

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
Wednesday, June 20, 2018 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
B.	Action Items		
B.1.	Proposed Revised Policy 306: Suspected Child Abuse		7:40 pm
B.2.	Proposed New Policy 710: Operating Surplus		7:50 pm
B.3.	Canadian Revenue Agency – Resolution re: Officers		8:00 pm
B.4.	Argyle Secondary School Covenant Bylaw		8:10 pm
B.5.	Student Trustee		8:20 pm
C.	Information and Proposals		
C.1.	Public Board Meetings 2018/19 (Tentative Schedule)		8:25 pm
C.2.	Land, Learning and Livability Community Engagement - Update		8:35 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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Format and Date:

PUBLIC BOARD MEETING
Wednesday, June 20, 2018 at
7:00 pm

		Estimated Completion Time
	(continued)	
C.3.	Superintendent’s Report	8:45 pm
C.4.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers’ Association (BCPSEA)	8:55 pm
C.5.	Trustees’ Reports	9:05 pm
D.	Future Meetings	(no schedule) 9:05 pm
E.	Public Question & Comment Period	9:25 pm
F.	Adjournment	(no schedule) 9:25 pm

Georgia Allison
Secretary Treasurer

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

Schedule A.3
of the
Administrative Memorandum

Meeting Date: June 20, 2018 **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.

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

Meeting Date: June 20, 2018 **Board** **Board, in camera**

Topic (as per the Memorandum): **Proposed Revised Policy 306: Suspected Child Abuse**

Narration:

At the March 8, 2016 Public Board Meeting, Policy 306: Suspected Child Abuse was revised on an interim basis so a review of inter-Ministerial protocols could take place.

In 2016/17, Mark Pearmain, Superintendent of Schools, established the Policy 306 Sub-Committee chaired by Brad Baker, District Principal, Safe and Caring Schools. The Sub-Committee included representatives from the Canadian Union of Public Employees Local 389, North Vancouver Administrators, North Vancouver Teachers' Association, North Vancouver School District, Ministry of Children and Family Development and the North Vancouver RCMP. The Sub-Committee met several times through 2016/17 and 2017/18.

Brad Baker presented draft changes to Policy 306: Suspected Child Abuse at the School District's Policy Review Committee for review at a scheduled meeting on April 23, 2018. The Policy Review Committee included Trustee Christie Sacré, representatives from the secondary and elementary school administrators (NoVA), the North Vancouver Teachers' Association (NVTa), the North Vancouver Parent Advisory Council (NVPAC) and the District Student Leadership Council (DSLc). The Canadian Union of Public Employees (CUPE Local 389) sent their regrets.

Brad Baker, District Principal, Safe and Caring Schools, will introduce *Proposed Revised Policy 306: Suspected Child Abuse*, as attached to this Administrative Memorandum of June 20, 2018.

Attachments:

Proposed Revised Policy 306: Suspected Child Abuse

Proposed Revised Policy 306: Suspected Child Abuse – Administrative Procedures (for information only)

RECOMMENDED MOTION:

that the Board of Education approve *Proposed Revised Policy 306: Suspected Child Abuse*, as attached to this Administrative Memorandum of June 20, 2018.

306 Suspected Child/Youth Abuse

Adopted: April 4, 2007
Revised: June 21, 2011
Revised: March 8, 2016
Proposed Revised: June 20, 2018

Policy

Child/youth safety and protection are a high priority for the North Vancouver Board of Education.

The *Child, Family and Community Service Act* imposes a legal duty on any person who has reason to believe that a child/youth needs protection to promptly report the matter to the appropriate authorities, as defined in the North Vancouver School District's protocol document, Responsibilities and Procedures for Reporting Suspected Child Abuse or Neglect. "Reason to believe" means that, based on what you have seen or information you have received, you believe that a child/youth under the age of 19 has been or is likely to be at risk of harm.

