

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, May 26, 2020, at
6:30 p.m.

			Estimated Completion Time
A.	Call to Order		
A.1.	Chair Sacré's opening remarks	(no schedule)	6:30 pm
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	(no schedule)	6:30 pm
A.3.	Public Comment Period *		7:00 pm
A.4.	Approval of Minutes (that the minutes of the Public Meeting of April 28, 2020, be approved as circulated)	(no schedule)	7:05 pm
B.	Action Items		
B.1.	New Board Agenda		7:25 pm
B.2.	Sutherland Secondary School Track Funding Partnership Opportunities		7:45 pm
B.3.	NVSD Return-to-School Instruction Plan		8:05 pm
C.	Information and Proposals		
C.1.	Elementary School Fees 2020/21		8:15 pm
C.2.	2020/21 Preliminary Budget Status		8:30 pm
C.3.	Land Management Update		8:35 pm
C.4.	Superintendent's Report		8:45 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.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)	8:50 pm
C.6.	Trustees' Reports	9:00 pm
D.	Future Meetings	9:00 pm
E.	Public Question & Comment Period	9:20 pm
F.	Adjournment	9:20 pm
	(no schedule)	

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

Schedule A.3
of the
Administrative Memorandum

Meeting Date: May 26, 2020 **Board** **Board, in camera**

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

Narration:

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

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

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

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

Speakers may speak only once at the Public Comment Period.

For the purposes of May 26, 2020 Public Board Meeting, please follow these procedures:

NEW: COVID-19 Procedures for Public Board Meetings

To respect guidelines and orders around physical distancing and public gatherings provided by the Provincial Health Officer, upcoming public board meetings will continue to be live-streamed and recorded, but the majority of staff and trustees will now participate by teleconference. Partner groups and the public will not be able to attend meetings in person but will have the opportunity to provide input in advance of the meeting.

How you can provide input:

On the day of the Public Board Meeting, we ask that interested parties who wish to speak provide their full name, address, phone number, and topic of discussion to publiccomments@sd44.ca. Please do not provide a written submission.

For the Public Comment Period, we will accept requests to be placed on the speakers' list by email from 6:20 p.m. to 6:30 p.m. We will allow the first 10 requests -- to a maximum of two minutes per speaker, for a total of 20 minutes -- the opportunity to speak. The Chair will phone the public speakers during the Public Comment Period in the order they have signed up.

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, April 28, 2020.

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

A. Call to Order

Chair Sacré called the meeting to order at 6:37 p.m. and acknowledged the traditional territorial lands of the Squamish Nation and Tseil-Waututh Nation. Highlights included the new procedures for the Public Board Meetings due to COVID-19 and that April 2nd was World Autism Day. Chair Sacré thanked the staff, parents and students for their continued efforts and support during the challenges of COVID-19.

Motion to Approve Trustees Participation by Teleconference

Moved by C. Sacré

WHEREAS Section 67 of the School Act permits Trustees to participate in or attend a meeting of the Board by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to communicate with each other;

the Board hereby approves the participation by the Trustees in the April 28, 2020, Public Meeting by telephone.

Seconded by G. Tsiakos

Carried

A.2. Approval of Agenda

The agenda was amended to move item C.1. Technology Update before item B.4. 2020/21 Budget Consultation Update and Board Direction.

Moved by C. Sacré

that the agenda be adopted as amended.

Seconded by K. Mann

Carried

A.3. Moment of Silence - Day of Mourning for Persons Killed or Injured in the Workplace

Chair Sacré reminded those in attendance that April 28th is recognized as a Day of Mourning for Persons Killed or Injured in the Workplace. A moment of silence was observed.

A.4. Public Comment Period

The twenty minute comment period is intended to be relevant to the Board's mandate. The Chair highlighted the new procedures during COVID-19 for those wishing to speak at the Public Comment Period and the Question and Comment Period.

There was no one wishing to speak.

A.5. Approval of Minutes

Moved by C. Sacré

that the minutes of the public meeting of March 10, 2020, be approved as circulated.

Seconded by D. Bruce

Carried

B.1. Capital Plan Bylaw No. 2020/21-CPSD44-01

Jim Mackenzie, Director of Facilities and Planning, was invited to provide an overview of the 2020/21 Capital Plan. The Ministry provided written response to the North Vancouver School District's 2020/21 Capital Plan submission of June 2019 and approved the following capital projects:

- Cloverley Elementary School Replacement Concept Plan
- Dorothy Lynas Elementary School Building Envelope Program
- Mountainside Secondary School Enhancement Program
- Westview Elementary Playground Equipment Program
- Bus Acquisition Program

Mr. Mackenzie highlighted the projects that are being advanced for the 2020/21 year, including: a Concept Plan for the replacement of Cloverley Elementary School and building upgrades for Dorothy Lynas Elementary School, the exterior upgrades for Mountainside Secondary School, the purchase of a three wheelchair accessibility bus, and the funding for the universal accessibility playground equipment. The Facilities and Planning Department will work with each individual school to develop a plan that is best suited for the projects.

Moved by D. Bruce

that School District No. 44 (North Vancouver) Capital Bylaw No. 20/21-CP-SD44-01 be read a first time;

Seconded by C. Gerlach

Carried

Moved by M. Higgins

that School District No. 44 (North Vancouver) Capital Bylaw No. 20/21-CP-SD44-01 be read a second time;

Seconded by M. Tasi Baker

Carried

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

Moved by C. Gerlach

that School District No. 44 (North Vancouver) Capital Bylaw No. 20/21-CP-SD44-01 be read a third time, passed, and adopted.

Seconded by D. Bruce

Carried

B.2. North Vancouver Larson School Statutory Right of Way Bylaw 2020

Jim Mackenzie, Director of Facilities and Planning, introduced this agenda item and shared that BC Hydro has advised the School District that they are in the process of proactively upgrading their electrical distribution network, which provides service to Larson Elementary School. The planned upgrade will entail the replacement of the existing BC Hydro Pad Mounted Transformer, which is currently located on the east side of the school. The replacement is required to adapt the equipment to operate at the new voltage of the upgraded BC Hydro electrical distribution network. BC Hydro would like to undertake this work in the summer of 2020.

Moved by K. Mann

that the North Vancouver Larson School Statutory Right of Way Bylaw 2020 be read a first time;

Seconded by G. Tsiakos

Carried

B.2. North Vancouver Larson School Statutory Right of Way Bylaw 2020 (continued)

Moved by M. Tasi Baker

that the North Vancouver Larson School Statutory Right of Way Bylaw 2020 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 G. Tsiakos

that the North Vancouver Larson School Statutory Right of Way Bylaw 2020 be read a third time, passed and adopted

Seconded by M. Higgins

Carried

B.3. Handsworth Tree Covenant and Statutory Right of Way Bylaw 2020

Jim Mackenzie, Director of Facilities and Planning, introduced this agenda item and advised that during the District of North Vancouver's (DNV) Building Permit review process for Handsworth Secondary School, the DNV flagged three items, which require a covenant and two statutory right of ways to be registered on the properties title. The items included a yew tree located on the North West corner of the property adjacent to Handsworth Road, the need to install a new water main below the future schools parking lot and the installation of new curbing and sidewalk on portions of the north side of the School District's property adjacent to Handsworth Road. Both the covenant and Statutory Right of Way Agreements were reviewed by the School District's legal counsel, and then amended to align the provisions so they are agreeable to both the School District and the DNV.

Moved by D. Bruce

that the Handsworth Tree Covenant and Statutory Right of Way Bylaw 2020 be read a first time;

Seconded by K. Mann

Carried

Moved by C. Gerlach

that the Handsworth Tree Covenant and Statutory Right of Way Bylaw 2020 be read a second time;

Seconded by D. Bruce

Carried

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

Moved by M. Higgins

that the Handsworth Tree Covenant and Statutory Right of Way Bylaw 2020 be read a third time, passed and adopted.

Seconded by M. Tasi Baker

Carried

C.1. Technology Update

Assistant Superintendent Chris Atkinson was invited to walk through the technology plan overview with the Board of Education. As a direct response to feedback, IBM was engaged in September 2019 to review the School District's technology. Their work was divided into two parts, classroom technology needed to support education and the background infrastructure needed in the School District. Through an extensive and successful consultation, IBM recommended an action plan to address technology for the School District.

