

ADMINISTRATIVE MEMORANDUM

Meeting Place:

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

Format and Date:

PUBLIC BOARD MEETING
Tuesday, April 19, 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.	Moment of Silence - Day of Mourning for Persons Killed or Injured in the Workplace		7:05 pm
A.4.	Public Comment Period		7:15 pm
A.5.	Approval of Minutes (that the minutes of the Public Meeting of March 8, 2016 be approved as circulated)	(no schedule)	7:20 pm
B.	Action Items		
B.1.	2015/16 Budget Consultation Update and Board Direction		7:40 pm
B.2.	Audit Committee Terms of Reference		7:55 pm
C.	Information and Proposals		
C.1.	Youth Concurrent Disorders Unit at The HOpe Centre		8:00 pm
C.2.	Land, Learning and Livability Community Engagement - Update		8:05 pm
C.3.	Tuesday, March 29, 2016 Standing Committee Meeting		8:10 pm
C.4.	Tuesday, April 12, 2016 Standing Committee Meeting		8:15 pm
C.5.	Superintendent's Report		8:20 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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Format and Date:

PUBLIC BOARD MEETING
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7:00 pm

		Estimated Completion Time
(continued)		
C.6.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)	8:30 pm
C.7.	Trustees' Reports	8:40 pm
D.	Future Meetings	8:40 pm
E.	Public Question & Comment Period	9:00 pm
F.	Adjournment	(no schedule) 9:00 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: April 19, 2016 ☒ Board ☐ Board, in camera

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

Narration:

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

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

Schedule A.4.....
of the
Administrative Memorandum

Meeting Date: April 19, 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, March 8, 2016.

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

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.

Pink Shirt Day, International Women's Day and World Autism Day were acknowledged. Chair Sacré announced and congratulated Assistant Superintendent Mark Pearmain as the successful candidate for the Superintendent of Schools.

A.2. Approval of Agenda

Moved by S. Skinner

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

Seconded by F. Stratton

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.

No one wished to speak.

A.4. Approval of Minutes

Moved by B. Forward

that the minutes of the public meeting of February 16, 2016 be approved as circulated.

Seconded by F. Stratton

Carried

A.5. Presentation – District Student Leadership Council Update

The District Student Leadership Council (DSLCL) is comprised of students from across the North Vancouver School District who come together to provide a student voice in education. DSLC representatives Kayleigh Doon-Adams and David Wilson provided an update on what the committee has been discussing and formally invited the Board of Education to attend their annual District Wide Student Forum on April 6, 2016.

On behalf of the Board, the Chair thanked the students for their involvement and leadership.

**B.1. School Act – Terms and Definitions – Parents’ Advisory Council
Policy 102; Policy 201; Policy 305; Policy 401; Policy 413; Policy 610; Policy 707**

Superintendent of Schools John Lewis shared that due to a change in the *School Act*, any and all references formerly known as Parent Advisory Council(s) be amended to Parents’ Advisory Council(s). The following policies were included:

- 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.

Moved by F. Stratton

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

Seconded by B. Forward

Carried

B.2. Proposed Revised Policy 301: Student Safety and Welfare

Superintendent John Lewis introduced this agenda item, advising that *Policy 301: Student Safety* has been expanded to include a heightened emphasis on student welfare, becoming *Policy 301: Student Safety and Welfare*.

Moved by J. Stanley

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

Seconded by S. Skinner

Carried

B.3. Proposed Revised Policy 306: Suspected Child Abuse

In introducing this agenda item, Superintendent John Lewis shared that the Working Group responsible for reviewing *Policy 306: Suspected Child Abuse* has requested that the Board give consideration in 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 a reason to believe that a child has been or is likely to be at risk.

After a thorough discussion, Trustees decided that a greater emphasis should be placed on re-writing the language of the policy to be more protective of children. Superintendent Lewis noted that the policy requires engagement with multiple stakeholders, including the Royal Canadian Mounted Police and the Ministry of Children and Family Development. The School District will arrange for this work to proceed in consultation with partnering agencies and organizations at the earliest opportunity. Revised Policy and protocols would then be brought forward to the Policy Review Committee.

