

**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, November 6, 2018  
Oath of Office at 7:00 pm  
Inaugural Board Meeting at 7:30 pm (special time)

		Estimated Completion Time
<b>A.</b>	<b>Call to Order</b>	
	Following the Oaths of Office and Allegiance, the Secretary Treasurer will call the meeting to order and act as Chair for agenda items A.1. and A.2.	7:30 pm (approx.)
A.1.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	(no schedule) 7:35 pm
A.2.	Election of a Board Chair	7:40 pm
A.3.	Election of a Board Vice Chair	7:45 pm
A.4.	Public Comment Period *	8:15 pm
A.5.	Approval of Minutes (that the minutes of the Public Meeting of October 16, 2018 be approved as circulated)	(no schedule) 8:20 pm
<b>B.</b>	<b>Action Items</b>	
B.1.	Election to BC School Trustees Association (BCSTA) Provincial Council and to BC Public School Employers' Association (BCPSEA)	8:30 pm
B.2.	Proposed Revised Policy 406: Complaints Concerning Personnel, Programs or Procedures	8:40 pm
B.3.	Proposed New Policy 415: Standards of Investigation	8:50 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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PUBLIC BOARD MEETING  
 Tuesday, November 6, 2018  
 Oath of Office at 7:00 pm  
 Inaugural Board Meeting at 7:30 pm  
 (special time)

		Estimated Completion Time
	(continued)	
C.	Information and Proposals	
C.1.	Enrolment Update	9:00 pm
C.2.	Land Management Update	9:10 pm
C.3.	Out of Country Field Trips - Secondary	9:15 pm
C.4.	Superintendent's Report	9:25 pm
C.5.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers' Association (BCPSEA)	9:30 pm
C.6.	Trustees' Reports	9:35 pm
D.	Future Meetings	9:35 pm
E.	Public Question & Comment Period	9:55 pm
F.	Adjournment	(no schedule) 9:55 pm

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

**Schedule A.2**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** November 6, 2018       **Board**       **Board, in camera**

**Topic (as per the Memorandum):**      **Election of a Board Chair**

**Narration:**

The Board is required by its [Policy 104: Board of Education - Meetings](#) to elect one of its members to be Chair of the Board. Under the authority of [Policy 101: Board of Education - Role and Function](#) and Section 67 (4) of the *School Act*, the election of a Chair shall generally adhere to the following standard format:

- (i) call for nominations for the position of Chair of the Board for the term commencing November 6, 2018 and ending November 30, 2019, or until a successor has been elected;
- (ii) declare the Chair elected if there is only one nomination;
- (iii) if there is more than one nomination, appoint two scrutineers and conduct an election by ballot;
- (iv) announce the successful candidate; and,
- (v) if necessary, call for a Board resolution authorizing the destruction of the ballots.

Secretary Treasurer Georgia Allison will call for nominations for the position of Chair of the Board for the term commencing December 13, 2017 and ending November 5, 2018, or until a successor is elected.

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

**Meeting Date:** November 6, 2018       **Board**       **Board, in camera**

**Topic (as per the Memorandum):**      **Election of a Board Vice Chair**

**Narration:**

In keeping with Section 67 (4) of the *School Act* and as required by Board [Policy 101: Board of Education - Role and Function](#), the Chair will conduct the election for a Vice Chair for the term commencing November 6, 2018 and ending November 30, 2019, or until a successor has been elected. The Chair will adhere to the format used to elect the Chair.

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

**Meeting Date:** November 6, 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.

## 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, October 16, 2018.

**PRESENT:** C. Sacré, Chair  
F. Stratton, Vice Chair  
C. Gerlach  
M. Higgins  
S. Skinner  
J. Stanley

**ABSENT:** B. Forward

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### A. Call to Order

Chair Sacré called the meeting to order at 7:00 pm and welcomed those in attendance. The traditional territorial lands of the Squamish Nation and Tsleil-Waututh Nation were acknowledged.

### A.2. Approval of Agenda

Moved by F. Stratton

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

Seconded by J. Stanley

Carried

### A.3. Public Comment Period

The twenty minute comment period is intended to be relevant to the Board's mandate. The Chair requested that those wishing to speak should sign on the Public Comment Sign-Up Sheet.

Amanda Nichol, Chair of the North Vancouver Parent Advisory Council, thanked the Board for recognizing comments from the last Board meeting regarding the Trustee Handbook and shared her thoughts on the agenda item regarding meetings.

Mandy Young, resident of North Vancouver, spoke in favour of the agenda item regarding special needs data. Ms. Young noted that as a parent of a child with learning disabilities, it is important to have a reporting system to see absences of students in order to see and notice behavioural patterns.

### A.4. Approval of Minutes

Moved by F. Stratton

that the minutes of the public meeting of September 25, 2018 be approved as circulated.

