



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, June 20, 2017 at
 7:00 pm

			Estimated Completion Time
A.	Call to Order		
A.1.	Chair Sacré's opening remarks	(no schedule)	7:00 pm
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	(no schedule)	7:00 pm
A.3.	Public Comment Period *		7:30 pm
A.4.	Approval of Minutes (that the minutes of the Public Meeting of May 16, 2017 be approved as circulated)	(no schedule)	7:35 pm
A.5.	Sustainability Cup Recognition		7:40 pm
A.6.	Student Presentation – District Student Leadership Council Report		7:55 pm
A.7.	Top Drawer Daycare Presentation		8:05 pm
A.8.	City of North Vancouver Presentation – Casano Loutet Overpass		8:15 pm
B.	Action Items		
B.1.	Capital Plan 2018/19		8:30 pm
B.2.	School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2017/18		8:45 pm
B.3.	Notice of Motion – Live Video Streaming and Archiving of Public Board Meetings		9:00 pm

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

* 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.	2016/17 Year In Review	9:10 pm
C.2.	Three-Year Operating Plan	9:20 pm
C.3.	Public Board Meetings 2017/18 (Tentative Schedule)	9:25 pm
C.4.	Land, Learning and Livability Community Engagement - Update	9:30 pm
C.5.	Superintendent’s Report	9:35 pm
C.6.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers’ Association (BCPSEA)	9:45 pm
C.7.	Trustees’ Reports	9:55 pm
D.	Future Meetings	9:55 pm
E.	Public Question & Comment Period	10:25 pm
F.	Adjournment	(no schedule) 10:25 pm

Georgia Allison
Secretary Treasurer

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

Schedule A.3.....
of the
Administrative Memorandum

Meeting Date: June 20, 2017 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 6:50 – 7:00 pm prior to the meeting's commencement. The Chair will invite those wishing to speak in the order that their name appears on the signup sheet.

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

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

Speakers may speak only once at the Public Comment Period.

School District No. 44 (North Vancouver)

Minutes of the Public Meeting of the Board of Education, School District No. 44 (North Vancouver) held in the Mountain View Room of the Education Services Centre at 2121 Lonsdale Avenue in North Vancouver, British Columbia, on Tuesday, May 16, 2017.

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

ABSENT: S. Skinner

A. Call to Order

Chair Sacré called the meeting to order at 7:03 pm and welcomed those in attendance. The traditional territorial lands of the Squamish Nation and Tsleil-Waututh Nation were acknowledged. The recent provincial election referenced, recognizing and thanking the incoming and outgoing MLAs for North Vancouver.

A.2. Approval of Agenda

Moved by F. Stratton

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

Seconded by J. Stanley

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.

Marnie Gibin, Karyn Magnussan, Marlis Yassin, Parvinder Hardwich, Tracey Lebedawich and Angela Santoro, all residents of North Vancouver, spoke to the proposed learning spaces at Highlands Elementary School. It was requested that the School District look at alternative options for kindergarten students coming in for the 2017/18 school year.

Mary Sparks, resident of North Vancouver, spoke to her requirements as a School District counsellor, asking that the School District maintain the current time she has to address the needs of students.

Nicole Cook, resident of North Vancouver, spoke on behalf of Top Drawer Daycare, noting the space issues for parents and providing a proposal for alternative options. Ms. Cook requested a delegation in front of the Board at the June 20, 2017 Public Board Meeting.

A.4. Approval of Minutes

A correction to the minutes of April 18, 2017 was requested in Section C.5. to change AKF to AFK.

Moved by F. Stratton

that the minutes of the public meeting of April 18, 2017 be approved as amended.

Seconded by B. Forward

A.5. Student Presentation – Argyle Secondary

Students from Argyle Secondary School presented their journey to Vimy Ridge and other historical sites related to World War I and World War II. Through photos and videos, the students shared the most memorable and remarkable moments.

Seeing the historical sites and war zones first hand had a meaningful impact the students and on how they continued to study throughout the year. The students shared that they hope that trips like this continue so other students have the opportunity to enrich their education and knowledge.

Trustees thanked the students from Argyle Secondary for their presentation.

A.6. Student Presentation – Carson Graham Secondary Global Initiatives

The Global Initiatives and Leadership course is a student leadership program with a focus on global service projects as well as local service initiatives. This past Spring Break, 31 students from the course travelled to the Dominican Republic to participate in a service trip. The group has partnered with Dominican communities since 2011 helping bring sustainable and meaningful change for families living in poverty.

Rob Olson, Carson Graham's Global Initiatives and Leadership Teacher, introduced the program and shared with the Board that not only does this trip impact the families in the Dominican Republic, it impacts the students who get to experience the culture and customs of a third world country.

The following members of the Global Initiatives and Leadership course were presented to the Board: Chloe Brebner (Grade 11), Parsa Khodabashki (Grade 11) and Liam Olsen (Grade 11). The students provided highlights, through photos and videos, of their recent trip to the Dominican Republic to complete humanitarian work through active participation in construction projects for impoverished families and experiencing the daily life of those living in poverty.

In response to Trustees' questions, the students relayed what they had taken away from this experience, sharing that this trip had taught them lessons that you can't learn in a classroom. This experience allowed the students to focus their goals for the future and be thankful for the opportunities that are provided to them in Canada and in North Vancouver.

A.7. North Vancouver Sport and Recreation Council Presentation

The North Vancouver Sport and Recreation Council is a non-profit society that provides a common voice for sport and recreation in North Vancouver. Mr. Bruce Tout, Vice Chair of the Council, presented the results of a survey that was sent out regarding the communities' needs and wants for sports facilities in North Vancouver.

Mr. Tout shared a needs assessment summary with the Board. The following North Vancouver needs were discussed: a new competition track and field facility, lights for outdoor courts, replacing two all-weather fields, a new curling rink and creating an indoor track facility.

The North Vancouver Sport and Recreation Council requested that the School District meet to consult on the facility needs in order to ensure that youth in North Vancouver have the ability to pursue active and healthy lives.

C.1. Annual Facilities Grant

Secretary Treasurer Georgia Allison reported that the Ministry of Education recently announced the allocation of the Annual Facilities Grant (AFG) for 2017/18. The North Vancouver School District will receive a total of \$2,945,252 which is the same net grant received in the prior year. The 2017/18 allocation is split between operating funds (\$626,273) and capital funds (\$2,318,979). A deduction of \$53,310 will be made from the operating portion of the funding allocation to pay for the North Vancouver School District's share of the Capital Asset Management System (CAMS).

Secretary Treasurer Allison invited to the table Jim Mackenzie, Director of Facilities and Planning, and Mike Chapman, Assistant Director of Facilities and Planning, to provide further information and respond to Trustees' questions.

C.2. Elementary School Fees 2017/18

Superintendent of Schools Mark Pearmain introduced this item and noted that, in accordance with [Policy 706: School Fees](#), the elementary fees included in the Board agenda package for Trustees' information have been reviewed by school administrators consulting with appropriate staff, students and Parent Advisory Council. Superintendent Pearmain noted that the range of fees is based on cost recovery and Trustees are encouraged to contact their individual schools for clarification.

