

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, May 26, 2015 at 7:00
pm

			Estimated Completion Time
A.	Call to Order		
A.1.	Chair Gerlach'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 April 21, 2015 be approved as circulated)	(no schedule)	7:15 pm
A.5	Presentation – Secondary School Apprentices Scholarship recipients		7:25 pm
A.6.	Presentation – Capital Project Ridgeway School Heritage Restoration LEED Certification and the BlueShore Financial Environmental Learning Centre LEED Certification		7:30 pm
B.	Action Items		
B.1.	Proposed Revised Policy 104: Board of Education - Meetings		7:45 pm
B.2.	Proposed Revised Policy 203: Communicating Student Learning to Parents (Reporting)		8:00 pm
B.3.	2015/16 Budget Consultation Update and Board Direction		8:10 pm
B.4.	School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2015/16		8:25 pm
C.	Information and Proposals		
C.1.	Raising of the Rainbow Flag		8:30 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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PUBLIC BOARD MEETING
Tuesday, May 26, 2015 at
7:00 pm

		Estimated Completion Time
(continued)		
C.2.	Land, Learning & Livability Community Engagement - Update	8:35 pm
C.3.	Tuesday, May 5, 2015 Standing Committee Meeting	8:40 pm
C.4.	Out of Country Field Trips - Secondary	8:45 pm
C.5.	Superintendent's Report	8:50 pm
C.6.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)	9:00 pm
C.7.	Trustees' Reports	9:10 pm
D.	Future Meetings	9:10 pm
E.	Public Question & Comment Period	9:30 pm
F.	Adjournment	(no schedule) 9:30 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: May 26, 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, April 21, 2015.

PRESENT: C. Gerlach, Chair
M. Higgins, Vice-Chair
B. Forward
C. Sacré
S. Skinner (joined the meeting at 7:28 pm)
J. Stanley
F. Stratton

A. Call to Order

Chair Gerlach called the meeting to order at 7:00 pm.

A.2. Approval of Agenda

Trustee Forward requested to amend the agenda to include Item B.6. Bill 11 – Board Position.

Moved by B. Forward

that the agenda be adopted as amended.

Seconded by J. Stanley

Carried

A.3. Moment of Silence - Day of Mourning for Persons Killed or Injured in the Workplace

Chair Gerlach reminded those in attendance that April 28th is recognized as a Day of Mourning for Persons Killed or Injured in the Workplace. A moment of silence was observed.

A.4. 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.

No one wished to speak.

A.5. Approval of Minutes

Moved by C. Sacré

that the minutes of the public meeting of March 24, 2015 be approved as circulated.

Seconded by B. Forward

Carried

With consent from the Board, Agenda Item B.2. was addressed before Agenda Item B.1.

B.2. Corporate Banking Services

Secretary Treasurer Georgia Allison introduced the following routine bylaw and resolution as a result of a change in Board Chair.

(A) Bank of Montreal – Banking Bylaw 2-2015

Moved by B. Forward

that Banking Bylaw Number 2-2015 be read a first time;

Seconded by F. Stratton

Carried

B.2. Corporate Banking Services (continued)

Moved by F. Stratton

that Banking Bylaw Number 2-2015 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 J. Stanley

that Banking Bylaw Number 2-2015 be read a third time, passed, and adopted.

Seconded by F. Stratton

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.2.(B). be approved.

Seconded by F. Stratton

Carried

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

Moved by J. Stanley

that the BlueShore Financial Bank Resolution re: Bankers and Signing Officers as per Schedule B.2.(C). be approved.

Seconded by F. Stratton

Carried

B.1. Annual Facilities Grant Capital Project Bylaw No.126898

Secretary Treasurer Georgia Allison reported that the Ministry of Education recently announced the allocation of the Annual Facilities Grant (AFG) for 2015/16. North Vancouver School District will receive a total of \$3,235,525 to fund the maintenance of schools, up from last year's \$3,134,503. The 2015/16 allocation is split between operating funds (\$679,583) and capital funds (\$2,555,942). A deduction of \$343,582 will be made from the operating portion of the funding allocation to pay for the North Vancouver School District's share of \$53,310 for the Capital Asset Management System (CAMS) and \$290,272 for the Provincial Learning Network (PLNET).

Secretary Treasurer Allison invited to the table Janson Ho, Director of Facilities and Planning, to provide further information and respond to Trustees' questions. Clarification was provided concerning regulatory changes in code, control upgrades, and landscaping enhancements.

Moved by F. Stratton

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 126898 be read a first time;

Seconded by B. Forward

Carried

Moved by B. Forward

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 126898 be read a second time;

Seconded by F. Stratton

Carried

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

Moved by J. Stanley

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 126898 be read a third time, passed and adopted.

Seconded by F. Stratton

Carried

B.1. Annual Facilities Grant Capital Project Bylaw No.126898 (continued)

Secretary Treasurer Allison thanked Mr. Ho for presenting the 2015/16 Annual Facilities Grant to the Board.

B.3. 2015/16 Budget Consultation Update and Board Direction

In introducing the budget consultation update, Secretary Treasurer Georgia Allison outlined the information and discussion sessions held at the March 3, 2015 and April 7, 2015 meetings of the Finance and Facilities Standing Committee provided for the School District partner groups; North Vancouver Parent Advisory Council (NVPAC), North Vancouver Teachers' Association (NVTa), Canadian Union of Public Employees (CUPE Local 389), North Vancouver Administrators (NoVA), District Student Leadership Council (DSLc), and the public.

It was at this point in the agenda that Trustee Skinner joined the meeting.

At the April 7th meeting and through a School District email address, input was received regarding possible allocation, on a percentage basis, for any available funding that may be achieved through efficiencies or additional revenues. The input was collated and forwarded to the Executive Committee for recommendations. Secretary Treasurer Georgia Allison summarized the input as well as options the Executive Committee has proposed for the Board's consideration that would allow for the Administrative Savings Plan, the reallocation of resources and proposed support to address Kindergarten start-up. Clarification was provided by Superintendent John Lewis and Secretary Treasurer Georgia Allison regarding recommended budget priorities and allocations.

Moved by M. Higgins

that the Board approve the Administrative Savings Plan as attached; and

that the Board approve the immediate reinstatement of temporary support to the classroom to address Kindergarten start-up.

Seconded by B. Forward

Carried

B.4. Supporting Student Learning: Summer School Program Pilot

Chair Gerlach invited Mark Pearmain, Assistant Superintendent, and Dr. Joanne Robertson, Director of Instruction, to the table to discuss the development of a focused learning initiative and intervention for the summer months, specifically designed to support the learning needs of vulnerable students.

In January 2015, the District's Executive Committee established a Supporting Student Learning Working Group, comprised of six school-based administrators, along with Assistant Superintendent Pearmain and Dr. Robertson. As a result, the Group designed a Summer School Program Pilot, focusing on students with learning disabilities who are entering Grade 5. Assistant Superintendent Pearmain and Dr. Robertson responded to Trustees' questions, clarifying the reason that this cohort was chosen, the timeline associated with the Program, and how the Group would track the cohort group.

Moved by F. Stratton

that the Board approve the *Supporting Student Learning Summer 2015 Pilot Program*, as outlined in the Summer School Program Pilot Executive Summary document attached to the Administrative Memorandum of April 21, 2015, and that the program be offered at the Mountainside Secondary School site for the 2015 summer session.

Seconded by S. Skinner

Carried

B.4. Supporting Student Learning: Summer School Program Pilot (continued)

The Trustees thanked Assistant Superintendent Mark Pearmain and Dr. Joanne Robertson for their leadership and requested that they come back to share the results of the *Supporting Student Learning Summer 2015 Pilot Program* in October 2015.

B.5. Board Committees and Trustee Representational Assignments (2015)

Chair Gerlach 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 for the remainder of the year.

Moved by M. Higgins

that the Board approve the Chair's appointments of Trustees as attached to this Administrative Memorandum of April 21, 2015, and make the appointments effective April 21, 2015.

Seconded by B. Forward

Carried

B.6. Bill 11 – Board Position

Trustee Forward introduced this item as a response to the BC School Trustees Association's (BCSTA's) Annual General Meeting (AGM) that was held April 16-18, 2015. At the BCSTA AGM, the membership expressed concern about Bill 11; specifically, that it undermines the authority and autonomy of local boards of education. It was recommended that the Board follow the lead of BCSTA and write a letter to the Ministry in support of withdrawing sections of Bill 11 that override board authority.

Accepting the will of the Board, it was decided that a letter would be written to the Ministry.

C.1. Land, Learning & Livability Community Engagement – Update

John Lewis, Superintendent of Schools, introduced this agenda item and provided a brief update on Monteray, Ridgeway Annex and the Argyle replacement project. He noted that a Public Hearing was held on Tuesday, April 14, 2015 at District Hall for the redevelopment of the former Monteray School site. The next steps will be advancing the proposal to second and third reading at the regular Council Meeting of Monday, May 4, 2015. Superintendent Lewis also noted that progress continues to move forward with the Ministry to fund the gap for the Argyle replacement project and a meeting with the Deputy Minister and Assistant Deputy Minister has been confirmed for early May.

C.2. Tuesday, April 7, 2015 Standing Committee Meeting

Board Chair Cyndi Gerlach, Chair of the Finance and Facilities Standing Committee, reported on the meeting that finalized the Budget development components for 2015/16 and thanked those who attended. On behalf of the Board, Chair Gerlach shared her appreciation for the open dialogue.

C.3. Superintendent's Report

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

- "Waste Diversion in Schools Handbook" now available
- Ridgeway School achieves GOLD
- A hands-on head-start: ACE IT Piping Foundation program partnership for Mountainside Secondary students opens at the Squamish Nation Trade Centre
- Sutherland Builds Connections within Family of Schools
- "Collaboratively it can be done" Prime Minister's Awards for Teaching Excellence share 2014 recipients exemplary practices notes

C.3. Superintendent's Report (continued)

- District Dance Festival
- North Vancouver School District Music Festivals
- 44 Dresses Event at Education Services Centre

C.4. Report Out – BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)

Trustee Stratton noted that on Sunday, April 19, 2015, she joined the BC School Trustees Association (BCSTA) Board of Directors Meeting following the BCSTA Annual General Meeting (AGM). The BCSTA Board of Directors discussed the AGM and relayed information and concerns that arose from the meeting. Trustee Skinner attended the BCSTA Board of Directors Meeting in her capacity as representative for BCSTA and shared that the BC Public School Employers' Association (BCPSEA) discussed budget cutbacks and how that would affect supporting quality initiatives. Both BCSTA and BCPSEA continue to work together.