The School District plan encompasses funding, technology alignment, standardization, and, infrastructure. Ongoing requirement for this plan requires a commitment from the Board of Education to provide sufficient funding. The school technology plan will be developed by the ICT department and schools, to provide a standardized technology plan and improved decision making and budgeting.

C.1. Technology Update (continued)

Responding to Trustees' questions, Assistant Superintendent Atkinson clarified there would be a phased roll out to ensure there is adequate funding; the bandwidth in school buildings; technology for inclusive education; and an estimated timeline for the proposed plan.

B.4. 2020/2021 Budget Consultation Update and Board Direction

In introducing the budget consultation update, Superintendent Mark Pearmain, noted this is a continuation of the budget process that was approved at the November 19, 2019, Public Board Meeting. The process was slightly different this year, due to COVID-19 and restrictions on public gatherings, as the Board of Education were not able to hold regular Standing Committee Meetings.

School District staff communicated directly with partner groups and asked them to provide input to the budget themes with a direct response to the School District. Responses from the thought exchange platform was received regarding input from students, staff and community members on budget priorities for the 2020/21 Preliminary Operating Grant. The input was collated and forwarded to the Executive Committee for recommendations. Executive Director of Human Resources Scott Stanley and Assistant Superintendents Chris Atkinson and Pius Ryan summarized the input, as well as options the Executive Committee has proposed for the Board's consideration. Clarification was provided by the Executive Committee regarding recommended budget priorities and allocations.

Moved by K. Mann

that the Board direct staff to proceed with the development of the 2020/21 Annual Budget incorporating the budget priorities recommended by the Executive Committee, as identified in Appendix A.

Seconded by D. Bruce

Carried

B.5. Notice of Motion – City of North Vancouver and School District 44 Collaborative Working Relationship

Chair Sacré introduced this agenda item and shared the idea of a more formal collaborative working relationship between the City of North Vancouver and the North Vancouver School District. Historically the City and the School District have been successful in a cooperative approach to education in the City of North Vancouver. A more formal working committee will help with the communication between the City and the School District and ultimately the public.

Moved by C. Sacré

that the School District and the City of North Vancouver continue to work together more formally through annual meetings of City Council and the Board of Education;

and that staff be directed through a formal working committee reporting to these governing bodies to consider and develop options, which may include other related partnerships, which benefit the children, families and community in the City of North Vancouver.

Seconded by G. Tsiakos

Carried

C.2. Committee of the Whole

At the January 21, 2020, Public Board Meeting the Board of Education directed the Superintendent to prepare agenda options to include opportunities for the stakeholder groups to provide input and comments. Superintendent Mark Pearmain shared two options to the Board with comment period at four minutes per group and five minute per group.

Superintendent Pearmain provided a report on the proposed changes to the Board Agenda's and Administrative procedures.

Motion to Extend

Moved by unanimous consent
to extend the meeting past 9:30 p.m.

C.3. Land Management Update

Superintendent Mark Pearmain updated the Board of Education on the Argyle and Handsworth Secondary School Replacement Projects, as well as the Mountainside Secondary Seismic Upgrade. Cloverley Elementary School has moved to the next step, Project Plan Approval, which is required before the Project Definition Report will be supported and Westview Elementary School has been allocated a provincial playground replacement.

C.4. Tuesday, April 7, 2020, Standing Committee Meeting

The Standing Committee Meeting on April 7, 2020, was cancelled due to COVID-19.

C.5. Out of Country Field Trips – Secondary

There were no scheduled field trips at this time.

C.6. Superintendent's Report

Providing an update to the Board, Superintendent Mark Pearmain, shared how the School District was dealing with COVID-19. Priorities included food security, technology support, and child care. Within the School District, there is a strong focus on education continuity plans to support students and parents during COVID-19.

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

Trustee Tasi Baker noted that BCSTA meetings have been held through ZOOM.

Trustee Gerlach had nothing to report for BCPSEA.

C.8. Trustees' Reports

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

1. Meetings attended by Trustees included:
 - NV Museum & Archives School Programs Working Group Meeting
 - CNV Youth Awards Committee Meeting
 - CNV4ME Action Team Meeting
 - CNV Youth Awards Committee Meeting
 - NS Table Matters Working Group Meeting
 - Physical Literacy for Communities North Vancouver Committee Meeting
 - BCSTA Provincial Council Meeting by Zoom
 - AFK Artist for Kids Committee Meeting
 - Meeting with CNV Councillors Angela Girard & Tina Hu
 - BCSTA Metro Meeting by Zoom
 - NS Family Services Volunteer Appreciation Meeting
 - CNV4ME Action Team Meeting
 - ANS Active North Shore Network Meeting
 - Public Board Meeting
 - North Shore Spring Celebration Planning Meeting
 - Interview for new Secretary Treasurer

- Weekly Trustee Seminars via Teams

C.8. Trustees' Reports (continued)

- North Vancouver Chamber of Commerce teleconference sessions on how to support small business in the current unsettled climate
- North Shore School Food Network meeting
- Board Leadership and Planning TEAMS Meeting
- BCSTA and Board Chairs Weekly Calls
- Presidents Council TEAMS Meeting
- Executive Weekly TEAMS Meetings
- NVRCC Meeting
- Metro Meeting
- Policy Review Committee Meeting

2. Events attended by Trustees included:

- Trustee Reception
- Ross Road's Musical The Aristo Cats

D. Future Meetings

Date and Time	Event	Location
Tuesday, May 26, 2020, at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, June 23, 2020, at 6:30 p.m.	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

E. Public Question & Comment Period

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

There was no one wishing to speak.

F. Adjournment

The established agenda being completed, the Chair adjourned the meeting at 10:30 p.m. and thanked those who attended.

Certified Correct:

Georgia Allison
Secretary Treasurer

Christie Sacré
Chair, Board of Education

Date

Date

Schedule B.1
of the
Administrative Memorandum

Meeting Date: May 26, 2020 **Board** **Board, in camera**

Topic (as per the Memorandum): **New Board Agenda**

Narration:

At the January 21, 2020, Public Board Meeting the Board of Education directed the Superintendent

“to prepare several Board Meeting Agenda options that would address feedback and discussion we had today on January 21, 2020, and provide the Board with options by no later than April 2020.”

At the April 28, 2020, Public Board Meeting, Superintendent Pearmain provided an oral report outlining the proposed changes to the Board Agenda’s and Administrative procedures.

The attached two Board of Education Meeting Agenda options are provided for consideration by the Board. Superintendent Pearmain will provide an oral report outlining the details.

Attachments:

- DRAFT Agenda – Option 1*
- DRAFT Agenda – Option 2*
- Policy 104 Board of Education – Meetings AP 20190826*

RECOMMENDED MOTION:

Option 1

that the Board of Education modify its Public Board Meeting Agenda to continue meetings at 6:30 p.m. and provide a 25 minute stakeholder comment session with 5 minutes for clarifying questions.

or

Option 2

that the Board of Education modify its Public Board Meeting Agenda to commence meetings at 6:00 p.m. and provide 20 minute stakeholder comment session with 10 minutes for clarifying questions.

or

Option 3

that the Board of Education maintain the current Public Board Meeting Agenda.

ADMINISTRATIVE MEMORANDUM

Option 1 – start at 6:30 p.m. with limited B items

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6:30 p.m.

		Estimated Completion Time
A.	Call to Order	6:30 pm
A.1.	Chair Sacré's opening remarks (no schedule)	6:35 pm
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.) (no schedule)	6:40 pm
A.3.	Student Presentation (15)	6:55 pm
A.4.	Public Comment Period * (30) (20 comments)(10 questions)	7:25 pm
A.5.	Stakeholder Comment Period (5 min per) (25 comments)	7:45 pm
	Stakeholder Comment Extension time (5 questions)	7:50 pm
A.6.	Approval of Minutes (that the minutes of the Public Meeting of April 28, 2020, be approved as circulated) (5)	7:55 pm
A.7.	North Shore Restorative Justice Society Presentation (15)	8:10 pm
B.	Action Items	
B.1.	New Board Agenda (20)	8:30 pm
	Break (5)	8:35 pm
C.	Information and Proposals	
C.1.	Standing Committee Update (15)	8:50 pm
C.2.	Sutherland Secondary School Track Funding Partnership Opportunities (15)	9:05 pm
C.3.	NVSD Return-to-School Instruction Plan (15)	9:20 pm
C.4.	Elementary School Fees 2020/21 (15)	9:35 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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6:30 p.m.