C.3. Land, Learning and Livability Community Engagement - Update

Mark Pearmain, Superintendent of Schools, introduced this agenda item and updated the Board on the Argyle Secondary School Replacement Project and the Handsworth Secondary School Project. Clarity was provided to the Trustees on the field options that are being discussed for the Argyle Secondary Replacement Project.

C.4. Tuesday, April 25, 2017 Standing Committee Meeting

Trustee Sacré reported on the meeting that focused on, and provided a comprehensive overview of, the restored language that will be in place for September 2017.

C.5. Superintendent's Report

Superintendent Mark Pearmain shared highlights of his visits to elementary and secondary schools. Recognition was provided to the students from the North Vancouver School District who received awards at the City and District Civic Youth Awards, which were attended by members of the Executive Committee.

C.6. Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)

There was nothing to report out on BCSTA or BCPSEA.

C.7. Trustees' Reports

Trustee Skinner was away due to illness.

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

1. Meetings attended by Trustees included:
 - Standing Committee Meeting
 - Trustee Seminar
 - Calendar Committee Meeting
 - Seclusion and Restraint Committee Meeting

C.7. Trustees' Reports (continued)

- Inclusion Meeting
- PAC Meetings
- ITC Meeting
- Table Matters Meeting
- AFK Management Committee Meeting

2. Events attended by Trustees included:

- Primary Days of Music
- All Candidates Meeting
- BCSTA AGM
- NVPAC Physical Literacy Event
- Friendship Bench at Sutherland Secondary
- North Vancouver District Civic Youth Awards
- City of North Vancouver Civic Youth Awards
- Ridgeway Elementary Spring Fair
- VSO Honours Concert

D. Future Meetings

Date and Time	Event	Location
Tuesday, June 13, 2017 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, June 20, 2017 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

E. Public Question & Comment Period

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

There was no one wishing to speak.

F. Adjournment

The established agenda being completed, the Chair adjourned the meeting at 9:51 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: June 20, 2017 Board Board, in camera

Topic (as per the
Memorandum): **Sustainability Cup Recognition**

Narration:

This year the North Vancouver School District hosted a Sustainability Cup Challenge. Ten schools assembled teams to organize green campaigns and activities as a way to promote and engage students proactively in understanding and protecting the environment.

The NVSD would like to recognize Upper Lynn Elementary for implementing a wide range of environmental initiatives and winning first place in the 2017 NVSD Sustainability Cup. Staff and students worked from December 2016 until March 2017 to implement initiatives such as: "Walking Wednesdays", "Lights out Lunch", "Spring Break Shutdown", pollinator garden planting, salmon fry release, and many more.

Luke Smeaton, Manager of Sustainability, Energy & Environmental Planning will recognize Joan Martins, Principal, and Ilona Wardas, Vice Principal, who are representing Upper Lynn Elementary.

Schedule A.6.
of the
Administrative Memorandum

Meeting Date: June 20, 2017 Board Board, in camera

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

Narration:

The District Student Leadership Council (DSLCC) provides an avenue for the provision of student opinion, voice and input on educational issues and practices that affect student learning within the School District. Established in 2005, and guided by Board [Policy 411: Student Leadership Council](#), the District Student Leadership Council draws its membership of 40 plus students from all secondary schools in the North Vancouver School District. The entire Council meets at least once each month to discuss relevant issues, ideas, and areas of concern regarding students' education. Student representatives from the DSLCC meet regularly with various School District groups and committees and attend most open School District meetings with a mandate to present and provide a student voice on important issues.

The Board provides an annual budget to support and foster the activities of the District Student Leadership Council, and staffing support to coordinate and facilitate the activities of the Council.

DSLCC Coordinators Brenda Bell, Principal, Cove Cliff Elementary School, and Greg, Hockley, Vice Principal, Argyle Secondary School, Cary Hungle, Principal, Queensbury Elementary School and Justin Wong, Vice Principal, Handsworth Secondary School, work with the District Student Leadership Council.

Following the presentation, members of the District Student Leadership Council will respond to questions from the Trustees.

Schedule A.7
of the
Administrative Memorandum

Meeting Date: June 20, 2017 Board Board, in camera

Topic (as per the Memorandum): **Top Drawer Daycare Presentation**

Narration:

Top Drawer Daycare are proposing to host a pilot of before and after school care. Parent representative Natalie West will provide context of the proposal and an update to the Board. Ms. West along with Nicole Cook and Tanya Henderson will be available to answer questions.

Schedule A.8.
of the
Administrative Memorandum

Meeting Date: June 20, 2017 Board Board, in camera

Topic (as per the Memorandum): **City of North Vancouver Presentation – Casano Loutet Overpass**

Narration:

The City of North Vancouver is proposing a concept for an overpass to improve walking and cycling opportunities and connections over the Trans Canada Highway. The completion of this connection between North Vancouver neighborhoods will remove a barrier to create accessibility to local schools.

The City has extensively engaged students and staff in the School District through workshops and a public open house at Sutherland Secondary School. Adam Vasilevich, Parks and Greenways Planner from the City of North Vancouver, will present to the Board and answer any questions about the project.

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

Meeting Date: June 20, 2017 Board Board, in camera

Topic (as per the Memorandum): **Five-Year Capital Plan 2018/2019 (for Approval)**

Narration:

Each year, boards of education are required to submit a five-year Capital Plan providing details on high priority projects needed for their school districts. The deadline for the North Vancouver Board of Education adopting the Five-Year Capital Plan is June 30, 2017.

The Capital Planning Committee typically convenes to discuss information related to the Five-Year Capital Plan submission before the plan is completed for submission. In mid April 2017 direction was received from the Ministry of Education requiring school districts to submit their Capital Plans by June 30, 2017. This has not provided enough time to call the Capital Planning Committee together for review of the Draft 2018/19 Capital Plan, however the Committee did meet in February of 2017 to review the updated 2017 Long Range Facilities Plan, which was used to identify priorities for the Draft 2018/19 Five-Year Capital Plan.

Capital Planning Instructions were issued by the Ministry of Education in April, identifying requirements and priorities for the preparation and submission of the Five-Year Capital Plan. The Ministry Capital Plan timeline has changed from prior years, and continues to consolidate various capital funding programs into a single call for projects as part of the Capital Intake Process. The priorities identified in the Capital Plan instructions include:

- Seismic Mitigation Program (SMP)
- School Expansion Projects (EXP)
- School Replacement Projects (REP)
- Building Envelope Program (BEP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- School Bus Replacement Program (BUS)

The Capital programs for SMP, EXP, REP and BEP require projects to be prioritized based over a five-year budget horizon. The SEP, CNCP and BUS programs only require funds to be identified for a single budget year. The Ministry has expressed that submissions will be used to inform the selection of priority capital projects for the Ministry's 2018/19 fiscal year, and longer term Capital Planning.

In order for capital projects to be considered as priorities by the Ministry of Education, school districts are required to have a current Long Range Facilities Plan (LRFP) in place to support the Capital Plan. The LRFP is to incorporate consideration of demographic changes, enrolment patterns, residential developments planned in the community, facility condition, and capacity utilization. Additionally, Project Request Fact Sheets (formerly Project Identification Reports) are required for all projects identified as priorities for seismic mitigation, school expansion, and replacements.