C.5. 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
 - Standing Committee Meeting
 - MLAs and Board Meeting
 - BC School Trustees Association (BCSTA) Annual General Meeting
 - City of North Vancouver Advisory Planning Commission Meeting
2. Events attended by Trustees included:
 - District Student Leadership Council Forum
 - Handsworth Secondary School Play "Dread"
 - Carson Graham Secondary Gala
 - Queen Mary Community Garage Sale
 - International Autism Awareness Month at Queensbury Elementary
 - Prime Minister Stephen Harper at Seycove Secondary School

D. Future Meetings

Date and Time	Event	Location
Tuesday, May 5, 2015 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, May 26, 2015 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, June 9, 2015 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, June 16, 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.

There was no one wishing to speak.

F. Adjournment

The established agenda being completed, the Chair adjourned the meeting at 8:29 pm and thanked those who attended.

Certified Correct:

Georgia Allison
Secretary Treasurer

Cyndi Gerlach
Chair, Board of Education

Date

Date

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

Meeting Date: May 26, 2015

☒ Board

☐ Board, in camera

Topic (as per the
Memorandum):

Presentation – Secondary School Apprentices (SSA) Scholarship recipients

Narration:

This evening, North Vancouver School District would like to recognize the accomplishments of six recipients of the 2014/15 Secondary School Apprenticeship Scholarships. John McGowan, District Principal, will introduce and present to the Board our Apprenticeship Scholarship award winners.

This scholarship for \$1,000 is awarded by the BC Ministry of Education in conjunction with the Industry Training Authority (ITA). The scholarship is intended to help apprentices continue in their trade through the partial payment of tuition or the purchase of tools or supplies. The parameters for this scholarship are: successful completion of four Secondary School Apprenticeship courses, an average of C+ or better on all Grade 12 courses, and a minimum of 900 hours reported to the ITA within six months of graduation.

Isaac Booth is a graduate of Sutherland Secondary School. His apprenticeship was Professional Cook and did much of his training with Browns Social House in North Vancouver.

Marshall Coulter is also a graduate of Sutherland Secondary School. He completed his Secondary School Apprenticeship (SSA) training in Carpentry and worked at Alchemy Construction, a lower mainland carpentry forms and framing company.

Luciano Farquhar, a graduate of Sutherland Secondary School, was trained as a Heating Technician. He worked at Babcock Gas Services in North Vancouver.

Benjamin Gatto also represents Sutherland Secondary School and was also trained as a Heating Technician. He worked for Broadway Refrigeration and Air Conditioning in Vancouver.

Griffin Wanless, a Sutherland Secondary School graduate apprenticed as a Professional Cook and trained at Burgoo Bistro on Lonsdale Avenue.

Morrison Yanke, a graduate of Handsworth Secondary School, successfully trained as a Carpenter. He was employed by Nothing But Concrete, a North Shore family owned business.

The Board of Education congratulates these students on their accomplishments and would like to thank their teachers, employers and counselors for recognizing the potential in each of our students and giving them the opportunity to advance in their field of interest. Last, but not least, the Board would like to extend appreciation to their parents for the support and encouragement that they have provided.

Schedule .A.6...
of the
Administrative Memorandum

Meeting Date: May 26, 2015 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **Presentation – Capital Project Ridgeway School Heritage Restoration LEED Certification and the BlueShore Financial Environmental Learning Centre LEED Certification**

Narration:

Ridgeway Elementary School and the BlueShore Financial Environmental Learning Centre achieve LEED® building designations by the Canadian Green Building Council. LEED® stands for Leadership in Energy and Environmental Design.

The Board commends the School District's facilities team for achieving LEED designations for Ridgeway Elementary and the BlueShore Financial Environmental Learning Centre at Cheakamus Centre. Ridgeway Elementary was certified for a LEED® Gold rating in January of 2015 and the Environmental Learning Centre's LEED® Platinum status was certified in March.

Ridgeway Elementary is considered to be one of the most significant heritage buildings in North Vancouver. The school's distinguished Edwardian Baroque façade was fully restored during its rebuilding and the interior and back extension reflect the modern efficiencies required of a LEED® Gold building. Listed on the Canadian Registry of Historic Places, the rebuilt school is an inspiring example of the successful integration of history and sustainability.

Completed in 2012, the Environmental Learning Centre's "tree-house" design features geothermal water heating, a stormwater harvesting system and other innovations to conserve energy and reduce the Centre's environmental footprint. The modern design is enhanced by the visible use of wood throughout, which is complemented by the natural light from floor-to-ceiling windows and skylights. The result is an educational model of green building technology and Cheakamus Centre's mission of environmental responsibility.

"These LEED designations for both Ridgeway Elementary and the Environmental Learning Centre confirm that we have achieved our sustainability goals for both facilities," says Cyndi Gerlach, Chair of the North Vancouver Board of Education. "The LEED process has affirmed our School District's commitment to green building practices and providing healthy work and learning environments for our students and staff."

John Lewis, Superintendent of Schools will showcase the LEED® plaques for each of the respective buildings.

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

Meeting Date: May 26, 2015 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **Proposed Revised Policy 104: Board of Education - Meetings**

Narration:

At the Board's Public Meetings on October 21 and November 18, 2014, an interest was expressed by a member of the public to video and/or audio record the Board's public meetings. As a result of the request, the Board adopted the following motion at its Inaugural Board Meeting on December 9, 2014:

that the Board of Education requests the Policy Review Committee consider changes to Policy 104: Board of Education – Meetings to address video and/or audio recording of Public Board meetings, and that the Policy Review Committee undertake this work in an expedient manner;

further, that until such time that the Board finalizes and approves changes to Policy 104, anyone wanting to use an audio/video recording device at a Public Board Meeting shall obtain prior approval of the Chair and shall not disrupt the meeting and shall not obstruct the views of others in the gallery and shall not video tape gallery members or children.

A sub-committee of the Policy Review Committee was struck to undertake the Board's request and report back its findings and options for the Board to consider. The Committee was chaired by Sanjeet Johal, Principal of Braemar Elementary School, and included Susan Owens, Vice Principal of Boundary Elementary School; Victoria Miles, Communications Manager; and David Jennings, Director of Information and Communication Technology. The Committee met on three separate occasions and tasked each Committee member with responsibility to investigate procedures followed in other public jurisdictions, privacy implications, equipment and storage requirements, and placement of the recordings in the public domain. The Committee's work was intense and detailed. The findings and options for the Board to consider are collated and attached to this Administrative Memorandum of May 26, 2015 as *Appendix – Video and Audio Recording of Board Meetings – Options*.

The proposed options to *Policy 104: Board of Education – Meetings* were presented to the School District's Policy Review Committee for its review at scheduled meetings on February 23 and April 27, 2015. The Policy Review Committee includes Board representatives Vice-Chair Megan Higgins and Trustee Franci Stratton, 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 District Student Leadership Council (DSLc).

In keeping with recent Policy Review Committee work, the Administrative Procedures for *Policy 104: Board of Education – Meetings* were incorporated into a separate document. Both *Proposed Revised Policy 104: Board of Education – Meetings* and *Proposed Revised Policy 104: Administrative Procedures* are subject to the Board's annual review.

Schedule B.1 (continued)

Narration (continued):

John Lewis, Superintendent of Schools, will introduce *Proposed Revised Policy 104: Board of Education – Meetings; Proposed Revised Policy 104: Administrative Procedures, and Appendix – Video and Audio Recording of Board Meetings – Options*, as attached to this Administrative Memorandum of May 26, 2015.

Attachments:

Proposed Revised Policy 104: Board of Education - Meetings

Proposed Revised Policy 104: Administrative Procedures

Appendix – Video and Audio Recording of Board Meetings – Options

Link:

[Policy 104: Board of Education – Meetings \(2010\)](#)

RECOMMENDED MOTION:

that the Board of Education has given its consideration to *Proposed Revised Policy 104: Board of Education – Meetings; Proposed Revised Policy 104: Administrative Procedures; and Appendix – Video and Audio Recording of Board Meetings – Options*, as attached to this Administrative Memorandum of May 26, 2015, and;

that the Board of Education approves Option [A or C or E] of *Appendix - Video and Audio Recordings of Board Meetings – Options*, and;

that the Board of Education approves *Proposed Revised Policy 104: Board of Education – Meetings*, and;

that the Board of Education approves *Policy 104: Administrative Procedures*, subject to the inclusion of Option [A or C or E].

104 Board of Education – Meetings

Revised: September 21, 2001

Revised: September 28, 2004

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

Revised: June 23, 2010

Proposed Revised: May 26, 2015

Policy

The *School Act* states that a Board must meet as often as is necessary to transact its business and must establish procedures governing the conduct of its meetings. A written copy of those procedures must be available to the public.

Regular and Special Meetings

The Board shall conduct regular or special meetings at which all formal and legal business of the Board will be conducted. Regular meetings, scheduled in advance by the Board, shall be held monthly during the school year, usually on the third or fourth Tuesday of the month. An additional special meeting may be held at any time with the consent of all Trustees present at a properly called meeting of the Board, or if all Trustees holding office waive notice. Meetings will be held in July and August at the call of the Chair of the Board for urgent business only.

On the written request of a majority of Trustees, the Chair or the Secretary Treasurer may call special meetings on dates other than those of regularly scheduled meetings. All Trustees must be provided written notice no less than 24-hours in advance of the special meeting. No business other than that for which the meeting was called shall be conducted at such a special meeting.

Individual Trustees or groups of Trustees may also meet at working sessions, seminars, discussions with members of the public or staff, or as committees. Such gatherings and meetings are not considered meetings of the Board, and no official action of the Board may be taken on such occasions.

Trustee Seminars will be scheduled each month during the school year. Seminars will be of an informal discussion session with the Superintendent of Schools and the Board Chair setting the dates and agenda in consultation with Trustees. No minutes will be taken.

