

ADMINISTRATIVE MEMORANDUM

Meeting Place:

Education Services Centre
2121 Lonsdale Avenue
Mountain View Room – 5th Floor
North Vancouver, British Columbia

Format and Date:

PUBLIC BOARD MEETING
Tuesday, November 15, 2022
Oath of Office at 7:00 pm
Inaugural Board Meeting at 7:30 pm
(special time)

		Estimated Completion Time
A.	Call to Order	
	Following the Oaths of Office and Allegiance, the Secretary Treasurer will call the meeting to order and act as Chair for agenda items A.1. to A.3.	7:30 pm (approx.)
A.1.	Acknowledgments	7:30 pm
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	7:35 pm
A.3.	Election of a Board Chair	7:40 pm
A.4.	Election of a Board Vice Chair	7:45 pm
A.5.	Approval of Minutes (that the minutes of the Public Meeting of September 20, 2022 be approved as circulated)	7:50 pm
A.6.	Public Questions/Comments *	7:40 pm
A.7.	Educational Presentation: Grade 8 Retreat at Cheakamus	7:50 pm
B.	Action Items	
B.1.	Election to British Columbia School Trustees Association (BCSTA) Provincial Council and to BC Public School Employers' Association (BCPSEA)	8:00 pm
C.	Information and Proposals	
C.1.	Enrolment Update	8:10 pm

* 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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	Estimated Completion Time
C.2 Organization of Classes Report - 2022/23	8:20 pm
C.3 Land Management - Written Update	8:25 pm
C.4 Tuesday, October 4, 2022 Standing Committee Meeting	8:30 pm
C.5 Superintendent's Report	8:40 pm
C.6 Report Out – British Columbia School Trustees Association and BC Public School Employers' Association	8:45 pm
C.7 Trustees' Reports/Highlights	8:55 pm
D. Future Meetings	9:00 pm
E. Public Question & Comment Period	9:00 pm
F. Adjournment	9:00 pm

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

Schedule A.3
of the
Administrative Memorandum

Meeting Date: November 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Election of a Board Chair**

Narration:

The Board is required by its [Policy 104: Board of Education - Meetings](#) to elect one of its members to be Chair of the Board. Under the authority of [Policy 101: Board of Education - Role and Function](#) and Section 67 (4) of the *School Act*, the election of a Chair shall generally adhere to the following standard format:

- (i) call for nominations for the position of Chair of the Board for the term commencing November 15, 2022 and ending November 30, 2023, or until a successor has been elected;
- (ii) declare the Chair elected if there is only one nomination;
- (iii) if there is more than one nomination, appoint two scrutineers and conduct an election by ballot;
- (iv) announce the successful candidate; and,
- (v) if necessary, call for a Board resolution authorizing the destruction of the ballots.

Secretary Treasurer Jacqui Stewart will call for nominations for the position of Chair of the Board for the term commencing November 15, 2022 and ending November 30, 2023, or until a successor is elected.

Schedule A.4
of the
Administrative Memorandum

Meeting Date: November 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Election of a Board Vice Chair**

Narration:

In keeping with Section 67 (4) of the *School Act* and as required by Board [Policy 101: Board of Education - Role and Function](#), the Chair will conduct the election for a Vice Chair for the term commencing November 15, 2022 and ending November 30, 2023, or until a successor has been elected. The Chair will adhere to the format used to elect the Chair.

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, September 20, 2022.

PRESENT: K. Mann, Chair
L. Munro, Vice Chair
C. Gerlach
C. Sacré
M. Tasi Baker
G. Tsiakos

REGRETS: M. Higgins

A. Call to Order

Board Chair Kulvir Mann called the meeting to order at 6:30 p.m. and acknowledged the traditional territorial lands of the Sk̓wx̓wú7mesh (Squamish) Nation and səliłwətaʔt̓ (Tseil-Waututh) Nation.

A.1. Acknowledgments

Chair Mann opened the meeting by welcoming back everyone for the new school and extended appreciation to all school district staff for the preparations for the return to school.

A.2. Approval of Agenda

Moved by C. Sacré

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

Seconded by M. Tasi Baker

Carried

A.3. Approval of Minutes

Moved by C. Gerlach

that the minutes of the public meeting of May 24, 2022, be approved as circulated.

