

ADMINISTRATIVE MEMORANDUM

Meeting Place:

Education Services Centre
2121 Lonsdale Avenue
Mountain View Room – Fifth Floor
North Vancouver, British Columbia

Format and Date:

PUBLIC BOARD MEETING
Tuesday, April 24, 2018 at
7:00 pm

			Estimated Completion Time
A.	Call to Order		
A.1.	Chair Sacré's opening remarks	(no schedule)	7:00 pm
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	(no schedule)	7:00 pm
A.3	Moment of Silence - Day of Mourning for Persons Killed or Injured in the Workplace		7:00 pm
A.4.	Public Comment Period *		7:30 pm
A.5.	Approval of Minutes (that the minutes of the Public Meeting of March 13, 2018 be approved as circulated)	(no schedule)	7:35 pm
A.6.	Student Presentation – Handsworth Secondary School		7:50 pm
A.7.	North Vancouver Teachers' Association (NVTa) Presentation		8:05 pm
B.	Action Items		
B.1.	Five-Year Capital Plan 2018/2019 (for Approval)		8:25 pm
B.2.	2018/2019 Budget Consultation Update and Board Direction		8:45 pm
B.3.	Proposed Revised Policy 103: Board of Education - Policy Development		8:55 pm
C.	Information and Proposals		
C.1.	Land Management Update		9:05 pm

Please note that this meeting may be video and/or audio recorded as per the motion passed on December 9, 2014 and with Board Chair authorization.

* Additional Community Presentations or Delegations are welcomed with advanced notice - see [Policy 104: Board of Education - Meetings](#) and its [Administrative Procedures](#).



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Format and Date:

PUBLIC BOARD MEETING
Tuesday, April 24, 2018 at
7:00 pm

		Estimated Completion Time
(continued)		
C.2.	Tuesday, April 3, 2018 Standing Committee Meeting	9:10 pm
C.3.	Superintendent's Report	9:20 pm
C.4.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)	9:30 pm
C.5.	Trustees' Reports	9:40 pm
D.	Future Meetings	9:40 pm
E.	Public Question & Comment Period	10:00 pm
F.	Adjournment	(no schedule) 10:00 pm

Note: The completion times on this agenda are
estimates intended to assist the Board in its
pacing.

Georgia Allison
Secretary Treasurer

Schedule A.3.
of the
Administrative Memorandum

Meeting Date: April 24, 2018 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **Moment of Silence – Day of Mourning for Persons Killed or Injured in the Workplace**

Narration:

Across Canada, April 28 has been designated a Day of Mourning to commemorate workers whose lives have been lost or injured through work-related incidents or occupational diseases.

The Chair will call for a moment of silence in recognition of those workers who have lost their lives on the job.

Schedule A.4
of the
Administrative Memorandum

Meeting Date: April 24, 2018 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **Public Comment Period**

Narration:

As per the motion passed on June 21, 2016 the Board will provide a twenty (20) minute public comment period relevant to the Board's mandate on a trial basis. Speakers will be allocated a maximum of two (2) minutes each. An additional ten (10) minutes will be provided for Trustee questions of clarification.

Speakers are requested to place their name on a signup sheet in order to speak during the Public Comment Period. The signup sheet will be available in the Board Room from 6:50 – 7:00 pm prior to the meeting's commencement. The Chair will invite those wishing to speak in the order that their name appears on the signup sheet.

When appearing before the Board, speakers are requested to state their name and address for the record.

During the Public Comment Period, as well as the Public Question and Comment Period at the end of the meeting, speakers may not speak disrespectfully of any Board Member, staff member, or any other person and must not use offensive words or gestures.

Speakers may speak only once at the Public Comment Period.

School District No. 44 (North Vancouver)

Minutes of the Public Meeting of the Board of Education, School District No. 44 (North Vancouver) held in the Mountain View Room of the Education Services Centre at 2121 Lonsdale Avenue in North Vancouver, British Columbia, on Tuesday, March 13, 2018.

PRESENT: C. Sacré, Chair
F. Stratton, Vice Chair
B. Forward
C. Gerlach
M. Higgins
S. Skinner (teleconference)
J. Stanley

A. Call to Order

Chair Sacré called the meeting to order at 7:02 pm and welcomed those in attendance. The traditional territorial lands of the Squamish Nation and Tsleil-Waututh Nation were acknowledged. Chair Sacré acknowledged April 2nd as World Autism Day.

A.2. Approval of Agenda

Moved by B. Forward

that the agenda, as recommended in the Administrative Memorandum, be adopted.

Seconded by F. Stratton

Carried

Motion to Approve Trustee Participation by Teleconference

Moved by C. Sacré

WHEREAS Section 67 of the *School Act* permits Trustees to participate in or attend a meeting of the Board by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to communicate with each other;

the Board hereby approves the participation by Trustee Skinner in the March 13, 2018 Public Meeting by telephone.

Seconded by C. Gerlach

Carried

A.3. Public Comment Period

The twenty minute comment period is intended to be relevant to the Board's mandate. The Chair requested that those wishing to speak should sign on the Public Comment Sign-Up Sheet.

Jozsef Oszvald, resident of North Vancouver, spoke regarding the Cloverley Elementary School site. Since moving close to the school, Mr. Oszvald has seen the neighbourhood grow to consist of more families and children take advantage of the play area close to the school. He urged the School District to keep Cloverley Elementary.

Student representative, Luciano Boniface, of the District Student Leadership Council updated the Board on topics that were discussed by members at the last General Meeting. The meeting focused on the Student Leadership Forum, which takes place on May 9, 2018. This year's topic for the forum will concentrate on Student Health and Well-being.

A.4. Approval of Minutes

Moved by B. Forward

that the minutes of the public meeting of February 20, 2018 be approved as circulated.

