

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, February 17, 2015 at
7:00 pm

			Estimated Completion Time
A.	Call to Order		
A.1.	Chair Forward'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.	Public Comment Period		7:10 pm
A.4.	Approval of Minutes (that the minutes of the Public Meeting of January 20, 2015 be approved as circulated)	(no schedule)	7:15 pm
A.5.	Presentation – District Student Leadership Council Update		7:25 pm
B.	Action Items		
B.1.	School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for Fiscal Year 2014/15		7:45 pm
B.2.	Proposed Field Hockey Specialty Academy for 2015/16		7:50 pm
B.3.	Proposed Revised Policy 101: Board of Education – Role and Function		7:55 pm
B.4.	Proposed Revised Policy 303: Student Health Services and Medication Management		8:00 pm
B.5.	Proposed Revised Policy 804: Smoking on Board Premises		8:05 pm
B.6.	Notice of Motion – Board Confidentiality (C Gerlach)		8:15 pm

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

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Format and Date:

PUBLIC BOARD MEETING
Tuesday, February 17, 2015 at
7:00 pm

		Estimated Completion Time
(continued)		
B.7.	BCSTA Advocacy – Management and Exempt Staff Compensation	8:30 pm
B.8.	Consideration of City of North Vancouver Draft Official Community Plan	8:45 pm
C.	Information and Proposals	
C.1	Land, Learning & Livability Community Engagement - Update	8:50 pm
C.2.	Tuesday, February 3, 2015 Standing Committee Meeting	8:55 pm
C.3.	Out of Country Field Trips - Secondary	9:00 pm
C.4.	Superintendent's Report	9:05 pm
C.5.	Report Out - BC School Trustees' Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)	9:15 pm
C.6.	Trustees' Reports	9:25 pm
D.	Future Meetings	9:25 pm
E.	Public Question & Comment Period	9:45 pm
F.	Adjournment	(no schedule) 9:45 pm

Georgia Allison
Secretary Treasurer

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

Schedule A.3.....
of the
Administrative Memorandum

Meeting Date: February 17, 2015 ☒ Board ☐ Board, in camera

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

Narration:

In accordance with Board Policy 104: Board of Education – Meetings (June 23, 2010 revision), the Board provides a ten (10) minute public comment period as the first item of business after the adoption of the agenda. Speakers will be allocated a maximum of two (2) minutes each. The ten-minute comment period is intended to be restricted to items on the evening's Board Agenda and the Board will not respond to comments made during comment period. Members of the public wishing to discuss their concerns with Trustees should contact them after the meeting, by telephone or e-mail.

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, January 20, 2015.

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

A. Call to Order

Chair Forward called the meeting to order at 7:05 pm.

It was announced that there would be an individual video recording the meeting as per the motion passed on December 9, 2014 and with Board Chair authorization.

A.2. Approval of Agenda

Moved by F. Stratton

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

Seconded by S. Skinner

Following a request to include BC Public School Employers' Association (BCPSEA) and BC School Trustees' Association (BCSTA) – Report Out as Item B.7., the agenda was amended.

Moved by C. Gerlach

that the agenda be adopted as amended.

Seconded by J. Stanley

Carried

A.3. Public Comment Period

The ten-minute comment period is intended to be restricted to items on the evening's Board Agenda. The Chair requested that those wishing to speak should sign on the Public Comment Sign-Up Sheet.

An individual requested to speak on an item that was not on the agenda. The Chair advised that the ten-minute comment period is intended to be restricted to items on the evening's Board Agenda and because this item was not on the agenda, it would have to wait for the Public Question & Comment Period at the end of the meeting.

A.4. Approval of Minutes

A correction to the minutes of December 9, 2014 was requested in Section B.1. to add in the importance of Board transparency and to add in the distinction of 'carried' to the approved motion.

Moved by F. Stratton

that the minutes of the public meeting of December 9, 2014 be approved as amended.

Seconded by C. Sacré

Carried

A.5. National Indigenous Educator Award for Leadership - Recognition to Brad Baker, District Principal

John Lewis, Superintendent of Schools, introduced Brad Baker, District Principal, Aboriginal Education, Safe and Caring Schools.

The Superintendent informed the Trustees that Mr. Baker had recently received the National Indigenous Educator Award for Leadership in recognition of his dedication and leadership in First Nations Education. The Awards recognize Indigenous professionals and youth who demonstrate outstanding career achievement. They promote self-esteem and pride for Indigenous communities and provide outstanding role models for Indigenous youth.

The North Vancouver School District is proud to congratulate Mr. Baker on receiving the National Indigenous Educator Award for Leadership – a well-deserved recognition and honour.

Mr. Baker thanked Superintendent Lewis for his kind words, and thanked his parents, noting that both his mother and father were in attendance. He spoke of the leadership that the School District has shown, becoming a lighthouse for Aboriginal Education, and thanked the Board for its support.

A.6. Presentation to Outgoing Trustees Bayne and McGraw

John Lewis, Superintendent of Schools, acknowledged collective contributions from former Trustees Lisa Bayne and Mike McGraw and former Chair Franci Stratton as members of the Board, rather than as individuals. As a team, the Board enabled the North Vancouver School District to achieve a great deal, expanding the availability of best instructional practices and enriched curriculum, developing and promoting innovative and sustainable programs, encouraging the growth of collaborative, adaptive and personalized learning environments, nurturing an inspiring and healthy work environment, providing leadership in environmental education and sustainability practices and strengthening and expanding reciprocal community relations.

Superintendent Lewis thanked Ms. Bayne and Mr. McGraw for championing programs and initiatives to enhance the educational opportunities available and provided to students. As a token of appreciation, the former Trustees were presented with framed Artists for Kids Gallery prints of Ross Penhall's 'Reflected Corner.'

A.7. Presentation to Outgoing Board Chair Stratton

Superintendent Lewis thanked outgoing Board Chair Franci Stratton for an unprecedented term of four consecutive years, which was a period of significant challenge and tremendous change.

In his remarks, Superintendent Lewis noted, "the words of dedication, commitment, and leadership come to mind as descriptors of your time as Chair in championing all students at the centre of the Board's deliberations and decision making".

A framed Artists for Kids Gallery print of Arnold Shives' 'Lonsdale Mountain View' was presented to former Chair Franci Stratton in appreciation of her leadership to the Board of Education in her role as Chair for the period of 2010-14.

A.8. Presentation of Heritage BC Outstanding Achievement Award - Queen Mary Community Elementary Restoration and Reconstruction

On Friday, September 26, 2014, Queen Mary Community Elementary School received the 2014 BC Heritage Conservation Outstanding Achievement Award at Heritage BC's Annual Conference held in Cloverdale.

John Lewis, Superintendent of Schools, introduced Mark Thomson, North Vancouver School District Capital Project Manager, responsible for the Queen Mary Community Elementary School Heritage Restoration Project, to the Board of Education to acknowledge his significant contribution to the success of this project.

Queen Mary School is one of the most prominent buildings on the North Shore, serving students in the public school system for 100 years. The heritage restoration and reconstruction of Queen Mary began in mid-2011 and was completed in early 2014. The strategy for the restoration involved seismically upgrading and modernizing the school while maintaining and restoring the heritage exterior.

The Board thanked Mr. Thompson for the huge role he had in this successful project.

B.1. Board Committees and Trustee Representational Assignments (2015)

Chair Forward introduced this item and advised that, in accordance with [Policy 102: Board of Education – Committees and Representation](#), Trustees had met to discuss their preferences for committee appointments in the 2015 calendar year.

In discussion, Trustees brought up a District parents' collective, North Shore Safe Routes Advocates, and suggested that a conversation should be had with this group to determine if Trustee representation is desired. It was decided that further clarity was needed and information would be gathered and shared with Trustees at a later date.

Moved by F. Stratton

that the Board approve the Chair's appointments of Trustees and make the appointments effective January 20, 2015.

Seconded by S. Skinner

Carried

B.2. Windsor Secondary School Seismic Upgrade Capital Project Bylaw No. 116576

Secretary Treasurer Georgia Allison introduced this item, advising that at the Public Board Meeting of October 23, 2012, the Board confirmed a Five-Year Capital Plan for the 2012/13 year. The capital plan included a request for the Seismic Project at Windsor Secondary School. The Ministry of Education subsequently identified Windsor as an approved Seismic Project in April 2013. Since that time, the Ministry of Education and School District staff have been working to finalize the Project Agreement between the two parties.

The majority of Windsor Secondary has been seismically upgraded with the exception of a few remaining areas. The remaining scope of work for this project will focus on structural upgrades to Blocks 1 – Classrooms, Block 2 – Administration Services, and Block 8 – Science Classrooms. The total funding available for this project is \$5,026,759 which includes costs for Design Consultants, Environmental Reviews, Project Management services, Construction, Temporary Classrooms, equipment relocation, and contingencies for soils and hazardous materials.

Secretary Treasurer Allison invited Janson Ho, Director of Facilities and Planning, to the table to answer questions regarding the Windsor Secondary School Seismic Project. Responding to Trustees' questions, Mr. Ho clarified a timeline for the project, noting that design consultants are already on board with construction proposed to start this summer. In total, construction will take just over a year with two portables being used to allow temporary relocation of students and staff during that time.

B.2. Windsor Secondary School Seismic Upgrade Capital Project Bylaw No. 116576 (continued)

Trustees suggested that notification be provided to the District and City of North Vancouver and user groups of Windsor Secondary School facilities. Chair Forward thanked Mr. Ho for providing information and clarification towards the Windsor Secondary School Seismic Upgrade Capital Project.

Moved by C. Sacré

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 116576 be read a first time;

Seconded by F. Stratton

Carried

Moved by S. Skinner

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 116576 be read a second time;

Seconded by J. Stanley

Carried

The Board unanimously agreed to proceed to a third reading of the bylaw.

Moved by F. Stratton

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 116576 be read a third time, passed, and adopted.

Seconded by M. Higgins

Carried

B.3. Corporate Banking Services

Secretary Treasurer Allison introduced the following routine bylaw and resolutions as a consequence of a new Chair and Vice-Chair, as well as the change of Assistant Superintendent assigned signing authority.

(A) Bank of Montreal – Banking Bylaw 1-2015

Moved by F. Stratton

that Banking Bylaw Number 1-2015 be read a first time;

Seconded by C. Sacré

Carried

Moved by J. Stanley

that Banking Bylaw Number 1-2015 be read a second time;

Seconded by C. Sacré

Carried

The Board unanimously agreed to proceed to a third reading of the bylaw.