Seconded by G. Tsiakos

Carried

A.4. Public Question/Comment Period

The twenty minute comment period is intended to be relevant to the Board's mandate.

There were no questions or comments received. .

A5. Educational Presentation: Inclusive Education

Dr. Pius Ryan, Superintendent welcomed Janis Mann, District Principal of Inclusive Education and Amelia Poitras, District Vice Principal of Inclusive Education. The presentation provided highlights from 2021/22 and key goals and action for 2022/23 for Inclusive Education.

The presenters responded to Trustees' questions.

B.1. Audited Financial Statement for the Year Ended June 30, 2022

Secretary Treasurer Jacqui Stewart introduced Lenora Lee, Partner at KMPG to represent the Auditor's report for the draft audited financial statement for the fiscal year ending June 30, 2021. Ms. Lee noted that the auditor's work is substantially completed and resulted in clean and unqualified opinion on the draft financial statements.

Helena Drury provided highlights from the actual results including total operating revenues from all sources at \$166.7 million and total expenses were \$164.9 million, resulting in a surplus of \$1.8 million. After capital asset purchases and transfer to Local Capital Fund were included, this resulted in a deficit of \$2.0 million. Within the Operating Surplus of \$9.3 million, the unrestricted balance is \$2.9 million or 1.8% of the budgeted operating expenses. Results from the special purpose and capital funds were also provided, and further detailed in the Management Discussion and Analysis Report for 2021/22.

Staff responded to questions about the minimum target balance for the unrestricted accumulated operating surplus.

Moved by C. Sacré

that the Board approve the Internal Restrictions of Accumulated Surplus included within the Draft Consolidated Audited Financial Statements for the year ended June 30, 2022 (as detailed in note 14 of the Draft Consolidated Financial Statements); and,

that the that the Board approve the Draft Consolidated Audited Financial Statements for the year ended June 30, 2022.

Seconded by M. Tasi Baker

Carried

B.2. Framework for Enhancing Student Learning – Submission Approval

Dr. Ryan Superintendent introduced Chris Atkinson, Assistant Superintendent to speak to the report on the Framework for Enhancing Student Learning. Mr. Atkinson highlighted that this was year one of the report, building on the first year plan. Mr. Atkinson provided context for the Framework report and the interdependent elements such as the Strategic Plan, school planning, the Family of Schools Model and the school district's educational priorities that support improving outcomes and the equity of outcomes. The presentation builds upon the review of the results at the Standing Committee meeting on September 13, 2022.

Mr. Atkinson responded to questions regarding the report.

Moved by C. Gerlach

that the Board approve the North Vancouver School District Framework for Enhancing Student Learning Report for the school year ended June 30, 2022.

Seconded by C. Sacré

Carried

A short break was observed.

C.1. Summer Learning Update

Superintendent Ryan introduced Jennifer Tieche, District Administrator and Diana Morris of the Summer Learning team to provide an overview and update on the Summer Learning Program.

The presenters responded to Trustees' questions.

C.2. Committee Reports – Written Update

Audit Committee Chair Trustee Sacré thanked the out-going independent financial expert, John Hetherington and welcomed Roy Uyeno, retired Secretary Treasurer to the Committee.

C.3. Land Management - Written Update

A written update on current land management projects was included in the Board Agenda Package for information.

C.4. Tuesday, September 13, 2022, Standing Committee Meeting

A written update on Standing Committee Meeting was included in the Board Agenda Package for information.

C.5. Superintendent's Report (including COVID-19)

Superintendent Ryan started by recognizing staff across the school district for a successful school up and recognized numerous departments that contributed to the work completed over the summer. As part of his discussion, Dr. Ryan showed pictures that support the themes of connection, community and curiosity that will be the focus for this school year.

Dr. Ryan also spoke to accomplishments under the current Board of Education and responded to Trustee questions.

C.6. Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)

Trustee Mary Tasi Baker highlighted that the BCSTA Fall Academy will have a focus on governance.

Trustee Sacré shared that a tentative framework had been reached with CUPE.