There are three categories of abuse/neglect:

1. Physical or sexual abuse (physical injuries, molestation, incest or sexual abuse)
2. Physical neglect (gross lack of supervision or abandonment, gross or repeated failure to meet the child's/youth's nutritional needs, failure to seek or comply with needed medical advice)
3. Emotional injury or neglect (failure to meet the emotional needs of the child/youth for normal development, refusal to recognize and seek help for a child's/youth's emotional disturbance).

Responding to child/youth abuse and neglect is a societal responsibility. Understanding child/youth abuse and neglect and knowing how to take appropriate action are critical in protecting our students. School district personnel share this responsibility with parents, child protection social workers, police, and every citizen. School district personnel can help with the safety and protection of our students by identifying and reporting suspected child abuse and neglect, cooperating with all investigations, and supporting our students, both emotionally and socially, in our classrooms and schools.

Administrative Procedures

Responsibilities and Procedures for Reporting Suspected Child/Youth Abuse or Neglect

Resources

[Reporting Abuse or Suspected Abuse - Safe Kids BC](#)
[Child, Family and Community Service Act](#)
[Freedom of Information and Protection of Privacy Act](#)
[School Act](#)
[Responding to Child Welfare Concerns: Your Role in Knowing When and What to Report](#)
[The B.C. Handbook for Action on Child Abuse and Neglect: For Service Providers](#)
[Ayas Men Men Child and Family Services](#)



North Vancouver
School District
the natural place to learn®

**RESPONSIBILITIES AND PROCEDURES FOR
REPORTING SUSPECTED CHILD/YOUTH
ABUSE OR NEGLECT**

A Summary for Employees Reporting Alleged Child/Youth Abuse

Suspected Abuser <u>IS NOT</u> an Employee of the School District, Contract Service Provider, or Volunteer	Suspected Abuser <u>IS</u> a School District Employee, Contract Service Provider, or Volunteer	Suspected Abuser is <u>Another Child/Youth</u>
Document and make a report to Child Protection Social Worker (MCFD)	Document and make a report to Child Protection Social Worker (MCFD)	Discuss with Principal
Inform the Superintendent	Inform the Superintendent	Call Child Protection Social Worker if further advice needed (MCFD)
Inform the Principal	Inform the Principal (Do not do this if suspected abuser is the Principal or Vice Principal)	Principal informs the Superintendent & RCMP
DO NOT inform parents	DO NOT inform parents	DO NOT inform parents
DO NOT inform suspected abuser	DO NOT inform suspected abuser	DO NOT inform suspected abuser
DO NOT inform any other parties	DO NOT inform any other parties	DO NOT inform any other parties

MCFD	1 800 663-9122 (24 hours)
Superintendent of Schools	604.903.3449
Administrator of Safe & Caring Schools	604.903.3463
Police Non-Emergency Line	604.985.1311

If a child/youth is in **imminent danger**, police should be called first. Call **911**.

If **further clarification, advice or assistance** is needed about these procedures, please contact the Superintendent or the Administrator of Safe and Caring Schools.

A Summary for Parents Reporting Alleged Child/Youth Abuse

Suspected Abuser <u>IS NOT</u> an Employee of the School District, Contract Service Provider, or Volunteer	Suspected Abuser <u>IS</u> a School District Employee, Contract Service Provider, or Volunteer	Suspected Abuser is <u>Another Child/Youth</u>
Document and make a report to Child Protection Social Worker (MCFD)	Document and make a report to Child Protection Social Worker (MCFD)	Discuss with Principal
Inform the RCMP	Inform Superintendent and RCMP	Call Child Protection Social Worker if further advice needed (MCFD)
	Inform the Principal (Do not do this if suspected abuser is the Principal or Vice Principal)	
DO NOT inform suspected abuser	DO NOT inform suspected abuser	
DO NOT inform any other parties	DO NOT inform any other parties	

MCFD	1 800 663-9122 (24 hours)
Superintendent of Schools	604.903.3449
Administrator of Safe & Caring Schools	604.903.3463
Police Non-Emergency Line	604.985.1311

If a child/youth is in **imminent danger**, police should be called first. Call **911**.

