

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, March 8, 2016 at
7:00 pm

			Estimated Completion Time
A.	Call to Order		
A.1.	Chair Sacré's opening remarks	(no schedule)	7:00 pm
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	(no schedule)	7:00 pm
A.3.	Public Comment Period		7:10 pm
A.4.	Approval of Minutes (that the minutes of the Public Meeting of February 16, 2016 be approved as circulated)	(no schedule)	7:15 pm
A.5.	Presentation – District Student Leadership Council Update		7:25 pm
B.	Action Items		
B.1.	School Act – Terms and Definitions – Parents' Advisory Council Policy 102; Policy 201; Policy 305; Policy 401; Policy 413; Policy 610; Policy 707		7:30 pm
B.2.	Proposed Revised Policy 301: Student Safety and Welfare		7:35 pm
B.3.	Proposed Revised Policy 306: Suspected Child Abuse		7:40 pm
B.4.	Proposed New Policy 307: Emergency Management and Response for Schools		7:45 pm
C.	Information and Proposals		
C.1.	Amended 2016/17 School District Calendars		7:55 pm
C.2.	Land, Learning and Livability Community Engagement - Update		8:05 pm

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



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PUBLIC BOARD MEETING
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		Estimated Completion Time
(continued)		
C.3.	Out of Country Field Trips - Secondary	8:10 pm
C.4.	Superintendent's Report	8:15 pm
C.5.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)	8:25 pm
C.6.	Trustees' Reports	8:35 pm
D.	Future Meetings	8:35 pm
E.	Public Question & Comment Period	8:55 pm
F.	Adjournment	(no schedule) 8:55 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: March 8, 2016 ☒ Board ☐ Board, in camera

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

Narration:

In accordance with Board Policy 104: Board of Education – Meetings (May 26, 2015 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, February 16, 2016.

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

ABSENT: S. Skinner

A. Call to Order

Chair Sacré called the meeting to order at 7:00 pm and welcomed those in attendance. The traditional territorial lands of the Squamish Nation and Tsleil Waututh Nation were acknowledged by the Chair.

Chair Sacré clarified that the Public Question & Comment Period is a time that 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 and that questions relating to personnel, negotiations or litigation must not be dealt with in a public session. Chair Sacré shared that the School District has followed the correct steps in reporting this personnel matter to the Teacher Regulation Branch.

A.2. Approval of Agenda

Moved by F. Stratton

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

Seconded by B. Forward

Carried

A.3. Public Comment Period

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

Samantha Mason, resident of North Vancouver, spoke regarding the proposed motion from Trustee Higgins.

Martin Stuible, Vice President of the North Vancouver Teachers' Association, spoke regarding the School District's Strategic Energy Management Plan.

Amanda Nichol, Chair of the North Vancouver Parent's Advisory Council, spoke regarding the approval of the January 19, 2016 Minutes.

A.4. Approval of Minutes

An amendment to the January 19, 2016 minutes was requested in the Public Question & Comment Period. The phrase, "published report from the Teacher Regulation Branch (TRB)" will be added to the end of the first sentence.

Moved by C. Gerlach

that the minutes of the public meeting of January 19, 2016 be approved as amended.

Seconded by J. Stanley

Carried

B.1. School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for Fiscal Year 2015/16

Secretary Treasurer Georgia Allison introduced this agenda item and noted that the Board is being asked to adopt an Amended Budget Bylaw for Fiscal Year 2015/16 pursuant to Section 113 of the *School Act* which provides the authority for a Board to amend its annual budget bylaw. The Amended Budget in the amount of \$169,540,328 takes into account changes in revenue and expenditures that have occurred since the adoption of the 2015/16 Preliminary Budget on May 26, 2015.

Secretary Treasurer Allison introduced Stephen Wurz, Director of Financial Services, to provide clarification on various budget lines including salary and benefits cost, revenue, and services and supplies. Mr. Wurz highlighted the risks and liabilities, operating fund, special purpose and capital funds.

Mr. Wurz shared that the Board has increased its revenue budget by \$8,767,472 since the adoption of the Preliminary Budget in May 2015. The increase is primarily due to the recognition of the accounting gain on the sale of Ridgeway Annex, increased International tuition fees and rental income. The Operating Grant increased by \$2,715,161 due to increased student enrolment. \$1,239,981 of the operating surplus is used to balance the budget.

Total expenditures also increased by \$1,533,500. This is largely attributed to initiatives related to staff training and in-service through the use of 2014/15 surplus, the refinement in estimates for benefit costs and, increases in Administrator salaries.

In response to Trustees' questions, Secretary Treasurer Allison, Superintendent Lewis and Director of Financial Services Stephen Wurz provided clarification regarding international students and funds within services and supplies for training staff.

Moved by B. Forward

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

Seconded by F. Stratton

Carried

Moved by F. Stratton

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

Seconded by J. Stanley

Carried

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

Moved by C. Gerlach

that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2015/16 be read a third time, passed and adopted.

Seconded by J. Stanley

Carried

**B.2. Legislated Amendments to the School Act – General School Election
Proposed Revised Policy 104: Board of Education**

Superintendent of Schools John Lewis introduced this agenda item, advising that the policy has been reviewed and revised to bring it into alignment with the *School Act* that was amended on January 1, 2016.

Moved by B. Forward

that the Board of Education approve *Proposed Revised Policy 104: Board of Education – Meetings*, as attached to this Administrative Memorandum of February 16, 2016.

