

**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, October 24, 2023, 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 September 26, 2023, be approved as circulated)	6:35 p.m.
A.4.	Public Questions/Comments *	6:45 p.m.
A.5.	Educational Presentation: Healthy Futures	6:55 p.m.
<b>B.</b>	<b>Action Items</b>	
B.1.	Proposed New Policy 614: <i>Public Interest Disclosure</i>	7:25 p.m.
B.2.	Notion of Motion: Policy 103: Board of Education - Policy Development – Administrative Procedures	7:35 p.m.
<b>C.</b>	<b>Information and Proposals</b>	
C.1.	New Elementary School in Cloverley Neighbourhood	7:45 p.m.
C.2.	Enrolment Update	7:55 p.m.
C.3.	Organization of Classes Update	8:05 p.m.
C.4.	Committee Reports – Written Update <ul style="list-style-type: none"> <li>• Communications Committee</li> <li>• District Screening Committee</li> <li>• Policy Review Committee</li> </ul>	8:15 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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6:30 p.m.

	Estimated Completion Time
C.5. Land Management - Written Update	8:20 p.m.
C.6. Tuesday, October 10, 2023, Standing Committee Meeting	8:25 p.m.
C.7. Superintendent's Report	8:40 p.m.
C.8. Report Out - BC School Trustees Association (BCSTA) and BC Public School Employers' Association (BCPSEA)	8:45 p.m.
C.9. Trustees' Reports/Highlights	8:55 p.m.
<b>D. Future Meetings</b>	8:55 p.m.
<b>E. Public Question &amp; Comment Period</b>	9:00 p.m.
<b>F. Adjournment</b>	9:00 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, September 26, 2023.

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

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**A. Call to Order**

Board Chair Kulvir Mann called the meeting to order at 6:30 p.m.

**A.1. Acknowledgments**

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

**A.2. Approval of Agenda**

Moved by G. Tsiakos

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

Seconded by L. Tumaneng

Carried

**A.3. Approval of Minutes**

Moved by A. Wilson

that the minutes of the public meeting of June 20, 2023, be approved as circulated.

Seconded by D. Anderson

Carried

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

The public comment about construction of a new school at the Cloverley site was read into the record.

A short recess was observed.

**A.5. Educational Presentation: Summer Learning**

Dr. Pius Ryan, Superintendent, welcomed Jennifer Tieche, District Administrator and Greg Hockley, District Principal of Careers, Curriculum and Assessment to provide an overview and update on the Summer Learning Program.

The presenters responded to Trustees' questions.

**B.1. Audited Financial Statement for the Year Ended June 30, 2023**

Secretary Treasurer Jacqui Stewart introduced Helena Drury, Director of Financial Services, and Lenora Lee, Audit Partner at KPMG. Helena Drury provided highlights for the year-end June 30, 2023 including total operating revenues from all sources of \$180 million and total expenses of \$178.8 million, resulting in a surplus of \$1.2 million. After capital asset purchases and transfer to Local Capital Fund were included, this resulted in a surplus of \$7,709. Within the accumulated operating surplus of \$9.3 million, the unrestricted balance is \$4.8 million or 2.9% of the budgeted operating expenses. Results from the special purpose and capital funds were also provided, and further detailed in the Management Discussion and Analysis Report for 2022/23.

Lenora Lee, Partner at KPMG presented highlights from the Auditor's Report. Ms. Lee noted that the auditor's work is substantially completed and resulted in clean and unqualified opinion on the draft financial statements.

Staff responded to Trustee's questions.

Moved by L. Munro

that the Board approve the Internal Restrictions of Accumulated Surplus included within the Draft Consolidated Audited Financial Statements for the year ended June 30, 2023; and,

that the that the Board approve the Draft Consolidated Audited Financial Statements for the year ended June 30, 2023.

Seconded by C. Gerlach

Carried

**B.2 Framework for Enhancing Student Learning – Submission Approval**

Dr. Ryan, Superintendent, introduced Chris Atkinson, Assistant Superintendent to speak to the report on the Framework for Enhancing Student Learning. Mr. Atkinson provided context for the report and interdependent elements such as the Strategic Plan, school planning, the Family of Schools Model and the school district's educational priorities that support improving student outcomes and the equity of outcomes. The presentation builds upon the review of the results at the Standing Committee meeting on September 19, 2023.

Mr. Atkinson responded to questions regarding the report.

Moved by A. Wilson

that the Board of Education approve the North Vancouver School District Framework for Enhancing Student Learning Report September, 2023.

Seconded by C. Gerlach

Carried

**C.1. Notice of Motion – Policy 103: Board of Education: Policy Development**

Trustee Cyndi Gerlach and Trustee George Tsiakos introduced the notice of motion. As outlined in Policy 103: Board of Education: Policy Development, the Superintendent has exclusive responsibility and control over the approval and implementation of all Board of Education Policies. Under the proposed Notice of Motion, the Board of Education would be responsible for approving changes to the Administrative Procedures for the Board Governance and Foundation Policies (100 series). The notice of motion will be brought forward at a future Public Board Meeting for approval.

**C.2. Committee Reports – Written Update**

Written updates on the Audit Committee, and the Information and Communication Technology Advisory Committee were included in the Board Agenda Package, no questions were asked.

**C.3. Land Management – Written Update**

A written update on current land management projects was included in the Board Agenda Package, Secretary Treasurer Stewart and Superintendent Ryan responded to Trustees' questions.