In-Camera Meetings

Meetings of the Board are open to the public unless, in the opinion of the Board, the public interest so requires that persons other than Trustees should be excluded from a meeting. Such matters include those where privacy of employees, students, parents or others need to be respected or matters subject to negotiations (e.g., labour contracts, land sales) or litigation. The Secretary Treasurer or another employee designated by the Board must be present at the time that a decision of the Board is rendered and must record any decision. Minutes of such meetings shall be kept in the same manner as those of a regular meeting, but shall be approved or amended only in an in-camera session. Minutes of in-camera meetings shall be filed separately from those of regular meetings.

The Board will prepare a record containing a general statement as to the nature of the matters discussed and the general nature of the decisions reached at in-camera meetings. The record will be open for inspection by members of the public by appointment with the Secretary Treasurer.

Inaugural Meeting

The inaugural meeting will be scheduled no earlier than the first Monday after December 1st in an election year. Immediately following the swearing-in of Trustees-elect, the Secretary Treasurer or the Secretary Treasurer's designate shall act as temporary Chair to call the meeting to order. After ascertaining that the credentials of those seated at the Board table are in order, the Secretary Treasurer shall call for nominations for the position of Chair of the Board for the ensuing year. If there is more than one (1) nomination, the election shall proceed by secret ballot. When the election has been concluded, the newly elected Chair of the Board shall preside at the inaugural meeting.

The Board shall then conduct such business as is pertinent and urgent, including election of the Vice-Chair of the Board. Provision will also be made for Trustees to indicate committee preferences to the Chair.

Audiovisual Recording of Regular and Special Meetings



Regular and special public meetings of the Board may be recorded with audiovisual equipment in accordance with the corresponding administrative procedures for Policy 104.

Refer to Board Policy 101: Board of Education – Role and Function for procedures surrounding the annual election of the Chair and Vice-Chair.

The Board shall adopt administrative procedures for conduct of its regular, special, and standing committee meetings and will review these on an annual basis.

Annual Review of Policy

The Board will review this Policy on an annual basis.

DRAFT POLICY 104: BOARD OF EDUCATION - MEETINGS

ADMINISTRATIVE PROCEDURES

General Operating Procedures for Board Meetings

Written Notice

Written notice of all meetings shall be posted at the entrance to the Board Room at the Administrative Offices. Except for meetings called with less than 24 hours' notice, the notice shall be posted at least 24 hours in advance of the meeting.

Time and Place of Meetings

Regular meetings of the Board shall be held in the Board Room and shall begin at 7:00 p.m., unless otherwise decided by the Board. No regular or special meeting, nor combination thereof, shall remain in session longer than three (3) hours, except by resolution of the Board.

Meeting Agendas

The Secretary Treasurer in consultation with the Board Chair and Vice-Chair and the Superintendent of Schools shall prepare an agenda for each Board meeting. The Secretary Treasurer shall endeavour to provide the agenda and supporting materials to each Trustee 96 hours in advance of the meeting and no later than 24 hours prior to each regular meeting. Delivery of an agenda shall constitute notice of meeting. The agenda package shall be made available to the public either on-line or by pick-up at the Board office once the package has been delivered to Trustees.

Trustees who wish to have items included on the Public Board agenda may make a Notice of Motion at the Public Board meeting or may request the addition of the item to the Board Chairperson or Secretary Treasurer at least one (1) week in advance of the meeting.

Order of Business for Regular Meetings

The order in which the Board transacts its business at regular meetings shall be substantially as follows:

- Call to Order
- Adoption of Agenda
- Approval of Minutes
- Public Comment Period
- Action Items
- Information and Proposals
- Field Trips
- Superintendent's Report
- Trustee Reports
- Future Meetings
- Public Question and Comment Period
- Adjournment.

A change to the order of business may be proposed by any Trustee and shall require consent of those present without debate.

Quorum

A quorum for all Public, Special and In-Camera Board meetings shall be a majority of Trustees holding office at that time. At the appointed time for commencement of a meeting, the Chair shall ascertain that a quorum is present before proceeding to the business of the meeting. No business of the Board shall be conducted unless a quorum is present.

Public Comment Period

After approval of the minutes, the Board will provide a ten (10) minute public comment period restricted to items on the Board agenda. Speakers will be allocated a maximum of two (2) minutes each. 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.

Rules of Order at Regular Meetings

It is the intention of the Board that its meetings be conducted in a dignified and efficient manner. Rules of order will be applied as a means of assisting the conduct of Board business without providing undue formality or hindering useful discussion.

Except where otherwise provided in the *School Act* or in Board policy, the procedures included in *Robert's Rules of Order (Newly Revised)* shall govern the conduct of meetings. The Secretary Treasurer will serve as parliamentarian, providing procedural advice to the Board.

Time Limits on Speech

Trustees speaking at a Board meeting shall adhere to the following rules:

- a) A Trustee may ask questions of clarification about the matter under consideration. Questions of clarification will not be counted in the time allotted for speaking to the question;
- b) A Trustee may speak to a question, or may speak in reply, for a maximum of three (3) minutes;
- c) After all other Trustees have had an opportunity to speak, Trustees may speak to a question, or may speak in reply for a second time for a further three (3) minutes;
- d) Trustees may only speak for a third time with the permission of the Chair of the meeting.

Telephone and Electronic Participation

In accordance with Section 67 (6) of the *School Act*, the Board shall allow Trustees to participate in or attend a meeting of the Board by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to clearly communicate with each other. The Board believes that Trustees must be publicly accessible and accountable to the electorate. Therefore, this form of participation should be used sparingly and only under extenuating circumstances including, but not limited to, illness, family emergency, unavoidable travel, and extreme weather conditions. A Trustee participating in this way will be counted for the purposes of establishing a quorum.

Public Question and Comment Period

A twenty-minute question period 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.

While the Board believes that communication with the public is extremely important, the regular Board meeting is the formally designated means of transacting Board business and is not the appropriate setting for general discussion. The question and comment period is provided as a means for ensuring that residents present in the audience have an opportunity to obtain clarification concerning the meeting's proceedings, ask brief questions, or provide comments on other school district matters.

Residents who have more in-depth concerns or complex issues than cannot be suitably addressed during the comment and question period are encouraged to contact Trustees or staff individually or, if desired, to arrange a formal presentation on the Board agenda. In general, Board policy indicates that questions or concerns are best handled as near the location of the issue as possible. Matters currently under negotiation, litigation, or related to personnel, will not be discussed in public session.

Delegations at Meetings

As a vehicle for affirming its policy of open Board-community relations and the rights of citizens to make their views known to the Board, delegations are welcome to express such views at regular Board meetings or a Standing Committee meeting. Since issues can be considered and deliberated in more detail at the Committee level, whenever possible, the delegation will be requested to appear before the appropriate Standing Committee.

Requests for delegations at a regular Board meeting should be made in writing at least two (2) weeks in advance to either the Board Chair or the Secretary Treasurer. Requests to Standing Committees should be sent to the attention of the Secretary Treasurer at least one (1) week in advance.

A written statement outlining the issues should be presented at the time of the request for an appointment. Each delegation will be requested to name a spokesperson that will present the information to the Board or Standing Committee and act as a contact person to whom the Board may direct a reply at a later date. The delegation will be expected to limit any presentation to ten (10) minutes, followed by questions and comments. The Board will ordinarily take the presentation under advisement and may take action after due deliberation, usually at a subsequent meeting. If circumstances warrant, the Board may receive such delegation "in-camera".

If a delegation has already presented its brief at a Board and/or Standing Committee meeting, its request to appear again before the Board and or Standing Committee may be denied unless the delegation has new information that is significantly different from the information already presented. Such information must be provided in writing to the Secretary Treasurer.

Minutes of Board Meetings

The Secretary Treasurer shall record proceedings of all Board meetings and keep on file the official copy of the minutes as well as necessary associated background materials. The minutes will contain a record of official actions taken and the general nature of the discussions for background purposes only, but will not contain an account of comments or opinions expressed by individual Trustees. Wherever reasonable, Board resolutions should include a complete record of recommendations acted upon or actions intended. A draft summary of motions will be posted on the school district's website within three (3) days of the Board meeting, whenever possible. Minutes of regular meetings will be available on the School District's website after they have been approved by the Board (after the next Board meeting) or may be viewed at the Board's Administration Office by members of the public by appointment with the Secretary Treasurer. Copies may be obtained for an appropriate fee, in compliance with the *School Act*.

Audiovisual Recording of Regular and Special Meetings [Draft new section – Subject to Board approval]



- a) Public meetings of the Board may be recorded by any member of the public, provided that notice is given by the Board in advance of the meeting. This notice must be included as a notation to the Board agenda, and announced at the beginning of the meeting.
- b) Audiovisual recording (including live-streaming) is strictly limited to the Board's proceedings.
- c) There is to be no recording of the gallery or individual members of the public unless they are invited to speak at the table, as part of the proceedings.
- d) The filming of minors is not permitted unless prior consent, in accordance with the School District's procedures for student image release permissions and the protection of student personal information, has been secured.
- e) Personal recordings of board meetings are not the property or responsibility of the Board. Any resulting audiovisual recording is not considered an official record of the meeting and the Board is under no obligation to accept personal recordings as such.
- f) At no time may recording disrupt the view or hearing of attendees.
- g) At no time may recording disrupt the proceedings of the meeting.
- h) Requests made by an individual member of the public, who is not a trustee, not to be recorded should be directed to the chair in advance of the meeting. The Chair will communicate to the gallery accordingly. Where an advance request is not possible, the Chair will accommodate the request with appropriate direction as necessary.
- i) Staff of the North Vancouver School District who are invited to speak or present at a meeting do so with the understanding that they may be recorded.
- j) There is to be no recording of tablet screens or digital resources used at the Board table.
- k) The Board reserves the right to request that any recording that disrupts its proceedings or contravenes this, or any other Board policy, be stopped immediately. The minutes of the meeting will record that such direction was given.
- l) Where a concern arises involving inappropriate recording or sharing of personally recorded audiovisual material, the Board will review the use and may take action to request that the recording be deleted/destroyed.
- m) Any violations of these procedures are the sole responsibility of the individuals who make and distribute the recording and the Board accepts no responsibility for the quality, completeness, misuse, distortion, distribution, maintenance, access, preservation or destruction of such recordings.



