



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, January 22, 2019 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 December 11, 2018 be approved as circulated)	(no schedule)	7:35 pm
A.5.	Student Presentation – Handsworth Secondary School		7:50 pm
B.	Action Items		
B.1.	Election to BC Public School Employers’ Association (BCPSEA)		7:55 pm
B.2.	Meetings		8:10 pm
C.	Information and Proposals		
C.1.	North Vancouver Teachers’ Association (NVTa) Pro D Report 2017/18		8:25 pm
C.2.	Summer Learning Update		8:35 pm
C.3.	Academy Programs Update		8:45 pm
C.4.	Board/Authority Authorized (BAA) Course Update		8:55 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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		Estimated Completion Time
	(continued)	
C.5.	Land Management Update	9:00 pm
C.6.	Tuesday, January 15, 2019 Standing Committee Meeting	9:05 pm
C.7.	Out of Country Field Trips - Secondary	9:10 pm
C.8.	Superintendent’s Report	9:20 pm
C.9.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers’ Association (BCPSEA)	9:25 pm
C.10.	Trustees’ Reports	9:35 pm
D.	Future Meetings	9:35 pm
E.	Public Question & Comment Period	9:55 pm
F.	Adjournment	(no schedule) 9:55 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: January 22, 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 6:50 – 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 Inaugural Public Meeting of the Board of Education, School District No. 44 (North Vancouver) held in the Mountain View Room of the Education Services Centre at 2121 Lonsdale Avenue in North Vancouver, British Columbia, on Tuesday, December 11, 2018.

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 7:00 pm and welcomed those in attendance. The traditional territorial lands of the Squamish Nation and Tsleil-Waututh Nation were acknowledged.

A.2. Approval of Agenda

Moved by M. Higgins

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

Seconded by M. Tasi Baker

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 K. Mann

that the minutes of the public meeting of November 6, 2018 be approved as circulated.

Seconded by D. Bruce

Carried

A.5. Student Presentation – Norgate Elementary School

Students from Norgate Xwemélch'stn Elementary School shared a journey of strengthening a learning community through Truth, ReconcilACtion and partnership with the Downie Wenjack National Fund. To honour thousands of years of Coast Salish Tradition, students and guests were supported through story, drum protocol, traditional medicine and circle. The Red Fox Drum Student Drum Group provided song, and grade 3, 4 and 7 students shared their reflections from the St. Paul's Residential School Site and the teachings provided by Squamish Nation Elders.

On behalf of the Board, Chair Sacré and Superintendent Mark Pearmain thanked the students for their courage to present and share their reflections.

A.6. Acknowledge Outgoing Trustees Forward, Skinner, Stanley and Stratton

Mark Pearmain, Superintendent of Schools, acknowledged collective contributions from former Trustees Barry Forward, Susan Skinner, Jessica Stanley and Franci Stratton as members of the Board. As a team, the Board enabled the North Vancouver School District to achieve a great deal, expanding the availability of best instructional practices and enriched curriculum, developing and

A.6. Acknowledge Outgoing Trustees Forward, Skinner, Stanley and Stratton (continued)

promoting innovative and sustainable programs, encouraging the growth of collaborative, adaptive and personalized learning environments, nurturing an inspiring and healthy work environment, providing leadership in environmental education and sustainability practices and strengthening and expanding reciprocal community relations.

Superintendent Pearmain thanked Ms. Skinner and Ms. Stratton who were in attendance for championing programs and initiatives to enhance the educational opportunities available and provided to students. As a token of appreciation, former Trustee Skinner was presented with framed Artists for Kids Gallery print of the 'Great Blue Heron' painted by Robert Bateman. Former Trustee Stratton was presented with an Indigenous drum painted by Gordon Dick with a special eagle, which takes care of us, leads, teaches, blesses and guides us.

B.1. Board Committees and Trustee Representational Assignments (2019)

Chair Sacré introduced this item and advised that, in accordance with [Policy 102: Board of Education – Committees and Representation](#), Trustees had met to discuss their preferences for committee appointments in the 2019 calendar year.

Moved by C. Gerlach

that the Board approve the Chair's appointments of Trustees as attached to this Administrative Memorandum of December 11, 2018, and make the appointments effective December 11, 2018.

Seconded by M. Tasi Baker

Carried

B.2. New Policy 808: Renaming of Facilities and Parts of Facilities

Chris Atkinson, Assistant Superintendent, introduced this agenda item and highlighted the new *Proposed New Policy 808: Re-naming of Facilities and Parts of Facilities* to the Board of Education.

Moved by C. Gerlach

that the Board of Education approve *Proposed New Policy 808: Re-naming of Facilities and Parts of Facilities*, as attached to this Administrative Memorandum of December 11, 2018.