**C.4. Tuesday, September 19, 2023, Standing Committee Meeting**

A written update on Standing Committee Meeting was included in the Board Agenda Package for information.

**C.5. Superintendent's Report**

Chair Mann introduced Dr. Ryan, Superintendent, who provided an update to Trustees on events, initiatives, and programming across the school district for

Dr. Ryan responded to Trustees' questions.

**C.6. Report Out – British Columbia School Trustees Association and BC Public School Employers' Association**

Trustee Tsiakos provided an update on information related to British Columbia School Trustees Association, outlining key dates and events for the coming year.

Trustee Gerlach did not have any updates regarding the BC Public School Employers' Association.

**C.7. Trustees' Reports/Highlights**

Trustees shared their recent highlights, for activities from June 21 to September 26, 2023, with an emphasis on their roles as school liaisons.

- Meetings attended by Trustees included:
  - Public Board Meeting
  - Standing Committee Meeting
  - Trustee Seminars
  - Board of Education dinner with North Shore MLAs
  - Audit Committee Meeting
  - District Student Leadership Council Meeting
  - Policy Review Committee Meeting
  - Various Graduation Ceremonies
  - Various Parent Advisory Council Meetings including Windsor Secondary, Handsworth Secondary
  - City of North Vancouver Advisory Planning Commission Meeting
  - City of North Vancouver Integrated Transportation Meeting
  - North Shore Table Matters Network Meeting
  - BCSTA Board Chairs Meeting
  - BCSTA Metro Branch Meeting
- Events attended by Trustees included:
  - Indigenous Day Ceremony at the Education
  - Various school visits including Blueridge Elementary, Canyon Heights Elementary, Lynn Valley Elementary, Carson Graham Secondary, Mountainside Secondary and Upper Lynn Elementary
  - Safety Blitz's at Brooksbank Elementary School, Cleveland Elementary School, Montroyal Elementary School and Ridgeway Elementary School

**D. Future Meetings**

<b>Date and Time</b>	<b>Event</b>	<b>Location</b>
Tuesday, October 10, 2023 at 7:00 p.m.	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave North Vancouver
Tuesday, October 24, 2023 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave North Vancouver
Tuesday, November 14, 2023 at 7:00 p.m.	Standing Committee 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 or comments were brought forward.

**F. Adjournment**

The established agenda being completed, Board Chair Mann adjourned the meeting at 8.42 p.m. and thanked those who attended.

Certified Correct:

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

\_\_\_\_\_  
Kulvir Mann  
Chair, Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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

**Meeting Date:**            October 24, 2023                     **Board**                     **Board, in camera**

**Topic (as per the Memorandum):**            **Healthy Futures Update**

**Narration:**

Tine Parker, District Vice Principal of Healthy Futures and Luke Smeaton, Manager of Sustainability, Energy and Environmental Planning will describe North Vancouver’s strategy for supporting food security for students and a long-term vision that includes enhanced focus on sustainability, physical literacy and healthy living. Examples of current initiatives, successes and community support will be highlighted.

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

**Meeting Date:** October 24, 2023  **Board**  **Board, in camera**

**Topic (as per the Memorandum):** **Proposed New Policy 614: *Public Interest Disclosure***

**Narration:**

In 2019, the provincial government introduced the *Public Interest Disclosure Act*, the framework for “whistleblower” protection for employees in the BC public service. The legislation comes into effect for school districts on December 1, 2023.

To assist school districts to implement this new legislative requirement, British Columbia Public Sector Employers’ Association (BCPSEA) worked with legal counsel to provide template documents. The Toolkit contains templates for the Policy, Administrative Procedures and the Disclosure Form.

The draft policy has been shared with the Policy Review Committee.

Scott Stanley, Executive Director of Human Resources will introduce the proposed new policy and related materials.

**Attachments:**

- Proposed Policy 614: Public Interest Disclosure
- Proposed Policy 614: Public Interest Disclosure - Administrative Procedures
- Proposed Policy 614: Public Interest Disclosure Form

**RECOMMENDED MOTION:**

that the Board of Education approve *Proposed New Policy 614: Public Interest Disclosure*, as attached to this Administrative Memorandum of October 24, 2023.

## 614 Public Interest Disclosure Policy

Prepared for Adoption by the Board of Education October 24, 2023

### 1. Purpose

The Board of Education of School District No. 44 ("School District") is committed to honesty, integrity and accountability in its operations, programs and services, and to promoting a culture of openness and transparency. The School District encourages and supports all personnel in bringing forward reports of unlawful acts and acts of wrongdoing in a manner consistent with the provisions of the British Columbia *Public Interest Disclosure Act* ("PIDA").

The purpose of this Policy and related Administrative Procedures is to establish a process, in compliance with PIDA, for employees, former employees, and trustees to report, in good faith, wrongful or unlawful conduct without fear of retaliation or reprisal.

### 2. Principles

The School District is committed to supporting ethical conduct in its operations, and seeks to foster a culture in which Employees and Trustees are encouraged to disclose Wrongdoing, including by receiving, investigating and responding to Disclosures and by providing information and training about PIDA, this Policy and the Procedures.

The School District will investigate Disclosures that it receives under this Policy in accordance with this policy's associated administrative procedures.

### 3. Responsibility

The Superintendent is responsible for the administration of this Policy, and shall ensure that training and instruction is available to all Employees and Trustees concerning this Policy, the Procedures and PIDA.