Seconded by J. Stanley

Carried

### A.5. Student Presentation – Lynn Valley Elementary School

Student from Lynn Valley Elementary School opened the presentation with the singing of the Coast Salish Anthem led by Gord Dick - Tchilaqs7chila - Tsleil-Waututh member and North Vancouver School District Indigenous Support Worker. Lynn Valley Elementary School students sing the Coast Salish Anthem every time they sing the Canadian Anthem to show everyone has a voice.

After the anthem, Lynn Valley students showcased their Sphero robot coding challenge, sharing that collaboration and teamwork was key to overcoming this challenge. By using the five core competencies of the CASEL framework: Self-awareness; Self-management; Social awareness;

**A.5. Student Presentation – Lynn Valley Elementary School (continued)**

Relationship skills; and, Responsible decision-making, students created a sense of belonging and awareness.

On behalf of the Board, Chair Sacré and Superintendent Mark Pearmain thanked the students.

**B.1. Revised Policy 804: Smoking and Vaping on Board Premises**

Scott Stanley, Executive Director of Human Resources, was invited to the table to introduce Revised Policy 804. This revision is due to the BC Cannabis Control and Licensing Act legalizing non-medical use of cannabis.

With the legalization of non-medical cannabis, updates to *Policy 804: Smoking and Vaping on Board Premises* are required as well as a change in the name of the Policy to reflect the ban on tobacco, vapour products and cannabis on school property.

Moved by J. Stanley

that the Board of Education approve *Proposed Revised Policy 804: Smoking and Vaping on Board Premises*, as attached to this Administrative Memorandum of October 16, 2018.

Seconded by F. Stratton

Carried

**B.2. Revised Policy 506: Employee Code of Conduct**

Scott Stanley, Executive Director of Human Resources, noted that due to the legalization of non-medical cannabis, updates to *Policy 506: Employee Code of Conduct* are required to address the expectation that employees will report to work not impaired by drugs and/or alcohol and will not use cannabis while at work.

Moved by J. Stanley

that the Board of Education approve *Proposed Revised Policy 506: Employee Code of Conduct* attached to this Administrative Memorandum of October 16, 2018.

Seconded by S. Skinner

Carried

**B.3. Squamish Nation Protocol**

Dr. Pius Ryan, Assistant Superintendent, and Brad Baker, District Principal for Indigenous Education, were invited to the table to share the work that was accomplished on the Protocol Agreement for Communication and Collaboration between Squamish Nation and North Vancouver School District.

Mr. Baker highlighted the Protocol Agreement for the Board of Education and responded to questions. Special acknowledgement was noted for the valuable and collaborative discussion which lead to the completion of this Agreement.

Moved by S. Skinner

that the Board of Education approve the Protocol Agreement for Communication and Collaboration Between Squamish Nation and School District No.44 (North Vancouver), dated September 25, 2018, as attached to the Administrative Memorandum of October 16, 2018.

Seconded by J. Stanley

Carried

**B.4. Trustee Handbook and Policy 104**

Board Chair Sacré introduced this agenda item noting that at the September 25, 2018 Public Board Meeting, the Board of Education discussed the Proposed New Trustee Handbook and postponed the acceptance of the Proposed New Trustee Handbook so Trustees would have the opportunity to meet as a Board of Education to further revise the Handbook. It was confirmed that this document will be a fluid document and will be a baseline for future Trustees.

**B.4. Trustee Handbook and Policy 104 (continued)**

Moved by C. Sacré

that the Board of Education accept the *Proposed Revised Trustee Handbook* as attached to this Administrative Memorandum of October 16, 2018.

Seconded by F. Stratton

Carried

**B.5. Meetings**

Trustee Stanley introduced this agenda item sharing that as publicly elected representatives, Trustees are accountable to the public. Decision making process should be available for public scrutiny and as such, meetings should take place in public to offer an opportunity for participants to ask questions and seek clarifying information.

Trustees discussed this at length and shared their concerns regarding the time that this motion was brought forward. As this is the last meeting of the current Board of Education, it was decided that the motion should be postponed until the new Board of Education has a chance to deliberate and discuss.

Moved by S. Stanley

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

Seconded by S. Skinner

Moved by C. Gerlach

that the motion be postponed to the January 2019 meeting.

Seconded by S. Skinner

Carried

For: C. Gerlach, C. Sacré, S. Skinner, F. Stratton

Against: M. Higgins, J. Stanley

**B.6. Special Needs Data**

Trustee Gerlach addressed this agenda item noting that there seems to be an increase in asking parents with special needs children to stay home, take longer to transition, be sent home early, to be excluded from field trips and classes. These students are missing more hours of instruction than any other student and when parents receive their child's report card the reporting is not necessarily accurate. There are concerns around how parents are receiving information from various personnel and their ability and/or willingness to question whether or not it is appropriate and/or if there are alternatives.