Seconded by J. Stanley

Carried

A.5. Student Presentation – Seycove Secondary Gender Sexuality Alliance Club

Students from Seycove Secondary School's GSA (Gender and Sexuality Alliance Club) shared their thoughts on sexual orientation and gender identity (SOGI) and the role it has played at their school. Through personal and lived experiences, the students explained what SOGI is, why it is important, and expressed their hopes for SOGI in the future.

The GSA at Seycove Secondary plays a huge role in creating a sense of belonging, safety, inclusivity and diversity for all students at the school. The Club has helped organize the following: GSA weekly meetings, posters in the halls, information boards, Diversity Festival, Gender Neutral Washroom, Pride flag and Trans flag at the front of the school and many more accomplishments. They are currently working on a proposal for a Rainbow Sidewalk.

On behalf of the Board, Chair Sacré and Superintendent Mark Pearmain thanked the group for their courage to present.

B.1. Final Proposed School Calendar 2018/19 for Board Approval

Assistant Superintendent Chris Atkinson provided the Board with an update on the work that has been completed with the proposed school calendar for the 2018/19 school year. The 2018/19 calendar proposal developed by the Committee was published to the School District website on January 29, 2018 and notification of a one-month public comment period was provided to staff and parents of students via the School District's SchoolConnects communication system.

Responding to Trustees' questions, Superintendent Mark Pearmain and Assistant Superintendent Chris Atkinson clarified the decision regarding the Winter Break; Professional Development dates; and, how the North Vancouver School District will communicate the calendar out to the public.

Moved by F. Stratton

that the Board of Education approve the FINAL Proposed 2018/19 School Calendar as attached to this Administrative Memorandum of March 13, 2018.

Seconded by B. Forward

Carried

B.2. Raising of the Trans Flag

Trustee Gerlach introduced this agenda item, sharing that the North Vancouver School District values and supports Transgender and Gender Non-Binary individuals in the community for who they are. The School District flies the Pride flag during Pride week to show support for the whole LGBTQ2+ community; however, flying the Transgender flag during the week of May 17 symbolizes Transgender rights, recognizing that Gender has nothing to do with Sexual orientation. Gender and Sexual Orientation are not connected and need to be celebrated and respected as their own identities.

By flying both the Pride flag and the Trans flag, the School District encompasses the notion of inclusivity and supporting students for who they are. May 17 is the International Day against Homophobia, Transphobia and Biphobia (IDAHOT), an annual worldwide celebration of sexual and gender diversity.

Moved by C. Gerlach

In recognition of the School Districts ongoing commitment to Inclusion; the continued recognition of diversity, and following the motion from the Public Board Meeting of May 26, 2015 to raise the Pride flag, the Board of Education will annually raise the Transgender Flag at the Education Services Centre during the week of May 17 in a show of support for the Transgender and Gender Non Binary community in our schools.

Seconded by J. Stanley

Carried

B.3. Proposed Revised Policy 202: Alternative Delivery - Physical and Health Education K-10 and Career Life Education 10

District Principal Kathleen Barter was invited to the table to provide an update on the proposed revised *Policy 202: Alternative Delivery – Health and Career Education K-9 and Planning 10*. As a result of the new BC K-10 curriculum being fully implemented in September 2018, *Policy 202* requires review and revision.

Changes in Grades K-10 include:

- Health and Career Education K-9 no longer exists
- Physical Education K-10 is now Physical and Health Education K-10
- Planning 10 is now Career Life Education 10

Ms. Barter shared that revisions to the administrative procedures have been made to clarify the process for parents/guardians who wish to opt for Alternate Delivery of topics related to sexual decision-making within Physical and Health Education K-10 and Career Life Education 10.

Moved by B. Forward

that the Board of Education approve *Proposed Revised Policy 202: Alternative Delivery - Physical and Health Education K-10 and Career Life Education 10*, as attached to this Administrative Memorandum of March 13, 2018.

Seconded by F. Stratton

Carried

C.1. Cheakamus Centre Presentation

The Cheakamus Centre is a central feature in the education of North Vancouver School District students. In alignment with the Board of Education's vision as "the natural place to learn" and the 2011-2021 Strategic Plan goal to "provide leadership in environmental education and sustainability practices", all NVSD students are provided the opportunity to participate in educational programs at the Cheakamus Centre.

Cheakamus Centre Director for Educational Programs Conor McMullan and Assistant Superintendent Dr. Pius Ryan presented an update to the Board. The Cheakamus Centre continues to develop educational programs to support students and continues to invest in the educational staff. Program design and development has been focused on the following: enhancing program calendar, providing an emphasis on seasonality and differentiation across grades, collaborative approach involving teachers, administrators and support staff, and a curricular alignment focus. These developments, along with showcasing nature, can improve academic outcomes through enhancing and boosting creativity and thinking, and by developing a connection and sense of place.

Mr. McMullan and Assistant Superintendent Ryan noted that the continued support from the community and partners allow the Cheakamus Centre to support best instructional practices and enriched curriculum. The School District is proud that North Vancouver has this facility and space to promote healthy and inspiring work and learning environment.

C.2. Land Management Update

Superintendent Mark Pearmain updated the Board on the Argyle Secondary and Handsworth Secondary School Replacement Projects. The Argyle Replacement Project received a development permit from the District of North Vancouver on February 19, 2018 and a bid has gone out for general contractors. KMBR Architects Planners Inc. has been selected as the architect to design the new Handsworth Secondary School.

An update was provided on the interchange and road work near Lynnmour Elementary School. It was noted that the Ministry of Transportation will be holding an open house mid to late April which will provide project detail and answer any questions the community may have.

