Students - Fully Integrated (Sep. 2017)



NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM



INTERNATIONAL EDUCATION PROGRAM Student Results by Letter Grade



NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM



Strengths of NWSD International Education Program

- Dedicated International Education Staff
- Homestay Experience
- Welcoming Community
- Comfortable Climate



NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM



Strengths of NWSD International Education Program

-  100's of Course Offerings
-  Activities & Clubs
-  Semester System
-  Experienced Program



NEW WESTMINSTER SCHOOL DISTRICT 46
INTERNATIONAL EDUCATION PROGRAM



INTERNATIONAL EDUCATION PROGRAM Short Term Programs

- 2-week Program during Spring Break
- Summer Programs



NEW WESTMINSTER SCHOOL DISTRICT 46
INTERNATIONAL EDUCATION PROGRAM



INTERNATIONAL EDUCATION PROGRAM Short-Term Programs

- Short Term Program Participants
2017 = 111 students
2016 = 109 students
2015 = 137 students
- Participant Countries
Japan China Korea



NEW WESTMINSTER SCHOOL DISTRICT 46
INTERNATIONAL EDUCATION PROGRAM



Impact of International Program on Local Community

HOMESTAY

- local families
- creating long-lasting relationships
- short and long-term



They are currently looking for a host family for international high school students of Chinese and Korean descent. They're currently looking for 15 years' worth of students.

Karen Kohn, director of international education with the New Westminster School District, says her district attracts roughly 300 international students per year — about five per cent of the student body.

Source: CBC News BC Online, September 4, 2017



NEW WESTMINSTER SCHOOL DISTRICT 46
INTERNATIONAL EDUCATION PROGRAM



Impact of International Program on Local Community

CULTURAL ENRICHMENT

- add talent, diversity, language
- involved with local sports teams, drama productions, school bands, choirs & clubs
- community volunteers

OUTBOUND Exchange Opportunities

- Brazil, Mexico, Japan, China



NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM



Program Activities



NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM



Program Activities



NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM



Thank you!

New Westminster School District
International Education Program



Karen Klein
Trevor Gee
Elliott Kwon
Yiwen Zhang
Sara Dick
Somi Park



NEW WESTMINSTER SCHOOL DISTRICT 40
INTERNATIONAL EDUCATION PROGRAM



2016-2017 HUMAN RESOURCES REPORT

SCHOOL DISTRICT NO 40 (NEW WESTMINSTER)

NOVEMBER 2017

ANNUAL REPORT TO THE BOARD OF EDUCATION

School Year August 1, 2016 to July 31, 2017

REPORT OUTLINE

- Part 1 Introduction
- Part 2 Mission
- Part 3 Staffing
 - A. NWTU & P and VP
 - B. CUPE & Excluded
- Part 4 Gender Equity
- Part 5 Age
- Part 6 Absenteeism
- Part 7 Health & Safety
- Part 8 Union Relations

SCHOOL DISTRICT NO 40 (NEW WESTMINSTER)

NOVEMBER 2017

PART 1: INTRODUCTION



This Human Resources Plan, represents an overview of the human resources metrics related to the 2016/17 school year in the new Westminster School District (SD40) also known as New Westminster Schools.

PART 2: HR DEPT. MISSION



Introduction

In accord with “best practice” Human Resource philosophy and practice, the HR Mission Statement, which was developed in 2014 and finalized in 2015, emphasizes:

- The support nature of HR to the overall mission of the District,
- The need for partnering and team cooperation with all stakeholders, and
- The ultimate goal of an engaged and empowered employee group.

All of which focused upon supporting the Mission and Vision of New Westminster Schools.

A list of the scope of functions that fall within the HR mandate is included illustrative of the scope of function of the HR Department. All functional elements are important and we regularly make reference to the statement when addressing difficult issues or challenges in our working relationships.

HR DEPARTMENT MISSION STATEMENT

2015 (revised 2017))

The New Westminster School District *Human Resources Department* works in partnership with administrators and managers and their teams, with individual employees, and with other stakeholders to provide programs and services that create a work environment of employee empowerment and involvement in support of the mission of the Board of Education for School District No. 40 (New Westminster) is:

“To enable each student to learn in a safe engaging and inclusive environment.”

In support of its Mission, the *Human Resources Department* provides the following programs and services:

- Recruitment.
- Selection.
- Pension and benefits support.
- Training and development
- Labour relations support including collective bargaining, contract administration (interpretation and application), grievance management, third party advocacy and union management relationship management.
- Employee wellness.
- Occupational health and safety.
- WorkSafe compliance and process.
- Leave management.
- Performance management.
- Organizational culture support.
- Management and supervisory practice.

The following sections address some typical metrics that relate to the human resource function and impact the delivery of educational services to the students in our District.