		Estimated Completion Time
	(continued)	
C.5.	2020/21 Preliminary Budget Status (15)	9:50 pm
C.6.	Land Management Update (10)	10:00 pm
C.7.	Superintendent's Report (10)	10:10 pm
C.8.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA) (10)	10:20 pm
C.9.	Trustees' Reports (15)	10:35 pm
D.	Future Meetings (5)	10:40 pm
E.	Public Question & Comment Period (20)	11:00 pm
F.	Adjournment (5)	(no schedule) 11:05 pm

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

ADMINISTRATIVE MEMORANDUM

Option 2 – start at 6:00 p.m. with limited B items

Meeting Place:

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A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.) (no schedule)	6:10 pm
A.3.	Student Presentation (15)	6:25 pm
A.4.	Public Comment Period * (30) (20 comments)(10 questions)	6:55 pm
A.5.	Stakeholder Comment Period (4 min per) (20 comments)	7:15 pm
	Stakeholder Comment Extension time (10 questions)	7:25 pm
A.6.	Approval of Minutes (that the minutes of the Public Meeting of April 28, 2020, be approved as circulated) (5)	7:30 pm
A.7.	North Shore Restorative Justice Society Presentation (15)	7:45 pm
B.	Action Items	
B.1.	New Board Agenda (15)	8:00 pm
	Break (5)	8:05 pm
C.	Information and Proposals	
C.1.	Standing Committee Update (15)	8:20 pm
C.2.	Sutherland Secondary School Track Funding Partnership Opportunities (15)	8:35 pm
C.3.	NVSD Return-to-School Instruction Plan (15)	8:50 pm
C.4.	Elementary School Fees 2020/21 (15)	9:05 pm

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	(continued)	
C.5.	2020/21 Preliminary Budget Status (15)	9:20 pm
C.6.	Land Management Update (10)	9:30 pm
C.7.	Superintendent's Report (10)	9:40 pm
C.8.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA) (10)	9:50 pm
C.9.	Trustees' Reports (15)	10:05 pm
D.	Future Meetings (2)	10:10 pm
E.	Public Question & Comment Period (20)	10:30 pm
F.	Adjournment (5)	(no schedule) 10:35 pm

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

POLICY 104: BOARD OF EDUCATION - MEETINGS

ADMINISTRATIVE PROCEDURES

General Operating Procedures for Board Meetings

Notice of Meeting

Notice of all meetings shall be posted on the School District website. Except for meetings called with less than 24 hours' notice, the notice shall be posted at least 24 hours in advance of the meeting.

Time and Place of Meetings

Regular meetings of the Board of Education shall be held in the Board Room and shall begin at 6:30 p.m., unless otherwise decided by the Board of Education. No regular or special meeting, nor combination thereof, shall remain in session longer than three (3) hours, except by resolution of the Board of Education.

Meeting Agendas

The Secretary Treasurer in consultation with the Board Chair and Vice Chair and the Superintendent of Schools shall prepare an agenda for each Board of Education meeting. The Secretary Treasurer shall endeavour to provide the agenda and supporting materials to each Trustee ~~96~~ 120 hours (Thursday) in advance of the meeting and no later than 24 hours prior to each regular meeting. Delivery of an agenda shall constitute notice of meeting. The agenda package shall be made available to the public on the School District website once the package has been delivered to Trustees.

Trustees who wish to have items included on the Public Board agenda may make a Notice of Motion at the Public Board meeting or may request the addition of the item to the Board Chair or Secretary Treasurer at least one (1) week in advance of the meeting.

Order of Business for Regular Meetings

The order in which the Board of Education transacts its business at regular meetings shall be substantially as follows:

- Call to Order
- Adoption of Agenda
- Approval of Minutes
- Public Comment Period
- Stakeholder Comment Period
- Action Items
- Information and Proposals
- Field Trips
- Superintendent's Report
- Trustee Reports
- Future Meetings
- Public Question and Comment Period
- Adjournment.

A change to the order of business may be proposed by any Trustee and shall require consent of those present without debate.

Quorum

A quorum for all Public, Special and In-Camera Board meetings shall be a majority of Trustees holding office at that time. At the appointed time for commencement of a meeting, the Chair shall ascertain that a quorum is present before proceeding to the business of the meeting. No business of the Board of Education shall be conducted unless a quorum is present.

Public Comment Period

After approval of the minutes, the Board of Education will provide a twenty (20) minute public comment period restricted to items on the Board of Education agenda. Speakers will be allocated a maximum of two (2) minutes each. **Each speaker is to provide their name, address and topic in writing on a sheet provided. 10 spaces will be available on a first come first serve basis. A waitlist will be created should there be more than 10 members of the public who wish to speak. In the circumstance where multiple members of the public have spoken on the same issue and if there are more members of the public who wish to speak on a different issue, the Chair, with approval of the Board, may add 10 minutes for members of the public who wish to speak on a different topics. The same rules will apply.** The Board will not respond to comments made during the Public Comment period but may direct questions to staff related to the Public comments. Members of the public wishing to discuss their concerns with Trustees should contact them after the meeting, by telephone or e-mail.

Stakeholder Comment Period:

After Public Comment Period, the Board of Education will provide a (30) minute Stakeholder comment period restricted to items on the Board of Education agenda (B and C). Each stakeholder group will have 5 minutes to speak to one or multiple agenda items within their allotted time. The Board of Education will not respond to comments made nor ask any questions during the Stakeholder Comment Period but, during regular Board discussion of B and C agenda items, may direct questions to staff related to the Stakeholder comments.

Or

Each stakeholder group will have 4 minutes to speak to one or multiple agenda items within their allotted time. The Board of Education will allocate 6 minutes of time ask any clarifying questions of the Stakeholder groups if required. It is not intended for the Board of Education to enter into a dialogue with the Stakeholders during this time. The Board of Education, during regular Board discussion of B and C agenda items, may direct questions to staff related to the Stakeholder comments.

The Stakeholder groups recognized by the Board of Education are: CUPE, NVTA, NOVA, NVPAC and DSLC.

Rules of Order at Regular Meetings

It is the intention of the Board of Education that its meetings be conducted in a dignified and efficient manner. Rules of order will be applied as a means of assisting the conduct of Board of Education business without providing undue formality or hindering useful discussion.

Except where otherwise provided in the *School Act* or in Board of Education policy, the procedures included in *Robert's Rules of Order (Newly Revised)* shall govern the conduct of meetings. The Secretary Treasurer will serve as parliamentarian, providing procedural advice to the Board.

Time Limits on Speech

Trustees speaking at a Board meeting shall adhere to the following rules:

- a) A Trustee may ask questions of clarification about the matter under consideration. Questions of clarification will not be counted in the time allotted for speaking to the question;
- b) A Trustee may speak to a question, or may speak in reply, for a maximum of three (3) minutes;
- c) After all other Trustees have had an opportunity to speak, Trustees may speak to a question, or may speak in reply for a second time for a further three (3) minutes;
- d) Trustees may only speak for a third time with the permission of the Chair of the meeting.

Attendance

Trustees are expected to attend all scheduled meetings of the Board of Education. Meeting attendance for Public Board Meetings and Standing Committee Meetings will be taken and made public by September of each year. Attendance will be recorded as:

Present
Absent
Absent – Illness
Absent – Personal
Absent – Leave of the Board of Education

Telephone and Electronic Participation

In accordance with Section 67 (6) of the *School Act*, the Board of Education shall allow Trustees to participate in or attend a meeting of the Board of Education by telephone or other means of communication if all Trustees and other persons participating in or attending the meeting are able to clearly communicate with each other. The Board of Education believes that Trustees must be publicly accessible and accountable to the electorate. Therefore, this form of participation should be used sparingly and only under extenuating circumstances including, but not limited to, illness, family emergency, unavoidable travel, and extreme weather conditions. A Trustee participating in this way will be counted for the purposes of establishing a quorum.

Public Question and Comment Period

A twenty-minute question period will be provided at the end of a regular Board of Education meeting during which attendees may provide comments or ask questions of the Board of Education 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.

While the Board of Education believes that communication with the public is extremely important, the regular Board of Education meeting is the formally designated means of transacting Board of Education business and is not the appropriate setting for general discussion. The question and comment period is provided as a means for ensuring that residents present in the audience have an opportunity to obtain clarification concerning the meeting's proceedings, ask brief questions, or provide comments on other School District matters.

