

ADMINISTRATIVE MEMORANDUM

Meeting Place:

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

Format and Date:

PUBLIC BOARD MEETING
Tuesday, November 19, 2019 at
6:30 pm

		Estimated Completion Time
A.	Call to Order	(no schedule) 6:30 pm
A.1.	Chair Sacré's opening remarks	
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	(no schedule) 6:30 pm
A.3.	Public Comment Period *	7:00 pm
A.4.	Approval of Minutes (that the minutes of the Public Meeting of October 15, 2019 be approved as circulated)	(no schedule) 7:05 pm
A.5.	Student Presentation – Highlands Elementary School	7:20 pm
B.	Action Items	
B.1.	Election of a Board Chair	7:25 pm
B.2.	Election of a Board Vice Chair	7:30 pm
B.3.	Election to BC School Trustees Association (BCSTA) Provincial Council and to BC Public School Employers' Association (BCPSEA)	7:35 pm
B.4.	Proposed Revised Policy 202: Alternative Delivery – Physical and Health Education K-10	7:50 pm
B.5.	2020/21 Budget Development Consultation Process	8:00 pm

* 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
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		Estimated Completion Time
	(continued)	
C.	Information and Proposals	
C.1.	Track & Field Facilities and Use – Information Overview	8:15 pm
C.2.	School District Enrollment & Organization of Classes Report	8:30 pm
C.3.	Land Management Update	8:40 pm
C.4.	Out of Country Field Trips - Secondary	8:50 pm
C.5.	Superintendent’s Report	9:00 pm
C.6.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers’ Association (BCPSEA)	9:10 pm
C.7.	Trustees’ Reports	9:20 pm
D.	Future Meetings	9:20 pm
E.	Public Question & Comment Period	9:30 pm
F.	Adjournment	9:30 pm

(no schedule)

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

Schedule A.3
of the
Administrative Memorandum

Meeting Date: November 19, 2019 **Board** **Board, in camera**

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

Narration:

As per the motion passed on June 21, 2016 the Board will provide a twenty (20) minute public comment period relevant to the Board's mandate on a trial basis. Speakers will be allocated a maximum of two (2) minutes each. An additional ten (10) minutes will be provided for Trustee questions of clarification.

Speakers are requested to place their name on a signup sheet in order to speak during the Public Comment Period. The signup sheet will be available in the Board Room from 6:20 – 6:30 pm prior to the meeting's commencement. The Chair will invite those wishing to speak in the order that their name appears on the signup sheet.

When appearing before the Board, speakers are requested to state their name and address for the record.

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

Speakers may speak only once at the Public Comment Period.

School District No. 44 (North Vancouver)

Minutes of the Public Meeting of the Board of Education, School District No. 44 (North Vancouver) held in the Mountain View Room of the Education Services Centre at 2121 Lonsdale Avenue in North Vancouver, British Columbia, on Tuesday, October 15, 2019.

PRESENT: C. Sacré, Chair
G. Tsiakos, Vice Chair
D. Bruce
C. Gerlach
M. Higgins
K. Mann
M. Tasi Baker

A. Call to Order

Chair Sacré called the meeting to order at 6:30 pm and welcomed those in attendance. The traditional territorial lands of the Squamish Nation and Tsleil-Waututh Nation were acknowledged. The Chair recognized that October is National Principal and Vice Principal month.

A.2. Approval of Agenda

Moved by K. Mann

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

Seconded by D. Bruce

Carried

A.3. Public Comment Period

The twenty minute comment period is intended to be relevant to the Board's mandate. The Chair requested that those wishing to speak should sign on the Public Comment Sign-Up Sheet.

There was no one wishing to speak.

A.4. Approval of Minutes

Moved by M. Tasi Baker

that the minutes of the public meeting of September 24, 2019 be approved as circulated.

Seconded by G. Tsiakos

Carried

A.5. Student Presentation – Westview Elementary School

This September, students, staff and community came together to work on an Orange Shirt Project as part of Westview's continued commitment to building community connections and developing an understanding of Truth and Reconciliation. The students of Westview Elementary School shared their experience of designing and creating an orange shirt and the understanding of the meaning of the feather from a local Indigenous perspective.

On behalf of the Board, Chair Sacré and Superintendent Mark Pearmain thanked the students for their courage to present and reflected on how this project infused art, design and music into the teachings of Indigenous education.

B.1. International Baccalaureate Primary Years Programme – Proposed Expansion

Chair Sacré invited Assistant Superintendent Chris Atkinson and District Principal, Curriculum and Assessment, Kathleen Barter, to the table to introduce the International Baccalaureate Primary Years Programme proposed expansion. The North Vancouver School District is committed to developing and offering innovative and sustainable programs and has established a broad expanse of options that afford NVSD students access to many varied learning experiences. Among these offerings is the International Baccalaureate (IB) Programme, a world-renowned system of teaching and instruction focused on international education and international-mindedness. The North Vancouver School District currently offers the full K-12 continuum of IB learning through three schools locations: Carson Graham Secondary School, and two of its elementary feeder schools – Capilano Elementary and Queen Mary Elementary.

District Principal Kathleen Barter, under the general supervision of Assistant Superintendent Chris Atkinson, has been tasked with the district-level oversight and coordination of IB Programmes in the North Vancouver School District. Within this role, Ms. Barter has developed an IB Strategic Plan and her ongoing review of the programme and development of the Plan has identified the need for further expansion of the programme at the PYP level. With continued interest in the programme and minimal capacity to include elementary students from outside of the Capilano and Queen Mary catchment areas, the need to consider potential expansion of the program to a third site has become increasingly more evident.

Superintendent Pearmain received the International Baccalaureate Expansion Plans 2019-20: Recommendations to the Superintendent in late September. The report recommended that further PYP expansion be considered and selection of schools within the Carson Graham Family of Schools continued to provide the best opportunity for successful implementation, more specifically, the report identified Norgate Community Elementary School as the school site next recommended to introduce the Primary Years Programme, with a two-phased approach that, following Norgate Community Elementary School, would later consider Larson Elementary School as an additional site for further PYP expansion.

In response to the Trustees questions, Assistant Superintendent Atkinson and Ms. Barter clarified that the budget provided is for Norgate Elementary School and that the International Baccalaureate proposed expansion programme will follow the same procedure as the Capilano and Queen Mary Elementary School International Baccalaureate programmes.

Moved by D. Bruce

that the Board of Education support the introduction of a third IB Primary Years Programme in the North Vancouver School District and that staff be directed to explore a two-phase expansion of the IB PYP Programme, first to Norgate Community Elementary School and later to Larson Elementary School, as outlined in the International Baccalaureate Expansion Plans 2019-2020 Recommendations to the Superintendent Report September 2019 report document;

and that staff undertake consultation with the Norgate Community Elementary School teaching and parent community and the Squamish Nation, and report back to the Board of Education in January 2020.