Moved by F. Stratton

that Banking Bylaw Number 1-2015 be read a third time, passed, and adopted.

Seconded by C. Sacré

Carried

(B) Toronto-Dominion – Resolution re: Bankers and Signing Officers

Moved by C. Sacré

that the Toronto-Dominion Bank Resolution re: Bankers and Signing Officers as per Schedule B.3.(B). be approved.

Seconded by J. Stanley

Carried

B.3. Corporate Banking Services (continued)

(C) Blue Shore Financial – Resolution re: Bankers and Signing Officers

Moved by J. Stanley

that the Blue Shore Financial Bank Resolution re: Bankers and Signing Officers as per Schedule B.3.(C). be approved.

Seconded by M. Higgins

Carried

B.4. Report on the Budget 2015 Consultations - Select Standing Committee on Finance and Government Services

Superintendent Lewis introduced this item, sharing specific conclusions and recommendations that were drawn from, and in response to, the [Report on the Budget 2015 Consultations](#) by the Select Standing Committee on Finance and Government Services dated November 14, 2014.

After Trustee clarification, it was explained that the level of funding for public education is not being met, citing special needs programming and aging facilities as examples within the School District. The North Vancouver School District's [Superintendent's Report on Student Achievement](#) for 2014/15 states, "The provincial grant available to the Board of Education has been insufficient to sustain service levels to students". Trustees proposed that the Board write a letter to the Ministry of Finance, acknowledging the conclusions and recommendations. It was suggested that the letter include specific North Vancouver School District budgeting challenges to make it more applicable.

Moved by J. Stanley

that the Board of Education write a letter to the Ministry of Finance acknowledging the Select Standing Committee on Finance and Government Services' First Report on the Budget 2015 Consultations' conclusions and recommendations and request the Ministry of Finance accept and implement the Report Recommendations 24, 25, 27, 28, and 40 regarding public education.

Seconded by S. Skinner

Carried

B.5. 2015/16 Operating Budget Development Consultation Process

Georgia Allison, Secretary Treasurer, introduced this item by reporting that the Board is in a stable financial position at this time and foresees that the 2015/16 Operating Budget will be a budget with no anticipated need for reductions.

The Secretary Treasurer noted that at this time every year, a budget consultation framework is developed in preparation of the Annual Budget. The proposed process involves the Board inviting its five partner groups: North Vancouver Parent Advisory Council (NVPAC); District Student Leadership Council (DSLCC); North Vancouver Teachers' Association (NVTAA); Canadian Union of Public Employees (CUPE Local 389); and North Vancouver Administrators' Association (NoVA); and the public to attend budget information and discussion sessions that will provide opportunities for their input.

As required by Section 11 of the *School Act*, the Board's 2015/16 Budget Bylaw must be developed and adopted on or before June 30th of the current fiscal year. The following process and timelines were proposed for the 2015/16 Budget Development Process:

1. February 3, 2015 – Public Standing Committee Meeting – Finance and Facilities
 - Staff presentation and discussion of issues and opportunities related to building the budget
2. March 3, 2015 – Public Standing Committee Meeting – Finance and Facilities
 - Partner Group Presentations regarding Budget Priorities
 - Review and discussion of budget priorities and provide input on top priorities

B.5. 2015/16 Operating Budget Development Consultation Process (continued)

3. March 31, 2015 – Deadline for submission of comments via the website
4. April 7, 2015 – Public Standing Committee Meeting – Finance and Facilities
 - Review of the Ministry of Education’s March 15th Preliminary Grant announcement
 - Review of the current 2014/15 Forecast to June 30, 2015
 - Large group discussion of budget priorities
5. April 21, 2015 – Public Board Meeting
 - Executive Summary presentation of suggested priorities, adjustments and improvements proposed by the Board’s partner groups and the public for inclusion in the 2015/16 Annual Budget
6. May 26, 2015 – Public Board Meeting
 - 2015/16 Annual Budget Bylaw presented for approval and adoption by the Board

Discussion surrounding the 2015/16 Operating Budget Development Consultation Process lead to the Trustees requesting that a “needs” budget be submitted in addition to the 2015/16 budget to identify areas that would most benefit from additional funding.

Moved by F. Stratton

that the Board of Education approve the proposed process and timelines identified within Board Schedule B.5. for the development of the 2015/16 Budget.

Seconded by C. Sacré

An amendment to the motion was introduced to include additional notification.

Moved by S. Skinner

... and further, and in conjunction to this, that the Board develop a needs budget in consultation with our partner groups for advocacy purposes.

Seconded by M. Higgins

Carried

The main motion as amended was adopted and carried, with the final wording being as follows:

Approved Motion with Amendment

that the Board of Education approve the proposed process and timelines identified within Board Schedule B.5. for the development of the 2015/16 Budget; and further, and in conjunction to this, that the Board develop a needs budget in consultation with our partner groups for advocacy purposes.

Carried

B.6. Board of Education Access to Information

Secretary Treasurer Allison introduced this item, stating that the Board of Education is contemplating a motion that would enable Trustees to be fully informed and have easy access to facts and documents, and increase information sharing and transparency. Further documentation was provided to Trustees only, to supplement this motion, which resulted in the motion being tabled.

Moved by M. Higgins

that the main motion be tabled.

Seconded by F. Stratton

Carried

C.1. School Calendar

Superintendent Lewis introduced this agenda item and invited Assistant Superintendent Mark Pearmain, Chair of the School Calendar Steering Group, to the table. Assistant Superintendent Pearmain provided the Board with an update on the status of the steering group's work this year and a review of the timelines and steps required to complete and approve school calendars for 2015/16 and 2016/17.

Assistant Superintendent Pearmain stated that the design and establishment of school calendars is the responsibility of each individual school district. Districts have the flexibility to determine their own schedules of instructional and non-instructional dates within which they must deliver a prescribed minimum number of instructional minutes. School districts are required to establish calendars within the timelines specified in the legislation and to provide opportunity for input from employees and parents of students at a minimum of 30 days. The plan is to provide calendars to the public at an early date for ample time to receive results. Comments on the draft 2015/16 and 2016/17 School Calendars will be shared with the Board of Education and the School Calendar Steering Group for their consideration. Once approved by the Board of Education, school calendars must be submitted to the Ministry of Education for compliance review.

Concluding his update, Assistant Superintendent Pearmain advised that he would be presenting calendars for Board approval at the March 24, 2015 Public Board Meeting. Finally, he acknowledged the open and constructive dialogue that has taken place and thanked all of those who have been a part in this process.

Trustees expressed their appreciation to Assistant Superintendent Pearmain and the School Calendar Steering Group for the work they have done.

C.2. Land, Learning & Livability Community Engagement – Update

John Lewis, Superintendent of Schools, introduced this agenda item and provided highlights of the community engagement process and progress related to Monteray and Ridgeway Annex. This update also makes reference to the Board's efforts related to its request to the Ministry of Education to proceed with Argyle as a full replacement project, rather than the approved Seismic Project.

Trustees agreed that another letter requesting a meeting be written to the Ministry regarding Argyle Secondary Capital Project. They noted that it is important to remind the Ministry that Argyle is top priority and that a meeting is imperative to move forward with this project.

C.3. Thursday, January 15, 2015 Standing Committee Meeting

Christie Sacré, Chair of Towards the Future for Schools Standing Committee, reported on the Transitions 7/8 Programs Evening Curriculum Implementation Meeting, which took place at Sutherland Secondary School and was very informative and well attended. The information meeting focused on student transition from Grades 7 to 8 and the enhanced programs available in North Vancouver School District. Enhanced program staff and students from the programs manned information booths to allow students and parents the opportunity to meet and discuss the various programs. Trustee Sacré thanked all the presenters and administrators who attended to help inform the public as to what is offered in the District's public schools.

C.4. 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:

- Carson Graham Secondary School – field trip to Australia and New Zealand (March 5-22, 2015)
- Sutherland, Argyle, Handsworth Secondary School – field trip to Nepal (March 11-April 4, 2015)

C.5. Superintendent's Report

Superintendent Lewis noted that the following items are included in the Superintendent's Blog (<http://blog44.ca/superintendent>):

- Aboriginal Success Story
- School Choirs perform at the Education Services Centre
- New Year's greetings from the Chair and the Superintendent
- Curriculum Implementation Day – January 9, 2015

C.6. Trustees' Reports

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

1. Meetings attended by Trustees included:
 - Public Board meeting
 - Trustee Seminar/In Camera meetings
 - Artist for Kids Management Committee meeting
 - BCSTA Finance Committee meeting
 - Policy Review Committee meeting
 - Class Acts Planning meeting
2. Events attended by Trustees included:
 - President's Council Dinner
 - Transitions 7/8 Programs Evening Curriculum Implementation
 - North Vancouver Recreation & Cultural Commission Christmas party

Notice of Motion

Trustee Gerlach advised that she had a notice of motion for addition to the February 17, 2015 Public Board Agenda. The notice of motion was received during the Trustees' Reports.

MOTION

That the Board request the Secretary Treasurer to initiate an investigation regarding the breach of in camera of the Superintendent's contract and that the Secretary Treasurer provide to the Board of Education recommendations on best practices on how to deal with breaches of in camera no later than the June public board meeting.

D. Future Meetings

Date and Time	Event	Location
Tuesday, Feb 3, 2015 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, Feb 17, 2015 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, Mar 3, 2015 4:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, Mar 24, 2015 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.

At this point, Chair Forward invited Les Murata to the table. Mr. Murata, who resides in North Vancouver and is a representative of CUPE Local 389, asked for clarification as to why the North Vancouver School District (NVSD) waste management contract was awarded to Progressive Waste Solutions instead of staying within the District. Mr. Murata wanted to address how this change could affect the local community and noted that CUPE Local 389 Executives would be looking into this matter.

Superintendent Lewis acknowledged that in keeping with NVSD policies and procedures, a Request for Proposal (RFP) went out in May 2014, and unfortunately the District of North Vancouver waste management couldn't reply to the multi-jurisdiction services that were required.

Karen Nordquist, Vice-Chair of the NV Parent Advisory Council, spoke as a representative of North Shore Safe Routes Advocates, following up from an earlier conversation in the meeting regarding Board Committees and Trustee Representational Assignments for 2015. She provided clarity for a potential Trustee liaison, advising that the Safe Routes Advocates would be delighted to have a Trustee liaison as part of the group.

F. Adjournment

The established agenda being completed, the Chair adjourned the meeting at 9:30 pm and thanked those who attended.