Residents who have more in-depth concerns or complex issues than cannot be suitably addressed during the comment and question period are encouraged to contact Trustees or staff individually or, if desired, to arrange a formal presentation on the Board agenda. In general, Board of Education policy indicates that questions or concerns are best handled as near the location of the issue as possible. Matters currently under negotiation, litigation, or related to personnel, will not be discussed in public session.

Delegations at Meetings

As a vehicle for affirming its policy of open Board-community relations and the rights of citizens to make their views known to the Board of Education, delegations are welcome to express such views at regular Board of Education meetings or a Standing Committee meeting. Since issues can be considered and deliberated in more detail at the Committee level, whenever possible, the delegation ~~will~~ **may** be requested to **present at a Standing Committee meeting that relates to the topic.**

Requests for delegations at a regular Board of Education meeting should be made in writing at least two (2) weeks in advance to either the Board Chair or the Secretary Treasurer. Requests to Standing Committees should be sent to the attention of the Secretary Treasurer at least **two (2) weeks** in advance.

A written statement outlining the issues should be presented at the time of the request for an appointment. Each delegation will be requested to name a spokesperson that will present the information to the Board of Education or Standing Committee and act as a contact person to whom the Board of Education may direct a reply at a later date. The delegation will be expected to limit any presentation to ten (10) minutes, followed by questions and comments. The Board of Education will ordinarily take the presentation under advisement and may take action after due deliberation, usually at a subsequent meeting. If circumstances warrant, the Board of Education may receive such delegation "in-camera".

If a delegation has already presented its brief at a Board of Education and/or Standing Committee meeting, its request to appear again before the Board of Education and or Standing Committee may be denied unless the delegation has new information that is significantly different from the information already presented. Such information must be provided in writing to the Secretary Treasurer.

Minutes of Board Meetings

The Secretary Treasurer shall record proceedings of all Board of Education meetings and keep on file the official copy of the minutes as well as necessary associated background materials. The minutes will contain a record of official actions taken and the general nature of the discussions for background purposes only, but will not contain an account of comments or opinions expressed by individual Trustees. Wherever reasonable, Board of Education resolutions should include a complete record of recommendations acted upon or actions intended. A draft summary of motions will be posted on the School District website within three (3) days of the Board of Education meeting, whenever possible. Minutes of regular meetings will be available on the School District's website after they have been approved by the Board of Education (after the next Board of Education meeting). Copies may be obtained for an appropriate fee, in compliance with the *School Act*.

Audiovisual Recording of Regular and Special Meetings

- a) Public meetings of the Board of Education may be recorded by any member of the public, provided that notice is given by the Board of Education in advance of the meeting. This notice must be included as a notation to the Board of Education agenda and announced at the beginning of the meeting.
- b) Audiovisual recording (including live-streaming) is strictly limited to the Board of Education's proceedings.

- c) The filming of minors is not permitted unless prior consent, in accordance with the School District's procedures for student image release permissions and the protection of student personal information, has been secured.
- d) Personal recordings of board meetings are not the property or responsibility of the Board of Education. Any resulting audiovisual recording is not considered an official record of the meeting and the Board of Education is under no obligation to accept personal recordings as such.
- e) At no time may recording disrupt the view or hearing of attendees.
- f) At no time may recording disrupt the proceedings of the meeting.
- g) Requests made by an individual member of the public, who is not a Trustee, not to be recorded should be directed to the Chair in advance of the meeting. The Chair will communicate to the gallery accordingly. Where an advance request is not possible, the Chair will accommodate the request with appropriate direction as necessary.
- h) Staff of the North Vancouver School District who are invited to speak or present at a meeting do so with the understanding that they may be recorded.
- i) There shall be no recording of tablet screens or digital resources used at the Board of Education table, excluding public presentation materials.
- j) The Board of Education reserves the right to request that any recording that disrupts its proceedings or contravenes this, or any other Board of Education policy, be stopped immediately. The minutes of the meeting will record that such direction was given.
- k) Where a concern arises involving inappropriate recording or sharing of personally recorded audiovisual material, the Board of Education will review the use and may take action to request that the recording be deleted/destroyed.
- l) Any violations of these procedures are the sole responsibility of the individuals who make and distribute the recording and the Board of Education accepts no responsibility for the quality, completeness misuse, distortion, distribution, maintenance, access, preservation or destruction of such recordings.

Schedule B.2
of the
Administrative Memorandum

Meeting Date: May 26, 2020 **Board** **Board, in camera**

Topic (as per the Memorandum): **Sutherland Secondary School Track Funding Partnership Opportunities**

Narration:

At the December 10, 2019, Public Board Meeting, Board Chair Christie Sacré introduced an agenda item for staff to explore Track Funding Partnership opportunities. Based on the report from staff at the November 19, 2019, Public Board Meeting, rubberizing the Sutherland Secondary School track is a reasonable solution for North Vancouver students in order to address any track shortage issues with the loss of the Handsworth track.

Further, at the December 10, 2019, the Board of Education adopted the following motion that directed the Superintendent to:

“explore the possibility of rubberizing the track at Sutherland with community partners, look at possible funding options, and report back to the Board at the Public Board Meeting on March 10, 2020.”

Superintendent Mark Pearmain will update the Board of Education on the process to gain local corporate support that was initiated prior to the COVID-19 pandemic and the resulting status of the initiative. Further, he will update the Board on a recent Federal grant application submitted through BC Athletics in partnership with the NVSD for the rubberization of the Sutherland track.

RECOMMENDED MOTION:

that the Board of Education direct the Superintendent to continue to explore government infrastructure grant initiatives and to ensure that the Sutherland rubberization project could be as ‘shovel ready’ as possible should opportunities arise.

Schedule B.3
of the
Administrative Memorandum

Meeting Date: May 26, 2020 **Board** **Board, in camera**

Topic (as per the Memorandum): **NVSD Return-to-School Instruction Plan**

Narration:

On March 17, 2020, the Government of BC and the Ministry of Education, under the guidance of the Provincial Health Officer Dr. Bonnie Henry, suspended in-class instruction in all BC K-12 schools as one of many provincial preventative measures implemented to manage the COVID-19 pandemic in British Columbia.

Since then, learning opportunities have been provided to NVSD students predominantly via remote and online learning. Limited in-school supports have been provided to targeted vulnerable and priority learners, and, under the direction of the Ministry of Education, the school district established child care and in-school educational services specifically for the children of Essential Service Workers.

Dr. Henry has now advised government that, with BC's success in "bending the curve" and maintaining relatively low coronavirus transmission rates, it is safe to carefully and cautiously reduce many of the preventative measures and begin a phased return to a "new normal". She has indicated that, with the implementation of strict enhanced health and safety protocols, BC students and staff are safe in BC schools. On this advice, Premier John Horgan announced the provincial BC Restart Plan on May 6th and the Ministry of Education announced a phased and partial return to learning in classrooms, under a five-stage K-12 Restart Plan. On May 15th, the Premier and Minister confirmed a June 1st start date for gradual return to in-person instruction. The option for students to return to classrooms on a reduced, part-time schedule is voluntary; parents may choose to decline the option if they wish.

NVSD staff, including district and school-based administrators, as well as the Occupational Health & Safety Manager, the Director and Assistant Director of Facilities, met on multiple occasions over the past weeks to review, assess, and define what is necessary to ensure a safe and healthy school environment for staff and for students. Additionally, they have discussed instructional and scheduling options, as well as logistical and operational protocols, to guide the return of staff and students to our classrooms.

Prior to the re-opening of schools, the Ministry of Education requires each school district prepare and submit a Return-to-School Instruction Plan for approval by the Minister of Education. Completed plans from all BC school districts must be submitted by May 25, 2020.

Schedule...B.3...(continued)

Narration (continued):

The NVSD Return-to School Instruction plan was provided to the Ministry of Education on Monday, May 25th. Assistant Superintendents Pius Ryan and Chris Atkinson will review the submitted plan with the Board of Education so that the Board may consider endorsement of the plan.

Attachments:

NVSD Safe Work Instructions for Site Operations during Pandemic COVID 19
NVSD K to 12 Return to School FAQ

RECOMMENDED MOTION:

that the Board of Education endorse the North Vancouver School District Return-to-School Instruction Plan, as attached to this Administrative Memorandum of May 26, 2020, and as submitted to the Ministry of Education, as required, on May 25, 2020.



