

**ADMINISTRATIVE MEMORANDUM**

**Meeting Place:**

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

**Format and Date:**

PUBLIC BOARD MEETING  
Tuesday, January 23, 2024, at  
6:30 p.m.

		Estimated Completion Time
<b>A.</b>	<b>Call to Order</b>	
A.1.	Acknowledgments	6:30 p.m.
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	6:30 p.m.
A.3.	Approval of Minutes (that the minutes of the Public Meeting of December 19, 2023, be approved as circulated)	6:35 p.m.
A.4.	Public Questions/Comments *	6:45 p.m.
A.5.	Educational Presentation: District Student Leadership Council	6:55 p.m.
<b>B.</b>	<b>Action Items</b>	
B.1	Proposed Revised Policy 103: Board of Education – Policy Development	7:05 p.m.
B.2.	Notice of Motion: British Columbia School Trustees Association for Annual General Meeting	7:20 p.m.
<b>C.</b>	<b>Information and Proposals</b>	
C.1.	Accessibility Plan Update	7:30 p.m.
C.2.	North Vancouver Teachers' Association Professional Development Report	7:40 p.m.
C.3.	Committee Reports – Written Update <ul style="list-style-type: none"> <li>• Education Week Planning Committee</li> <li>• Mentorship Program Organizing Committee</li> <li>• Sustainability Committee</li> </ul>	7:45 p.m.
C.4.	Land Management - Written Update	7:50 p.m.

\* Additional Community Presentations or Delegations are welcomed with advanced notice - see [Policy 104: Board of Education - Meetings](#) and its [Administrative Procedures](#).



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PUBLIC BOARD MEETING  
Tuesday, January 23, 2024, at  
6:30 p.m.

	Estimated Completion Time
C.5. Superintendent's Report	8:00 p.m.
C.6. Report Out - BC School Trustees Association (BCSTA) and BC Public School Employers' Association (BCPSEA)	8:05 p.m.
C.7. Trustees' Reports/Highlights	8:15 p.m.
<b>D. Future Meetings</b>	8:20 p.m.
<b>E. Public Question &amp; Comment Period</b>	8:20 p.m.
<b>F. Adjournment</b>	8:20 p.m.

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

**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, December 19, 2023.

**PRESENT:** L. Munro, Chair  
A. Wilson, Vice Chair  
D. Anderson  
C. Gerlach  
K. Mann  
G. Tsiakos  
L. Tumaneng

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**A. Call to Order**

Board Chair Linda Munro called the meeting to order at 6:30 p.m.

**A.1. Acknowledgments**

Board Chair Munro acknowledged the traditional territorial lands of the Sk̓wx̓wú7mesh (Squamish) Nation and səliłwətaʔt (Tsleil-Waututh) Nation.

**A.2. Approval of Agenda**

Moved by K Mann

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

Seconded by G Tsiakos

Carried

**A.3. Approval of Minutes**

Moved by C Gerlach

that the minutes of the public meeting of November 21, 2023, be approved as circulated.

Seconded by A Wilson

Carried

**A.4. Public Question/Comment Period**

A public comment about the school calendar for the 2024/25 school year was read into the record.

**A.5. Educational Presentation: Artists For Kids Annual Report**

Dr. Pius Ryan, Superintendent, welcomed Allison Kerr, Director of Artists for Kids and District Principal of Arts Education to present the 2022/23 Artists for Kids Annual Report. Allison Kerr reported on programs and services provided to the students and community in the last year.

The presenter responded to Trustees' questions.

**B.1. Proposed New Policy 416: Anti Ableism**

Superintendent Dr, Ryan welcomed Dr. Vince White, Director of Provincial School Outreach as Chair, Subcommittee to Develop Policy on Anti-Ableism and members Jennifer Branston for North Vancouver Parent Advisory Council and Kevin Pokasuwan for Canadian Union of Public Employees. Dr. White, Jennifer Branston and Kevin Pokasuwan provided an overview of the meeting dates and highlights which informed the proposed new policy.

The presenters responded to Trustees questions.

Moved by A Wilson

that the Board of Education approve Proposed New Policy 416: Anti Ableism, as attached to this Administrative Memorandum of December 19, 2023.

Seconded by G Tsiakos

Carried

## **B.2. Policy 614: Public Interest Disclosure**

Superintendent Dr. Ryan welcomed Scott Stanley, Executive Director of Human Resources to provide an overview of the minor revisions to the policy and administrative procedures. The British Columbia Public Sector Employers' Association has provided clarity that the policy does not apply to Trustees.

Moved by L Munro

that the Board of Education approve the Proposed Revised Policy 614: Public Interest Disclosure, as attached to this Administrative Memorandum of December 19, 2023.

Seconded by G Tsiakos

Carried

## **B.3. Board Committees and Trustee Representational Assignments (2024)**

Chair Munro advised that trustee committee(s) and family of school liaison assignments remain the same to align with the school year.

Moved by G Tsiakos

that the Board approve the Chair's appointments of Trustees as attached to this Administrative Memorandum of December 19, 2023, and make the appointments effective December 19, 2023.

Seconded by D Anderson

Carried

## **C.1. Notice of Motion: British Columbia School Trustees Association for Annual General Meeting**

Trustee Gerlach provided the context for two motions for consideration by the Board of Education to sponsor at the BCSTA AGM April 2024. The motions were discussed and Trustee Gerlach responded to questions.