C.3. Out of Country Field Trips – Secondary

Provided for their information, Trustees received in their agenda packages an overview of out of country field trips that are being planned for secondary students as follows:

- Windsor Secondary School – field trip to Japan (April 13-22, 2018)

C.4. Superintendent's Report

Superintendent Mark Pearmain shared highlights from his visits to Boundary, Upper Lynn and Eastview Elementary schools. Superintendent Pearmain acknowledged the work of the organizing committee for *Class Acts 2018 – A Celebration of Education in the North Vancouver School District* and shared that the [Community Report](#) was published on March 9, 2018.

C.5. Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)

There was no update from Trustee Stanley on BCSTA or from Trustee Gerlach on BCPSEA.

C.6. Trustees' Reports

Trustees submitted their reports on their activities on behalf of the Board as follows:

1. Meetings attended by Trustees included:
 - Standing Committee Meeting
 - Trustee Seminar
 - Board Planning Committee
 - Trustee Interviews
 - Superintendent's Evaluation
 - Communications Committee Meeting
 - Integrated Transportation Meeting
 - North Vancouver Recreation Commission Meeting
 - Seclusion/Restraint Committee Meeting
2. Events attended by Trustees included:
 - 25 Year Employee Recognition
 - President's Council Dinner
 - Sherwood Park Elementary – Shadow a Principal
 - Canyon Heights Elementary – Freedom Friday
 - Ridgeway Elementary School Tour
 - Ridgeway Elementary – Anti-bullying day assembly
 - Argyle Secondary – Youth and Philanthropy Initiative
 - Sutherland FOS Kindness March
 - Sutherland FOS – Shelley Moore Workshop
 - Sutherland Secondary – High School Musical

D. Future Meetings

Date and Time	Event	Location
Tuesday, April 3, 2018 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, April 24, 2018 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, May 8, 2018 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, May 22, 2018 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

E. Public Question & Comment Period

The Chair called for questions and/or comments from the public noting that in accordance with Board policy, questions relating to personnel, negotiations or litigation must not be dealt with in a public session.

There was no one wishing to speak.

F. Adjournment

The established agenda being completed, the Chair adjourned the meeting at 9:20 pm and thanked those who attended.

Certified Correct:

Georgia Allison
Secretary Treasurer

Christie Sacré
Chair, Board of Education

Date

Date

Schedule A.6
of the
Administrative Memorandum

Meeting Date: April 24, 2018 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **Student Presentation – Handsworth Secondary**

Narration:

Students from Handsworth Secondary School are practicing real life during their mathematics and business class. Under direction from teacher Mr. Jordan Dickson, three students from Handsworth Secondary won the Provincial Junior Achievement: ISP (Investment Strategies Program). This program teaches students how to invest for the future and manage their own simulated stock market portfolio.

Mr. Dickson, teacher at Handsworth Secondary and three Grade 9 students will share their thoughts and experiences with the course and the stock market simulation challenge that they won.

Schedule A.7.
of the
Administrative Memorandum

Meeting Date: April 24, 2018 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **North Vancouver Teachers' Association (NVTa) Presentation**

Narration:

Members of the North Vancouver Teachers' Association (NVTa) Reporting Committee will present a report to the Board of Education. Carolann Fraenkel, Wendy Tozer, Tara Alexis, Kevin Tozer, Robin Deleurme, Carolyn Pena and Martin Stuible will address teacher concerns with MyEd reporting system as well as solutions moving forward.

Schedule B.1.....
of the
Administrative Memorandum

Meeting Date: April 24, 2018

☒ **Board**

☐ **Board, in camera**

Topic (as per the Memorandum): **Five-Year Capital Plan 2018/2019 (for Approval)**

Narration:

The Ministry of Education has now provided their written response to our 2018/19 Capital Plan submission of June 2017.

The Ministry reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following Programs:

- Seismic Mitigation (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Building Envelope Program (BEP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Bus Acquisition Program (BUS)

The Ministry response advised of support for advancing project development or delivery of the following capital projects for School District No. 44 (North Vancouver) for 2018/19:

SCHOOL PROJECT (S)			
School Name	Program – Project Type – Project Description	Amount Funded by Ministry	Next Steps & Timing
Capilano Elementary	SEP – Building Enclosure – Window replacement	\$898,208	Proceed to design, tender & construction and complete by March 31, 2019
Eastview Elementary	SEP – Building Enclosure – Window replacement	\$848,248	Proceed to design, tender & construction and complete by March 31, 2019
Ross Road Elementary	CNCP – Boiler	\$183,680	Proceed to design, tender & construction and complete by March 31, 2019
Braemar Elementary	CNCP – Boiler	\$259,880	Proceed to design, tender & construction and complete by March 31, 2019

.../2

Additionally, the Ministry understands that the Final Project Definition Report for Mountainside Secondary, as requested by the Ministry in last year's Capital Plan Response Letter, is currently under final revision and this will be provided as soon as possible to ensure that the Ministry staff can prepare to advance this project for final funding decision in the coming months.

As a reminder, the requirement for the Boards of Education to adopt a Capital Bylaw for each individual capital project has been eliminated, and instead, the Board is to adopt a single Capital Bylaw for its approved 2018/19 Five-Year Capital Plan, in accordance with s143 of the *School Act*.

The Ministry of Education response letter to our 2018/19 Capital Plan submission of June 2017 is attached to this schedule and the Board is now required to pass a Bylaw to allow for the School District to access the funding outlined in the letter.

Attachments:

SD No. 44 Capital Project Bylaw No. 18/19-CP-SD44-01

Ministry of Education – Ministry Response to the Annual Five-Year Capital Plan Submission

RECOMMENDED MOTION:

that School District No. 44 (North Vancouver) Capital Bylaw No. 18/19-CP-SD44-01 be read a first time;

that School District No. 44 (North Vancouver) Capital Bylaw No. 18/19-CP-SD44-01 be read a second time;

that School District No. 44 (North Vancouver) Capital Bylaw No. 18/19-CP-SD44-01 be read a third time, passed, and adopted.

