

## 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, September 18, 2012.

**PRESENT:** F. Stratton, Chairperson  
B. Forward, Vice Chairperson  
L. Bayne  
C. Gerlach  
M. McGraw  
C. Sacré  
S. Skinner

---

### A.1. Call to Order

Chair Stratton called the meeting to order at 7:00 pm and welcomed those in attendance, including Marc Caruth, District Student Leadership Council representative, to the first public Board meeting to be held in the Education Services Centre.

### A.2. Approval of Agenda

Moved by S. Skinner

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

Seconded by B. Forward

Carried

### A.3. Public Comment Period

There was no one wishing to speak.

### A.4. Approval of Minutes

Moved C. Sacré

that the minutes of the public meeting of June 19, 2012 be approved as circulated.

Seconded by C. Gerlach

Carried

### B.1. Appointment of Superintendent Lewis as Acting Secretary Treasurer

Due to the recent resignation of Secretary Treasurer Irene Young, and in accordance with Section 69(4) of the *School Act*, the Board is required to appoint an Acting Secretary Treasurer during the interim period.

Moved by B. Forward

that John Lewis, Superintendent of Schools, be designated Acting Secretary Treasurer, until the appointment of a new Secretary Treasurer.

Seconded by S. Skinner

Carried

### B.2. World Teachers' Day Declaration – October 5, 2012

Chair Stratton advised the Board that October 5, 2012 is World Teachers' Day. In 1994, UNESCO, the United Nations Educational, Scientific and Cultural Organization, dedicated October 5<sup>th</sup> as a day to celebrate and honour the teaching profession.

Moved by C. Sacré

that the Board declare October 5, 2012 as World Teachers' Day in North Vancouver School District.

Seconded by S. Skinner

Carried

**B.3. Audited Financial Statements for the Year Ended June 30, 2012**

As Acting Secretary Treasurer, Superintendent Lewis tabled the 2011/2012 Audited Financial Statements that have been prepared consistent with the format prescribed by the Ministry of Education. Ms. Georgia Allison, Director of Financial Services, and Ms. Lenore Lee from KPMG, were introduced and invited to the table.

In her presentation of the Audited Financial Statements, Ms. Allison highlighted: that total cash and equivalents held by the School District has decreased primarily due to the utilization of the Lonsdale School sale proceeds to complete the Education Services Centre and the Artists for Kids gallery as well as funds used towards the heritage component of Ridgeway Elementary and the recently completed Environmental Learning Centre at North Vancouver Outdoor School; that the Operating Fund has a cumulative surplus, the majority of which is appropriated for use in the 2012/13 fiscal year and for the three-year staffing plan; and that the Local Capital is in a deficit balance created due to the timing difference of expenditures related to the heritage restoration of Ridgeway and Queen Mary Schools and the completion of the sale of the former School Board Office site at 721 Chesterfield. Ms. Allison highlighted the following revenue related items: Provincial Operating Grant was higher given mid-year enrolment recounts and adjustments; other Provincial Grants consisted of funding for Settlement Workers in Schools; Other Revenue was lower than budgeted due to lower Outdoor School revenue and International Student enrolment; Rentals and Leases had a small positive variance and Investment Income was higher than budgeted due to healthier than projected interest rates. It was reported that Total Expenses were lower than budgeted, attributed to strike cost avoidance and long-term absences in various departments; benefits were 1.04% over budget; supplies and services were under budget; and Capital Assets purchased were over budget as expenses were incurred to meet the operational demands for equipment, predominantly in technology. A transfer of \$3M from Operating into Local Capital is to support future Capital demands, including technology.

Ms. Allison responded to Trustees' questions regarding: unspent contingency, noting that \$100,000 in the apprenticeship program was not spent; the value of the AfK permanent collection; clarification on the capital loan of \$7,210,599 payable to the BC Provincial Treasury which is the balance of the capital project costs for both Sutherland Secondary and Westview Elementary; clarification on savings that occurred both in salaries and supplies, ie insurance costs were over-budgeted, hence a savings. In response to a question regarding the number of students attending the Adult English Language Training course relocated from the Lucas Centre to Carson Graham Secondary, Assistant Superintendent Mark Jefferson reported there are three sections totaling approximately 90 students, close to the target of 100 established in the Spring of 2012.

In presenting the Auditor's report to the Board, Ms. Lee noted that the financial statements for the fiscal year ending June 30, 2012 have been completed and along with the auditor's report have been submitted to the Board for its approval. With reference to the audit itself, Ms. Lee noted that staff was well prepared and there were very few items to be adjusted. Areas of review included: examination of capital funds/expenditures; review of accounting operations/sample documents as well as accounting of the Annual Facilities Grant. Ms. Lee reported that no significant deficiencies were discovered.

The Board thanked Ms. Lee for her report and extended thanks to Ms. Allison and staff for their work done on the financial statements.

Moved by M. McGraw

that the Board approve the Audited Financial Statements and the Auditors' Report to the Board of Education of School District No. 44 (North Vancouver) for the Year Ended June 30, 2012 as presented in Schedule B.3. of September 18, 2012.

Seconded by C. Gerlach

Carried

**B.4. Capital Project Bylaw No. 126374 Playground Equipment Program**

Acting Secretary Treasurer John Lewis noted that there were three capital project bylaws for the Board's approval. The first bylaw for consideration was an outcome of the Ministry of Education's September 2011 announcement regarding playground equipment program funding. A total fund of \$8M was allocated to school districts over the 2011/12 and 2012/13 school years in three separate phases as noted in the Administrative Memorandum included in the evening's agenda package. North Vancouver School District has received funding to reimburse the Parent Advisory Councils of Cove Cliff and Sherwood Park Elementary Schools for contributions made towards playground equipment. In addition, funding has been received to upgrade the playground equipment at Queensbury Elementary School.