## **C.2 Secondary School and Academy Fees**

Superintendent Dr. Ryan introduced Assistant Superintendent Chris Atkinson, who presented on the Secondary School and Academy Fees for the 2023/24 School Year.

Assistant Superintendent Atkinson responded to Trustees' questions.

## **C.3. School Calendar Update – 2024/25**

Dr. Ryan requested Assistant Superintendent Atkinson to provide an update regarding the school calendar for the 2024/25 school year.

Assistant Superintendent Atkinson responded to Trustees' questions.

## **C.4. Committee Reports – Written Update**

A written update on the Indigenous Education Council and the Policy Review Committee was included in the Board Agenda Package, no questions were asked.

## **C.5. Land Management – Written Update**

A written update on land management was included in the Board Agenda Package, no questions were asked.

**C.6. Superintendent’s Report**

Chair Munro introduced Superintendent Dr. Ryan, to provide an update on activities across the school district over the past month. No questions were asked.

**C.7. Report Out – British Columbia School Trustees Association (BCSTA) and BC Public School Employers’ Association (BCPSEA)**

Trustee Anderson, the BCSTA representative as of December 1, 2023, provided an update on the Provincial Council for the coming year.

Trustee Gerlach provided an update regarding the BC Public School Employers’ Association.

**C.8. Trustees’ Reports/Highlights**

Trustees shared their recent highlights, for activities from November 22 to December 19, 2023 with emphasis on their roles as school liaisons.

• **Meetings attended by Trustees included:**

- Public Board Meeting
- Trustee Seminars
- Coalition for Healthy School Food
- Communications Committee Meeting
- Curriculum Implementation Day
- Dinner Meeting with the Mayor and Council of the District of North Vancouver
- District Student Leadership Council Meeting
- Inclusion Committee Meeting
- Indigenous Education Council Meeting
- Safe & Healthy Schools Committee Meeting
- Vice Principals Screening and Selection Committee
- First Nations Education Steering Committee Annual Conference
- North Shore Table Matters Meeting
- North Shore Transportation Summit with Mayors hosted by NV Chamber
- School Trustee Chapter Climate Caucus Meeting
- BCSTA Fall Conference and Trustee Academy

• **Events attended by Trustees included:**

- Artists For Kids Winter Party
- Career Fair at Handsworth Secondary
- Digital Media Academy Expo at Argyle Secondary
- Safety Blitz at Eastview Elementary School
- School concerts, field trips or visits: Braemar Elementary, Capilano Elementary, Carisbrooke Elementary, Handsworth Secondary, Lynn Valley Elementary, Queen Mary Elementary and Windsor Secondary

**D. Future Meetings**

<b>Date and Time</b>	<b>Event</b>	<b>Location</b>
Tuesday, January 23, 2024 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave North Vancouver
Tuesday, February 6, 2024 at 7:00 p.m.	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave North Vancouver
Tuesday, February 27, 2024 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave North 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.

No questions were asked.

**F. Adjournment**

The established agenda being completed, Board Chair Munro adjourned the meeting at 8:27 p.m. and thanked those who attended.

Certified Correct:

\_\_\_\_\_  
Jacqui Stewart  
Secretary Treasurer

\_\_\_\_\_  
Linda Munro  
Chair, Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

**Meeting Date:** January 23, 2024  **Board**  **Board, in camera**

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

**Narration:**

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

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

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

**Meeting Date:** January 23, 2024                       **Board**                       **Board, in camera**

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

**Narration:**

**Student Leadership and Voice:**

The North Vancouver School District recognizes and values the importance of Student Leadership and Voice as a valuable component of a student-centered approach to learning. The District Student Leadership Council or DSLC has long been recognized as a key stakeholder in our school district.

The DSLC is an extra-curricular club comprised of highly engaged and active students who meet regularly to provide leadership, voice and student perspective on education issues in North Vancouver schools. The students come from all seven secondary schools and are led by an Executive Council comprised of two executive members from each secondary school. The DSLC Executive plans monthly meetings for the general members of the DSLC. Using their experience and the insights shared at these meetings, the students represent the perspectives and interests of students by providing youth perspective on a wide range of school district committees. The students connect the schools and the school district in different ways: student council, representatives on school committees, speaking to Trustees, meeting with other stakeholder groups and providing student voice, designing an annual student forum for their peers, working with Elementary students, and much more.

District Principal of Curriculum, Assessment, and Career Education Greg Hockley, and District Principal of Human Resources Brenda Bell, lead and advise the DSLC with the school-based support of Principal Cary Hungle, Handsworth Secondary School and Vice-Principal Meghan Downie, Handsworth Secondary School.

Members of the DSLC Executive will describe the importance of Student Voice as well as outline some key initiatives past and future.



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

**Meeting Date:** January 23, 2024  **Board**  **Board, in camera**

**Topic (as per the Memorandum):** **Proposed Revised Policy 103: Policy Development**

**Narration:**

At the October 24, 2023 Public Board Meeting, the Board of Education passed the motion:

that the Board of Education adopt the recommended changes to Policy 103: Board of Education - Policy Development, as outlined in Appendix A, and direct the Superintendent, through the Policy Review Committee, to update Policy 103 and related Administrative Procedures to reflect these changes.