PART 3B: STAFFING: CUPE & EXCLUDED



	CUPE	EXCLUDED
Sept 2016	• 139 Education Assistant • 25 Custodian • 42 School Clerical • 105 Other	• 28 FTE
June 2017	• 145 Education Assistant • 25 Custodian • 42 School Clerical • 105 Other	• 28 FTE

Onboards 2016/17:

43 (CUPE)

Offboards 2016/17:

16 (CUPE)

1 (EXCLUDED)

Resignation - 10 CUPE;

Retirement – 5 CUPE, 1 Excluded;

Deceased – 1 CUPE

Recruitment Initiatives 2016/17:

EA Practicum Agreements – in place with Douglas College and Kwantlen Polytechnic University

Interviews - Over 85 Support Staff Interviews were held in the 2016/17 School Year. Our interview panel consists of one (or more) department manager, learning services representative and the Human Resources Manager.

POSTINGS ISSUED:

2016/17 School Year

184 Postings were issued in 2016/17

2017/18 School Year

82 Postings have been issued in 2017/18

PART 3A: STAFFING: NWTU & P/VP



TEACHING		PRINCIPAL/VICE-PRINCIPAL	
Sept 2016	{ • 371 FTE }	Sept 2016	{ • 26 FTE }
June 2017	{ • 393 FTE }	June 2017	{ • 26 FTE }

Onboards 2016/17:

87 NWTU (Teacher)

4 ADMIN (Principal/Vice Principal)

Offboards 2016/17:

31 NWTU (Teacher)

6 ADMIN (Principal/Vice Principal)

Resignation - 23 Teacher, 4 Admin

Retirement – 8 Teacher, 2 Admin

Recruitment Initiatives 2016/17:

[Career Fairs](#) - UBC Career Fair (Jan 2017) and SFU Career Fair (Apr 2017)

Teacher Practicums – Over the 2016/17 school year, SD40 hosted 18 teacher candidates from Simon Fraser University. Through recruitment initiatives, practicum placements from UBC and other educational institutions welcomed. Each of those student teachers completing their practicum with SD40, who apply, are guaranteed an interview.

Interviews - More than 180 Teacher Interviews held in the 2016/17 School Year. Our interview panel consists of one (or more) Principal/Vice Principal representative(s) and a Human Resources representative.

POSTINGS ISSUED:

2016/17 School Year

Five (5) rounds were issued during the Spring Staffing Process = 138 Postings

Total Postings Issued for 2016/17 School Year = 209 Postings

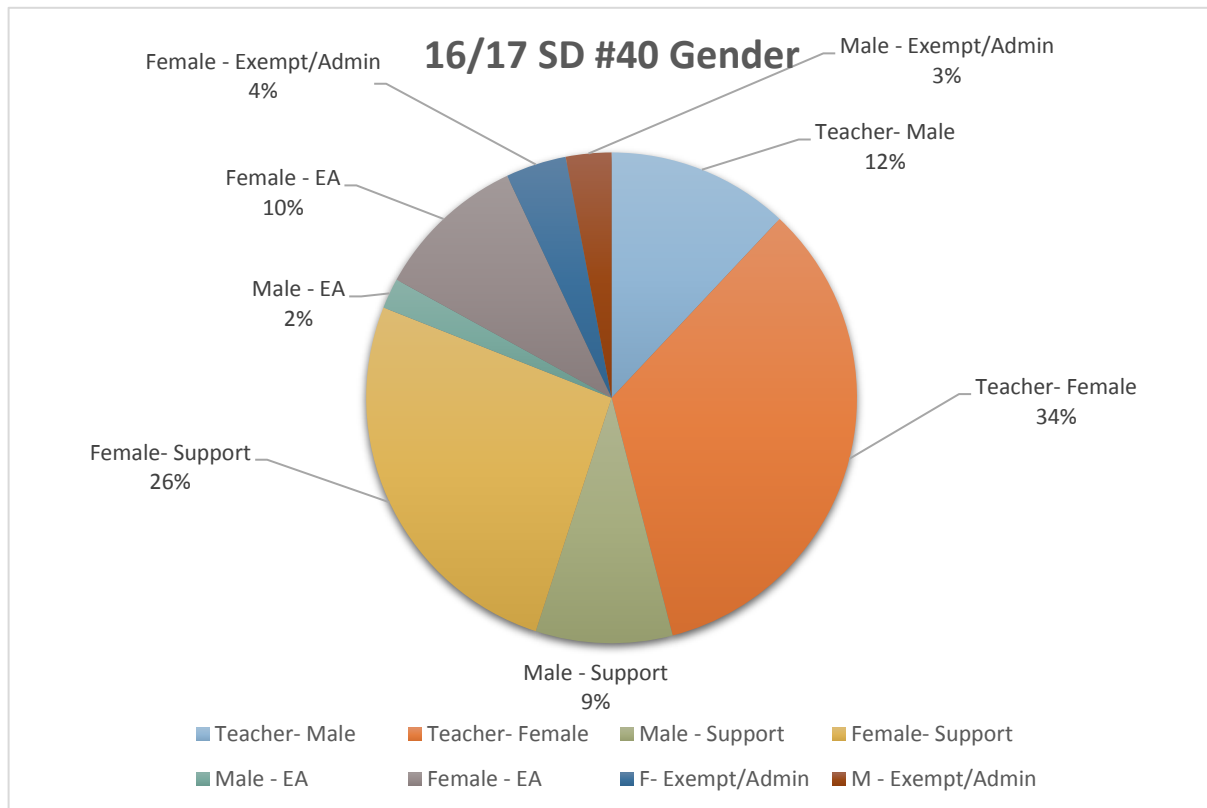
2017/18 School Year

Five (5) rounds were issued during the Spring Staffing Process = 189 Postings

Total Postings Issued for 2017/18 School Year to date = 222 Postings

PART 4: GENDER EQUITY

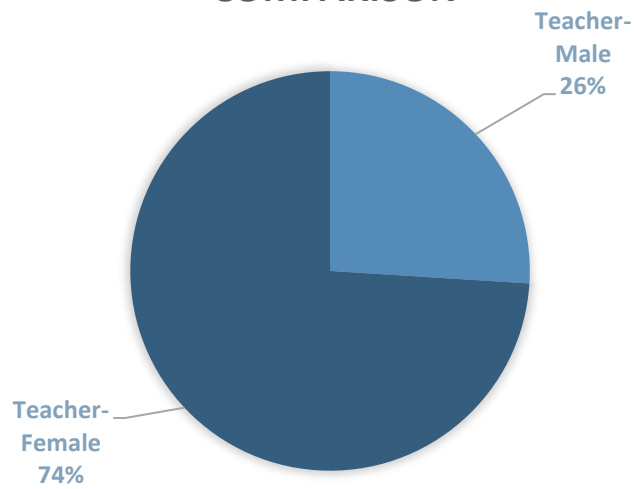
ALL EMPLOYEES



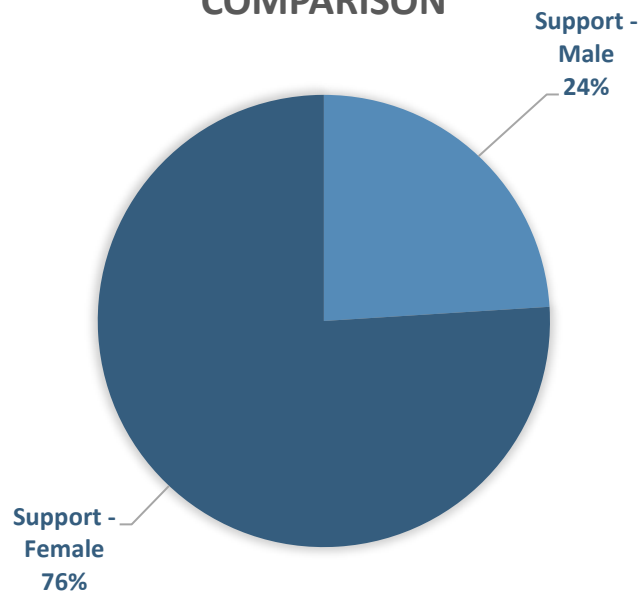
16/17 SD #40 Gender (all employees)

Gender	%	Of Category
Teacher-Male	12	24%
Teacher - Female	34	76%
Male- Support	9	24%
Female - Support	26	76%
Male - EA	2	16%
Female - EA	10	82%
Female-Exempt/Admin	4	57%
Male -Exempt/Admin	3	42%