Safe Work Instructions for Site Operations during Pandemic COVID 19

Purpose:

To outline the safe work instructions for site operations during pandemic influenza COVID 19 Ministry of Education Stage 4 and Stage 3.

Scope:

This work instruction applies to employees of the NVSD and all sites.

Related Documents

[Exposure Control Plan for Pandemic Influenza – COVID 19](#)

[Safe Work Instructions for Mobile Workforce during Pandemic COVID 19](#)

Definitions:

1. COVID-19 means the illness resulting from an infection by the novel coronavirus SARS-CoV-2 (2019-nCoV)
 - a. COVID-19 signs and symptoms
 - i. cough
 - ii. fever
 - iii. difficulty breathing
 - iv. pneumonia in both lungs
2. Mass gathering means any collection of over 50 people in a defined area indoors, and outside, where physical distancing cannot be established or maintained.
 - i. This does not apply to staff or students in a school setting provided that school physical distancing measures can be followed. This means that there can be more than 50 students and staff in a school at any given time if they are not all in one area at the same time and are actively engaged in physical distancing to the extent possible.
3. [Physical Distancing](#) means minimizing close contact with others including:
 - a. avoiding crowded places and non-essential gatherings
 - b. avoiding common greetings, such as handshakes, hugs and kisses
 - c. limiting contact with people at higher risk (e.g. older adults and those in poor health)
 - d. keeping a distance of at least 2 arms lengths (approximately 2 metres) from others adults, as much as possible
 - i. it is expected that physical distancing will be more challenging for young children in a school setting, however, it is currently believed that children are at lower risk for transmission to each other and to adults.
 - ii. Secondary students will self monitor and manage physical distancing compliance during transitions and unstructured time.
4. Stage 3 means K-5 attending 50% and 6-12 attending 20% of the time in class.



Safe Work Instructions for Site Operations during Pandemic COVID 19

Instructions

1. Supervisor must:
 - a. Ensure that all workers are informed of these instructions and the Exposure Control Plan for Pandemic Influenza – COVID-19 as well as other related documents.
 - b. Facilitate physical distancing by
 - i. minimizing congestion at entrances.
 - ii. encouraging the use of alternate doors to enter the building
 - iii. propping external main entrance doors open during transition times – start of the day, recess, end of the day.
 1. Propping open doors does not include internal fire separation doors.
 - iv. Identifying narrow stairwells as going up levels or down levels only.
 - v. Appropriately, planning and scheduling work and breaks as necessary.
 - vi. Assessing the proximity of workers in workspaces and change seating arrangements by moving workers or installing a physical barrier.
 - c. Inform occupants to stay to the right when transitioning between classes or workspaces.
 - d. Implement a system to manage the access of the building by employees and others.

Consider:

 - i. Ensuring contractors schedule onsite work in advance
 - ii. Promoting virtual communications using online booking times systems
 - iii. Planning in person visits by appointment only
 - iv. Ensuring droplet shields are installed for all customer service desks where physical distancing is not possible.
 - v. Implementing physical distancing floor markings or other equivalent means where it is expected that more than one person will be waiting for service. For example, spacing of chairs, placing cones, or signs.
 - vi. Ensuring a contact registry is in place and maintained for all those that are on site.
 1. Ensure all staff that are present onsite have signed the registry.
 2. Ensure all visitors – including contractors, and district personnel – use the contact registry giving their name, phone number, date, in-time, out-time, and areas/people visiting.
 3. This contact registry may be accomplished multiple ways
 - a. Electronic log maintained by the office admin staff – excel in a shared OneDrive
 - b. Paper copy – office admin to fill out information
 - vii. Parents and guardians should go no further than directly to the office.
 1. In most cases only one person should be in the office at a time.
 - viii. Kindergarten – drop off and pick up must be coordinated to reduce a parent’s need to enter the school.
 1. receive students on the field or in the play area,
 2. use the external door to the class,
 3. take kids outside to a defined pick up area / drop off area,



Safe Work Instructions for Site Operations during Pandemic COVID 19

- ix. The needs of parents of learners with unique requirements can be addressed on a case-by-case basis.
 - e. Ensure that mass gatherings are not carried out. i.e. standard grade 7 Farewell
 - i. Adapt alternate means of holding the event
 - f. Ensure that custodial staff are carrying out required cleaning services.
 - g. Ensure that all parents and guardians are aware of the requirement to complete a daily COVID-19 screening of their children prior to dropping them off at school.
 - h. Ensure all parents and guardians are aware that they must remain outside of the school during drop off and pick up unless agreed to in advance.
2. Workers must:
- a. review all COVID-19 related district published information in a timely manner, including the “Exposure Control Plan for Pandemic Influenza-COVID19” prior to initiating onsite work
 - b. continuously be self-monitoring for illness symptoms
 - c. stay home when ill
 - d. sign in and out of the contact registry when attending a district workplace
 - e. practice physical distancing as defined
 - f. plan accordingly to limit your need to leave the workplace for lunch or appointments to go to public places during working hours
 - g. Report safety hazards [online](#)
 - h. not:
 - i. plan, encourage or participate in mass gatherings greater than 50 people
 - ii. bring cleaning chemicals from home
3. Hygiene
- a. A thorough washing of the hands with soap and water is the best protection against illness. Follow this instruction for handwashing:
 - i. Check that the paper towels are accessible from the dispenser,
 - 1. If not adjust dispenser until paper towels are accessible.
 - ii. Wet hands with running water.
 - iii. Apply a small amount of liquid soap. Antibacterial soap is not required.
 - iv. Rub hands together for at least 20 seconds (sing the ABC’s). Rub palms, backs of hands, between fingers and under nails/creating a lather.
 - v. Rinse off all soap with running water.
 - vi. Dry hands with a clean, disposable towel.
 - vii. Turn off taps, using the paper towel – if required
 - viii. If door is not propped open, use paper towel to open door.
 - ix. Discard the used towel in the waste container.
 - b. Workers must wash their hands often to maintain appropriate hand hygiene and minimize illness transmission
4. Personal Protective Equipment
- a. Surgical masks
 - i. Surgical masks are not recommended for children.

- ii. Surgical masks are not recommended for workers
 - 1. Except those with symptoms and requiring first aid from within 2 meters.
- b. Gloves
 - i. Gloves are not recommended for workers
 - 1. Except:
 - a. those carrying out first aid treatment
 - b. custodians who are cleaning
 - 2. Follow the doffing gloves instructions and wash your hands after removing gloves





Safe Work Instructions for Site Operations during Pandemic COVID 19

5. Emergency Evacuations
 - a. In the event of a fire alarm or evacuation while on site, physical distancing is secondary to the immediate life safety of occupants.
 - i. Evacuate using your nearest safe exit
 - ii. Proceed to the gathering area and confirm your head count with your supervisor.
 - iii. Maintain your physical distancing while remaining in an orderly fashion.
 - b. Earthquake
 - i. Proceed with normal drop, cover, hold procedures.
 - c. Lockdown
 - i. Follow standard lockdown procedures as physical distancing is secondary to the immediate risk of the lockdown.
6. Cough/sneeze etiquette:
 - a. Cough and sneeze into the crease of the elbow or tissue.
 - b. Throw tissues into a lined receptacle immediately after use,
7. Supporting or giving first aid response to
 - a. asymptomatic individuals
 - i. In addition to following universal precautions.
 1. maintain physical distancing as much as possible
 2. allow for, and encourage, self care and treatment
 - b. symptomatic students
 - i. lead student to the designated space
 - ii. maintain appropriate physical distancing
 - iii. notify admin to contact guardian for pick up
 - iv. avoid touching student's bodily fluids
 - v. have student cover their mouth and nose with a tissue
 - vi. provide necessary treatment
 - vii. discard any used tissues
 - viii. wash hands
 - ix. request an intensive room clean
 - c. symptomatic workers
 - i. Worker
 1. Notify your supervisor of your symptoms.
 2. Go home and self-monitor.
 - a. If symptoms persist self-isolate for 10 days and call 8-1-1
 3. Update your supervisor of your condition
 - ii. Supervisor
 1. Request an intensive cleaning of the spaces where the worker was deployed.
 2. Take action as requested by Vancouver Coastal Health with respect to contact tracing or outbreaks management.
 3. Keep your Zone Assistant Superintendent informed of any required actions.