Seconded by M. Tasi Baker

Carried

B.2. Policy 201: Learning Resources for Classroom Use

District Principal, Curriculum and Assessment, Kathleen Barter introduced this agenda item, noting that on July 1, 2017, the Ministry of Education new Learning Resources policy came into effect. This policy explains how learning resources are chosen and approved in British Columbia school districts. It clarifies the roles and responsibilities of the Ministry of Education and boards of education with respect to the evaluation and selection of learning resources.

B.2. Policy 201: Learning Resources for Classroom Use (continued)

In 2017-18, Mark Pearmain, Superintendent of Schools, established the Policy 201 Sub-Committee chaired by Kathleen Barter, District Principal, Curriculum and Assessment. The Sub-Committee included Directors of Instruction Joanne Robertson and Adam Baumann, and Director of Information and Communication Technology Ian Larsson.

Kathleen Barter, District Principal, Curriculum and Assessment, presented draft changes to Policy 201: Learning Resources for Classroom Use to the North Vancouver School District Policy Review Committee in 2017-18 and 2018-19. A final review took place at the Policy Review Committee meeting of September 23, 2019. The Policy Review Committee included Trustees Christie Sacré and George Tsiakos, representatives from the secondary and elementary school administrators (NOVA), the North Vancouver Teachers' Association (NVTa), the North Vancouver Parent Advisory Council (NVPAC) and the District Student Leadership Council (DSLc). The Canadian Union of Public Employees (CUPE Local 389) representatives sent their regrets.

Responding to Trustees questions, Ms. Barter provided clarification on the proposed revised policy and reported that the policy will be reviewed by the Policy Review Committee after one year to ensure that the revised policy is effective and if any adaptations are required.

Chair Sacré and Superintendent Pearmain acknowledged Ms. Barter for her diligence and commitment on this complex policy.

Moved by K. Mann

that the Board of Education approve *Proposed Revised Policy 201: Learning Resources for Classroom Use*, as attached to this Administrative Memorandum of October 15, 2019.

Seconded by G. Tsiakos

Carried

B.3. Strategic Plan Announcement

Communications Manager, Deneka Michaud, introduced this agenda item, noting that the North Vancouver School District's current 10-year strategic plan ends in 2021. This plan was created throughout the 2010/11 school year. It was a highly consultative process involving all stakeholders. The 2011-2021 Strategic Plan has formed the backbone for the North Vancouver School District's operations. With the plan coming to an end in just over a year, it is time to reflect on what we have achieved and determine where we need to place focus next.

Ms. Michaud highlighted that the North Vancouver School District wants to ensure participation from all stakeholders in the creation of a new strategic plan that will guide the school district from 2021 onward. It is important for the entire school district community to take part in the strategic planning process, so that the collective goals are reflective of all stakeholder needs. The strategic planning process has been designed to offer a wide variety of opportunities for the community to provide input. Online engagement will be paired with in-person strategic planning sessions.

In response to Chair Sacré's question, Deneka Michaud clarified that Thoughtexchange provides professional strategic planners as part of their service to the North Vancouver School District and will assist with the strategic planning process.

Moved by K. Mann

that the Board of Education adopts the public engagement process to renew the Strategic Plan.

Seconded by D. Bruce

Carried

B.4. Trustee Stipend

Secretary Treasurer Georgia Allison introduced this agenda item, noting that Section 71 of the *School Act* states that “a board may authorize annually the payment of remuneration to the chair, vice chair and other trustees, and...a reasonable allowance for expenses necessarily incurred by the trustees in the discharge of their duties.”

The Board of Education is asked to consider a proposed increase of 2.2% for the period of July 1, 2019 through June 30, 2020, based upon the annual change in the Vancouver CPI. Secretary Treasurer Allison provided examples of stipend amounts for neighbouring school districts and provided clarification regarding postponing the motion.

Trustees discussed this agenda item and agreed that they would like to postpone the Trustee Stipend until the Staff bargaining was complete.

Moved by M. Higgins

that the annual discussion of the Trustee Stipend increase be postponed until Staff bargaining is finished.

Seconded by M. Tasi Baker

Carried

C.1. Artists for Kids 2018/19 Annual Report

Chair Sacré introduced this agenda item and invited to the table, Yolande Martinello, Director of the Artists for Kids Trust and District Administrator of Fine Arts. Yolanda Martinello introduced Allison Kerr, who will be taking on the role of Director of the Artists for Kids Trust and District Administrator of Fine Arts at the end of December 2019. Together, Yolande Martinello and Allison Kerr presented the Artists for Kids 2018/19 Annual Report.

Ms. Martinello and Ms. Kerr reported on the programs and services provided to the students and community in the last year and provided updates on the financial position and operations.

Through ongoing print releases, AFK continues to be a catalyst in the community, contributing to the development of a rich cultural aesthetic. Special acknowledgement was provided to the outstanding volunteers who allow this program to continue and thrive.

C.2. Human Resources Update

Scott Stanley, Executive Director of Human Resources, provided a presentation update on Human Resources and highlighted the responsibility of the department covers a wide spectrum of topics both enjoyable and difficult. Mr. Stanley gave an overview of the responsibilities of the Human Resources department and shared their primary focus is the student.

Mr. Stanley reported to the Board that the CUPE Collective Agreement has been successfully negotiated along with the Local Teachers Collective Agreement and that the Provincial teacher bargaining continues.

In response to Trustees' questions, clarification was provided regarding the employee engagement survey and hiring processes.

Chair Sacré thanked Mr. Stanley for sharing this information with the Board.

C.3. Land Management Update

Superintendent Mark Pearmain updated the Board on the Argyle and Handsworth Secondary School Replacement Projects and reported that Mountainside Secondary School has acquired a full building permit from the District of North Vancouver. Superintendent Pearmain highlighted that Mayor Buchanan is supportive of the Cloverley replacement project and will be writing a letter on behalf of the North Vancouver School District to the Ministry of Education advocating for a new Cloverley School.

C.4. Tuesday, October 8, 2019 Standing Committee Meeting

Chair Tsiakos reported on the meeting that focused on part one of a four part series on Technology and thanked Assistant Superintendent Atkinson for leading the presentation and discussions on Artificial Intelligence.

C.5. Out of Country Field Trips – Secondary

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

- Carson Graham Secondary School – field trip to Anaheim, CA, USA (March 11-15, 2020)
- Handsworth Secondary School – field trip to Italy, (March 12-20, 2020)
- Argyle/Handsworth/Windsor Secondary Schools – field trip to France (March 11-21, 2020)
- Seycove Secondary School – field trip to Dominican Republic (March 11-23, 2020)

C.6. Superintendent’s Report

Superintendent Mark Pearmain shared highlights from his visits to Windsor Secondary and Sherwood Park Elementary Schools. Superintendent Pearmain acknowledged World Teachers’ Day and gifted every staff member with white sage and a lesson plan to bring back to the classroom and share with all the students.