Moved by J. Stanley

that the motion be referred back to the Policy Review Committee.

Seconded by B. Forward

Defeated

The motion to refer was defeated.

Moved by J. Stanley

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, and request significant and prompt revision to address language concerns.

Seconded by S. Skinner

Carried

B.4. Proposed New Policy 307: Emergency Management and Response for Schools

Superintendent John Lewis introduced this agenda item, addressing the significant focus of the School District to develop emergency management procedures.

Moved by B. Forward

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.

Seconded by C. Gerlach

Carried

C.1. Amended 2016/17 School District Calendars

Superintendent John Lewis invited Assistant Superintendent Mark Pearmain to the table to present the amended 2016/17 calendar to the Board. At the January 21, 2016 Public Board Meeting, Assistant Superintendent Pearmain shared that a period of public comment was necessary to provide for consultation with parents and employees prior to finalizing the amendment. The School District received 28 comments on the non-instructional day for the 2016/17 school year. Assistant Superintendent Pearmain highlighted the comments and shared an update on the development of the 2017/18 School Calendar.

C.2. 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, correspondence with the Ministry of Education and consultations with the City of North Vancouver. Included in Superintendent Lewis' highlights were updates on the Argyle Full Replacement Project and the Handsworth Seismic Upgrade Project.

C.3. Out of Country Field Trips – Secondary

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

- Carson Graham Secondary School – field trip to Seattle, WA, USA (April 7-9, 2016)

C.4. Superintendent's Report

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

- Blueridge Choir Performs for School District Staff
- 'Baby' Chicks at Cove Cliff
- Pink Shirt - Anti-Bullying Awareness Day – February 24, 2016
- District Lockdown Drill Day – February 25, 2016
- Lynnmour Elementary Random Acts of Kindness Class Acts: A Celebration of Education in the North Vancouver School District
- International Women's Day

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

Trustee Gerlach reported on the BCSTA Provincial Council, which took place in February, sharing that the main topic of discussion was the 2016/17 Draft Budget. Trustee Gerlach also noted that a letter was received from the North Vancouver Administrators' Association (NoVA), referencing a motion that is slated to be discussed and voted on at the upcoming BCSTA AGM in April.

C.6. Trustees' Reports

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

1. Meetings attended by Trustees included:
 - Public Board Meeting
 - Trustee Seminar
 - New School Design Workshop
 - Sustainability Development Workshop
 - Policy Review Committee Meeting
 - Kindergarten Meeting – Special Needs
 - ICT Meeting
 - BCSTA Aboriginal Education Committee Meeting
 - North Vancouver Aboriginal Education Advisory Council Meeting
 - Metro Branch Meeting
2. Events attended by Trustees included:
 - Superintendent Interviews
 - 25 Year Employee Recognition
 - AFK Print Launch – Kenojuak Ashevak
 - Canyon Heights Elementary Math and Drama with Amber Chorney-Wilson
 - Seycove Secondary – QSA Assembly
 - Pink Shirt Day – Queensbury Elementary School
 - World Autism Day

D. Future Meetings

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

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.

Carolyn Pena, President of the North Vancouver Teachers' Association (NVTa), addressed the Board regarding changes to the roles of elementary school councillor's. Ms. Pena asked the Board to support meaningful consultation with Partner Groups, particularly allowing for sufficient time to engage and consult with members.

Karen Nordquist, resident of North Vancouver, addressed the Board of Education surrounding the Board's policies. Ms. Nordquist emphasised the importance of parent consultation.

F. Adjournment

The established agenda being completed, the Chair adjourned the meeting at 8:57 pm and thanked those who attended.