Prepared by:
Video and Audio Recording of Board Meetings
Policy Review Subcommittee
Chair: Sanjeet Johal
sjohal@sd44.ca

22 April 2015

POLICY AND PROCEDURE OPTIONS

Audiovisual recording and broadcasting of North Vancouver Board of Education public meetings Amendment to Policy 104

Option A*

[*RECOMMENDED BY THE AUDIOVISUAL RECORDING OF BOARD MEETINGS
SUBCOMMITTEE]

Audiovisual recording of public board meetings

Public meetings of the Board of Education may be recorded with audiovisual equipment in accordance with the corresponding administrative procedures for Policy 104.

This policy **and procedures** are in effect for a one-year period from its approval date. Upon conclusion of the one-year term, the procedures will be reviewed to incorporate any necessary changes or recommendations that may arise during the pilot.

*The above **Policy Statement** would apply to all options under consideration*

Additional procedures:

- Public meetings of the Board may be recorded by any member of the public, provided that notice is given by the Board in advance of the meeting. This notice must be included as a notation to the Board agenda, and announced at the beginning of the meeting.
- Audiovisual recording (including live-streaming) is strictly limited to the Board's proceedings.

- There is to be no recording of the gallery or individual members of the public unless they are invited to speak at the table, as part of the proceedings.
- The filming of minors is not permitted unless prior consent, in accordance with the School District's procedures for student image release permissions and the protection of student personal information, has been secured.
- Personal recordings of board meetings are not the property or responsibility of the Board. Any resulting audiovisual recording is not considered an official record of the meeting and the Board is under no obligation to accept personal recordings as such.
- At no time may recording disrupt the view or hearing of attendees.
- At no time may recording disrupt the proceedings of the meeting.
- Requests made by an individual member of the public, who is not a trustee, not to be recorded should be directed to the chair in advance of the meeting. The Chair will communicate to the gallery accordingly. Where an advance request is not possible, the Chair will accommodate the request with appropriate direction as necessary.
- Staff of the North Vancouver School District who are invited to speak or present at a meeting do so with the understanding that they may be recorded.
- There is to be no recording of tablet screens or digital resources used at the Board table.
- The Board reserves the right to request that any recording that disrupts its proceedings or contravenes this, or any other Board policy, be stopped immediately. The minutes of the meeting will record that such direction was given.
- Where a concern arises involving inappropriate recording or sharing of personally recorded audiovisual material, the Board will review the use and may take action to request that the recording be deleted/destroyed.
- Any violations of these procedures are the sole responsibility of the individuals who make and distribute the recording and the Board accepts no responsibility for the quality, completeness misuse, distortion, distribution, maintenance, access, preservation or destruction of such recordings.

Benefits	Risks and Concerns
<ul style="list-style-type: none"> • No cost to the school district • Already in place • Promotes transparency of process • Captures a more complete record of the meeting by including non-verbal communication and gestures • Would respond to the small number of members of the public who have sought this privilege 	<ul style="list-style-type: none"> • Higher risk of "chill factor" alienating or discouraging public participation, as the recordings are not under control of the Board • Full range of limitations are difficult to enforce • Not an official record of the meeting • Potential for distortion or misuse • Risk of policy violation "after the

	<p>damage is done”</p> <ul style="list-style-type: none"> • Not the property of the Board, the Board has no hold or claim on the material • Quality may be poor resulting in frustrating audio or visually negative imagery (dark, distorted) • Playing to the camera may change the substance of the discussion • Captures non-verbal communication and gestures • Makes management of every aspect of the meeting more complex • Individuals recording may feel a lower level of responsibility towards the respect and protection of other participants’ (attendees) privacy than the Board would expect
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Option C

Additional procedures:

- Audiovisual recordings of the Board's public meetings are produced and broadcast by the Board and are the only permitted audiovisual recordings of the meetings.
- The Board's audiovisual recordings are considered an official record, supplementary to the official minutes, of the meetings.
- Notice of audiovisual recording must be included as a notation to the Board agenda. This notice must be included as a notation to the Board agenda, and announced at the beginning of the meeting.
- Audiovisual recording (including live-streaming) is strictly limited to the Board's proceedings.
- There is to be no recording of the gallery or individual members of the public unless they are invited to speak at the table, as part of the proceedings.
- The filming of minors is not permitted unless prior consent, in accordance with the School District's procedures for student image release permissions and the protection of student personal information, has been secured.
- At no time may recording disrupt the view or hearing of attendees.
- At no time may recording (or malfunction of recording equipment) disrupt the proceedings of the meeting.
- Only an employee(s) of the Board may record the meeting.
- The audiovisual recording of the meeting will be posted on the Internet in a timely manner following the meeting. Posting will be timed to occur with the release of the ~~official minutes~~ **DRAFT Summary of Motions** of the meeting.
- Requests made by an individual member of the public, who is not a trustee, not to be recorded should be directed to the Chair in advance of the meeting. The Chair will communicate to the recording operator accordingly. Where an advance request is not possible, the Chair will accommodate the request with appropriate direction as necessary.
- Staff of the North Vancouver School District who are invited to speak or present at a meeting do so with the understanding that they will be recorded.
- There is to be no recording of tablet screens or digital resources used at the Board table.
- Any violations of these limitations are the sole responsibility of the individuals who make and distribute the recording and the Board accepts no responsibility for the quality, completeness misuse, distortion, distribution, maintenance, access, preservation or destruction of unauthorized recordings.
- In the event that unauthorized recording is attempted, the Chair will pause the meeting to request that recording be stopped immediately. The minutes of the meeting will record that such direction was given.

- Where a concern arises involving inappropriate recording and sharing of personally recorded audiovisual material, the Board will take action to request that the recording be deleted/destroyed.
- As an official record of the meeting, the Board will retain the original recording for the life of the School District. The recording will be posted to the Internet, available for anyone to view and accessible by a link from the school district website.
- Any recording other than that of the Board is not considered an official record of the meeting and the Board is under no obligation to accept personal recordings as such.

Benefits	Risks and Concerns
<ul style="list-style-type: none"> • Board retains control over process, product and preservation/retention of recording • Transparency of meeting • Consistent procedure and product • Captures a more complete record of the meeting by documenting non-verbal communication and gestures • Allows for a better quality of recording than personal recording • Would respond to the small number of members of the public who have sought this privilege 	<ul style="list-style-type: none"> • Estimated costs for the year are as follows: <ul style="list-style-type: none"> ◦ Initial System: \$12,500 for equipment purchase ◦ Archive Server: \$10,000 ◦ Backup License: \$200 ◦ Tapes: \$1000 ◦ Subtotal: \$23,700 ◦ Plus labor costs: \$2,500 ◦ Total: \$26,200 • Captures a more complete record of the meeting by documenting non-verbal communication and gestures • Livestream/broadcast exacerbates chilling effect • Presents budget challenges at a time when "administrative savings" have been mandated • Equipment lifespan of 5 to 7 years – future replacement costs for hardware • Playing to the camera may change the substance of the discussion • Makes management of every aspect of the meeting more complex <ul style="list-style-type: none"> Increases post-meeting workload for staff (additional cost consideration)

Option E (A + C)

Additional procedures:

- Audiovisual recordings of the Board's public meetings are produced and broadcast by the Board of Education. Public meetings of the Board may also be recorded by any member of the public, subject to these procedures and provided that notice is given by the Board in advance of the meeting. This notice must be included as a notation to the Board agenda, and announced at the beginning of the meeting.
- The Board's audiovisual recordings are considered an official record, supplementary to the official minutes, of the meetings.
- Notice of audiovisual recording must be included as a notation to the Board agenda. This notice must be included as a notation to the Board agenda, and announced at the beginning of the meeting.
- Audiovisual recording (including livestreaming) is strictly limited to the Board's proceedings.
- There is to be no recording of the gallery or individual members of the public unless they are invited to speak at the table, as part of the proceedings.
- The filming of minors is not permitted unless prior consent, in accordance with the School District's procedures for student image release permissions and the protection of student personal information, has been secured.
- At no time may recording disrupt the view or hearing of attendees.
- At no time may recording (or malfunction of recording equipment) disrupt the proceedings of the meeting.
- The Board's audiovisual recording of the meeting will be posted on the Internet in a timely manner following the meeting. Posting will be timed to occur with the release of the official minutes **DRAFT Summary of Motions** of the meeting.
- Requests made by an individual member of the public, who is not a trustee, not to be recorded should be directed to the Chair in advance of the meeting. The Chair will communicate to the recording operator accordingly. Where an advance request is not possible, the Chair will accommodate the request with appropriate direction as necessary.
- Staff of the North Vancouver School District who are invited to speak or present at a meeting do so with the understanding that they will be recorded.
- There is to be no recording of tablet screens or digital resources used at the Board table.
- Any violations of these limitations are the sole responsibility of the individuals who make and distribute the recording and the Board accepts no responsibility for the quality, completeness misuse, distortion, distribution, maintenance, access, preservation or destruction of personal recordings of its meetings.

- Where a concern arises involving inappropriate recording and sharing of personally recorded audiovisual material, the Board will take action to request that the recording be deleted/destroyed.
- As an official record of the meeting, the Board will retain its original recording for the life of the School District. The recording will be posted to the Internet, available for anyone to view and accessible by a link from the school district website.
- Any recording other than that of the Board is not considered an official record of the meeting and the Board is under no obligation to accept personal recordings as such.

Benefits	Risks and Concerns
<ul style="list-style-type: none"> • Board retains control over process, product and preservation/retention of recording • Transparency of meeting • Consistent procedure and product • Captures a more complete record of the meeting by documenting non-verbal communication and gestures • Would respond to the small number of members of the public who have sought this privilege 	<ul style="list-style-type: none"> • Estimated annual costs: <ul style="list-style-type: none"> ◦ Initial System: \$12,500 for equipment purchase ◦ Archive Server: \$10,000 ◦ Backup License: \$200 ◦ Tapes: \$1000 ◦ Subtotal: \$23,700 ◦ Plus labor costs: \$2,500 ◦ Total: \$26,200 • The associated risks of both personal recordings and board recordings are compounded • Captures a more complete record of the meeting by documenting non-verbal communication and gestures • Livestream/broadcast exacerbates chilling effect • Cost of equipment and staff to operate and manage recording and broadcasting is significant [Pricing to be determined]. • Equipment lifespan of 5 to 7 years – future replacement costs for hardware • Playing to the camera may change the substance of the discussion • Makes management of every aspect of the meeting more complex • Increases post-meeting workload for staff (additional cost)

Additional (answers to questions from the Policy Review Committee)

Can students provide the recording service?