The policy has been reviewed and revised, as directed. The changes have been highlighted in yellow shading.

**Attachment:**

- Proposed Revised Policy 103: Policy Development

**RECOMMENDED MOTION:**

that the Board of Education approve the Proposed Revised Policy 103: Policy Development, as attached to this Administrative Memorandum of January 23, 2024.

# 103 Board of Education - Policy Development

Revised: September 25, 2001

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

Revised: April 24, 2018

Revised: October 24, 2023

**DRAFT VERSION: December 2023**

## Policy

One of the Board's primary functions is the establishment and monitoring of policy. The Board further believes that its policies are detailed expressions of intent and must be based upon the Board's own [statements of Mandate, Vision, and Values](#) (Trust, Respect, Responsibility and Collaboration). Board policies also reflect the community's views, represented by the elected trustees with input from stakeholder groups. Formal publication of Board policy is necessary in order that the community may hold the Board accountable.

Policies are adopted by the Board in order to take actions consistent with the School Act and its regulations, ministerial orders, other legislation, and the school district's [Strategic Plan](#). It is the responsibility of the Superintendent of Schools to establish a program of regular evaluation and consultation to review Board policies through the Policy Review Committee. The process of policy development and review shall include open and authentic communication between the Board and its students, staff, parents and other members of the community. This communication shall ordinarily proceed through the representatives on the Policy Review Committee.

Policies guide the actions of the Superintendent, who acts on the Board's behalf in monitoring the implementation of policies and administrative procedures.

## Criteria for Exemplary Policy

The following are considered the criteria for exemplary Board policies:

- Policies prioritize enhancing student learning
- Policies are consistent with the Board's [statements of Mandate, Vision, and Values](#)
- Policies are developed in response to a real need and are the result of a comprehensive consultative process
- Policies are clearly written and are easily understood by those who reference them
- Policies are precise enough to give guidance, but broad enough to allow appropriate discretionary action
- Policies are current and up-to-date
- Policies are readily available and accessible to anyone who wishes to reference them
- Policies are deemed to be effective after regular review.

## Policy Implementation

Following approval of a policy, the Superintendent assumes responsibility for implementing the policy. The process of implementation will include the development of written administrative procedures, appropriate communication, determination of any immediate actions required by the policy, and the establishment of long-term plans. **In general, administrative procedures are not subject to approval by the Board, except changes to administrative procedures under the Series 100. The Superintendent will inform the Board of changes to Administrative Procedures for their awareness as part of the Public Board Meeting.**

A program of regular evaluation of the effectiveness of policies shall be undertaken by the Superintendent who will report findings to the Board from time-to-time.

## Administrative Procedures

[Policy 103: Board of Education – Policy Development – Administrative Procedures](#)

## Resources

[Policy 106: Statements of Mandate, Vision, and Values](#)

[North Vancouver School District - Vision, Values and Goals](#)

[North Vancouver Board of Education – 10-Year Strategic Plan](#)

DRAFT

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

**Meeting Date:** January 23, 2024  **Board**  **Board, in camera**

**Topic (as per the Memorandum):** **Notice of Motion: Motions for BC School Trustees Association (BCSTA) Annual General Meeting**

**Narration:**

Following BCSTA's procedures, in order to put forward a motion to the BCSTA Annual General Meeting (AGM), Boards of Education must pass the final wording of the motion by a majority vote of the Board of Education. This year's AGM is scheduled April 18 – 21, 2024, and the deadlines to submit substantive motions is February 16, 2024 and the extraordinary motions is February 8, 2024.

Two motions are being brought forward for the Board of Education for consideration as attached to this memorandum.

**Attachments:**

Accessibility Funding  
Foundational Statement Values, Section 1.2.

**RECOMMENDED MOTIONS:**

that the North Vancouver Board of Education approve the substantive motion to increase funds to Minor Capital Programs to remove accessibility barriers, as attached to this memorandum of January 23, 2024.

and

that the North Vancouver Board of Education approve the extraordinary motion to amend the wording of the Foundational Statement Values, Section 1.2, as attached to this memorandum of January 23, 2024.

The following Motion for Consideration was submitted by: Cyndi Gerlach  
Email: Cgerlach@sd44.ca  
Phone: 604-831-6608

Review this Submitted Motion at: <https://bcstamotions.org/submit/view/22>

## Accessibility Funding

**Submitted by:**

**Submitted Motion for Consideration:**

Motion:

That BCSTA advocate to the Minister of Education and Child Care to increase funds to Minor Capital Programs, specifically the Annual Facilities Grant, the School Enhancement Program and the Playground Equipment Program, to assist with removing environmental and physical barriers and implement new funding mechanisms that supports work to address non-physical barriers for a period of three years, with the possibility of an additional three years; and that these additional funds be targeted to support the implementation of school district accessibility plans as required under the *Accessibility British Columbia Act*.

Rationale:

Trustees applaud the provincial government in creating legislation to increase accessibility for people with disabilities. With the new accessibility plans that school districts created, or are creating, there are additional costs to achieve their committee's desired goals and objectives. Whether it is making changes to buildings, playgrounds, technology, communication and practices or training in attitudinal barriers, school districts are requiring additional resources to remove accessibility barriers.