Certified Correct:

Georgia Allison
Secretary Treasurer

Christie Sacré
Chair, Board of Education

Date

Date

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

Meeting Date: April 19, 2016 ☒ Board ☐ Board, in camera

Topic (as per the
Memorandum): **2016/17 Budget Consultation Update and Board Direction**

Narration:

At its January 19, 2016 Public Meeting, the Board of Education approved the budget process for the 2016/17 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 2016/17 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 2016/17 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 and April 2016.

At the February 9, 2016 Finance and Facilities Standing Committee meeting, attendees were provided with the Budget development components for 2016/17, including historical and current revenues and expenses, budget timelines, operating grant and the three-year forecast. Participants were also provided with the list of comments and budget priorities that had been presented by the Partner Groups from 2011/12 through to 2015/16. Participants and interested individuals were asked to provide their suggestions for the 2016/17 budget priorities by emailing the School District from February 9, 2016 through March 4, 2016.

On March 15, 2016, the Ministry of Education announced the Preliminary Operating Grants for school districts. School districts raised concerns that both the labour settlement funds and enrolment increases had not been fully reflected in the March 15th grants publication. The Ministry of Education worked with the BC School Trustees Association, BC School Superintendents Association, and the BC Association of School Business Officials, to identify and announce additional preliminary district allocations totaling \$28 million for the 2016/17 school year. This funding ensures that the Provincial commitments are clearly reflected.

At the March 29, 2016 Finance and Facilities Standing Committee Meeting, following a quick status report on the Annual Facilities Grant (AFG), Preliminary Operating Grant, and three year Operating Forecast, partner groups presented their budget priorities. Attendees were asked to discuss and provide further input on their budget priorities for the 2016/17 Preliminary Operating Grant. From that process, five broad themes and sub-categories were identified as being in line with the Board of Education's Strategic Plan and, as a result, representative of the desired organizational focus. The Executive Committee has organized this input and offered recommendations within these five themes, for the Board's consideration, as identified in the attached Appendix A: *2016-17 Annual Budget Priorities – Executive Committee Recommendations*.

Attachment:

Appendix A: 2016-17 Annual Budget Priorities – Executive Committee Recommendations

RECOMMENDED MOTION:

that the Board direct staff to proceed with the development of the 2016-17 Annual Budget incorporating the budget priorities recommended by the Executive Committee, as identified in Appendix A.

2016-17 ANNUAL BUDGET PRIORITIES EXECUTIVE COMMITTEE RECOMMENDATIONS

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

1. EQUITY

CLASS SIZE AND COMPOSITION

Class size and composition is supported by the Learning Improvement Fund (LIF). The 2016-17 LIF total funding is \$2,661,008.

- The Teacher Education funding of \$2,128,806 equates to approximately 21 teachers and is allocated in consultation with the North Vancouver Teachers Association.
- The Education Assistant funding of \$532,202 provides 30 additional minutes per week for all Education Assistants working with students with special needs, as well as approximately 5 FTE Education Assistants.

It is recommended that class size and composition continue to be supported through LIF funding and related consultation and organization processes.

STAFFING

- The request for Education Assistants to work longer days (bell to bell) can be analyzed to determine the impact upon school organization and flexibility of coverage. The required qualifications of Education Assistants will also need to be considered.
- Staffing in classrooms requires consideration of the balance between the number of staff and capacity of staff to best support students.

RESOURCES

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

2. CULTURE, CLIMATE, AND SCHOOL ORIENTATION

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

INVESTMENT IN PEOPLE

- Training and development opportunities continue to be an organizational focus in order to build capacity in all staff, at all levels of the organization. As initiatives or areas get identified, they will be addressed through in-service training or mentorship opportunities. Many of these initiatives are identified in other themes and categories within this document.

- Apprenticeships were identified as an initiative to be considered. While the School District further researches its ability to offer the full scope of training required for apprenticeship program requirements in certain trades, it will continue to offer senior students exposure to and participation in these trades. These students are recognized as the ideal future apprentice applicants.

It is recommended that partnerships be explored with other organizations that can support apprenticeship initiatives that may not be owned by the School District.