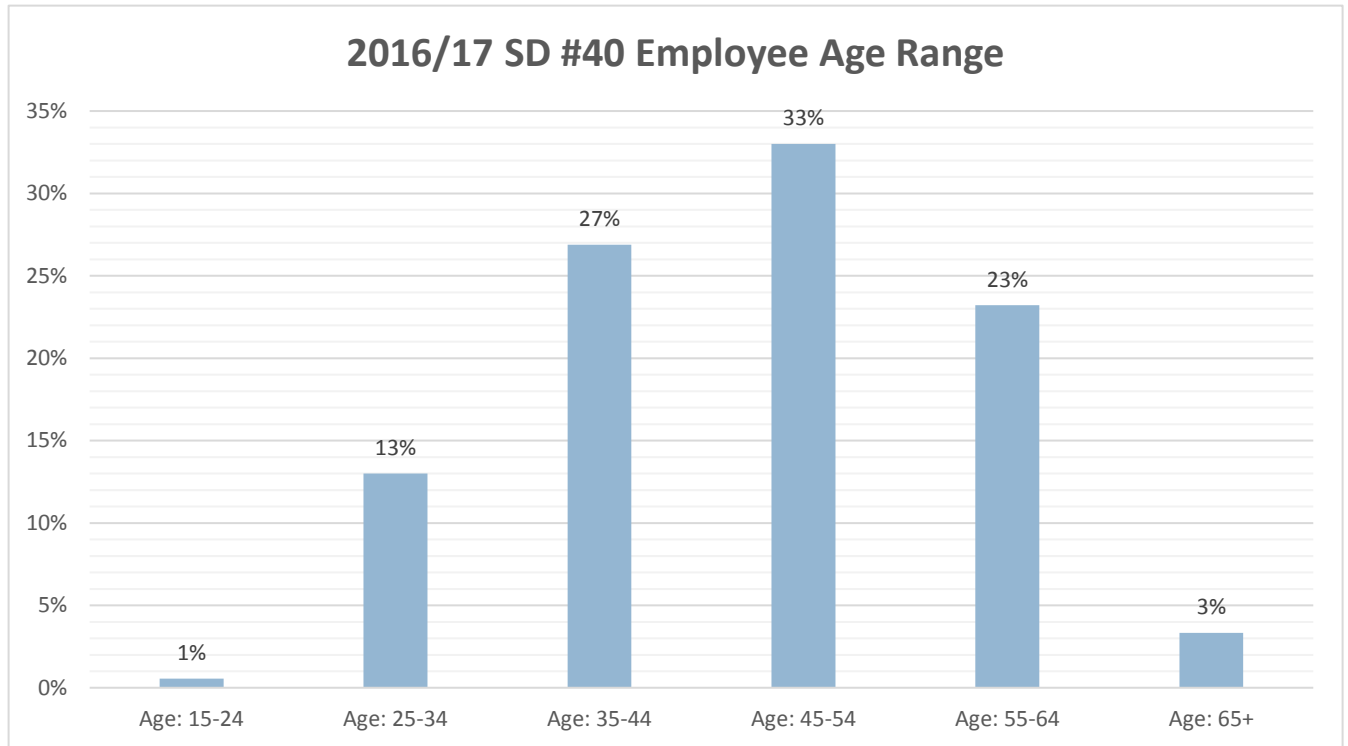
2016/17 TEACHER GENDER COMPARISON



2016/17 SUPPORT GENDER COMPARISON



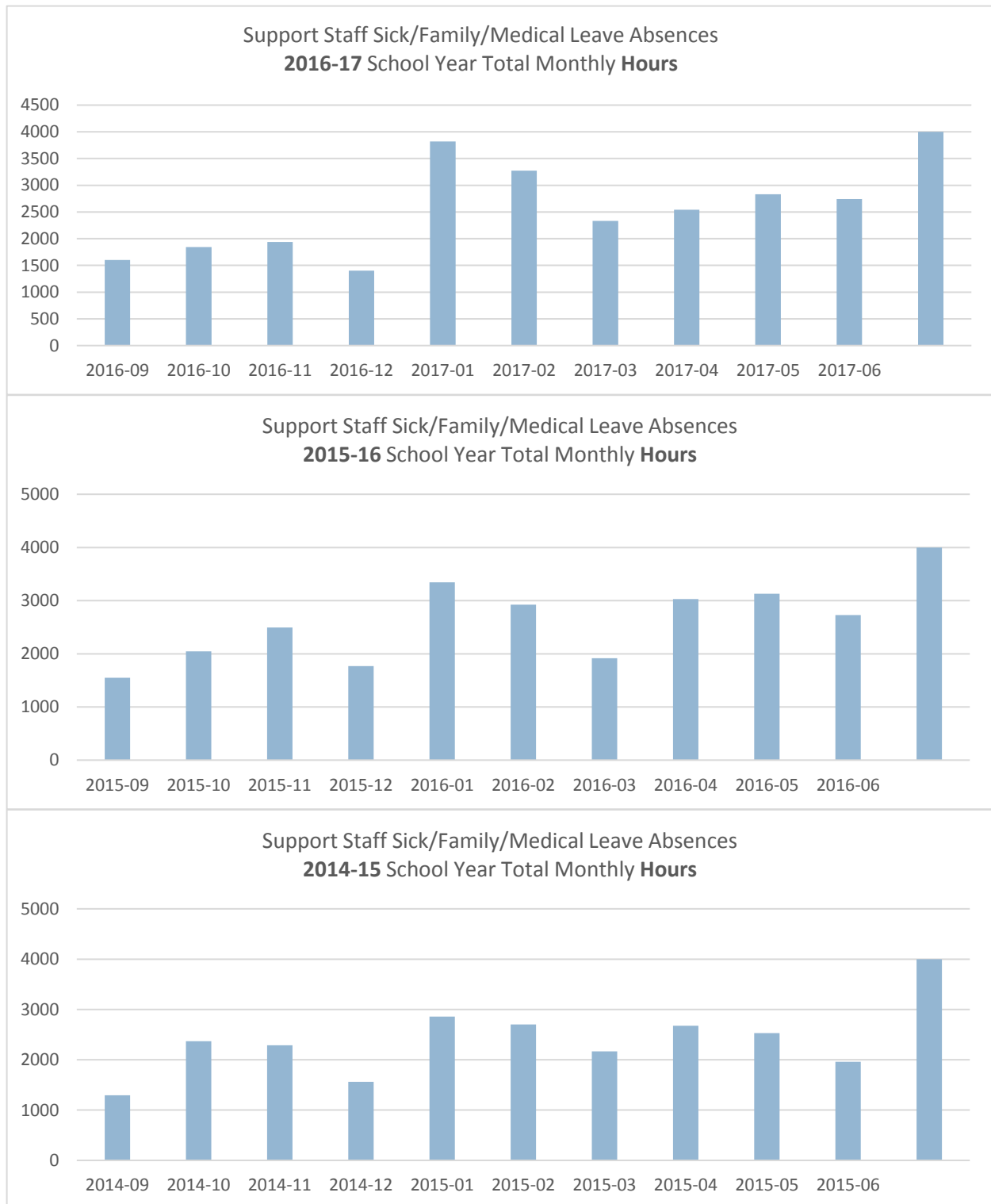