C.7. Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers’ Association (BCPSEA)

Trustee Tasi Baker shared that the Provincial Council Meeting is on October 24 – 26, 2019 and the Trustee Academy is from November 28 – 30, 2019.

Trustee Gerlach thanked everyone that participated in the bargaining process.

C.8. Trustees’ Reports

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

1. Meetings attended by Trustees included:
 - Public Standing Committee Meeting
 - NVPAC General Meeting
 - CUPE Bargaining
 - Meeting with Principal of Inclusion
 - District of North Vancouver Council Meeting
 - Meeting with Mayor Linda Buchanan
 - North Shore Food Network Meeting
 - Carson Graham PAC Meeting
 - Meeting with City of North Vancouver Councillor Tony Valente
 - Public Board Meeting
 - Meet with DSLC Outgoing Executive

C.8. Trustees’ Reports (continued)

- Meet with Tsleil-Waututh Nation Councillor Curtis Thomas
 - Meet with NVTA
 - Fine Arts Forum
 - Stacey Holloway Leadership Training Seminar
2. Events attended by Trustees included:
- City of North Vancouver Mayor’s Gala
 - City of North Vancouver Advisory Planning Commission
 - PVP Dinner with Dr. Niigaanwewidam Sinclair
 - TWN Welcome Back Barbeque
 - Boundary Elementary Visit
 - Queen Mary Visit
 - North Vancouver Chamber Event
 - North Shore Neighbourhood House 80th Anniversary Celebration
 - Argyle Secondary Visit
 - Lynn Valley Elementary Visit
 - Braemar Mural Event
 - Terry Fox Run
 - NVSD Strings Concert at Gordon Smith Gallery
 - Orange Shirt Day Assembly at Carson Graham
 - Handsworth Secondary School Open House for Parents
 - Welcome Pole Ceremony at Cleveland Elementary
 - Keynote Speaker Niigaan Sinclair at Carson Graham
 - Rainbow Crosswalk Celebration at Chief Joe Mathias Centre
 - Queen Mary PAC Coffee Morning
 - Higher Grounds (Chilhinup) Cate Opening at ESC
 - Physical Literacy 101 Workshop
 - Attended Metro & Recreation Commission
 - ITC Field Trip – Biked Future B Line Bus Route
 - Sherwood Park Open House

D. Future Meetings

Date and Time	Event	Location
Tuesday, November 5, 2019 at 7:00 pm	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, November 19, 2019 at 6:30 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, December 10, 2019 at 6:30 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, January 14, 2020 at 7:00 pm	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, January 21, 2020 at 6:30 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

E. Public Question & Comment Period

The Chair called for questions and/or comments from the public noting that in accordance with Board policy, questions relating to personnel, negotiations or litigation must not be dealt with in a public session.

There was no one wishing to speak.

F. Adjournment

The established agenda being completed, the Chair adjourned the meeting at 9:00 pm and thanked those who attended.

Certified Correct:

Georgia Allison
Secretary Treasurer

Christie Sacré
Chair, Board of Education

Date

Date

Schedule A.5
of the
Administrative Memorandum

Meeting Date: November 19, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **Student Presentation – Highlands Elementary School**
Narration:

Grade 7 students, Channing, Karah, Oliver, Justine and EunWoo from Miss Wright's and Miss Mulock's Me to We Group at Highlands Elementary will be sharing their experiences from We Day 2019. The opportunity to go to We Day is a privilege, as it is an unparalleled celebration of young people and educators who have made a difference in their school, community or world. This is not a celebration you can buy a ticket for, but a celebration you earn through hard work. This year Highlands Elementary earned 31 tickets, allowing 29 students to experience this amazing event. Channing, Karah, Oliver, Justine and EunWoo will share how they earned these tickets and the incredible experiences they had today with words and pictures.

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

Meeting Date: November 19, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **Election of a Board Chair**

Narration:

The Board is required by its [Policy 104: Board of Education - Meetings](#) to elect one of its members to be Chair of the Board. Under the authority of [Policy 101: Board of Education - Role and Function](#) and Section 67 (4) of the *School Act*, the election of a Chair shall generally adhere to the following standard format:

- (i) call for nominations for the position of Chair of the Board for the term commencing December 1, 2019 and ending November 30, 2020, or until a successor has been elected;
- (ii) declare the Chair elected if there is only one nomination;
- (iii) if there is more than one nomination, appoint two scrutineers and conduct an election by ballot;
- (iv) announce the successful candidate; and,
- (v) if necessary, call for a Board resolution authorizing the destruction of the ballots.

Secretary Treasurer Georgia Allison will call for nominations for the position of Chair of the Board for the term commencing December 1, 2019 and ending November 30, 2020, or until a successor is elected.

Schedule B.2
of the
Administrative Memorandum

Meeting Date: November 19, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **Election of a Board Vice Chair**

Narration:

In keeping with Section 67 (4) of the *School Act* and as required by Board [Policy 101: Board of Education - Role and Function](#), the Chair will conduct the election for a Vice Chair for the term commencing December 1, 2019 and ending November 30, 2020, or until a successor has been elected. The Chair will adhere to the format used to elect the Chair.

Schedule ...B.3...
of the
Administrative Memorandum

Meeting Date: November 19, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **Election to BC School Trustees Association (BCSTA) Provincial Council and to BC Public School Employers' Association (BCPSEA)**

Narration:

The Board is required to elect two Trustees to the British Columbia School Trustees Association (BCSTA) Provincial Council. One Trustee is to serve as the Board's representative and one Trustee is required to serve as an alternate.

BCSTA is a non-profit, voluntary organization dedicated to assisting boards of education in their key work: improving student achievement through community engagement. The key work concept, which BCSTA introduced in 1998, explains in straightforward terms what it is that school trustees are elected to do, and how they do it. Information regarding the BCSTA Governance Structure including the role of the Provincial Council can be found on the BCSTA website: <http://www.bcsta.org/whatWeDo/governance>.

The Board is required to elect two Trustees to the British Columbia Public School Employers' Association (BCPSEA) One Trustee is to serve as the Board's representative and one Trustee is required to serve as an alternate.

The [BC Public School Employers' Association](#) (BCPSEA) is the accredited bargaining agent for the province's 60 public boards of education, for unionized teaching and support staff in the British Columbia K-12 public education system.