TECHNOLOGY IN THE CLASSROOM

- 2014-15 Surplus funding of \$250,000, over two years, was allocated to integrate technology into classroom instruction. The majority of the \$250 000 investment will occur in the 2016-17 school year as previously discussed.

ASSESSMENT AND COMMUNICATION OF STUDENT LEARNING

- Ongoing communication, between the Teacher and the Parent, related to student learning and progress in the class.

SCHOOL CLEANLINESS

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

It is recommended that the School Cleanliness Committee be drawn upon to assist with the delineation of a multi-year project plan and that funding for planning and Phase 1 implementation to be included in 2016-17 Preliminary Budget.

HVAC SYSTEMS

- Requests have been made regarding the 'heating' of facilities after school release. Information was provided to Trustees regarding the increase costs for each additional hour of HVAC per year.

HEALTH & WELLNESS

- Employee health and wellness initiatives have been identified and funded, from the 2014-15 Surplus, over a two year period.

It is recommended that health and wellness initiatives be continued and that funding, from the 2016-17 Preliminary Budget, be identified to augment Health and Wellness initiatives.

DEFIBRILLATORS IN SCHOOLS

- Requests have been made regarding the installation of defibrillators in all schools. Information was provided to Trustees regarding the cost of various options.

3. ENHANCING CURRICULUM AND INSTRUCTION

ADMINISTRATORS

- Elementary Vice-Principal workload was identified as an area requiring adjustment to allow for support to Teachers in the classroom and administrative time for Vice-Principals.

- Principals and Vice-Principals will need time and training opportunities to enable mentorship and support to teachers in the classroom.

It is recommended that the point time for Elementary Vice-Principals be reviewed and adjusted to facilitate workload issues and focus in the 2016-17 Preliminary Budget.

CURRICULUM TRAINING AND MENTORSHIP

- Teacher Mentorship over a two year period, ending June 2017, has been supported by 2014-15 Surplus funding. As the program further develops and evolves, additional funding may be identified for subsequent school years.
- The 2015-16 Education Plan funding has been directed toward training and development in curriculum areas, such as, Mathematics - Thinking Classroom. The Changing Results for Young Readers training initiative has also been continued through base budget allocation in 2015-16.

It is recommended that the Education Fund continue to address Ministry specified curriculum areas, and that additional funds be directed toward targeted curriculum training initiatives (such as: Teaching to Diversity, Mental Health training for Counsellors and Learning Support Teacher team development) in the 2016-17 Preliminary Budget.

CURRICULUM DESIGN AND RESOURCES

- Various initiatives to develop curriculum materials are undertaken by the Design Series, Summer Writing, and JEPIC, and funded through the base budget. Larger curriculum resources may be required in the 2016-17 fiscal and there may be a need for additional funding for these resources.

It is recommended that funding be set aside for curriculum resources for the 16-17 Budget.

4. COMPLEX LEARNERS

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

TRAINING & MENTORSHIP

The following training initiatives have been identified in the 2014-15 Surplus allocation:

- Principal and Vice Principal Training in the Popard Training in Autism and related disorders;
- Education Assistant Mentorship to build skill capacity of current Education Assistants over an eighteen month time frame, ending June 2017.

DIRECT SUPPORTS TO STUDENTS

- Job Coaches for Kids with Special Needs – an identified need for Work Experience opportunities for Students with Special Needs.

It is recommended that training and support be provided to all Work Experience Coordinators to enhance employee skills that will translate into support to students and the identification of opportunities for students. Continuation of the Pathways initiative at the secondary school level is also recommended.

- Early assessment and identification of student needs occurs through Level B assessment (targeted small assessment done by Teachers) that leads to the identification of the Counseling and/or Psychologist supports for students prior to the designation process. A comprehensive review of the current assessment practices in schools, for supporting quality educational planning, is being undertaken in 2015-16, funded from the 2014-15 Surplus.

It is recommended that standards be developed for District-wide implementation, based upon findings of the assessment. Training and support should be considered to assist Psychologists implement the standards.