If **further clarification, advice or assistance** is needed about these procedures, please contact Superintendent or the Administrator of Safe and Caring Schools

A. Duty to Report

1. The **legal duty** to report is the responsibility of each individual.
2. Any person with **reason to believe** that a child/youth needs protection, or is likely to need protection, has a duty to report directly to a Child Protection Social Worker at the Ministry of Children and Family Development.

*If you have any doubts or questions about the Ministry of Children and Family Development term “reason to believe,” contact the Child Protection Social Worker and seek advice. Also, if you have any **doubts** about whether a report should be made, or whether further questions need to be asked, contact the Child Protection Social Worker and seek advice.*

Keep in mind that:

- *You do not need proof – it is the Child Welfare Workers job to determine whether abuse or neglect has taken place; your role is to report your concerns, including any disclosures or indicators that you have witnessed.*
 - *It does not matter if you think someone else is reporting the situation – you still must make a report.*
 - *It does not matter if a Child Welfare Worker is already involved with the child/youth – you still must make a report.*
3. Inform the Superintendent after Child Protection Social Worker has been called.
 4. Informing another person (e.g. colleague, Principal) **does not** discharge your **legal duty** to report directly to a Child Protection Social Worker.
 5. If a child/youth is in **imminent danger**, police should be called first. Call **911**.

B. Reporting Procedures

1. When the suspected abuser is an **adult outside the school system**:
 - Document the information on the “Report of Suspected Child/Youth Abuse or Neglect” form (attached)
 - Immediately report the incident to a **Child Protection Social Worker** at the Ministry of Children and Family Development – 1 800 663-9122 (24 hours)
 - Employees must inform the Superintendent.
 - Inform the **Principal** of the school of your report
 - **Do not inform** parent(s), suspected abuser or any other parties.

2. When the suspected abuser is a **school district employee, contract service provider or a volunteer**:
 - Document the information on the "Report of Suspected Child/Youth Abuse or Neglect" form (attached)
 - Immediately report the incident to a **Child Protection Social Worker** at the Ministry of Children and Family Development – 1 800 663-9122 (24 hours)
 - Inform the Superintendent. The Superintendent, in consultation with HR will determine if an investigation by school district is warranted.
 - If a parent is reporting, they must inform the RCMP.
 - Inform the **Principal** of the school of your report
 - **Do not inform** parent(s), suspected abuser or any other parties.

3. When the **abuser is a child/youth**:
 - Notify and consult with the Principal of the school. It may or may not result in a report to the Ministry of Children and Family Development.

Suggestions for supporting the-child/youth during a disclosure

When it becomes apparent that a child/youth may be communicating to you verbally or non-verbally that they need support;

1. Remain calm and proceed slowly. Set aside the time needed to listen carefully to the student and be supportive.
2. Listen to the child/youth as they tell their story. Allow the child/youth to communicate at their pace and comfort level. Document only the facts as the student has told them to you.
3. Wherever possible, questions should be framed in an open-ended manner. Leave more detailed questioning to MCFD and/or RCMP.
4. Reassure the child/youth that they have not done anything wrong in sharing this information and that doing so will lead to accessing help.
5. Be honest and up front about the fact that you will need to share this information with people who are specialized in helping children and their families. Reassure the child/youth that you will inform them of what will happen next.
6. Ensure that supports are in place for the child/youth. Clarify with MCFD what the counsellor's role will be during the investigative phase.

A CHECKLIST

1. Before you call a Child Protection Social Worker in the Ministry of Children and Family Development have the following information at hand, if available:

Student information

- name
 - address
 - date of birth
 - phone number(s)
 - parent(s) name(s)
 - grade level and teacher
 - siblings
- **NVSD Employees** - The "Report of Suspected Child/Youth Abuse or Neglect" form, is available in:
 - The school office
 - Portal > District > Forms > Safe and Caring Schools
 - Safe and Caring Schools Binder

If the form is unavailable make notes regarding the details of the allegation.