Schedule B.1. (continued)

Narration (continued):

Matrix Planning was engaged to update the School District's Long Range Facilities Plan in 2017. Key findings of the LRFP were used to identify the project priorities for the Draft 2018/19 Five-Year Capital Plan Intake submission, due June 30, 2017.

The updated LRFP was brought before the Capital Planning Committee in February 2017 for review and input, and then finalized for presentation to the Board at the March 7, 2017 Public Board Meeting.

Taking into account the LRFP as well as the Ministry's emphasis on facilities condition and seismic ratings, the Draft 2018/19 Five-Year Capital Plan identifies the following priorities in the tables below for each Category:

Seismic Mitigation Program (SMP)

Projects below are identified by priority per previous Ministry Seismic Assessments. Please note that the Ministry has requested that we have consultants provide technical and costing updates to the Seismic Project Identification Report, and Project Development Reports for both schools. The Handsworth update is still in progress and costing is yet to be determined, so we have added \$3 million to the previous seismic project costing, per guidance from our cost consultant.

Project Priority	Facility Name	Project Timing	Seismic Risk	Project Cost
1	Handsworth	2019/2020	H1	\$ 46,047,692
2	Mountainside	2022/2023	H3	\$ 19,779,016

School Expansion Projects (EXP)

Priority based on Long Range Facilities Plan and enrolment projections. Please note that an unqualified placeholder of \$10 million is carried forward from the previous year for priority 1, and costing is yet to be determined.

Project Priority	Facility Name	Project Timing	Project Description	Preliminary Estimate
1	New Lower Lonsdale	2018/19	Site Acquisition	\$ 10,000,000
2	New Lower Lonsdale	2020/21	New 40 K/ 450 Elementary School	\$ 17,589,862
3	Carson Graham	2022/23	Expand Capacity of school by 200	\$ 9,236,862

School Replacement Projects (REP)

Priority based on a combination of facility condition with consideration to future enrolment pressures.

Project Priority	Facility Name	Project Timing	Project Description	Preliminary Estimate
1	Seymour Heights / Blueridge	2020/21	Replace one school with expanded 60 K / 425	\$ 16,604,998
2	Lynnmour	2021/22	Replace with expanded 60 K / 400	\$ 16,638,133
3	Queensbury	2022/23	Replace with expanded 60 K / 400	\$ 17,081,413
4	Larson	2022/23	Replace with expanded 60 K / 475	\$ 18,958,864
5	Brooksbank	2022/23	Replace with expanded 60 K / 425	\$ 17,949,871

Schedule B.1. (continued)

Narration (continued):

Building Envelope Program (BEP)

This funding is subject to schools identified through a risk assessment report facilitated by BC Housing. The Ministry has advised that only Dorothy Lynas Elementary was eligible for consideration under the program, and they have advised to carry a project budget of \$277,000.00. We have prioritized this item for the 2018/19 fiscal year.

School Enhancement Program (SEP)

Project call is for the 2018/19 year, and limited to five priorities. SEP projects are investments that will contribute to the safety and function of the school and will extend the life of the existing asset. Projects and priorities are identified with the use of the Ministry's Capital Asset Management System, consulting reports, and Facilities staff input.

Project Priority	Project Type	Project Description	Facility Name	Project Cost
1	Window Replacement	Group A - Window Replacement - Capilano and Eastview	Capilano Eastview	\$1,276,537
2	Window Replacement	Group B - Window Replacement - Braemar and Ross Road	Braemar Ross Road	\$1,134,679
3	Heating and Ventilation Upgrades	Group C - Boiler replacement in 4 schools Capilano, Braemar, Ross Road, and Cleveland	Multiple Schools	\$1,037,600
4	Safety Enhancements	Group D - Renewal of emergency lighting systems and exit signage in 18 Schools	Multiple Schools	\$1,066,150
5	Safety Enhancements	Group C - Renewal of Public address systems in 9 Elementary Schools	Multiple Schools	\$ 959,454

Carbon Neutral Capital Program (CNCP)

Project call is for 2018/19 year only, and limited to three priorities. Projects must contribute to measurable emissions reductions, operational cost savings, align with VFA equipment renewal period and LRFP.

Project Priority	Project Type	Project Description	Facility Name	Project Cost
1	Boiler Replacement	Replacement of low efficiency boilers in each mechanical room with two individual high efficiency boilers, pumps and DDC controls	Capilano	\$ 237,600
2	Boiler Replacement	Replacement of low efficiency boilers with 2 high efficiency boilers, pumps and DDC controls	Ross Road	\$ 233,680
3	Boiler Replacement	Replacement of low efficiency modular boiler with high efficiency boilers, pumps and DDC controls	Braemar	\$ 309,880

School Bus Replacement Program (BUS)

Funding Eligibility is based on, school bus age, mileage, safety and mechanical issues. Although no buses in the School District meet these requirements, we have been encouraged to apply for funding by the Ministry, and have included a request to replace an existing 10-year-old bus.

Schedule B.1. (continued)

Narration (continued):

Timelines

Capital Planning timelines for the coming year are provided in the table below.

Capital Planning Timelines	
June 20, 2017	Presentation at Public Board Meeting of DRAFT 2018/19 Five-Year Capital Plan priorities and timelines for Board consideration and adoption.
June 30, 2017	Due date for Boards of Education to submit 2018/19 Five-Year Capital Plan to Ministry complete with Board Resolution adopting the plan.
July 2017 – September 2017	Ministry conducts intake review, and prioritizes Five year Capital Plan, and determines budget for 2018/2019 Capital Expenditures.
October 2017	Ministry Provides Treasury Board with the 2018/19 Capital Budget.
February 2018	Ministry provided with capital project approvals for 2018/19.
March 2018	Ministry sends capital response letters to School Districts identifying capital projects that are approved to proceed with for 2018/19.
March / April 2018	Ministry releases Capital Plan Intake instructions for 2019/20.

Jim Mackenzie and Michael Chapman from the Facilities and Planning Department will introduce and provide an overview the Capital Plan for the consideration of the Board of Education.

RECOMMENDED MOTION:

that the Board approve the Draft 2018/2019 Five-Year Capital Plan as presented in Schedule B.1. of June 20, 2017.

Schedule B.2
of the
Administrative Memorandum

Meeting Date: June 20, 2017 Board Board, in camera

Topic (as per the Memorandum): **School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2017/18**

Narration:

Introduction and Summary

As required under the School Act, the Board must adopt its budget bylaw on or before June 30, 2017 for the 2017/18 fiscal year. The draft 2017/18 Annual Budget, which balances estimated expenditures to forecasted revenues, is presented to the Board for their consideration this evening in the form specified by the Minister of Education, and is in the amount of \$181,948,420.

Budget Preparation Processes and Public Meetings

At its November 15, 2016 Public Meeting, the Board of Education approved the budget process for the 2017/18 Preliminary budget. The five partner groups; North Vancouver Parent Advisory Council (NVPAC), North Vancouver Teachers' Association (NVTA), Canadian Union of Public Employees (CUPE Local 389), North Vancouver Administrators (NoVA), and District Student Leadership Council (DSLCL) were invited to attend Finance and Facilities Standing Committee meetings. At these meetings they would be provided budget information and opportunities for partner group presentations, group discussion, and input.