- Learning Support Teacher Team Development and Teaching to Diversity are two initiatives that have been identified for the Secondary School level that would provide in-service and support to Teachers, and enhance learning supports for students with complex needs.

It is recommended that funding be identified, in the 2016-17 Preliminary Budget, in order to undertake these two initiatives.

5. **SOCIAL, EMOTIONAL LEARNING**

TRAINING

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

Work with school district Counsellors and community agencies to identify and develop a shared framework and language of support for school aged children.

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

Training has been initiated, with Counsellors, to build capacity and it is recommended that this training continue.

Schedule B.2.
of the
Administrative Memorandum

Meeting Date: April 19, 2016 ☒ Board ☐ Board, in camera

Topic (as per the Memorandum): **Audit Committee Terms of Reference**

Narration:

At the September 15, 2015 Public Board Meeting, the Executive Committee recommended that the Board consider the adoption of an Audit Committee. An Audit Committee provides a mechanism to increase transparency and oversight by a committee of the Board. The Board passed a motion to approve, in principle, the establishment of an Audit Committee as an Ad Hoc Committee of the Board. The Board further directed staff to develop an Audit Committee Terms of Reference for consideration at a future Trustee Seminar.

The proposed Terms of Reference for the Audit Committee are now provided for the Board's consideration and adoption.

Attachment:

Audit Committee Terms of Reference – Board of Education (North Vancouver)

RECOMMENDED MOTION:

that the Board approve the attached Audit Committee Terms of Reference – Board of Education (North Vancouver) for immediate implementation.

AUDIT COMMITTEE TERMS OF REFERENCE – BOARD OF EDUCATION (North Vancouver)

PURPOSE

To assist the Board of Education in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the audit process, the Board of Education's process for monitoring compliance with laws and regulations and the codes of conduct, and the budget process.

AUTHORITY

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- Appoint, compensate, and oversee the work of any registered public accounting firm employed by the organization.
- Resolve any disagreements between management and the auditor regarding financial reporting.
- Meet with the Board of Education's officers and external auditors as necessary.

COMPOSITION

The Audit Committee will consist of three Trustees of the Board of Education and two non-Trustee members that are "financial experts" and independent from and external to the organization. The Board Chair will annually appoint the three Trustees committee members. The "financial expert" members may be appointed for two terms of up to three years per term. The committee members will elect the committee Chair annually.

Identification and selection of the non-Board members to act as a "financial expert" will be facilitated through a selection committee composed of the Superintendent, the Secretary Treasurer & CFO, and the Chair of the Board or Board member designated by the Chair.

Ex-Officio, non-voting members of the Audit Committee will be the Superintendent, Secretary Treasurer & CFO, and Director of Financial Services.

MEETINGS

The committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require. All committee members are expected to attend each meeting, in person or via tele- or video-conference. The committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It will hold private meetings with auditors and executive sessions. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared.

RESPONSIBILITIES

The committee will carry out the following responsibilities:

Financial Statements

- Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional and regulatory pronouncements, and understand their impact on the financial statements.
- Review with management and the external auditors the results of the audit, including any difficulties encountered.
- Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles.
- Review with management and the external auditors all matters required to be communicated to the committee under generally accepted auditing standards.

- Understand how management develops interim financial information, and the nature and extent of external auditor involvement.
- Review interim financial reports with management.

Internal Controls, Information Systems, and Risk Management

- Consider the effectiveness of the School District's internal control system, including information technology security and control.
- Understand the scope of the external auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

External Audit

- Review the external auditors' proposed audit scope and approach.
- Review the performance of the external auditors, and exercise final approval on the appointment or discharge of the auditors.
- Review and confirm the independence of the external auditors by obtaining statements from the auditors on relationships between the auditors and the School District, including non-audit services, and discussing the relationships with the auditors.
- On a regular basis, meet separately with the external auditors to discuss any matters that the committee or auditors believe should be discussed privately.