Seconded by F. Stratton

Carried

B.3. Legislated Amendments to the School Act – School Planning Councils
Proposed Revised Policy 403: Parent Advisory Councils
Proposed Revised Policy 608: Video Surveillance
Proposed Revised Policy 706: School Fees

Superintendent John Lewis shared that pursuant to the Legislative Assembly of the Province of British Columbia enacting *Bill 11 – 2015: Education Statutes Amendment Act, 2015*, all references to “school planning council(s)” were repealed and/or struck from the *School Act*. Due to this, *Policy 403: Parent Advisory Council*, *Policy 608: Video Surveillance* and *Policy 706: School Fees* have been amended to show these changes.

Moved by F. Stratton

that the Board of Education approve *Proposed Revised Policy 403: Parents’ Advisory Councils*, *Proposed Revised Policy 608: Video Surveillance*, and *Proposed Revised Policy 706: School Fees*, as attached to this Administrative Memorandum of February 16, 2016.

Seconded by B. Forward

Carried

B.4. Proposed Motion from Trustee Higgins – Donations for Capital Projects

Board Chair Sacré introduced this agenda item and asked Trustee Higgins to share a narrative behind the proposed motion.

In her introductory statement, Trustee Higgins spoke of the concerns with obtaining funds for capital projects, specifically the Argyle Replacement Project. Citing the growing community, increased density and the lack of surplus land, Trustee Higgins suggested that other options for attaining funds should be considered. These other options should be brought forward to Trustees in a report prepared by District staff.

Discussion took place regarding the comprehensiveness and scope of the report and its timelines and parameters. Trustees expressed their appreciation for the intent of the motion; however, there was concern communicated that approval would set a precedence that there is less need for the government to fund capital projects. It was agreed that a further conversation should be had regarding this issue.

Moved by M. Higgins

that the staff prepare a report for the Board to consider at the next Public Board Meeting regarding the feasibility, advantages and disadvantages of soliciting private non-corporate donations for Argyle and potentially future capital projects. The report is to be prepared by current staff and not outside contractors.

Seconded by J. Stanley

Defeated

C.1. Strategic Energy Management Plan – Presentation

Superintendent John Lewis introduced Robert Greenwald, North Vancouver School District Energy Manager and Principal of PRISM Engineering, to the Board to present highlights of the School District’s Updated [Strategic Energy Management Plan](#).

Mr. Greenwald provided a brief introduction to the Strategic Energy Management Plan (SEMP) showcasing the positive actions that have been taken to reduce the District’s carbon footprint through better lighting, heat and air circulation. This reduction has been attributed to technical, organization and behavioural energy management. Mr. Greenwald shared the many initiatives going on throughout the School District, which include: Workplace Conservation Awareness, Earth Day Assembly Presentations, Lights Out Lunch – LOL for Earth Day, Sweater Day, Spring Break and Summer Shutdown and the Green Tea Event.

Thanking the Board for its support, Mr. Greenwald noted the Board’s commitment to energy savings and sustainability through both the *3-Year Operating Plan* and the *2011-2021 Strategic Plan*.

C.1. Strategic Energy Management Plan – Presentation (continued)

On behalf of the Board, Chair Sacré thanked Mr. Greenwald for his presentation.

C.2. School District Facilities Plan (SDFP) – Staff Comments

John Lewis, Superintendent of Schools, shared that following the presentation from Matrix Planning Associates on December 8, 2015, staff of the School District, the City of North Vancouver (CNV) and the District of North Vancouver (DNV) each reviewed the School District Facilities Plan (SDFP) 2015 Update to provide comments on the report and its recommendations.

Superintendent Lewis highlighted some comments in the [SDFP](#), noting that this plan continues to be a working document for the Facilities and Planning Department. A key conclusion of the School District, City and District planning departments is the critical importance of continued collaboration and planning between the respective organizations.

Responding to Trustees' questions, Superintendent Lewis clarified that this plan does have some flexibility; the rationale behind reassigning elementary schools to different catchment areas; optimal school sizes; and the reason that Larson Elementary moved up in priority.

C.3. Compensation Increase for Principals & Vice Principals

Secretary Treasurer Georgia Allison introduced this agenda item and shared that in accordance with the Public Sector Employers' Council (PSEC) guidelines and approval, the Board has authorized a compensation increase for the Principals and Vice Principals of up to two percent effective July 1, 2015 and January 1, 2016. Under the PSEC guidelines, the compensation increase could not be a general wage increase and was to be differentiated on the basis of demonstrated salary compression or inversion and/or recruitment/retention risks. It was noted that Exempt and Management and some District Principals have yet to be addressed.

C.4. Land, Learning & Livability Community Engagement – Update

John Lewis, Superintendent of Schools, introduced this agenda item and provided a brief update on the Argyle replacement project, the Braemar parcel and correspondence with the Ministry of Education.

C.5. Tuesday, February 2, 2016 Standing Committee Meeting

Trustee Stratton reported on the meeting that focused on Engagement Evening: Enhancing Student Learning, thanking facilitator Dorli Duffy, Dean Goodman from the Ministry of Education and Assistant Superintendent Pius Ryan for the evening.

C.6. Tuesday, February 9, 2016 Standing Committee Meeting

Trustee Gerlach reported on the meeting that focused on Distributed Learning and the 2016/17 Operating Budget Development, thanking all who engaged in the evening.

C.7. Out of Country Field Trips – Secondary

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

- Seycove Secondary School – field trip to Seattle, WA, USA (May 1-3, 2016)

C.8. Superintendent's Report

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

- Tragedy in La Loche, Saskatchewan
- National Sweater Day
- Digital Media Expo
- Westview's Random Acts of Kindness Project
- Open Letter to the Community
- National Flag of Canada Day

C.9. Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)

Trustee Gerlach shared that the BCSTA Provincial Council was taking place February 19 – 20, 2016 and that six motions have been put forward. The Trustees discussed the six motions and determined how Trustee Gerlach should vote at the Provincial Council.