C.7. Trustees' Reports/Highlights

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

- Meetings attended by Trustees included:
 - Public Board Meeting
 - In Camera Meetings
 - Trustee Seminar Meetings
 - Policy Review Committee Meeting
 - President's Council Meeting
 - AFK – Artist 4 Kids Committee Meeting
 - Board Chairs Meeting with BCSTA and Minister Whiteside

- Events attended by Trustees included:
 - NVSD Graduation Ceremonies
 - NVSD Superintendent's Luncheon
 - NVPAC Workshop – How to be Anti-Ableist
 - Argyle Secondary School PAC meeting
 - Blueridge Elementary – Pride Parade
 - Carson Graham Secondary School – Positive Ticketing Campaign Safety Blitz
 - Handsworth Secondary School – Positive Ticketing Campaign Safety Blitz
 - Norgate Elementary – Pow Wow Celebration
 - Ross Road School – pancake breakfast
 - Seycove Secondary School – Performance Learning Program year-end banquet
 - Sutherland Secondary PAC meeting and Positive Ticketing Campaign Safety Blitz
 - Tsleil-Waututh Nation Graduation Ceremony
 - City of North Vancouver & North Shore Pride Alliance – Pride Flag Raising Ceremony –
 - CYSAT Committee Meeting
 - CNV4ME Action Team Meeting
 - North Shore Immigrant Inclusion Partnership - Strategic Plan Feedback
 - North Vancouver District Public Library - Summer Reading Club Ceremonies

D. Future Meetings

Date and Time	Event	Location
Tuesday, October 4, 2022 at 7:00 p.m.	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, November 15, 2022 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, November 22, 2022 at 7:00 p.m.	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, December 6, 2022 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

It was noted that there is no business need for an October meeting; although should the need arise, a meeting can be scheduled.

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 9:49 p.m. and thanked those who attended.

Certified Correct:

Jacqui Stewart
Secretary Treasurer

Kulvir Mann
Chair, Board of Education

Date

Date

Schedule A.6
of the
Administrative Memorandum

Meeting Date: November 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Public Questions/Comments**

Narration:

Prior to the Public Board Meeting, members of the public can provide comments on items related to the agenda by emailing publiccomments@sd44.ca or calling 604-998-5100 and leaving a voice mail by no later than 1 p.m. on the day of the meeting. All input received by the specified time will be shared with Trustees electronically. The Chair will read out comments during the Public Questions/Comments at the beginning of the meeting; however, this agenda item has a time limit of 10 minutes.

The Board of Education will not respond to comments made during the Public Questions/Comments but may direct questions to staff. Members of the public wishing to discuss their concerns with Trustees or staff may contact them before and/or after the meeting, by telephone or e-mail.

Schedule A.7
of the
Administrative Memorandum

Meeting Date: November 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Educational Presentation: Grade 8 Retreat at Cheakamus**

Narration:

In September 2022, the Cheakamus Centre welcomed over 1,100 Grade 8 students and 181 student leaders for one and two day grade-wide retreats. This initiative was designed to promote community building and create a sense of belonging for Grade 8 students while emphasizing the importance of Place through an indigenous and environmental lens. The retreat was also initiated in response to the many missed educational experiences that students entering Grade 8 had experienced through the pandemic.

This was a significant district-wide undertaking as it represented the 1st overnight programming for the school district since March 2020. Building on the day program offerings that supported over 5,000 students from Grades 3-7 in 2021/22, the Grade 8 retreat had an excellent participation rate with 94% of Grade 8 students attending

Through a collaborative planning process between school and Cheakamus Centre staff, alignment with the goals from the Strategic Plan 2021-2031 included:

- Welcoming and Inclusive Culture
- Mental Health and Well-Being
- Environmental Stewardship

Conor McMullan, Director of Educational Programs will provide highlights of the Grade 8 Retreat at Cheakamus as part of the return to school in Fall 2022. .

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

Meeting Date: November 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Election to BC School Trustees Association (BCSTA) Provincial Council and to BC Public School Employers' Association (BCPSEA)**

Narration:

British Columbia School Trustees Association

The Board of Education is required to elect two Trustees to the British Columbia School Trustees Association (BCSTA) Provincial Council. One Trustee is to serve as the Board's representative and one Trustee is required to serve as an alternate.