PART 5: AGE

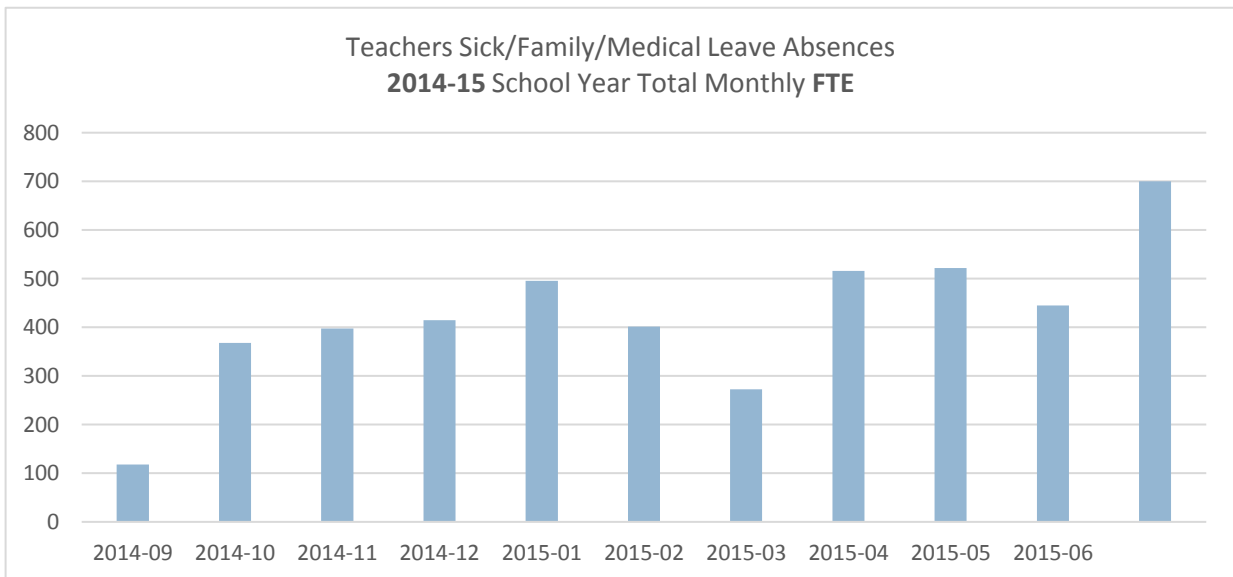
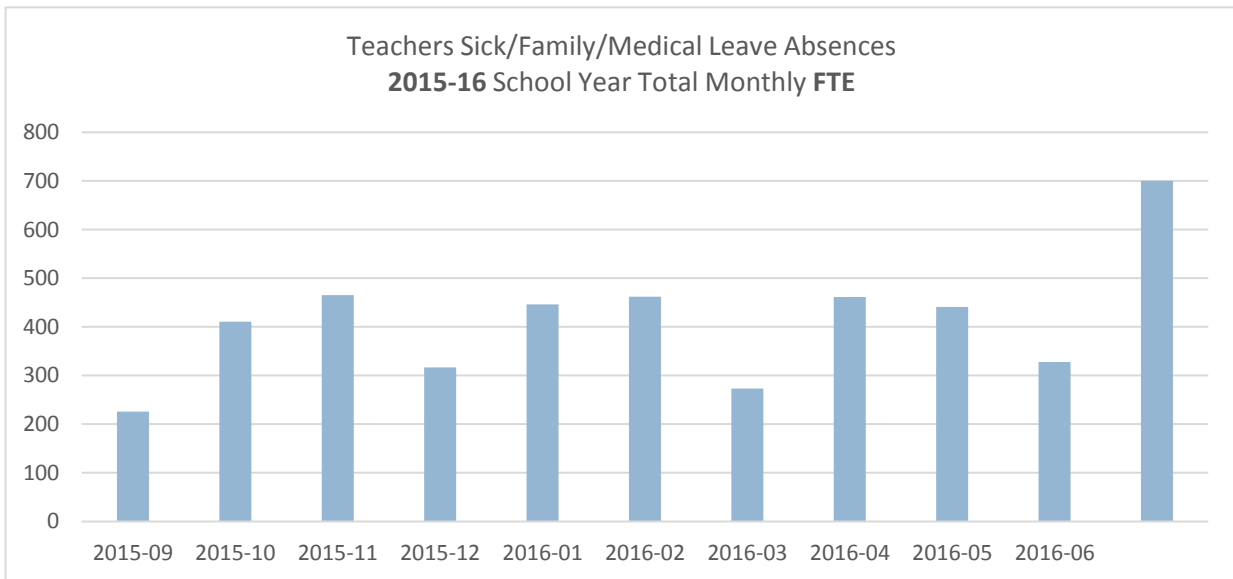
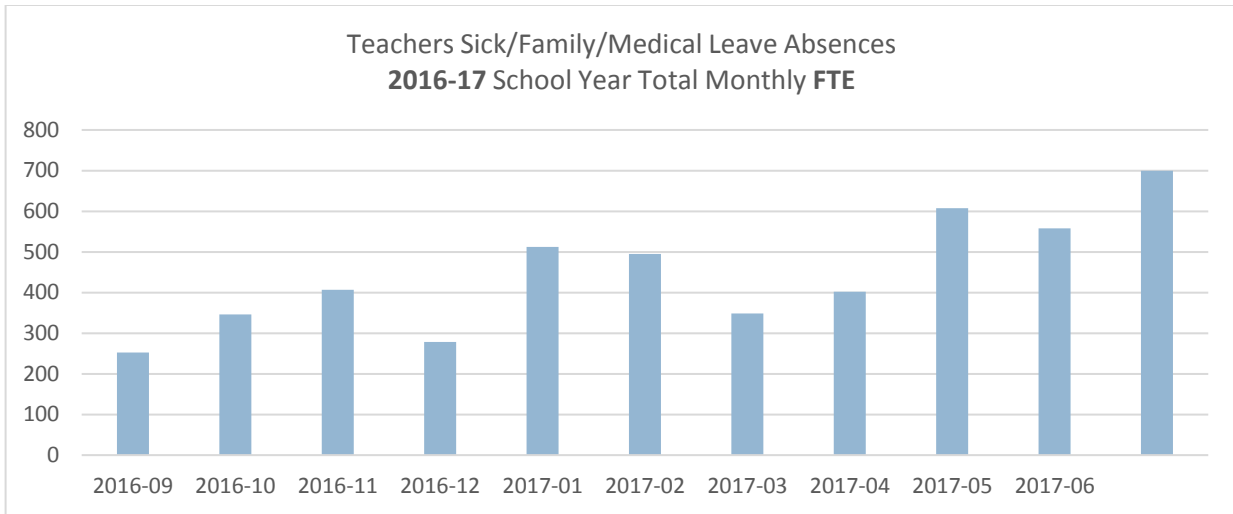


2016/17 SD #40 Age Range

AGE	%
Age: 15-24	1%
Age: 25-34	13%
Age: 35-44	27%
Age: 45-54	33%
Age: 55-64	23%
Age: 65+	3%