Compliance

- Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of noncompliance.
- Review the findings of any examinations by the Auditor General's Office, and any auditor observations.
- Obtain regular updates from management regarding compliance matters.

Reporting Responsibilities

- Regularly report to the Board of Education about committee activities, issues, and related recommendations.
- Provide an open avenue of communication between the external auditors and the Board of Education.

Other Responsibilities

- Ensure that direct and open communication exists among the Audit Committee, Management, and the external auditors.
- Perform other activities related to the Terms of Reference as requested by the Board of Education.
- Review and assess the adequacy of the committee Terms of Reference annually, requesting board approval for proposed changes.
- Confirm annually that all responsibilities outlined in the Terms of Reference have been carried out.
- Evaluate the committee's and individual members' performance on a regular basis.

Schedule C.1
of the
Administrative Memorandum

Meeting Date: April 19, 2016 ☒ Board ☐ Board, in camera

Topic (as per the
Memorandum): **Youth Concurrent Disorders Unit at the HOpe Centre**

Narration:

The North Vancouver School District wishes to express support for the new hospital unit at the HOpe Centre at Lions Gate Hospital. The unit, which is dedicated to youth with mental health and substance use challenges is a great success to the community and is something that the School District has been advocating for years.

Assistant Superintendent Dr. Pius Ryan will highlight the School District's support.

Schedule C.2.
of the
Administrative Memorandum

Meeting Date: April 19, 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* (April 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 continuing 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 – April 2016

Land, Learning and Livability Community Engagement Update 160419

Argyle replacement project request

In response to our requests for meetings and updates from the Ministry of Education, we expect that a meeting with the Minister will be arranged during the month of May. We will be engaging Ministry staff through a conference call this coming week to determine the current status update on our replacement request for Argyle.

We have been informed that the Ministry will be corresponding with each School District as a follow up to our Capital Plan submission. Rather than the previous process of an 'echo check', the Capital Branch has indicated that correspondence will be forthcoming to update the status of current projects, including Argyle and Handsworth, as well as providing indication of next steps related to projects identified within the Capital Plan.

We will provide an update to the Board following our conference call next week.

Consultations with the City of North Vancouver

Discussions are continuing with City of North Vancouver and Provincial Government staff (Ministry of Technology, Innovation & Citizens' Services, and Ministry of Education) regarding the potential for a school in Lower Lonsdale. Potential sites will be identified, reviewed and analyzed for their suitability and effectiveness in addressing the student enrolment growth as well as community needs. Additional consideration will be given to potential future catchment areas and the total student population that may be served by a new school. These discussions include consideration of Cloverley as a potential future school site.

Consultations with the District of North Vancouver

The Blueridge Community Association hosted a meeting on April 4 at which Trustee Forward provided an update on the Board's Land, Learning and Livability process related to the future of Blueridge School and site. This provided an opportunity to highlight the Board's requests for replacement schools at both Seymour Heights and Lynnmour Elementary as well as the need for further discussion and planning with the District of North Vancouver. Strong interest was evident for the future planning in this area of the School District and community.

As identified in the School District's Facilities Plan there is an interest and need to engage the District of North Vancouver in discussions for the future planning of schools in this area of the School District. Preliminary meetings have been conducted between staff, with further meetings to be arranged. School District staff and trustees will be meeting with Municipal staff and Council members in the near future to receive an update on the capital planning priorities of the School District and the opportunity for continued joint planning related to the School District's Capital Plan.

Schedule C.3.
of the
Administrative Memorandum

Meeting Date: April 19, 2016 ☒ Board ☐ Board, in camera

Topic (as per the
Memorandum): **Tuesday, March 29, 2016 Standing Committee Meeting**

Narration:

The Board will find attached a copy of the meeting summary from the March 29, 2016 Standing Committee Meeting.

Trustee Megan Higgins will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, March 29, 2016

BOARD OF EDUCATION STANDING COMMITTEE

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of March 29, 2016

Meeting Summary of the Board of Education's Standing Committee Meeting held at the Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, British Columbia, on Tuesday, March 29, 2016.