Seconded by D. Bruce

Carried

B.3. Revised Policy 807: Name of Facilities and Parts of Facilities

Chris Atkinson, Assistant Superintendent, was invited to the table to present draft changes to *Policy 807: Naming of Facilities and Parts of Facilities*.

Moved by G. Tsiakos

that the Board of Education approve *Proposed Revised Policy 807: Naming of Facilities and Parts of Facilities*, as attached to this Administrative Memorandum of December 11, 2018.

Seconded by K. Mann

Carried

B.4. Revised New Policy 308: Restraint and Seclusion

On June 3, 2015 the Ministry of Education developed *Provincial Guidelines on Physical Restraint and Seclusion in School Settings*. The Education Minister directed all boards of education to have a restraint/seclusion policy in place by the end of 2018.

In 2016/17, Mark Pearmain, Superintendent of Schools, established the Policy 308 Restraint and Seclusion Sub-Committee chaired by Vince White, District Principal of Inclusive Education. The Sub-Committee included representatives from the North Vancouver Administrators, North Vancouver Teachers' Association, Canadian Union of Public Employees, and a parent representative. The Sub-Committee met numerous times throughout 2016/17, 2017/18 and 2018/19.

B.4. Revised New Policy 308: Restraint and Seclusion (continued)

Vince White, District Principal, Inclusive Education, presented *Proposed New Policy 308: Use of Physical Restraint or Seclusion* to the Board of Education. Mr. White outlined the process that was taken by the Sub-Committee and highlighted the policy and administrative procedures.

Moved by C. Gerlach

that the Board of Education approve *Proposed New Policy 308: Use of Physical Restraint or Seclusion*, as attached to this Administrative Memorandum of December 11, 2018; and,

that the Board of Education direct the Superintendent to bring Policy 308 subcommittee back in one years time to review the policy to ensure that the policy meets the desired outcomes for students and staff.

Seconded by M. Tasi Baker

Carried

B.5. 2019/20 Operating Budget Development Consultation Process

Georgia Allison, Secretary Treasurer, introduced this item noting that at this time, a budget consultation framework is developed in preparation of the Annual Budget. The proposed process involves the Board inviting its five partner groups and the public to attend budget information and discussion sessions that will provide opportunities for their input.

The following process and timelines were proposed for the 2019/20 Budget Development Process:

1. December 12, 2018
 - Staff Invitation 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 5, 2019 – Finance and Facilities Public Standing Committee Meeting
 - Staff presentation and discussion of issues and opportunities related to the development of the 2019/20 Preliminary Budget, including:
 - a) Amended Operating Grant 2018/19;
 - b) Three-Year Forecast, assumptions, and future considerations;
 - c) Technology planning;
 - d) Review of the 2018/19 Budget Priorities and Themes and how that will support budget planning for the 2019/20 Budget.
 - a. Email comments may be submitted between February 6, 2019 and March 15, 2019. This information will be collated and included in the April 2, 2019 meeting feedback categorized by budget themes.
 3. April 2, 2019 – Finance and Facilities Public Standing Committee Meeting
 - 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 2018/19 Forecast to June 30, 2018;
 - 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 23, 2019 – 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 2019/20 Annual Budget.

B.5. 2019/20 Operating Budget Development Consultation Process (continued)

5. May 21, 2019 – Public Board Meeting
- 2019/20 Annual Budget Bylaw presented for approval and adoption by the Board.

Moved by G. Tsiakos

that the Board of Education approve the proposed process and timelines identified within Board Schedule B.5. for the development of the 2019/20 Budget.

Seconded by M. Tasi Baker

Carried

B.6. Corporate Banking Services

Board Chair Sacré introduced the following routine bylaw and resolutions as a consequence of a new Vice Chair assigned signing authority.

(A) Bank of Montreal – Banking Bylaw 2-2018

Moved by C. Gerlach

that Banking Bylaw Number 2-2018 be read a first time;

Seconded by G. Tsiakos

Carried

Moved by M. Higgins

that Banking Bylaw Number 2-2018 be read a second time;

Seconded by K. Mann

Carried

The Board unanimously agreed to proceed to a third reading of the bylaw.

Moved by K. Mann

that Banking Bylaw Number 2-2018 be read a third time, passed, and adopted.

Seconded by D. Bruce

Carried

(B) Toronto-Dominion – Resolution re: Bankers and Signing Officers

Moved by C. Gerlach

that the Toronto-Dominion Bank Resolution re: Bankers and Signing Officers as per Schedule B.6.(B). be approved.

