



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, April 18, 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	Moment of Silence - Day of Mourning for Persons Killed or Injured in the Workplace		7:05 pm
A.4.	Public Comment Period *		7:30 pm
A.5.	Approval of Minutes (that the minutes of the Public Meeting of March 7, 2017 be approved as circulated)	(no schedule)	7:35 pm
A.6.	Student Presentation – Eastview Elementary School		7:50 pm
B.	Action Items		
B.1.	2017/18 Budget Consultation Update and Board Direction		8:15 pm
B.2.	2017/18 Capital Plan Bylaw No. 17/18-CP-SD44-01		8:20 pm
C.	Information and Proposals		
C.1.	Land, Learning and Livability Community Engagement - Update		8:30 pm
C.2.	Tuesday, March 28, 2017 Standing Committee Meeting		8:40 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
Tuesday, April 18, 2017 at
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		Estimated Completion Time
	(continued)	
C.3.	Superintendent's Report	8:50 pm
C.4.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)	9:00 pm
C.5.	Trustees' Reports	9:10 pm
D.	Future Meetings	9:10 pm
E.	Public Question & Comment Period	9:30 pm
F.	Adjournment	(no schedule) 9:30 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: April 18, 2017 Board Board, in camera

Topic (as per the
Memorandum): **Moment of Silence – Day of Mourning for Persons Killed or Injured in the
Workplace**

Narration:

Across Canada, April 28 has been designated a Day of Mourning to commemorate workers whose lives have been lost or injured through work-related incidents or occupational diseases.

The Chair will call for a moment of silence in recognition of those workers who have lost their lives on the job.

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

Meeting Date: April 18, 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, March 7, 2017.

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

ABSENT: M. Higgins
S. Skinner

A. Call to Order

Chair Sacré called the meeting to order at 6:58 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 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.

There was no one wishing to speak.

A.4. Approval of Minutes

A correction to the minutes of February 14, 2017 was requested in Section C.1. to include that it was requested that a 3-5 Year Plan be presented to show the expansion of the low incident students.

Moved by F. Stratton

that the minutes of the public meeting of February 14, 2017 be approved as amended.

Seconded by J. Stanley

Carried

A.5. Student Presentation – Blueridge Elementary

Students from Blueridge Elementary School shared the importance of developing a sense of belonging by understanding and celebrating differences. Under the guidance of Vice Principal Erin Primas, students worked on the Big Idea: "Exploring stories and other texts helps us understand ourselves and make connections to others and to the world." This Big Idea developed through reading the bestselling novel, "Out of My Mind" by Sharon Draper. Blueridge Elementary School has students of all abilities and this novel study and project helped express the importance of all members of our community being able to have a voice.

A.5. Student Presentation – Blueridge Elementary (continued)

Through communication boards, students were able to communicate and collaborate without words, which they showcased to the Board of Education.

On behalf of the Board, Chair Sacré thanked the students for their presentation.

B.1. Proposed School Calendar 2017/18 for Board Approval

Assistant Superintendent Chris Atkinson provided the Board with an update on the work that has been completed with the proposed school calendar for the 2017/18 school year. The 2017/18 calendar proposal developed by the Committee was published to the School District website on January 30, 2017 and notification of a one-month public comment period was provided to staff and parents of students via the School District's SchoolConnects communication system.

Responding to Trustees' questions, Superintendent Mark Pearmain and Assistant Superintendent Chris Atkinson clarified the decision regarding the Winter Break; Professional Development dates; and, how the North Vancouver School District will communicate the calendar out to the public.

Moved by B. Forward

that the Board of Education approve the Proposed 2017/18 School Calendar as attached to the Administrative Memorandum of March 7, 2017, and further, that the Board direct the calendar committee to reconvene to consider a four day weekend and other issues.

Seconded by J. Stanley

Defeated

Moved by C. Gerlach

that the Board of Education approve the Proposed 2017/18 School Calendar as attached to the Administrative Memorandum of March 7, 2017.

Seconded by F. Stratton

Carried

Opposed: B. Forward, J. Stanley

B.2. North Vancouver School District and Squamish Nation Protocol Agreement

Introducing this agenda item, Board Chair Sacré recognized and honoured the relationship that the North Vancouver School District has with the Squamish Nation. At a recent Board of Education and Squamish Nation Chiefs and Council dinner meeting, discussion occurred around the notion to enter into a communication and collaboration protocol agreement to maintain and enhance a cooperative relationship. Chair Sacré noted that there is a desire to formalize and standardize communication and collaboration opportunities between the North Vancouver School District and Squamish Nation.