BCPSEA representative Trustee Gerlach shared that at the BCPSEA AGM held on January 29, 2016, three motions were passed.

C.10. 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 Meetings
 - Trustee Seminars
 - Class Acts Meeting
 - Sustainability Strategy Session
 - Safe and Caring Schools Meeting
 - Presidents Council Meeting
 - BCSTA Finance Committee Meeting
 - Delbrook Lands Community Dialogue – Engagement Meeting
 - Argyle Replacement Project Steering Committee Meeting
 - Inclusion Committee Meeting
 - NVPAC General Meeting
 - BCPSEA AGM
 - Policy Review Committee
 - Seycove Secondary GSA Club
 - Meeting with District Councillors
 - Meeting with President of Blueridge Community Association
2. Events attended by Trustees included:
 - Freedom Friday at Canyon Heights Elementary School
 - Senior Improv Tournament at Carson Graham Secondary School
 - Still/Falling A Play About Depression Anxiety and Youth
 - Mayors Lunch – Chamber of Commerce

D. Future Meetings

Date and Time	Event	Location
Tuesday, March 8, 2016 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, March 29, 2016 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, April 12, 2016 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, April 19, 2016 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.

Karen Nordquist, resident of North Vancouver, addressed the Board of Education with regards to public accountability and transparency, sharing that parents need to be heard and respected.

Dakota McGovern, resident of North Vancouver, provided his perspective as the president of BC Student Alliance. Mr. McGovern shared his concerns of procedural accountability and student voice.

F. Adjournment

The established agenda being completed, the Chair adjourned the meeting at 9:45 pm and thanked those who attended.

Certified Correct:

Georgia Allison
Secretary Treasurer

Christie Sacré
Chair, Board of Education

Date

Date

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

Meeting Date: March 8, 2016 ☒ Board ☐ Board, in camera

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

Narration:

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

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

John Lewis, Superintendent of Schools, is pleased to introduce this evening’s presentation by District Student Leadership Council members to highlight activities that have occurred in the first half of the 2015/16 school year.

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

Meeting Date: March 8, 2016 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **School Act – Terms and Definitions – Parents’ Advisory Council**

Narration:

The change in “Terms and Definitions” in the *School Act, Revised Statutes of British Columbia (R.S.B.C.), 1996*, to any and all references to Parents’ Advisory Council(s), formerly known as Parent Advisory Council(s), requires an omnibus Board motion to approve the change in terminology in Board policies. The list of policies includes:

- Policy 102: Board of Education – Committees and Representation
- Policy 201: Learning Resources for Classroom Use
- Policy 305: Health Promotion in Schools
- Policy 401: Board-Community Relations
- Policy 413: Corporate Sponsorships, Partnerships and Advertising in Schools
- Policy 610: Closure of Schools (Permanent)
- Policy 707: School Trust Funds.

The proposed change in terminology was presented and discussed at the School District’s Policy Review Committee’s scheduled meeting on February 22, 2016. The Policy Review Committee includes Trustees Megan Higgins and Franci Stratton, secondary and elementary representatives from the North Vancouver Administrators’ Association (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 the change in terminology to ‘Parents’ Advisory Council’.

Historical Note: In accordance with *Bill 20 – School (Student Achievement Enabling) Amendment Act, 2007*, and *Order in Council (OIC) No. 438 / 2007*, a similar omnibus motion was approved by the Board in October 2007 when the term ‘Board of Trustees’ was changed to ‘Board of Education’. [On July 1, 2007, the Board was officially renamed the ‘Board of Education of School District No. 44 (North Vancouver)’.]

Link:

[School Act, Revised Statutes of British Columbia \(R.S.B.C.\), 1996](#)

RECOMMENDED MOTION:

that the Board approve the change in terminology from ‘Parent Advisory Council(s)’ to ‘Parents’ Advisory Council(s)’ in Board policies and bylaws.

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

Meeting Date: March 8, 2016 ☒ Board ☐ Board, in camera

Topic (as per the
Memorandum): **Proposed Revised Policy 301: Student Safety and Welfare**

Narration:

Policy 301: Student Safety dates back to 2001 when the Board converted its policies and regulations to the current format. During the intervening 15 years, the sphere of student safety in relationship to parent, staff, community, provincial, national, and international expectations and responsibilities has expanded exponentially. In 2013, a review of *Policy 301* was undertaken and a heightened focus was placed on accident prevention, processes, and procedures. As a result of the review, each of the Board's 300 Series of policies, *Student Conduct and Welfare*, has been re-assessed in respect to its intent, value, purpose, and current legislative requirements.

Policy 301 is the foundational document in the 300 Series and marks the beginning of a separation and clarification of purpose. An important aspect within *Proposed Revised Policy 301: Student Safety and Welfare* is the inclusion of 'student welfare'. A heightened emphasis is now placed on providing a District-wide culture of respectful interactions, inclusive actions and attitudes, and appropriate and acceptable behaviours—at all levels of the School District. It sets the standards for student safety and welfare for each and every student within the North Vancouver School District. In keeping with current policy development practices, the Administrative Procedures will be reviewed and updated in a supporting document.

The process of review has received input from the Board's partner groups: the North Vancouver Parent Advisory Council, North Vancouver Teachers' Association, Canadian Union of Public Employees – Local 389, North Vancouver Administrators' Association, and District Student Leadership Council. Special thanks go to Elizabeth (Liz) Bell, Principal of Argyle Secondary School, for her personal leadership in bringing together a consensus of expectations.