BCSTA is a non-profit, voluntary organization dedicated to assisting boards of education in their key work: improving student achievement through community engagement. The key work concept, which BCSTA introduced in 1998, explains in straightforward terms what school trustees are elected to do, and how they do it. Information regarding the BCSTA Provincial Council can be found on the BCSTA website:

[Provincial Council - British Columbia School Trustees Association \(bcsta.org\)](http://bcsta.org)

BC Public School Employers' Association

The Board of Education is required to elect two Trustees to the BC Public School Employers' Association (BCPSEA) One Trustee is to serve as the Board's representative and one Trustee is required to serve as an alternate.

The [BC Public School Employers' Association](http://bcpssea.org) (BCPSEA) is the accredited bargaining agent for the province's 60 public boards of education, for unionized teaching and support staff in the British Columbia K-12 public education system.

Procedurally, the Board may elect its representatives as follows for each of the following four positions:

- British Columbia School Trustees Association Provincial Council representative and alternate
- British Columbia Public School Employers' Association representative and alternate

Procedure:

1. the Chair will call for nominations for the Board's representative to each of the respective organizations for the term of November 15, 2022 – December 31, 2023 or until a successor has been elected.
2. declare the representative elected if there is only one nomination.
3. if there is more than one nomination, appoint two scrutineers and conduct an election by ballot.
4. the Board Chair will announce the successful candidate.
5. repeat steps 1 to 4 for the Board's alternate representative to the organization.

Schedule ..C.1..
of the
Administrative Memorandum

Meeting Date: November 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Enrolment Update**

Narration:

Enrolment projections are prepared each spring to assist with the preparation of the Estimated Operating Grant funded by the Ministry which in turn informs development of the school district's operating budget and staffing levels. The enrolment projected for September 2022 was 15,491.50 full time equivalent (FTE) students. The projection was based on historical trends, local knowledge, and expected Kindergarten registration at all schools.

Actual enrolment is submitted to the Ministry at the end of September through the 1701 Report which includes student demographics and enrolments, course registration for Grades 10, 11 and 12 and course completion. The 1701 Reports are submitted four times per year: September 30 (or shortly thereafter), February, May and July.

The presentation to the Board of Education provides comparisons between the projected and actual enrolments for September 2022, as well as comparisons to prior years. The Enrolment Update, based on September results report total actual enrolment at 15,794.875 which is 303.375 FTE higher than the enrolment projection.

Assistant Superintendent Chris Atkinson will update the Board of Education on actual enrolments for Fall 2022.

Schedule C.2
of the
Administrative Memorandum

Meeting Date: November 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Organization of Classes Report – 2022/23**

Narration:

The requirement for reporting the Organization of Classes is no longer required by legislation or Ministry direction; however, the information contained within this report is useful for year to year comparison of class size and other demographic data within the North Vancouver School District. Since the Supreme Court of Canada's decision restored contract language on Class Size and Composition, the report has been modified to provide information that relates to the North Vancouver School District and North Vancouver Teachers' Association contract. The report will provide information on:

- General Student Enrolment information
- Supplemental Enrolment Information
- Review of Class Size Limits/Composition Requirements
- Class Size Average Comparison
- Combined Classes Comparison

The Organization of Classes Report 2022/23 will be presented by Assistant Superintendent Chris Atkinson and District Principal Mark James.

Schedule C.3
of the
Administrative Memorandum

Meeting Date: November 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Land Management - Written Update**

Narration:

Updates on the Board of Education's Land Management will be provided in writing at each of the monthly Public Board Meetings for information.

Attachment:

Land Management Update – November 2022

Land Management Update – November 15, 2022

Argyle Secondary School – Seismic Replacement

- No significant updates.
- All work related to the new school project is complete except:
 - Resolution of outstanding deficiencies is ongoing; and,
 - Ministry reporting to close out program is underway.
- Other projects to be completed:
 - New outdoor basketball practice area - tender documents are under development (project is sponsored by Argyle Secondary School);
 - New artificial turf field project (led by District of North Vancouver); and,
 - New outdoor sports court project (led by District of North Vancouver).

Handsworth Secondary School – Seismic Replacement

- No significant updates.
- Resolution of contractor deficiencies is on-going.
- Demolition of existing school is complete; recycling of demolition materials is underway.
- Final site improvements will be scheduled following demolition; scheduling is weather dependent.

Mountainside Secondary School – Seismic Upgrade

- Interior construction is completed and resolution of outstanding deficiencies is on-going.
- Completion and programming of lighting controls is pending delivery of hardware; anticipated by end of November.
- Water main upgrades in the front parking lot are nearing completion. Balance of paving is subject to completion of water main and weather dependent.