In the event that the Superintendent is unable or unavailable to perform their duties under this Policy, the Superintendent may delegate their authority to the Secretary-Treasurer or other senior members of the School District.

## 614 Public Interest Disclosure Policy - Administrative Procedures

Prepared for Adoption by the Board of Education October 24, 2023

### 1. Definitions

Capitalized terms in these Administrative Procedure have the meanings set out in the Policy, and the following additional terms shall have the following meanings.

1. **"Advice"** means advice that may be requested in respect of making a Disclosure or a complaint about a Reprisal under this Policy or PIDA;
2. **"Designated Officer"** means the Superintendent and any other senior member of the School District designated by the Superintendent from time to time, which includes, in accordance with section V. of this Procedure, the Secretary Treasurer, the Executive Director of Human Resources, and the Chair of the Board of Education;
3. **"Discloser"** means an Employee or Trustee who makes a Disclosure or seeks Advice or makes a complaint about a Reprisal;
4. **"Disclosure"** means a report of Wrongdoing made under this Policy and includes allegations of Wrongdoing received by the School District from the Ombudsperson or another government institution for investigation in accordance with PIDA;
5. **"Disclosure Form"** means the form attached to this Procedure as Appendix 1.
6. **"FIPPA"** means the Freedom of Information and Protection of Privacy Act, and all regulations thereto;
7. **"Investigation"** means an investigation undertaken by the School District under this Policy or by the Ombudsperson under PIDA;
8. **"Ombudsperson"** means the Ombudsperson of British Columbia;
9. **"Policy"** means the School District's Public Interest Disclosure Policy;
10. **"Protection Official"** means:
  - a. in respect of a health-related matter, the provincial health officer,
  - b. in respect of an environmental matter, the agency responsible for the *Emergency Program Act*, or
  - c. in any other case, a police force in British Columbia.
11. **"Reprisal"** means the imposition of, and any threat to impose, discipline, demotion, termination or any other act that adversely affects employment or working condition of an Employee or Trustee because they made a Disclosure, sought Advice, made a complaint about a Reprisal or participated in an Investigation;

12. **"Respondent"** means a person against whom allegations of Wrongdoing or a complaint of reprisal is made;
13. **"School"** means
  - a. a body of students that is organized as a unit for educational purposes under the supervision of a principal, vice principal or director of instruction
  - b. the teachers and other staff members associated with the unit, and
  - c. the facilities associated with the unit,and includes a Provincial resource program and a distributed learning school operated by a board;
14. **"Supervisor"** includes
  - a. an Employee's direct management supervisor,
  - b. for School-based Employees, the Principal or any Vice-Principal at the School where the Employee is assigned; and
  - c. for Trustees, the Board Chair or the Superintendent;
15. **"Urgent Risk"** arises there is a reasonable belief that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.
16. **"Wrongdoing"** refers to:
  - i. a serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
  - ii. an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
  - iii. a serious misuse of public funds or public assets;
  - iv. gross or systematic mismanagement;
  - v. knowingly directing or counselling a person to commit any act or omission described in paragraphs (a) to (d) above.

## 2. Scope of Policy

This Policy applies to alleged wrongdoing related to the School District's operations or personnel. This Policy does not displace other mechanisms set out in School District Policy for addressing and enforcing standards of conduct, disputes, complaints, or grievances, including issues of discrimination, bullying

and harassment, occupational health and safety, or disputes over employment matters or under collective agreements.

### **3. Who May Make a Disclosure**

1. Any Employee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Employee was employed or engaged by the School District.
2. Any Trustee may report Wrongdoing under this Policy if the alleged Wrongdoing occurred or was discovered while the Trustee was holding office.
3. Reports received from members of the public or from Employees or Trustees who were not employed by or held office with the School District at the time that the alleged Wrongdoing occurred or was discovered are outside the scope of the Policy and this Procedure.

### **4. How to Make a Disclosure**

1. An Employee or Trustee who reasonably believes that a Wrongdoing has been committed or is about to be committed may make a Disclosure to any of the following:
  - a. that person's Supervisor;
  - b. the Superintendent;
  - c. a Designated Officer other than the Superintendent; or
  - d. The Ombudsperson.
2. A Disclosure should be submitted in writing using the Disclosure Form or in other written form, and include the following information if known:
  - a. a description of the Wrongdoing;
  - b. the name of the person(s) alleged to be responsible for or to have participated in the Wrongdoing;
  - c. the date or expected date of the Wrongdoing;
  - d. if the Wrongdoing relates to an obligation under a statute or enactment, the name of that statute or enactment; and
  - e. whether the Wrongdoing has already been reported, and if so, to whom and a description of the response received.
3. A Disclosure may be submitted to the School District on an anonymous basis, but must contain sufficient information to permit the School District to conduct a full and fair investigation into the alleged Wrongdoing. If a Disclosure does not contain sufficient detail to permit investigation, the School District may take no action with respect to the Disclosure. Any notices required to be given to a Discloser under this

Policy or PIDA will not be provided to an anonymous Discloser, except at the discretion of the Designated Officer and where the Disclosure has provided contact information.

4. A Discloser who is considering making a Disclosure may request Advice from any of their union representative or employee association representative, a lawyer, their Supervisor, a Designated Officer, or the Ombudsperson.
5. A Discloser should not make a Disclosure to a person if the allegations relate, in whole or in part, to alleged Wrongdoing by that person, and any person who receives a Disclosure and reasonably believes that the allegations of Wrongdoing relate to their own acts or omissions must refer the allegations of Wrongdoing to another person under this Policy with responsibility for receiving a Disclosure.