Procedurally, the Board may elect its representatives as follows for each of the following four positions:

- British Columbia School Trustees Association Provincial Council representative and alternate
- British Columbia Public School Employers' Association representative and alternate

Procedure:

1. the Chair will call for nominations for the Board's representative to each of the respective organizations for the term of January 1, 2020 – December 31, 2020 or until a successor has been elected.
2. declare the representative elected if there is only one nomination.
3. if there is more than one nomination, appoint two scrutineers and conduct an election by ballot.
4. the Chair will announce the successful candidate.
5. repeat steps 1 to 4 for the Board's alternate representative to the organization.

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

Meeting Date: November 19, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **Proposed Revised Policy 202: Alternative Delivery – Physical and Health Education K-10**

Narration:

Revisions to Policy 202: Alternate Delivery – Physical and Health Education K-10 and Career Life Education 10 were approved by the Board of Education at the Public Board Meeting of March 13, 2018. As of July 1, 2018, the Ministry of Education’s new Career Education 10 curriculum no longer includes topics related to sexual decision-making. The Ministry Policy for Alternative Delivery in the Physical and Health Education and Planning 10 Curricula does not apply to the Career Education learning standards.

Mark Pearmain, Superintendent of Schools, on behalf of Kathleen Barter, District Principal of Curriculum and Assessment, provided a draft revision to Policy 202, which removed all references to Career Life Education, to the North Vancouver School District Policy Review Committee at their regularly scheduled meeting of October 28, 2019. The Policy Review Committee included Trustees Christie Sacré and George Tsiakos, representatives from the secondary and elementary school administrators (NOVA), the North Vancouver Teachers’ Association (NVTa), the North Vancouver Parent Advisory Council (NVPAC) and the District Student Leadership Council (DSLc). The Canadian Union of Public Employees (CUPE Local 389) representatives sent their regrets.

Mark Pearmain, Superintendent of Schools, will introduce *Proposed Revised Policy 202: Alternative Delivery – Physical and Health Education K-10*, as attached to this Administrative Memorandum of November 19, 2019.

Attachments:

- Proposed Revised Policy 202: Alternative Delivery – Physical and Health Education K-10*
- Proposed Revised Policy 202: Alternative Delivery – Physical and Health Education K-10 – Administrative Procedures (for information only)*

RECOMMENDED MOTION:

that the Board of Education approve *Proposed Revised Policy 202: Alternative Delivery – Physical and Health Education K-10*, as attached to this Administrative Memorandum of November 19, 2019.

202 Alternative Delivery – Physical and Health Education K-10

Proposed
Revised

Revised: September 25, 2001
Revised: June 20, 2007
Revised: March 13, 2018
Proposed Revised: November 19, 2019

Policy

The content of Physical and Health Education K-10 addresses topics related to sexual decision-making that some students and their parents/guardians may feel more comfortable addressing in an alternate setting.

Physical and Health Education K-10 is a required curriculum for all students.

While acknowledging the necessity for latitude and for diversity in methods of implementation among the schools, the Board of Education expects the staff of each school to plan, organize, and provide learning opportunities for Physical and Health Education K-10.

In some cases, students and their parents/guardians, in consultation with their school, may choose not to participate in classes when topics related to sexual decision-making are discussed. Instead, the parent/guardian will address the topics in an agreed upon alternative manner. It is expected that students will demonstrate their understanding of the health topic(s) they have chosen to learn in an alternative manner.

Opting for alternative delivery is only available for the topics related to sexual decision-making that are part of Physical and Health Education K-10. This policy does not apply to any other learning standards in Physical and Health Education K-10. Nor does it apply to any other British Columbia provincial curriculum.

Administrative Procedures

Policy 202: Alternative Delivery – Physical and Health Education K-10 - Administrative Procedures.

POLICY 202: ALTERNATE DELIVERY – PHYSICAL AND HEALTH EDUCATION K-10

ADMINISTRATIVE PROCEDURES

Proposed
Revised

Unique to Physical and Health Education K-10 is the opportunity for the student, in consultation with their parent/guardian, to “opt for alternative delivery” of materials related to sexual decision-making contained in these curricula:

- The student and parent/guardian will complete an application form for alternative delivery of the learning standards;
- The school will provide an overview of the appropriate learning standards, along with guidelines for providing evidence of student understanding of topics covered outside the classroom setting;
- The student will provide the completed work according to the specified timeline;
- The school will document the alternative delivery agreement and completion of the learning standards.

Areas of Learning:

Policy 202 and the Administrative Procedures apply to the following Areas of Learning:

- Physical and Health Education K-10

Resources:

[Alternative Delivery in the Physical and Health Education and Planning 10 Curricula Ministry Policy](#)
[Graduation Requirements Ministry Policy](#)

Schedule B.5
of the
Administrative Memorandum

Meeting Date: November 19, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **2020/21 Budget Development Consultation Process**

Narration:

The North Vancouver Board of Education will be undertaking a public consultation process for the development of the 2020/21 Annual Budget. The proposed plan for the process affords opportunities to the partner groups and public to discuss their budget priorities through meetings, as well as submit written comments.

The proposed process involves the Board inviting its five partner groups: the North Vancouver Parent Advisory Council (NVPAC); District Student Leadership Council (DSLCL), North Vancouver Teachers' Association (NVTAA), Canadian Union of Public Employees (CUPE Local 389), and North Vancouver Administrators' Association (NoVA), and the public, to attend budget information and discussion sessions that provide opportunities for their input.

Presentations in February and April, by School District staff, will inform attendees of the financial status and the government requirements used to develop the Budget. This information will provide opportunities for informed dialogue regarding budget priorities. At the April 7, 2020 Standing Committee Meeting the partner groups will be provided an opportunity to make a presentation to identify their top three priorities. The table group, large group discussions, and input gathered on April 7th will assist the Board in its consideration of the current budget priorities and direction. Additionally, partner groups will have the option of providing a written submission of their top three priorities by April 5, 2020. The information and input received through this process will also be used to support the next Three-Year Operating Plan.

As required by Section 11 of the *School Act*, the Board's 2020/21 Budget Bylaw must be developed and adopted on, or before, June 30th of the current fiscal year. To facilitate staffing allocations to schools by May 2020, the following process and timelines are proposed for the 2020/21 Budget Development:

1. December 11, 2019

- Invitations to be sent to all partner groups, inviting them to participate and outlining the consultation process and their role. Information will be posted on the website and through social media with intent to draw public interest in the budget process.

2. February 4, 2020 – Public Standing Committee Meeting - Finance and Facilities

- Staff presentation and discussion of issues and opportunities related to the development of the 2020/21 Preliminary Budget, including:
 - a) Amended Operating Grant 2019/20;
 - b) Three-Year Forecast, assumptions, and future considerations;
 - c) Technology planning;
 - d) Review of the 2019/20 Budget Priorities and Themes and how that will support budget planning for the 2020/21 Budget.
- Email comments may be submitted between February 4, 2020 and March 13, 2020.