This is neither recommended or necessary. The main costs are the purchase of equipment, server storage capacity, and review of each video, by staff, post recording and prior to upload. The proposed technology resources do not require significant operating time during recording, beyond the staff member who will turn the recording device on and off and upload/activate broadcasting simultaneously with the publication of the official meeting minutes.

Could we use existing equipment to record (i.e. an iPad)?

It's possible, but not recommended. Audio would be less desirable and the video would be lower resolution and poorer quality. An iPad could be mounted on a tripod, but would need to be "manned" throughout the meeting to provide coverage of the space.

Do the City of North Vancouver and District of North Vancouver permit members of the public to film their meetings?

Neither the City nor the District have restrictions on any member of the public filming their public meetings.

Why is the subcommittee recommending Option 1?

The subcommittee believes that Option 1 is the least costly and most appropriate step forward in the current context for the proposed pilot year.

There is no defined audience of significant size to support the considerable cost investment that would be required by the Board to support purchasing and maintaining suitable equipment as well as necessary storage devices for the long-term record (the life of the school district). Given the "administrative savings" that the Board has been directed to find to balance next year's budget, and the additional savings that must be sourced for the following year, such an investment is not considered a prudent application of limited funds at this time.

As well, the challenges that come from producing and owning such recordings are considerable. For example, individuals may be aware, or even agree to filming and later change their minds for a variety of reasons, and request removal from the record. Resolving such issues is problematic and time consuming. Furthermore, for liability reasons, the subcommittee would recommend that should Option C or E be chosen, *a more fulsome legal review of the risks and ramifications be undertaken before any such investment or procedure is invoked*. In creating its own recording, as well as permitting public recording, all the risks of both options are combined into one, creating the highest risk scenario of all three options.

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

Meeting Date: May 26, 2015 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **Policy 203: Evaluation of Student Achievement and Reporting to Parents**

Narration:

The Board is committed to enabling all students to reach their potential and achieve success in school according to their individual interests, abilities, and goals. To support student learning and success, teachers play a critical role in using thoughtful, differentiated assessment practices, focused feedback, and fair and transparent reporting procedures. The Board's principles and practices for communicating student learning are based upon Ministerial Orders and regulations authorized under the *School Act*.

Building upon the North Vancouver School District's *Instructional Institute* and *Universal Design for Learning Initiatives*, a committee was established in April 2011 to facilitate discussion and input about District assessment practices. A component of the committee's work included a review of *Policy 203: Evaluation of Student Achievement and Reporting to Parents* and *Policy 209: Student Assessment*. To reflect current assessment practices, *Policy 209* was revised at the Public Board Meeting on May 28, 2013.

As a natural outcome of the assessment committee's work, a District Assessment Team was established and commenced work on the development of the North Vancouver School District's service-delivery model, *Communicating Student Learning K-12: Handbook of Assessment, Evaluation and Reporting*. The Board adopted the *Handbook* as its service-delivery model at the Public Board Meeting on January 21, 2014.

Following the approval of *Policy 209: Student Assessment* and the *Handbook of Assessment, Evaluation and Reporting*, a sub-committee of the Policy Review Committee undertook the review of *Policy 203: Evaluation of Student Achievement and Reporting to Parents*. The committee was chaired by Joanne Robertson, Director of Instruction, Learning Services; Kathleen Barter, District Vice-Principal, Learning Services; and Martin Stuible, Elementary Teacher and Vice President of the North Vancouver Teachers' Association. The committee has revised *Policy 203* to (1) bring it into alignment with the *Handbook* and *Policy 209*; and (2) support consistent communication of student progress. The committee has proposed the renaming of *Policy 203* to "Communicating Student Learning to Parents (Reporting)" to reflect the principles and language of the *Handbook*.

Proposed Revised Policy 203: Communicating Student Learning to Parents (Reporting) was presented to the School District's Policy Review Committee for its review at a scheduled meeting on April 27, 2015. The Policy Review Committee includes Board representatives Vice-Chair Megan Higgins and Trustee Franci Stratton, 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 District Student Leadership Council (DSLc).

John Lewis, Superintendent of Schools, will introduce *Proposed Revised Policy 203: Communicating Student Learning to Parents (Reporting)*, as attached to this Administrative Memorandum of May 26, 2015.

Schedule B.2 (continued)

Narration (continued):

Attachment:

Proposed Revised Policy 203: Communicating Student Learning to Parents (Reporting)

Links:

[Policy 203: Evaluation of Student Achievement and Reporting to Parents \(2009\) \[Link\]](#)

[Policy 209: Student Assessment \(2013\) \[Link\]](#)

[Communicating Student Learning K – 12: Handbook for Assessment, Evaluation and Reporting \(2014\) \[Link\]](#)

RECOMMENDED MOTION:

that the Board of Education approve *Proposed Revised Policy 203: Communicating Student Learning to Parents (Reporting)*, as attached to this Administrative Memorandum of May 26, 2015.

203 Communicating Student Learning to Parents (Reporting)

Revised: September 25, 2001

Revised: June 12, 2009

Proposed Revised: May 26, 2015

Policy

The Board of Education is committed to evaluating and communicating student learning to parents in ways that are meaningful and transparent. The Board's policy for communicating student learning is based upon Ministerial Orders and regulations authorized under the *School Act*.

Provincial policies for communicating student progress require that parents or legal guardians be provided with both formal written and informal reports each school year.

At the elementary (K-7) level, communicating student learning focuses on:

- Describing what the student is able to do
- The areas in which the student requires further attention or development, and
- Ways to support the student's learning.

At the secondary (8-12) level, the communication of student progress should indicate:

- The student's level of performance in relation to learning outcomes set out in the curriculum for each subject and grade.

The purpose of communicating student learning is to inform parents/guardians of their child's achievement and progress over time. Student performance is evaluated based on information collected through assessment activities during an instructional period. Teachers use their professional expertise, knowledge about learning, and specific criteria to make judgments about student performance in relation to learning outcomes or standards.

Principles that specifically address evaluating and communicating student learning are outlined in the North Vancouver School District's Communicating Student Learning K-12: Handbook for Assessment, Evaluation, and Reporting; these principles include:

- *Evaluation and grading must reflect achievement and progress over time in relation to specific learning outcomes or student goals*
- *Communicating student learning must be clear, transparent, and ongoing, with a focus on performance standards-based language and meaningful descriptions, collections, and demonstrations of student learning*
- *Assessment and reporting practices and procedures support all students, including those with special needs and those who are learning a second or additional language.*

Review of the Policy

The Superintendent or the Superintendent's designate will review this policy as required.

Schedule B.3.
of the
Administrative Memorandum

Meeting Date: May 26, 2015 ☒ Board ☐ Board, in camera

Topic (as per the
Memorandum): **2015/16 Budget Consultation Update and Board Direction**

Narration:

At its January 20, 2015 Public Meeting, the Board of Education approved the budget process for the 2015/16 Preliminary budget. This process was considered appropriate given the Board's current financial position and the expectation that the Board will be faced with additional financial challenges in the 2015/16 fiscal year. The five partner groups; North Vancouver Parent Advisory Council (NVPAC), North Vancouver Teachers' Association (NVTa), Canadian Union of Public Employees (CUPE Local 389), North Vancouver Administrators (NoVA), and District Student Leadership Council (DSLc) were invited to attend information sessions and participate in discussions about the 2015/16 Budget Priorities at the scheduled Finance and Facilities Standing Committee Meetings. The three-year forecast has been utilized during the budget consultation process and was updated following the Ministry of Education's preliminary grant announcement in March 2015.

At the March 3, 2015 Finance and Facilities Standing Committee Meeting, Partner Groups presented their budget priorities. Participants and interested individuals were asked to provide their suggestions for the 2015/16 budget priorities by emailing the School District from March 4, 2015 through March 27, 2015.

On March 12, 2015, the Ministry of Education announced the Preliminary Grants for schools districts and included a requirement for all school districts to submit an Administrative Savings Plan (ASP) with their budgets by June 30, 2015. The ASP is equivalent to 0.6% of each school district's budget. The provincial total for the Administrative Savings Plan is \$29 Million in 2015/16 and \$54 Million in 2016/17. The North Vancouver School District will be required to submit an Administrative Savings Plan for \$760,017 in 2015/16 and approximately \$1,520,034 for the 2016/17 fiscal.

At the April 7, 2015 Finance and Facilities Standing Committee Meeting, attendees were provided an explanation of the proposed Administrative Savings Plan prepared by the Executive Committee. Participants were also provided with the list of budget priorities that had been presented by the Partner Groups, as well as the on-line submissions. Attendees were asked to discuss and provide further input for the allocation, on a percentage basis, of any available funding that may be achieved through efficiencies or additional revenues, over and above the Administrative Savings Plan.

The Executive Committee considered the consultation input provided through this process and recommend that the Board of Education consider the application of resources generated through efficiencies or new revenue, as described in Appendix A.

At the April 21, 2015 Public Board Meeting, the Board approved the Administrative Savings Plan of \$760,017 for 2015/2016 and \$1,520,034 for 2016/2017 and the reinstatement of temporary support to the classroom to address Kindergarten start-up in the amount of \$30,000. Additionally, the Board deferred the approval of the recommended budget priorities to the May 26, 2015 Public Board Meeting, to allow Trustees an opportunity to further discuss and consider the proposed recommendations.

Schedule B.3 (continued)

Narration (continued):

The budget priorities are established to identify where additional funds may be applied, should they be available, once the Year End financial position is determined and September enrolments are confirmed. The Executive Committee will report at the October 2015 Public Board Meeting on any additional funds that have been identified, the areas and priorities that have been addressed, and any remaining funds available to respond to emerging needs.