- **Parents** – please consult the Ministry website for further information on Reporting Child/Youth Abuse in BC
<https://www2.gov.bc.ca/gov/content/safety/public-safety/protecting-children/reporting-child-abuse>
2. Phone **1-800-663-9122 (24 hours)** and request to talk to a Child Protection Social Worker. E.g. **"I would like to talk to a Child Protection Social Worker about an allegation of abuse."**
 - Detail and clarify your reason(s) for the child/youth needing protection to a Child Protection Social Worker
 - Request information about the next step(s)
 - Request that the Child Protection Social Worker phone you about the results of their assessment
 3. Put the "Report of Suspected Child/Youth Abuse or Neglect" form or your summary in an envelope, seal it, sign it, and store it in a safe and secure place.

CONFIDENTIAL

PLEASE PRINT AND PROVIDE DETAILS

School District No. _____ *School Name:* _____

1. Record of the Verbal Report:

Name of person to whom you reported: _____

Position: _____

Phone Number: _____ Fax: _____

Office Address: _____

2. Student Information:

Name: _____

Date of Birth (d/m/y): _____ Age: _____

Student's current home address: _____

Male: _____ Female: _____ Grade: _____

Classroom or Homeroom teacher: _____

Name and Address of person(s) who has legal custody of the child/youth at the time of this report: _____

Phone Number: _____

Special Needs, if any, including any barriers to communication: _____

Sibling names, ages, and schools, if known: _____

3. Attach all of the child's/youth's writing, drawing, or artwork that supports this report. Sign and date them.

4. Information from the Student's disclosure or your reasons to believe the Student has been or is likely to be abused (conversation, events, observations or circumstances): _____

5. Document any information the Child Protection Social Worker (CPSW) shared with you: _____

6. Date (m/d/y)_____ Time: _____

- Secure the original copy of the report for yourself (including supporting notes and documents) in a secure and confidential place. Do not share this confidential information with anyone other than the Child Protection Social Worker (CPSW), the Police or as required by law.
- Mail a copy of the report including supporting notes and documents to the Ministry of Children and Families if requested to do so.

NOTE: Record only facts and observations

Schedule ...B.2...
of the
Administrative Memorandum

Meeting Date: June 20, 2018 **Board** **Board, in camera**

Topic (as per the Memorandum): **Proposed New Policy 710: Accumulated Operating Surplus**

Narration:

As a means to strengthen school district financial reporting, and increase the financial literacy of Trustees, the Financial Health Working Group made a recommendation that all BC Boards of Education adopt an Accumulated Operating Surplus Policy before June 30, 2018. The Financial Health Working Group includes membership from the Ministry of Education, BC School Trustees Association (BCSTA), BC School Superintendents Association (BCSSA), BC Association of School Business Officials (BCASBO), Office of the Auditor General, and Office of the Comptroller General of BC.

Earlier this year, the North Vancouver School District Audit Committee established a sub-committee to draft an Accumulated Operating Surplus Policy. The sub-committee included all members of the Audit Committee, as well as the Superintendent, Secretary Treasurer, and Director of Finance. The Accumulated Operating Surplus Policy was developed with input from all members of the sub-committee. It was subsequently presented for review at a scheduled meeting of the Policy Review Committee on April 23, 2018. The Policy Review Committee included Chair Sacré, representatives from the secondary and elementary school administrators (NoVA), the North Vancouver Teachers' Association (NVTa), the North Vancouver Parent Advisory Council (NVPAC) and the District Student Leadership Council (DSLc). The Canadian Union of Public Employees (CUPE Local 389) sent their regrets.

The draft policy accomplishes three goals. Firstly, the policy affirms the Board's commitment to good governance and financial accountability. Secondly, the policy helps to inform the reader as to what Accumulated Operating Surplus is, and how it is created. Lastly, the policy commits the Board to undertake a thorough review of the Accumulated Operating Surplus balance and clearly identify specific appropriations each year.