Procedural Note:

(per section 68(4) of the *School Act*) the Board may not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.

CAPITAL BYLAW NO. 18/19-CP-SD44-01
CAPITAL PLAN 2018/19

A BYLAW by the Board of Education of School District No. 44 (North Vancouver) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to sections 143 (2) and 144 (1) of the *School Act*.

WHEREAS in accordance with provisions of the *School Act*, the Minister of Education (hereinafter called the "Minister") has approved the Capital Plan of the Board.

NOW THEREFORE the Board agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute Project Agreement(s) related to the expenditures contemplated by the Capital Plan;
- (b) Upon ministerial approval to proceed, commence the Project(s) and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the Project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2018/19 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated March 26, 2018 is hereby adopted.
- 2. This Bylaw may be cited as School District No. No. 44 (North Vancouver) Capital Bylaw No. 18/19-CP-SD44-01.

READ A FIRST TIME THE ____ DAY OF _____, 20____;
READ A SECOND TIME THE ____ DAY OF _____, 20____;
READ A THIRD TIME, PASSED AND ADOPTED THE ____ DAY OF _____, 20____.

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 44 (North Vancouver) Capital Bylaw No. 18/19-CP-SD44-01 adopted by the Board on the ____ day of _____, 20____.

Secretary-Treasurer



March 26, 2018

Ref: 201086

To: Secretary-Treasurer and Superintendent
School District No. 44 (North Vancouver)

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2018/19

This letter is in response to your School District's Annual Five-Year Capital Plan submission for 2018/19 that was sent to the Ministry on June 30, 2017, and provides direction as to the next steps for advancing your 2018/19 capital projects.

The Ministry reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Building Envelope Program (BEP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCN)
- Bus Acquisition Program (BUS)

The Ministry is pleased to advise you of support for advancing project development or delivery of the following capital projects for your School District for 2018/19:

SCHOOL PROJECT(S)			
School Name	Program - Project Type – Project Description	Amount Funded by Ministry	Next Steps & Timing
Capilano Elementary	SEP – Building Enclosure – Window replacement	\$898,208	Proceed to design, tender & construction and complete by March 31, 2019
Eastview Elementary	SEP – Building Enclosure – Window replacement	\$848,248	Proceed to design, tender & construction and complete by March 31, 2019
Ross Road Elementary	CNCN - Boiler	\$183,680	Proceed to design, tender & construction and complete by March 31, 2019

Ministry of
Education

Capital Management Branch

Resource Management and
Executive Financial Office
Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

Braemar Elementary	CNCP - Boiler	\$259,880	Proceed to design, tender & construction and complete by March 31, 2019
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Additionally, the Ministry understands that the Final Project Definition Report for Mountainside Secondary, as requested by the Ministry in last year's Capital Plan Response Letter, is currently under revision to incorporate additional, previously unforeseen scope. Please provide this as soon as possible in order to ensure that Ministry staff can prepare to advance these projects for final funding decision in the coming months.

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer to confirm scope, schedule, budget and the terms of project approval for the projects listed above. **No work or expenditures may proceed without a signed Capital Project Funding Agreement (CPFA), Annual Program Funding Agreement (APFA), or other formal authorization from the Ministry.**

As a reminder, the requirement for the Boards of Education to adopt a Capital Bylaw for each individual capital project has been eliminated, and instead, the Board is to adopt a single Capital Bylaw for its approved 2018/19 Five-Year Capital Plan, in accordance with s. 143 of the *School Act*. For additional information, please visit the Capital Bylaw website at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/capital-bylaws>

With the 2018/19 Five-Year Capital Plan approvals now completed by the Ministry, you can expect to receive the Capital Plan Instructions for the upcoming 2019/20 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) by early April 2018. The deadline for those capital project submissions will be June 30, 2018, which will be considered for funding support by the Ministry for the 2019/20 fiscal year.

Should you have any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process, please do not hesitate to contact your respective Regional Director or Planning Officer at the [Capital Management Branch Contact List](#).

Sincerely,



Joel Palmer, Executive Director
Capital Management Branch

pc: Ryan Spillett, Director Capital Projects, Capital Management Branch
Michael Nyikes, Director Capital Programs & Policies Unit, Capital Management Branch
Damien Crowell, Planning Officer, Capital Management Branch
Lesley Ballman, Regional Director, Capital Management Branch
Hailley Honcharik, Planning Officer, Capital Management Branch

Schedule B.2.....
of the
Administrative Memorandum

Meeting Date: April 24, 2018 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **2018/19 Budget Consultation Update and Board Direction**

Narration:

At its November 21, 2017 Public Meeting, the Board of Education approved the budget process for the 2018/19 Preliminary Annual budget. The five partner groups; North Vancouver Parent Advisory Council (NVPAC), North Vancouver Teachers' Association (NVTa), Canadian Union of Public Employees (CUPE Local 389), North Vancouver Administrators (NoVA), and District Student Leadership Council (DSLc) were invited to attend information sessions and participate in discussions about the 2018/19 Budget Priorities at the scheduled Finance and Facilities Standing Committee Meetings. The Board requested that the 2018/19 budget priorities be framed in the context of enhancing education for students and building capacity of staff to deliver high quality instruction. Further, participants were asked to consider the Strategic Goals and how the identified priorities relate to the Strategic Plan.

At the February 6, 2018 Finance and Facilities Standing Committee meeting, attendees were provided with the Budget development components for 2018/19, including historical and current revenues and expenses, budget timelines, operating grant and the three-year forecast. Participants and interested individuals were asked to provide their suggestions for the 2018/19 budget priorities by emailing the School District from February 7, 2018 through March 9, 2018.