On February 7, 2017, there was a staff presentation on historical budget priorities relating to the School District's forecasts, the Amended Operating Grant and the three-year Forecast.

On March 28, 2017, there were presentations made by three partner groups and table group discussion related to the presentations, emailed comments, updated forecasts and the Preliminary Grant Announcement by the Province. The table groups discussed their priorities and provided their group feedback on the budget priorities for the Executive to incorporate into their recommendations.

At the April 18, 2017 Public Board Meeting, the Executive's recommendations for the 2017/18 Budget priorities were presented to the Board for consideration. The recommendations were adopted by the Board as the budget directions.

The budget incorporates \$665,252 in Administrative savings required by the Ministry of Education.

The 2017/18 Annual Budget, in the form required by the Ministry of Education, incorporates the Board approved budget directions. The Board will consider adopting the 2017/18 Annual Budget Bylaw at this evening's meeting.

Schedule B.2 (continued)

Narration (continued):

Georgia Allison, Secretary Treasurer, and Mark Pearmain, Superintendent, will be available to respond to Trustees' questions.

Attachments:

Annual Budget Bylaw for 2017/18
School District Annual Budget Fiscal Year 2017/18
2017/18 Executive Committee Recommendations

RECOMMENDED MOTION:

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2017/18 be read a first time;

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2017/18 be read a second time;

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2017/18 be read a third time, passed and adopted.

Procedural Note:

(per section 68(4) of the *School Act*) the Board may not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2017/2018 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

- 1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
- 2. This bylaw may be cited as School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2017/2018.
- 3. The attached Statement 2 showing the estimated revenue and expense for the 2017/2018 fiscal year and the total budget bylaw amount of \$181,948,420 for the 2017/2018 fiscal year was prepared in accordance with the *Act*.
- 4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2017/2018.

READ A FIRST TIME THE 20th DAY OF JUNE, 2017;

READ A SECOND TIME THE 20th DAY OF JUNE, 2017;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2017;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 44 (North Vancouver) Annual Budget Bylaw 2017/2018, adopted by the Board the _____ DAY OF _____, 2017.

Secretary Treasurer

Annual Budget

School District No. 44 (North Vancouver)

June 30, 2018

School District No. 44 (North Vancouver)

June 30, 2018

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

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READ A FIRST TIME THE 20th DAY OF JUNE, 2017;

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READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 2017;

Chairperson of the Board

(Corporate Seal)

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 44 (North Vancouver) Annual Budget Bylaw 2017/2018, adopted by the Board the _____ DAY OF _____, 2017.

Secretary Treasurer

School District No. 44 (North Vancouver)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	15,052,000	15,202,250
Adult	23,000	15,563
Other	92,750	88,000
Total Ministry Operating Grant Funded FTE's	15,167,750	15,305,813
Revenues	\$	\$
Provincial Grants		
Ministry of Education	142,503,907	136,377,579
Other	10,000	10,000
Federal Grants	5,000	5,000
Tuition	9,275,000	9,890,000
Other Revenue	11,634,658	11,318,729
Rentals and Leases	2,030,638	1,839,716
Investment Income	431,300	431,300
Amortization of Deferred Capital Revenue	5,885,700	5,599,715
Total Revenue	171,776,203	165,472,039
Expenses		
Instruction	145,846,958	138,832,953
District Administration	4,767,629	5,196,169
Operations and Maintenance	26,076,842	25,941,021
Transportation and Housing	453,128	476,357
Total Expense	177,144,557	170,446,500
Net Revenue (Expense)	(5,368,354)	(4,974,461)
Budgeted Allocation (Retirement) of Surplus (Deficit)	2,175,425	1,983,884
Budgeted Surplus (Deficit), for the year	(3,192,929)	(2,990,577)
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(3,192,929)	(2,990,577)
Budgeted Surplus (Deficit), for the year	(3,192,929)	(2,990,577)

School District No. 44 (North Vancouver)

Annual Budget - Revenue and Expense

Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	150,671,688	149,692,967
Operating - Tangible Capital Assets Purchased	230,900	455,100
Special Purpose Funds - Total Expense	16,590,377	10,871,041
Special Purpose Funds - Tangible Capital Assets Purchased	572,963	837,100
Capital Fund - Total Expense	9,882,492	9,882,492
Capital Fund - Tangible Capital Assets Purchased from Local Capital	4,000,000	
Total Budget Bylaw Amount	181,948,420	171,738,700

Approved by the Board

Signature of the Chairperson of the Board of Education

Date Signed

Signature of the Superintendent

Date Signed

Signature of the Secretary Treasurer

Date Signed

School District No. 44 (North Vancouver)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(5,368,354)</u>	<u>(4,974,461)</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(803,863)	(1,292,200)
From Local Capital	<u>(4,000,000)</u>	
Total Acquisition of Tangible Capital Assets	<u>(4,803,863)</u>	<u>(1,292,200)</u>
Amortization of Tangible Capital Assets	<u>9,882,492</u>	9,882,492
Total Effect of change in Tangible Capital Assets	<u>5,078,629</u>	<u>8,590,292</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u>(289,725)</u>	<u>3,615,831</u>

School District No. 44 (North Vancouver)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	131,945,567	131,274,438
Other	10,000	10,000
Federal Grants	5,000	5,000
Tuition	9,275,000	9,890,000
Other Revenue	5,029,658	4,713,729
Rentals and Leases	2,030,638	1,839,716
Investment Income	431,300	431,300
Total Revenue	148,727,163	148,164,183
Expenses		
Instruction	129,341,581	128,046,912
District Administration	4,682,629	5,111,169
Operations and Maintenance	16,194,350	16,058,529
Transportation and Housing	453,128	476,357
Total Expense	150,671,688	149,692,967
Net Revenue (Expense)	(1,944,525)	(1,528,784)
Budgeted Prior Year Surplus Appropriation	2,175,425	1,983,884
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(230,900)	(455,100)
Total Net Transfers	(230,900)	(455,100)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2018

	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	128,153,902	127,458,920
Other Ministry of Education Grants		
Pay Equity	2,966,047	2,966,047
Funding for Graduated Adults	12,000	13,413
Transportation Supplement	40,566	40,566
Carbon Tax Grant	90,000	90,000
Return of Administrative Savings	665,252	665,252
Scorer/Marker Training	17,800	17,740
Skills Training Support	-	17,500
Skills Access Training Support	-	5,000
Total Provincial Grants - Ministry of Education	131,945,567	131,274,438
Provincial Grants - Other	10,000	10,000
Federal Grants	5,000	5,000
Tuition		
Summer School Fees	90,000	90,000
International and Out of Province Students	9,185,000	9,800,000
Total Tuition	9,275,000	9,890,000
Other Revenues		
Miscellaneous		
Cheakamus Centre	2,386,058	2,083,349
District Miscellaneous	192,000	225,000
Band & Strings	543,000	540,000
Recoveries and Donations	211,500	174,200
School Miscellaneous	332,500	363,000
Artists for Kids	216,300	330,000
Academy Fees	1,148,300	998,180
Total Other Revenue	5,029,658	4,713,729
Rentals and Leases	2,030,638	1,839,716
Investment Income	431,300	431,300
Total Operating Revenue	148,727,163	148,164,183