Asking for the funds in three year cycles aligns with the legislative requirements for a minimum three year review and update cycle of accessibility plans. Aligning funding in this fashion allows school districts reasonable time frames to adapt to any changing regulations and support goals and objectives that require multi year timelines to implement.

**Reference(s):**

<https://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/accessibility/legislation>

**This is an action motion and does not change or contradict any existing Foundational Statement or Policy Statement.**

The following Motion for Consideration was submitted by: Cyndi Gerlach  
Email: Cgerlach@sd44.ca  
Phone: 604-831-6608

Review this Submitted Motion at: <https://bcstamotions.org/submit/view/16>

## E 1.2 FS VALUES

**Submitted by:**

**Submitted Motion for Consideration:**

**BE IT RESOLVED:**

That BCSTA append the following text to section 1.2 FS VALUES, of the Policy Book: BCSTA aspires to embody and work in support of anti-racism, **ableism**, diversity, equity, and inclusion in the public schools of British Columbia. BCSTA strives to:

- Eliminate discrimination and ableism in policies, procedures, programs, and services (~~anti-racism~~).
  - Value human differences within the organization (~~diversity~~).
  - Ensure that factors such as ancestry, skin colour, place of residence, socio- economic or educational background, gender identity or expression, physical condition, intellectual or cognitive difference, etc. do not determine the outcomes a person achieves (~~equity~~).
  - Ensure that people of all backgrounds feel they are welcome and valued (~~inclusion~~).
  - To those ends, BCSTA commits to:
    - Educating ourselves and our members about anti-racism, **ableism**, diversity, equity, and inclusion and how they may be achieved.
    - Ensuring that anti-racism, **anti-ableism**, diversity, equity, and inclusion are evident in all that we do.
    - Ensuring that policies and practices of the organization do not contravene the British Columbia Human Rights Code.
    - Supporting equity through our policies, procedures, programs, and services.
    - Advocating for policies and practices that promote anti-racism, **anti-ableism**, diversity, equity, and inclusion in the public schools of British Columbia.
- Measuring our progress in ensuring anti-racism, **anti-ableism**, diversity, equity, and inclusion.

**Rationale:**

As part of the BCSTA's Strategic Plan, there has been ongoing work on Anti-Racism- EDI strategies. The work included a policy and process gap analysis and the development of a position statement on equity. The statement outlined has been listed on the 2022-2025 Strategic Plan and it is important that we solidify the associations position by including it in our guiding documents.

**Reference(s):**

BCSTA Strategic Plan – 2022-2025 BCSTA Policy Book



**This motion relates to Foundational Statement 1.2 FS Values; 5.2 FS Addressing Learning Differences; (5.3 Aboriginal Education; 5.4 FS Multiculturalism.)**

**Rationale:**

As part of the Anti-Racism, Equity, Diversity and Inclusion work that BCSTA is currently undertaking and along with the Accessibility Act, including the term ableism/anti-ableism ensures that the Foundational Statement is inclusive of people with disabilities/diverse abilities. The words in brackets limits the idea of the statement, where by all the bullets intersect with each other. Removing the words from the brackets allows for the intersectionality of the statement supporting all and being more inclusive.

**This is an Extraordinary Motion.**

**This Motion relates to Foundational Statement No. 1.2 FS VALUES**

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

**Meeting Date:** January 23, 2024  **Board**  **Board, in camera**

**Topic (as per the Memorandum):** **Accessibility Plan Update**

**Narration:**

In June 2021, the provincial government introduced the *Accessible British Columbia Act*; a statutory framework for government to work in partnership with people with disabilities to identify, remove and prevent barriers to the full and equal participation of people with disabilities in their communities. As a public sector organization, the legislation requires the school district to establish an accessibility committee, an accessibility plan and build a tool to receive feedback on accessibility by September 1, 2023.

The school district formed an Accessibility Advisory Committee to develop a three-year Accessibility Plan specific to the school district. The Plan is posted on the school district website [here](#).

Accessibility Advisory Committee Co-Chair Mike Chapman, Assistant Director of Facilities and Co-Chair Janis Mann, District Principal of Inclusive Education and Accessibility Advisory Committee Member Azaan Javer, Argyle Secondary Student, will present an overview of the school district's Accessibility Plan.



**Schedule C.2**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** January 23, 2024       **Board**       **Board, in camera**

**Topic (as per the Memorandum):**      **North Vancouver Teachers' Association Professional Development Report**

**Narration:**

Katrina Russell, President of the North Vancouver Teachers' Association (NVTA) and Angelee Bulsara, the Association's Professional Development Chair, will present to the Board of Education the NVTA's Professional Development Report 2022/23.

The Board of Education provides an annual grant to the NVTA to support programs, services, and courses that promote and foster the professional development of teachers in the School District. The annual grant for 2022/23 was \$143,544. The Professional Development Fund is administered and controlled by the North Vancouver Teachers' Association. The NVTA submits to an annual report to the Board

**Attachment:**

North Vancouver Teachers' Association Professional Development Report to the Board 2022/23



North Vancouver  
Teachers' Association

# Professional Development

## Report to the Board

### 2022-2023

*Angelee Bulsara*  
Professional Development Chair

*Katrina Russell*  
President

January 16, 2024

# NVTA Professional Development 2022-2023 Report to the Board

## 1. Introduction

The North Vancouver Teachers' Association is pleased to present its annual Report to the Board on Professional Development for the 2022-2023 school year.