Seconded by G. Tsiakos

Carried

(C) Blue Shore Financial – Resolution re: Bankers and Signing Officers

Moved by C. Gerlach

that the Blue Shore Financial Bank Resolution re: Bankers and Signing Officers as per Schedule B.6.(C). be approved.

Seconded by D. Bruce

Carried

C.1. North Vancouver Parent Advisory Council Annual Report 2017/18

To provide highlights of the North Vancouver Parent Advisory Council's activities in the 2017/18 year, Chair Sacré welcomed Amanda Nichol, NVPAC Co-Chair, to the table.

Ms. Nichol thanked the Board for its continued support financially and also for the provision of meeting space for the NVPAC's general meetings and special events held at the Education Services Centre. In her report, Ms. Nichol highlighted the 2017/18 year.

On behalf of the Board, Chair Sacré thanked Ms. Nichol for her for supporting all Parent Advisory Councils in the North Vancouver School District.

C.2. Secondary School and Academy Fees 2019/20

Assistant Superintendent Chris Atkinson introduced this agenda item and advised that boards of education may charge fees to students and parents for goods and services provided by the Board in accordance with the School Act [s. 82]. Board [Policy 706: Board of Education – School Fees](#) requires that each North Vancouver school and specialty academy annually establish a schedule of fees. Fees for the 2019/20 school year are determined prior to the end of 2018 to allow fee schedules to be included in the secondary school course guidebooks that are published in January 2019.

Both the 2019/20 Secondary Schedule of School Fees and the Schedule of Specialty Academy Fees 2019/20 have been brought forward to the Board for information and Trustees are encouraged to contact principals regarding any questions they may have in relation to the fees.

C.3. School Calendar 2019/20 – Update

Assistant Superintendent Chris Atkinson provided the Board with an update on the status of the School Calendar Committee's work this year and reviewed the timelines and steps required to complete and approve a school calendar for the 2019/20 school year. A finalized calendar will be presented at the March 12, 2019 Public Board Meeting.

C.4. Land Management Update

Superintendent Mark Pearmain updated the Board on the Argyle and Handsworth Secondary School Replacement Projects as well as the Mountainside Secondary Seismic Upgrade.

C.5. Tuesday, November 20, 2018 Education and Programs Standing Committee Meeting

Trustee Tsiakos reported on the meeting that focused on enhancing student learning and encouraged members of the community to attend upcoming meetings.

C.6. 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:

- Secove Secondary School – field trip Seattle WA USA (December 4-7, 2018)
- Carson Graham Secondary Schools – field trip to Italy (March 15-27, 2019)
- Secove Secondary School – field trip to Spain (March 15-23, 2019)
- Handsworth Secondary School – field trip to France and Spain (March 16-27, 2019)
- Windsor Secondary School – field trip to Havana, Cuba (March 16-23, 2019)

C.7. Superintendent's Report

Superintendent Mark Pearmain shared updates from his visits to secondary and elementary schools. Special events included attending the NVRCC Christmas celebration and the BCSSA Retirement Luncheon.

C.8. Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)

Trustee Tasi Baker shared information from the BCSTA Provincial Council. Trustee Higgins updated the Board of Education on the Board's motion that was put forward to the BCPSEA AGM.

C.9. Trustees’ Reports

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

1. Meetings attended by Trustees included:
 - President’s Council Meeting
 - Policy Review Committee Meeting
 - NoVA and Trustee Meeting
 - Governance Meeting
 - Inclusion Committee Meeting
 - Safe & Caring Schools Committee Meeting
 - Calendar Committee Meeting
 - ITC Meeting

2. Events attended by Trustees included:
 - Indigenous Holiday Gathering
 - Remembrance Day Ceremonies
 - Christmas Socials
 - Braemar – Coffee Clutch; Norgate – tour for adaptable playground; Montroyal – staff meeting; Ridgeway Craft Fair; Queensbury – Polygon Gallery Learning; Eastview – camp reader day; Carson Graham – sleep over
 - Vice Principal Interviews
 - Cannabis Forum
 - Mountainside Secondary Seismic Announcement
 - NVPAC – Streamlining Communication
 - BCSTA Trustee Academy
 - North Shore Dialogue to Promote Child well-being
 - Climate Change Seminar
 - FNEESC Conference
 - North Vancouver Chamber Jingle & Mingle
 - NVRCC Christmas Party
 - Hollyburn Family Christmas Party

D. Future Meetings

Date and Time	Event	Location
Tuesday, January 15, 2019 at 7:00 pm	Education and Programs Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, January 22, 2019 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Wednesday, January 23, 2019 at 7:00 pm	Education and Programs Standing Committee Meeting	Sutherland Secondary School 1860 Sutherland Ave, North Vancouver
Tuesday, February 5, 2019 at 7:00 pm	Finance and Facilities Standing Committee 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: January 22, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **Student Presentation – Handsworth Secondary School**

Narration:

Shifting culture in a school needs a planned strategy. Over the past three years, the Handsworth community has set out to design, plan, and implement a program that says, “Welcome! You belong here” to each incoming grade 8 student. Our grade 12 retreat leaders are here today to provide an overview of our retreat, and to explain the power of our leadership/mentoring program. In sharing their own personal experiences they will explain how they see a shifting culture within each new grade 8 community and how in turn, that has begun to have an impact of the Handsworth community as a whole.