Proposed Revised Policy 301: Student Safety and Welfare has received input from the Policy Review Committee during the two-year review process and more recently at the Committee's scheduled meeting on February 22, 2016. The Policy Review Committee includes Trustees Megan Higgins and Franci Stratton, representatives from the secondary and elementary North Vancouver Administrators' Association (NoVA), the North Vancouver Teachers' Association (NVTa), the Canadian Union of Public Employees (CUPE Local 389), the North Vancouver Parent Advisory Council (NVPAC), and the Student Leadership Council (DSLc).

Schedule B.2. (continued)

Narration (continued):

John Lewis, Superintendent of Schools, will introduce Policy 301: Student Safety and Welfare, as attached to this Administrative Memorandum of March 8, 2016.

Link:

[Policy 301: Student Safety](#)

Attachment:

Proposed Revised Policy 301: Student Safety and Welfare

RECOMMENDED MOTION:

that the Board of Education approve *Proposed Revised Policy 301: Student Safety and Welfare*, as attached to this Administrative Memorandum of March 8, 2016.

301 Student Safety and Welfare

Revised: September 25, 2001
Proposed Revised: March 8, 2016

Proposed
Revised

Policy

The establishment and maintenance of safe learning environments for all students is a high priority for the Board. As such, schools should provide learning environments where students can attend without fear or threat of unsafe conditions, violence or harassment, to ensure personal physical and emotional well-being.

The Board will ensure that particular attention is paid to:

- Meeting requirements of regulatory safety agencies
- Working in partnership with parents as it pertains to the safety of students
- Offering safety education to students and staff as pertinent to particular subjects and activities
- Reviewing and upholding school codes of conduct
- Developing and maintaining safe emotional conditions for students
- Observing and promoting safe interactions between and with students
- Promoting respectful interactions, attitudes, and behaviours
- Developing and maintaining safe physical conditions on school properties
- Observing and upholding safe practices, particularly in those areas of instruction and student activities that present special hazards.

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: March 8, 2016 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **Proposed Revised Policy 306: Suspected Child Abuse**

Narration:

Board *Policy 306: Suspected Child Abuse*, and its Protocol document, *Responsibilities and Procedures for Reporting Suspected Child Abuse or Neglect*, are currently scheduled for review by a sub-committee of the Policy Review Committee. The Policy 306 Working Group is comprised of the following stakeholders:

- Ministry of Children and Family Development
- Royal Canadian Mounted Police – North Vancouver Detachment
- Vancouver Coastal Health – North Shore
- North Vancouver Teachers' Association
- Canadian Union of Public Employees – Local 389
- North Vancouver Administrators' Association
- North Vancouver School District Safe and Caring Schools.

As work proceeds on the review of Policy 306 and its protocol document, the Working Group has requested that the Board give consideration to changing the order of text within the current document to provide greater emphasis on the duty to report suspected child abuse or neglect when there is reason to believe that a child has been or is likely to be at risk. The proposed revision re-orders paragraphs four (4) and five (5) in the current policy to the position of paragraphs one (1) and two (2).

The proposed interim revision to the order of text within *Policy 306: Suspected Child Abuse* was presented and discussed at the School District's Policy Review Committee's scheduled meeting on February 22, 2016. The Policy Review Committee includes Trustees Megan Higgins and Franci Stratton, representatives from the secondary and elementary North Vancouver Administrators' Association (NoVA), the North Vancouver Teachers' Association (NVTa), the Canadian Union of Public Employees (CUPE Local 389), the North Vancouver Parent Advisory Council (NVPAC), and the Student Leadership Council (DSLc). The Policy Review Committee endorsed the concept of providing interim measures to support the intent of *Policy 306: Suspected Child Abuse* during the review process.

John Lewis, Superintendent of Schools, will introduce *Proposed Revised Policy 306: Suspected Child Abuse*, as attached to this Administrative Memorandum of March 8, 2016.

Links:

[Policy 306: Suspected Child Abuse](#)
[Responsibilities and Procedures for Reporting Suspected Child Abuse or Neglect](#) – Protocol document

Attachment:

Proposed Revised Policy 306: Suspected Child Abuse

RECOMMENDED MOTION:

that the Board of Education approve interim changes to *Proposed Revised Policy 306: Suspected Child Abuse*, as attached to this Administrative Memorandum of March 8, 2016.

306 Suspected Child Abuse

Adopted: April 4, 2007

Revised: June 21, 2011

Proposed Revised: March 8, 2016

Policy

The *Child, Family and Community Service Act* imposes a duty on any person who has reason to believe that a child needs protection to promptly report the matter to the appropriate authorities, as defined in the School District's protocol document, *Responsibilities and Procedures for Reporting Suspected Child Abuse or Neglect*.

"Reason to believe" means that, based on observation or information received, the person believes that a child has been or is likely to be at risk.

Understanding child abuse and neglect and knowing how to take appropriate action are critical in protecting our students. Responding to child abuse and neglect is a societal responsibility. Board personnel share this responsibility with parents, child protection social workers, police, and every citizen. Board personnel can help by identifying and reporting suspected child abuse and neglect, cooperating with all investigations, and supporting our students, both emotionally and socially, in our classrooms and schools.

Child abuse and neglect means the physical or emotional injury, sexual abuse, negligent treatment or maltreatment of a child under the age of 19 by a person who is responsible for the child's care. Child abuse refers to the non-accidental situations in which a child suffers physical trauma, deprivation of basic physical and developmental needs, or emotional injury as a result of an act or omission by a parent, supervisor, or legal guardian.