Implementing a reporting system to collect data surrounding the absences of special needs students would be beneficial for parents and the Office of Inclusion to show trends and allow for appropriate resourcing.

Moved by C. Gerlach

that the North Vancouver Board of Education request that the Superintendent of Schools require the Office of Inclusive Education to implement a reporting system by which the Directors of Instruction receive formal notification of instance in which a student's instructional day is being modified as a result of externalizing behaviour. This may include: being asked to stay home; dropped off late or picked up early; excluded from field trips; sent out of the regular classroom to a resource room, sensory room or any other space; or when parents keep their children home for any extended period of time; and,

that the Board direct the Superintendent to ensure all absences be recorded appropriately for all students with special needs, including absences as listed above.

Seconded by J. Stanley

Carried



## **Motion to Extend**

Moved by F. Stratton  
to extend the meeting past 10:00 pm.  
Seconded by C. Gerlach

Carried

### **C.1. Artists for Kids 2017/18 Annual Report**

Chair Sacré introduced this agenda item and invited to the table, Yolande Martinello, Director of the Artists for Kids Trust and District Administrator of Fine Arts, to present the Artists for Kids 2017/18 Annual Report.

Ms. Martinello reported on the programs and services provided to the students and community in the last year and provided updates on the financial position and operations.

Through ongoing print releases, AFK continues to be a catalyst in the community, contributing to the development of a rich cultural aesthetic. Special acknowledgement was provided to the outstanding volunteers who allow this program to continue and thrive.

### **C.2. Administrative Procedures - Policy 108: Trustee Code of Ethics**

At the September 25, 2018 Public Board Meeting, the Board of Education approved Proposed Revised Policy 108: Trustee Code of Ethics and asked that the Administrative Procedures be brought back to the Board of Education at the October 16, 2018 Public Board Meeting with further revisions. Chair Sacré introduced this item and noted the changes.

### **C.3. Land Management Update**

Superintendent Mark Pearmain updated the Board on the Argyle and Handsworth Secondary School Replacement Projects.

### **C.4. Tuesday, October 2, 2018 Standing Committee Meeting**

Chair Sacré reported on the meeting that focused on the Handsworth Secondary School Replacement Project.

### **C.5. Out of Country Field Trips – Secondary**

Provided for their information, Trustees received in their agenda packages an overview of out of country field trips that are being planned for secondary students as follows:

- Seycove Secondary School – field trip to Florida, USA  
(November 29-December 8, 2018)
- Argyle/Handsworth/Windsor Secondary Schools – field trip to France (March 13-23, 2018)

### **C.6. Superintendent's Report**

Superintendent Mark Pearmain shared updates from his visits to secondary and elementary schools. Superintendent Pearmain recognized and thanked the Board of Education by highlighting successes from the four year term.

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

There was no update on BCSTA or 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:
  - AfK Management Meeting
2. Events attended by Trustees included:
  - All candidates events

**D. Future Meetings**

<b>Date and Time</b>	<b>Event</b>	<b>Location</b>
Tuesday, November 20, 2018 at 7:00 pm	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, December 11, 2018 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, January 22, 2019 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, February 5, 2019 at 7:00 pm	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

**E. Public Question & Comment Period**

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

Karen Nordquist, resident of North Vancouver, shared her appreciation with the Board for passing the special needs data agenda item and recognized that unaccounted absences of special needs students is a provincial wide issue.

**F. Adjournment**

The established agenda being completed, the Chair adjourned the meeting at 10:12 pm and thanked those who attended.

Certified Correct:

\_\_\_\_\_  
Georgia Allison  
Secretary Treasurer

\_\_\_\_\_  
Chair, Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

**Meeting Date:** November 6, 2018  **Board**  **Board, in camera**

**Topic (as per the Memorandum):** **Election to BC School Trustees Association (BCSTA) Provincial Council and to BC Public School Employers' Association (BCPSEA)**

**Narration:**

The Board is required to elect two Trustees to the British Columbia School Trustees Association (BCSTA) Provincial Council. One Trustee is to serve as the Board's representative and one Trustee is required to serve as an alternate.

BCSTA is a non-profit, voluntary organization dedicated to assisting boards of education in their key work: improving student achievement through community engagement. The key work concept, which BCSTA introduced in 1998, explains in straightforward terms what it is that school trustees are elected to do, and how they do it. Information regarding the BCSTA Governance Structure including the role of the Provincial Council can be found on the BCSTA website: <http://www.bcsta.org/whatWeDo/governance>.

The Board is required to elect two Trustees to the British Columbia Public School Employers' Association (BCPSEA) One Trustee is to serve as the Board's representative and one Trustee is required to serve as an alternate.

The [BC Public School Employers' Association](#) (BCPSEA) is the accredited bargaining agent for the province's 60 public boards of education, for unionized teaching and support staff in the British Columbia K-12 public education system.