On March 14, 2018, the Ministry of Education announced the Preliminary Operating Grants for school districts. The Stage 1 Classroom Enhancement Fund allocation was announced, at approximately 80% of the Teacher staffing, with the additional funding for all components of the CEF to be announced in mid to late May.

At the April 3, 2018 Finance and Facilities Standing Committee Meeting, an overview of the Preliminary Operating Grant and the updated Three-Year Operating Forecast was provided and partner groups presented their budget priorities. Attendees were asked to discuss and provide further input on their budget priorities for the 2018/19 Preliminary Operating Grant. From that process, five broad themes and sub-categories were identified as being in line with the Board of Education's Strategic Plan and, as a result, representative of the desired organizational focus. The Executive Committee has organized this input and offered recommendations within these five themes, for the Board's consideration, as identified in the attached Appendix A: *2018-19 Annual Budget Priorities – Executive Committee Recommendations*.

Attachment:

Appendix A: *2018-19 Annual Budget Priorities – Executive Committee Recommendations*

RECOMMENDED MOTION:

that the Board direct staff to proceed with the development of the 2018/19 Annual Budget incorporating the budget priorities recommended by the Executive Committee, as identified in Appendix A.

2018-19 ANNUAL BUDGET PRIORITIES EXECUTIVE COMMITTEE RECOMMENDATIONS

The public consultation process for input into budget priorities presented opportunities for Partner Groups and the public to identify and discuss their top budget priorities. From that process, five broad themes and sub-categories were identified as being in line with the Board of Education's Strategic Plan and as a result are representative of the desired organizational focus. The Executive Committee has organized this input and offered recommendations within these five themes for the Board's consideration.

1. EQUITY

A. CLASS SIZE AND COMPOSITION

Class size and composition is supported by the Classroom Enhancement Fund (CEF). For the 2018-19 fiscal, the CEF provides a Stage 1 funding estimate of \$5,760,397 for Teacher staffing, which is 80 percent of the anticipated allotment. A further funding allotment, based upon demonstrated utilization, is expected in early June 2018 and will include the Overhead Allocation funding. Remedy requirements will be determined at the end of September and funding finalized in October 2018, as per past practice.

- The CEF funding of \$5,760,397 equates to approximately 59 teachers, based upon the average Teacher salary in the 2017-18 Annual Amended Budget. This funding is to address enrolling Teachers. The 7.0 FTE Teachers identified in the Teachers' Collective Agreement to be utilized by the Special Needs School Committee is expected to be funded in early June.
- The Learning Improvement Fund – Support Staff for the 2018-19 fiscal is \$506,353 and provides 30 additional minutes per week for all Education Assistants working with students with special needs, as well as approximately 5 FTE Education Assistants.

It is recommended that class size and composition be supported through both the CEF and LIF Support Staff funding and, where available budget exists, additional staffing be provided. The restored language identifies the specifications that need to be met in both class size and composition.

B. RESOURCING ABOVE RATIO

Ratio Staffing is funded by the Operating Grant. CEF funding does not provide additional resources above the contractual ratios. The Board may wish to consider allocating additional resources to non-enrolling positions to support student learning. In the 2017-18 Budget, the Board enhanced non-enrolling ratio staffing by an additional 3.8 FTE through the reallocation of resources from other areas within the organization.

It is recommended that during the budget creation opportunities for enhanced, non-enrolling staffing be explored.

C. STAFFING

- The request for Education Assistants to work longer days (bell to bell) was analyzed in the 2017-18 school year and adjustments were made where possible. This approach will be reviewed to consider the impact upon school organization and flexibility of coverage. The required qualifications of Education Assistants will also need to be considered.
- Staffing in classrooms requires consideration of the balance between the number of staff and capacity of staff to best support students.

It is recommended that Education Aides may be provided with longer hours where EA qualifications criteria and school flexibility needs are met. This would be done where it provides the best supports to the students and school environment, as per the 2017-18 fiscal.

D. RESOURCES

- This category is broad and may address many facets of the classroom and school. Equity funding is currently held at the District level to support school initiatives when funds are limited at the school level.

2. CULTURE, CLIMATE, AND SCHOOL ORIENTATION

School Planning and Development utilizes a process of appreciative inquiry and provides a focus on education, culture and climate within a school.

A. INVESTMENT IN PEOPLE

- Training and development opportunities continue to be an organizational focus in order to build capacity in all staff, at all levels of the organization. As initiatives or areas get identified, they will be addressed through in-service training or mentorship opportunities. Many of these initiatives are identified in other themes and categories within this document. Due to the challenges of the current TTOC shortage, the delivery of these opportunities have been shifted to outside of school hours.

It is recommended that staffing consideration be given to enhancing the Joint NVSD/NVTA Teacher Mentorship Program.

B. SCHOOL CLEANLINESS

- School Cleanliness includes consideration of Custodial staffing and organization that would improve overall cleanliness, staff engagement, and workload efficiencies.

It is recommended that the School Cleanliness Committee continue to be drawn upon to assist with the delineation of a multi-year project plan and that funding for planning and implementation of approved strategies be included in 2018-19 Preliminary Budget.

C. TEACHING SPACES AND CLASSROOM DESIGN

- The 21st Century learning environment is changing with the curriculum design. Space requirements are moving toward collaborative, learning communities that are more conducive to project based learning and student engagement and success.

It is recommended that consideration be given to renovations, modifications, and enhancements of school buildings and grounds in order to reflect a 21st Century learning environment design whenever feasible, through AFG funding.

D. TECHNOLOGY INFRASTRUCTURE

- The technology equipment and devices used by Students for educational purposes in the classroom requires a detailed analysis and understanding of the student centric technology needs in each school.
- The School District has replaced many aging buildings and upgraded others, however, the technology infrastructure (behind the walls) within school buildings has a much shorter useful life than the building life cycle. Providing functional technology for the classroom and office environment is a challenge that needs to be addressed through a multi-year, ongoing plan.