Certified Correct:

Georgia Allison
Secretary Treasurer

Barry Forward
Chair, Board of Education

Date

Date

Schedule A.5.....
of the
Administrative Memorandum

Meeting Date: February 17, 2015 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **Presentation – District Student Leadership Council Update**

Narration:

The District Student Leadership Council (DSLC) was established in 2005 and is guided by Board *Policy 411: Student Leadership Council*. The DSLC has described itself as the “place where likeminded students are able to come together and voice an opinion on what is going on in the school environment around us” and draws its membership from all secondary schools in the North Vancouver School District. The entire Council meets regularly to discuss relevant issues, ideas and areas of concern regarding students’ education. Student representatives from the DSLC sit on District committees and, as a partner group, attend Board of Education public meetings with a mandate to present and provide a student voice on important issues.

The DSLC is supported and mentored by the following North Vancouver School District Administrators: Brenda Bell, Principal, Cove Cliff Elementary School; Greg Hockley, Vice-Principal, Argyle Secondary School; Cary Hungle, Principal, Queensbury Elementary School; and Justin Wong, Vice-Principal, Handsworth Secondary School.

At a recent DSLC Council meeting, members expressed their interest in having additional opportunities to speak to Trustees, Executive and educational leaders and provide an update on their activities as well as discussion items considered at their general meetings.

John Lewis, Superintendent of Schools, is pleased to introduce this evening's presentation by District Student Leadership Council members to highlight activities that have occurred in the first half of the 2014/15 school year.

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

Meeting Date: February 17, 2015 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for Fiscal Year 2014/15**

Narration:

This evening, the Board is being asked to adopt an Amended Annual Budget Bylaw for Fiscal Year 2014/15. Section 113 of the *School Act* provides the authority for a Board to amend its annual budget bylaw. The Amended Budget is the final budget for the 2014/15 fiscal year and includes numerous budget variations that have taken place since the adoption of the 2014/15 Preliminary Budget on May 27, 2014.

In the Amended Budget, the Board has increased its revenue budget by \$5,726,495 since the adoption of the Preliminary Budget in May 2014. The increase is primarily due to the recognition of the accounting gain on the sale of Keith Lynn and increased International tuition fees. The Operating Grant increased by \$1,313,531 which was offset by strike savings of \$4,513,182. \$1,703,634 of the operating surplus is used to balance the budget.

Total expenditures have also decreased by \$872,543. This is largely attributed to savings related to teacher job action.

Supporting Schedules 2, 3, and 4 provide details of the Operating, Special Purpose, and Capital Funds, respectively.

The Total Budget Bylaw amount is \$161,154,672 and the overall budgeted surplus is \$2,263,914.

Attachment:

Amended Annual Budget School District No. 44 (North Vancouver) June 30, 2015
(includes Amended Annual Budget Bylaw for Fiscal Year 2014/15 on page 3 of the Amended Budget)

RECOMMENDED MOTION:

that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2014/15 be read a first time;

that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2014/15 be read a second time;

that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2014/15 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.

Amended Annual Budget

School District No. 44 (North Vancouver)

June 30, 2015

School District No. 44 (North Vancouver)

June 30, 2015

Table of Contents

Bylaw	1
Amended Annual Budget - Revenue and Expense - Statement 2	2
Amended Annual Budget - Changes in Net Financial Assets (Debt) - Statement 4	4
Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund - Schedule 1	5
Amended Annual Budget - Operating Revenue and Expense - Schedule 2	6
Schedule 2A - Amended Annual Budget - Schedule of Operating Revenue by Source	7
Schedule 2B - Amended Annual Budget - Schedule of Operating Expense by Source	8
Schedule 2C - Amended Annual Budget - Operating Expense by Function, Program and Object	9
Amended Annual Budget - Special Purpose Revenue and Expense - Schedule 3	11
Schedule 3A - Amended Annual Budget - Changes in Special Purpose Funds	12
Amended Annual Budget - Capital Revenue and Expense - Schedule 4	14

*NOTE - Statement 1, Statement 3, Statement 5 and Schedules 4A - 4D are used for Financial Statement reporting only.

AMENDED ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) (called the "Board") to adopt the Amended Annual Budget of the Board for the fiscal year 2014/2015 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Amended Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2014/2015.
3. The attached Statement 2 showing the estimated revenue and expense for the 2014/2015 fiscal year and the total budget bylaw amount of \$161,154,672 for the 2014/2015 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 1 to 4 are adopted as the Amended Annual Budget of the Board for the fiscal year 2014/2015.

READ A FIRST TIME THE 17th DAY OF FEBRUARY, 2015;

READ A SECOND TIME THE 17th DAY OF FEBRUARY, 2015;

READ A THIRD TIME, PASSED AND ADOPTED THE 17th DAY OF FEBRUARY, 2015;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 44 (North Vancouver) Amended Annual Budget Bylaw 2014/2015, adopted by the Board the _____ DAY OF _____, 2015.

Secretary Treasurer

School District No. 44 (North Vancouver)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	15,212,688	15,107,000
Adult	15,063	25,000
Other	0,125	129,625
Total Ministry Operating Grant Funded FTE's	15,227,875	15,261,625
Revenues	\$	\$
Provincial Grants		
Ministry of Education	129,087,559	129,265,546
Other	10,000	10,000
Federal Grants	3,500	3,500
Tuition	7,800,000	7,068,000
Other Revenue	10,540,598	10,319,598
Rentals and Leases	1,751,997	1,751,997
Investment Income	352,000	352,000
Gain (Loss) on Disposal of Tangible Capital Assets	4,943,148	
Amortization of Deferred Capital Revenue	5,479,127	5,470,793
Total Revenue	159,967,929	154,241,434
Expenses		
Instruction	128,541,059	129,614,672
District Administration	5,079,710	5,013,941
Operations and Maintenance	25,223,807	25,088,506
Transportation and Housing	503,073	503,073
Debt Services	60,000	60,000
Total Expense	159,407,649	160,280,192
Net Revenue (Expense)	560,280	(6,038,758)
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,703,634	2,784,291
Budgeted Surplus (Deficit), for the year	2,263,914	(3,254,467)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	2,263,914	(3,254,467)
Budgeted Surplus (Deficit), for the year	2,263,914	(3,254,467)

School District No. 44 (North Vancouver)

Statement 2

Amended Annual Budget - Revenue and Expense

Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	138,849,860	140,417,417
Operating - Tangible Capital Assets Purchased	1,010,000	280,000
Special Purpose Funds - Total Expense	10,652,405	10,092,692
Special Purpose Funds - Tangible Capital Assets Purchased	737,023	764,823
Capital Fund - Total Expense	9,905,384	9,770,083
Total Budget Bylaw Amount	161,154,672	161,325,015

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

School District No. 44 (North Vancouver)

Statement 4

Amended Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$
Surplus (Deficit) for the year	560,280	(6,038,758)
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,747,023)	(1,044,823)
From Deferred Capital Revenue	(2,454,920)	(2,454,920)
Total Acquisition of Tangible Capital Assets	(4,201,943)	(3,499,743)
Amortization of Tangible Capital Assets	9,905,384	9,770,083
Net carrying value of Tangible Capital Assets disposed of	1,527,482	
Write-down carrying value of Tangible Capital Assets	(1,527,482)	
Total Effect of change in Tangible Capital Assets	5,703,441	6,270,340
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	6,263,721	231,582

School District No. 44 (North Vancouver)

Schedule 1

Amended Annual Budget - Schedule of Changes in Accumulated Surplus (Deficit) by Fund
 Year Ended June 30, 2015

	Operating Fund	Special Purpose Fund	Capital Fund	2015 Amended Annual Budget
	\$	\$	\$	\$
Accumulated Surplus (Deficit), beginning of year	7,357,283		95,238,247	102,595,530
Changes for the year				
Net Revenue (Expense) for the year	(693,634)	737,023	516,891	560,280
Interfund Transfers				
Tangible Capital Assets Purchased	(1,010,000)	(737,023)	1,747,023	-
Net Changes for the year	(1,703,634)	-	2,263,914	560,280
Budgeted Accumulated Surplus (Deficit), end of year	5,653,649	-	97,502,161	103,155,810

School District No. 44 (North Vancouver)

Schedule 2

Amended Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	124,303,131	124,930,031
Other	10,000	10,000
Federal Grants	3,500	3,500
Tuition	7,800,000	7,068,000
Other Revenue	3,937,598	3,799,598
Rentals and Leases	1,751,997	1,751,997
Investment Income	350,000	350,000
Total Revenue	138,156,226	137,913,126
Expenses		
Instruction	117,973,654	119,606,980
District Administration	4,994,710	4,928,941
Operations and Maintenance	15,318,423	15,318,423
Transportation and Housing	503,073	503,073
Debt Services	60,000	60,000
Total Expense	138,849,860	140,417,417
Net Revenue (Expense)	(693,634)	(2,504,291)
Budgeted Prior Year Surplus Appropriation	1,703,634	2,784,291
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,010,000)	(280,000)
Total Net Transfers	(1,010,000)	(280,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Schedule 2A

Amended Annual Budget - Schedule of Operating Revenue by Source
Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	123,148,674	121,835,143
Strike Savings Recovery	(4,513,182)	
Other Ministry of Education Grants		
Pay Equity	2,966,046	2,966,046
Labour Settlement Funding	2,572,751	
Scorer Training / Marker Training	18,842	18,842
Adult Education (Education Guarantee)	20,000	20,000
Carbon Tax Refund	90,000	90,000
Total Provincial Grants - Ministry of Education	124,303,131	124,930,031
Provincial Grants - Other	10,000	10,000
Federal Grants	3,500	3,500
Tuition		
Summer School Fees	-	90,000
Offshore Tuition Fees	7,800,000	6,978,000
Total Tuition	7,800,000	7,068,000
Other Revenues		
Miscellaneous		
Cheakamus Centre	1,749,308	1,749,308
Reading 44 / Math 44 / ESC View Rentals	68,000	68,000
Band & Strings	508,375	508,375
Recoveries and Donations	181,500	181,500
Crossing Guards / School Meals / IEP	509,500	509,500
Artists for Kids	383,800	383,800
Academy Fees / BC Hydro Energy Program	537,115	399,115
Total Other Revenue	3,937,598	3,799,598
Rentals and Leases	1,751,997	1,751,997
Investment Income	350,000	350,000
Total Operating Revenue	138,156,226	137,913,126

School District No. 44 (North Vancouver)