Procedurally, the Board may elect its representatives as follows for each of the following four positions:

- British Columbia School Trustees Association Provincial Council representative and alternate
- British Columbia Public School Employers' Association representative and alternate

Procedure:

1. the Chair will call for nominations for the Board's representative to each of the respective organizations for the term of November 6, 2018 – December 31, 2019 or until a successor has been elected.
2. declare the representative elected if there is only one nomination.
3. if there is more than one nomination, appoint two scrutineers and conduct an election by ballot.
4. the Chair will announce the successful candidate.
5. repeat steps 1 to 4 for the Board's alternate representative to the organization.

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

**Meeting Date:** November 6, 2018                       **Board**                       **Board, in camera**

**Topic (as per the Memorandum):**                      **Proposed Revised Policy 406: Resolving Concerns Regarding Personnel, Programs or Procedures**

**Narration:**

The Policy Review Committee identified a need to revisit Policy 406 to explore a more collaborative, problem-solving approach to complaints and concerns about personnel, programs or procedures.

In 2016/17, Mark Pearmain, Superintendent of Schools, established the Policy 406 Sub-Committee chaired by Arlene Martin, Director of Instruction. The Sub-Committee included representatives from the North Vancouver School District Human Resources Department, North Vancouver Administrators, North Vancouver Teachers' Association, and North Vancouver Parent Advisory Council. The Sub-Committee met numerous times throughout 2016/17 and 2017/18.

Arlene Martin, Director of Instruction, presented draft changes to Policy 406: Resolving Concerns Regarding Personnel, Programs or Procedures to the North Vancouver School District Policy Review Committee in 2017/18. A final review took place at the Policy Review Committee meeting of October 22, 2018. The Policy Review Committee included Trustees Christie Sacré, representatives from the secondary and elementary school administrators (NOVA), the North Vancouver Teachers' Association (NVTa) and the North Vancouver Parent Advisory Council (NVPAC). The Canadian Union of Public Employees (CUPE Local 389) and District Student Leadership Council (DSLc) sent their regrets.

Arlene Martin, Director of Instruction, will introduce *Proposed Revised Policy 406: Resolving Concerns Regarding Personnel, Programs or Procedures*, as attached to this Administrative Memorandum of November 6, 2018.

**Attachments:**

*Proposed Revised Policy 406: Resolving Concerns Regarding Personnel, Programs or Procedures*  
*Proposed Revised Policy 406: Resolving Concerns Regarding Personnel, Programs or Procedures – Administrative Procedures (for information only)*

**RECOMMENDED MOTION:**

that the Board of Education approve *Proposed Revised Policy 406: Resolving Concerns Regarding Personnel, Programs or Procedures*, as attached to this Administrative Memorandum of November 6, 2018.

## 406 Resolving Concerns Regarding Personnel, Programs or Procedures

Revised: September 25, 2001  
Revised: March 1, 2006  
Revised: June 18, 2008  
Proposed Revised: November 6, 2018

### Policy

The Board of Education believes in the importance of employees, students, and parents working together to create a positive and inclusive school culture that inspires success for every student. The values of trust, respect, responsibility, and collaboration set the tone for how the entire school community works together to pursue common goals.

The Board of Education recognizes that from time to time concerns regarding the operation of the School District will arise. The Board of Education seeks to ensure that concerns about personnel, programs or procedures are dealt with in a manner that reflects mutual respect and the principles of administrative fairness. The Board of Education places trust in its employees, parents, students and members of the community, and desires to support their actions in a manner that frees them from unnecessary or unwarranted criticism or retribution.

When someone has a concern about the action of any employee or about any policy, educational program, or learning resource, their concern should be first channeled through the personnel of a school. If resolution is not reached at the school level, a complaint may be forwarded to the appropriate Director of Instruction. If, after meeting with the Director of Instruction, a resolution is not yet reached, then the complaint may be advanced to the Assistant Superintendent before being referred to the Superintendent for consideration (see the Administrative Procedures).

No anonymous complaints shall be considered. No person shall be subject to reprisal, threat of reprisal, or discipline as the result of filing a formal complaint which is made in good faith and they reasonably believe to be valid. Parents and/or students may ask a support person to assist them at any stage in this process.

Procedures for dealing with such situations should ensure that:

- Complaints are handled as near the source as possible
- Complaints are investigated and resolved expeditiously
- Complaints are dealt with in a courteous, confidential and constructive manner
- All parties to a complaint are given the opportunity to respond.

Specific policies in regard to complaints regarding the appropriateness of locally evaluated learning materials would be addressed through *Policy 201: Learning Resources for Classroom Use*; in regard to alleged child abuse in *Policy 306: Suspected Child/Youth Abuse*; in regard to alleged sexual or personal harassment *Policy 505: Employee Welfare*; *Policy 415: Standards of Investigation* addresses the investigation process.