It is recommended that a process be designed that will lead to the development of a School Technology Plan template. Individual schools will utilize the template when developing a School Technology Plan that fits within their larger School Plan. Further, the School Technology Plan will assist Schools in defining a baseline level of technology to support Student learning and for future discussion in Budget 2019-20.

It is recommended that ICT develop a multi-year plan that will identify the necessary upgrades and related costs to bring aging infrastructures up to date. Funding for the development of the plan may be required.

E. DEFIBRILLATORS IN SCHOOLS

- Requests have been made regarding the installation of defibrillators in all Secondary Schools for the 2018-19 school year.

It is recommended that the cost and maintenance of defibrillators for Secondary Schools be explored for the 2018-19 school year.

F. ENGAGEMENT SURVEY

- The recent Employee Engagement Survey will provide information on opportunities for action. To ensure that the organization is able to develop a plan to move forward, funding will need to be considered.

It is recommended that funding continue to be put aside in the 2018-19 budget to continue with the implementation of strategies to address opportunities arising from the results of the Engagement survey. In addition, budget should be set aside to implement the second Employee Engagement Survey in January 2019.

G. EXEMPT WAGE INCREASES

- As the Provincial Government manages the removal of the wage freeze for Exempt Staff (all non-unionized staff), there has been an expectation that Boards of Education will fund the PSEC authorized increases. There is no indication that the Provincial Government will change that practice and there is a need to plan for modest increases in the 2018-19.

It is recommended that the 2018-19 budget include an estimate for salary and benefit increases for Exempt Staff that would fall within the PSEC guidelines.

3. ENHANCING CURRICULUM AND INSTRUCTION

A. ADMINISTRATORS

- Elementary Vice Principal workload was identified as an area requiring adjustment to allow for support to Teachers in the classroom and administrative time for Vice Principals. Support to Teachers was identified as an ongoing need, given the increased number of Teachers in the schools, many who may be in an earlier stage of their career.
- Principals and Vice Principals will need time and training opportunities to enable mentorship and support to teachers in the classroom.
- The CEF tracking requirements have generated significant time challenges upon the Administrative Teams in the Schools and limited the time they have to dedicate to teacher mentoring and support in the classroom.

It is recommended that the point time for Elementary Vice Principals be reviewed and adjusted to facilitate workload issues.

B. CURRICULUM TRAINING AND MENTORSHIP

- The 2018-19 BC Education Plan funding will be directed toward training and development in the redesigned curriculum and to support education transformation.
- New Teacher and TTOC training on the new curriculum has been identified as an opportunity to foster the growth of Teachers who have not had the benefit of training on the new curriculum.

It is recommended that the BC Ed Plan continue to address Ministry specified curriculum areas, and that additional funds be directed toward targeted curriculum training initiatives (such as: Teaching to Diversity, Mental Health training, Technology Support and Learning Support Teacher team development) in the 2018-19 Preliminary Budget.

C. CURRICULUM DESIGN AND RESOURCES

- Various initiatives to develop curriculum materials are undertaken by the Design Series, Summer Writing, and JEPIC, and funded through the base budget. Larger curriculum resources may be required in the 2018-19 fiscal and there may be a need for additional funding for these resources.
- Innovation Grants to schools may be an opportunity for individual schools to implement the new curriculum.

It is recommended that funding be set aside for curriculum resources.

4. COMPLEX LEARNERS

Addressing the needs of complex learners can be achieved through a wide variety of initiatives such as training, mentorship, and direct supports to students.

A. TRAINING & MENTORSHIP

For the past number of years, the following training initiatives have been funded:

- Principal and Vice Principal Training in the Popard Training in Autism and related disorders;
- Education Assistant Mentorship to build skill capacity of current Education Assistants.

It is recommended that these initiatives continue to be funded from the 2018-19 Operating Budget.

B. DIRECT SUPPORTS TO STUDENTS

- An earlier pilot project for Work Experience Coordinators identified the need for continued work in the area.
- Learning Support Teacher Team Development and Teaching to Diversity are two initiatives that have been identified for the School level that would provide in-service and support to Teachers, and enhance learning supports for students with complex needs.

It is recommended that funding and creative scheduling be identified to continue the initiatives brought forward in the 2017-18 Budget. This recommendation is also covered in 3.B, above.

5. SOCIAL, EMOTIONAL LEARNING

A. TRAINING

A number of initiatives related to mental health were previously identified and these initiatives continue to offer value and address need.

- Implementation of the CASEL Model for Social Emotional Learning, and Stan Kutcher's Positive Mental Health Initiative.

It is recommended that we continue to work with school district Counsellors and community agencies, as identified in the 2017-18 Budget, to identify and develop a shared framework and language of support for school aged children.

- Mental Health Training for Counsellors to support Students with Special Needs and developmental disabilities. This training may also be considered for all types of students.

It is recommended that the training with the Counsellors to build capacity continue and be expanded to include Learning Support Teachers and other staff.

It is recommended to maintain a financial commitment towards employee training in the Social Emotional Learning and Mental Health continuum:

- 1) Creating a sense of belonging for all students;
- 2) Teaching of SEL Skills;
- 3) Positive Mental Health Literacy; and
- 4) Integrated Mental Health.

B. INCREASED RESOURCES

Service delivery and programs for social, emotional, and mental health are in high demand. A review of the methods of delivery, particularly around mental health supports, could improve the overall utilization of resources. As well, there is a need to attract and retain qualified staff to provide supports to students.

It is recommended that continued support be provided for service delivery in programs for social, emotional, and mental health. It is further recommended that this initiative be viewed within a three to five year horizon.