Moved by J. Stanley

that the Board of Education direct staff to work with the Squamish Nation staff to create a Protocol Agreement for Communication and Collaboration Between the Squamish Nation and North Vancouver School District, and;

that School District staff present a draft Protocol Agreement to the Board of Education, for their consideration, in the 2017/2018 school year.

Seconded by B. Forward

Carried

C.1. School District Facilities Plan (SDFP) – Matrix Consulting

Board Chair Sacré introduced this agenda item and shared that boards of education are expected to have a School District Facilities Plan (SDFP) in place that supports projects being submitted to the Ministry for capital investment consideration. The North Vancouver School District contracted Matrix Planning Associates to prepare the School District Facilities Plan 2017 Update. Chair

C.1. School District Facilities Plan (SDFP) – Matrix Consulting (continued)

Sacré invited Bill Wood, of Matrix Planning Associates, to the table to present highlights of the 2017 SDFP.

Mr. Wood provided highlights on the following:

- Community growth – Estimated 14,820 new housing units over the next 15 years
- Enrolment forecast – Growing schools: Carson Graham, Larson, Capilano, Westview, Queen Mary, Queensbury, Brooksbank, Sherwood Park, Ridgeway
- Capacity utilization challenges – Need to balance enrolment in several parts of the District; elementary and then secondary utilization will exceed comfort zone
- Building upgrade priorities – Handsworth, Argyle, Brooksbank
- Emerging secondary plan – Replace Handsworth and Argyle, shift Carisbrooke from Carson Graham to Argyle
- Emerging elementary plan – Modify boundaries between schools, replace Larson and Queensbury with new, larger schools

Responding to Trustees' questions, Mr. Wood provided additional information on developments in Lynn Creek, Maplewood Village and Lower Lonsdale, noting that estimated growth is dependent on the amount of rental units that are offered in the City and District of North Vancouver.

C.2. 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. It was also noted that a meeting with the City of North Vancouver was held to discuss a process that could be used to explore site options for a Lower Lonsdale Elementary school.

C.3. 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:

- Seycove Secondary School – field trip to New York, New York, USA (March 7-12, 2017)

C.4. Superintendent's Report

Superintendent Mark Pearmain shared highlights of his visits to elementary and secondary schools.

C.5. Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)

Trustee Gerlach provided an update to the Board on BCSTA and BCPSEA.

C.6. Trustees' Reports

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
 - Squamish Nation & NVSD Meeting
 - NVT A Dinner
 - Communications Committee Meeting
 - Table Matters Committee Meeting
 - ITC Meeting
 - BCSTA/BCTF Life Insurance Committee Meeting

C.6. Trustees' Reports (continued)

- BCSTA Financial Committee Meeting

- 2. Events attended by Trustees included:
 - 25 Year Employee Recognition
 - Carson Graham Secondary Personal Projects
 - Carson Graham Secondary Global Initiative
 - Seycove Secondary Senior Girls Basketball
 - Seycove Secondary "The Big Picture"
 - RCMP Event – What does community look like?
 - BCSTA Provincial Council

D. Future Meetings

Date and Time	Event	Location
Tuesday, March 28, 2017 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, April 18, 2017 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, April 25, 2017 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, May 9, 2017 at 7:00 pm	Standing Committee Public 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.

Martin Stuible, President of the North Vancouver Teachers' Association, spoke regarding the school calendars, noting that there is a cycle that plays out every seven years and this should be explained to the public.

F. Adjournment

The established agenda being completed, the Chair adjourned the meeting at 9:27 pm and thanked those who attended.

Certified Correct:

Georgia Allison
Secretary Treasurer

Christie Sacré
Chair, Board of Education

Date

Date

Schedule A.6.
of the
Administrative Memorandum

Meeting Date: April 18, 2017 Board Board, in camera

Topic (as per the
Memorandum): **Student Presentation – Eastview Elementary**

Narration:

Throughout the year, students from across the North Vancouver School District engage in a variety of events and programs. The purpose of these presentations is to provide the opportunity to share stories and gain a first-hand perspective from the students in this School District.

It IS our students leading the way in honouring an Aboriginal World View. In North Vancouver, we believe in three pathways for change: students, educators and community. Our students are showing a great determination to learn about Canada’s shared history and are demonstrating the natural ability to showcase their learning with students, parents, staff and community members.