## **5. How to Make a Disclosure About Urgent Risk**

1. PIDA permits Employees and Trustees to make public disclosures if the Employee or Trustee reasonably believes that a matter poses an Urgent Risk. An Urgent Risk only arises if there is reasonable and credible evidence of an imminent risk of a substantial and specific danger to the life, health or safety of persons or to the environment.
2. Before making a public disclosure of an Urgent Risk the Employee or Trustee must:
  - a. consult with the relevant Protection Official (public health officer, Emergency Management BC, or police),
  - b. receive and follow the direction of that Protection Official, including if the Protection Official directs the Employee not to make the public disclosure,
  - c. refrain from disclosing, publishing or otherwise sharing Personal Information except as necessary to address the Urgent Risk;
  - d. refrain from disclosing any information that is privileged or subject to a restriction on disclosure under PIDA or any other enactment of British Columbia or Canada, including legal advice privilege, litigation privilege or another ground of common law privilege, and
  - e. seek appropriate advice if uncertain about what Personal Information, privileged or other information may be disclosed as part of a public disclosure.
3. An Employee or Trustee who makes a public disclosure in relation to an Urgent Risk is expected to provide timely notification to their Supervisor or the Superintendent about the public disclosure or submit a Disclosure in accordance with section III. above.
4. If the Employee or Trustee decides not to make a public disclosure or is directed by a Protection Official not to do so, the Employee or Trustee is nevertheless expected to report Urgent Risks without delay to the Superintendent or a Designated Officer.

## 6. Referral to Designated Officer

1. Each Supervisor and any other Employee or Trustee who receives a Disclosure under this Policy must promptly refer it, including all Disclosures Forms and other materials supplied, to the appropriate Designated Officer as follows:
  - a. Unless the allegations concern alleged Wrongdoing by the Superintendent, the Disclosure shall first be referred to the Superintendent who may delegate their duties under the Policy and this Procedure to any other Designated Officer;
  - b. If the allegations concern alleged Wrongdoing by the Superintendent, then the Disclosure should be referred to Office of the Ombudsperson.

## 7. Responsibilities of the Designated Officer

1. The Designated Officer is responsible to:
  - a. Receive and respond to any Disclosure;
  - b. Receive and respond to reports made about Urgent Risks;
  - c. If the Designated Officer reasonably believes that an Urgent Risk exists, the Designated Officer may make a report to the relevant Protection Official;
  - d. Review allegations of Wrongdoing in a Disclosure and determine if they fall within the scope of PIDA or the Policy;
  - e. Refer disclosures or allegations falling outside the scope of PIDA or this Policy to the appropriate authority or dispute resolution process, as applicable;
  - f. If a Disclosure relates to Wrongdoing at another government body that is subject to PIDA, refer the Disclosure to that institution;
  - g. Seek clarification of the allegations of Wrongdoing from the Discloser or referring institution as needed;
  - h. If appropriate, initiate an Investigation into allegations of Wrongdoing in accordance with section VIII. below;
  - i. Assess the risk of any Reprisal to the Discloser, and take appropriate action, if any, to mitigate that risk;
  - j. Manage communications with the Discloser and Respondent;
  - k. Notify the Discloser and the Respondent of the outcome of the Investigation in accordance with section VIII. 8.; and

- I. Ensure that, in accordance with section IX. of this Procedure, all Personal Information received by the School District related to the Disclosure, request for Advice or any Investigation is appropriately protected against such risks as unauthorized access, collection, use, disclosure, theft or loss in accordance with FIPPA and PIDA.

## **8. Responsibilities of Employees and Trustees**

1. All Employees and Trustees are responsible to:
  - a. make any Disclosures in good faith and on the basis of a reasonable belief that Wrongdoing has or is expected to occur;
  - b. refrain from engaging in Reprisals and report all Reprisals in accordance with this Procedure and PIDA;
  - c. maintain the confidentiality of Personal Information received in connection with a Disclosure, request for Advice or Investigation in accordance with the Policy, this Procedure, and PIDA;
  - d. provide their reasonable cooperation with investigations by the School District or the Ombudsperson;
  - e. seek appropriate advice if uncertain about whether to make a Disclosure or a public disclosure of an Urgent Risk; and
  - f. comply with the requirements of this Procedure and PIDA concerning Urgent Risks.

## **9. Investigations**

1. Every person involved in receiving, reviewing and investigating Disclosures must carry out those function in an expeditious, fair and proportionate manner as appropriate in the circumstances and as required under PIDA.
2. The School District shall seek to complete all Investigations within 90 calendar days of receipt of a Disclosure, but the Designated Officer may shorten or extend this time period depending on the nature and complexity of the allegations.
3. The Designated Officer may expand the scope of any Investigation beyond the allegations set out in the Disclosure to ensure that any potential Wrongdoing discovered during an Investigation is investigated.
4. All Investigations shall be conducted by an internal or external investigator with sufficient qualifications and experience to carry out the Investigation, though overall responsibility and accountability for the Investigation remains with the Designated Officer.