The NVTA appreciates the support of the Board of Education in providing funding for teachers to undertake Professional Development activities. The NVTA also contributes substantial time and resources in support of its members' ongoing Professional Development.

We believe it is part of a teacher's professional responsibility to be a self-directed, reflective practitioner, committed to ongoing, career-long Professional Development.

*Professional Development is a process of ongoing growth, through involvement in programs, services and activities designed to enable teachers, both individually and collectively, to enhance professional practice. The BCTF and the NVTA advocate for individual ownership and professional autonomy by professional teachers.*

- NVTA Professional Development Policy and Guidelines

## 2. Professional Development Funding

Each year, the North Vancouver School District and the North Vancouver Teachers' Association contribute resources toward Professional Development for the district's teachers. Through the auspices of the Collective Agreement, the Board of Education contributes a grant of \$143,544 annually to the NVTA Professional Development Fund. The current amount was negotiated in 2021 and going forward will increase.

In 2022-2023, the North Vancouver Teachers' Association contributed an additional \$52,210 for its Professional Development program.

<b>School Board:</b>		
Professional Development Fund	\$	\$143,544
<b>NVTA PD Budget:</b>	\$	52,210
0.4 FTE PD Chairperson		
PD Committee Release, Training and Expenses		
Targeted New Teacher Funding		
Additional funding for the Conference		
<b>Total PD Spending</b>	<b>\$</b>	<b>195,754</b>

The \$143,544 provided to the NVTA from the School Board funds teachers' Professional Development. All teachers were eligible to apply for up to \$250 in reimbursement, however, with over 1,500 members not everyone is able to receive reimbursement each year and funds are allocated on a first come-first served basis. All eligible teachers received up to \$250 in reimbursement while funds remained. Full time teachers, part time teachers, and Teachers Teaching on Call all had equal access to the funds. Any spending over the initial reimbursement amount was eligible for top up in June from the remaining funds.

To provide opportunities for individual teachers to participate in larger, more expensive Professional Development activities, \$8,000 was allocated to fund several Special Grants. These Special Grants allowed teachers to apply for funds for activities that were particularly costly, require TTOC coverage and often involved travelling to conferences. Seventeen teachers were able to access this grant which supported over \$6,500 of teacher PD.

A further \$500 was allocated to Local Specialists Associations and other local PD events.

Many PD activities cost more than the amount reimbursed by the PD fund, even with top up. Teachers in North Vancouver spent \$1,564 more than they received reimbursement for during the 2022-2023 school year. There was even more spending by NVTA members on PD as not all costs are submitted to the NVTA for a variety of reasons.

The BCTF held their annual New Teachers' Conference which provided an excellent opportunity for new teachers, including Teachers Teaching on Call (TTOCs), to attend workshops geared to their specific needs. Whether it is workshops on a specific subject or classroom management techniques for TTOCs, the information that new teachers need can be different from more experienced teachers. The NVTA budgeted \$3,000 to support new teachers from our general operating fund.

The NVTA provided the funds to support the salary and benefits of the Professional Development Chairperson in a 0.4 FTE position, as well as funding for supplies, equipment, and committee and meeting expenses.

### **3. Professional Development Activities**

Having five professional development days during the school year allows teachers the time to work both on areas of interest and the demands relating to their classrooms. As teaching is an increasingly complex job in an increasingly complex system, teachers are constantly meeting the changing needs of students and society by participating in an assortment of professional development activities that go far beyond these five allocated days.

In the following section, we will explore the various topics of professional development activities attended by North Vancouver teachers during the 2022-2023 school year. Although this section is extremely varied and comprehensive, please note that it only represents a fraction of the activities undertaken by North Vancouver teachers. We have loosely grouped activities into three categories: Individual Activities, School-wide Activities, and Provincial Conferences.

## **Individual Activities**

Individual Activities are activities that teachers have worked on or attended individually. There may have been more than one teacher from a school present at an activity or even a small group from one school. Additionally, many of these activities were attended by teachers from more than one school.

An important way for teachers to maintain the relevance of lessons is to explore the latest information from those working in the field. Some topics teachers explored this year were for anti-racism and anti-oppression, tech-ed and restorative justice. These types of professional development opportunities allow teachers to bring current thinking and practice from today's workplace into the classroom.

North Vancouver teachers continued to use Professional Development to deepen their personal understanding of the history and culture of Indigenous peoples across Canada and especially in our local community. With the change in the new curriculum that embeds the First Peoples Principles of Learning and Indigenous knowledge into all subject areas, teachers continue to embrace many opportunities to deepen their own understanding and knowledge, in order, to incorporate these new learnings into their work with students. Across the district, many teachers from many different schools attended workshops on a variety of topics, including infusing Indigenous content into the curriculum, learning about Indigenous music, and learning how to teach weaving in the classroom.

Teachers support students well beyond simply delivering the curriculum. Enhancing their understanding of mental health issues continues to be a major focus of Professional Development activities. Trauma informed practice, self-regulation strategies, anxiety and mental health issues, mindfulness, executive functioning, and social-emotional learning workshops are just a few of the topics that teachers chose to participate in on PD days.