Schedule 2B

Amended Annual Budget - Schedule of Operating Expense by Source
 Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$
Salaries		
Teachers	61,784,743	63,765,995
Principals and Vice Principals	8,385,035	8,385,035
Educational Assistants	11,949,167	11,949,167
Support Staff	11,081,922	11,014,621
Other Professionals	3,402,886	3,402,886
Substitutes	3,538,792	3,219,995
Total Salaries	100,142,545	101,737,699
Employee Benefits	24,938,558	25,165,161
Total Salaries and Benefits	125,081,103	126,902,860
Services and Supplies		
Services	6,592,456	6,484,456
Student Transportation	62,000	62,000
Professional Development and Travel	602,667	591,467
Rentals and Leases	55,000	55,000
Dues and Fees	59,100	59,100
Insurance	377,400	377,400
Interest	60,000	60,000
Supplies	3,653,134	3,518,134
Utilities	2,307,000	2,307,000
Total Services and Supplies	13,768,757	13,514,557
Total Operating Expense	138,849,860	140,417,417

School District No. 44 (North Vancouver)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2015

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	48,237,376	2,796,409	1,588,580	1,364,299		2,381,561	56,368,225
1.03 Career Programs	11,722		21,335	185,206		119,811	338,074
1.07 Library Services	1,641,062	41,925	193,701	132,126		65,000	2,073,814
1.08 Counselling	2,029,349					50,000	2,079,349
1.10 Special Education	6,241,896	303,958	9,431,275	489,913		588,175	17,055,217
1.30 English Language Learning	886,466					33,000	919,466
1.31 Aboriginal Education	435,174	104,813	382,226			12,077	934,290
1.41 School Administration		5,033,117		1,023,148		31,019	6,087,284
1.60 Summer School	293,483			40,767			334,250
1.62 Off Shore Students	1,950,226			86,256	88,475	43,000	2,167,957
1.64 Other	48,989			15,000	118,531	12,539	195,059
Total Function 1	61,775,743	8,280,222	11,617,117	3,336,715	207,006	3,336,182	88,552,985
4 District Administration							
4.11 Educational Administration					674,203		674,203
4.40 School District Governance					155,137		155,137
4.41 Business Administration		104,813		964,099	1,225,542	6,115	2,300,569
Total Function 4	-	104,813	-	964,099	2,054,882	6,115	3,129,909
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	9,000			52,590	756,657		818,247
5.50 Maintenance Operations				6,305,451	384,341	183,450	6,873,242
5.52 Maintenance of Grounds				404,025			404,025
5.56 Utilities							-
Total Function 5	9,000	-	-	6,762,066	1,140,998	183,450	8,095,514
7 Transportation and Housing							
7.70 Student Transportation			332,050	19,042		13,045	364,137
Total Function 7	-	-	332,050	19,042	-	13,045	364,137
9 Debt Services							
9.92 Interest on Bank Loans							-
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	61,784,743	8,385,035	11,949,167	11,081,922	3,402,886	3,538,792	100,142,545

School District No. 44 (North Vancouver)

Schedule 2C

Amended Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2015

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	56,368,225	14,912,199	71,280,424	3,268,951	74,549,375	76,034,928
1.03 Career Programs	338,074	49,189	387,263	212,500	599,763	393,513
1.07 Library Services	2,073,814	539,010	2,612,824	10,000	2,622,824	2,664,795
1.08 Counselling	2,079,349	562,557	2,641,906	24,500	2,666,406	2,718,307
1.10 Special Education	17,055,217	3,964,505	21,019,722	299,950	21,319,672	21,463,297
1.30 English Language Learning	919,466	247,979	1,167,445	10,500	1,177,945	1,200,617
1.31 Aboriginal Education	934,290	225,373	1,159,663	37,800	1,197,463	1,208,593
1.41 School Administration	6,087,284	1,311,453	7,398,737	128,200	7,526,937	7,526,937
1.60 Summer School	334,250	88,678	422,928	32,200	455,128	473,164
1.62 Off Shore Students	2,167,957	575,991	2,743,948	744,500	3,488,448	3,538,326
1.64 Other	195,059	21,578	216,637	2,153,056	2,369,693	2,384,503
Total Function 1	88,552,985	22,498,512	111,051,497	6,922,157	117,973,654	119,606,980
4 District Administration						
4.11 Educational Administration	674,203	130,421	804,624	229,000	1,033,624	1,033,624
4.40 School District Governance	155,137	23,845	178,982	104,100	283,082	283,082
4.41 Business Administration	2,300,569	504,835	2,805,404	872,600	3,678,004	3,612,235
Total Function 4	3,129,909	659,101	3,789,010	1,205,700	4,994,710	4,928,941
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	818,247	165,124	983,371	678,700	1,662,071	1,662,071
5.50 Maintenance Operations	6,873,242	1,451,939	8,325,181	2,142,100	10,467,281	10,467,281
5.52 Maintenance of Grounds	404,025	86,946	490,971	393,100	884,071	884,071
5.56 Utilities	-	-	-	2,305,000	2,305,000	2,305,000
Total Function 5	8,095,514	1,704,009	9,799,523	5,518,900	15,318,423	15,318,423
7 Transportation and Housing						
7.70 Student Transportation	364,137	76,936	441,073	62,000	503,073	503,073
Total Function 7	364,137	76,936	441,073	62,000	503,073	503,073
9 Debt Services						
9.92 Interest on Bank Loans	-	-	-	60,000	60,000	60,000
Total Function 9	-	-	-	60,000	60,000	60,000
Total Functions 1 - 9	100,142,545	24,938,558	125,081,103	13,768,757	138,849,860	140,417,417

School District No. 44 (North Vancouver)

Schedule 3

Amended Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2015

	2015 Amended Annual Budget	2015 Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	4,784,428	4,335,515
Other Revenue	6,603,000	6,520,000
Investment Income	2,000	2,000
Total Revenue	11,389,428	10,857,515
Expenses		
Instruction	10,567,405	10,007,692
District Administration	85,000	85,000
Total Expense	10,652,405	10,092,692
Net Revenue (Expense)	737,023	764,823
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(737,023)	(764,823)
Total Net Transfers	(737,023)	(764,823)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2015

Schedule 3A

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Metro Regional Implementation
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year		26,916	10,130	2,903,134				18,728	293,017
Add: Restricted Grants									
Provincial Grants - Ministry of Education	679,583	2,458,661			224,000	61,250	268,464	1,046,826	
Other				6,500,000					85,000
	679,583	2,458,661	-	6,500,000	224,000	61,250	268,464	1,046,826	85,000
Less: Allocated to Revenue	679,583	2,485,577	-	6,500,000	224,000	61,250	268,464	1,065,554	85,000
Deferred Revenue, end of year	-	-	10,130	2,903,134	-	-	-	-	293,017
Revenues									
Provincial Grants - Ministry of Education	679,583	2,485,577			224,000	61,250	268,464	1,065,554	
Other Revenue				6,500,000					83,000
Investment Income									2,000
	679,583	2,485,577	-	6,500,000	224,000	61,250	268,464	1,065,554	85,000
Expenses									
Salaries									
Teachers		1,565,403					31,106	178,857	
Educational Assistants		404,651						372,316	
Support Staff					149,628			45,151	
Substitutes							10,000		
	-	1,970,054	-	-	149,628	-	41,106	596,324	-
Employee Benefits		488,607			32,200		9,987	135,716	
Services and Supplies	242,560	26,916		6,200,000	42,172	61,250	217,371	333,514	85,000
	242,560	2,485,577	-	6,200,000	224,000	61,250	268,464	1,065,554	85,000
Net Revenue (Expense) before Interfund Transfers	437,023	-	-	300,000	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(437,023)			(300,000)					
	(437,023)	-	-	(300,000)	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Amended Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2015

Schedule 3A

	Violence Prevention	NVOS Special Projects	TOTAL
	\$	\$	\$
Deferred Revenue, beginning of year	19,071	3,625	3,274,621
Add: Restricted Grants			
Provincial Grants - Ministry of Education			4,738,784
Other	20,000		6,605,000
	20,000	-	11,343,784
Less: Allocated to Revenue	20,000	-	11,389,428
Deferred Revenue, end of year	19,071	3,625	3,228,977
Revenues			
Provincial Grants - Ministry of Education			4,784,428
Other Revenue	20,000		6,603,000
Investment Income			2,000
	20,000	-	11,389,428
Expenses			
Salaries			
Teachers			1,775,366
Educational Assistants			776,967
Support Staff			194,779
Substitutes			10,000
	-	-	2,757,112
Employee Benefits			666,510
Services and Supplies	20,000		7,228,783
	20,000	-	10,652,405
Net Revenue (Expense) before Interfund Transfers	-	-	737,023
Interfund Transfers			
Tangible Capital Assets Purchased			(737,023)
	-	-	(737,023)
Net Revenue (Expense)	-	-	-

School District No. 44 (North Vancouver)

Schedule 4

Amended Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2015

	2015 Amended Annual Budget			2015 Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Gain (Loss) on Disposal of Tangible Capital Assets	4,943,148		4,943,148	
Amortization of Deferred Capital Revenue	5,479,127		5,479,127	5,470,793
Total Revenue	10,422,275	-	10,422,275	5,470,793
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	9,905,384		9,905,384	9,770,083
Total Expense	9,905,384	-	9,905,384	9,770,083
Net Revenue (Expense)	516,891	-	516,891	(4,299,290)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,747,023		1,747,023	1,044,823
Total Net Transfers	1,747,023	-	1,747,023	1,044,823
Other Adjustments to Fund Balances				
District Portion of Proceeds on Disposal	(4,943,148)	4,943,148	-	
Total Other Adjustments to Fund Balances	(4,943,148)	4,943,148	-	
Budgeted Surplus (Deficit), for the year	(2,679,234)	4,943,148	2,263,914	(3,254,467)

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

Meeting Date: February 17, 2015 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **Proposed Field Hockey Specialty Academy for 2015/16**

Narration:

At the December 9, 2014 Public Board Meeting, District Principals Greg Milner and John McGowan provided the Board with an overview of a pilot Field Hockey Academy proposal.

The Board supported the recommendations, requesting that a report be provided to them at their March 24, 2015 Public Board Meeting identifying the host school site and the status of the appropriate School Planning Council (SPC) approvals for the introduction of the academy and for the academy fee amounts.

As there has been substantial progress with the implementation of the Field Hockey Academy, Superintendent Lewis has requested that District Principals Greg Milner and John McGowan share this information with the Board at the February 17, 2015 Public Board Meeting.