There are three major categories of abuse:

1. Physical or sexual abuse (physical injuries, molestation, incest or sexual abuse)
2. Physical neglect (gross lack of supervision or abandonment, gross or repeated failure to meet the child's nutritional needs, failure to seek or comply with needed medical advice)
3. Emotional injury or neglect (failure to meet the emotional needs of the child for normal development, refusal to recognize and seek help for a child's emotional disturbance).

District Procedures

Procedures for dealing with suspected child abuse are outlined in the School District's child abuse protocol document, *Responsibilities and Procedures for Reporting Suspected Child Abuse or Neglect*. All new employees receive training in the responsibilities and procedures for reporting suspected child abuse. District-wide training updates are provided for all School District employees.

The purpose of the protocol is to establish and clarify the practices of the agencies involved with School District #44 in responding to reports of child abuse and neglect, especially as they interact respecting:

- Reporting suspected child abuse and neglect
- Investigating suspected child abuse and neglect
- Sharing information about suspected child abuse and neglect.

The protocol is intended to:

- Facilitate collaboration between the Parties to ensure the safety, well-being and protection of children
- Support and be consistent with Board *Policy 301: Student Safety* and *Policy 306: Suspected Child Abuse*
- Be consistent with relevant legislation including the *Child, Family and Community Service Act*, the *School Act*, and the *Freedom of Information and Protection of Privacy Act*.

Guidelines for Maintaining Confidentiality

A person must not disclose information obtained under the *Child, Family and Community Service Act* except in accordance with the *CFCS Act* and the *Freedom of Information and Protection of Privacy Act*. The *Child, Family and Community Service Act* is the legislative authority regarding confidentiality and disclosure.

Resources

Responsibilities and Procedures for Reporting Suspected Child Abuse or Neglect - North Vancouver School District Protocol

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

Meeting Date: March 8, 2016 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **Proposed New Policy 307: Emergency Management and Response for Schools**

Narration:

Proposed New Policy 307: Emergency Management and Response for Schools is an outcome of the process of review of the Board's 300 Series of policies, *Student Conduct and Welfare*. *Proposed New Policy 307* was developed in response to the increasing need to have well-established planning, preparing, and training processes and procedures in place for responding and managing emergency situations in schools. The policy's intent and purpose are specific to emergency management. The policy's Administrative Procedures will be in a separate supporting document.

The North Vancouver School District has always taken a pro-active, forward-thinking approach to emergency management. The *Emergency Management for North Shore Schools* document was jointly developed several years ago in cooperation with the West Vancouver School District, and requests for a copy are frequently received from other school districts, both public and independent, and provincially and nationally. We are extremely fortunate to have a community of support and excellent working relationships with the RCMP – North Vancouver Detachment, the North Vancouver City and North Vancouver District Fire Departments, North Shore Emergency Management Office, Vancouver Coastal Health – North Shore, the Honourable Naomi Yamamoto, Minister of State for Emergency Preparedness, and MLA North Vancouver-Lonsdale, and, most importantly, Bernadette Woit, North Shore Schools Emergency Planning and Preparedness Consultant.

The process of policy development received input from the Board's partner groups: the North Vancouver Parent Advisory Council, North Vancouver Teachers' Association, Canadian Union of Public Employees – Local 389, North Vancouver Administrators' Association, and District Student Leadership Council. Special thanks go to Elizabeth (Liz) Bell, Principal of Argyle Secondary School, and Brad Baker, District Administrator, Safe and Caring Schools and Aboriginal Education.

Proposed New Policy 307: Emergency Management and Response for Schools was reviewed at the Policy Review Committee's scheduled meeting on February 22, 2016. The Policy Review Committee includes Trustees Megan Higgins and Franci Stratton, representatives from the secondary and elementary North Vancouver Administrators' Association (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).

Schedule B.4. (continued)

Narration (continued):

John Lewis, Superintendent of Schools, will introduce *Proposed New Policy 307: Emergency Management and Response for Schools*, as attached to this Administrative Memorandum of March 8, 2016.

Attachment:

Proposed New Policy 307: Emergency Management and Response for Schools

RECOMMENDED MOTION:

that the Board of Education approve *Proposed New Policy 307: Emergency Management and Response for Schools*, as attached to this Administrative Memorandum of March 8, 2016.

307 Emergency Management and Response for Schools

Proposed
NEW

Proposed New: March 8, 2016

Policy

The establishment and maintenance of safe learning environments for all students is a high priority for the Board. To this end, each school will establish and maintain a standing Emergency Planning Committee consisting of an Administrator(s), NVTa member(s) and CUPE member(s), to oversee all emergency planning and preparedness steps to ensure student safety during emergencies.

The School District will pay particular attention to:

- Types of emergencies
- Planning, preparing and training for emergencies
- Responding to emergencies.

The School District will work closely with parents (PAC), the RCMP, the fire departments of the City and District of North Vancouver, and the North Shore Emergency Management Office when planning responses to emergency situations that may impact on the safety of the school community (students, staff and parents).

Review of the Policy

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

Resources

Emergency Management for North Shore Schools, c2014
[Emergency Management Planning Guide for Schools, Districts and Authorities](#) – Ministry of Education, Province of British Columbia, c2015 [Large file 9.5MB]

Schedule C.1
of the
Administrative Memorandum

Meeting Date: March 8, 2016 ☒ Board ☐ Board, in camera

Topic (as per the
Memorandum): Amended **2016/17 School Calendar**

Narration:

The North Vancouver Board of Education was advised in November 2015 of changes to the provincial School Calendar requirements, resulting from the Ministry of Education's introduction of a 3-year support plan to provide teachers with targeted training specific to the new BC K-12 curriculum. The support plan introduced legislated additional non-instructional time in each of the 2015/16, 2016/17 and 2017/18 school years to facilitate time for collaborative training with respect to the new curriculum.