Safe Work Instructions for Site Operations during Pandemic COVID 19

8. Practicing physical distancing in a school
 - a. Workers entering the school or building must do so while maintaining physical distancing requirements.
 - i. Do not enter or leave the building in groups.
 - b. Avoid hallway discussions, move to a classroom, to allow movement to happen freely in the halls.
 - c. Stay to the right when walking in the corridors.
 - d. Time your use of the corridors if possible to when they are not as busy
 - e. When possible, prop open doors that are frequently used.
 - i. Except fire doors unless equipped with electric door holders.
 - f. Use Microsoft Teams, telephone, or email for most communication, minimize the need for face to face meetings.
9. Shared spaces
 - a. Arrival at school
 - i. If a large number of students are expected at the school, the arrival at school should be managed to minimize congestion. Use other entrances in addition to the main entrance, the use of classroom external doors is also an option.
 - ii. Walking and riding to school should be promoted.
 - iii. Parents should not be entering the school during drop off.
 - b. Busses must
 - i. be scheduled to ensure physical distances can be achieved.
 - ii. have touch points wiped down after each trip
 - iii. have a log of riders maintained – students and employees
 - iv. protective barrier should be in place for the driver
 - c. Cafeteria services
 - i. Cafeteria services are prohibited during this period.
 - d. Classrooms
 - i. The maximum capacity of a classroom shall ensure that physical distancing can be maintained when students occupy their assigned seating.
 - ii. Doors should be left ajar as much as reasonably practicable so that they do not require use of hands to open.
 - iii. Seating arrangements should ensure physical distancing.
 - iv. Late arrivals should continue to sign in at the office,
 1. for elementary schools this could happen at the exterior classroom door if one exists
 - v. Early departures require the parent or guardian go to office and no further and must be done with advance notice.
 1. For elementary schools this could happen at the exterior classroom door if one exists with advance notice
 - vi. Classrooms must be decluttered to facilitate intensive cleaning. Couches and other items that cannot be appropriately disinfected and are communal in nature of use must be removed/discarded.
 - vii. Waste receptacles should be in each classroom and lined with a plastic bag.
 - viii. All desk surfaces must be kept clean at the end of the day to facilitate cleaning.
 1. There should be no items stuck to the desk tops
 - ix. The use of communal tools and instruments should be minimized



Safe Work Instructions for Site Operations during Pandemic COVID 19

1. Items used should be cleaned or wiped down as necessary post use.
- x. Avoid demonstrations that required the class to gather closely around to view.
 1. Use video or projection as alternatives.
- xi. Students should be reminded to
 1. Not come to school when sick
 2. Wash their hands frequently
 - a. When they arrive, and before they go, before eating and drinking, after using the toilet, after sneezing or coughing, when visibly dirty, transitions to different areas,
 - b. This will require scheduling to avoid significant line-ups and congestion.
 3. Place all parent provided food items in a designated clean area.
 4. Not to share food or utensils
 5. "pack out" their waste
- xii. Access to cleaning supplies is currently limited for custodians.
 1. Chemicals from outside the workplace are not permitted
- xiii. Science labs, tech shop, and textile classes should be reviewed safety with input from the JHSC.
- xiv. Food classes are prohibited at this time
- e. Computers and shared Technology
 - i. Computer labs are not to be used during this period
 - ii. Shared tablets are not to be used at this time.
 - iii. The use of personal devices is permitted.
- f. Counselling
 - i. Use empty classrooms or meeting rooms for sessions
 - ii. counselling offices if big enough
 - iii. Maintain physical distancing
- g. Food Access Program
 - i. TBD
- h. Front/main office
 - i. Limit your need to go into the office
 - ii. No more than one to two people should be served in the office, all the while maintaining physical distancing
- i. Grounds, play structures and games/sports
 - i. The use of sports fields and open areas are permitted.
 - ii. The use of play structures is currently prohibited.
 - iii. Sports equipment use should be minimized to that which is easy to clean.
- j. Libraries
 - i. Borrowed material should be collected, grouped and placed on hold for three (3) days from the date returned prior to being re-shelved for circulation
 1. materials with plastic coverings could be wiped down and put into circulation immediately if necessary.
- k. Music/Band and Strings
 - i. Attempts must be made to meet physical distancing requirements
 - ii. Wind instruments are prohibited from use inside the school at this time.
 - iii. Activities that increase the probability of droplet transmission should be



Safe Work Instructions for Site Operations during Pandemic COVID 19

reviewed to ensure that the most protective measures are taken. i.e. choir might require a larger room or outside.

- I. Photocopier rooms
 - i. Minimize the use or need for printed materials,
 - ii. Only one person at a copier at a time.
 - 1. plan or schedule large photocopier jobs –e.g. use an online calendar, or sign up log
 - 2. schedule use of copier during NITs?
- m. Staffrooms/meeting rooms
 - i. The maximum capacity of a meeting room or staffroom shall ensure that physical distancing can be maintained.
 - 1. If necessary post maximum occupancy on the entrance door
 - ii. Wash your hands before and after you use items in the staffroom and after leaving the staffroom
 - iii. Maintain physical distancing while in a staffroom.
 - iv. Refrain from eating in the staffroom; use it for food storage, accessing appliances, etc.
 - v. Clean the areas, surfaces, appliances, etc. that you use in the staffroom.
 - vi. Wash your hands before you eat
 - vii. Do not share food, drink, or containers.

BC's Restart Plan: K to 12 Return to School

Background. As a precautionary measure in the context of COVID-19, the Ministry of Education, on the advice of the Provincial Health Officer (PHO), suspended in-person instruction in public and independent K-12 schools effective March 17, 2020. Public and independent K-12 schools were asked to ensure educational continuity through remote and online learning opportunities for the majority of students. In addition, schools were asked to ensure ongoing school care and in-person learning opportunities for children of essential service workers requiring school care, those in remote locations, vulnerable students requiring in person support, and learners with diverse needs.

Starting May 19, school districts are expected to gradually resume regular operations and return to in-class instruction using a staged approach. On June 1, and as part of [BC's Education Restart Plan](#), families will have the choice to bring their children back to class on a part-time basis for the remainder of the current school year.

This FAQ is intended to answer some of your questions regarding the optional return to school for K to 12 students at the North Vancouver School District (NVSD). It is informed largely by the resources listed at the end of this document and by the questions we have heard from families and employees of the NVSD.

Q: What is BC's Education Restart Plan?

A: [BC's Education Restart Plan](#) is the Ministry of Education's five-stage approach for resuming in-class instruction in a measured way to align with [BC's Restart Plan](#). Each stage will be guided by health and safety guidelines, measures, protocols and orders, as well as the principles developed for continuity of learning during COVID-19.

Q: I've heard references made to a return to in-class instruction in stages. What are the stages and where are we now?

A: The Ministry of Education has outlined five stages for K to 12 education. These are the strategies and actions needed to support educational programs and operations during COVID-19. Starting June 1st, BC will be moving from Stage 4 to Stage 3. Click [HERE](#) for an explanation of each stage and [HERE](#) for additional background information.

Q: Why restart schools on June 1st?

A: There are a number of reasons for an optional return to in-class instruction:

- It is safe to do so. The number of cases and impacts on BC's health is decreasing. BC (PHO) and international (WHO) research and science suggest children are less likely to get COVID-19 and less likely to transmit the virus.
- Schools are important community hubs. Social interaction is critical to our individual and collective well-being and mental health.
- Schools are critical to student learning.
- School closures have significant negative mental health and socioeconomic impacts on vulnerable children and youth.
- Schools play a critical role in the success of BC's Restart Plan. Re-engaging our school community now will set the stage for a full school start in September 2020.

Q: Is it safe for my child to return to school? Is it safe for employees to return to school?

The PHO has recognized the following trends that reduce the risk of COVID-19 transmission in environments where children are present:

- There is a lower infection rate for children.
- Children who are infected with the virus and develop COVID-19 have milder symptoms, if any and very few become critically ill.
- There is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults.
- There is currently no documented evidence of child-to-adult transmission.

Please click [HERE](#) and refer to the subsection titled "COVID-19 and Children and Youth" for more information.

Q: According to the provincial government, the NVSD must have its return-to-class and safety plans approved by the Ministry of Education before moving to a gradual return on June 1st. I'd like some more information about this.

A: From May 15th to 22nd, school districts and independent schools will develop plans outlining their approach to delivering education during Stage 3. As a part of the plan, school districts and authorities will outline how:

- Measures will be put in place to meet the requirements of Provincial COVID-19 Health & Safety Guidelines for K-12 Settings.
- In-person instruction will be offered within the school density targets and the recommended days per week (e.g. alternate days, half-days, blended model).