Schedule B.5. (continued)

Narration (continued):

- Online ThoughtExchange comments may be submitted between February 18, 2020 and March 13, 2020. This information will be collated and included in the April 7, 2020, meeting feedback categorized by budget themes.

3. April 7, 2020 – Public Standing Committee Meeting – Finance and Facilities

- Staff presentation and discussion of issues and opportunities related to the:
 - a) Review of the Ministry of Education’s mid-March Preliminary Grant announcement;
 - b) Review of the current 2019/20 Forecast to June 30, 2019;
 - c) Review of the revised Three-Year Forecast;

Facilitated Session

- Partner group presentation, or written submission, of top three priorities. Participation in this activity will be at the discretion of each partner group;
- Table group discussion of budget priorities for participants to provide input on top priorities.
- Large group discussion of budget priorities.

4. April 28, 2020 – Public Board Meeting

- Executive Summary presentation of suggested priorities, adjustments and improvements, proposed by the Board’s partner groups and the public, for consideration and inclusion by the Board in the 2020/21 Annual Budget.

5. May 26, 2020 – Public Board Meeting

- 2020/21 Annual Budget Bylaw presented for approval and adoption by the Board.

RECOMMENDED MOTION:

that the Board of Education approve the proposed process and timelines identified within Board Schedule B.5. for the development of the 2020/21 Budget.

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

Meeting Date: November 19, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **Track & Field Facilities and Use – Information Overview**

Narration:

The Board of Education has asked the Superintendent of Schools to provide Trustees with an overview of the North Vancouver School District's current track and field facilities, with emphasis on existing track amenities and including some indication of the type and level of usage of these facilities.

On the request of Superintendent Pearmain, Assistant Superintendent Pius Ryan has surveyed the North Shore Secondary Schools Association Athletic Coordinator and the Sponsor Administrator for North Shore elementary school athletics, as well as the Athletic Directors at NVSD secondary schools. A broad overview of track and field sport locations in the school district and their respective usage levels has been compiled for the Board's information. Track facility use is focused upon NVSD secondary schools; there are no established purpose-built tracks at any elementary schools within the North Vancouver School District.

Dr. Ryan will speak to Information Overview report and will provide the Board with a synopsis of the review undertaken regarding track and field facilities and usage.

Attachment:

NVSD Track & Field Facilities and Use – Information Overview – November 2019



NVSD TRACK & FIELD FACILITIES AND USE INFORMATION OVERVIEW



NVSD Track & Field Facilities and Use Information Overview

Track and field, as both a sport and as a curricular activity, is an important athletic pursuit that is valued by the North Vancouver School District.

Track and field is part of the comprehensive curricular and extra-curricular endeavours important to the development and well-being of our students, offering an avenue for physical as well as interpersonal growth. As with a number of our extra-curricular offerings, there is also a broader community of interest, support and commitment to the sport of track and field that exists in North Vancouver beyond the purview of the school district.

With the re-building of Handsworth Secondary School, a number of questions have been posed by the Board of Education as they seek a better understanding of North Vancouver School District (NVSD) student involvement in track and field, the current levels of track and field facility use in the school district, and, with respect to physical track locations, the requisite structural requirements within the scope of the school district's purview. In addition, the Board of Education has presented questions with respect to relative costs of track facility design and maintenance.

This report is designed to address and provide insight into the aforementioned key areas, and thereby support the Board of Education in future decision-making with respect to track facility design, placement, and/or enhancement.

The information provided in this report results from a high-level survey of key members of NVSD staff that are intimately involved in supporting track and field within NVSD schools and across the school district.

Key participants include:

- Gerry Karvelis, NSSSA Athletics Coordinator
- Tim McLeod – Elementary Principal – Sponsor Administrator for Elementary Track and Field – Swanguard Marshall
- Alex Kelsch, Athletic Director, Argyle Secondary School
- Terry Brown, Athletic Director, Carson Graham Secondary School
- Rameses Langston, Athletic Director, Handsworth Secondary School
- Peter Cardle, Athletic Director, Seycove Secondary School



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- Mark Fortin, Athletic Director, Sutherland Secondary School
 - Alec Lewis, Athletic Direct, Windsor Secondary School
 - Jim McKenzie, NVSD Director of Facilities and Planning
 - Mike Chapman, NVSD Assistant Director of Facilities and Planning

*** The scope of this report is limited to school district information, experiences and requirements as informed by school district personnel.*

The report is formatted into sections, each structured around the following themes and related questions:

Track Placement and Design

This section provides an overview of NVSD track facility locations, track design, and track surfaces.

Student Participation and Facility Usage for School District Purposes

This section provides an overview of student participation in track and field at elementary and secondary levels, including track usage for curricular purposes and for extracurricular training and competition needs.

Track Facility Expenditures

This section provides an overview of relative costs with respect to track facility design, construction, maintenance, and enhancement.



Section One

Overview of Track Placement and Design

This section provides an overview of NVSD track facility locations, the track design, and estimated condition.

How many track facilities do we currently have and where are they located?

There are presently three tracks within North Vancouver School District, located at: Windsor Secondary School, Sutherland Secondary School, and Handsworth Secondary School. In addition, there is the community track at Fen Burdett Stadium track that is located next to Carson Graham Secondary School.

- Windsor Track - 6 lane lighted asphalt track, with no straight away
- Handsworth – 6 lane unlighted rubberized track
- Sutherland – 6 lane lighted asphalt track

Is there a recommended size track/design? Do any of our tracks meet this test?

World Athletics (formerly known as the IAAF - International Association of Athletics Federation) is the sport governing body and provides dimensional standards for the surfaces of all the different track and field disciplines. Handsworth Secondary and Sutherland Secondary tracks meet World Athletics/IAAF dimensional requirements. Windsor Secondary track is not considered to meet the World Athletics standards at this time.



Section Two

Student Participation and Facility Usage for School District Purposes

This section provides an overview of student participation in track and field at elementary and secondary level, including their track training and competition needs.

Elementary

When is the track season for Elementary schools?

Most elementary schools start a few weeks after Spring Break and end with the Swangard District Meet occurring the first week of June each year. There are also a number of schools that participate in long distance/cross country running in the fall.

What is the general student participation?

From a quick analysis, last year there were more than 2,600 students reported as participating in track and field events. There were 1,119 students at the Swangard District Meet last year, fully inclusive of all students in grades 4-7. Many schools embed track and field into their PE program and then transfer into additional practices when the outside school (extra-curricular) events begin.

Where do elementary schools train for track and field events?

Most train on field surfaces at their own schools, but if they are close enough to one of the high schools, they may go to a neighbouring high school track facility.