Attachment:

Appendix A Finance & Facilities Standing Committee Partner Group Priorities – Collated Data with Executive recommendations

RECOMMENDED MOTION:

that the Board approve the recommended budget priorities, as described in Appendix A, and that the Executive report to the Board at its October 2015 Public Board Meeting regarding allocations, and the availability of any funds remaining available.

APPENDIX A

HISTORICAL BUDGET PRIORITIES

IDENTIFIED CATEGORIES	2011-12	2012-13	2013-14	2014-15
Special Needs Supports	46.4%	27.5%	40.0%	30.0%
Class Size & Composition	27.2%	40.0%	30.0%	25.0%
Leadership, Instructional Support & Teaching Staff	7.1%	25.5%	10.0%	20.0%
Subtotal:	80.7%	93.0%	80.0%	75.0%
Succession, Growth, Health & Wellness			10.0%	10.0%
Instruction Classroom Resources	5.7%		10.0%	15.0%
September Start-up; Full Day Kindergarten	3.6%			
Additional Maintenance Staff	7.1%	7.0%		
General Support for K - 12	2.9%			
Total:	100.0%	100.0%	100.0%	100.0%

SURVEY RESULTS FOR 2015-16 BUDGET PRIORITIES AND EXECUTIVE RECOMMENDATIONS

IDENTIFIED CATEGORIES	F & F INPUT	EXECUTIVE RECOMMENDATION
Special Needs Supports	44.6%	30.0%
Class Size & Composition	26.0%	25.0%
Leadership, Instructional Support & Teaching Staff	5.6%	15.0%
Subtotal:	76.2%	70.0%
Health & Wellness, Succession, Growth	0.9%	10.0%
Facilities	12.1%	10.0%
Communication	5.2%	5.0%
Instructional Resources	5.2%	5.0%
Other	0.4%	0.0%
Total:	100.0%	100.0%

Budget Priorities 2015/2016: The following comments are provided for a better understanding of the various categories and to clarify how each category may be addressed in the development of the 2015-16 operating budget. Should additional funds be available, or generated through efficiencies and cost-savings, the following priority areas have been identified for consideration.

“Special Needs Supports” and “Composition” will benefit from the \$2,620,747 in the Learning Improvement Fund. The Education Fund (80% or \$2,096,598, approximately 21.3 FTE) is available to provide additional NVTA staffing supports (including specialist staff) in classrooms. The Support Fund (20% or \$524,149) is available to provide additional CUPE staffing for positions supporting students with special needs, providing an increase in time to all educational assistants as well as a few positions. Additional funds that may be available for this area would support additional staff training and in-service opportunities.

“Class Size” improvements require significant funding allocations. Small improvements achieved through previous ‘add back’ budgets in 2011/12 and 2012/13 have been maintained in recent years. Class size issues may also be addressed through the allocation of resources available in the Education Fund (\$2,096,598) to add ‘divisions’ in elementary schools and ‘blocks’ at the secondary level.

“Leadership, Instructional Support and Teaching Staff” offers opportunities for all educators to build their capacity in areas of competency through a variety of innovative, educational approaches. Collaboration time, collegial conferencing, in-service and training sessions, and Leadership for Learning are district-based initiatives that continue to support the building of capacity among all staff.

“Facilities” incorporates cleanliness of the schools, temperature issues, and supports for wellness and safe and healthy workplace.

“Health & Wellness, Succession, Growth,” continue with Human Resources best practices and employee development for all staff throughout the School District. Health and wellness initiatives relate to employee morale, job satisfaction, attendance and engagement. Succession planning and growth is closely tied to ongoing instructional support and the identification of Teacher Leaders throughout the School District.

“Communication” considers opportunities to enhance communication between Parents and Teachers, and facilitated through the use of technology. This would focus on improving connections between the home and classroom, especially regarding student progress.

“Instructional Resources” address a variety of resources to support instruction within the classroom including temporary classroom support (e.g. Kindergarten start-up), as well as instructional materials and resources to implement the BC Education Plan. This area may also address the need for ‘equity’ between schools, enabling the allocation of grants to schools.

Schedule B.4.
of the
Administrative Memorandum

Meeting Date: May 26, 2015 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2015/16**

Narration:

Introduction and Summary

As required under the School Act, the Board must adopt its budget bylaw on or before June 30, 2015 for the 2015/16 fiscal year. The draft 2015/16 Annual Budget, which balances estimated expenditures to forecasted revenues, is presented to the Board for their consideration this evening in the form specified by the Minister of Education, and is in the amount of \$166,384,428.

Budget Preparation Processes and Public Meetings

At its January 21, 2015 Public Meeting, the Board of Education approved the budget process for the 2015/16 Preliminary budget. The five partner groups; North Vancouver Parent Advisory Council (NVPAC), North Vancouver Teachers' Association (NVTa), Canadian Union of Public Employees (CUPE Local 389), North Vancouver Administrators (NoVA), and District Student Leadership Council (DSLc) were invited to attend three Finance and Facilities Standing Committee meetings whereby they were provided budget information, held discussions and were provided opportunities for their input.

On February 3, 2015, there was a presentation and discussion on historical budget priorities relating to the School District's forecasts, Annual Facilities Grant, Savings Plan and shared services.

On March 3, 2015, there was a presentation and discussion on historical and current budget priorities. Additionally, a School District email address for collecting budget input was shared and discussed.

On April 7, 2015, there was presentation and discussion on the emailed comments, updated forecasts and the Preliminary Grant Announcement by the Province. The group discussed and prepared the budget priority recommendations for Executive for their consideration.

At the April 21, 2015 Public Board Meeting, the Executive's recommendations for the 2015/16 Budget priorities were presented to the Board.

The budget incorporates \$760,017 in Administrative savings required by the Ministry of Education.

The 2015/16 Annual Budget, in the form required by the Ministry of Education, incorporates the Board approved budget directions. The Board will consider adopting the 2015/16 Annual Budget Bylaw at this evening's meeting.

Schedule B.4.(continued)

Narration (continued):

Stephen Wurz, Director of Financial Services, will be available to respond to Trustees' questions.

Attachments:

Annual Budget Bylaw for 2015/16

School District Annual Budget Fiscal Year 2015/16

RECOMMENDED MOTION:

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2015/16 be read a first time;

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2015/16 be read a second time;

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2015/16 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.

School District No. 44 (North Vancouver)

ANNUAL BUDGET BYLAW

A BYLAW by the Board of Education of School District No. 44 (North Vancouver) (hereinafter called the "Board") to adopt a the Annual Budget of the Board for the fiscal year 2015/2016 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. The Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2015/2016.
3. The attached Statement 2 showing the estimated revenue and expense for the 2015/2016 fiscal year and the total budget bylaw amount of \$166,384,428 for the 2015/2016 fiscal year was prepared in accordance with the Act.
4. Statement 2, Statement 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2015/2016.

READ A FIRST TIME THE 26TH DAY OF MAY, 2015;

READ A SECOND TIME THE 26TH DAY OF MAY, 2015;

READ A THIRD TIME, PASSED AND ADOPTED THE ____ DAY OF _____, 20__.

(Corporate Seal)

Cyndi Gerlach, Board Chair

Georgia Allison, Secretary Treasurer

I HEREBY CERTIFY this to be a true and original School District No.44 (North Vancouver) Annual Budget Bylaw 2015/2016, adopted by the Board the ____ day of _____, 20__.

Georgia Allison, Secretary Treasurer

Annual Budget

School District No. 44 (North Vancouver)

June 30, 2016

School District No. 44 (North Vancouver)

June 30, 2016

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

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2015/2016 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 Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2015/2016.
3. The attached Statement 2 showing the estimated revenue and expense for the 2015/2016 fiscal year and the total budget bylaw amount of \$166,384,428 for the 2015/2016 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2015/2016.

READ A FIRST TIME THE 26th DAY OF MAY, 2015;

READ A SECOND TIME THE 26th DAY OF MAY, 2015;

READ A THIRD TIME, PASSED AND ADOPTED THE 26th DAY OF MAY, 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) Annual Budget Bylaw 2015/2016, adopted by the Board the _____ DAY OF _____, 2015.

Secretary Treasurer

School District No. 44 (North Vancouver)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2016

	2016 Annual Budget	2015 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	15,142,000	15,212,688
Adult	15,000	15,063
Other	5,000	0.125
Total Ministry Operating Grant Funded FTE's	15,162,000	15,227,875
Revenues	\$	\$
Provincial Grants		
Ministry of Education	132,930,302	129,087,559
Other	10,000	10,000
Federal Grants	3,500	3,500
Tuition	8,088,000	7,800,000
Other Revenue	11,461,075	10,540,598
Rentals and Leases	1,751,754	1,751,997
Investment Income	432,000	352,000
Gain (Loss) on Disposal of Tangible Capital Assets		4,943,148
Amortization of Deferred Capital Revenue	5,505,024	5,479,127
Total Revenue	160,181,655	159,967,929
Expenses		
Instruction	135,007,999	128,541,059
District Administration	4,973,771	5,079,710
Operations and Maintenance	24,739,141	25,223,807
Transportation and Housing	374,844	503,073
Debt Services	30,000	60,000
Total Expense	165,125,755	159,407,649
Net Revenue (Expense)	(4,944,100)	560,280
Budgeted Allocation (Retirement) of Surplus (Deficit)	1,908,637	1,703,634
Budgeted Surplus (Deficit), for the year	(3,035,463)	2,263,914
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(3,035,463)	2,263,914
Budgeted Surplus (Deficit), for the year	(3,035,463)	2,263,914

School District No. 44 (North Vancouver)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2016

	2016 Annual Budget	2015 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	144,746,314	138,849,860
Operating - Tangible Capital Assets Purchased	240,000	1,010,000
Operating - Reduction of Unfunded Employee Future Benefits		
Special Purpose Funds - Total Expense	10,580,281	10,652,405
Special Purpose Funds - Tangible Capital Assets Purchased	1,018,673	737,023
Capital Fund - Total Expense	9,799,160	9,905,384
Capital Fund - Tangible Capital Assets Purchased from Local Capital		
Budgeted Retirement of Prior Year Deficits		
Total Budget Bylaw Amount	166,384,428	161,154,672