- To accommodate health and safety measures including physical distancing and reducing physical contact, classes must be limited to a small number of students at any one time (e.g., be less than 50% of the normal class enrolment).
- Children of Essential Service Workers* and students requiring additional support will be supported full-time if requested.
- Remote, online and in-person learning will be delivered and balanced over the school week.
- Supports like meals and technology loans will continue.

**Teachers, administrators and support staff are considered Essential Service Workers.*

Q: What steps is the North Vancouver School District taking to ensure the health and safety of its students and employees returning to in-person instruction?

A: We have already implemented routine and enhanced environmental cleaning programs, purchased the latest technology in surface disinfection, and created several regularly updated guidance documents to support our staff. Based on the strict requirements of the PHO and WorkSafeBC, and through our Occupational Health & Safety (OH&S) and Facilities teams, we are working directly with each school to ensure a safe and healthy school environment for our staff and students. Some of the measures we will be taking include:

- Routine daily screening for all staff and students entering the school. Anyone who has symptoms of a cold, flu or COVID-19 will not be permitted into the school.
- Routine and frequent environmental and high-touch cleaning.
- A strong focus on the daily routine of frequent washing of hands and other hygiene practices.
- Smaller class sizes, desk separation, rotating school attendance on a routine basis, and staggered start and end times for school days, including recess and lunch periods.

Q: What can families do to ensure a safe and healthy in-school learning environment during Stage 3?

A: There are a number of measures that you can take to ensure we all continue to protect those around us:

- Families will be asked to monitor their children daily for symptoms and not to send them to school if they are sick. People who are sick will not be allowed in school.
- Students will be asked to wash their hands frequently, including before coming to school. They will have access to hand sanitizer when hand washing is not available.
- Families will be asked to follow schedules provided regarding staggered drop-off and pick-up times and modified lunch and recess hours.
- Students will be asked to label their personal items and to not share them.
- Parents/guardians should remind children to minimize physical contact with friends.

Q: Will masks and other forms of personal protective equipment (PPE) be necessary for children and employees who will be in the classroom?

A: There is no evidence to support the use of medical grade, cloth or homemade masks in school settings at this time. Wearing a mask is a personal choice. It is important to treat people wearing masks with respect. More information about COVID-related mask use is available on the [BC Centre for Disease Control website](#).

PPE is the last and least effective of the infection prevention and exposure control measures and should only be considered after exploring all other measures (public health, environmental, administrative, personal). PPE is not effective as a stand-alone preventive measure, should be suited to the task, and must be worn and disposed of properly. Outside of healthcare settings, the effectiveness of PPE is generally limited to protecting others should you be infected. Please click [HERE](#) and refer to the section titled "Infection Prevention and Exposure Control Measures" for more information.

Q: What happens if I decide I don't want my child(ren) to return to school on June 1st?

A: Returning to class is optional, and families will have the choice to bring their children back to class. If you decide your child will not be returning to part-time in-class instruction, remote and online learning opportunities will continue to be available for the remainder of the school year.

Q: What will it look like for my child(ren) to return to in-class instruction on June 1st?

A: Plans are currently being made, and you can expect to hear more information directly from your school administration and class teacher. However, generally speaking, you can expect schools and classrooms to look different, with:

- increased spacing between students in classroom and smaller group activities.
- no physical contact sports, but more time outside with classmates.
- limitations on assemblies and large gatherings.
- parents/guardians being asked to not enter the school at any time.

Q: If I send my child(ren) back to school, will they be in the same class with the same teacher?

A: During the week of May 18th to 22nd, schools will be reaching out to families to provide additional information about the optional return to in-class instruction and to ask families to complete a survey about whether their children will return to in-class instruction on June 1st. Schools will use this information and their school density targets to organize daily and weekly schedules. This means that wherever possible, classes will stay with the current teacher; however, there is the possibility that children may not have their regular classroom teacher or

classmates.

Q: Are teachers expected to provide in-class instruction and remote / online learning opportunities?

A: The Ministry of Education and school districts are working on a plan to ensure that teacher and support staff workloads between in-class and online delivery are balanced and manageable. Prior to June 1, Boards of Education and local unions must facilitate a process with education partners to develop multiple suggested delivery models that do not increase current teacher workload and meet the needs of students during Stage 3. The decision regarding the model adopted by school districts will be done in collaboration with the local union.

Q: Will you be reopening school playgrounds?

A: This is currently under review by the PHO. Given the importance of maintaining safe physical distancing and cleaning protocols, it is unlikely all playgrounds will be opened. However, the PHO recognizes that outdoor learning takes place outside and where it is safe to do so, will look at reopening some parts of school playground. This determination will need to be made school to school vs province- or district-wide.

Q: What additional supports will be available to children during Stage 3?

A: Families can expect:

- Continuation of online/remote learning opportunities to supplement in-school instruction.
- Focus on mental health supports for students returning to school and to those who continue with remote/online learning.
- Meal programs, with additional health and safety, physical distancing and hygiene measures in place, will continue. Meal pick-up will continue for students not in attendance.

Q: Will meal programs continue to be made available during Stage 3?

A: Meal programs, with additional health and safety, physical distancing and hygiene measures in place, will continue. Meal pick-up will continue for students not in attendance.

Q: Prior to the suspension of in-class instruction, my child(ren) attended your StrongStart program. Will the program resume on June 1st?

A: No, unfortunately, StrongStart will not resume on June 1st. However, it will resume in September for the 2020/21 school year.

Q: I am an Essential Service Worker (ESW) and my child(ren) was receiving care at one of your schools while in-class instruction was suspended. What happens on June 1st?

A: For children of Essential Service Workers*, Tiers 1 and 2, children will be able to come to school on a full-time basis, during regular school hours, if requested. For additional support, please visit the BC Government's [Information for Parents & Families](#) website concerning child care support.

**Teachers, administrators and support staff are considered Essential Service Workers.*

Q: Before in-class instruction was suspended on March 17, 2020, my children used before and after school-care programs. Will the NVSD be providing this care for the remainder of the school year?

A: The NVSD will not be providing before and after-school care. Please contact the care provider you were using prior to the suspension of in-class instruction to make arrangements.

Q: My child is using a tech device on loan from the NVSD. Will I need to return that device, when and how?

A: At the end of the school year, you will need to return any technology devices on loan from the NVSD. Your school principal will be in touch to make arrangements.

Do you have a question that has not been answered here?

If you have a question that has not been answered here, please reach out to your school principal. Administrators will ensure new questions are shared (while protecting your personal privacy) so that we can provide an answer that benefits all families here.

Resources:

[BC's Restart Plan](#) lays out a series of steps that will be taken by the BC government to protect people and ensure that the province can return to a "new normal".

[K - 12 Education Restart Plan](#) is the Ministry of Education's five-stage approach for resuming in-class instruction in a measured way to align with BC's Restart Plan.

[Safe & Healthy Schools > Restarting BC's Schools](#) website

[COVID-19 Public Health Guidance for K – 12 School Settings](#) document

[Provincial COVID-19 Health & Safety Guidelines for K – 12 Setting](#) document

[Key Steps to Safely Operating Your Business or Organization and Reducing Covid-19 Transmission](#) document

[WorkSafeBC COVID-19 FAQ](#) answers frequently asked questions from workers and employers in BC, focusing on how to maintain a healthy and safe workplace during the COVID-19 outbreak.

[K – 12 Students to have Optional In-Class Instruction on June 1](#) [News Release] and [Backgrounder](#)

[Keep Learning](#) is a Ministry of Education website that includes suggestions for parents and guardians to keep their children learning at home during the COVID-19 pandemic.

[FAQs on Continuity of Learning in the K – 12 Education system](#)

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

Meeting Date: May 26, 2020 **Board** **Board, in camera**

Topic (as per the Memorandum): **Elementary School Fees 2020/21**

Narration:

In accordance with the *School Act* s. 82 (3), boards of education may charge supplementary fees to students and parents for goods and services provided by the board. The North Vancouver School District Board of Education has developed Policy 706: School Fees, incorporating the requirements and provisions of the legislation and detailing administrative procedures for establishing and communicating school fees. The policy is reviewed on an ongoing basis to ensure consistency with changes in legislation, to reduce ambiguity in interpretation, and to support appropriate implementation.