District Principals Greg Milner and John McGowan identified a number of school sites and contact was made with School Principals to determine the school's potential to be the host school for the Field Hockey Academy. After considering factors including school staffing, facilities availability, school location, and input from Field Hockey BC, Mr. McGowan met with the school administration at Sutherland Secondary School and the Physical Education Department to discuss the potential of Sutherland as host school. The PE Department and school administration agreed that they would be willing and able to support the Field Hockey Academy at Sutherland. Mr. Ray Bodnaruk, Principal of Sutherland Secondary, presented the proposal to staff at a Staff Meeting and presented to parents at the most recent Parent Advisory Committee Meeting.

Mr. Milner and Mr. McGowan met with Assistant Superintendent Mark Pearmain, and recommended that the host school should be Sutherland. This recommendation aligned with Field Hockey BC's recommendation that Sutherland Secondary be the host site. The Executive Committee provided its support to this recommendation and that it be advanced to the Board of Education for consideration.

Upon the Board of Education's confirmation of its desire to proceed with the Field Hockey Academy, final details with regards to a Joint Venture Agreement, registration, fee collection and programming will begin.

In accordance with School District [Policy 706: School Fees](#), final academy fee amounts will be established by the school principal, in consultation with the school staff and parents, as well as in discussion with the academy proponents. The academy proponent has already identified anticipated costs and preliminary fee estimates have been provided. The School Act affirms the authority of Boards of Education to charge fees to those students enrolled in specialty academies for the "direct costs incurred by the board in providing the specialty academy that are in addition to the costs of providing a standard educational program". Approval of the final fee amounts will be obtained from the School Planning Council, as is required by the School Act.

District Principals Greg Milner and John McGowan will respond to any questions from the Board of Education.

Schedule B.2 (continued)

Narration (continued):

RECOMMENDED MOTION:

that the North Vancouver School District, in partnership with Field Hockey British Columbia, proceed with the establishment of a Field Hockey Academy at Sutherland Secondary School for September 2015.

Schedule B.3
of the
Administrative Memorandum

Meeting Date: February 17, 2015 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **Proposed Revised Policy 101: Board of Education – Role and Function**

Narration:

On May 1, 2014, the Legislative Assembly of the Province of British Columbia passed [Bill 21 – 2014 Local Elections Statutes Amendment Act, 2014](#). *Bill 21* changed the term of office for trustees from three years to four years. As a result, Section 35 (1), *General School Election*, [BC School Act](#), was repealed and the following was substituted:

Elections of all trustees, to be known collectively as a general school election, must be held in the year 2014 and in every 4th year after that. [am 2014-21-96, effective May 29/14]

In accordance with the change to the *School Act*, *Proposed Revised Policy 101: Board of Education – Role and Function*, as attached to this Administrative Memorandum of February 17, 2015, is revised to reflect the current four year term of office. In addition, paragraph 2 of Policy 101 formerly paraphrased the [BC Statement of Education Policy Order \(Mandate for the School System\)](#). The paraphrasing was replaced with a direct quotation from the source document.

Proposed Revised Policy 101: Board of Education – Role and Function, and the accompanying Administrative Procedures, were presented to the School District's Policy Review Committee for its review at two scheduled meetings on November 24, 2014 and January 12, 2015. The Policy Review Committee included Trustees Cyndi Gerlach and Susan Skinner, representatives from the secondary and elementary school administrators (NoVA), the North Vancouver Teachers' Association (NVTa), the Canadian Union of Public Employees (CUPE Local 389), the North Vancouver Parent Advisory Council (NVPAC), and the Student Leadership Council (SLC). Based on feedback from the Committee, additional changes were made to *Proposed Revised Policy 101*.

John Lewis, Superintendent of Schools, will introduce *Proposed Revised Policy 101: Board of Education – Role and Function*, as attached to this Administrative Memorandum of February 17, 2015.

Attachment:

Proposed Revised Policy 101: Board of Education – Role and Function

Link: [Policy 101: Board of Education – Role and Function \[2013\]](#)

RECOMMENDED MOTION:

that the Board of Education approve *Proposed Revised Policy 101: Board of Education – Role and Function*, as attached to this Administrative Memorandum of February 17, 2015.

101 Board of Education – Role and Function

Revised: September 25, 2001

Revised: October 24, 2007 (References to *Board of Trustees* changed to *Board of Education*)

Revised: May 28, 2008

Revised: March 12, 2013

Draft Revised: February 17, 2015

Policy

The Legislature of the Province of British Columbia has approved the *School Act* assigning certain powers and duties to locally elected Boards of Education. The Board of Education of School District No. 44 (North Vancouver) is comprised of seven members elected for a [Insert] four- [Replace] ~~three-~~ year term by the electors of the City of North Vancouver (three Trustees) and the District of North Vancouver (four Trustees) to govern the educational affairs of the School District.

[Replace] ~~The Board of Education's purpose is to enable all learners within the school district to develop their individual potential and to acquire the knowledge, skills, and attitudes needed to contribute to a healthy society and a prosperous and sustainable economy.~~

[Insert] *The Province of BC's Statement of Education Policy Order (Mandate for the School System) Mission Statement establishes the primary focus for locally-elected Boards of Education:*

The purpose of the British Columbia school system is to enable learners to develop their individual potential and to acquire the knowledge, skills, and attitudes needed to contribute to a healthy society and a prosperous and sustainable economy.

In accordance with the *School Act*, the Board is a corporate body with authority and responsibility to govern the local delivery of public education. Its authority and responsibility rest solely in the corporate Board. Individual Trustees have no individual authority.

As members of the corporate Board, trustees are accountable to the public for the collective decisions of the Board, and for the delivery and quality of educational services. A trustee serves the community as an elected representative, but the trustee's primary task is to act as a member of the corporate Board.

The Board shall govern and exercise its decision-making authority within duly called and legally conducted Board meetings. All meetings will conform to the policy and procedures set out in Board Policy 104: Board of Education – Meetings.

The Board shall elect a Chair and a Vice-Chair with duties and responsibilities as described in the administrative procedures associated with this policy.

Resources

School Act – Province of British Columbia

Policy 101: Board of Education – Role and Function: Administrative Procedures

Policy 104: Board of Education – Meeting

Schedule B.4.....
of the
Administrative Memorandum

Meeting Date: February 17, 2015 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **Proposed Revised Policy 303: Student Health Services and Medication Management**

Narration:

Over the past four years, the BC Ministry of Health and the BC Ministry of Education have undertaken significant work to establish provincial standards to support students with Type 1 Diabetes (T1D) in the school setting

“and articulate the roles and responsibilities of parents/guardians, the school administrator and the Health Authorities.”

[Provincial Standards: Supporting Students with Type 1 Diabetes in the School Setting, June 2014](#)

To ensure that health professionals are involved in the planning process and available to school staff to inform and support the provincial standards, a minor modification is proposed for *Policy 303: Student Health Services and Medication Management*, as attached to this Administrative Memorandum of February 17, 2015. Under the section *Guidelines for Administration of Medication*, on page 3 of 4, bulleted item 3, the words “and/or medically trained personnel” are inserted [change indicated with highlighting].

The proposed addition to *Policy 303: Student Health Services and Medication Management* was presented to the School District’s Policy Review Committee for its review at a scheduled meeting on January 12, 2015. The Policy Review Committee included Trustees Cyndi Gerlach and Susan Skinner, representatives from the secondary and elementary school administrators (NoVA), the North Vancouver Teachers’ Association (NVTa), the Canadian Union of Public Employees (CUPE Local 389), the North Vancouver Parent Advisory Council (NVPAC), and the Student Leadership Council (SLC).

John Lewis, Superintendent of Schools, will introduce *Proposed Revised Policy 303: Student Health Services and Medication Management*, as attached to this Administrative Memorandum of February 17, 2015.

Attachment:

Proposed Revised Policy 303: Student Health Services and Medication Management

Link: [Policy 303: Student Health Services and Medication Management \[2011\]](#)

RECOMMENDED MOTION:

that the Board of Education approve *Proposed Revised Policy 303: Student Health Services and Medication Management*, as attached to this Administrative Memorandum of February 17, 2015.

303 Student Health Services and Medication Management

Revised: September 25, 2001

Revised: March 28, 2007

Revised: November 15, 2011

Proposed Revised: February 17, 2015

Policy

The *School Act*, the *School Act Regulations*, and *Ministerial Orders* have assigned to the Board certain duties and responsibilities for the health and well-being of students.

The Board recognizes its responsibility for providing health services, social services, and other support services in order to protect the health and well-being of students. The Board will establish effective procedures for addressing these issues:

- Immunization of students
- Communicable diseases, including HIV/AIDS (Acquired Immune Deficiency Syndrome)
- School safety in regards to exposure to blood and body fluids
- Referrals by the school for Public Health Services
- Administration of medication.

The Board will cooperate actively with parents, public health services, and other social agencies to foster the good health and well-being of students.

Administrative Procedures

Immunization of Students

Any student seeking admission to a school operated by the North Vancouver School Board must present written evidence from a licensed physician or an authorized health centre (within 30 days of the first day of attendance) of all routine childhood immunizations including, but not limited to, diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, haemophilus influenza B (HIB), measles, mumps and rubella, pneumococcal, hepatitis B, varicella (chickenpox), and meningococcal C.

Students may be exempted from the foregoing under the following circumstances:

- The school is provided with a physician's written certificate which indicates that immunization would be detrimental to the child's health, or
- The parent or guardian provides the school with a written statement that indicates that the parent or guardian has moral convictions or religious beliefs that are in opposition to immunization.

Students who are exempted from this requirement may be excluded from school for the duration of a community outbreak of a communicable disease, at the discretion of the Medical Health Officer.

Communicable Diseases, Including Acquired Immune Deficiency Syndrome

Acquired Immune Deficiency Syndrome (AIDS)

For most students who are HIV positive or who have AIDS, the benefits of an unrestricted educational setting outweigh the risks of their acquiring potentially harmful infections in the setting and the apparent non-existent risk of transmission of HIV/AIDS through casual contact. To this end, these students should attend school in an unrestricted setting unless, in the opinion of the student's physician and the Medical Health Officer, there are special circumstances that necessitate some restriction. The assessment for attendance or restrictions should be based on the behaviour, development, and physical condition of the student and the expected type of interaction with others

in the educational setting.