A decision of an employee or employees of the North Vancouver School District that significantly affects the education, health or safety of the student may be appealed by a parent/guardian and/or student in the School District pursuant to Board of Education *Bylaw 906: School Act Appeals*.

The Board of Education recognizes that employee decisions that do not significantly affect the education, health or safety of a student are within the final authority of the Superintendent as the Board of Education's chief executive officer.

**Administrative Procedures**

Policy 406: Resolving Concerns Regarding Personnel, Programs or Procedures – Administrative Procedures

DRAFT

**POLICY 406: RESOLVING CONCERNS REGARDING PERSONNEL, PROGRAMS  
OR PROCEDURES**

**DRAFT ADMINISTRATIVE PROCEDURES**

**Draft**

Where the complaint involves alleged child abuse, the procedure to be followed is outlined in *Policy 306: Suspected Child/Youth Abuse*.

Where the complaint involves personal or sexual harassment, the procedure to be followed is outlined in *Policy 505: Employee Welfare*.

Where the complaint involves challenging the appropriateness of classroom learning resources, the procedure to be followed is outlined in *Policy 201: Learning Resources for Classroom Use*.

When no procedure is provided in legislation, in an employee collective agreement, or elsewhere in Board of Education policy, the steps outlined in the chart below should be followed to resolve a concern, with every effort made to address the issue as near to the source as possible. Parents and/or students may have a support person to assist them and accompany them to meetings at any stage in this process. Best efforts will be made to respond to a written concern within 1 to 5 school days:

**Step 1: Employee**

Discuss the concern with the employee. Employees work hard to communicate with parents/guardians about their children. Concerns are often resolved at this step.

**Step 2: Principal\***

Discuss the concern with the school Principal. Principals work hard to provide a safe and welcoming learning environment for all students and staff. The Principal shall ensure that the complainant is aware of Policy 406. *\*At the secondary level, the concern should be discussed with the grade level administrator first, then with the Principal if not resolved.*

**Step 3: Director of Instruction**

Make an appointment to discuss the concern with the Director of Instruction responsible for your Family of Schools. The concern at this point may be expressed in writing. Contact information can be found on the [District website](#). The parent and/or student will meet with the Director of Instruction. The Director of Instruction will provide a written disposition of their review.

**Step 4: Assistant Superintendent**

Provide your concern, in writing, to the Assistant Superintendent responsible for your family of schools. Contact information can be found on the [District website](#). The parent and/or student will meet with the Assistant Superintendent. The Assistant Superintendent will provide a written disposition of their review.

**Step 5: Superintendent**

Provide your concern, in writing, to the Superintendent. Contact information can be found on the [District website](#). The parent and/or student will meet with the Superintendent. The Superintendent will provide a written final disposition on the matter.

If there is no successful resolution, in cases which significantly affect the education, health or safety of a student, the parent and/or student may give written Notice of Appeal to the Board of Education through *Bylaw 906: School Act Appeals* in accordance with Section 11 of the School Act. At any step in the process,

a complaint involving a teacher, school or district administrator may be brought to the Teacher Regulation Branch.

**Resources**

[Policy 201: Learning Resources for Classroom Use](#)

[Policy 306: Suspected Child/Youth Abuse](#)

[Policy 505: Employee Welfare](#)

[Bylaw 906: School Act Appeals](#)



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

**Meeting Date:** November 6, 2018                       **Board**                       **Board, in camera**

**Topic (as per the Memorandum):**                      **Proposed New Policy 415: Standards of Investigation**

**Narration:**

Identified within the Policy Review Committee was a need for a Standards of Investigation policy to address the process for Investigating, Reporting and Record Keeping any allegations of misconduct by employees.

In 2016/17, Mark Pearmain, Superintendent of Schools, established the Standards of Investigation Policy Review Sub-Committee chaired by Scott Stanley, Executive Director of Human Resources. The Sub-Committee included representatives from the North Vancouver Administrators, North Vancouver Teachers' Association, CUPE Local 389, and North Vancouver Parent Advisory Council. The Sub-Committee met numerous times throughout 2016/17 and 2017/18.

Scott Stanley presented draft new *Policy 415: Standards of Investigation* to the North Vancouver School District Policy Review Committee in 2017/18. A final review took place at the Policy Review Committee meeting of October 22, 2018. The Policy Review Committee included Trustee Christie Sacré, representatives from the secondary and elementary school administrators (NoVA), the North Vancouver Teachers' Association (NVTA) and the North Vancouver Parent Advisory Council (NVPAC). The Canadian Union of Public Employees (CUPE Local 389) and the District Student Leadership Council (DSLCL) sent their regrets.

Scott Stanley, Executive Director of Human Resources, will introduce *Proposed New Policy 415: Standards of Investigation*, as attached to this Administrative Memorandum of November 6, 2018.