Kristen Watson, Director of Finance, will introduce *Proposed New Policy 710: Accumulated Operating Surplus*, as attached to this Administrative Memorandum of June 20, 2018.

Attachments:

Proposed New Policy 710: Accumulated Operating Surplus
Proposed New Policy 710: Accumulated Operating Surplus – Administrative Procedures (for information only)

RECOMMENDED MOTION:

that the Board of Education approve *Proposed New Policy 710: Accumulated Operating Surplus*, as attached to this Administrative Memorandum of June 20, 2018.

710 Accumulated Operating Surplus

Proposed: June 20, 2018

Policy

The Board of Education is committed to the principles of good governance, fiduciary responsibility and full transparency. Through prudent fiscal responsibility, which includes responsible management and specific utilization of Accumulated Operating Surplus in accordance with the purposes for which funds were intended, the Board demonstrates its commitment to these principles. This ensures the North Vancouver School District's continued ability to meet the Board's [Statements of Mandate, Vision and Values](#).

Accumulated Operating Surplus is the cumulative excess of operating revenues over operating expenses. The Board considers an Accumulated Operating Surplus balance to provide a measure of resiliency to address annual fluctuations in funding, and address one-time costs or unforeseen expenditures. It cannot be relied upon to sustain on-going services.

The *School Act* requires that Boards of Education must annually submit a budget by June 30. Ministry regulations require that the budget be balanced, save for specific prescribed permissible deficits including:

- i. Recognition of a liability for employee future benefits
- ii. That portion of amortization expense which exceeds the amount of amortization of deferred grant revenue.

The Board will undertake a thorough annual review of the Accumulated Operating Surplus balance, and clearly identify specific appropriations each year.

Administrative Procedures

Policy 710: Accumulated Operating Surplus – Administrative Procedures

Resources

[Policy 106: Statements of Mandate, Vision, and Values](#)

[BC School Act](#)

[Financial Health Working Group Accumulated Operating Surplus Toolkit](#)

710 Accumulated Operating Surplus

Proposed: June 20, 2018

Administrative Procedures

1. Accumulated Operating Surplus may be subject to internal restrictions as directed by the Board. The target Accumulated Operating Surplus balance, net of internal restrictions, is established in the range of 2-4% of operating expenses.
2. Proposed uses of Accumulated Operating Surplus should be clearly displayed and referred to the Board for approval during the Annual Budget adoption process.
3. Detailed information regarding the change in Accumulated Operating Surplus balance will be included in a management report to the Board each year as part of the year-end Audited Financial Statement presentation.
4. Eligible uses of Accumulated Operating Surplus may include:
 - Establishment of an Operating Contingency
 - Capital Acquisitions
 - Elimination of an annual budget deficit
 - Funding for ongoing activities or programs that span over the end of the fiscal year
5. Should the Accumulated Operating Surplus balance decline below target, a replenishment strategy will be developed and approved by the Board to be implemented over a three year period, or an alternate approved timeline.

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

Meeting Date: June 20, 2018 **Board** **Board, in camera**

Topic (as per the Memorandum): **CRA Resolution: Authorized Representatives**

Narration:

A resolution regarding delegation of authority to authorize representatives for the purposes of obtaining and communicating with the CRA regarding Business Account information is required as a result of Finance Department staffing changes.

Attachment:
CRA Authorized Representatives Resolution

RECOMMENDED MOTION:

that the CRA Resolution: Authorized Representatives be approved.

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO.44 (NORTH VANCOUVER)
RESOLUTION RE BUSINESS CONSENT FORM
CRA AUTHORIZED REPRESENTATIVES**

RESOLVED:

- (1) That **GEORGIA ALLISON, Secretary Treasurer** and **KRISTEN WATSON, Director of Financial Services of the Board of Education of School District No. 44 (North Vancouver)**, (School Board, "the Corporation") be delegated authority to authorize all representatives on behalf of the Corporation to communicate with the Canada Revenue Agency by telephone and mail.
- (2) That **GEORGIA ALLISON, Secretary Treasurer** and **KRISTEN WATSON, Director of Financial Services** be and are hereby authorized for and on behalf of the Corporation from time to time to receive from the Canada Revenue Agency, a statement of the Business Accounts of the Corporation.
- (3) That this resolution be communicated to the Canada Revenue Agency and remain in force until rescinded by way of written notice delivered to the Agency.