Schedule B.3
of the
Administrative Memorandum

Meeting Date: April 24, 2018 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **Proposed Revised Policy 103: Board of Education – Policy Development**

Narration:

At the Public Board Meeting of February 20, 2018, it was recommended that the *Proposed Revised Policy 103: Board of Education – Policy Development* undergo further revision for clarify and the Board provided suggestions and edits.

Mark Pearmain, Superintendent, will introduce *Proposed Revised Policy 103: Board of Education – Policy Development*, as attached to this Administrative Memorandum of March 13, 2018.

Attachments:

Proposed Revised Policy 103: Board of Education – Policy Development

Proposed Revised Policy 103: Board of Education – Policy Development – Administrative Procedures (for information only)

Policy Review Process (Appendix)

RECOMMENDED MOTION:

that the Board of Education approve *Proposed Revised Policy 103: Board of Education – Policy Development*, as attached to this Administrative Memorandum of April 24, 2018.

103 Board of Education – Policy Development

Revised: September 25, 2001

Revised: October 24, 2007

Proposed Revised: April 24, 2018

Policy

One of the Board's primary functions is the establishment and monitoring of policy. The Board further believes that its policies are detailed expressions of intent and must be based upon the Board's own [statements of Mandate, Vision, and Values](#) (Trust, Respect, Responsibility and Collaboration). Board policies also reflect the community's views, represented by the elected trustees with input from stakeholder groups. Formal publication of Board policy is necessary in order that the community may hold the Board accountable.

Policies are adopted by the Board in order to take actions consistent with the School Act and its regulations, ministerial orders, other legislation, and the school district's [Strategic Plan](#). It is the responsibility of the Superintendent of Schools to establish a program of regular evaluation and consultation to review Board policies through the Policy Review Committee. The process of policy development and review shall include open and authentic communication between the Board and its students, staff, parents and other members of the community. This communication shall ordinarily proceed through the representatives on the Policy Review Committee.

Policies guide the actions of the Superintendent, who acts on the Board's behalf in monitoring the implementation of policies and administrative procedures.

Criteria for Exemplary Policy

The following are considered the criteria for exemplary Board policies:

- Policies prioritize enhancing student learning
- Policies are consistent with the Board's [statements of Mandate, Vision, and Values](#)
- Policies are developed in response to a real need and are the result of a comprehensive consultative process
- Policies are clearly written and are easily understood by those who reference them
- Policies are precise enough to give guidance, but broad enough to allow appropriate discretionary action
- Policies are current and up-to-date
- Policies are readily available and accessible to anyone who wishes to reference them
- Policies are deemed to be effective after regular review.

Policy Implementation

Following Board adoption of a policy, the Superintendent assumes responsibility for implementing the policy. The process of implementation will include the development of written administrative procedures, communication with affected groups, determination of any immediate actions required by the policy, and the establishment of long-term plans. The Superintendent will inform the Board of any changes to the administrative procedures. Administrative Procedures are not subject to approval/adoption by the Board.

A program of regular evaluation of the effectiveness of policies shall be undertaken by the Superintendent who will report findings to the Board from time-to-time.

Administrative Procedures

[Policy 103: Board of Education – Policy Development – Administrative Procedures](#)

Resources

[Policy 106: Statements of Mandate, Vision, and Values](#)

[North Vancouver School District - Vision, Values and Goals](#)

[North Vancouver Board of Education – 10-Year Strategic Plan](#)

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103 Board of Education – Policy Development

Proposed Revised: April 24, 2018

Administrative Procedures

Policy Review Committee

The Superintendent chairs the Policy Review Committee, which is comprised of two Board Trustees and two members from each of the stakeholder groups: CUPE Local 389, NVTa, North Vancouver Parent Advisory Council, North Vancouver Administrators, and District Student Leadership Council. Other members of the School District staff may be appointed to the committee by the Superintendent. The Superintendent may establish policy review sub-committees to develop draft policy for recommendation to the Policy Review Committee. The Policy Review Committee may be asked to consult with their respective stakeholder groups regarding draft policy. The workflow for new and revised policy may change due to imposed Government deadlines. When required, the Superintendent shall seek legal advice on the intent and wording as part of the policy development or review process.

Process for Policy Development/Review

The Board, Superintendent or stakeholder groups (through their representatives on the Policy Review Committee) identify an issue requiring policy development/review. The Board will review the request for policy development/review, taking into consideration the following:

- Is a policy required by legislation or regulation?
- Is the development of policy the appropriate response to an issue or set of circumstances?
- Is there a health or safety issue?
- Is there a program need?
- Is there an operational need?
- Is there an equity issue?
- Is there a community issue or need?
- Is there a governance issue?
- Are there financial implications?
- Is the issue important enough to warrant a policy statement?
- What are the implications of continuing with the status quo?
- What is the practicality or feasibility of developing a particular policy?
- Will the policy further the objectives of the Strategic Plan?

The Board will direct the Superintendent to develop/review policy through the Policy Review Committee. New/revised draft policy will be proposed to the Board at a Public Board Meeting. New/revised policy will be reviewed with the Policy Review Committee after one year.

Consultative Process

Upon receiving the draft proposed policy and prior to adopting the policy, the Board will undertake a consultative process which should be based upon the following principles:

- Consultation should involve all parties who can contribute to and/or are affected by the proposed policy
- Consultation should be characterized by openness, trust, integrity and mutual respect for the points of view of all participants
- Participants in a consultation process should be given clear mandates
- Appropriate resources should be provided to enable participants to contribute fully to the consultation

- The timelines for consultation should be clear so that participants can plan their involvement
- Consultation should be scheduled to allow full participation
- Consultation should not be used to affirm decisions already made
- Participants should be informed of the results of the consultation.

Policy development or review in accordance with legislated changes or ministerial orders shall be given high priority in order to meet the required deadline(s).