In those instances where, in the opinion of the child's physician and the Medical Health Officer, a more restrictive educational environment may be required, the type of educational setting and attendant restrictions are best determined by a team consisting of the student's physician, the Medical Health Officer, the student's parent or guardian and appropriate school personnel. **Confidentiality of medical information and the child's right to privacy are required.**

School Safety in Regards to Exposure to Blood and Body Fluids

Although the risk of casual contact with blood is small, **all blood and body fluids should be considered potentially infectious** with a blood-borne disease (i.e., hepatitis B, hepatitis C, HIV/AIDS). School personnel in the everyday social contact setting of the school are reminded to take all reasonable precautions to minimize the risks of accidental spillage of and/or exposure to blood and other fluids. Additionally, procedures for first aid practices and routine cleansing of materials and surfaces contaminated with blood or body fluids should be reviewed by the School District's Occupational Health and Safety Manager. Additional information regarding school safety in regards to *Exposure to Blood and Body Fluids* can be obtained through Public Health Services.

Referrals for Public Health Services

School personnel who consider students to need a referral to public health services (Public Health Nursing, Nutrition, Tobacco Reduction, Dental) should refer these students to Vancouver Coastal Health-North Shore using the *Individual Services Request* form available at schools.

Referrals to the Child and Adolescent Program (Mental Health, Behaviour, Concurrent Disorders or Audiology) are to be made directly to these programs through Vancouver Coastal Health-North Shore.

In emergency situations or in suspected child abuse cases, school personnel shall not refer a pupil directly to Vancouver Coastal Health. These referrals should follow the appropriate procedures as laid out in Board *Policy 306: Suspected Child Abuse*.

Administration of Medication

The Board recognizes that the parent is the primary care giver to their child and is responsible to administer or supervise the self-administration of medication. The Board recognizes that there may be situations where it is necessary that medication must be administered during school hours and where a parent is not available. Therefore, with explicit written direction and authority from the parent, the principal or designate will administer physician-prescribed medication in accordance with the procedures set out in this policy.

It is the belief that the safe management of medication with children should lead to the following outcomes:

- Promote the maximum learning potential for the student
- Provide the framework to support school staff in their medication management role
- Promote self-management in the student when it is developmentally appropriate
- Lead to medication compliance.

All physician-prescribed medications to be given by a staff member at school must be managed in accordance with the procedures for *Student-Focused Medication Management Plan*. These procedures apply to short and long term medications. Over the counter or herbal medications do not apply to these guidelines.

Definitions

"Student-Focused Medication Plan" – Clear details of physician-prescribed medications to be given or monitored for a specific student are written out and agreed upon by the parent and school staff.

“Medication Management” – Administration and monitoring of physician-prescribed medication.

“Administration of Medication” – Direct involvement in preparing and giving medication.

“Monitoring of Medication” – Observing a student who is self-medicated and/or ensuring medication is taken.

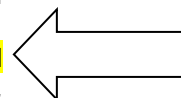
“Therapeutic Effect of Medication” – Desired outcome of taking medication.

“Side Effect of Medication” – Undesirable effect of medication.

Guidelines for Administration of Medication

Staff designated by the principal or vice-principal should administer (or supervise the self-administration of medication) to students only if the following conditions are met:

- The medication is required while the student is attending school
- A parent requested the school's assistance and has given their written authorization on the *Student-Focused Medication Management Parental Consent Form*
- The staff has received adequate instruction from the parent **and/or medically trained personnel**, as outlined in the *Student-Focused Medication Management Plan*. Assistance from the Public Health Nurse, where necessary, concerning the administration can be accessed by using the *Individual Service Request Form*.
- Adequate records are kept on the *Student-Focused Medication Management Form*
- More than one employee at a school shall be adequately instructed in the administration of the medication in order to provide an alternative person in cases of absence or unavailability.



Student-Focused Medication Management

Student-Focused Medication Management falls into six categories:

1. Developing a *Student-Focused Medication Management Plan*
2. Safety considerations
3. Location of medication
4. Preparation of medication
5. Medication administration or monitoring
6. Record keeping.

For success in each category and to ensure student safety, the partnership between the parents, student, school staff, and the public health nurse is critical. Parents are the link between their child, the physician, and the school. As such, they need to ensure that accurate, complete information about their child's medication is shared with all partners. Students are partners in managing their medication needs as developmentally appropriate. The student's role can vary from being aware for the need for medication to self-managing their medications. School staff plays a critical role in the implementation of a medication management plan for a student. The school staff needs to make sure they are following the procedures of the *Student-Focused Medication Management Plan*. Public Health Nurses are available, upon request, to assist with the development and implementation of a medication management plan for a student.

All students requiring medication management for physician-prescribed medications should have a *Student-Focused Medication Management Plan* to ensure that their medication information is complete and accurate. A copy of the plan should be provided to the parent. The *Medication Management Plan* should be updated on a regular basis as needed, minimally on an annual basis.

Procedures for the Student-Focused Medication Management Plan

When it is necessary to administer medication to a student, the following must occur:

1. Send home
 - (i) *Request for Medication to be Given at School Letter*
 - (ii) *Student-Focused Medication Management Parent Consent Form*
 - (iii) *Student-Focused Medication Management Plan Form*
2. Upon return of these forms, school personnel complete and sign the school section of the forms
3. Receive the prescribed medication and instructions and arrange for its safe storage and control while in the school
4. Medication preparation, administration, monitoring, and recording.

Procedures for Emergency Situations at School

In emergency situations (e.g. Anaphylaxis), every employee has a duty to render assistance to a student, including the administering of medication in accordance with the procedures outlined in the *Emergency Medical Management at School: Guidelines for Schools*.

Schedule B.5.....
of the
Administrative Memorandum

Meeting Date: February 17, 2015 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **Proposed Revised Policy 804: Smoking on Board Premises**

Narration:

On March 29, 2007, the Legislative Assembly of the Province of British Columbia passed [Bill 10 – Tobacco Sales \(Banning Tobacco and Smoking in Public Places and Schools\) Amendment Act, 2007](#). Specifically, Section 2.2 of the [BC Tobacco Control Act](#) prohibits the use of tobacco on “*property that is*

- (a) *owned or leased by, or operated under the authority of, a board, and*
- (b) *used for the purposes of delivering educational programs or other learning programs, and includes real property and improvements, and personal property.”*

The [BC Ministry of Health – Tobacco Free Schools](#) exempts ceremonial use of tobacco

“if the ceremonial use is approved by the school board and it is performed in relation to a traditional aboriginal activity.”

When Bill 10 was passed in 2007, the Board of Education responded to the new regulations and revised its Policy 804: Smoking on Board Premises. Since those changes, e-cigarettes, electronic smoking products and cartridges of nicotine and/or flavoured solutions, and related products for the purposes of vaporization and/or inhalation have made their way into the Canadian market. Electronic smoking products are regulated by Health Canada and the Food and Drugs Act. Electronic smoking products containing nicotine are not authorized for sale in Canada; however, these products are available on the internet and in Lower Mainland stores.

The use of e-cigarettes is banned on health authority premises and Mark Lysyshyn, Medical Health Officer, Vancouver Coastal Health, North Shore, has formally requested that the Board implement similar measures to counter the use of electronic smoking products among students. In response to Vancouver Coastal Health’s request, Proposed Revised Policy 804: Smoking on Board Premises now includes an additional statement in paragraph 1 that reads: “This policy also applies to the use of e-cigarettes, electronic smoking products and cartridges of nicotine and/or flavoured solutions, and related products” [change indicated with highlighting].

The proposed addition to Policy 804: Smoking on Board Premises was presented to the School District’s Policy Review Committee for its review at a scheduled meeting on January 12, 2015. The Policy Review Committee included Trustees Cyndi Gerlach and Susan Skinner, representatives from the secondary and elementary school administrators (NoVA), the North Vancouver Teachers’ Association (NVTa), the Canadian Union of Public Employees (CUPE Local 389), the North Vancouver Parent Advisory Council (NVPAC), and the Student Leadership Council (SLC). Based on feedback from the Committee, additional changes were made to Proposed Revised Policy 804.

John Lewis, Superintendent of Schools, will introduce *Proposed Revised Policy 804: Smoking on Board Premises*, as attached to this Administrative Memorandum of February 17, 2015.

Schedule B.5. (continued)

Narration (continued):

Attachment:

Proposed Revised Policy 804: Smoking on Board Premises

Link: [Policy 804: Smoking on Board Premises \[2007\]](#)

RECOMMENDED MOTION:

that the Board of Education approve *Proposed Revised Policy 804: Smoking on Board Premises*, as attached to this Administrative Memorandum of February 17, 2015.

804 Smoking on Board Premises

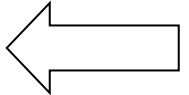
Revised: September 25, 2001

Revised: December 12, 2007

Proposed Revised: February 17, 2015

Policy

In accordance with Bill 10 (*Tobacco Control Act*, in effect September 2, 2007), the School District is responsible for enforcing the prohibition of smoking or any other tobacco use on any school property. This policy also applies to the use of e-cigarettes, electronic smoking products and cartridges of nicotine and/or flavoured solutions and related products.



Medical evidence clearly shows that smoking is a significant health risk to those who smoke. There is equally clear evidence that those individuals, who do not smoke, when exposed to secondhand smoke, are also at a significantly increased risk from exposure to that smoke. The Board believes in the promotion of good health and is committed to its fundamental responsibility of enforcing a smoke-free environment, as required under the legislation and this policy.

Administrative Procedures

- All School District facilities and grounds will be designated as smoke free, with smoking prohibited at any time for all employees, students and visitors. In exercising due diligence, the Superintendent and school principals will inform the public of this smoke free policy and provide appropriate signage, information campaigns, and communicating policy to existing and new employees.
- School property is defined as all school buildings and properties including District offices and facilities, and any properties owned or leased by, or operated under the authority of the Board.
- Organizations and persons using, renting or leasing School District property shall not be permitted to smoke on that property. Adherence to this policy and the *Tobacco Control Act* will be a condition of use, rental, or lease of the facility. It is the responsibility of the contract holder to inform any prescribed groups of the regulations of this policy.
- Smoking will not be permitted in private vehicles on school property, in school district owned vehicles and equipment, and in any vehicle used to transport students.
- All employees are expected to comply with the smoking restrictions described in this policy and to assist with the enforcement of these restrictions. In accordance with the legislative requirements, the Superintendent and principals must demonstrate that reasonable care and diligence have been taken to prevent a contravention of the smoking ban.

- No smoking signs shall be prominently displayed in all School District buildings.
- The only exemption permitted under this policy is the ceremonial use of tobacco if approved by the Board and it is performed in relation to a traditional aboriginal cultural activity.