We certify that the above is a true copy of a resolution passed at a meeting of the Board of Education of School District No. 44 (North Vancouver) duly convened and regularly held in accordance with the law governing the said Corporation on the **20th** day of **June, 2018**.

Christie Sacré,
Board Chair

Mark Pearmain,
Superintendent

Schedule B.4
of the
Administrative Memorandum

Meeting Date: June 20, 2018 **Board** **Board, in camera**

Topic (as per the Memorandum): **Argyle Secondary School Covenant Bylaw**

Narration:

During the District of North Vancouver's (DNV) Building Permit review process, the DNV flagged that the Argyle Secondary School Lands are situated in an area which is subject to, or is likely to be subject to certain natural hazards, including flooding and erosion. The DNV requires a Section 219 covenant to be registered on the Lands Title, under section 56 of the Community Charter. This effectively places a notice on title to ensure that the land will not be subdivided, built upon or used for habitation except in strict accordance with all of the recommendations, conditions, suggestions and specifications set out in the School District's Professional Engineer's Hydrotechnical Report. Further, the Section 219 Covenant serves to have the School District as the Owner indemnify the DNV in relation to all current work and future projects undertaken on the Land.

The Argyle consulting team has taken the natural hazard risks into consideration in relation to the design of the current replacement project, and our Professional Hydrology Engineer has provided a Flood Hazard and Risk Assurance Statement to accompany this Covenant to confirm the land may be used safely for the use intended, related to the current work.

The Section 219 Covenant was reviewed by both the School District's legal counsel, and the Ministry of Education. The Covenant was then amended to align the indemnity provisions so they are agreeable to both the School District and the DNV. The Ministry advises that placing the Covenant on Title is a disposal of an interest (not ownership) in the land. As such the Board must adopt a bylaw to support the Section 219 covenant.

Attachment:
Argyle Secondary School Covenant Bylaw

RECOMMENDED MOTION:

- that School District No. 44 (North Vancouver) Argyle Secondary School Covenant Bylaw be read a first time;
- that School District No. 44 (North Vancouver) Argyle Secondary School Covenant Bylaw be read a second time;
- that School District No. 44 (North Vancouver) Argyle Secondary School Covenant Bylaw be read a third time, passed and adopted.

THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER)

DISPOSAL OF PROPERTY BYLAW NO. 18-0620

WHEREAS section 65 (5) of the *School Act* provides that a board of education may exercise a power with respect to the acquisition or disposal of property owned or administered by the board only by bylaw;

AND WHEREAS pursuant to section 96 (1) of the *School Act*, “land” includes any interest in land, including any right, title or estate in it of any tenure;

NOW THEREFORE be it resolved that the Board of Education of School District No. 44 (North Vancouver) hereby authorizes the granting of a section 219 covenant on the title of the property commonly known as Argyle Secondary School, located at 1131 Frederick Rd, District of North Vancouver, BC, V7K 1J3, and legally described as:

PID: 007-601-981

Lot A Blocks 11 and 12 District Lot 2023 Plan 16008

The Board of Education confirms that the covenant will not affect the provision of educational programming in School District No. 44 (North Vancouver).

This bylaw may be cited as School District No. 44 (North Vancouver) Disposal of Property Bylaw No.18-0620.

Read a first time this _____ day of _____, 2018

Read a second time this _____ day of _____, 2018

Read a third and final time, passed and adopted this _____ day of _____, 2018

Chair

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 44 (North Vancouver) Disposal of Real Property Bylaw No. 18-0620 adopted by the Board of Education this _____ day of _____, 2018.