It is also important to recognize that in many cases, when North Vancouver teachers go to workshops on these many varied topics, other teacher and administrator colleagues are presenting the information in their areas of expertise. These common Professional Development days allow an important opportunity for colleagues to share their expertise with each other.

As these examples show, teachers across North Vancouver are choosing Professional Learning opportunities to address a wide variety of student needs to help students develop the wide range of skills, attitudes, and knowledge they will need to become productive members of society.

## **School-Wide Activities**

School-based professional days provide teachers and staff with the opportunity to learn together. A school-based professional development day may be a single workshop that is offered for everyone to attend an opportunity for grade groups/teams to focus on different areas pertinent to their group or individual goals for Professional Development. Though a school may be focused on one workshop not all teachers may choose to attend for a variety of reasons, including already being familiar with the topic or the activity not being pertinent to their area of work. The topics

chosen by teachers for school-wide workshops mirror the areas of importance that we saw in the individual activities.

Common topics for school-wide activities included:

- Anti-Racist and Anti-Oppression
- Assessment
- Indigenous Ways of Knowing, culture, and history
- Inquiry Based Learning
- Literacy
- Nature Based Learning and Outdoor Education
- Numeracy
- Physical Literacy
- Restorative Justice
- Social Emotional Learning
- SOGI
- Teaching Practices
- Technology Education
- Trauma Informed Practice

### **Provincial Conferences**

The BCTF supports Provincial Specialist Associations (PSA) which provide a unique opportunity for teachers across the province to share ideas with colleagues in a specific area of interest. Each October, one day is designated by the BCTF as a PSA day and many PSAs hold conferences on this day. Most Districts across the province have a Professional Day on this day, including the North Vancouver School District. It is especially important to the NVTA that this Professional Day be maintained as it provides members with the opportunity to attend PSA conferences without the added cost of a TTOC. Many teachers request reimbursement for this day.

These PSA conferences provide a unique opportunity for teachers from North Vancouver to attend workshops lead by colleagues from around the province on the leading edge of development in their subject area. These high-quality workshops on topics specific to teachers in BC allow our teachers to learn from and with teachers from across the province.

During the 2022-2023 school year, teachers attended a variety of PSA conferences including:

- ➤ ABCDE - Association of BC Drama Educators
- ➤ APPIPC - Association provinciale des professeurs d'immersion et du programme francophone
- ➤ AOEC – Anti-Oppressive Educators’ Collective
- ➤ BCAMT - British Columbia Association of Mathematics Teachers
- ➤ BCMEA - BC Music Educators' Association
- ➤ BCPTA - British Columbia Primary Teachers’ Association
- ➤ BCSSTA - BC Social Studies Teachers' Association

- ➤ BCTEA - BC Technology Education Association
- ➤ BCTESOL - British Columbia Teachers of English to Speakers of Other Languages
- ➤ BCTLA - BC Teacher-Librarians' Association
- ➤ CUEBC - Computer-Using Educators of BC
- ➤ LATA - Learning Assistance Teachers' Association
- ➤ MYPITA - Provincial Intermediate and Middle Years Teachers' Association

### **District-Wide Activities**

In February 2023, the NVTA hosted a district-wide *Live and In Person* Conference at Carson Graham Secondary School, with a keynote address by Salima Samnani. This was followed by over 40 workshop choices for the almost 800 attendees. These workshops ranged from topics on assessment practices, Indigenous ways of knowing to trauma-informed practice. Some of the most popular workshops were:

- Classroom Management
- Everyone Can Draw
- Foundations of Restorative Justice
- Hands on Science and the Curricular Competencies
- Intermediate Integrated Resource Unit on Mining
- Literacy and Coding
- Low Back Pain: Preventing Common Causes
- Métis Ways of Knowing with Heather Myhre
- Science Makes Art for K-3 Classroom
- Social Emotional Learning through Yoga
- Zentangle

To summarize, teachers in North Vancouver participated in an extremely wide variety of Professional Development activities during the 2022-2023 school year which will continue to allow them to meet the diverse learning and social needs of students while continuing to grow both individually and collectively in their work in the classroom and beyond. Teachers choose Professional Learning opportunities based on a range of factors including:

- the needs of their students
- recommendations and advice from colleagues
- areas they want to grow or improve in
- new areas of development in education; and
- in response to societal changes.

As you can see from the examples provided in this report, teachers in North Vancouver strive for lifelong learning through the opportunities provided by Professional Days and the funding from by the District.

#### 4. Professional Development in the NVTA

The Professional Development program of the NVTA is organized through key people in district- wide and school-based roles as follows.

**NVTA PD Chairperson** – This position is elected annually at the NVTA Annual General Meeting of the membership. This role is charged with overseeing all aspects of Professional Development. The Chairperson is responsible for a myriad of tasks to:

- support Professional Development activities at schools;
- oversee, manage and disperse PD funds for members in accordance with the NVTA
- PD Policy; and
- connect with PD information and support provided through the BCTF.

**NVTA PD Steering Committee** – These positions are elected annually by the PD Contacts from each school. This committee has three key roles:

- make recommendations concerning policy;
- help implement the NVTA PD policy; and
- approve Special Grant requests.

**PD School Contacts** - Each school's Staff Committee elects a Professional Development contact person each year. These volunteer teachers play an important role in:

- communicating PD opportunities to their colleagues;
- helping teachers access PD funding; and
- presenting Professional Development plans to Staff Committee for approval.