5. The Designated Officer may consult with the Ombudsperson regarding a Disclosure or refer allegations of Wrongdoing in whole or in part to the Ombudsperson, provided that notice of the referral is provided to the applicable Discloser.
6. The Designated Officer may refuse to investigate or postpone or stop an Investigation if the Designated Officer reasonably believes that:
  - a. the Disclosure does not provide adequate particulars of the Wrongdoing;
  - b. the Disclosure is frivolous or vexatious, has not been made in good faith, has not been made by a person entitled to make a Disclosure under the Policy or PIDA, or does not deal with Wrongdoing;
  - c. the Investigation would serve no useful purpose or could not reasonably be conducted due to the passage or length of time between the date of the alleged Wrongdoing and the date of the Disclosure;
  - d. the investigation of the disclosure would serve no useful purpose because the subject matter of the disclosure is being, or has been, appropriately dealt with;
  - e. the Disclosure relates solely to a public policy decision;
  - f. the allegations are already being or have been appropriately investigated by the Ombudsperson, the School District or other appropriate authority;
  - g. the Investigation may compromise another investigation; or
  - h. PIDA otherwise requires or permits the School District to suspend or stop the Investigation.
7. Subject to the School District's obligations under FIPPA and section III. 3. above, the Discloser and the Respondent(s) will be provided with a summary of the School District's findings, including:
  - a. notice of any finding of Wrongdoing;
  - b. a summary of the reasons supporting any finding of Wrongdoing;
  - c. any recommendations to address findings of Wrongdoing.

## **10. Privacy and Confidentiality**

1. All Personal Information that the School District collects, uses or shares in connection with a Disclosure, request for Advice, or an Investigation shall be treated as confidential and shall be used and disclosed by the School District only as described in the Policy, the Procedures and PIDA unless otherwise permitted or required under FIPPA or other applicable laws.

2. Personal Information that is collected, used or shared by the School District in the course of receiving, responding to or investigating a Disclosure or a request for Advice Reprisal shall be limited to the Personal Information that is reasonably required for these purposes.
3. Any person who, in their capacity as an Employee or Trustee, receives information about the identity of a Discloser shall maintain the identity of the Discloser in confidence, and may only use or share that information for the purposes described in this Policy or PIDA, except with the consent of the Discloser or as authorized or required by PIDA or other applicable laws.
4. The School District shall ensure there are reasonable security measures in place to protect all Personal Information that the School District collects or uses in the course of receiving or responding to a Disclosure, a request for Advice, or conducting an Investigation, including by ensuring that such information is subject to appropriate controls to ensure that it is only shared by its employees and trustees internally on a need to know basis.

## **11. Reprisals**

1. The School District will not tolerate Reprisals against Employees or Trustees.
2. Any Employee or Trustee who believes that they have been the subject of a Reprisal may make a complaint to the Ombudsperson, who may investigate in accordance with the procedures set out in PIDA.
3. Any person who engages in any Reprisals shall be subject to disciplinary action up to and including, for an Employee, dismissal for cause.

## **12. Reporting**

Each year, the Superintendent shall prepare, in accordance with the requirements of PIDA, and make available, a report concerning any Disclosures received, Investigations undertaken and findings of Wrongdoing. All reporting under this Policy will be in compliance with the requirements of FIPPA.

## Policy 614: Public Interest Disclosure - Disclosure Form

### Instructions

Before filling out this Public Interest Disclosure Form, please review the School District's Public Interest Disclosure Policy and Administrative Procedures. Please also ensure that you provide all required details and attach copies of any documents you wish to submit as part of your report. The completed form (together with all attachments) may be submitted by email to [sstanley@sd44.ca](mailto:sstanley@sd44.ca) or by mail to:

Attn: Scott Stanley, Executive Director, Human Resources  
2121 Lonsdale Avenue, North Vancouver, BC  
V7M 2K6

### Privacy Statement

The personal information submitted in this Public Interest Disclosure Form is collected by the School District under sections 26(a) and (c) of the Freedom of Information and Protection of Privacy Act, and will be used to assess, review, investigate and respond to allegations of wrongdoing made under the Public Interest Disclosure Act. If you have any questions about the collection, use or disclosure of your personal information in connection with your disclosure, please contact the Executive Director, Human Resources, Scott Stanley, by email, by mail, or by telephone at 604-903-3444.

### Confidentiality

Reports made under the Public Interest Disclosure Act are received and held in confidence by the School District. The reports and information received will be used and shared only to the extent reasonable and necessary to assess, investigate and respond to your disclosure and will not be used or disclosed for other purposes except as permitted or required under the Freedom of Information and Protection of Privacy Act and the Public Interest Disclosure Act or other applicable laws.

### Completing the Disclosure Form

The purpose of this Public Interest Disclosure Form is to assist you in making a disclosure under the Public Interest Disclosure Act. The requested information is to ensure we have sufficient information to carefully review, investigate and respond to your disclosure. If you are unable to provide all requested details at the time you make your initial disclosure, you may ask to submit additional details at a later time.

### Disclosure Report

1. Are you a current employee of the School District?

Yes

No

2. Were you an employee of the School District when the alleged wrongdoing occurred or was discovered?

- Yes                       No

3. Please enter your contact information below so that we can communicate with you about your disclosure. Your identity and contact information may be shared with investigators to allow them to communicate with you.

While anonymous disclosures may be accepted under the Public Interest Disclosure Act, we may not be able to investigate if we are unable to contact you to confirm you are a current or former employee or to obtain further details, evidence or clarification about your disclosure.

NAME	ADDRESS
EMAIL	PHONE
ADDITIONAL INSTRUCTIONS e.g. How would you prefer to be contacted? May we leave messages for you?	