School Calendars for both the 2015/16 and 2016/17 school years were previously approved by the Board of Education at its March 24, 2015 Public Board Meeting. The amendments necessary to accommodate the required 10 hours of new non-instructional time for the current 2015/16 school calendar were confirmed to the Board in November and subsequently communicated broadly to staff, students, parents and the community. The amended 2015/16 school calendar was also submitted to the Ministry of Education as is required by the *School Act*.

At its January 21, 2016 Public Board Meeting, the Board was updated about the date (Monday, November 14, 2016) mutually selected by the School District and the North Vancouver Teachers' Association as the identified additional non-instructional day for the 2016/17 school year. At that time, the Board was advised that, in accordance with *School Calendar Regulation 314/12*, a period of public comment was necessary to provide for consultation with parents and employees prior to finalizing the amendment to the existing, approved 2016/17 calendar.

A Proposed Amended 2016/17 School Calendar, converting November 14, 2016 to a non-instructional day, was published on January 25, 2016 and public comment was accepted by email until February 25, 2016.

Assistant Superintendent Mark Pearmain will provide an overview of the comments received and next steps for publication and submission of the Amended 2016/17 School Calendar, as well as an update on development of the 2017/18 School Calendar.

Attachment:
Amended School Calendar 2016/17

APPROVED AMENDED 2016-17 SCHOOL CALENDAR

AUGUST 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6*	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2017						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2017						
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19	20	21	22	23	24	25
26	27	28				

MARCH 2017						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2017						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2017						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29★	30	

6*	1ST DAY OF SCHOOL (PARTIAL DAY)
	STAT/WINTER/SPRING HOLIDAY
	NVSD CURRIC IMPL DAY (1)
	NEW CURRIC TRAINING (1) As per Ministry of Education for 16/17
	SCHOOL-BASED PRO D DAY (2) ¹
	DISTRICT (NVTA) PRO D DAY (3) ²
	STAFF COLLABORATION (6) shortened day for students
	ADMINISTRATIVE DAY
29★	LAST DAY FOR STUDENTS IS JUNE 29

29-Feb-2016

- ¹ Highlighted dates are **example** dates only - actual dates will be selected by the school Staff Committees as per contract. Will be available prior to May 31, 2016
- ² Highlighted dates are **example** dates only - actual dates to be identified by NVTA

Schedule C.2
of the
Administrative Memorandum

Meeting Date: March 8, 2016 ☒ 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 have been provided at each of the monthly Public Board Meetings.

John Lewis, Superintendent of Schools, will present the attached *Land, Learning, Livability Community Engagement Update* (March 2016) that highlights the progress related to the Board's continued efforts for the approved seismic upgrade project at Argyle Secondary to be converted to a full replacement project and recent correspondence from the Ministry of Education regarding the Board's request for a meeting.

Discussions are also proceeding with regard to the potential for new and replacement schools in both the City of North Vancouver and the District of North Vancouver, giving consideration to sites identified as surplus to the long-term educational needs of the School District.

Attachment:

Land, Learning and Livability Community Consultation Engagement UPDATE – March 2016

Land, Learning and Livability Community Engagement Update 160308

Argyle replacement project request

A February 24, 2016 update (attached) including reference to the Board's intention to continue to pursue the preferred option for the replacement of Argyle Secondary School was provided to the school community and posted to the website.

As no further updates have been received from the Ministry related to the status of the Board's request for the full replacement option, the Board may wish to correspond with the Ministry to express urgency to move this project forward in support of the Ministry's commitment to the provincial seismic program.

Correspondence with the Ministry of Education

A response has been received regarding the Board's advocacy letter to the Minister of Education with a request to meet at the earliest opportunity to discuss the Board's intent to advance the preferred option for the Handsworth Capital Project as a Full Replacement School Project and to explore all opportunities to fund Handsworth as a full replacement project.

The Ministry has provided a positive response, expressing an interest to meet at a mutually convenient time to discuss the Board's request for the full funding of the replacement of Handsworth Secondary School.

A February 2016 update (attached) was provided to the Handsworth school community and posted to the school district website.

Consultations with the City of North Vancouver

Discussions related to the potential for a school in Lower Lonsdale are continuing with City of North Vancouver staff. At our most recent meeting, we were joined by staff from the Ministry of Technology, Innovation & Citizens' Services who have areas of responsibility associated with the acquisition and disposition of property in support of the Provincial Government and the Ministry of Education. Included within these discussions is the consideration of Cloverley as a potential future school site.

ARGYLE FULL REPLACEMENT PROJECT UPDATE

February 24, 2016: The North Vancouver School District continues to await confirmation from the Ministry of Education regarding the Board's request to proceed with the full replacement of Argyle Secondary School, rather than the approved seismic upgrade. Since the October 2015 update, key developments are provided below:

- Communication has continued with Ministry of Education staff, indicating that the replacement of Argyle School is at the highest priority of the Ministry.
- The cost difference between the seismic upgrade (\$37.8M) and a full replacement (\$45.7) remains at an estimated cost of \$7.9M.
- The North Vancouver School District now has \$11.38M in capital reserve, with these funds targeted towards the Argyle replacement project.
- The Board has confirmed its intent to pursue the full preferred option that provides additional space for additional classroom capacity (+600 sq. m.), area for multi-purpose /performing arts (+1000 sq. m.), and recreation support space (+176 sq. m.).
- The total cost estimate for the full preferred option is \$51.5M (\$37.8M from the Ministry + \$13.7M funded by the School District)
- Killick, Metz, Bowen and Rose Architects and Planners (KMBR) facilitated a "Designs for Learning" workshop with staff to explore current options for the design of new schools to address the changing curriculum and approaches to learning.
- The Board continues to pursue all options to secure the funding necessary for the full preferred replacement option. The Board has requested a meeting with the Ministry of Education and will arrange a meeting with the District of North Vancouver.
- The Board will also consider the potential to raise additional funds through surplus lands, leases, and other methods.