PART 6: ABSENTEEISM





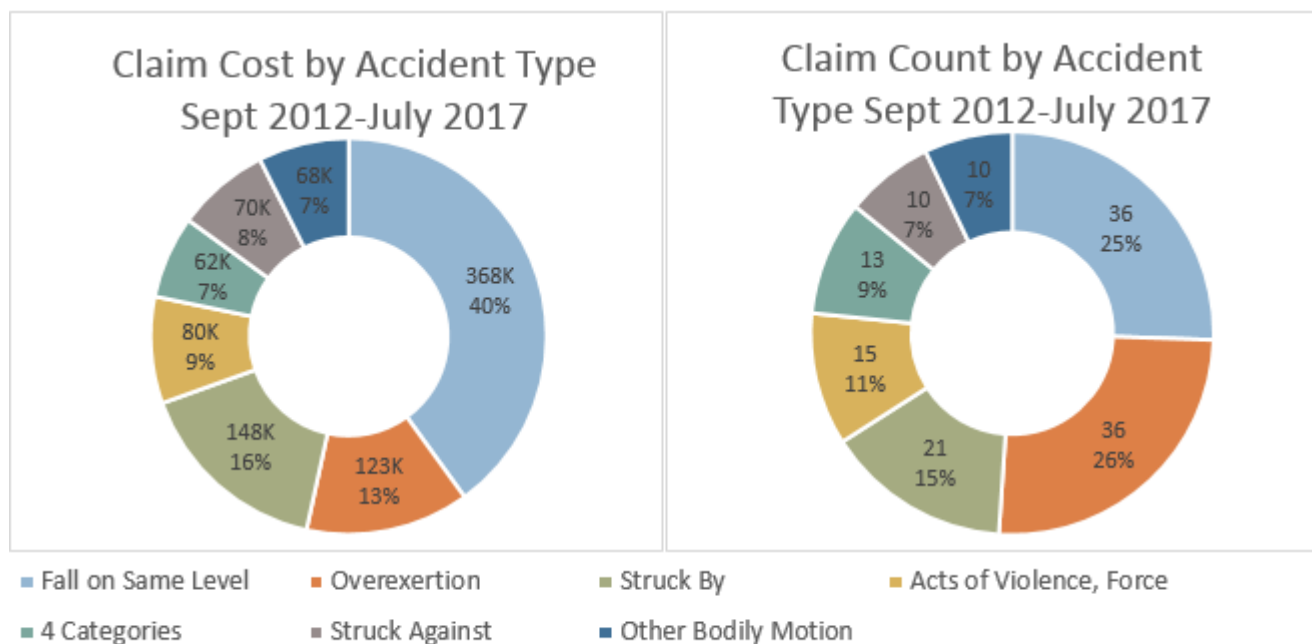
PART 7: HEALTH & SAFETY

DISTRICT WORKFORCE OVERVIEW

The New Westminster Schools workforce is comprised of roughly 1050 workers spread over 16 sites; including two homeschools and two alternative program sites. Each site facilitates their own Joint Health and Safety Committee, with two additional committees for Maintenance and Custodial workers and the District. Each site committee meets a minimum of 10 times per school year while the District committee meets a minimum of 5 times a year. Roughly, 130 new employees are trained every fall semester, and are offered continuous education and training opportunities year-round.

INJURY STATISTICS FOR THE 2016-2017 SCHOOL YEAR

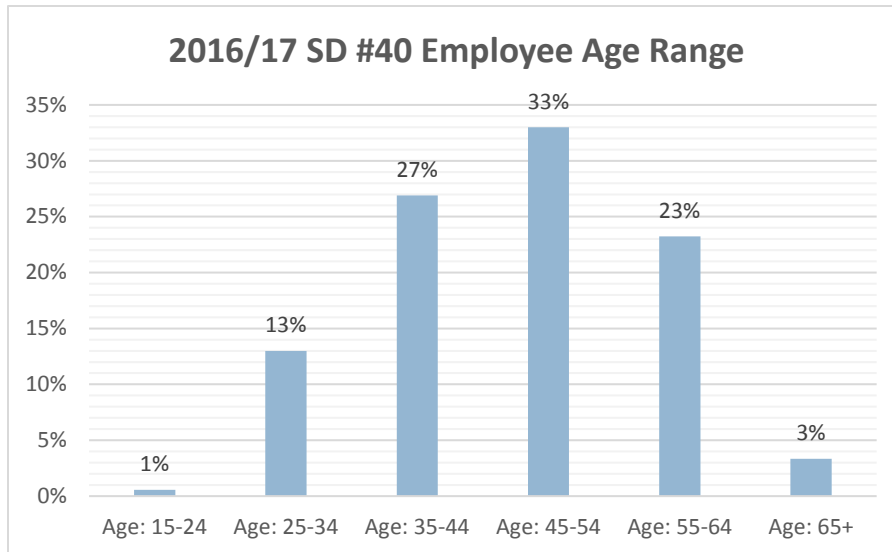
From 2012-2017 one quarter of our injury claims made up 40% of our claims costs. Although we have exactly same claims count for overexertion injuries, falls at the same level cost us more than double last year. This is why our outreach strategy this year is to raise awareness about preventing STF.