**School PD Committees** - School-based Professional Development Committees usually consist of a school administrator and several volunteer teachers, including the PD Contact. This committee:

- obtains feedback from teachers on their Professional Development needs;
- liaises with the NVTA PD Chairperson when necessary to obtain ideas for presenters and for funding support; and
- organizes Professional Development days at the school level.



## 5. Summary

Thank you very much for your continued financial support of the NVTAs Professional Development program. Teachers continue to use their professional autonomy to find and participate in a variety of valuable professional development opportunities. The increased availability of funds will support teachers in accessing professional growth opportunities to increase their expertise in educating at North Vancouver schools. The strength and success of the program lies in the expertise, dedication, and hard work of teachers across the whole district. By examining and strengthening our professional practice, we can better meet the needs of our students, and we can maintain the high quality of education that we are proud to offer in our North Vancouver public schools.

**Schedule C.3**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** January 23, 2024       **Board**       **Board, in camera**

**Topic (as per the Memorandum):**      **Committee Reports - Written Update**

**Narration:**

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

**Attachments:**

Education Week Planning Committee  
Mentorship Program Organizing Committee  
Sustainability Committee

## Education Week Planning Committee Update – January 2024

The North Vancouver School District strives to celebrate the dedication and commitment of employees and the community that have provided opportunities to inspire success for every student. It is important to acknowledge and highlight the employees, parents, and community member's commitment to the students of North Vancouver through a series of events throughout Education Week March 11- March 15, 2024.

The role of the Planning Committee is:

- To plan the events which occur during Education Week including the 25-year Employee Recognition Event and the Board of Education Trustee Reception
- Highlight Education Week at the February Board of Education Public Board Meeting
- Celebrate Education in the school district in the Annual Community Report
- Celebrate other events that occur during the spring, organized by Arts Education, the District Student Leadership Council and Band & Strings.

The committee is comprised of representatives from all education partner groups:

- Committee Co-Chair, Brenda Bell, District Principal, Human Resources
- Committee Co-Chair, Susan Teegen, Principal, Lynn Valley Elementary
- Linda Munro, Trustee Representative for the North Vancouver Board of Education
- Kulvir Mann, Trustee Representative for the North Vancouver Board of Education
- Allison Kerr, Principal District Principal, Arts Education, Representative of the North Vancouver Administrators' Association
- Lisa Dalla Vecchia, Communications Manager
- Brigitte Gerandol, Principal, Blueridge Elementary, Representative of the North Vancouver Administrators' Association
- Maddie Walker, President, District Student Leadership Council
- Sonia Kolper, Executive Assistant, Secretary Treasurer
- To be determined, Human Resources Associate
- To be determined, Representative, North Vancouver District Parent Advisory Council
- To be determined, Representative, North Vancouver Teachers' Association

Our next meeting is scheduled during the third week of January. The focus of this meeting will be on the preparation of the 25-year Employee recognition event, and the Board of Education Trustee Reception.

## **Mentorship Program Organizing Committee Update – January 2024**

The Mentorship Program Organizing Committee is a joint committee made up of representatives of the North Vancouver Teachers' Association and the North Vancouver School District to assist the co-ordinator of the Teacher Mentorship Network. The co-ordinator's role is to support early career teachers in the development of their teaching practice by providing support in the following ways:

- Monthly workshops in specific teaching areas
- Pairing with a mentor teacher in their teaching area
- Training for mentors to help them develop skills to best support their protégé
- Providing release time to allow both mentor and protégé to collaborate
- In school check-ins with protégés
- Development of cohort groups to act as a network to share ideas, resources, and support
- Attend the Provincial Teacher Mentorship Network Meetings

The role of the committee is to:

- Meet and discuss the Teacher Mentorship Network
- Give feedback and support to the Teacher Mentorship Coordinator on how to best grow the program and provide targeted support to teachers in the district
- Participate in the Provincial Teacher Mentorship Network Meetings

The committee is comprised of representatives from the North Vancouver Teachers' Association and North Vancouver Administrators' Association:

- Committee Co-Chair, Brenda Bell, District Principal of Human Resources
- Committee Co-Chair, Stephanie Strandt, Teacher Mentorship Coordinator
- Janis Mann, District Principal, Inclusive Education, Representative for the North Vancouver Administrators' Association
- Suzette Dohm, District Principal, Safe and Healthy Schools, Representative for the North Vancouver Administrators' Association
- Carly Roy, Principal, Westview Elementary, Representative for the North Vancouver Administrators' Association
- Dave Murton, First Vice President, Representative for the North Vancouver Teachers' Association
- Heidi Lessman-Simm, Teacher, Cheakamus Centre, Representative for the North Vancouver Teachers' Association

Currently the Network consists of 52 mentors and 57 protégés across both elementary and secondary schools. There are cohort groups consisting of Learning Support Teachers, English Language Learning Teachers Teacher librarians and secondary tech teachers.

The Mentorship Program Organizing Committee meets 3-4 times per year, the next meeting is scheduled in February 2024.