School District No. 44 (North Vancouver)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object
Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Salaries		
Teachers	66,745,728	67,342,307
Principals and Vice Principals	9,411,620	9,284,171
Educational Assistants	12,723,266	12,549,113
Support Staff	11,554,199	11,554,891
Other Professionals	3,657,410	3,548,507
Substitutes	3,856,450	3,856,346
Total Salaries	107,948,673	108,135,335
Employee Benefits	26,861,981	26,230,908
Total Salaries and Benefits	134,810,654	134,366,243
Services and Supplies		
Services	7,687,684	7,273,673
Student Transportation	56,000	70,916
Professional Development and Travel	705,285	648,000
Rentals and Leases	25,000	40,000
Dues and Fees	58,100	59,100
Insurance	420,000	349,000
Supplies	3,968,155	3,949,915
Utilities	2,940,810	2,936,120
Total Services and Supplies	15,861,034	15,326,724
Total Operating Expense	150,671,688	149,692,967

School District No. 44 (North Vancouver)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	52,128,200	3,694,205	1,686,021	1,768,184		3,053,350	62,329,960
1.03 Career Programs	77,578		18,201	230,237		1,000	327,016
1.07 Library Services	2,278,500		175,502	167,652		15,000	2,636,654
1.08 Counselling	2,294,000					3,000	2,297,000
1.10 Special Education	5,707,333		10,112,855	488,250		486,000	16,794,438
1.30 English Language Learning	1,089,410					6,000	1,095,410
1.31 Aboriginal Education	471,045	115,480	429,093			9,000	1,024,618
1.41 School Administration		5,486,455		772,836		40,000	6,299,291
1.60 Summer School	232,717			7,000			239,717
1.62 International and Out of Province Students	2,451,945			89,765	154,401	1,000	2,697,111
1.64 Other	15,000			13,800	171,602	49,800	250,202
Total Function 1	66,745,728	9,296,140	12,421,672	3,537,724	326,003	3,664,150	95,991,417
4 District Administration							
4.11 Educational Administration					626,119		626,119
4.40 School District Governance					167,874		167,874
4.41 Business Administration		115,480		1,082,741	1,225,509	5,000	2,428,730
Total Function 4	-	115,480	-	1,082,741	2,019,502	5,000	3,222,723
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration				49,475	851,732		901,207
5.50 Maintenance Operations				6,502,987	460,173	185,300	7,148,460
5.52 Maintenance of Grounds				361,460			361,460
5.56 Utilities							-
Total Function 5	-	-	-	6,913,922	1,311,905	185,300	8,411,127
7 Transportation and Housing							
7.70 Student Transportation			301,594	19,812		2,000	323,406
Total Function 7	-	-	301,594	19,812	-	2,000	323,406
9 Debt Services							
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	66,745,728	9,411,620	12,723,266	11,554,199	3,657,410	3,856,450	107,948,673

School District No. 44 (North Vancouver)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2018

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2018 Annual Budget	2017 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	62,329,960	16,687,636	79,017,596	4,185,850	83,203,446	81,658,718
1.03 Career Programs	327,016	75,793	402,809	101,300	504,109	560,802
1.07 Library Services	2,636,654	678,481	3,315,135	16,000	3,331,135	2,829,264
1.08 Counselling	2,297,000	604,083	2,901,083	24,500	2,925,583	2,775,140
1.10 Special Education	16,794,438	3,897,062	20,691,500	375,000	21,066,500	22,698,837
1.30 English Language Learning	1,095,410	287,686	1,383,096	1,000	1,384,096	1,325,910
1.31 Aboriginal Education	1,024,618	244,808	1,269,426	48,700	1,318,126	1,286,168
1.41 School Administration	6,299,291	1,337,525	7,636,816	122,900	7,759,716	7,557,097
1.60 Summer School	239,717	62,785	302,502	15,200	317,702	220,155
1.62 International and Out of Province Students	2,697,111	699,441	3,396,552	1,124,300	4,520,852	4,669,281
1.64 Other	250,202	52,540	302,742	2,707,574	3,010,316	2,465,540
Total Function 1	95,991,417	24,627,840	120,619,257	8,722,324	129,341,581	128,046,912
4 District Administration						
4.11 Educational Administration	626,119	122,281	748,400	265,000	1,013,400	925,021
4.40 School District Governance	167,874	24,493	192,367	100,950	293,317	289,889
4.41 Business Administration	2,428,730	178,282	2,607,012	768,900	3,375,912	3,896,259
Total Function 4	3,222,723	325,056	3,547,779	1,134,850	4,682,629	5,111,169
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	901,207	198,770	1,099,977	570,100	1,670,077	1,626,149
5.50 Maintenance Operations	7,148,460	1,558,168	8,706,628	2,184,950	10,891,578	10,667,214
5.52 Maintenance of Grounds	361,460	80,425	441,885	365,000	806,885	831,046
5.56 Utilities	-	-	-	2,825,810	2,825,810	2,934,120
Total Function 5	8,411,127	1,837,363	10,248,490	5,945,860	16,194,350	16,058,529
7 Transportation and Housing						
7.70 Student Transportation	323,406	71,722	395,128	58,000	453,128	476,357
Total Function 7	323,406	71,722	395,128	58,000	453,128	476,357
9 Debt Services						
Total Function 9	-	-	-	-	-	-
Total Functions 1 - 9	107,948,673	26,861,981	134,810,654	15,861,034	150,671,688	149,692,967

School District No. 44 (North Vancouver)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2018

	2018	2017 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	10,558,340	5,103,141
Other Revenue	6,605,000	6,605,000
Total Revenue	17,163,340	11,708,141
Expenses		
Instruction	16,505,377	10,786,041
District Administration	85,000	85,000
Total Expense	16,590,377	10,871,041
Net Revenue (Expense)	572,963	837,100
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(572,963)	(837,100)
Total Net Transfers	(572,963)	(837,100)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2018

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Coding and Curriculum Implementation	Priority Measures
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	3,040,000	-	-	-	-	-	604,745
Add: Restricted Grants										
Provincial Grants - Ministry of Education	626,273	513,650			224,000	61,250	268,464	1,088,361	93,247	
Other				6,500,000						
	626,273	513,650	-	6,500,000	224,000	61,250	268,464	1,088,361	93,247	-
Less: Allocated to Revenue	626,273	513,650	-	6,500,000	224,000	61,250	268,464	1,088,361	93,247	604,745
Deferred Revenue, end of year	-	-	-	3,040,000	-	-	-	-	-	-
Revenues										
Provincial Grants - Ministry of Education	626,273	513,650			224,000	61,250	268,464	1,088,361	93,247	604,745
Other Revenue				6,500,000						
	626,273	513,650	-	6,500,000	224,000	61,250	268,464	1,088,361	93,247	604,745
Expenses										
Salaries										
Teachers							46,500	155,000		478,780
Principals and Vice Principals										
Educational Assistants		420,164						359,565		
Support Staff					164,461			70,467		
Other Professionals										
Substitutes							30,000		55,000	
	-	420,164	-	-	164,461	-	76,500	585,032	55,000	478,780
Employee Benefits		93,486			36,593		17,547	136,463	9,741	125,965
Services and Supplies	53,310			6,500,000	22,946	61,250	174,417	366,866	28,506	
	53,310	513,650	-	6,500,000	224,000	61,250	268,464	1,088,361	93,247	604,745
Net Revenue (Expense) before Interfund Transfers	572,963	-	-	-	-	-	-	-	-	-
Interfund Transfers										
Tangible Capital Assets Purchased	(572,963)									
	(572,963)	-	-	-	-	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2018