The Board of Education looks forward to an invitation to enter into a Project Agreement at the earliest opportunity to move this 'long-awaited replacement project forward.

As information becomes available on this long-awaited project, updates will be posted.



Update on the Handsworth seismic upgrade project

February 2016

- A Project Definition Report (PDR) is being finalized to meet Ministry requirements
- The PDR provides cost estimates for; 1) a seismic upgrade and 2) a full replacement project.
- The seismic upgrade is an approved project, while full replacement is the preferred option
- The PDR provides a cost estimate of \$42.5 million for the seismic upgrade, and a cost of \$52.9 million for the full replacement project, a premium of \$10.4M.
- The Board of Education determined its intent to advance the request for a full replacement project at a capacity of 1300 students, acknowledging the premium cost of \$10.4M.
- The Board has requested a meeting with the Ministry to discuss the funding of a full replacement school, including full funding by the Ministry.
- Consultation with the Ministry may continue for six months or more, to reach a Project Agreement.
- The Project Agreement establishes requirements related to the scope of the project, (seismic upgrade, or full replacement project), including sources of funding for the replacement option.
- The process for design team selection, design development, working drawings, tender and construction contract award is expected to be eighteen months in length.
- Based on a Project Agreement by mid 2016, the planning stage would be complete in late 2017.
- No design work is started until a Project Agreement is in place and the consultant team is engaged to commence the schematic design work.

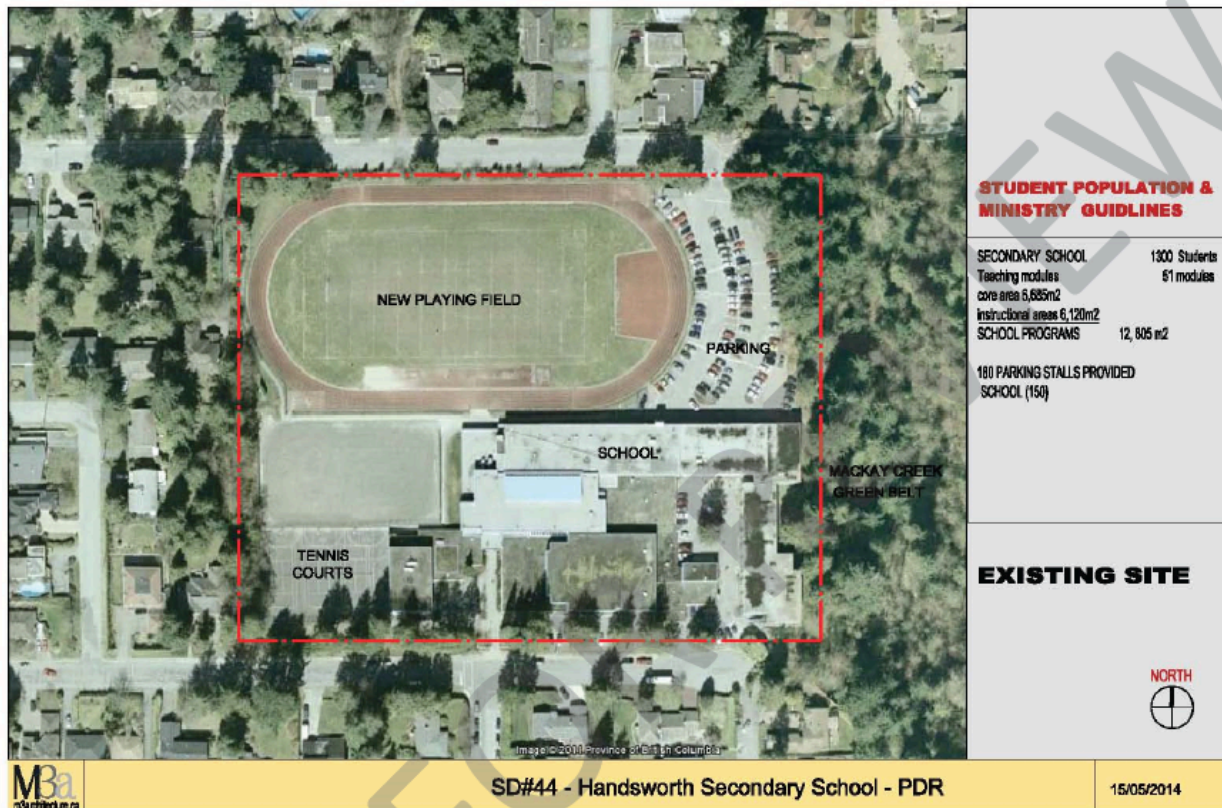
- The timeline for construction for a **seismic upgrade project** is 30 to 36 months, as the project would proceed in phases, with students utilizing portable classrooms for classes as phases are completed. Approximately 30 portable classrooms would be needed and would likely be situated on the asphalt play areas, preventing the use of these basketball and tennis facilities.
- This process was used for the seismic projects at Carisbrooke and Canyon Heights Elementary.