4. A report may be made under the Public Interest Disclosure Act for any of the following categories of wrongdoing. Please check any that apply:

- serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
- an act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
- a serious misuse of public funds or public assets;
- gross or systemic mismanagement;
- knowingly directing or counselling a person to commit a wrongdoing described above.

If your report does not fall within one of these categories, you may wish to consider whether your report falls under another policy or procedure of the School District.

5. In the space below, please describe the alleged wrongdoing and the person(s) alleged to have committed the wrongdoing. Please provide as much detail as you are able, including:

- A description of the wrongdoing and any relevant background,
- The names of those responsible,
- When and where the wrongdoing occurred,
- Names of people who witnessed the wrongdoing, if available,
- Any law or legislation that has been breached.

DESCRIPTION OF ALLEGED WRONGDOING
-----------------------------------

6. Have you previously reported the wrongdoing to the School District?

- Yes                       No

If yes, please indicate who the report was made to and any actions taken.

REPORT DATE AND PERSON REPORTED TO
------------------------------------

7. Please describe any other steps or action that you or others have taken to address, report or prevent the reported wrongdoing.

OTHER ACTION TAKEN
--------------------

8. Do you know of any other organizations that are investigating the reported wrongdoing or whether other complaints or claims about the wrongdoing have been filed (e.g. court filings, grievance, human rights complaint, privacy complaint, police investigation, etc.). Please explain.

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

**Meeting Date:** October 24, 2023                       **Board**                       **Board, in camera**

**Topic (as per the Memorandum):**                      **Notion of Motion - Policy 103: Board of Education: Policy Development – Administrative Procedures**

**Narration:**

As outlined in [Policy 103: Board of Education: Policy Development](#), the Superintendent has exclusive responsibility and control over the approval and implementation of Administrative Procedures. Generally speaking, this is an appropriate delegation given the operational nature of implementing policies.

It is proposed that Administrative Procedures for Board of Education Policies under Series 100 be exempted from this general process. Policies under the 100 series address the Board’s Governance and Foundations and affect the Board’s relationship with the public. In light of this, it would be prudent for the Board of Education to approve new administrative procedures and amendments to existing procedures related to policies under the 100 series.

Attachment:  
Appendix A

**RECOMMENDED 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.

## Appendix A

### Recommended Changes to Policy 103: Board of Education - Policy Development

Existing wording:

#### **Process for Policy Implementation**

Following Board adoption of a policy, the Superintendent assumes responsibility for implementing the policy. The process of implementation will include the development of written administrative procedures, communication with affected groups, determination of any immediate actions required by the policy, and the establishment of long-term plans. The Superintendent will inform the Board of any changes to the administrative procedures. Administrative Procedures are not subject to approval/adoption by the Board.

Recommended change:

#### **Process for Policy Implementation**

Following Board adoption of a policy, the Superintendent assumes responsibility for implementing the policy. The process of implementation will include the development of written administrative procedures, communication with affected groups, determination of any immediate actions required by the policy, and the establishment of long-term plans. The Superintendent will inform the Board of any changes to the administrative procedures at a Public Board Meeting. Administrative Procedures are not subject to approval/adoption by the Board, except that the Administrative Procedures for Board Policies under Series 100 and changes to such Administrative Procedures must be approved by the Board of Education.

(Note new text has been highlighted in yellow)

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

**Meeting Date:** October 24, 2023

**Board**

**Board, in camera**

**Topic (as per the Memorandum):** **New Elementary School in Cloverley Neighborhood**  
**Narration:**

In June 2023, the Province announced funding for a new elementary school in the Cloverley neighbourhood. The school district is now planning for this new elementary school.

The school's enrolment capacity will accommodate 60 Kindergarten and 525 elementary students, for a total design capacity of 585 students. The project scope includes funding for a neighbourhood learning centre space, Greenhouse Gas reduction measures, and construction with mass timber. In addition, the City of North Vancouver has committed \$3.5 million towards the construction of a new child care centre to be co-located on the site.

Jim MacKenzie, Director of Facilities and Planning, will provide an update on the planning for the new school.

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

**Meeting Date:** October 24, 2023       **Board**       **Board, in camera**

**Topic (as per the Memorandum):**      **Enrolment Update**

**Narration:**

Enrolment projections are prepared each spring to assist with the preparation of the Estimated Operating Grant funded by the Ministry which in turn informs development of the school district's operating budget and staffing levels. The enrolment projected for September 2023 was 15,895 full time equivalent (FTE) students. The projection was based on historical trends, local knowledge, and expected Kindergarten registration at all schools.

Actual enrolment is submitted to the Ministry at the end of September through the 1701 Report which includes student demographics and enrolments, course registration for Grades 10, 11 and 12 and course completion. The 1701 Reports are submitted four times per year: September 30 (or shortly thereafter), February, May and July.

The presentation to the Board of Education provides comparisons between the projected and actual enrolments for September 2023, as well as comparisons to prior years. The Enrolment Update, based on September results report total actual enrolment at 16,165 which is 270 FTE higher than the enrolment projection.

Assistant Superintendent Chris Atkinson will update the Board of Education on actual enrolments for Fall 2023.