	Classroom Enhancement Fund	Violence Prevention	Metro Regional Implementation	PRP Carlile Youth Inpatient Unit	TOTAL
	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	202,565	3,847,310
Add: Restricted Grants					
Provincial Grants - Ministry of Education	6,875,785				9,751,030
Other		20,000	85,000		6,605,000
	<u>6,875,785</u>	<u>20,000</u>	<u>85,000</u>	<u>-</u>	16,356,030
Less: Allocated to Revenue	6,875,785	20,000	85,000	202,565	17,163,340
Deferred Revenue, end of year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	3,040,000
Revenues					
Provincial Grants - Ministry of Education	6,875,785			202,565	10,558,340
Other Revenue		20,000	85,000		6,605,000
	<u>6,875,785</u>	<u>20,000</u>	<u>85,000</u>	<u>202,565</u>	17,163,340
Expenses					
Salaries					
Teachers	4,848,307			77,500	5,606,087
Principals and Vice Principals	46,192				46,192
Educational Assistants				46,533	826,262
Support Staff					234,928
Other Professionals	80,755				80,755
Substitutes				3,500	88,500
	<u>4,975,254</u>	<u>-</u>	<u>-</u>	<u>127,533</u>	6,882,724
Employee Benefits	1,303,225			31,364	1,754,384
Services and Supplies	597,306	20,000	85,000	43,668	7,953,269
	<u>6,875,785</u>	<u>20,000</u>	<u>85,000</u>	<u>202,565</u>	16,590,377
Net Revenue (Expense) before Interfund Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	572,963
Interfund Transfers					
Tangible Capital Assets Purchased					(572,963)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	(572,963)
Net Revenue (Expense)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	-

School District No. 44 (North Vancouver)

Schedule 4

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2018

	2018 Annual Budget			2017 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Amortization of Deferred Capital Revenue	5,885,700		5,885,700	5,599,715
Total Revenue	5,885,700	-	5,885,700	5,599,715
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	9,882,492		9,882,492	9,882,492
Total Expense	9,882,492	-	9,882,492	9,882,492
Net Revenue (Expense)	(3,996,792)	-	(3,996,792)	(4,282,777)
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	803,863		803,863	455,100
Tangible Capital Assets - Work in Progress			-	837,100
Total Net Transfers	803,863	-	803,863	1,292,200
Other Adjustments to Fund Balances				
Tangible Capital Assets Purchased from Local Capital	4,000,000	(4,000,000)	-	
Total Other Adjustments to Fund Balances	4,000,000	(4,000,000)	-	
Budgeted Surplus (Deficit), for the year	807,071	(4,000,000)	(3,192,929)	(2,990,577)

2017-18 ANNUAL BUDGET PRIORITIES EXECUTIVE COMMITTEE RECOMMENDATIONS

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

Budget directions have been incorporated into the Draft 2017-18 Preliminary Budget and are identified in each of the respective themes and sub-categories throughout this document.

1. EQUITY

A. CLASS SIZE AND COMPOSITION

Class size and composition, previously supported by the Learning Improvement Fund (TEF / LIF), is now supported by the Classroom Enhancement Fund (CEF). For the 2017-18 fiscal, the CEF provides a notional funding estimate of \$6,123,921 for Teacher staffing and \$751,864 for Overhead. The notional funding will be adjusted and finalized in mid-December 2017 when the Amended Grant is announced, based upon the September 30, 2017 Student count (1701 reporting).

- The CEF funding of \$6,123,921 equates to approximately 63 teachers, based upon the average Teacher salary in the 2017-18 Annual Budget. This funding is to address both enrolling and non-enrolling Teachers and Teacher specialists.
- The Overhead Allocation of \$751,864 will fund costs related to employing a teacher. This may include supplies, furniture, equipment, professional development funds and the cost TTOCs where needed. District level overhead costs, such as additional administrative and HR staffing, or additional custodial time may also be supported.
- The Learning Improvement Fund – Support Staff for the 2017-18 fiscal is \$513,650 and provides 30 additional minutes per week for all Education Assistants working with students with special needs, as well as approximately 5 FTE Education Assistants.

It is recommended that class size and composition be supported through both the CEF and LIF Support Staff funding and, where available budget exists, additional staffing be provided. The restored language identifies the specifications that need to be met in both class size and composition.

The CEF and Priority Measures Funding has provided an increase of 51.83 FTE Teachers year over year, offset by a decrease of the 21.86 FTE non-enrolling Teachers previously funded by the Teacher Ed Fund portion of the Learning Improvement Fund (TEF / LIF). The CEF has provided 28 new Elementary Divisions (classrooms) and approximately 30 FTE Secondary Teachers. Another 7 FTE Teachers will be placed in the near future based upon consultation of the Special Needs School Committee.

In accordance with the restored language and defined ratios, a redistribution of Teaching FTE has occurred to meet our Collective Agreement obligations. This has resulted in an increase of Teacher Librarians and a decrease of Counsellors and Learning Support Teachers in comparison to prior year LIF allocations.

B. STAFFING

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

It is recommended that, where qualifications and flexibility needs are met within individual schools, Education Aides may be provided with longer hours. This would be done where it provides the best supports to the students and school environment.

An additional 5.1 FTE Education Assistants have been budgeted for the 2017-18 fiscal to provide opportunities to extend staff hours. This will enable training and capacity building through an EA Mentorship program that will be delivered through a “push in” method rather than the traditional “pull out” method. A review of the success of the extended hours will occur prior to embarking upon the 2018-19 staffing.

C. RESOURCES

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

2. CULTURE, CLIMATE, AND SCHOOL ORIENTATION

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

A. INVESTMENT IN PEOPLE

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

B. SCHOOL CLEANLINESS

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

It is recommended that the School Cleanliness Committee continue to be drawn upon to assist with the delineation of a multi-year project plan and that funding for planning and implementation of approved strategies be included in 2017-18 Preliminary Budget.

Funding of \$30,000 has been set aside for this purpose.

C. TEACHING SPACES AND CLASSROOM DESIGN

- The 21st Century learning environment is changing with the curriculum design. Space requirements are moving toward collaborative, learning communities that are more conducive to project based learning and student engagement and success.

It is recommended that consideration be given to renovations, modifications, and enhancements of school buildings and grounds in order to reflect a 21st Century learning environment design whenever feasible.

Consideration of these types of initiatives will be done through any appropriate AFG or Capital project. No specific funds have been set aside in the budget at this time.

D. TECHNOLOGY INFRASTRUCTURE

- The School District has replaced many aging buildings and upgraded others, however, the technology infrastructure (behind the walls) within school buildings has a much shorter useful life than the building life cycle. Providing functional technology for the classroom and office environment is a challenge that needs to be addressed through a multi-year, ongoing plan.