Schedule B.6.
of the
Administrative Memorandum

Meeting Date: February 17, 2015 ☒ Board ☐ Board, in camera

Topic (as per the
Memorandum): **Notice of Motion – Breach of Confidentiality**

Narration:

At its January 20, 2015 Public Meeting during Trustees' Reports, the Board was notified of a Notice of Motion by Trustee Gerlach for placement on the February 17, 2015 Public Meeting Agenda.

RECOMMENDED MOTION:

that the Board request the Secretary Treasurer to initiate an investigation regarding the breach of in camera of the Superintendent's contract and that the Secretary Treasurer provide to the Board of Education recommendations on best practices on how to deal with breaches of in camera no later than the June public board meeting.

Schedule B.7.....
of the
Administrative Memorandum

Meeting Date: February 17, 2015 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **BCSTA Advocacy – Management and Exempt Staff Compensation**

Narration:

The Provincial Government has negotiated wage settlements with the Canadian Union of Public Employees (CUPE) and the British Columbia Teachers' Federation (BCTF) that provided our respective locals CUPE Local 389 and North Vancouver Teachers' Association (NVTa) with wage increases through to the 2018/19 school year. We are pleased that these settlements have been reached to provide our Employees with a fair and reasonable settlement within the mandated Provincial Framework. Further, having negotiated settlements until 2018/19 provides long term stability to our students.

The School District's Exempt staff, including Principals and Vice-Principals and Excluded Management staff, have been under a compensation freeze policy since September 2012, and have not received an increase in wages since 2010. This policy was introduced by the Provincial Government through the Public Sector Employers Act and the BC Public Sector Employers' Council (PSEC) has been given this oversight and management.

The BC Public School Employers' Association (BCPSEA) has done considerable proactive work related to exempt staff compensation through the Exempt Staff Compensation Working Group (ESCWG) and produced a report called "Realities, Risks, and Rewards: Taking a Systems Approach to Executive and Exempt Staff Compensation in the K-12 Public Education Sector." This report will act as a resource related to exempt staff compensation.

At the BC School Trustees' Association (BCSTA) Provincial Council Meeting on October 25, 2014, the following resolution was passed:

"Resolution 9.3 Wage Increase for Excluded Employees

That the BCSTA urge the Ministry of Finance and the Ministry of Education and BCPSEA to immediately remove the compensation freeze on PVP and Exempt staff, authorize salary and benefit increases to PVP and exempt staff at least consistent with the increases provided to other employees in the K-12 education sector over the last number of years, and fully fund the costs of providing these salary and benefit improvements."

The Board of Education has the opportunity to advocate for our Exempt staff for a fair and reasonable change in compensation, similar to the unionized staff. All employees of the School District perform vital roles that ultimately provide quality education to our students.

Schedule B.7. (continued)

Narration (continued):

RECOMMENDED MOTION:

that the Board of Education write a letter to the Minister of Finance, the Minister of Education, the BC Public Sector Employers' Council Secretariat, and BCPSEA advocating for an immediate removal of the compensation freeze for Exempt staff, and;

that a fair and reasonable change in compensation be implemented in a similar pattern to the unionized staff, and;

that the Provincial Government fully fund any wage increases and impacts.

Schedule B.8
of the
Administrative Memorandum

Meeting Date: February 17, 2015 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **Consideration of City of North Vancouver Draft Official Community Plan**

Narration:

On January 15, 2015, the City of North Vancouver invited School District Senior Staff to comment on the draft 2014 Official Community Plan (OCP) being considered at a public hearing scheduled for March 3, 2015. The North Vancouver School District has been involved in this process through the Board of Education and Administrative Staff throughout the plan preparation process. Letters were previously submitted commenting on earlier OCP drafts on February 26, and September 16, 2014. These letters are attached for additional reference.

The School District looks forward to the adoption of this new plan with its 20-30 year planning horizon. The application of the City's new plan along with the 2010 District of North Vancouver OCP will give direction to all local governments supporting families and children and public education services throughout North Vancouver.

Significant demographic changes have occurred in North Vancouver over the past forty years resulting in a smaller public school population. This coupled with legislative changes creating financial pressures and less local independence is likely to continue to make it challenging to maintain North Vancouver's reputation as one of the best public school systems anywhere.

North Vancouver School District, nevertheless, has certainly benefited from the diligent approach to land use planning that the City of North Vancouver has followed in years past. Through the creative and judicious application of its planning and regulatory powers, the City has helped the Board of Education build the new Carson Graham and Sutherland Secondary Schools replete with great instructional spaces as well as areas serving the community; the City has facilitated the construction of Westview, the renovation and restoration of Queen Mary and the rebuilding of Ridgeway; all great additions both for educational services and community benefit. The City has created the zoning for the Education Services Centre that provides a keystone addition to the cultural and commercial core of Lonsdale and developed supportive policies that allows many daycare and preschool providers to work on school sites including the Lonsdale Creek Annex site, Westview, Queen Mary, Ridgeway, and Sutherland.

The Board of Education expects that this ongoing co-operative approach to land use planning solutions will carry on in the 2014 Official Community Plan.

City Council and their staff should be aware that some of the success of our new City based schools is creating challenges for the School District. Some schools in the City are attracting more students as families have the flexibility to place students in schools of their choice outside the normal catchment area. This may impact the City's aspiration for increased active transportation access. The School District looks forward to working with the City to address this challenge through improved and safer pedestrian systems and increased awareness of healthy choices. An important element of this pedestrian access strategy, the City's longstanding support for school crossing guards, is another reminder that both the City and the School District have been involved in this community building work for many decades.

Schedule B.8 (continued)

Narration (continued):

The School District believes that the City's plans for Transit Oriented Development will increasingly attract families to live in the Lonsdale neighbourhoods and along the Marine and East 3rd corridor. It is anticipated that an additional small Early Learning facility (pre-school through Grade 2) may be desirable in Lower Lonsdale later in the OCP's planning horizon.

Points raised in earlier correspondence, such as the School District's heritage density bank, the School District's interest in having an ongoing Memorandum of Understanding for involvement in planning matters, and the opportunities presented by school sites for community recreational purposes are addressed in the attached previous correspondence.

Two School District properties, the Lucas Centre and Leo Marshall Curriculum Centre (LMCC) and the Cloverley School site are currently identified as Special Study Areas in the Draft OCP. Preliminary community engagement and consultation has been completed on possible future uses for these important properties during the lead up to the 2014 OCP.

With the view to continuing to improve the joint planning processes for the greater good of the North Vancouver population, the Board of Education has an opportunity to provide a written response to the City of North Vancouver Mayor and Council regarding the Draft OCP. The Board may wish to consider providing comment on the identification of the Special Study Area designation of the Cloverley and Lucas sites.

Attachments:

- Letter to the City of North Vancouver - Draft Official Community Plan, from February 26, 2014
- Letter to the City of North Vancouver - Draft Official Community Plan, from September 16, 2014

RECOMMENDED MOTIONS:

Option 1:

that the Board of Education write a letter to Mayor and Council of the City of North Vancouver commenting on the Draft OCP and with a request that the Cloverley and Lucas sites be retained as Special Study Areas.

Option 2:

that the Board of Education write a letter to Mayor and Council of the City of North Vancouver commenting on the Draft OCP and with a request that the Cloverley and Lucas sites be removed as Special Study Areas.

Option 3:

that the Board of Education write a letter to Mayor and Council of the City of North Vancouver to express interest in establishing a Memorandum of Understanding, related to the land use planning of the Cloverley and Lucas School District sites, as an alternate to a Special Study Area in the OCP.

February 26, 2014

Neal La Montagne, Manager
Long Range and Community Planning
City of North Vancouver
141 West 14th Street
North Vancouver BC V7M 1H9

Dear Neal LaMontagne:

Re: City of North Vancouver Draft Official Community Plan

Thank you for the opportunity to provide input on the "Draft Official Community Plan for the City". Our initial review indicates that the City's plan appears to be a reasonable extension of the current 2002 OCP and provides for likely growth and change over the coming thirty year period. Overall, the City Plan should help to provide North Vancouver School District with the ability to respond to the expected public school enrolment growth. The School District's capital planning has certainly benefitted from an excellent working relationship with the City over the past decade. The City's planning goal of creating a more livable City continues to support the School District's goal of increasing the quality of public education in the City - these goals are mutually beneficial.

The School District does have some comments and suggestions for improvements in the City planning work that is underway:

1. Demographic projections support more elementary capacity in the higher growth area of Lower Lonsdale East within the 30-year time horizon of the OCP draft. One option to consider that may be worth outlining in the OCP draft is the possible location of an elementary annex (Primary Grades K-3) in this area. Other options exist to expand capacity within existing public school sites, however, a primary school integrated with other community amenities within a short walking distance of the planned growth areas of Lower Lonsdale and East Third is worth considering.
2. Chapter 3 - Transportation Mobility and Access appears to make no specific reference to real initiatives to enhance the walking activity in the City. Walking to and from school is one of the safest and least energy intensive means of travel, particularly from our point of view. Previously, the City's Transportation Plan gave some priority to upgrading walking facilities in the vicinity of Primary and Secondary Pedestrian Generators, the majority of which are schools, both public and private. A policy geared toward this earlier goal might help the City continue to focus on better sidewalk, trail and road safety provisions on the routes to schools. Although this is something that remains the City's responsibility, the School District attempts to obtain off-site funding for this infrastructure when Provincial funding allows.
3. Studies for the Lucas and Cloverley sites, as proposed in the OCP draft, are already underway. This work is acknowledged in the Working Draft more explicitly for Lucas (Section 2.5.6.1) than for Cloverley (Section 2.5.6.3). We hope to conclude this work in 2015 with ongoing City input resolving in an appropriate and acceptable change to the new OCP within this time period. It will be good to acknowledge that this work is underway to avoid confusion.



4. The School District owns 209,200 square feet of transferable density, granted in 2008 through the CD-558 and CD-559 (now CD-578) zoning, respectively for the Queen Mary School (and former School District Administrative offices) and the Education Services Centre sites. This floor area was intended to be sold to owners of private development lands in the City to help the School District pay for its capital development projects. City Staff will be aware that the School District has not been able to market any of its transferable density. We currently depend on City Staff to bring this floor area option to prospective users. There is little reference to transferable density in the OCP Draft other than Section 2.7 suggesting the potential of transfer. There is considerable discussion about density bonusing and density caps elsewhere at the City, and in the various draft Plans and Policies, and we know that this is a topical issue. We ask that the OCP draft contain explicit policy to enable, and even to expedite, the use of this transferable density in projects that are being proposed.

We appreciate your consideration of these requests and look forward to receiving your responses to these suggestions in the near future.