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

Meeting Date: January 22, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **Election to BC Public School Employers' Association (BCPSEA)**

Narration:

A change of representatives is needed for the British Columbia Public School Employers' Association (BCPSEA), the Board is required to re-elect two Trustees to the (BCPSEA). One Trustee is to serve as the Board's representative and one Trustee is required to serve as an alternate.

Procedure:

1. the Chair will call for nominations for the Board's representative to each of the respective organizations for the term of November 6, 2018 – December 31, 2019 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.2....
of the
Administrative Memorandum

Meeting Date: January 22, 2019 **Board** **Board, in camera**

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

Narration:

At the Public Board Meeting of October 16, 2018, the Board of Education voted to postpone the following motion to the January 22, 2019 Public Board Meeting:

that the North Vancouver Board of Education direct staff to present information and materials formerly presented in private seminars at public standing committee meetings wherever possible.

The original motion was brought forward by Jessica Stanley, who is no longer a Trustee with the North Vancouver Board of Education. With the new term of office and changed composition of the Board of Education, the Board of Education for the term of 2018-2022 will determine if the informational “trustee seminar” meetings should continue.

Original Board Schedule (Administrative Memorandum of October 16, 2018):

Meetings

Trustees, as publicly elected representatives, are accountable to the public. Their decision making process should be available for public scrutiny. The ongoing practice of holding informational “seminar” meetings in private has proven to be problematic, despite the best intentions of keeping trustees informed. Holding seminars in private has reduced transparency, undermined the public trust, and potentially contributed to an environment in which problematic behaviour occurred (as noted in the Ministry of Education Consultant Report). That report recommended: “That the Chair and Superintendent cease holding any further closed meetings of trustees until the end of current trustee term of office (exceptions: official in-camera meetings as legally required).”

Our current meeting structure includes regular standing committee meetings on “Education and Programs”, “Finances and Facilities”, and “Towards the Future for Schools”. These standing committee meetings provide an opportunity to inform trustees and the public and offer an opportunity for participants to ask questions and seek clarifying information.

Whereas the North Vancouver School District’s (NVSD) Vision of Community Connections and Communications respectively state that we aspire to: “build strong, trusting relationships that develop the confidence and sensitivity needed to share ideas and create solutions within our schools, families of schools and school district” and “build trust, respect, and mutual understanding through open, proactive communications that convey the achievements and challenges of the school district.”;

Whereas NVSD’s Values which “set the tone for how individuals relate to each other..., support consistency and fairness in leadership, and guide us in working productively together to realize our vision” include Trust and Responsibility. The value of Trust states that “We act with integrity. We are open and honest in our communication with one another”. The value of Responsibility states that “We are accountable for our actions”;

Whereas NVSD Trustee Code of Ethics states, “In exercising their duties of governance, trustees understand the importance of mutual respect, transparency, and impartiality. Committed to ethical practice and principles, trustees shall act with integrity and be accountable for their actions and decisions”;
Whereas acting consistently with these Vision, Values, and Code of Ethics is particularly important for elected representatives. As elected representatives, School Trustees are entrusted by their community to ensure that the local community values are represented in the implementation of the education of their children in a public setting. Transparency and accountability are necessary for community members to be informed voters and elect the best people to represent their community interests.

RECOMMENDED MOTION:

that the North Vancouver Board of Education direct staff to present information and materials formerly presented in private seminars at public standing committee meetings wherever possible.

Schedule C.1
of the
Administrative Memorandum

Meeting Date: January 22, 2018 **Board** **Board, in camera**

Topic (as per the Memorandum): **North Vancouver Teachers' Association (NVTA) Pro D Report 2017/18**

Narration:

Martin Stuible, President of the North Vancouver Teachers' Association (NVTA), and Carolyn Pena, the Association's Professional Development Chair, will present to the Board of Education the NVTA's Professional Development Report 2017/18.

The Board of Education provides an annual grant of \$94,500 to the Association for the purpose of providing programs, services, and courses that promote and foster the professional development of teachers in the School District. The Professional Development Fund is administered and controlled by the North Vancouver Teachers' Association. The NVTA submits to the Board an annual financial report.