When do elementary students use a formal track? Why?

Most would use a formal track during their mini-meets and zone qualifications. The track allows the children the full experience of running regulation distances. It is important for an athlete that is training for a 100m sprint to have experience running the 100m on a track. The track at Handsworth Secondary, with a rubberized surface, is the preferred track as the surface allows for better impact on the body.

Are there other large events other than Swangard?

The eight Zone Meets held at Handsworth Secondary are like “mini-Swangards”. All the same running events are included and anywhere from 150-350 students participate per meet. Often schools use the jumping pit for Triple Jump. Most zones hold mini-meets and some organize a track mini-meet at the closest high school track.



Number of students at Swangard?

The June 2019 Swangard Meet had 1,119 student participants and typically is fully subscribed for most of the offered events.

Secondary

When is the track season?

Teams can start training in late February. The league season runs from April 1 (return from spring break) to May 15 (Zones). Provincial championships are held in early June.

What are our current extra-curricular track and field requirements?

The track season has traditionally been: three (3) Exhibition meets at Handsworth Secondary School; one (1) Exhibition meet at West Vancouver Secondary School; four (4) Preliminary (Zone Qualifying) meets at Handsworth Secondary School; and one (1) Preliminary meet at West Vancouver Secondary School.

There is also a North Shore Finals event held at Swangard Stadium and, starting this year (2019/20), because our schools are now placed in a new zone, another two days of Zone Qualifying at Swangard Stadium will be held to determine who advances to the Provincial championships.

Handsworth Secondary School has been the main school district site for these meets due to its rubberized track.

For 2019/20, the current plan is to host a limited number of events at West Vancouver Secondary, namely events for jumpers and throwers.

The North Vancouver School District is also booking Swangard Stadium for an extra day (full school day) for all our preliminary events (previously occurring over 5 separate meets).

Present number of high school students by school and grade who participate in track and field?

	Bantam Girls	Bantam Boys	Gr 9/10 Boys	Gr 9/10 Girls	Gr 11/12 Boys	Gr 11/12 Girls
Argyle	2	2	12	13	3	3
Carson	2	2	4	3	1	2
Handsworth	7	5	13	6	14	11
Seycove	0	0	0	0	5	0
Sutherland	3	10	10	2	8	7



	Bantam Girls	Bantam Boys	Gr 9/10 Boys	Gr 9/10 Girls	Gr 11/12 Boys	Gr 11/12 Girls
Windsor	10	1	3	7	5	3

What are the scheduled North Vancouver track events?

See the Meet schedule below. (Spring 2019 has been used as an example)

North Shore Secondary School Track and Field – Preliminaries – Spring 2019

	Week 1	Week 2		Week 3	Week 4		Week 5			Week 6
4 pm start	Apr 4	Apr 9	Apr 11	Apr 16	Apr 23	Apr 25	Apr 30	May 1	May 2	May 7
Exhibition	Exhibition	Exhibition	Exhibition	Exhibition	Prelim/ Exhib	Prelim	Prelim	Prelim	Prelim	Prelim
Track Event	HSS	HSS		HSS	HSS	HSS	HSS			HSS
Field Event - Jumps	HSS	HSS		HSS	HSS	HSS	HSS			
Field Event - Throws		HSS	WVSS	HSS		HSS	HSS	WVSS	WVSS	

HSS = Handsworth / WVSS = West Vancouver Secondary

Field Event Jumps = Long Jump, High Jump, Triple

Field Event Throws = Javelin, Discus, Hammer

What are the major track events in which our students participate? Where do these occur and why?

See the above chart. The events occur at these venues based on availability of facilities. Also, while West Vancouver Secondary can host high jump, triple jump, long jump events, these have been held at Handsworth Secondary in the past as there are also running events being held at the same time. Scheduling both track and field events together in this manner is more efficient for all involved, so both running and jumping events can occur simultaneously without splitting locations. West Vancouver Secondary cannot host any running events.

Secondary School Specific

Argyle Secondary

Argyle hasn't had a track in the past; the track and field unit in PE usually takes place on the gravel field.

Argyle's track and field unit covers relays, shot put, javelin, jumps, sprints.



Argyle track athletes do a lot of running in gyms, gravel field, around the neighbourhood. Our field athletes do not have a place to practice right now. In the past, they have practiced on the Argyle gravel and grass fields.

Carson Graham Secondary

The PHE department uses Mahon Track three times a year to do the 12-minute run fitness tests, for two days at a time: once in mid-September; mid-November; and in early June. Occasionally, a class will go down to the track do a fitness run.

The track and field team uses the Mahon track twice a week after school to practice during the track and field season. The track is very busy at this time of year as several private high schools (Saint Thomas Aquinas, Bodwell, Brockton) and elementary schools use it to practice as well.

Cross country uses Mahon Track and the trails behind it about once a week for XC training and use the Mosquito Creek trails about once a week.

Handsworth Secondary

The majority of PE classes have PE track units.

The track is used primarily for school track and cross country team training, as well as PE warm-up

Throws are practiced primarily on the gravel field.

Community clubs (NorWesters and Hershey Herriers) come in at 5:15 for training

Track is used heavily during track season for elementary and high school track meets.

Seycove Secondary

Some track and field in PE classes occurs on the grass field, but not too much.

Track team does throws on grass field.

Distance training, sprint training and hurdles are done on the field but students will go to Handsworth once a week for training.

High jump if done, occurs in the gym.



Sutherland Secondary

The track is utilized for PE in the spring and summer for track units and fitness testing.

Windsor Secondary

Community groups, parents watching soccer games, young kids, PE classes, cross country and track team members all use the Windsor track.

The track is typically used for warming up at the beginning of class, fitness testing (12-min run), track & field unit (sprints).

The track is used by the community before school and in the evenings. The cross country team will use it twice (once before school and once after school) a week during the season and the track team trains 2-3 times a week after school.

Windsor track is used pretty consistently during and after school. During the winter months, it isn't used as much, but in the fall and spring the PE and teams use it all the time.

Windsor has a track for running events. Our throwing and long jump practices take place on an elementary gravel field.



Section Three

Track Facility Expenditures

This section provides an overview of relative costs with respect to track facility design, construction, maintenance, and enhancement.

Maintenance of current track facilities

There is no formal NVSD ongoing maintenance plan for our existing tracks at present. Our maintenance has typically been reactive, responding to school-based concerns or concerns brought forward by user groups.

Basic ongoing maintenance of **asphalt tracks** should include: perimeter drainage cleaning; debris and leaf blowing; annual surface cleaning (power brush); 5-year line painting; and, annual visual surface inspection and crack repair.