Meeting Attendance:

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

Call to Order:

Standing Committee Chair Megan Higgins called the Standing Committee Meeting to order at 7:00 pm, thanking those in attendance for coming to engage with the School District. Facilitation Consultant Dorli Duffy was introduced.

Budget Development & Annual Facilities Grant Plan:

Facilitator Dorli Duffy explained how the evening would progress, starting with presentations from District staff then moving into presentations from Partner Groups. Jim Mackenzie, Director of Facilities, Maintenance and Planning presented an overview of the Annual Facilities Grant Plan, highlighting key functions of the plan. Stephen Wurz, Director of Financial Services, provided an overview on the Preliminary Operating Grant, the Forecast to June 30, 2016 and the updated Three-Year Forecast.

Partner Group Presentations for 2015/16 Budget Priorities:

- [Canadian Union of Public Employees \(CUPE Local 389\)](#)
- [North Vancouver Administrators \(NoVA\)](#)
- [North Vancouver Parent Advisory Council \(NVPAC\)](#)
- [North Vancouver Teachers' Association \(NVTa\)](#)

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

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

The presentations can be found online: [Meetings & Minutes 2015/16](#)

Next Meeting:

April 12, 2016

Mountain View Room

Topics: Learning in Nature & Sustainability Initiatives

Schedule C.4.
of the
Administrative Memorandum

Meeting Date: April 19, 2016 ☒ Board ☐ Board, in camera

Topic (as per the
Memorandum): **Tuesday, April 12, 2016 Standing Committee Meeting**

Narration:

The Board will find attached a copy of the meeting summary from the April 12, 2016 Standing Committee Meeting.

Trustee Christie Sacré will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, April 12, 2016

BOARD OF EDUCATION STANDING COMMITTEE

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of April 12, 2016

Meeting Summary of the Board of Education's Standing Committee Meeting held at the Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, British Columbia, on Tuesday, April 12, 2016.

Meeting Attendance:

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

Call to Order:

Standing Committee Chair Christie Sacré called the Standing Committee Meeting to order at 7:00 pm, thanking those in attendance for coming to engage with the School District. Facilitation Consultant Dorli Duffy was introduced.

Sustainability Initiatives:

Introducing the evening, Facilitator Duffy shared that since late 2015, the North Vancouver School District (NVSD) has sponsored a representative Working Group to develop a Sustainability Strategy that provides coherence, direction, focus and coordination to sustainability-related activities in the NVSD. The purpose of the strategy is to clarify the NVSD's role and provide strategic direction as it seeks to realize its goal to "provide leadership in environmental education and sustainability practices."

Participants were asked to provide feedback on the Draft North Vancouver School District Sustainability Strategy that was developed through the Working Group, a committee made up of members of the Sustainability Strategy Working Group, Learning In Nature Group, the Green Team, teachers, students, community sustainability organizations and School District staff.

Discussion groups focused on six strategic priority areas; Policy, standards and planning; Learning for Sustainability; Resource Management; Facilities and Operations; Partnerships; and, Communications and Engagement.

Concluding the evening, Standing Committee Chair Sacré thanked all of those who participated, and assisted in facilitating the evening.

The presentation can be found online: [Meetings & Minutes 2015/16](#)

Next Meeting:

May 10, 2016

Ocean View Room

Topics: Professional Learning Report

Schedule C.5.
of the
Administrative Memorandum

Meeting Date: April 19, 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.6.
of the
Administrative Memorandum

Meeting Date: April 19, 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.

Schedule C.7.
of the
Administrative Memorandum

Meeting Date: April 19, 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: April 19, 2016 ☒ Board ☐ Board, in camera

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

Narration:

Date and Time	Event	Location
Tuesday, May 10, 2016 at 7:00 pm	Standing Committee Public Meeting	Ocean View Room Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, May 17, 2016 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, June 14, 2016 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, June 21, 2016 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

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

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

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

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

Meeting Date: April 19, 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.