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

**Meeting Date:** October 24, 2023       **Board**       **Board, in camera**

**Topic (as per the Memorandum):**      **Organization of Classes Update – 2023/24**

**Narration:**

The requirement for reporting the Organization of Classes is no longer required by legislation or Ministry of Education and Child Care direction; however, the information contained within this report is useful for year to year comparison of class size and other demographic data within the school district. Since the Supreme Court of Canada's decision restored contract language on Class Size and Composition, the report has been modified to provide information that relates to the North Vancouver School District and North Vancouver Teachers' Association contract. The report will provide information on:

- General Student Enrolment information
- Supplemental Enrolment Information
- Review of Class Size Limits/Composition Requirements
- Class Size Average Comparison
- Combined Classes Comparison

The Organization of Classes Report 2023/24 will be presented by Assistant Superintendent Chris Atkinson and District Principal Justin Wong.

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

**Meeting Date:**            October 24, 2023                     **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:**

Communications Committee  
District Screening Committee  
Policy Review Committee

## **Communications Committee Meeting Update - October 24, 2023**

The North Vancouver School District Communications Committee assists the Board of Education in fulfilling its commitment to building trust, respect and mutual understanding through open, proactive communications that convey the achievements and challenges of the school district.

The role of the Committee is to:

- Monitor communication and public relations practices within the school district and make recommendations for improvements to the Superintendent and Board of Education.
- Make recommendations to the Superintendent and Board of Education regarding effective means of communicating both internally and externally; and
- Review and provide advice on major communications initiatives and projects, as requested.

The committee is comprised of representatives from all education partner groups. Attendees at the most recent committee meeting included:

- Committee Chair, Lisa Dalla Vecchia, Communications Manager
- Antje Wilson; Trustee Representative for the North Vancouver Board of Education;
- Jeeniece Chand, Principal, Capilano Elementary, Representative for the North Vancouver Administrators' Association
- Daylen Luchsinger, Vice Principal, Arts Education, Representative for the North Vancouver Administrators' Association
- Maddy Phillips, Communications Assistant

The primary purpose of the meeting on September 28, 2023, which was optional for members to attend, was to review and discuss some of the communications material shared with school administrators before the start of the school year (e.g., communications plans, messaging calendar, Calendar of Significant Dates and Events, communications guidelines, etc.) and to share the areas of focus for Communications in the near and longer term. This would include for example, communications around the new elementary school in the Cloverley neighbourhood.

The Communication Committee meets at least four times per year, with the next meeting scheduled for Thursday, November 23 at 3:45 p.m.

## **District Screening Committee – October 24, 2023 Update**

The District Screening Committee (DSC) reviews and recommends decisions for all Ministry of Education and Child Care Special Education Identification requests for the school district, for students in Kindergarten to Grade 12. The DSC also reviews requested support hours submitted by individual schools' Extended School Based Resource Teams.

The process of pursuing and receiving Ministry identifications is an important function of the school district, both for guiding educational supports and programming, as well as ensuring that those programs and supports are adequately funded by the Ministry. The Committee also works to ensure that designation files that have been approved and claimed for funding are fully meeting the Ministry criteria, thus also ensuring that those files are audit ready.

The DSC is comprised of school district administrators and North Vancouver Teachers' Association (NVTA) members and is co-chaired by school district administrators and NVTA. The membership includes:

- Co-Chairs: Jeremy Church, Director of Instruction, and Trish Summers, NVTA
- Directors of Instruction: Adam Baumann and Chanin Smyth
- Representatives for the school district: Janis Mann, Amelia Poitras, Sandra Singh, and Suzette Dohm
- Representatives for the NVTA: Bev Beckingham, Trish Summers, Trevor Baker, Megan Rogers, Meagan Stoker, and Carolyn Taylor.

The Committee meets virtually, through Microsoft Teams, between September and May, with two meetings in May. In support of the efficiency of the Committee, and in awareness of all member's time, three sub-committees have been created, each with balanced representation from the Committee. Each subcommittee reviews a section of the submitted designation requests, and have been organized as follows:

- Category R/H: Trevor Baker, Beverly Buckingham (NVTA) and Suzette Dohm (NVSD)
- Category Q/P/K: Trish Summers, Carolyn Taylor, Bev Buckingham (NVTA) and Amelia Poitras, Sandy Singh (NVSD)
- Category A through G: Meagan Stoker, Megan Rogers (NVTA) and Janis Mann (NVSD).

In September 2023, the Committee reviewed 234 designation packages. By comparison, the Committee reviewed 718 designation packages in 2022/23.

## Policy Review Committee – October 2023

The North Vancouver Board of Education develops and adopts policies as statements of intent to guide the operations of the school district. Board of Education policies reflect the *School Act* and regulations and align with the Board's mission, mandate and core values. Under the direction of the Superintendent, the North Vancouver School District Policy Review Committee evaluates, reviews, and proposes policies to the Board that reflect current legislative, regulatory, and public policy changes. The Policy Review Committee is a District Representative Committee comprised of two representatives from the Board of Education, two representatives of each of the school district employee groups, two representatives from the District Student Leadership Council, and two representatives from the North Vancouver Parent Advisory Council.

Convening no fewer than four times per school year, the Policy Review Committee:

- Provides advice to the Superintendent respecting which policies require clarification and/or amendment;
- Provides advice to the Superintendent respecting which issues require policy development; and,
- Reviews and provides advice to the Superintendent respecting drafts of proposed new policies prior to their consideration by the Board.

The Policy Review Committee has held its inaugural meeting for the 2023/24 school year on September 28, 2023, and discussed the following:

- the proposed new Public Interest Disclosure Act Policy and its associated Administrative Procedures;
- the Policy Review Committee's Terms of Reference; and,
- planning for the year ahead.