Regards,

NORTH VANCOUVER SCHOOL DISTRICT

A handwritten signature in black ink, appearing to read "John Lewis".

John Lewis
Superintendent of Schools

A handwritten signature in black ink, appearing to read "Georgia Allison".

Georgia Allison
Secretary Treasurer & CFO

/mg

cc. Board of Education, School District No. 44 (North Vancouver)
Gary Penway, Director, Community Development

September 16, 2014

Neal LaMontagne, Manager
Long Range and Community Planning
City of North Vancouver
141 West 14th Street
North Vancouver BC V7M 1H9

Dear Neal LaMontagne:

Re: City of North Vancouver Draft Official Community Plan

We acknowledge receipt of the City Clerk's letter of July 24, 2014 concerning the upcoming public hearing for the 2014 Official Community Plan.

As you might expect, the Board and Staff at the School District have been dealing with other priorities over the past months. We know, nevertheless, that the City is moving forward with its land use and policy planning and we wanted to provide some commentary from the public schools and School District point of view.

From an administrative perspective, the School District appreciates the 20-30 year planning horizon that forms the basis for the recommendations in the new OCP. We also appreciate the acknowledgement that the OCP has been prepared through collaboration with a variety of agencies including the North Vancouver School District (page 9 of 78) and the reference to "access to education" in the Human Potential in the Sustainable City Framework.

Perhaps the School District and City should consider the Memorandum of Understanding approach developed by the City and Vancouver Coastal Health if the City believes this MoU and the OCP results were worthwhile.

We note that the School and Institutional designation applies on all of the North Vancouver School District property in the City including the Ridgeway Annex site that the Board of Education had declared surplus. No other School and Institutional users came forward when this surplus property was offered. This property has been sold subject to rezoning to Anthem Properties for residential purposes in keeping with the surrounding land use. If possible, the School District would prefer a designation for this property that reflected this series of events and decisions — Residential Level 1 for instance.

We agree with the Special Study Area designations for the surplus Lucas (2.8.1) and Cloverley (2.8.2) properties and hope to work closely with the City upon the adoption of the OCP to complete these studies based on the aspirations of the new OCP and the School District's own policies. We also note that Council has unanimously passed a resolution to have the School District retain the grass field at Lucas and the park area at Cloverley.

We note and support Objective 2.1.2 concerning greater investment to encourage walking and cycling to schools. When provincial funds have been available for this type of investment during the life of the previous plan, the School District has contributed to this infrastructure with better and safer sidewalks, driveway crossings, and lighting. The School District would be very supportive of the City developing a Transportation, Mobility and Access plan for all public schools in the City. Such a plan

.../2



would enable both the City and the School District and perhaps even Parent Advisory Councils and Neighbourhood Associations to improve the walkability of rights of way leading to the City's public schools.

Chapter 5 Parks, Recreation and Open Space might have been improved with some reference to the contribution that public schools make in these areas. The School District has been upgrading and rebuilding its City schools with public recreation in mind: the Sutherland artificial turf field/running track, the Queen Mary community focused gymnasium and similar joint use projects are all examples of this broader community focus. Typically, School District facilities remain the most accessible and affordable facilities for many recreational and after school educational activities. In addition, public school grounds like Larson and Queen Mary are really the only outdoor recreation areas adjacent to those neighbourhoods.

The School District, our community and our children have also benefitted from the City's financial support for various recreational amenities developed on School District property. The School District plans to continue this co-operative approach to joint use. We believe the OCP will be strengthened with some reference to this ongoing partnership approach.

We appreciate your consideration of these requests and look forward to receiving your responses to these suggestions in the near future.

Regards,

NORTH VANCOUVER SCHOOL DISTRICT

A handwritten signature in black ink, appearing to read "John Lewis".

John Lewis
Superintendent of Schools

A handwritten signature in black ink, appearing to read "Georgia Allison".

Georgia Allison
Secretary Treasurer & CFO

/mg

cc. Board of Education, School District No. 44 (North Vancouver)

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

Meeting Date: February 17, 2015 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **Land, Learning and Livability Community Engagement - Update**

Narration:

Updates on the Board's Land, Learning and Livability Community Engagement process and Land Management Strategy have been provided at each of the monthly Public Board Meetings.

John Lewis, Superintendent of Schools, will present the attached Land, Learning, Livability Community Consultation Update (February 2015) that highlights the community engagement process and progress related to properties identified as surplus to the long-term educational needs for the School District.

This Update also makes reference to the Board's continued efforts related to its request to the Ministry of Education to proceed with Argyle as a full replacement project, rather than the approved Seismic Project.

Attachment:

Land, Learning and Livability Community Consultation UPDATE – February 2015

Land, Learning and Livability Community Engagement Update 150217

Monteray

We are pleased to report that a public meeting related to the future redevelopment of Monteray was well attended and that very positive support was provided for the proposal. Morningstar Development Limited has indicated that the project is tentatively scheduled to advance to the District of North Vancouver's Public Hearing stage in March.

Ridgeway Annex

We continue to monitor progress related to the planned redevelopment of the Ridgeway Annex site with Anthem Properties. With the current focus of the City of North Vancouver on the Official Community Plan (OCP), we expect that the Ridgeway Annex proposal will likely proceed following the anticipated adoption of the revised OCP.

Argyle replacement project request

The Board of Education received a response from the office of the Minister of Education indicating that the request for a meeting has been referred to Ministry staff. School District staff will be following up with Ministry staff to request a meeting at the earliest convenience.

An update will be provided to the Argyle Family of Schools at an Argyle Parent Advisory Council meeting scheduled for Monday, March 2.

Schedule C.2
of the
Administrative Memorandum

Meeting Date: February 17, 2015 ☒ Board ☐ Board, in camera

Topic (as per the
Memorandum): **Tuesday, February 3, 2015 Standing Committee Meeting**

Narration:

The Board will find attached a copy of the meeting summary from the February 3, 2015 meeting of the Finance & Facilities Standing Committee.

Trustee Cyndi Gerlach, Committee Chair, will report on highlights of the meeting.

Attachment:

Meeting Summary – Finance & Facilities Standing Committee, February 3, 2015

BOARD OF EDUCATION STANDING COMMITTEE

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of February 3, 2015

Meeting Summary of the Board of Education's Finance and Facilities Standing Committee Meeting held in the Mountain View Room on the fifth floor of the Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, British Columbia, on Tuesday, February 3, 2015.

Meeting Attendance:

Trustees, representatives of the North Vancouver Parent Advisory Council (NVPAC), North Vancouver Administrators (NoVA), North Vancouver Teachers Association (NVTa) and Canadian Union of Public Employees (CUPE Local 389), members of District Staff, and community members attended the meeting.

Call to Order:

Standing Committee Chair Cyndi Gerlach called the Finance and Facilities Standing Committee to order at 7:00 pm.

2015/16 Operating Budget Development:

Secretary Treasurer Georgia Allison presented the Budget development components for 2015/16, including historical and current revenues and expenses, budget timelines, operating grant formulas and the Three Year Forecast. Secretary Treasurer Allison provided a breakdown of issues and concerns relating to specific grants and how they could affect the Three Year Forecast, such as the pending BC Supreme Court ruling, Exempt Staff Wage Adjustment, Shared Services and the costs associated with the ongoing implementation of MyEdBC. The presentation provided a baseline on how the Budget is built, displaying previous years for a thorough understanding and projecting into 2018/19.

Superintendent of Schools John Lewis provided additional information relating to the preliminary enrolment projections for Kindergarten to Grade 12 and the development of base staffing needs in the schools.

A question and answer period followed the presentations.

Concluding the evening, Standing Committee Chair Gerlach reminded partner groups to attend the upcoming Finance and Facilities Standing Committee meeting on Tuesday, March 3, 2015, at 4:00 pm to make a short presentation outlining the group's budget priorities.

Presentation materials are available on the School District Website:

[2014/15 Financial Presentation](#)

[2014/15 Interim Operating Grants](#)

Next Meeting:

March 3, 2015 (4:00 – 6:00 pm in Mountain View Room)

Schedule C.3.
of the
Administrative Memorandum

Meeting Date: February 17, 2015 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **Out-of-Country Field Trips - Secondary**

Narration:

Handsworth – a field trip to Japan has been scheduled for April 7-21, 2015. The trip involves 24 students in Grade 9, who will be accompanied by three teacher supervisors.

Students will travel by air to Japan, and by train, boat and bus while there. Students will be accommodated in a hotel for part of the stay and with host families for the student exchange portion of their trip. The estimated cost per student is \$4,500 and will be paid by students.

The objective of this extracurricular trip is continued participation in the Handsworth/Inage (Chiba) Japan Exchange, which has been in existence for over 20 years. Students will share discussions and activities with host students from Inage School and will visit historic and culturally significant sites in a number of Japanese cities.

Argyle – a field trip to San Francisco, CA, USA is scheduled for April 15-19, 2015. The trip involves 30 Grade 11-12 students from the Digital Media Academy, accompanied by three teacher supervisors.

Students will travel by air and by charter bus during their trip and will stay in a hotel. The trip cost is approximately \$1,100 per student, paid by the students.

The purpose of this extracurricular trip is to supplement Digital Media Academy studies. Students will gain exposure to animation, art, and design through attendance at the Walt Disney Museum, the Cartoon Art Museum, the De Young Art Museum, the Presidio and Lucas Film.

Seycove – a field trip to Chicago, IL, USA is scheduled for April 29-May 4, 2015. The trip involves 40 Grade 9-12 music students, accompanied by four teacher supervisors.

Trip transportation will include air and charter bus travel. Students will be accommodated in a hotel. The trip cost is approximately \$2,400 per student, paid by the students.

The purpose of this extracurricular trip is to supplement the senior music program through participation in the Heritage Music festival. Students will also perform at a local school, participate in music clinics at Northwestern University, attend a live musical performance and tour local visitor sites.

Schedule C.4.
of the
Administrative Memorandum

Meeting Date: February 17, 2015 ☒ 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.5.
of the
Administrative Memorandum

Meeting Date: February 17, 2015 ☒ 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.6.
of the
Administrative Memorandum

Meeting Date: February 17, 2015 ☒ 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: February 17, 2015 ☒ Board ☐ Board, in camera

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

Narration:

Date and Time	Event	Location
Tuesday, Mar 3, 2015 at 4:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, Mar 24, 2015 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, Apr 7, 2015 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, Apr 21, 2015 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, Parking Level P1 and proceed by elevator to 5th Floor.

ScheduleE.....
of the
Administrative Memorandum

Meeting Date: February 17, 2015 ☒ 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.