It is recommended that ICT develop a multi-year plan that will identify the necessary upgrades and related costs to bring aging infrastructures up to date. Funding for the development of the plan may be required.

Funding for these types of upgrades will be considered in the context of the Computer Sustainability Program and possible Surplus allocations, when Operating funds are insufficient. Effective the 2017-18 fiscal year, the Computer Sustainability Program will be moved to a five year replacement cycle from the current four year cycle.

E. DEFIBRILLATORS IN SCHOOLS

- Requests have been made regarding the installation of defibrillators in all schools.

F. ENGAGEMENT SURVEY

- The recent Employee Engagement Survey will provide information on opportunities for action. To ensure that the organization is able to develop a plan to move forward, funding will need to be considered.

It is recommended that funding be put aside in the 2017-18 budget to devise and implement a strategy to address opportunities arising from the results of the Engagement survey.

An initial allocation has been set aside in the budget to support next steps.

3. ENHANCING CURRICULUM AND INSTRUCTION

A. ADMINISTRATORS

- Elementary Vice-Principal workload was identified as an area requiring adjustment to allow for support to Teachers in the classroom and administrative time for Vice-Principals. The need for support to Teachers was identified as an even larger need for the coming school year, given the increased number of Teachers in the schools, many who are anticipated to be in an earlier stage of their career.
- Principals and Vice-Principals will need time and training opportunities to enable mentorship and support to teachers in the classroom.

It is recommended that the point time for Elementary Vice-Principals be reviewed and adjusted to facilitate workload issues and the focus on Teacher support in the 2017-18 Preliminary Budget.

-or-

It is recommended that an additional Vice Principal Inclusive Education be added to the Inclusive Education Department to support the transition back to the restored collective agreement language and provide direct support to teachers/FOS leaders in supporting diversity.

A 1.0 FTE District Vice-Principal Inclusive Education has been budgeted for this priority need.

B. CURRICULUM TRAINING AND MENTORSHIP

- Teacher Mentorship was supported over a two year period, ending June 2017, from the 2014-15 Surplus funding. During this time, the program has developed and evolved. Additional funding may be identified for subsequent school years.
- The 2017-18 BC Education Plan funding has been directed toward training and development in curriculum areas and to support education transformation.
- New Teacher and TTOC training on the new curriculum has been identified as an opportunity to foster the growth of Teachers who have not had the benefit of training on the new curriculum.

It is recommended that the BC Ed Plan continue to address Ministry specified curriculum areas, and that additional funds be directed toward targeted curriculum training initiatives (such as: Teaching to Diversity, Mental Health training for Counsellors, Technology Support (coding) and Learning Support Teacher team development) in the 2017-18 Preliminary Budget.

The BC Ed Plan funding has been utilized to support a number of issues related to Curriculum, Literacy, Careers, Math, and Assessment & Reporting. Teaching to Diversity, Mental Health training, and Mentorship (Teacher & EA) will be supported in this budget. Service delivery will be reviewed in September in consideration of TTOC and EA Substitutes availability.

C. CURRICULUM DESIGN AND RESOURCES

- Various initiatives to develop curriculum materials are undertaken by the Design Series, Summer Writing, and JEPIC, and funded through the base budget. Larger curriculum resources

may be required in the 2017-18 fiscal and there may be a need for additional funding for these resources.

- Innovation Grants to schools may be an opportunity for individual schools to implement the new curriculum.

It is recommended that funding be set aside for curriculum resources in the 17-18 Budget.

4. COMPLEX LEARNERS

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

A. TRAINING & MENTORSHIP

The following training initiatives were identified and funded from the 2014-15 Surplus:

- Principal and Vice Principal Training in the Popard Training in Autism and related disorders;
- Education Assistant Mentorship to build skill capacity of current Education Assistants.

It is recommended that these initiatives continue to be funded from the 2017-18 Operating Budget.

Access to the Popard Training through Capilano University will continue in the 2017-18 budget. EA Mentorship will be supported in this budget. Service delivery will be reviewed in September in consideration of TTOC and EA Substitutes availability.

B. DIRECT SUPPORTS TO STUDENTS

- In the 2016-17 budget, training and support was identified for all Work Experience Coordinators to enhance employee skills that translate into support to students and the identification of opportunities for students. A pilot project was initiated and the preliminary findings indicate the need for continued work in the area.

It is recommended that continued training and support be provided to all Work Experience Coordinators to enhance employee skills. Utilization of a full time Work Experience Coordinator to lead the project, incorporating Work Experience Coaches, Pathways Initiative, and apprenticeship initiatives.

Funding for Work Experience Coordinators has been set aside in the budget.

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

It is recommended that standards be identified and developed for District-wide implementation. Training and support should be considered to assist Psychologists implement the standards.

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

Funding for LST Team development and training has been set aside in the budget through the BC Ed Plan.

It is recommended that funding be identified, in the 2017-18 Preliminary Budget, in order to undertake these two initiatives. This recommendation is also covered in 3.B, above.

- Literacy Centers have been utilized within the School District to support Students and consideration may be given to adding an additional Literacy Centre. Identifying an appropriate location will need to occur prior to proceeding with a recommendation.

5. **SOCIAL, EMOTIONAL LEARNING**

A. **TRAINING**

A number of initiatives related to mental health were identified in the 2016-17 budget. These initiatives continue to offer value and address need.

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

It is recommended that we work with school district Counsellors and community agencies to identify and develop a shared framework and language of support for school aged children.

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

It is recommended that the training that has been initiated with Counsellors to build capacity continue with Counsellors and be expanded to include Learning Support Teachers.

It is recommended to maintain a financial commitment towards employee training in the Social Emotional Learning and Mental Health continuum:

- 1) Creating a sense of belonging for all students;
- 2) Teaching of SEL Skills;
- 3) Positive Mental Health Literacy; and
- 4) Integrated Mental Health.

This would include additional leadership time at Mountainside to act as a ‘hub’ for these practices.

All of the above items within the Social, Emotion Learning category have received funding support within the budget.

Schedule B.3.
of the
Administrative Memorandum

Meeting Date: June 20, 2017 Board Board, in camera

Topic (as per the Memorandum): **Live Video Streaming and Archiving of Public Board Meetings**

Narration:

Since January 2015 the North Vancouver Board of Education has permitted anyone wanting to use an audio/video recording device to record a Public Board meeting to do so, as long as they received prior approval from the Board Chair. The Board's approval of this also maintained that any such recording "shall not disrupt the meeting and shall not obstruct the views of others in the gallery and shall not video tape gallery members or children." Over the past 2+ years only a handful of requests have been made to record the Public Board meeting proceedings. This option, by its very nature, restricted access to those recordings to those who made the recording and as a result the public was only able to view these recordings if the individual who recorded the meetings made their recordings (or portions of the recordings) available to the public. Providing for the live video streaming of its Public Board Meetings (and the archiving of those video recordings) would enable the Board of Education to improve accessibility to its decision-making process and enhance the Board's continued efforts to be transparent, accountable and open in its deliberations, and further align with the Board's values as outlined in the North Vancouver School District 10-year Strategic Plan.