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

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2016

	2016	2015 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	(4,944,100)	560,280
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(1,258,673)	(1,747,023)
From Deferred Capital Revenue		(2,454,920)
Total Acquisition of Tangible Capital Assets	(1,258,673)	(4,201,943)
Amortization of Tangible Capital Assets	9,799,160	9,905,384
Net carrying value of Tangible Capital Assets disposed of	1,766,019	1,527,482
Write-down carrying value of Tangible Capital Assets	(1,766,019)	(1,527,482)
Total Effect of change in Tangible Capital Assets	8,540,487	5,703,441
	-	-
(Increase) Decrease in Net Financial Assets (Debt)	3,596,387	6,263,721

School District No. 44 (North Vancouver)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2016

	2016 Annual Budget \$	2015 Amended Annual Budget \$
Revenues		
Provincial Grants		
Ministry of Education	127,936,348	124,303,131
Other	10,000	10,000
Federal Grants	3,500	3,500
Tuition	8,088,000	7,800,000
Other Revenue	4,858,075	3,937,598
Rentals and Leases	1,751,754	1,751,997
Investment Income	430,000	350,000
Total Revenue	143,077,677	138,156,226
Expenses		
Instruction	124,512,718	117,973,654
District Administration	4,888,771	4,994,710
Operations and Maintenance	14,939,981	15,318,423
Transportation and Housing	374,844	503,073
Debt Services	30,000	60,000
Total Expense	144,746,314	138,849,860
Net Revenue (Expense)	(1,668,637)	(693,634)
Budgeted Prior Year Surplus Appropriation	1,908,637	1,703,634
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(240,000)	(1,010,000)
Total Net Transfers	(240,000)	(1,010,000)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2016

	2016	2015 Amended
	Annual Budget	Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	124,861,460	123,148,674
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 / Market Training	18,842	18,842
Adult Education (Education Guarantee)	-	20,000
Carbon Tax Refund	90,000	90,000
Total Provincial Grants - Ministry of Education	127,936,348	124,303,131
Provincial Grants - Other	10,000	10,000
Federal Grants	3,500	3,500
Tuition		
Summer School Fees	90,000	
Offshore Tuition Fees	7,998,000	7,800,000
Total Tuition	8,088,000	7,800,000
Other Revenues		
Miscellaneous		
Cheakamus Centre	2,129,975	1,749,308
Reading 44 / Math 44 / ESC View Rental	67,000	68,000
Band & Strings	520,000	508,375
Recoveries and Donations	219,000	181,500
Crossing Guards / School Meals / IEP	501,500	509,500
Artists for Kids	390,700	383,800
Academy Fees / BC Hydro Energy Program	1,029,900	537,115
Total Other Revenue	4,858,075	3,937,598
Rentals and Leases	1,751,754	1,751,997
Investment Income	430,000	350,000
Total Operating Revenue	143,077,677	138,156,226

School District No. 44 (North Vancouver)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Source

Year Ended June 30, 2016

	2016	2015 Amended
	Annual Budget	Annual Budget
	\$	\$
Salaries		
Teachers	66,292,574	61,784,743
Principals and Vice Principals	8,470,220	8,385,035
Educational Assistants	12,038,519	11,949,167
Support Staff	11,181,758	11,081,922
Other Professionals	3,369,795	3,402,886
Substitutes	3,356,721	3,538,792
Total Salaries	104,709,587	100,142,545
Employee Benefits	26,224,989	24,938,558
Total Salaries and Benefits	130,934,576	125,081,103
Services and Supplies		
Services	6,981,038	6,592,456
Student Transportation	61,500	62,000
Professional Development and Travel	581,850	602,667
Rentals and Leases	46,500	55,000
Dues and Fees	59,100	59,100
Insurance	349,000	377,400
Interest	30,000	60,000
Supplies	3,492,250	3,653,134
Utilities	2,210,500	2,307,000
Total Services and Supplies	13,811,738	13,768,757
Total Operating Expense	144,746,314	138,849,860

School District No. 44 (North Vancouver)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2016

	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	51,696,564	3,058,868	1,613,015	1,360,138		2,219,939	59,948,524
1.03 Career Programs	78,499		21,548	191,440		112,551	404,038
1.07 Library Services	1,758,380	42,617	194,557	148,913		60,000	2,204,467
1.08 Counselling	2,174,425					50,000	2,224,425
1.10 Special Education	6,688,123	308,977	9,596,221	494,544		580,175	17,668,040
1.30 English Language Learning	989,089					31,000	1,020,089
1.31 Aboriginal Education	466,285	106,544	386,427			12,077	971,333
1.41 School Administration		4,846,670		1,038,376		31,019	5,916,065
1.60 Summer School	226,384			41,000			267,384
1.62 Off Shore Students	2,205,825			87,134	153,587	43,000	2,489,546
1.64 Other				15,000	116,599	12,500	144,099
Total Function 1	66,283,574	8,363,676	11,811,768	3,376,545	270,186	3,152,261	93,258,010
4 District Administration							
4.11 Educational Administration					697,778		697,778
4.40 School District Governance					166,653		166,653
4.41 Business Administration		106,544		989,340	1,129,216	6,115	2,231,215
Total Function 4	-	106,544	-	989,340	1,993,647	6,115	3,095,646
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	9,000			50,054	651,816		710,870
5.50 Maintenance Operations				6,338,511	454,146	185,300	6,977,957
5.52 Maintenance of Grounds				408,077			408,077
5.56 Utilities							-
Total Function 5	9,000	-	-	6,796,642	1,105,962	185,300	8,096,904
7 Transportation and Housing							
7.70 Student Transportation			226,751	19,231		13,045	259,027
Total Function 7	-	-	226,751	19,231	-	13,045	259,027
9 Debt Services							
9.92 Interest on Bank Loans							-
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	66,292,574	8,470,220	12,038,519	11,181,758	3,369,795	3,356,721	104,709,587

School District No. 44 (North Vancouver)

Schedule 2C

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2016

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2016 Annual Budget	2015 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	59,948,524	16,039,184	75,987,708	3,419,193	79,406,901	74,549,375
1.03 Career Programs	404,038	67,520	471,558	239,513	711,071	599,763
1.07 Library Services	2,204,467	546,176	2,750,643	11,000	2,761,643	2,622,824
1.08 Counselling	2,224,425	567,780	2,792,205	24,500	2,816,705	2,666,406
1.10 Special Education	17,668,040	4,016,538	21,684,578	279,050	21,963,628	21,319,672
1.30 English Language Learning	1,020,089	259,926	1,280,015	1,000	1,281,015	1,177,945
1.31 Aboriginal Education	971,333	227,770	1,199,103	37,800	1,236,903	1,197,463
1.41 School Administration	5,916,065	1,374,533	7,290,598	120,800	7,411,398	7,526,937
1.60 Summer School	267,384	66,891	334,275	13,000	347,275	455,128
1.62 Off Shore Students	2,489,546	624,112	3,113,658	966,300	4,079,958	3,488,448
1.64 Other	144,099	21,490	165,589	2,330,632	2,496,221	2,369,693
Total Function 1	93,258,010	23,811,920	117,069,930	7,442,788	124,512,718	117,973,654
4 District Administration						
4.11 Educational Administration	697,778	134,905	832,683	217,500	1,050,183	1,033,624
4.40 School District Governance	166,653	25,615	192,268	101,100	293,368	283,082
4.41 Business Administration	2,231,215	493,255	2,724,470	820,750	3,545,220	3,678,004
Total Function 4	3,095,646	653,775	3,749,421	1,139,350	4,888,771	4,994,710
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	710,870	143,895	854,765	649,300	1,504,065	1,662,071
5.50 Maintenance Operations	6,977,957	1,473,264	8,451,221	1,926,800	10,378,021	10,467,281
5.52 Maintenance of Grounds	408,077	87,818	495,895	352,000	847,895	884,071
5.56 Utilities	-	-	-	2,210,000	2,210,000	2,305,000
Total Function 5	8,096,904	1,704,977	9,801,881	5,138,100	14,939,981	15,318,423
7 Transportation and Housing						
7.70 Student Transportation	259,027	54,317	313,344	61,500	374,844	503,073
Total Function 7	259,027	54,317	313,344	61,500	374,844	503,073
9 Debt Services						
9.92 Interest on Bank Loans	-	-	-	30,000	30,000	60,000
Total Function 9	-	-	-	30,000	30,000	60,000
Total Functions 1 - 9	104,709,587	26,224,989	130,934,576	13,811,738	144,746,314	138,849,860

School District No. 44 (North Vancouver)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2016

	2016	2015 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	4,993,954	4,784,428
Other Revenue	6,603,000	6,603,000
Investment Income	2,000	2,000
Total Revenue	11,598,954	11,389,428
Expenses		
Instruction	10,495,281	10,567,405
District Administration	85,000	85,000
Total Expense	10,580,281	10,652,405
Net Revenue (Expense)	1,018,673	737,023
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(1,018,673)	(737,023)
Total Net Transfers	(1,018,673)	(737,023)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Schedule 3A

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2016

	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			10,130	2,903,134	-	-			293,017
Add: Restricted Grants									
Provincial Grants - Ministry of Education	679,583	2,620,747	28,960		224,000	61,250	268,464	1,070,820	
Other				6,500,000					83,000
Investment Income									2,000
	679,583	2,620,747	28,960	6,500,000	224,000	61,250	268,464	1,070,820	85,000
Less: Allocated to Revenue	679,583	2,620,747	39,090	6,500,000	224,000	61,250	268,464	1,070,820	85,000
Deferred Revenue, end of year	-	-	-	2,903,134	-	-	-	-	293,017
Revenues									
Provincial Grants - Ministry of Education	679,583	2,620,747	39,090		224,000	61,250	268,464	1,070,820	
Other Revenue				6,500,000					83,000
Investment Income									2,000
	679,583	2,620,747	39,090	6,500,000	224,000	61,250	268,464	1,070,820	85,000
Expenses									
Salaries									
Teachers		1,668,602					31,400	180,548	
Educational Assistants		430,740						404,598	
Support Staff					148,634			45,597	
Substitutes							10,000		
	-	2,099,342	-	-	148,634	-	41,400	630,743	-
Employee Benefits		521,405			31,986		10,060	143,192	
Services and Supplies				6,200,000	43,380	61,250	217,004	296,885	85,000
	-	2,620,747	-	6,200,000	224,000	61,250	268,464	1,070,820	85,000
Net Revenue (Expense) before Interfund Transfers	679,583	-	39,090	300,000	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(679,583)		(39,090)	(300,000)					
	(679,583)	-	(39,090)	(300,000)	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2016