Attachment:

North Vancouver Teachers' Association *Professional Development Report to the Board 2017/18*



North Vancouver
Teachers' Association

Professional Development

Report to the Board

2017-2018

Carolyn Pena
Professional Development Chairperson
Martin Stuible
President

NVTA Professional Development 2017-2018 Report to the Board

1. Introduction

The North Vancouver Teachers' Association is pleased to present its annual Report to the Board on Professional Development for the 2017-2018 school year.

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

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

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

NVTA Professional Development Policy and Guidelines

2. Professional Development Funding

Each year, the North Vancouver School District and the North Vancouver Teachers' Association contribute resources toward Professional Development for the district's teachers. Through the auspices of the Collective Agreement, the Board of Education contributes a grant of \$94,500 annually to the NVTA Professional Development Fund. The current amount was negotiated in 1996 and has not changed since then.

In 2017-2018, the North Vancouver Teachers' Association contributed an additional \$26,967 for its Professional Development program.

School Board:	Professional Development Fund	\$	94,500
NVTA PD Budget:		\$	26,967
	✓ 0.2 FTE PD Chairperson		
	✓ PD Committee Release, Training and Expenses		
	✓ Targeted New Teacher Funding		
Total PD Spending		\$	121,467

The \$94,500 provided to the NVTA funds teachers' Professional Development. This year there was a change in how teachers could access this funding. Teachers from all schools accessed funds directly from the NVTA and all teachers working 0.5 FTE or more were eligible to receive up to \$250 in reimbursement while funds remained. Teachers working less than 0.5 FTE could receive up to \$150 and TTOCs could receive \$175. Any spending over the initial reimbursement amount was eligible for top up in June from any remaining funds.

To provide opportunities for teachers to participate in larger, more expensive Professional Development activities, \$10,000 was allocated to fund several Special Grants. These Special Grants allow teachers to apply for funds for activities that are particularly costly, require TTOC coverage and often involve traveling to conferences. There were more requests than could be accommodated by this fund and not all requests could be supported.

Additionally, \$10,000 was saved from this year's funding for the NVTA's district-wide conference that will be held in February 2019. By saving funding each year towards this biennial conference, the NVTA provides more stable funding from year to year for other PD activities. A further \$2,000 was allocated to Local Specialists Associations and other local PD events.

Many PD activities cost more than the amount reimbursed by the PD fund, even with top up at the end of the year. Teachers in North Vancouver spent \$29,248 more than they received reimbursement for during the 2017/2018 school year. In reality there was even more spending by NVTA members on PD as not all costs are submitted to the NVTA for a variety of reasons.

The BCTF holds an annual New Teachers' Conference that provides an excellent opportunity for new teachers, including Teachers Teaching on Call (TTOCs), to attend workshops geared to their specific needs. Whether it is workshops in a specific subject area or classroom management techniques for TTOCs, the information that new teachers need can be different from experienced teachers. The NVTA funded \$5,903 to support new teachers, separate from the funding they could access through PD funds, so that new teachers could attend this conference without limiting their funding to regular PD funds for all of the other activities that teachers attend. This funding included release time for contract teachers to leave their classroom to attend the conference. This release time costs significantly more than the conference fee. With many new teachers in contract positions this year, there was a significant increase from previous years.

The NVTA provided the funds to support the salary and benefits of the Professional Development Chairperson in a 0.2 FTE position, as well as funding for supplies, equipment, and committee and meeting expenses.

3. Professional Development Activities

The five professional development days during the school year allow teachers time to work on a wide variety of areas related to their work with students. Teaching is an increasingly complex job in an increasingly complex system. In order to meet the changing needs of students and society, teachers in

North Vancouver partake in a wide variety of professional development activities throughout the school year, beyond the five days allocated.

In the following section, we will explore the topics of a variety of professional development activities actually attended by North Vancouver teachers during the 2017/2018 school year. Although this section is extremely varied and comprehensive, please note that it only represents a fraction of the activities undertaken by North Vancouver teachers. We have loosely grouped activities into four categories for organizational purposes in this section: Individual Activities, School-wide Activities, Provincial Conferences and District-wide Activities.

Individual Activities

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

An important way for teachers to maintain the relevance of lessons is to explore the latest information from those working in the field. Popular annual workshops attended by teachers again last year were the Vancouver Writers Festival, providing workshops with working writers, and Engineering workshops at UBC. These types of professional development opportunities allow teachers to bring current thinking and practice from today's workplace to the classroom.