Asphalt Track		
Monthly	Debris cleaning/blowing	\$500
Annual	Power washing	\$10,000
	Perimeter Drainage Cleaning	\$2,000
Year 5	Line Stripping	\$15,000
Year 10	Line Stripping	\$15,000

Estimated Annual Costs operation and maintenance for an asphalt track over a 12-15 year time frame. Cleaning frequency yearly to recognize the north shore weather and heavily forested conditions typically found on our sites which results in excess debris and algae/mold growth resulting in slippery surfaces.

Basic ongoing maintenance of a **rubberized track** would be similar, but require more frequent debris cleaning (potentially bi-weekly or depending on events scheduled), annual power washing and treatment for algae and mold, budgeting for annual surface wear and tear and eventual renewal at end of service life, estimated at 20 years.

Rubberized Track		
Monthly	Debris cleaning/blowing	\$500
Annual	Power washing	\$17,000
	Patch/Repair	\$5,000
	Perimeter Drainage Cleaning	\$2,000
Year 5	Line Stripping	\$15,000
Year 10	Line Stripping	\$15,000



Rubberized Track		
Year 12-15	New 3mm Top Cap	\$243,000
	New Track Lines & Marking	

Estimated Annual Costs operation and maintenance for a rubberized track over a 12-15 year time frame. Cleaning frequency yearly to recognize the north shore weather and heavily forested conditions typically found on our sites which results in excess debris and algae/mold growth resulting in slippery surfaces.

Handsworth Secondary track maintenance is the NVSD's responsibility and maintenance in the last three years has been limited to patching to address safety issues (slip/trip/falls) and spot power washing to remove algae growth. Even this limited maintenance effort for the Handsworth track facility has been expensive. It is expected that the annual maintenance of a new rubberized track would be significant. NVSD Facilities and Planning staff have provided a preliminary, ball-park estimate of \$15k/year for a rubberized track; a detailed estimate from a qualified contractor/vendor would be required to confirm an accurate annual estimation.

A Joint Use Agreement is in place with the District of North Vancouver (DNV) for the Windsor Secondary School facility and the school district is fully responsible for the maintenance of the asphalt track.

A Joint Use Agreement is in place with the City of North Vancouver (CNV) for the Sutherland Secondary School facility and maintenance costs for the asphalt track are equally shared.

What is the general cost to build a track?

Preliminary investigation of construction of either a four or six lane track was undertaken for possible development at Handsworth Secondary School. The 4-lane option is being considered for potential funding by the community; the 6-lane track option is not ideal for the site due to the dual radius at each corner. Both options are considered to be in accordance with World Athletics/IAAF standards. The most current estimate for building the 4-lane option is \$3.626M.

In 2017, there was a community effort in West Vancouver to raise funding for a 6-lane track with an artificial turf field (ATF) which, at that time, was estimated to cost \$5.7M.

What is the cost of Lighting a Track?

Budgetary numbers acquired in 2017 for lighting the Artificial Turf Field (ATF) at Argyle Secondary School reflected a cost of \$60K for site servicing and \$320K for high mast lighting. An estimate of \$400K would be a high-level budget for the cost of lighting a track.

What is the surfacing of each of our current tracks?

Handsworth Secondary - Rubberized surface material that is at end of life



-
- Sutherland Secondary - Asphalt (a high-level budget was obtained for estimated costs to resurface the asphalt with a rubberized surface: approx. \$500K, excluding base repairs)
 - Windsor Secondary - Asphalt

How do we monitor the use of the tracks with external groups?

NVSD does not directly monitor the full use of our tracks. The facilities are managed after school hours through Joint Use Agreements with both the District of North Vancouver and the City of North Vancouver. Typically, the school in question has use of the track during school hours and until 5:30 pm. After 5:30 pm during the week, the North Vancouver Recreation Commission (NVRC) books out the facility to community users.

NVSD is aware of two user groups who regularly use the track at Handsworth Secondary School: the NorWesters Track and Field Club and the Hershey Harriers Running Club.

Summary:

Track and field is a component of NVSD curricular offerings for Physical Education instruction and, as a sport, is also a valued extra-curricular activity in the North Vancouver school district at both the elementary and secondary level. A high number of students regularly participate at the elementary level in accordance with our District's commitment to the annual Swanguard District Meet event. At the secondary level, track and field participation by students, beyond classroom curricular activity (i.e., as an extra-curricular school-sponsored activity within in the BC School Sports provincial oversight) is quite varied by school.

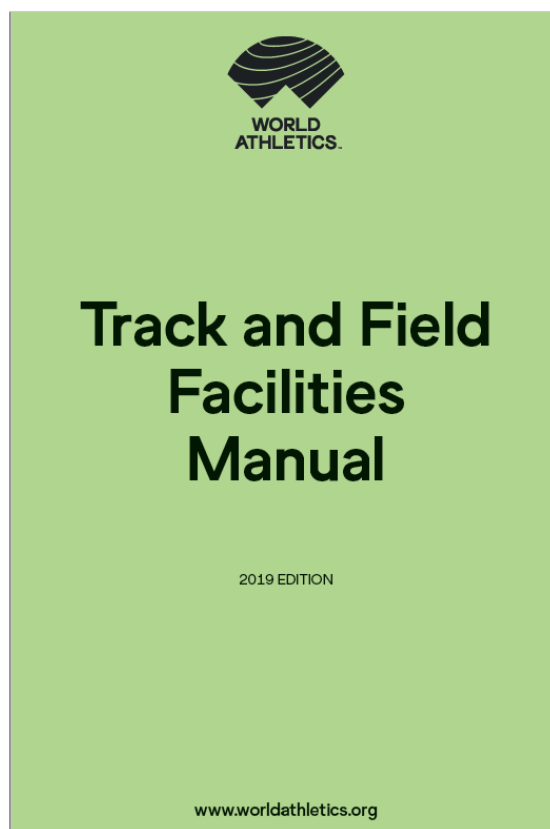
At present, the North Vancouver School District has three track facilities used for both curricular and extra-curricular (after school) activity, located at Windsor, Sutherland, and Handsworth Secondary schools. Tracks are most heavily used in spring in alignment with track and field season. The preferred track is located at Handsworth Secondary School as the rubberized track surface is considered safer for athletes.

Each of the NVSD tracks require greater preventative maintenance planning. Costs for a new track has been *roughly* estimated in the range of \$3.5 to \$5.5 Million. Additional costs for installation of lighting are estimated at \$320 to \$420K and rubberizing a track has been estimated at \$500K. All of these estimated amounts are provided based upon recent research; more precise estimations would require further specific investigation.

Overall, the greatest expressed need for track and field facilities was for a 'rubberized' track for athletic competitions.