**Attachments:**

*Proposed Revised Policy 415: Standards of Investigation*

*Proposed Revised Policy 415: Standards of Investigation – Administrative Procedures (for information only)*

**RECOMMENDED MOTION:**

that the Board of Education approve *Proposed Revised Policy 415: Standards of Investigation*, as attached to this Administrative Memorandum of November 6, 2018.

Proposed  
New

## 415 Standards of Investigation

Proposed New: November 6, 2018

### Policy

The Board of Education values the important role employees, students and parents all play in the maintenance of a positive and safe learning environment for students. In support of this learning environment, the Board recognizes that consistent, transparent and fair standards of investigation must be established and maintained in order to address any allegations of employee misconduct.

This policy covers reported allegations of employee misconduct only, as distinguished from reported allegations or concerns of employee incompetence.

If the allegations suggest that there may be an immediate threat to the safety of students, the procedures outlined in *Policy 306: Suspected Child/Youth Abuse* will be followed. If the allegations do not suggest an immediate threat to the safety of students, a formal complaint can be made in writing as guided by legislation, collective agreement terms and/or the process detailed in *Policy 406: Resolving Concerns Regarding Personnel, Programs or Procedures*.

Individuals with concerns of alleged misconduct by employees working in a school setting should hold those concerns confidential and report them directly to the school Principal. Principals in receipt of misconduct allegations will not act in isolation but will notify, collaborate and coordinate with their supervisor. In all cases where the reported misconduct is alleged to have been directed towards a students, the parents of the students involved will be informed by the school Principal as immediately as possible.

In the case of alleged misconduct concerns about the school Principal, individuals should report those concerns directly to the Office of the Superintendent.

Individuals with concerns of alleged misconduct by employees at other School District worksites should hold those concerns confidential and report them directly to the Office of the Superintendent.

No person, whether an employee, student, parent, or member of the community, shall be subject to reprisal, threat of reprisal, or discipline as the result of filing a formal complaint which is made in good faith and they reasonably believe to be valid. All persons against whom formal complaints have been made will have an opportunity to respond. Parents and/or students may ask a support person of their choice to assist them at any stage in this process.

A formal written complaint of alleged employee misconduct may result in the initiation of an investigation by the School District. Whether or not an investigation into the allegations is warranted will be determined through consultation with the Human Resources Department. The Human Resources Department is also responsible for handling investigation reports and keeping records of such written complaints.

It is the Board of Education's responsibility to take the action appropriate to the findings of the investigative process, understanding that such action may serve to exonerate, provide support, or result in corrective action or discipline to the employee(s) under investigation. The Board of Education does not support any other party, apart from appropriate authorities (for example, the RCMP, MCFD or BC Teacher Regulation Branch), seeking to compound or diminish the impact of any action taken by the Board of Education.

This policy does not supersede the provision of any applicable law, collective agreement or contract.

### Administrative Procedures

Policy 415: Standards of Investigation – Administrative Procedures

## POLICY 415: STANDARDS OF INVESTIGATION DRAFT ADMINISTRATIVE PROCEDURES

**Draft**

### **Working Definitions:**

**Allegation:** An unproven statement that misconduct is believed to have occurred.

**Complainant:** The person formally reporting the allegations that are the subject of the investigation.

**Respondent:** The person against whom the allegations are made.

**Misconduct:** Conscious action that is contrary to accepted standards of conduct or characterized as being improper or unlawful.

**Incompetence:** The inability to perform to a required level within the realm of an employee's assigned duties.

### **Investigation Process for Complaints Alleging Employee Misconduct:**

In coordination with the Human Resources Department, school Principals and/or the Superintendent's Office are to ensure complaint details are complete and include the specific incidents and behaviours which form the basis of the complaint. Depending on the nature of the allegations, Human Resources will make a decision as to whether a formal investigation is warranted or if the complaint will be handled in an informal manner. If a formal investigation is required, Human Resources will determine an appropriate and qualified investigator, who could be an administrator, employee of the Human Resources Department, or external investigator.

The Complainant and Respondent will be notified whether a formal investigation will or will not occur and will be kept reasonably informed regarding the progress of an investigation. No private information of a Complainant or Respondent will be shared. At the conclusion of an investigation, the Complainant and Respondent will be notified whether findings have been made and that appropriate action has been taken, if warranted. Persons who are not the Complainant or Respondent will not be told any details regarding the School District's handling of the complaint.

The investigation will be carried out in a thorough and efficient manner. In carrying out the investigation, the investigator will observe the following principles:

- **Confidentiality:** the investigation will be carried out in a confidential manner. Information about a complaint will be shared only with those who need to know in order to conduct the investigation process. All participants in the investigation process are required to keep all information related to the complaint confidential and not disclose it to anyone other than their support person, lawyer or union representatives.
- **Fairness and impartiality:** the investigator will be fair and impartial in conducting the investigation and will not advance the interests of one person over another.
- **Respect:** the investigation will be conducted in a professional and respectful manner.