Policy 706 requires that each North Vancouver elementary school annually establish a schedule of fees. While the continuing impact of the COVID-19 pandemic and, in particular, a full return to more “normal” in-class school operations for the 2020/21 school year remains uncertain, preparations for the coming school year must still continue. This includes determination and publication of elementary school fee amounts for next year.

Elementary school fees are developed and reviewed each spring, in order that they may be published to school communities in advance of the school year in which they will apply.

The process for developing school fees requires school administrators to consult with appropriate staff, students, and parents (PAC), and to establish supplementary fees at the minimum level necessary to recover the cost of the activity/material. Policy requirements include a presentation to parents at a PAC meeting. This year, with social and physical distancing measures in place, some school principals were limiting to reviewing the fees with PAC Executive members. This still provided opportunity for the parent community, via the PAC Executive, to receive the information and provide feedback on proposed fees.

The Superintendent of Schools annually reviews the individual schedules of school fees for consistency across the school district and provides the schedule of fees to Trustees for their information. Accordingly, the *Schedule of Supplementary Elementary School Fees 2020/21* for the North Vancouver School District is attached for the Board’s information.

Attachment:

School District No. 44 (North Vancouver) Schedule of Supplementary Elementary School Fees 2020/21



SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER)

SCHEDULE OF SUPPLEMENTARY ELEMENTARY SCHOOL FEES 2020/21

Policy 706: School Fees requires the Superintendent of Schools to review annually the schedule of school fees for all schools and to provide this schedule to Trustees for their information. Listed below is an overview of the Supplementary Elementary School Fees established for the 2020/21 school year.

A. ELEMENTARY SCHOOLS SUPPLEMENTARY FEES

Supplementary Elementary School Fees have been developed at each individual school through a consultative process that involves the school principal, staff, and parents of the school community, and includes a presentation of proposed fees at a Parent Advisory Council (PAC) meeting. The following identifies the fee categories and, where supplementary fees are charged, the range of fee amounts that have been established at elementary schools across the school district for the 2020/21 school year.

	<u>Range:</u>
Materials used in special projects <i>(intended for student to take home for personal use or as a gift)</i>	\$ 7.00 - \$ 20.00
Student Planners	\$ 5.00 - \$ 10.00
Enrichment Learning Activities <i>(e.g., gymnastics, tennis, dance, etc.)</i>	\$ 13.00 - \$ 35.00
Field Trips	cost recovery on trip-by-trip basis

"School Supplies" Some elementary schools offer or facilitate the purchase of a "School Supplies" package. This is offered to families as an optional, convenience service, on a cost-recovery basis. Where this occurs, families may alternately choose to purchase school supplies on their own and a supplies list will be provided.

Each NVSD school will post their supplementary school fees for 2020/21 on their individual school website or will publish the fees in their school newsletter. Fees are charged **only** for materials or activities that are supplemental to what is required to sufficiently meet the Province's general requirements for graduation.

B. ELEMENTARY DISTRICT PROGRAM FEES

Band and Strings Program:	Registration Fee: \$ 470.00
Cheakamus Centre Programs:	
Longhouse - Skw'unc-was Cultural History Program	\$140.00
3-Day Outdoor School Program	\$205.00
4-Day Outdoor School Program	\$285.00

Supplementary fees for NVSD Elementary District Programs are posted on the respective Program pages on the North Vancouver School District's website www.sd44.ca

Schedule C.2
of the
Administrative Memorandum

Meeting Date: May 26, 2020 **Board** **Board, in camera**

Topic (as per the Memorandum): **2020/21 Preliminary Budget Status**

Narration:

COVID-19 has had a dramatic impact on the development of the 2020/21 Preliminary Operating Budget. It has been determined that the Budget will be presented at the June 23, 2020, Public Board Meeting to provide staff additional time to complete the work and adjust to the changing dynamics.

The North Vancouver School District faces significant revenue losses, directly attributed to COVID-19, and are of particular concern for the 2020/21 fiscal year. Each year the School District utilizes a variety of revenue generating activities to support operations and support the development of a balanced Operating Budget. Due to decisions that are under the purview of the Provincial and Federal Governments, the School District is projecting declining revenue are expected in the following areas: International Enrolment, Gym/Classroom rental income, Interest income and Cheakamus Centre rentals. As the decision that affect these particular areas are outside of the control of the School District and are also reliant upon the public feeling safe we must plan for a budget that takes into account significant loss of revenue.

Revenue impacts to the 2020/21 Preliminary budget that are being incorporated into the Budget include the following:

International Student Enrollment

The closure of the Canadian border has limited International Student access to Canada. As well, the Federal government has restricted the issuance of International Student Study Permits to only those students who had submitted applications prior March 18, 2020. As a result, only “Returning” students are being budgeted until such time that additional students will be able to gain access to study in Canada. The impact of the restricted study access for International Students equates to a revenue loss of approximately \$6,000,000. We are closely watching the Federal Governments response to the Canadian border. At this point in time there has been no indication of when the border may open.

Classroom and Gym Rentals

Rentals for classrooms and gyms will be impacted based upon the ability of User Groups to implement social distancing and other safety protocols into their specific activities. This could equate to a lost revenue of up to \$400,000. Most gyms are rented by community sports programs for winter practices – we have not received any clarity on what/if any community sports will commence next fall.

Interest Income

The Bank of Canada has implemented an interest rate strategy to support the economy in response to the COVID-19 pandemic. If the Bank of Canada maintains the interest rates at the current level, the lost interest income could be up to \$600,000.

Cheakamus Centre

The Provincial Health Order to restrict gatherings to less than fifty people has removed the opportunity for revenue generation through event catering (e.g. weddings, filming, conferences, and camps) at the

Schedule C.2 (continued)

Narration (continued):

Cheakamus Centre. This catering revenue has been utilized over the past five years to support the operations and educational programs at the Cheakamus Centre. The lost revenue could have a financial impact of up to \$1,000,000. Further, as 'overnight summer camps' have been cancelled this summer we are not confident that overnight field trips/Outdoor Education lessons can proceed next year.

The North Vancouver School District continues to follow the direction of the Provincial Health Officer and the Ministry of Education. The five Stages identified by the Ministry of Education proposes a full school re-opening in September 2020 with the possibility of reducing the attendance of students should the number of COVID-19 cases increase during the school year, or prior to the opening of school in September. This creates many complex variables and unknowns related to striking this Preliminary Budget. The education of students is vitally important and, with that in mind, staff are working to develop a budget that is thoughtful and as responsive as possible.

Schedule C.3
of the
Administrative Memorandum

Meeting Date: May 26, 2020 **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* (May 2020).

Attachment:
Land Management UPDATE – May 2020

Land, Learning & Livability Community Engagement Update

Argyle Secondary School: Replacement Update

There has been no change in the status of the Argyle Secondary School Replacement Update.

Handsworth Secondary School: Replacement Update

There has been no change in the status of the Handsworth Secondary School Replacement Update.

Mountainside Secondary School: Seismic Upgrade

There has been no change in the status of the Mountainside Secondary School Seismic Upgrade.

Lucas: Status

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

Cloverley Elementary School: Status

There has been no change in the status of the Cloverley Elementary School site.

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

Meeting Date: May 26, 2020 **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.5
of the
Administrative Memorandum

Meeting Date: May 26, 2020 **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.6....
of the
Administrative Memorandum

Meeting Date: May 26, 2020 **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: May 26, 2020 **Board** **Board, in camera**

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

Narration:

Date and Time	Event	Location
Tuesday, June 23, 2020 at 6:30 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

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

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

Meeting Date: May 26, 2020 **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.

For the purposes of May 26, 2020 Public Board Meeting, please follow these procedures:

NEW: COVID-19 Procedures for Public Board Meetings

To respect guidelines and orders around physical distancing and public gatherings provided by the Provincial Health Officer, upcoming public board meetings will continue to be live-streamed and recorded, but the majority of staff and trustees will now participate by teleconference. Partner groups and the public will not be able to attend meetings in person but will have the opportunity to provide input in advance of the meeting.

How you can provide input:

On the day of the Public Board Meeting, we ask that interested parties who wish to speak provide their full name, address, phone number, and topic of discussion to publiccomments@sd44.ca. Please do not provide a written submission.

For the Public Question & Comment Period, we will accept requests to be placed on the speakers' list by email from 7:15 p.m. until the start of the Public Question & Comment Period agenda item. The Chair will phone the public speakers during this 20-minute Public Question & Comment Period in the order they have signed up.