Cheakamus Centre's Environmental Learning Centre – Envelope Rehabilitation

- Contractor is completing outstanding items and resolving deficiencies.
- Final window test and building air tightness test are scheduled for November 12.
- Project completion is anticipated by end of November.

Cloverley Elementary School – New School

- Ministry of Education and Child Care requested further revisions to the Project Definition Report (PDR) to include a mass timber option.
- Architect is currently working on report revisions.
- Revised PDR will be submitted by November 10.

Lynn Valley Expansion Project

- Awaiting direction from Ministry of Education and Child Care.
- A Request for Proposals (RFP) is currently advertised to solicit costing for the architectural design team.

Lucas

- No change.

COVID – Facilities Update

- MERV 13 filters are replaced on regular scheduled dates at schools and site buildings.
- Updates on [Ventilation](#) by school was completed September 30.

Schedule C.4
of the
Administrative Memorandum

Meeting Date: November 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **October 4, 2022 Standing Committee Meeting**

Narration:

The Board of Education will find attached the meeting summary from the October 4, 2022, Education and Programs Standing Committee Meeting.

Trustee Linda Munro will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, October 4, 2022

**BOARD OF EDUCATION STANDING COMMITTEE
Education and Programs**

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of October 4, 2022

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, October 4, 2022.

Call to Order:

Standing Committee Vice Chair Linda Munro called the Education and Programs Standing Committee meeting to order at 7:00 pm, thanking those in attendance for participating with the School District. The traditional territorial lands of the Skwxwú7mesh (Squamish) Nation and səliłwətaʔt (Tsleil-Waututh) Nation were acknowledged.

Building Health, Resilient Communities:

Dr. Pius Ryan, Superintendent provided opening comments about the North Vancouver School District's commitment to the continuum of social emotional learning, which is integral to student and staff well-being and development. He highlighted that Mental Health and Well-being is one of the goals in the Strategic Plan 2021 – 2031.

Jeremy Church introduced the panel members and the guiding questions that informed the panelist's approach to their presentations. Panelists included:

- Dr. Alex Choi, Medical Health Officer, Vancouver Coastal Health
- Dr. Hasina Samji, Senior Scientist, BC Centre for Disease Control
- Jeremy Church, District Principal, Safe and Healthy Schools
- Sierra Lee, student representative

Following presentations, panel member members shared their observations on the presentations. The audience then participated in smaller group discussions and Jeremy Church facilitated the report out from table discussions. Concluding the evening, Vice Chair Munro provided closing comments.

The presentation can be found online: [2022/23 Public Meetings](#)

Next Meeting:

November 22, 2022

Schedule C.5
of the
Administrative Memorandum

Meeting Date: November 15, 2022 **Board** **Board, in camera**

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

Narration:

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

Schedule ...C.6....
of the
Administrative Memorandum

Meeting Date: November 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Report Out – British Columbia School Trustees Association and BC Public School Employers’ Association**

Narration:

Trustees will provide an update on information related to British Columbia School Trustees Association and BC Public School Employers’ Association.

Schedule C.7
of the
Administrative Memorandum

Meeting Date: November 15, 2022 **Board** **Board, in camera**

Topic (as per the Memorandum): **Trustees' Reports/Highlights**

Narration:

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

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

Meeting Date: November 15, 2022 **Board** **Board, in camera**

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

Narration:

Date and Time	Event	Location
Tuesday, November 22, 2022 at 7:00 p.m.	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, December 6, 2022 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, January 10, 2023 at 7:00 p.m.	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, January 17, 2023 at 6:30 p.m.	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.

**ScheduleE.....
of the
Administrative Memorandum**

Meeting Date: November 15, 2022 **Board** **Board, in camera**

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

Narration:

At the end of the Public Board Meeting, members of the public attending the meeting have an opportunity to obtain clarification concerning the meeting's proceedings. Those who are attending virtually can email publiccomments@sd44.ca or call 604-998-5100 and leave a voice mail. Questions and comments will be accepted until one hour after the adjournment of the meeting. Questions and comments submitted by email or phone will be circulated to the Board of Education.

The Board of Education can respond to comments, or ask staff to respond to comments, made during the Public Question & Comment Period.

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

During 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.