- The timeline for construction of a **full replacement** school is approximately 24 to 30 months.
- The field and asphalt areas to the north and west would be the likely area for the construction of a new school on site. The separation of construction from the operating school allows for continued use of the existing school for classes until the new replacement school is completed.
- Following completion of the full replacement school, the former school would be vacated to allow for demolition and for the redevelopment of fields and asphalt areas.
- The refurbishment of fields, landscaping and asphalt areas would take an additional year.
- This approach was used in the construction of replacement schools at Highlands and Sutherland.

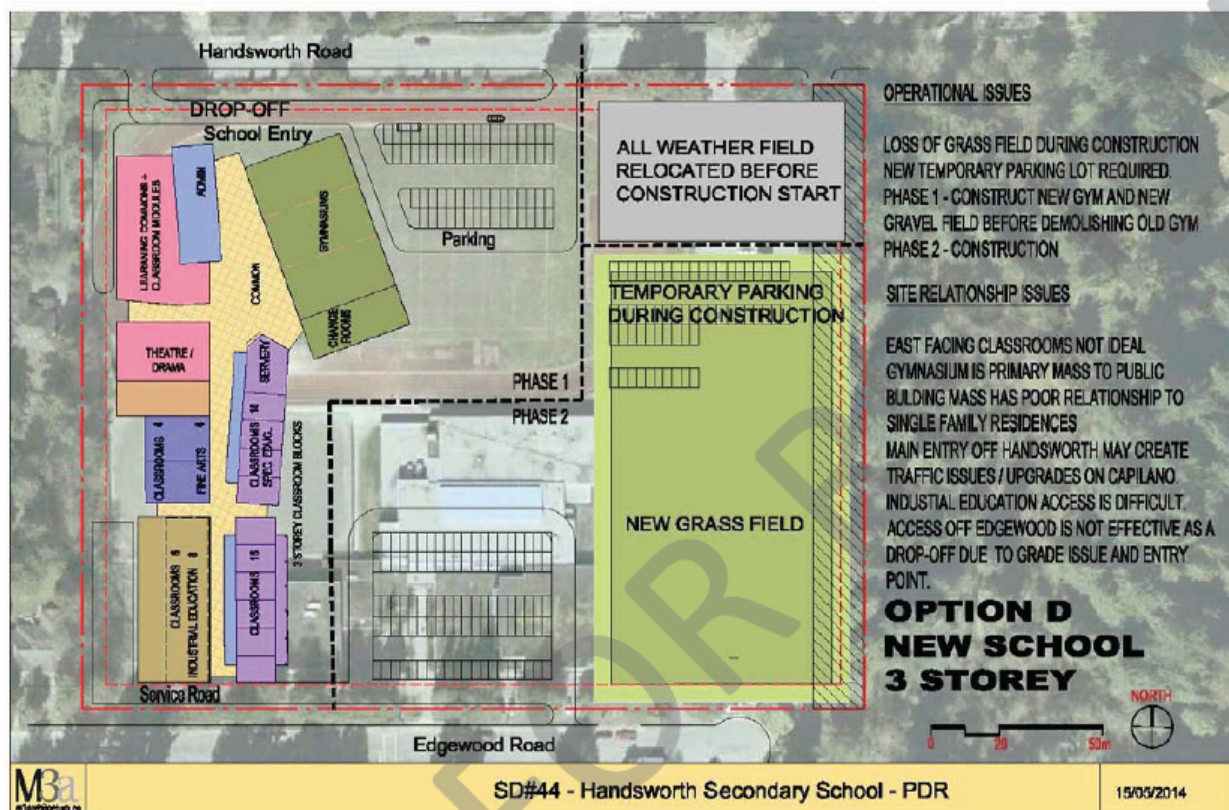
- With an early 2018 start date, a projected completion date of early 2020 would be possible, with fields and landscaping completed in late 2021.
- Through its Collaboration Committee with the District of North Vancouver (DNV), the Board of Education continues to meet with DNV to discuss joint planning opportunities.

DRAFT Preliminary schematics

- The following page provides a schematic representation of a potential replacement school in relation to the existing site. This is a preliminary concept for **PLANNING PURPOSES ONLY** and does not represent what may potentially be developed on site, if the project is approved to proceed as a full replacement project.



REPLACEMENT



Schedule C.3.
of the
Administrative Memorandum

Meeting Date: March 8, 2016 ☒ Board ☐ Board, in camera

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

Narration:

Carson Graham – a field trip to Seattle, WA, USA, has been scheduled for April 7-9, 2016 for Grade 10-12 Concert Choir students. The trip involves 40 students, accompanied by three teacher supervisors and one other adult supervisor.

Students will travel by charter bus to Seattle and will be accommodated in a hotel during their stay. The cost per student is \$400, which will be paid by students.

The objective of this extracurricular trip is to supplement the choir music program with participation in workshops and clinics at the University of Washington. Students will also perform at the Kiwanis Music Festival.

Schedule C.4.
of the
Administrative Memorandum

Meeting Date: March 8, 2016 ☒ Board ☐ Board, in camera

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

Narration:

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

Schedule C.5.
of the
Administrative Memorandum

Meeting Date: March 8, 2016 ☒ 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.

The BCSTA Budget input will be discussed.

Schedule C.6.
of the
Administrative Memorandum

Meeting Date: March 8, 2016 ☒ 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: March 8, 2016 ☒ Board ☐ Board, in camera

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

Narration:

Date and Time	Event	Location
Tuesday, March 29, 2016 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, April 12, 2016 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, April 19, 2016 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, May 10, 2016 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

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

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

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

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

Meeting Date: March 8, 2016 ☒ 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.