Through a drama presentation to Xetximtn, Alroy Baker, the grade 4’s and 5’s at Eastview Elementary demonstrated their empathy and understanding of the impact of Residential Schools. Alroy was gracious, saying, “If the Elders were here, they would be honoured and very emotional.” Eastview is a safe place for Elders to share their story, which we know is a challenging and powerful step to Truth and Reconciliation.

The relationship students have developed with our local First Nations is translating into meaningful change that is strengthening an entire learning community.

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

Meeting Date: April 18, 2017 Board Board, in camera

Topic (as per the Memorandum): **2017/18 Budget Consultation Update and Board Direction**

Narration:

At its November 11, 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 (NVTAs), Canadian Union of Public Employees (CUPE Local 389), North Vancouver Administrators (NoVA), and District Student Leadership Council (DSLCC) were invited to attend information sessions and participate in discussions about the 2017/18 Budget Priorities at the scheduled Finance and Facilities Standing Committee Meetings. The three-year forecast has been utilized during the budget consultation process and was updated following the Ministry of Education's preliminary grant announcement in March 2017.

At the February 7, 2017 Finance and Facilities Standing Committee meeting, attendees were provided with the Budget development components for 2017/18, including historical and current revenues and expenses, budget timelines, operating grant and the three-year forecast. Participants and interested individuals were asked to provide their suggestions for the 2017/18 budget priorities by emailing the School District from February 9, 2017 through April 10, 2017.

On March 15, 2017, the Ministry of Education announced the Preliminary Operating Grants for school districts. On March 24, 2017, the Ministry of Education announced the "Notional" funding for the Classroom Enhancement Fund (CEF) for all School Districts. The CEF funding is to support the restoration of language that was struck in 2002 and will be treated as a Special Purpose Grant that resides outside of the Operating Grant.

At the March 28, 2017 Finance and Facilities Standing Committee Meeting, an overview was presented on the Preliminary Operating Grant and Three-Year Operating Forecast, and, partner groups presented their budget priorities. Attendees were asked to discuss and provide further input on their budget priorities for the 2017/18 Preliminary Operating Grant. 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, 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, as identified in the attached Appendix A: *2016-17 Annual Budget Priorities – Executive Committee Recommendations*.

Attachment:
Appendix A: 2017-18 Annual Budget Priorities – Executive Committee Recommendations

RECOMMENDED MOTION:

that the Board direct staff to proceed with the development of the 2017/18 Annual Budget incorporating the budget priorities recommended by the Executive Committee, as identified in Appendix A.

**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.

1. EQUITY

A. CLASS SIZE AND COMPOSITION

Class size and composition, previously supported by the Learning Improvement Fund (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 2016-17 Amended 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.

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.

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.

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.

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 need 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.

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.

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.

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.

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.

3. 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.

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.

- 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.

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.

4. 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.

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.

Training has been initiated with Counsellors to build capacity and it is recommended that this training 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.

Schedule B.2
of the
Administrative Memorandum

Meeting Date: April 18, 2017 Board Board, in camera

Topic (as per the Memorandum): **2017/18 Capital Plan Bylaw No. 17/18-CP-SD44-01**

Narration:

In late May 2016 direction was received from the Ministry of Education requiring school districts to submit their Capital Plans by August 31, 2016. At the end of June 2016, the deadline was adjusted to September 30, 2016 to allow boards time to review and approve the plan by resolution.

Capital Planning Instructions were issued by the Ministry of Education in June, identifying requirements and priorities for the preparation and submission of the Five-Year Capital Plan. The Ministry Capital Plan Submission format has changed from prior years, and consolidated 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 (SMP)
- School Expansion Program (EXP)
- School Replacement Program (REP)
- Building Envelope Program (BEP)
- School Enhancement Program (SEP) – formerly routine capital
- Carbon Neutral Capital Program (CNCP)
- 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 2017/18 fiscal year, and longer term Capital Planning.

Timelines

Capital Planning timelines, as defined by the Ministry of Education, are provided in the table below. In addition to the dates outlined, the DRAFT Capital Plan was presented at the Standing Committee Meeting of September 13, 2016.

Schedule B.2 (continued)

Narration (continued):

Capital Planning Timelines	
September 20, 2016	Presentation at Public Board Meeting of DRAFT 2016/17 Capital Plan priorities and timelines for Board consideration and adoption. <i>(Note: The Ministry of Education refers to this plan, as the 2017-18 Capital Plan funds will be resourced in the 2017-18 fiscal year.)</i>
September 30, 2016	Due date for Boards of Education to submit 2017/18 Capital Plan to Ministry complete with Board Resolution adopting the plan.
Early 2017	Ministry conducts intake review, and provides written response confirming funding priorities for the 2017/18 Capital Plan.
January / February 2017	Ministry anticipates providing Capital Planning instructions for the 2018/19 Capital Plan.
June 2017	Deadline for the 2018/19 Capital Plan submission.