### **Record Keeping for Complaints Alleging Employee Misconduct:**

When the investigation has concluded, the investigator will submit a report outlining the results of the investigation to the Human Resources Department. All such investigation reports are confidential, with restricted access, and will be maintained in the Human Resource Department with any disclosure being handled in accordance with all applicable law, collective agreement or contract requirements.

All disciplinary action taken against an employee as a result of an investigation will be kept in the employee's official personnel record in the Human Resources Department. Such records are confidential, with restricted access, and will be handled in accordance with all applicable law, collective agreement or contract requirements.

### **Links:**

[Policy 306: Suspected Child/Youth Abuse](#)

[Policy 406: Resolving Concerns Regarding Personnel, Programs or Procedures](#)

[Policy 505: Employee Welfare](#)

[Policy 506: Employee Code of Conduct](#)

[Policy 611: Privacy](#)

[Policy 612: Records Management](#)

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

**Meeting Date:** November 6, 2018                       **Board**                       **Board, in camera**

**Topic (as per the Memorandum):**                      **Preliminary Enrolment Update**

**Narration:**

Mark Pearmain, Superintendent of Schools, will provide the Board with an Enrolment Update for 2018/19. This report is based on enrolment figures of September 28, 2018 provided to the Ministry that will require verification before being finalized.

Enrolment projections are prepared each spring to assist with the preparation of the Ministry's Estimated Operating Grant, the development of the School District's operating budget, and to establish staffing levels for the subsequent school year. The projected enrolment for September 2018 for the base grant funding purpose was 14,916.7275 full time equivalent (FTE) students. This projection was based on historical trends, local knowledge, and expected Kindergarten registration at all schools.

Actual enrolment is determined each year through the submission of the 1701 Report to the Ministry of Education, providing detailed information related to student enrolment, course registration for Grades 10, 11 and 12, Distributed Learning course completion, and unique student categories that qualify for supplemental funding. The 1701 reports are submitted four times per year: September 30 (or shortly thereafter), February, May and July.

The report to the Board provides comparisons between the projected and actual enrolments for September 2018, as well as comparisons to prior years. The Enrolment Update, based on September 28, 2018 information, reports total actual enrolment at 15,129.500, including 3.6250 adults. The actual **School Aged** Student enrolment of 15,125.875 is above the projected enrolment of 14,916.7275 by 209.1475 FTE.

The information in the Enrolment Update for November 6, 2018, contains figures as of September 28, 2018, and reported in the October 2018 "Echo" from the Ministry of Education.

Attachment:  
Enrolment Update

## ENROLMENT UPDATE

Based upon September 28, 2018 - 1701 Data

Enrolment Category	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Projected	2018/19 at Oct 25/18	Yr over Yr Change	Projected vs 1701
Regular & Cont. Ed. ( <i>school aged</i> )	14,937	14,844	14,992	14,800	14,864	14,669	<b>14,862</b>	-2	193
Alternate Schools ( <i>school aged</i> )	166	191	197	197	198	198	<b>214</b>	16	16
DL - September only	35	46	72	58	58	50	<b>50</b>	-8	-0
<b>Subtotal: Base Grant FTEs</b>	<b>15,138</b>	<b>15,081</b>	<b>15,261</b>	<b>15,055</b>	<b>15,120</b>	<b>14,917</b>	<b>15,126</b>	<b>6</b>	<b>209</b>
DL - February only	114	109	112	121	120	85	<b>85</b>	-35	0
DL - May only	31	40	52	49	47	75	<b>75</b>	28	0
<b>TOTAL: Base Grant FTEs</b>	<b>15,283</b>	<b>15,230</b>	<b>15,424</b>	<b>15,225</b>	<b>15,287</b>	<b>15,077</b>	<b>15,286</b>	<b>-1</b>	<b>209</b>

*Change Year over Year*                      **5**                      **-53**                      **194**                      **-199**                      **62**                      **-210**                      **-1**

Supplemental Funding Category	2013/14 Actual	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Projected	2018/19 at Oct 25/18	Yr over Yr Change	Projected vs 1701
Level 1 Special Needs	12	12	11	<b>19</b>	<b>17</b>	16	<b>17</b>	0	1
Level 2 Special Needs	444	454	459	<b>475</b>	<b>483</b>	464	<b>492</b>	9	28
Level 3 Special Needs	150	160	199	<b>177</b>	<b>185</b>	178	<b>201</b>	16	23
English Language Learners	865	907	997	<b>924</b>	<b>928</b>	920	<b>986</b>	58	66
Aboriginal Education	601	582	612	<b>592</b>	<b>616</b>	600	<b>631</b>	15	31

<b>International Students (Fee Paying)</b>	<b>590</b>	<b>656</b>	<b>710</b>	<b>712</b>	<b>722</b>	<b>625</b>	<b>731</b>	<b>9</b>	<b>106</b>
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**Schedule C.2**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** November 6, 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* (November 2018).