## **Sustainability Committee Meeting Update – January 23, 2024**

The North Vancouver School District Sustainability Committee was established in 2020 to:

- Review and provide advice on major sustainability initiatives, projects, and practices
- Build capacity amongst staff, parents and students as the authors of their own environmentally-sustainable future
- Develop and maintain a sustainability policy and processes for the School District
- Foster and celebrate successful sustainability initiatives within the School District, and
- Consider community partnerships that will assist the School District in achieving its sustainability goals

The Committee is comprised of representatives from all education partner groups. Attendees at the most recent committee meeting on December 7, 2023 included:

- Committee Chair, Luke Smeaton, Manager of Sustainability, Energy and Environmental Planning
- Cyndi Gerlach, Trustee representative for the North Vancouver Board of Education
- Tatiana Tchaoussova, representative for the Canadian Union of Public Employees
- Patricia Houlihan, representative for the North Vancouver Parent Advisory Council

Representatives from the North Vancouver Administrators' Association and Student Leadership Council sent their regrets, and the North Vancouver Teachers Association has not yet nominated their representative for the 2023/24 school year.

The purpose of the meeting was to review sustainability-related projects and initiatives underway across the school district, which included discussion about:

- Organizational environmental performance indicators for 2022/23 school year – Energy consumption, greenhouse gas emissions, water consumption, and paper use
- Sustainability and climate action education efforts
- Retrofit projects – heating plant upgrade and lighting retrofits
- Waste management program refresh
- Capital projects – Cloverley Elementary replacement and Lynn Valley Elementary expansion
- NVSD Climate Action and Sustainability Month (April)
- Safe and active transportation, including walking school bus

The Sustainability Committee meets four times per year, with the next meeting slated for mid-February (exact date to be determined).

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

**Meeting Date:** January 23, 2024       **Board**       **Board, in camera**

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

**Narration:**

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

**Attachment:**

Land Management Update – January 2024

## **Land Management Update – January 23, 2024**

### **Argyle Secondary School**

- New sports court and artificial turf field projects – the majority of the work is complete and substantial performance achieved. Fencing installation and resolution of minor deficiencies being addressed by District of North Vancouver’s contractors.

### **Carson Graham Secondary School – Heat Pump Renewal**

- Replacement heat pumps ordered for school. Installation planned for summer 2024. This will require summer school to be hosted at another secondary school.

### **Cheakamus Centre’s Environmental Learning Centre – Envelope Rehabilitation**

- No change. Contractor to complete final deficiency.

### **ChildCareBC New Spaces Fund**

- Thirty spaces of before and after school care and ten child care spaces now open at Dorothy Lynas Elementary.
- Twenty space of before and after school care are now open at Seymour Heights.
- Application is in progress for child care spaces and before and after school care at the new elementary school in the Cloverley neighborhood.

### **New Elementary School in the Cloverley Neighborhood**

- Design development completed.
- Working with City of North Vancouver to obtain demolition permit.
- Existing school will be demolished in 2024. To ensure public safety, the school district has fenced off the area around the existing closed school.
- Public information meeting rescheduled (due to weather events) to January 31, 2024, from 6:30 to 8:30 pm, in the Education Services Centre, 2121 Lonsdale Avenue, North Vancouver.
- Preparation of working drawing phase will commence following review of comments received from the Public Information Meeting.
- Project to be tendered in June 2024 with construction start anticipated for August 2024.

### **Handsworth Secondary School – Seismic Replacement**

- Additional top soil dressing and re-seeding is required to be completed by contractor to resolve deficiencies.
- Fencing will remain in place until landscape architect provides final sign off for use.

### **Lucas Centre – Project Request**

- No change. Request submitted to the Ministry in the 2024/25 Capital Plan for funding to partially demolish the West and South blocks of the building. A response is not anticipated until March 2024.

### **Lynn Valley Expansion Project**

- Design work is in progress, construction documentation being prepared.
- Development Variance Application approved by the District of North Vancouver.
- Building Permit Application submitted.
- Construction activity is scheduled to commence following tender in late spring.

### **Mountainside Secondary School – Seismic Upgrade**

- Block 1B roof replacement nearing completion (weather dependent).
- Sports field available for practice, further seasonal repairs planned for spring 2024.

### **Portables**

- 4 portables ordered for the upcoming school year to address increased enrolments in the Carson Graham and Sutherland families of schools.

### **School Enhancement Projects**

- Seycove Secondary School – woodshop dust collection system – installation and start up complete. Final deficiencies to be resolved.
- Windsor Secondary School – Envelope Project – Contact awarded for consulting services.

**Schedule C.5**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** January 23, 2024       **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 of Education not otherwise covered in the agenda.



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

**Meeting Date:** January 23, 2024       **Board**       **Board, in camera**

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

**Narration:**

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

**Schedule C.7**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** January 23, 2024       **Board**       **Board, in camera**

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

**Narration:**

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

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

**Meeting Date:** January 23, 2024       **Board**       **Board, in camera**

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

**Narration:**

Date and Time	Event	Location
Tuesday, February 6, 2024 at 7:00 p.m.	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, February 27, 2024 at 7:00 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, March 5, 2024 at 7:00pm	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Avenue North 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:** January 23, 2024                       **Board**                       **Board, in camera**

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

**Narration:**

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

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

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

During the Public Question and Comment Period at the end of the meeting, speakers may not speak disrespectfully of any Board Member, staff member or any other person and must not use offensive words or gestures.