The Ministry of Education has now provided their written response to our 2017-18 Capital Plan submission of September 2016. The letter is attached to this schedule and the Board is now required to pass a Bylaw to allow for the School District to access the funding outlined in the letter.

Attachments:

- SD No. 44 Capital Project Bylaw No. 1718CP44-01
- Ministry of Education – Ministry Response to the Annual Five-Year Capital Plan Submission

RECOMMENDED MOTION:

- that School District No. 44 (North Vancouver) Capital Bylaw No. 1718CP44-01 be read a first time;
- that School District No. 44 (North Vancouver) Capital Bylaw No. 1718CP44-01 be read a second time;
- that School District No. 44 (North Vancouver) Capital Bylaw No. 1718CP44-01 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.



March 17, 2017

Ref: 192579

To: Secretary-Treasurer and Superintendent
School District No. 44 (North Vancouver)

Re: Ministry Response to the Annual Five-Year Capital Plan Submission

This letter is in response to the Board of Education's Annual Five-Year Capital Plan submission and provides direction as to the next steps for advancing capital projects that align with provincial capital priorities.

The Ministry reviewed all of the Five-Year Capital Plan submissions across the participating 60 school districts to determine priorities for available capital funding in the following Ministry programs:

- Seismic Mitigation
- Expansion
- Building Envelope
- Carbon Neutral Capital
- School Enhancement
- Bus Replacement

I am pleased to advise Ministry support for advancing project development or delivery of the following projects:

SCHOOL PROJECT(S)		
School Name	Program & Project Type	Next Steps & Timing
Mountainside Secondary	Seismic Mitigation	Deliver final Project Definition Report by July 30, 2017, for future funding decision
Brooksbank Elementary	School Enhancement – Safety Enhancements	Proceed to design, tender & construction and complete by March 2018
Capilano Elementary	School Enhancement – Safety Enhancements	Proceed to design, tender & construction and complete by March 2018

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Carisbrook Elementary	School Enhancement – Safety Enhancements	Proceed to design, tender & construction and complete by March 2018
Cleveland Elementary	School Enhancement – Safety Enhancements	Proceed to design, tender & construction and complete by March 2018
Dorothy Lynas Elementary	School Enhancement – Safety Enhancements	Proceed to design, tender & construction and complete by March 2018
Eastview Elementary	School Enhancement – Safety Enhancements	Proceed to design, tender & construction and complete by March 2018
Montroyal Elementary	School Enhancement – Safety Enhancements	Proceed to design, tender & construction and complete by March 2018
Ross Road Elementary	School Enhancement – Safety Enhancements	Proceed to design, tender & construction and complete by March 2018
Sherwood Park Elementary	School Enhancement – Safety Enhancements	Proceed to design, tender & construction and complete by March 2018
Upper Lynn Elementary	School Enhancement – Safety Enhancements	Proceed to design, tender & construction and complete by March 2018

Follow-up meetings will be scheduled by your assigned Regional Director to confirm scope, schedule, budget and the terms of project approval for the projects listed above. **No work or expenditures may proceed without a signed Capital Project Funding Agreement (CPFA), Annual Program Funding Agreement (APFA), or other formal authorization from the Ministry.**

As a brief follow-up from the previous year, the Ministry has revised the procedures regarding capital bylaws and approved Five-Year Capital Plans. The requirement for the Boards of Education to adopt a capital bylaw for each individual capital project has been eliminated. Instead, the Board may adopt a single Capital Bylaw for its approved 2017/18 Five-Year Capital Plan, in accordance with s. 143 of the *School Act*. For additional information, please visit the Capital Bylaw website at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/capital-bylaws>

Additionally, I understand work continues on to finalize the Project Definition Reports for the seismic mitigation of Handsworth Secondary as requested by the Ministry in last year’s Capital Plan Response Letter. Once Ministry staff receives the completed materials, the Ministry will advance for funding decision.

You can expect to receive the Capital Plan Instructions for your 2018/19 Annual Five-Year Capital Plan Submission by March 31, 2017, and the deadline for submission will be June 30, 2017.