Schedule 3A

	Violence Prevention	Cheakamus Special Projects	Attendance Support & Wellness	TOTAL
	\$	\$	\$	\$
Deferred Revenue, beginning of year	19,071	3,625	97,213	3,326,190
Add: Restricted Grants				
Provincial Grants - Ministry of Education				4,953,824
Other	20,000			6,603,000
Investment Income				2,000
	20,000	-	-	11,558,824
Less: Allocated to Revenue	20,000	-	30,000	11,598,954
Deferred Revenue, end of year	19,071	3,625	67,213	3,286,060
Revenues				
Provincial Grants - Ministry of Education			30,000	4,993,954
Other Revenue	20,000			6,603,000
Investment Income				2,000
	20,000	-	30,000	11,598,954
Expenses				
Salaries				
Teachers				1,880,550
Educational Assistants				835,338
Support Staff				194,231
Substitutes				10,000
	-	-	-	2,920,119
Employee Benefits				706,643
Services and Supplies	20,000		30,000	6,953,519
	20,000	-	30,000	10,580,281
Net Revenue (Expense) before Interfund Transfers	-	-	-	1,018,673
Interfund Transfers				
Tangible Capital Assets Purchased				(1,018,673)
	-	-	-	(1,018,673)
Net Revenue (Expense)	-	-	-	-

School District No. 44 (North Vancouver)

Schedule 4

Annual Budget - Capital Revenue and Expense

Year Ended June 30, 2016

	2016 Annual Budget			2015 Amended 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
Amortization of Deferred Capital Revenue	5,505,024		5,505,024	5,479,127
Total Revenue	5,505,024	-	5,505,024	10,422,275
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	9,799,160		9,799,160	9,905,384
Total Expense	9,799,160	-	9,799,160	9,905,384
Net Revenue (Expense)	(4,294,136)	-	(4,294,136)	516,891
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,258,673		1,258,673	1,747,023
Total Net Transfers	1,258,673	-	1,258,673	1,747,023
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	(3,035,463)	-	(3,035,463)	2,263,914

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

Meeting Date: May 26, 2015 ☒ Board ☐ Board, in camera

Topic (as per the
Memorandum): **Raising of the Rainbow Flag**

Narration:

At its Regular meeting of Monday, April 27, 2015, North Vancouver City Council unanimously endorsed the following resolution:

“WHEREAS the City of North Vancouver strives to be a welcoming, diverse, inclusive and safe community for all its citizens and:
WHEREAS intolerance of members of the LGBTQ2SIQQ community is still a pervasive aspect of society;
THEREFORE BE IT RESOLVED THAT the City of North Vancouver recognize May 17, 2015 as International Day Against Homophobia, Transphobia and Biphobia and further;
THAT the City of North Vancouver, in support of diversity and inclusion, raise the Rainbow Flag for the duration of Pride Week July 27 – August 3, 2015 in a show of support to the LGBTQ2SIQQ community;
AND THAT a copy of this resolution be forwarded to the Districts of North and West Vancouver, the Capilano University Board of Governors, as well as, the Board of Education in School District No's. 44 and 45 for their information and consideration.”

Chair Gerlach requested that this be brought forward for consideration by the Board.

RECOMMENDED MOTION:

In recognition of the School District's ongoing commitment to inclusion and recognition of diversity, the Board of Education will raise the Rainbow Flag at the Education Services Centre for the duration of Pride Week of July 27 – August 3, 2015 in a show of support to the LGBTQ2SIQQ community.

Schedule C.2
of the
Administrative Memorandum

Meeting Date: May 26, 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* (May 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 progress 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 – May 2015

Land, Learning and Livability Community Engagement Update 150526

Monteray

The proposed redevelopment of the former Monteray School site by MorningStar Homes received second and third readings at the Council Meeting of Monday, April 27. Fourth and final reading is expected in June 2015, enabling the completion of the Purchase and Sales Agreement, shortly thereafter, with the proceeds of \$6.38M to be received by the School District. These proceeds have been identified towards the funding 'gap' for the replacement project request for Argyle Secondary.

Ridgeway Annex

At the City Council Meeting of Monday, May 4, Council provided direction to staff to receive the development proposal of Anthem Properties for the former Ridgeway Annex School site. The redevelopment proposal will proceed through the Municipal process with the inclusion of the Public Hearing process. We will continue to keep the Board informed of any updates.

Argyle replacement project request

A constructive meeting was held on May 7 with the Deputy Minister, Assistant Deputy Minister, Board Chair, Superintendent and Secretary-Treasurer. The meeting provided an opportunity to highlight the progress achieved to date in meeting the conditions set out by the Ministry to convert the Argyle Seismic Project to a full replacement project.

The Ministry expressed its strong support for the work being done by the School District, encouraging the timely completion of the Project Definition Report, the repayment of the debt and the securing of funds required for the scope of the replacement project. Further progress in relation to these requirements will facilitate the development of a Project Agreement for the replacement project.

We continue to work closely with the Capital Branch to complete the Project Definition Report associated with the Seismic Project and the Replacement Project request. The report is being revised to ensure that the capital budget figures are accurate and current for both the seismic upgrade and the replacement school options.

In anticipation of a favourable response from the Ministry for the Argyle project to proceed as a replacement project, we have proceeded with a public call for Expressions of Interest for the lead architectural and consultant services. A strong response has been received to date from qualified consultant firms. A short-list of candidate firms will be invited to participate in a more comprehensive Request for Proposal process. The selection of a project architect may be completed by the end of June, in anticipation of a Project Agreement being in place shortly thereafter.

Schedule C.3.
of the
Administrative Memorandum

Meeting Date: May 26, 2015 ☒ Board ☐ Board, in camera

Topic (as per the
Memorandum): **Tuesday, May 5, 2015 Standing Committee Meeting**

Narration:

The Board will find attached a copy of the meeting summary from the May 5, 2015 meeting of the Education and Programs Standing Committee.

Trustee Jessica Stanley, Committee Chair, will report on highlights of the meeting.

Attachment:

Meeting Summary – Education and Programs Standing Committee, May 5, 2015

BOARD OF EDUCATION STANDING COMMITTEE

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of May 5, 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, May 5, 2015.

Meeting Attendance:

Trustees, representatives of the North Vancouver Parent Advisory Council (NVPAC), North Vancouver Administrators (NoVA), North Vancouver Teachers' Association (NVTa), the public, and members of District Staff attended the meeting.

Call to Order:

Standing Committee Chair Jessica Stanley called the Education and Programs Standing Committee to order at 7:00 pm.

Education and Programs:

Vince White, District Principal, Inclusive Education, introduced the notion of inclusion within the context of celebrating and supporting classroom diversity. Dr. White, along with his Inclusion Team, created a classroom atmosphere, showing all of the different ways in which the classroom is diverse. This included demonstrating the necessity to support every student's success to allow for a genuine sense of belonging. Concluding the presentation, Dr. White thanked the Inclusion Team for their continued support in development and conveyed the importance of consulting and collaborating with colleagues.

Towards the Future for Schools:

John Lewis, Superintendent of Schools, shared the Draft Three-Year Operating Plan, specifically the key objectives and strategies for the next three years. Superintendent Lewis discussed many topics including: the operating plan development, key planning documents, how to see and communicate the progress that has been achieved, the goals and measures and concluded with the next steps. Included in the next steps was a way to develop measures as indicators of progress, which was discussed with the group. Following the presentation, Superintendent Lewis clarified the scope of the Draft Three-Year Operating Plan and how it disseminates throughout the School District.

The presentations can be found online: [Meetings & Minutes 2014/15](#)

Next Meeting:

June 9, 2015 (7:00 – 9:00 pm in Mountain View Room)

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

Meeting Date: May 26, 2015 ☒ Board ☐ Board, in camera

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

Narration:

Argyle/Handsworth – a field trip to Cadiz, Spain has been scheduled for June 27-July 10, 2015. The trip involves 15-25 students in Grades 9-12, who will be accompanied by three teacher supervisors.

Students will travel to Spain by air and will travel by bus and public transit while there. Accommodation will be with home-stay host families. The cost per student is \$4,000 and will be paid by students.

The purpose of this extracurricular trip is to supplement the Spanish and Social Studies educational program through first-hand experience of the language, culture, geography and historical sites of the Andalucian region of Spain. During their stay, students will live with local families and experience the daily life of a foreign culture as well as enjoy the opportunity to develop their Spanish language skills.

Seycove – a field trip to Oregon, USA is scheduled for October 3-10, 2015. The trip involves 18-25 students from the Grade 8 Performance Learning Program, accompanied by three teacher supervisors.

Students will travel to Newport by bus and car, and accommodation will be in yurts at Fort Stevens State Park as well as an overnight stay aboard the USS Blueback submarine at the Oregon Museum of Science and Industry. The trip cost is approximately \$850 per student, which will be paid by the students.

The purpose of this extracurricular trip is to supplement the Performance Learning Navig8 Program through field learning that will integrate with the academic inquiry of their first term studies, incorporating visits to the Hatfield Marine Science Center, the Oregon Coast Aquarium, the Oregon Museum of Science and Industry, and coastal beaches of Oregon.

Schedule C.5.
of the
Administrative Memorandum

Meeting Date: May 26, 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.6.
of the
Administrative Memorandum

Meeting Date: May 26, 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.7.
of the
Administrative Memorandum

Meeting Date: May 26, 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: May 26, 2015

☒ Board

☐ Board, in camera

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

Narration:

Date and Time	Event	Location
Tuesday, June 9, 2015 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, June 16, 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, Park on Level P1 and proceed by elevator to 5th Floor.

ScheduleE.....
of the
Administrative Memorandum

Meeting Date: May 26, 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.