Living and working close to the City of Vancouver also allows teachers to take advantage of the many world-class public institutions in Vancouver. Teachers used Professional Development days to visit the Museum of Anthropology and the Beatty Biodiversity Museum at UBC, the Vancouver Aquarium, the West Vancouver Museum, the North Vancouver Museum and Grouse Mountain. This time allows teachers to increase their knowledge in a specific area but also to learn about and plan field trips to bring learning out of the classroom and into the community.

North Vancouver teachers continued to use Professional Development to deepen their personal understanding of the history and culture of Indigenous peoples across Canada and especially in our local community. Across the district, many teachers from many different schools attended workshops on a variety of topics, including drum making and storytelling. As teachers learn more about the rich and vibrant cultures of local First Nations people, they can share that understanding with students, in addition to the important historical context.

Currently an area of special focus for teachers is looking at implementing the new curriculum and more broadly changing instructional and assessment practices. As teachers find out about new curriculum or new instructional or assessment practices, it takes time for them to incorporate those ideas into their everyday practice in the classroom. Teachers across North Vancouver continued to use Professional Development days during the 2017/2018 school year to investigate and implement new practices, including: collaborating with colleagues on planning units and lessons; instructional practices; and assessment practices including Mindful Assessment and student self-assessment of the Core Competencies.

Teachers also work to keep current on issues beyond subject area curriculums. Teachers attended many different workshops on child and youth mental health to learn more about strategies for all students as well as addressing specific needs. Teachers also attended workshops on behaviour management, Zones of Regulation, Sexual Orientation and Gender Identity, ADHD and sexual abuse prevention.

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

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

School-Wide Activities

During some Professional Days, teachers at a school choose to host a single workshop that all or most teachers attend. It is possible that not all teachers will attend for a number of reasons that include: it might not be an area that pertains to their work; it may be an area they are already familiar with; or there may be another opportunity that is an area of personal growth for the teacher. However, for the purpose of organizing activities for this report, these are activities that a majority of teachers participated in during a Professional Development day at a school. School-wide workshops can provide teachers the opportunity to learn about programs or techniques that become more effective when students experience them throughout the school year or from one year to the next. The topics chosen by teachers for school-wide workshops mirror the areas of importance that we saw in the individual activities.

Common topics for school-wide activities included:

- Aboriginal culture and history
- Assessment
- Curriculum
- Inclusion
- Mental Health
- Applied Design, Skills and Technology
- Outdoor/Environmental Education
- Teaching practices
- Building Positive Teacher/Parent Relationships
- Physical Literacy

Provincial Conferences

The BCTF supports Provincial Specialist Associations (PSA) which provide a unique opportunity for teachers across the province to share ideas with colleagues in a specific area of interest. Each year in October, one Friday is designated by the BCTF as PSA day and many PSAs hold a conference on this day. Most Districts across the province have a Professional Day on this day, including in North Vancouver. It is especially important to the NVTa to maintain a Professional Day on this day as it

provides its members with the opportunity to attend PSA conferences without the added cost of a TTOC, which is \$332 for a day for a teacher.

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

This year many PSAs worked together to put on a SuperConference at the Vancouver Convention Centre East. We are very lucky in North Vancouver to be able to attend this conference with no travel or accommodation costs. Although not every PSA was represented at the SuperConference, the majority were.

District-Wide Activities

Although this was not a conference year for the NVTa, in February and May 2018, the NVTa organized several district-wide workshops for teachers. These included:

- Challenging Behaviour: Dealing with At-Risk and Targeted Students
- Hiroshima Survivor Story
- Let's Talk About Touching – Sexual Abuse Prevention (K)
- Safe Bodies, Strong Kids – A Sexual Abuse Prevention Program
- The Secret Path – The Story of Chanie Wenjack
- SOGI 101 and 102

Teachers in North Vancouver participated in an extremely wide variety of Professional Development activities during the 2017/2018 school year that will continue to allow schools to meet the diverse learning and social needs of students and allow teachers to continue to grow individually and collectively in their work both in the classroom and beyond. Teachers choose Professional Learning opportunities based on a range of factors including:

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

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

4. Professional Development in the NVTA

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

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

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

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

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

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

- communicating PD opportunities to their colleagues;
- helping teachers access PD funding;
- and organizing Professional Development days at the school level.

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

- obtains feedback from teachers on their Professional Development needs;
- liaises with the NVTA PD Chairperson when necessary to obtain ideas for presenters and for funding support;
- presents Professional Development plans to Staff Committee for approval.

5. Summary

In conclusion, thank you very much for your continued financial support of the NVTA's Professional Development program. The strength and success of the program lies in the expertise, dedication and hard work of teachers across the whole district. By examining and strengthening our professional practice, we can better meet the needs of our students, and we can maintain the high quality of education that we are proud to offer in our North Vancouver public schools.