Should you have any questions regarding the Ministry's Capital Plan process, please do not hesitate to contact your Acting Regional Director, Rob Drew at Rob.Drew@gov.bc.ca.

Thank you for your dedication to the students of the North Vancouver School District.

Sincerely,



Ryan Spillett
Executive Director, Capital Delivery Branch
Capital Division

Cc: Rob Drew, A/Regional Director, Capital Delivery Branch
Hailley Honcharik, Planning Officer, Capital Delivery Branch

**CAPITAL BYLAW NO. 1718CP44-01
CAPITAL PLAN 2017/18**

A BYLAW by the Board of Education of School District No. 44 (North Vancouver) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "Act").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved the Board's Capital Plan.

NOW THEREFORE the Board agrees to the following:

- (a) authorizes the Secretary-Treasurer to execute project agreements related to the expenditures contemplated by the Capital Plan;
- (b) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project(s); and,
- (d) maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister that specifies the supported projects in the Ministry's letter of March/17/2017 from the 2017/18 Capital Plan is hereby adopted.
- 2. This Bylaw may be cited as School District No. 44 (North Vancouver) Capital Bylaw No.1718CP44-01.

READ A FIRST TIME THE _____ DAY OF APRIL, 2017;
READ A SECOND TIME THE _____ DAY OF APRIL, 2017;
READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF APRIL, 2017.

CORPORATE SEAL

Board Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 44 (North Vancouver) Capital Bylaw No. 1718CP44-01 adopted by the Board the _____ day of April, 2017.

Secretary-Treasurer

Schedule C.1
of the
Administrative Memorandum

Meeting Date: April 18, 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* (April 2017).

Attachment:

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

Land, Learning & Livability Community Engagement Update

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.

City of North Vancouver:

The North Vancouver School District attended the City of North Vancouver's open house related to their Density Bonus proposal. School District staff attended to provide input on the proposal as it relates to the School District's assets.

Braemar, Lucas & Cloverley: Status

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

Schedule C.2
of the
Administrative Memorandum

Meeting Date: April 18, 2017 Board Board, in camera

Topic (as per the
Memorandum): **Tuesday, March 28, 2017 Standing Committee Meeting**

Narration:

The Board will find attached a copy of the meeting summary from the March 28, 2017 Standing Committee Meeting.

Trustee Franci Stratton will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, March 28, 2017

BOARD OF EDUCATION STANDING COMMITTEE

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of March 28, 2017

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, March 28, 2017.

Meeting Attendance:

Trustees Forward, Gerlach, Higgins, Sacré, Stanley and Stratton were all in attendance and Trustee Skinner was away due to illness.

Call to Order:

Standing Committee Chair Franci Stratton called the Standing Committee Meeting to order at 7:00 pm, thanking those in attendance for coming to engage with the School District. Facilitation Consultant Dorli Duffy was introduced. The traditional territorial lands of the Squamish Nation and Tsleil Waututh Nation were acknowledged.

Budget Development & Annual Facilities Grant Plan:

Facilitator Dorli Duffy explained how the evening would progress, starting with presentations from District staff then moving into presentations from Partner Groups. Superintendent Mark Pearmain, Secretary Treasurer Georgia Allison and Assistant Superintendent Pius Ryan, provided an overview on the Preliminary Operating Grant, the Forecast to June 30, 2017 and the updated Three-Year Forecast.

Partner Group Presentations for 2016/17 Budget Priorities:

- [North Vancouver Administrators \(NoVA\)](#)
- [North Vancouver Parent Advisory Council \(NVPAC\)](#)
- [North Vancouver Teachers' Association \(NVTA\)](#)

Following the presentations, Ms. Duffy facilitated full table discussions of individual priorities, top ten priorities and top three priorities. The priorities were summarized and shared with the entire group.

Concluding the evening, Standing Committee Chair Stratton thanked all of those who participated in coming together to discuss the Budget Development.

The presentations can be found online: [Meetings & Minutes 2016/17](#)

Next Meeting:

April 25, 2017
Mountain View Room

Schedule C.3.
of the
Administrative Memorandum

Meeting Date: April 18, 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.4
of the
Administrative Memorandum

Meeting Date: April 18, 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.5
of the
Administrative Memorandum

Meeting Date: April 18, 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: April 18, 2017 Board Board, in camera

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

Narration:

Date and Time	Event	Location
Tuesday, April 25, 2017 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, May 9, 2017 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, May 16, 2017 at 7:00 pm	Public Board 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

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.