While accessibility and openness might normally be expected to occur through the attendance and involvement of members of the public, stakeholders and partner groups at meetings of the Board, the reality is that very few people either are able to, or choose to attend Public Board meetings. The reasons for not attending are unknown, however, it is reasonable to assert that many people may be interested in attending but do not have the time or the means to attend meetings in-person and that they would tune in online and thereby have more opportunity to engage in subsequent meetings. In addition, as technology advances and more parents, stakeholders and others utilize mobile applications (via their phones and tablets) to engage with the School District, the Board of Education has an opportunity to better meet its constituents where they obtain, gather and share information.

Some of the additional benefits of live streaming and archiving Board proceedings include the possibility of augmenting engagement in Board decision-making by permitting an online audience to participate in meetings (almost as if being present). Eventually it would be possible to set up a system where (if necessary) people watching remotely could write in questions and receive live answers. Viewer participation could be also be tracked anonymously (number of people viewing online can be recorded).

Schedule B.3. (continued)

Narration (continued):

Live video streaming Public Board Meetings and making available archived versions of these meetings is quickly becoming the norm and represents an opportunity to better connect the decision-making process to stakeholders and partner groups, further enhancing the Board of Education's accessibility, transparency and accountability. Throughout the Province several school districts are currently live video streaming of their meetings (and providing access after the meetings through recorded archives of those meetings) or are in the process of debating the possibility (some examples include SD71, SD68, SD58 and SD33).

<http://www.sd71.bc.ca/Board/RegularBoardMeetings/Pages/default.aspx>

<https://youtu.be/159IBWyMi-Q>

RECOMMENDED MOTION:

That the North Vancouver Board of Education approve live video streaming and archiving of its Public Board meetings, and that the live video streaming and archiving of Public Board meetings commence in September 2017; and further that staff be directed to secure the equipment necessary to live video stream and archive Public Board meetings.

Schedule C.1
of the
Administrative Memorandum

Meeting Date: June 20, 2017 Board Board, in camera

Topic (as per the Memorandum): **2016/17 Year In Review**

Narration:

Nevasha Naidoo, Communications Manager, will present to the Board *2016/17 Year in Review* – a brief reflection on some of the highlights and significant events that took place in the School District during the 2016/17 school year.

Schedule C.2
of the
Administrative Memorandum

Meeting Date: June 20, 2017 Board Board, in camera

Topic (as per the Memorandum): **Three-Year Operating Plan**

Narration:

The Three-Year Operating Plan 2015-2018 identifies the key objectives and strategies for the next three years in support of the North Vancouver School District 2011-2021 Strategic Plan. Mark Pearmain, Superintendent of Schools, will present the *Three-Year Operating Plan 2015-2018; 2017 Progress Indicators* to highlight the progress achieved during the 2016/2017 school year that support the key goals and priorities within the Three-Year Operating Plan.

The *Three-Year Operating Plan 2015-2018; 2017 Progress Indicators* will be posted to the School District's website following the Public Board Meeting.

Attachment:

Three Year Operating Plan 2015-2018; 2017 Progress Indicators

Schedule C.3
of the
Administrative Memorandum

Meeting Date: June 20, 2017 Board Board, in camera

Topic (as per the Memorandum): **Public Board Meetings 2017/18 (Tentative Schedule)**

Narration:

A proposed, tentative schedule of Public Board Meetings 2017/18 was prepared in accordance with [Policy 104: Board of Education – Meetings](#). It reads:

The Board shall conduct regular or special meetings at which all formal and legal business of the Board will be conducted. Regular meetings, scheduled in advance by the Board, shall be held monthly during the school year, usually on the third or fourth Tuesday of the month. An additional special meeting may be held at any time with the consent of all Trustees present at a properly called meeting of the Board, or if all Trustees holding office waive notice. Meetings will be held in July and August at the call of the Chair of the Board for urgent business only.

On the written request of a majority of Trustees, the Chair or the Secretary Treasurer may call special meetings on dates other than those of regularly scheduled meetings. All Trustees must be provided written notice no less than 24-hours in advance of the special meeting. No business other than that for which the meeting was called shall be conducted at such a special meeting.

And:

Regular meetings of the Board shall be held in the Board Room and shall begin at 7:00 pm, unless otherwise decided by the Board.

The proposed, tentative schedule of Public Board Meetings 2017/18 is attached to this Administrative Memorandum of June 20, 2017.

The schedule of Standing Committee meetings will be determined and announced in September 2017.

Attachment:

Public Board Meetings 2017/2018 – Tentative Schedule

TENTATIVE SCHEDULE

Public Board Meetings 2018/2018 - 7:00 pm

<i>Board of Education - Public Meeting</i>	<i>September 19, 2017</i>
<i>Board of Education - Public Meeting</i>	<i>October 17, 2017</i>
<i>Board of Education - Public Meeting</i>	<i>November 21, 2017</i>
<i>Board of Education - Public Meeting</i>	<i>December 12, 2017</i>
<i>Board of Education - Public Meeting</i>	<i>January 23, 2018</i>
<i>Board of Education - Public Meeting</i>	<i>February 20, 2018</i>
<i>Board of Education - Public Meeting</i>	<i>March 13, 2018</i>
<i>Board of Education - Public Meeting</i>	<i>April 24, 2018</i>
<i>Board of Education - Public Meeting</i>	<i>May 22, 2018</i>
<i>Board of Education - Public Meeting</i>	<i>June 19, 2018</i>
Education Week Celebrations - March 2018	

Schedule C.4
of the
Administrative Memorandum

Meeting Date: June 20, 2017 Board Board, in camera

Topic (as per the
Memorandum): **Land, Learning and Livability Community Engagement - Update**

Narration:

Updates on the Board's Land, Learning and Livability Community Engagement process have been provided at each of the monthly Public Board Meetings.

Mark Pearmain, Superintendent of Schools, will present the attached *Land, Learning, Livability Community Engagement Update* (June 2017).

Attachment:

Land, Learning and Livability Community Consultation Engagement UPDATE – June 2017

Land, Learning & Livability Community Engagement Update

There has been no change in the status of Handsworth and Argyle.

Handsworth Secondary School: Revised Submission to the Ministry

A revised Project Definition Report (PDR), from the original submission in September, has been submitted to the Ministry of Education Capital Delivery Branch for review. The revised submission provided further clarification, and addressed comments and questions, as requested by the Ministry of Education. The North Vancouver School District is awaiting further direction from the Ministry.

Argyle Secondary School: Replacement Confirmed

Design work has been completed for Argyle Secondary and the next phase of the project is underway. Construction is tentatively scheduled to begin late Fall 2017. On Thursday, May 11th the Argyle Secondary School Project went to the North Vancouver School District Design Panel for update.

Braemar, Lucas & Cloverley: Status

There has been no change in the status of the Braemar, Lucas and Cloverley sites.

Schedule C.5
of the
Administrative Memorandum

Meeting Date: June 20, 2017 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: June 20, 2017 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: June 20, 2017 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.

ScheduleD.....
of the
Administrative Memorandum

Meeting Date: June 20, 2017 Board Board, in camera

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

Narration:

Date and Time	Event	Location
Tuesday, June 27, 2017	Tentative 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: June 20, 2017 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.