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

Meeting Date: January 22, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **Summer Learning Update**

Narration:

Summer Learning is governed by the senior executive of the North Vancouver School District. A District Principal oversees the educational and operational aspects of the summer learning programs and works collaboratively with the Assistant Superintendent to oversee the directions and the annual roll out of the programs. Summer Learning is staffed through the school district's collective agreement with both CUPE and the North Vancouver Teachers Association.

Summer Learning has been offered by the North Vancouver School District for many decades. Throughout this time there have been several iterations of summer program offerings. The School District's desire to provide greater student choice for completing graduation requirements was the catalyst for the renewal of Summer Learning. The focus on innovative programming and providing opportunities for students continues to evolve and develop. To support these directions, Summer Learning provides a community of collaboration, innovation, and reflection. Consistently, we hire teachers who crave an opportunity to enhance their practice in this environment.

Summer Learning offers three programs: Elementary, Foundations and Full Credit. The Elementary program is designed primarily for students who have a Ministry identification, or similar profile, and are referred by School Based Resource Teams. These students receive targeted instruction and support throughout the summer in both academic and social emotional areas.

Foundations offers two types of programming: Transition and Academic Foundations. Transition courses aim to support students who may require additional support making the transition from elementary to secondary school. We offer five Transition courses: English Language Learner Transition, French Immersion Transition, International Baccalaureate Transition, Music Transition, and Secondary School Transition.

Academic Foundations courses target students who require additional teacher support and direct instruction in developing understanding, foundational skills, and knowledge. These courses – Literacy, Numeracy and English Language Learning - are personalized, as they are tailored to students' individual needs, target students' gaps in learning, and provide extra support in developing reflective and actively engaged learners.

Full Credit courses provide opportunities for students to earn credits towards graduation.

Kathleen Barter, District Principal, and the Summer Learning administrative team, Kammi Clark, Meghan Downie, Janice Mann, Jennifer Tieche and Hilary Watt, will provide an overview and update of the Summer Learning Program.

Schedule C.3
of the
Administrative Memorandum

Meeting Date: January 22, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **Academy Programs Update**

Narration:

The North Vancouver School District 2011-2021 Strategic Plan affirms the School District's desire and intent to, "Develop and promote innovative and sustainable programs" and to "Encourage the growth of collaborative, adaptive and personalize learning environments". Further, the 2015-2018 Three-Year Operating Plan specifies, as a strategy, the continued enhancement of "student engagement and skill development through active involvement in project-based learning initiatives, specialized programs and academies".

Michael Kee, Principal, Distributed Learning & District Academies, will present and update current Academy offerings in the North Vancouver School District. This update will include registration process, current enrollment and future plans.

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

Meeting Date: January 22, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **Board/Authority Authorized Courses Update**

Narration:

Under the authority of the School Act, Sections 85 (2) (i)
85 (2)...A board may, subject to this Act and the regulations do all or any of the following...
(i) develop and offer local programs for use in schools in the school district.

The Ministry of Education encourages Boards of Education to develop and offer locally relevant courses to meet the needs of students and their communities while providing choice and flexibility.

Boards of Education are required to review and update their Board/Authority Authorized (BAA) courses to align with the current Ministry of Education requirements. At the same time, Boards/Authorities should retire any BAA course not meeting new Ministry requirements. Through this process, teachers were invited to apply to be involved in rewriting Grade 11 and Grade 12 BAA courses. Assistance will be provided through School District staff to support the alignment of these courses.

Michael Kee, Principal, Distributed Learning & District Academies, will present and update the Board of Education on BAA courses.

Schedule C.5
of the
Administrative Memorandum

Meeting Date: January 22, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **Land Management**

Narration:

Updates on the Board's Land Management have been provided at each of the monthly Public Board Meetings.

Mark Pearmain, Superintendent of Schools, will present the attached *Land Management Update* (January 2019).

Attachment:

Land Management UPDATE – January 2019

Land Management Update

Argyle Secondary School: Replacement Update

Construction continues on the new replacement school. The majority of buried work has been completed (footings, electrical conduit, plumbing, etc), construction activity has now commenced at concrete floor slabs. Excavation and Foundation Permits have been issued by DNV, however Building Permit has not been issued, which is becoming critical.

It is expected that the erection of the steel structure (frame) is anticipated to commence within the coming month.

Handsworth Secondary School: Replacement Update

A community "Open House" was held on Monday January 13, 2019 where community members had an opportunity to speak to the project and provide comment(s) on the design, parking and possibility of maintaining space for a track. The Development Permit application has been submitted to DNV with the NVSD receiving initial feedback for action and response. Work has commenced on responding to the feedback.