Policies currently under development and review include:

- Policy 205: Outdoor School/Environmental Education;
- Policy 207: Field Trips;
- Policy 212: Animals in Schools;
- Proposed new policy - Ableism

Policies identified for the one-year review include:

- Policy 409: Anti-Racism and Equity through Cultural Diversity;
- Policy 611: Privacy;
- Policy 710: Accumulated Operating Surplus;
- Policy 711: Financial Planning and Reporting; and
- Policy 810: Child Care Programs on Board Property.

Additional considerations for policy are ongoing. The committee continues to provide the Superintendent with guidance pertaining to various school district policies.

The next meeting is scheduled on Monday, November 20, 2023.

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

**Meeting Date:**            October 24, 2023                     **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 – October 2023

## **Land Management Update – October 24, 2023**

### **Argyle Secondary School – Sports Amenities**

- Seismic replacement project is complete.
- New outdoor basketball practice area – project is complete, apart from establishment of landscaping (project led by school district).
- New sports court – the majority of the work is complete and the sports court is in use. Some perimeter fencing yet to be installed (project led by the District of North Vancouver).
- New artificial turf field – the majority of the work is complete and the field is in use by the school and community. Some minor perimeter work remains to be completed, such as the development of an access road to the south and landscaping at north.
- Kilmer Creek – invasive plant removal has been completed. Additional planting will be installed this month.

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

- Work in progress to procure replacement heat pumps which provide cooling for replacement in summer 2024. This will require summer school to be hosted at another secondary school.

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

- No significant updates.
- Contractor is completing outstanding deficiencies.

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

- Schematic design has been completed and it is forwarded to the cost consultant.
- All key consultants have been retained.
- Tendering documentation for tree removal and demolition of the existing school is in progress.
- 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 by contractor to resolve deficiencies prior to the landscape architect sign off for use.
- Fencing will remain in place until all planting is established and field is ready to use, anticipated completion Fall 2023.
- No other significant updates.

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

- 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.
- Development Variance Application to the District of North Vancouver is in progress.
- Building Permit Application is scheduled for November.
- Construction activity is scheduled to commence during the summer 2024.

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

- Block 1B roof replacement is in progress.
- Work to be completed by December 31, 2023.
- Sports field available for practice, further seasonal repairs planned for spring 2024.

### **School Enhancement Projects**

- Mountainside Secondary School – woodshop dust collection system is complete.
- Seycove Secondary School – woodshop dust collection system – installation complete, anticipating start up and commissioning by end of October. Temporary portable dust collection equipment provided to school for interim.
- Windsor Secondary School – Envelope Project – request for proposals to be issued for envelope review and design.

**ChildCareBC New Spaces Fund**

- Renovations funded through the ChildCareBC New Spaces Fund were completed at Seymour Heights and Dorothy Lynas Elementary Schools to provide before and after school care.
- Third party provider engaged to commence programs in October and November.
- Application in progress for childcare spaces at the new elementary school in the Cloverley neighborhood.

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

**Meeting Date:**            October 24, 2023                     **Board**                     **Board, in camera**

**Topic (as per the Memorandum):**            **Tuesday, October 10, 2023 Standing Committee Meeting**

**Narration:**

The Board of Education will find attached the meeting summary from the October 10, 2023 Mental Health & Well Being Standing Committee Meeting.

Trustee Cyndi Gerlach will report on highlights of the meeting.

**Attachment:**

Meeting Summary – Board of Education Standing Committee, October 10, 2023

**BOARD OF EDUCATION STANDING COMMITTEE  
Education and Programs**

**NORTH VANCOUVER SCHOOL DISTRICT**

**Meeting Summary of October 10, 2023**

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, October 10, 2023.

**Call to Order:**

Trustee Cyndi Gerlach called the Mental Health & Well Being Standing Committee meeting to order at 7:00 p.m., thanking those in attendance for participating with the School District. The traditional territorial lands of the Skwxwú7mesh (Squamish) Nation and səliłwətaʔt (Tseil-Waututh) Nation were acknowledged.

**Mental Health & Well Being:**

Suzette Dohm, District Principal, Safe and Healthy Schools, set the context for the discussion noting that the meeting was scheduled on World Mental Health Day. Ms. Dohm also presented statistics from the Mental Health in Schools Strategy for the school district.

The attendees participated in table discussions to share information, provide input and inform the discussion. A facilitator and a recorder was at each table to guide and support the dialogue.

The Guiding Questions included:

1. How do you define well-being?
2. What are the biggest mental health concerns in schools and the community for students and adults?
3. How can we address the stigma of mental health?
4. What are the ways that mental health and well-being are being managed?
5. What are we doing well in NVSD in regards to mental health and well-being? What are the areas for growth in NVSD?

Concluding the evening, Trustee Gerlach provided closing comments and thanked those in attendance.

The presentation can be found online: [2023/24 Public Meetings](#)

**Next Meeting:**

November 14, 2023

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

**Meeting Date:**            October 24, 2023                     **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.8**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** October 24, 2023       **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.9**  
**of the**  
**Administrative Memorandum**

**Meeting Date:**            October 24, 2023                     **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:**            October 24, 2023                     **Board**                     **Board, in camera**

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

**Narration:**

Date and Time	Event	Location
Tuesday, November 14, 2023 at 7:00 p.m.	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, November 21, 2023 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, December 19, 2023 at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Avenue North Vancouver
Tuesday, January 23, 2024 at 6:30 p.m.	Public Board 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:**            October 24, 2023                     **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 voice mail. 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.