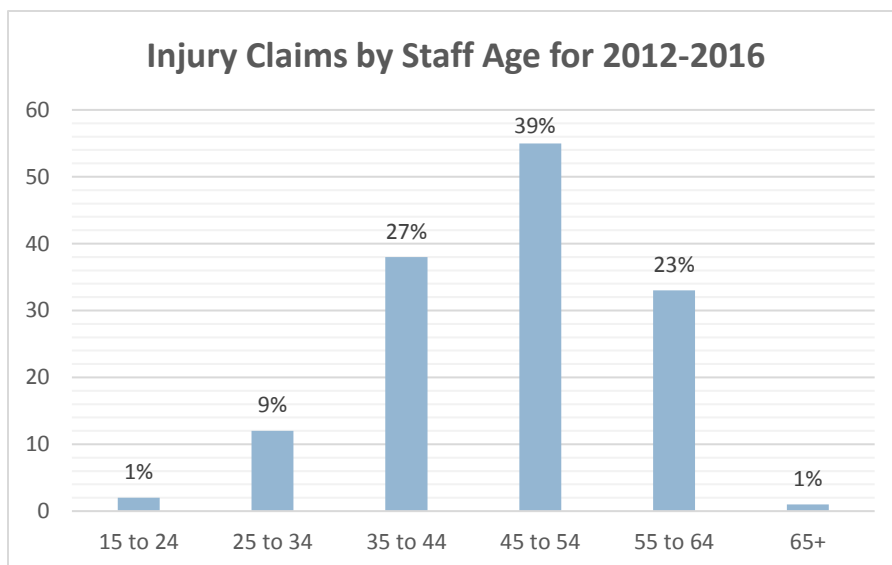
Notes: 4 Categories include falls from elevation, involuntary motions, exposures to toxic substance and repetitive motions.

1K = 1000 units

Source: Employer Report September 2017, WorkSafeBC



2016/17 SD #40 Age Range	
Age: 15-24	1%
Age: 25-34	13%
Age: 35-44	27%
Age: 45-54	33%
Age: 55-64	23%
Age: 65+	3%



Age Groups	Total %
Age: 15-24	1%
Age: 25-34	9%
Age: 35-44	27%
Age: 45-54	39%
Age: 55-64	23%
Age: 65+	1%

Young workers (<25 yrs.) are the most susceptible age group for injuries. However, our workers are experiencing a higher rate of injury in the older demographic, with only one percent of our young workers over the last 5 years suffering from injuries. The main reason for this is that our workers are more commonly mid-forties to early fifties.

In order to best achieve our health and safety goals and objectives we have adapted the Internal Responsibility System as a means of promoting health and safety culture, identify and control hazards and becoming accountable to our organization and our workers.

PART 8: UNION STAKEHOLDER RELATIONS



During the 2016 – 17 school year Department staff participated in numerous union stakeholder meetings both formal and informal.

While we had no arbitrations during the period and have had no serious disagreement that resulted in impasse many issues were discussed, debated and resolved during the period.

Union/Management consultations during 2016/17 included:

- CUPE – Quarterly Joint Early Intervention meetings (employee health support and Interventions)
- CUPE – Monthly Contract Management Meetings (collective agreement and grievance issues)
- CUPE – Labour Management Meetings (issues of general (non grievance) interest to the union – includes a Board of Education Committee member)
- CUPE – Joint Job Evaluation Committee (meetings involving 2 appointed school principals and 2 appointed CUPE members).
- NWTU – Monthly Contract Management Meeting (matters of general concern as well as specific issues and grievances between the parties).
- NWTU/SD40 – Monthly Health and Wellness Committee (employee health support and Interventions).
- Joint Educational Change Implementation Committee (educational and curriculum change issues) – as required.

- Ad hoc meetings as required – both Unions.
- Grievance meetings as required – both Unions (Stage 2 and 3).
- Phone attendances/email correspondence – numerous daily.



Supplement to: EDUCATION POLICY & PLANNING COMMITTEE

Date:

November 14, 2017

Submitted by:

Mary Lalji, Trustee

Item:

Requiring Action ☒

For Information ☐

SUBJECT:

STUDENT TRUSTEE

Rationale:

The student voice is a resonant force in establishing a thriving learning environment giving students the ability to influence learning is integral to everyone's success. Appointing a student trustee would empower students by giving them a voice and keeping the student body informed of discussions and decisions that affect them.

We want our schools to be places where students take ownership of their learning and their school environment. In order to accurately represent the New Westminster School District the student body needs to be heard, sharing their views, ideas and concerns with us so that decisions can be made with their best interests in mind.

Recommendation:

THAT the Education Policy and Planning recommend to the Board of Education for School District No. 40 (New Westminster) that they appoint no more than two Student Trustees, and one Aboriginal Student Trustee to sit on the Board of Education.