**Attachment:**

Land Management UPDATE – November 2018

## **Land Management Update**

### **Argyle Secondary School: Replacement Update**

Construction continues on the new replacement school.

### **Handsworth Secondary School: Replacement Update**

The Schematic Design Phase continues on the new replacement school.

### **Mountainside Secondary School: Seismic Upgrade**

A Project Development Report is before the Ministry of Education for final review, prior to advancing to the Treasury Board for project funding request and approval in fall of 2018.

### **Lucas: Status**

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

### **Cloverley: Status**

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

### **Ridgeway Modular: Status**

The North Vancouver School District has requested an occupancy permit extension from the City of North Vancouver and we are working with the City for a variance on parking requirements.



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

**Meeting Date:** November 6, 2018                       **Board**                       **Board, in camera**

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

**Narration:**

In accordance with North Vancouver School District [Policy 207: Field Trips](#), the Board of Education is to be informed, in advance, of all planned out-of-country multiple-day field trips. A brief summary of each trip is provided to the Board within the months prior to each trip’s scheduled departure. This summary is provided to the Board for information only. Proposals for all multi-day field trips (both in- and out-of-country) receive preliminary review and approval from the Assistant Superintendent prior to detailed planning and arrangements occurring; responsibility for final approval of all field trips rests with the school principal.

**Argyle** – a field trip to Florida, USA has been scheduled for February 6-11, 2019. The trip involves approximately 19 Grade 9-12 Senior Cheer students. The students will be accompanied by two teacher supervisors and 2 additional adult supervisors.

Travel to Florida will be by air, and transportation on the ground will by bus. Students will be accommodated in hotels. The cost per student is approximately \$1, 700, which will be paid by students.

The purpose of this extracurricular trip is to compete in the World High School Cheerleading Championships held at the Disney World Resort. Students will be scheduled for a practice day in advance of the two-day competition.

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**Carson Graham** – a field trip to New Zealand and Australia has been scheduled for March 13-31, 2019. The trip involves approximately 24 members of the Girls’ Rugby Team, in Grades 9-12. Students will be accompanied by two teacher supervisors and three additional employee of the Board supervisors.

Students will travel by air to New Zealand/Australia and ground transportation will be by motor coach. They will accommodated in hostels and hotels. The trip cost is approximately \$3,500 per student, which will be paid by the students.

The purpose of this extracurricular trip is athletic participation in a variety of individual rugby matches, as well as participation in a scheduled High School 7’s tournament. Students will also have the opportunity to visit local tourist and cultural sites during their stay.

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**Sutherland** – a field trip to Ecuador has been scheduled for March 13-23, 2019. The trip involves approximately 16 Grade 11-12 students accompanied by two teacher supervisors.

Students will fly to Ecuador and, when within the country, will travel by bus and potentially boat. Accommodation will be in hotels/lodges. The cost per student is approximately \$3,900 and will be paid by students.

The purpose of this extracurricular trip is to provide students with the hands-on opportunity to learn about pressing global issues in locations where evidence of the impacts on local and indigenous culture, biodiversity, climate and environmental change is readily apparent. Students will visit local projects and engage in educational workshops relevant to specific areas of study.

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**Handsworth** – a field trip to Italy is scheduled for March 15-25, 2019. The trip involves 30-40 Grade 8-12 students from the school's Band, Choir, Strings and Art programs, accompanied by four teacher supervisors.

Students will travel by air and charter during their trip. While in Venice, students will also travel by boat. Students will be accommodated in hotels and the trip cost of approximately \$4,200 per student will be paid by the students.

The purpose of this extracurricular trip is to supplement the music program with performance opportunities during the stay and art studies with special sketching workshop with local European artists. Through visits to multiple museums, galleries and churches, the trip will also expose all students to cultural and historical sites of significance, offering the opportunity to enhance their studies in their respective studies by seeing first-hand several important sites connected to the history and development of their subject areas.

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

**Meeting Date:** November 6, 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.5**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** November 6, 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.6....**  
**of the**  
**Administrative Memorandum**

**Meeting Date:** November 6, 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 ...D.....  
of the  
Administrative Memorandum**

**Meeting Date:** November 6, 2018                       **Board**                       **Board, in camera**

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

**Narration:**

<b>Date and Time</b>	<b>Event</b>	<b>Location</b>
Tuesday, November 20, 2018 at 7:00 pm	Standing Committee Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, December 11, 2018 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, January 22, 2019 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, February 5, 2019 at 7:00 pm	Standing Committee 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:** November 6, 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.