Secretary-Treasurer

Schedule B.5
of the
Administrative Memorandum

Meeting Date: June 20, 2018 **Board** **Board, in camera**

Topic (as per the Memorandum): **Student Trustee**

Narration:

Ensuring that the opinions of students in North Vancouver's schools are heard is an important and critical component of the decision-making process for the Board of Education. The creation of the role of Student Trustee would provide a regular and direct opportunity for student voice to be heard at the Board table as decisions are being made in real-time. Other school districts in BC have added the position of Student Trustee to their Public Board meetings. The selection/election of a Student Trustee to join elected trustees at the table would not only provide students with an opportunity to present to the Board ([*Policy 411: Student Leadership Council*](#)) on issues and matters of importance and interest to students, it would further extend that opportunity to provide students with direct input into the discussion and deliberations during public meetings. *Note that while the Student Trustee would sit at the Board table for Public Meetings it is not contemplated that the Student Trustee would vote or participate in closed meetings.

RECOMMENDED MOTION:

that the Board of Education support the development of a Student Trustee and District Student Leadership Council initiative for the 2018/19 school year.

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

Meeting Date: June 20, 2018 **Board** **Board, in camera**

Topic (as per the Memorandum): **Public Board Meetings 2018/19 (Tentative Schedule)**

Narration:

A proposed, tentative schedule of Public Board Meetings 2018/19 was prepared in accordance with [Policy 104: Board of Education – Meetings](#). It reads:

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

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

And:

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

The proposed, tentative schedule of Public Board Meetings 2018/19 is attached to this Administrative Memorandum of June 20, 2018.

The schedule of Standing Committee meetings will be determined and announced in September 2018.

Attachment:
Public Board Meetings 2018/2019 – Tentative Schedule

TENTATIVE SCHEDULE

Public Board Meetings 2018/2019 - 7:00 p.m.

<i>Board of Education - Public Meeting</i>	<i>September 25, 2018</i>
<i>Board of Education - Public Meeting</i>	<i>October 16, 2018</i>
<i>Board of Education - Public Meeting</i>	<i>November 6, 2018</i>
<i>Board of Education - Public Meeting</i>	<i>December 11, 2018</i>
<i>Board of Education - Public Meeting</i>	<i>January 22, 2019</i>
<i>Board of Education - Public Meeting</i>	<i>February 19, 2019</i>
<i>Board of Education - Public Meeting</i>	<i>March 12, 2019</i>
<i>Board of Education - Public Meeting</i>	<i>April 16, 2019</i>
<i>Board of Education - Public Meeting</i>	<i>May 14, 2019</i>
<i>Board of Education - Public Meeting</i>	<i>June 18, 2019</i>
<i>Education Month Celebrations - March 2019</i>	

Schedule C.2
of the
Administrative Memorandum

Meeting Date: June 20, 2018 **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* (June 2018).

Attachment:

Land Management UPDATE – June 2018

Land Management Engagement Update

Argyle Secondary School:

DGS Construction has been chosen as the contractor for the Argyle Secondary School Project. The school safety plan has been updated due to the construction constraints on the site. Updates include:

- School Exiting Signage
- Fire Exiting Plan
- Mustering Location

Handsworth Secondary School:

KMBR Architects Planners Inc. continues to work through the high level desing process on the Handsworth project.

Lucas site:

There is no change in the status of the Lucas site.

Braemar site:

There is no change in the status of the Braemar site.

Cloverley site:

There is no change in the status of the Cloverley site.

Lower Lonsdale:

There is no update on the possibility of a “Lower Lonsdale” school.

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

Meeting Date: June 20, 2018 **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: June 20, 2018 **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: June 20, 2018 **Board** **Board, in camera**

Topic (as per the Memorandum): Trustees' Reports

Narration:

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

**Schedule ...E.....
of the
Administrative Memorandum**

Meeting Date: June 20, 2018 **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.