It is anticipated that the public tendering process for the construction contractor will commence in July/August.

Mountainside Secondary School: Seismic Upgrade

Mountainside Secondary received approval for a full seismic upgrade on November 16, 2018. An RFP for Architectural Prime Consulting Services was issued on January 14, 2019 with a closing date of February 4, 2019

Lucas: Status

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

Cloverley: Status

Cloverley Elementary replacement is now the School Districts number one priority in our five-year capital plan, which was submitted to the Ministry. Feedback on the five-year capital plan is not anticipated until March of 2019.

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

Meeting Date: January 22, 2019 **Board** **Board, in camera**

Topic (as per the Memorandum): **Tuesday, January 15, 2019 Standing Committee Meeting**

Narration:

The Board will find attached a copy of the meeting summary from the January 15, 2019 Standing Committee Meeting.

Trustee Kulvir Mann will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, January 15, 2019

BOARD OF EDUCATION STANDING COMMITTEE

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of January 15, 2019

Meeting Summary of the Board of Education's Standing Committee Meeting held at the Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, British Columbia, on Tuesday, January 15, 2019.

Meeting Attendance:

Trustees Bruce, Gerlach, Higgins, Mann, Sacre and Tsiakos were all in attendance.

Call to Order:

Standing Committee Chair Kulvir Mann called the Standing Committee Meeting to order at 7:00 pm, thanking those in attendance for coming to engage with the School District. The traditional territorial lands of the Squamish Nation and Tsleil-Waututh Nation were acknowledged.

Inclusive Education Update:

Inclusive Education is one of the North Vancouver School District's priority areas, and remains a highly complex and evolving area within public schooling.

Assistant Superintendent Pius Ryan highlighted the history of inclusive education and provided an understanding of how the inclusive education movement has evolved from the 1980's until the present day. Macro level indicators of success including Dogwood Graduation rates, and Evergreen rates were reviewed.

Following that presentation, Ms. Lindsie M. Thomson of Harris & Company, outlined the historical legal precedents involving Special Education cases that impact the North Vancouver School District in its delivery of public education.

Director of Instruction Vince White identified priorities such as legal considerations in decision making for special needs students. Director of Instruction Arlene Martin reviewed the role of the Director in support school and FOS development. Melanie Learoyd gave an expansive overview of the School District's current work in support teacher development, and Individual Education Planning process.

The presentations can be found online: [Meetings & Minutes 2018/19](#)

Next Meeting:

February 5, 2019
Mountain View Room

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

Meeting Date: January 22, 2019 **Board** **Board, in camera**

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

Narration:

Carson Graham – a field trip to Costa Rica has been scheduled for March 17-28, 2019. The trip involves 24-30 Grade 10-12 Science students, accompanied by three teacher supervisors and one additional employee of the Board supervisor.

Students will travel by air to Costa Rica and by bus, and potentially boat, while there. Accommodations will be in hotels. The per-student cost of approximately \$3,000 will be paid by the students.

The purpose of this extracurricular trip is to supplement biology studies through observation and participation in turtle conservation, and exposure to a diversity of animal life not found in BC. A geological connection to their studies will also be made through exposure to the local volcanic mountains and hot springs formed from underground heat sources.

Argyle – a field trip to the Denmark has been scheduled for March 17-27, 2019. The trip involves 11 Grade 11-12 members of the Senior Boys' Basketball team, accompanied by two teacher supervisors and one additional adult supervisor.

Students will travel by air to Denmark and by various modes of ground transportation during their stay. Students are being hosted by the Efterskolen ved Nybord boarding school and will be provided room and board at the school site. The trip cost is approximately \$2,300 per student, which will be paid by the students.

The purpose of this extracurricular trip is participate in basketball activities with students of their host school which is well-known for the intensive, high-performance basketball program it offers.

Schedule C.8
of the
Administrative Memorandum

Meeting Date: January 22, 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.9
of the
Administrative Memorandum

Meeting Date: January 22, 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.10...
of the
Administrative Memorandum

Meeting Date: January 22, 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.

**ScheduleD.....
of the
Administrative Memorandum**

Meeting Date: January 22, 2019 **Board** **Board, in camera**

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

Narration:

Date and Time	Event	Location
Thursday, January 23, 2019 at 7:00 pm	Education and Programs Standing Committee Meeting	Sutherland Secondary School 1860 Sutherland Ave, North Vancouver
Tuesday, February 5, 2019 at 7:00 pm	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, February 19, 2019 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, March 12, 2019 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

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

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

Meeting Date: January 22, 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.