ADDITIONAL INFORMATION:



The online version of the World Athletics (formerly IAAF) Track and Field Facilities Manual, as well as other Technical Documents, can be found at:

<https://www.worldathletics.org/about-iaaf/documents/technical-information>

Track and Field Facilities Manual 2019 Edition - Chapters 1-3	i	31 OCT 2019	PDF	EN
IAAF Track and Field Facilities Manual 2008 Edition - Chapters 4-8 (update follows in 2020)	i	02 NOV 2019	PDF	EN

Schedule C.2
of the
Administrative Memorandum

Meeting Date: November 19, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **School District Enrolment and Organization of Classes Report – 2019/20**

Narration:

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

- General Student Enrolment information – confirmed September 29, 2019
- Supplemental Enrolment Information (SPED, ELL, Aboriginal)
- Review of Class Size Limits/Composition Requirements
- Class Size Average Comparison
- Combined Classes Comparison

The Organization of Classes Report 2019/20 will be presented by Superintendent Pearmain.

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

Meeting Date: November 19, 2019

Board

Board, in camera

Topic (as per the Memorandum): Land Management

Narration:

Argyle Secondary School: Replacement Update

Construction continues on the new replacement school with a completion target date of September 2020. The majority of the steel superstructure is now complete. Focus is on completing the roof structure.

Handsworth Secondary School: Replacement Update

95% costing for the project is complete; however, due to costs associated with construction escalation and tariffs the overall budget for the project required the Ministry of Education Capital Branch to go back to Treasury Board for increased funding. Per Ministry direction the North Vancouver School District is delaying the public tender phase of the project until we receive approval from Treasury Board. The NVSD is hopeful that we will release the public tender for the Handsworth project in December.

Mountainside Secondary School: Seismic Upgrade

Mountainside Secondary School Seismic Upgrade project, consisting of five construction phases, is currently working within a construction Phase 1 that is scheduled to be completed by the end of January / early February 2020. There are a lot of activities currently happening within the school and outside of the school, along north and west perimeter of the building. All interior and exterior work is progressing according to schedule.

Lucas Centre: Status

There has been no change in the status of the Lucas site.

Cloverley: Status

There has been no change in the status of the Cloverley site nor the replacement proposal that has been submitted to the Ministry of Education.

Schedule C.4
of the
Administrative Memorandum

Meeting Date: November 19, 2019 **Board** **Board, in camera**

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

Narration:

Windsor – a field trip to Idaho, USA has been scheduled for February 27-March 1, 2020. The trip involves 40-50 students Jazz Band and Choir students, who will be accompanied by two teacher supervisors and two other adult supervisors.

Students will travel by charter bus and will be accommodated in a hotel during their stay. The estimated cost per student is \$1,080 and will be paid by students.

The objective of this extracurricular trip is to participate in a music festival, both as performance and audience members. By travelling and performing together away from home, students will be provided with team-building opportunities that will enhance and enhance their performance abilities and interpersonal relationship skills.

Argyle – a field trip to Japan has been scheduled for March 11-29, 2020. The trip involves 30 Grade 10-12 students of the Argyle Digital Media Academy, accompanied by two teacher supervisors and one other adult supervisor.

Students will travel to Japan by air, and will travel by train and public transit during their stay. Accommodation will be in hotels/hostels. The cost per student is approximately \$3,500 and will be paid by the students.

The purpose of this extracurricular trip is to supplement DMA studies by visiting a country that is a world leader in design, animation and game design. Students will see the principles of design and animation applied in everyday Japan, and will enrich their understanding of and experience with fashion, commercial design, animation and the Japanese game industry. The culture and food of Japan will also be explored during the trip.

Handsworth/Argyle – a field trip to Peru has been scheduled for March 14-26, 2020. The trip involves approximately 25 Grade 10-12 Spanish, Social Studies, and Art students, accompanied by four teacher supervisors and one additional Board Employee supervisor.

Students will travel by air to and within Peru, and will also travel by coach bus and train during their stay. Accommodation for students will be in hotels and homestay. The trip cost is approximately \$4,700 per student, which will be paid by the students.

The purpose of this extracurricular trip is to enhance studies in both Spanish Language curriculum, as well as the Social Studies curriculum, with additional connections to the Art and Comparative

Schedule C.4. (continued)

Narration (continued):

Civilizations curricula. Students will explore many significant historic sites and architectural treasures and will experience Peruvian culture through both their homestay experience and through additional planned activities. An excursion to the Machu Picchu World Heritage Site is also scheduled.

Argyle – a field trip to Finland/Estonia/Latvia is scheduled for March 12-20, 2020. The trip involves approximately 65 Grade 10-12 students in Concert Band, Concert Choir and Chamber Choir, accompanied by three teacher supervisors and one additional Board Employee supervisor.

Students will travel by air to Helsinki, Finland and by bus and ferry during their stay in Finland, Estonia and Latvia. They will return home by air from Helsinki. Accommodations will be in hotels. The trip cost is approximately \$3,900 per student, paid by the students.

The purpose of this extracurricular trip is to experience musical, cultural and historic sites in these Northern European countries, while also gaining performance experience as a large ensemble, through performances on their own and with local students and youth. Through visits to historical and heritage locations during the trip, students will also supplement their knowledge and experience of life in countries other than their own, including exposure to foreign languages and to European history.

Schedule C.5
of the
Administrative Memorandum

Meeting Date: November 19, 2019 **Board** **Board, in camera**

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

Narration:

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

Schedule C.6
of the
Administrative Memorandum

Meeting Date: November 19, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)**

Narration:

Trustees will provide an update on information related to BC School Trustees Association and BC Public Schools Employers' Association.

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

Meeting Date: November 19, 2019 **Board** **Board, in camera**

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

Narration:

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

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

Meeting Date: November 19, 2019 **Board** **Board, in camera**

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

Narration:

Date and Time	Event	Location
Tuesday, December 10, 2019 at 6:30 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, January 14, 2020 at 7:00 pm	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, January 21, 2020 at 6:30 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, February 4, 2020 at 7:00 pm	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, February 25, 2020 at 6:30 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

All meetings will take place on the 5th floor in the Mountain View Room, unless otherwise noted.
 Pedestrian Access: Main West Entrance at 2121 Lonsdale Avenue, proceed by elevator to 5th Floor.
 Vehicle Access: Parkade Entrance off West 21st Street and Lonsdale Avenue, park on Level P1 and proceed by elevator to 5th floor.

**ScheduleE.....
of the
Administrative Memorandum**

Meeting Date: November 19, 2019 **Board** **Board, in camera**

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

Narration:

In accordance with Board Policy 104: Board of Education – Meetings; twenty (20) minutes will be provided at the end of a regular Board meeting during which attendees may provide comments or ask questions of the Board on business conducted during that meeting or on any matter pertaining to the School District. The Chair may defer a response if a question cannot be answered at that time.

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