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Policy Review Process:

Policy Development/Review Considerations	Policy Workflow	Process for Updating the Board
<p>Government Legislated Changes/Ministerial Orders</p> <p>Board-initiated</p> <p>Recommended by Superintendent</p> <p>Brought forward by Policy Review Committee (through Stakeholder representatives)</p> <p>Review new/revised policy after one year</p>	<p>Superintendent assigns the work to staff or establishes a sub-committee</p> <p>Draft policy presented to Policy Review Committee</p> <p>Draft provided to Stakeholder groups for feedback (through Stakeholder representatives, time-permitting)</p> <p>Policy Review Committee reviews feedback</p> <p>Final Draft presented to Board at Public Board Meeting</p> <p>Policy is approved or returned to Policy Review Committee for further development</p>	<p>Superintendent provides updates to Trustees on current policy work (once per month at Trustee Seminars)</p> <p>Superintendent reviews the completed policies for the current year with Trustees (June Trustee Seminar)</p> <p>Superintendent reviews the policy workplan and priorities for the coming year with Trustees (June Trustee Seminar)</p>

Schedule C.1
of the
Administrative Memorandum

Meeting Date: April 24, 2018 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **Land Management**

Narration:

Updates on the Board's Land Management have been provided at each of the monthly Public Board Meetings.

Mark Pearmain, Superintendent of Schools, will present the attached *Land Management Update* (April 2018).

Attachment:

Land Management UPDATE – April 2018

Land Management Engagement Update

Argyle Secondary School:

The District is continuing to work through the tender process.

Handsworth Secondary School:

KMBR Architects Planners Inc. has been selected as the architect to design the new Handsworth Secondary School and is beginning the high level design process.

Lucas site:

There is no change in the status of the Lucas site.

Braemar site:

There is no change in the status of the Braemar site.

Cloverley site:

There is no change in the status of the Cloverley site.

Lower Lonsdale:

There is no update on the possibility of a "Lower Lonsdale" school.

Schedule C.2
of the
Administrative Memorandum

Meeting Date: April 24, 2018 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **Tuesday, April 3, 2018 Standing Committee Meeting**

Narration:

The Board will find attached a copy of the meeting summary from the April 3, 2018 Standing Committee Meeting.

Trustee Franci Stratton will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, April 3, 2018

BOARD OF EDUCATION STANDING COMMITTEE

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of April 3, 2018

Meeting Summary of the Board of Education's Standing Committee Meeting held at the Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, British Columbia, on Tuesday, April 3, 2018.

Meeting Attendance:

Trustees Forward, Gerlach, Higgins, Sacré, and Stratton were all in attendance.

Call to Order:

Standing Committee Chair Franci Stratton called the Standing Committee Meeting to order at 7:00 pm, thanking those in attendance for coming to engage with the School District. The traditional territorial lands of the Squamish Nation and Tsleil Waututh Nation were acknowledged, after which Trustee Stratton introduced Facilitation Consultant Dorli Duffy.

Budget Development:

Facilitator Dorli Duffy explained how the evening would progress, starting with a presentation from School District staff then moving into presentations from Partner Groups. It was noted that two of the five School District Partner Groups had prepared a presentation to share with the group.

Director of Financial Services, Kristen Watson, provided an overview of the Operating Grant, the Forecast to June 30, 2018 and the updated Three-Year Forecast. Ms. Watson provided information on the surplus remaining at year end.

Partner Group Presentations for 2018/19 Budget Priorities:

- [North Vancouver Administrators \(NoVA\)](#)
- [North Vancouver Teachers' Association \(NVTa\)](#)

Following the presentations, Ms. Duffy facilitated full table discussions of individual priorities, top ten priorities and top three priorities. The priorities were summarized and shared with the entire group.

Concluding the evening, Standing Committee Chair Stratton thanked all of those who participated in coming together to discuss the Budget Development.

The presentations can be found online: [Meetings & Minutes 2017/18](#)

Next Meeting:

May 6, 2018
Mountain View Room

Schedule C.3
of the
Administrative Memorandum

Meeting Date: April 24, 2018 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **Superintendent's Report**

Narration:

The Superintendent will provide an oral report on items of interest or concern to the Board not otherwise covered in the agenda.

Schedule C.4.....
of the
Administrative Memorandum

Meeting Date: April 24, 2017 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)**

Narration:

Trustees will provide an update on information related to BC School Trustees Association and BC Public Schools Employers' Association.

Schedule ..C.5....
of the
Administrative Memorandum

Meeting Date: April 24, 2018 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): Trustees' Reports

Narration:

The Chair will call for reports from Trustees on their activities on behalf of the Board.

**Schedule ...D.....
of the
Administrative Memorandum**

Meeting Date: April 24, 2018

☒ **Board**

☐ **Board, in camera**

**Topic (as per the
Memorandum):** Future Meetings

Narration:

Date and Time	Event	Location
Tuesday, May 8, 2018 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, May 22, 2018 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, June 19, 2018 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

All meetings will take place on the 5th floor in the Mountain View Room, unless otherwise noted.

Pedestrian Access: Main West Entrance at 2121 Lonsdale Avenue, proceed by elevator to 5th Floor.

Vehicle Access: Parkade Entrance off West 21st Street and Lonsdale Avenue, park on Level P1 and proceed by elevator to 5th floor.

**Schedule ...E.....
of the
Administrative Memorandum**

Meeting Date: April 24, 2018 ☒ **Board** ☐ **Board, in camera**

Topic (as per the Memorandum): **Public Question & Comment Period**

Narration:

In accordance with Board Policy 104: Board of Education – Meetings; twenty (20) minutes will be provided at the end of a regular Board meeting during which attendees may provide comments or ask questions of the Board on business conducted during that meeting or on any matter pertaining to the School District. The Chair may defer a response if a question cannot be answered at that time.

In accordance with Board policy, questions relating to personnel, negotiations or litigation must not be dealt with in a public session.