In order for the Ministry to release the funding by the use of a Certificate of Approval (COA), the Board of Education is first required to adopt Capital Project Bylaw No. 126374 in the amount of \$62,432.

Moved by B. Forward

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 126374 be read a first time;

Seconded by L. Bayne

Carried

Moved by L. Bayne

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 126374 be read a second time;

Seconded by C. Gerlach

Carried

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

Moved by S. Skinner

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 126374 be read a third time, passed and adopted the 18th day of September 2012.

Seconded by B. Forward

Carried

**B.5. Capital Project Bylaw No. 126528 Special Needs School Bus Purchase**

Acting Secretary Treasurer John Lewis advised that over the summer emergent Ministry funding was requested to replace one of two buses used to transport Special Needs students to and from school. Funding has been granted to purchase a 54-passenger bus with four wheel chair tie-downs. As these funds fall within the parameters of Capital Funding, a Capital Project Bylaw is required to generate a Certificate of Approval and release of funding in the amount of \$101,612.

Moved by C. Gerlach

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 126528 be read a first time;

Seconded by B. Forward

Carried

Moved by S. Skinner

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 126528 be read a second time;

Seconded by C. Sacré

Carried

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

Moved by C. Sacré

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 126528 be read a third time, passed and adopted the 18th day of September 2012.

Seconded by L. Bayne

Carried

**B.6. Capital Project Bylaw No. 126457 Carbon Neutral Capital Program (CNCP)**

Acting Secretary Treasurer John Lewis introduced this item and provided background around the Ministry's April 2012 announcement concerning the Carbon Neutral Capital Program as well as previous advocacy work by North Vancouver's Secretary Treasurer Young, Chair Stratton on behalf of the Board, and the BC School Trustees' Association. For the 2012/13 fiscal year, North Vancouver School District has been allocated \$264,494 to spend on capital-related projects that meet the criteria. In order for the Ministry to release the funding by the use of a Certificate of Approval (COA), the Board of Education is first required to adopt Capital Project Bylaw No. 126457.

Moved by B. Forward

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 126457 be read a first time;

Seconded by M. McGraw

Carried

Moved by L. Bayne

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 126457 be read a second time;

Seconded by S. Skinner

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 Project Bylaw No. 126457 be read a third time, passed and adopted the 18th day of September 2012.

Seconded by C. Sacré

Carried

**B.7. Land, Learning and Livability Community Engagement – Revised Guiding Principles for the Surplus School District Land Retention and Disposition Strategy**

Following Chair Stratton's introduction, John Lewis, Superintendent of Schools and Acting Secretary Treasurer, presented the *Revised Guiding Principles* to the *Surplus School District Land Retention and Disposition Strategy*. Following its June 19, 2012 Public Meeting, the Board provided direction to the Executive Committee to review and revise the land management Guiding Principles to incorporate the key themes identified through the community consultation process. These revised guidelines were then presented to the Board for review at a Trustee Seminar held earlier in September 2012.

Moved by M. McGraw

that the Board approve and adopt the *Revised Guiding Principles for the Surplus School District Land Retention and Disposition Strategy*, as attached to this Administrative Memorandum of September 18, 2012.

Seconded by C. Gerlach

Carried

**B.8. North Vancouver School District and the District of North Vancouver Joint Collaboration Sub-Committee for the Consideration of Surplus School and Public Assembly Lands – Terms of Reference**

In the introduction of this agenda item, Chair Stratton noted that District of North Vancouver staff has not yet brought the subject of this agenda item before District Council.

Superintendent of Schools and Acting Secretary Treasurer John Lewis referenced the School District's strategic land management plan, and the major community engagement and consultation process that has recently taken place. During this consultation, the North Vancouver School District and District of North Vancouver Collaboration Agreement Steering Committee identified the desirability of striking a Joint Sub-Committee to foster dialogue at the political level

**B.8. North Vancouver School District and the District of North Vancouver Joint Collaboration Sub-Committee for the Consideration of Surplus School and Public Assembly Lands – Terms of Reference (continued)**

regarding surplus school and public assembly lands as well as preparing recommendations for consideration by both the School District (NVSD) and the District of North Vancouver (DNV).

In preparation for this Sub-Committee's work, NVSD and DNV staff with input by the Board of Education and the District of North Vancouver Council have jointly crafted a Draft Terms of Reference. Once approved in principle by the Board, the Draft Terms of Reference will be referred to the Collaboration Agreement Steering Committee.

In response to a Trustee's question about timing, Superintendent Lewis noted that the submission deadline for the current round of Requests for Proposals on the four surplus School District properties is September 28, 2012. Noting the tight timeline, Superintendent Lewis advised that the Collaboration Agreement Steering Committee would need to meet by mid-October, with a subsequent Sub-Committee meeting shortly thereafter. As well, Chair Stratton noted it is not yet known when District Council will present the Draft Terms of Reference on their agenda.

Moved by B. Forward

that the Board approve in principle the *Collaboration Sub-Committee on Strategic Land Management Terms of Reference*, as attached to this Administrative Memorandum B.8. of September 18, 2012; and

that the *Collaboration Sub-Committee on Strategic Land Management Terms of Reference* be referred to the Collaboration Agreement Steering Committee.

Seconded by C. Gerlach

Carried

**B.9. Trustee Code of Ethics**

Board Chair Stratton provided an introduction to the *Draft Trustee Code of Ethics* presented for the Board's approval. It was noted that the Board had previously reviewed and revised its governance policies and discussed how to incorporate a Code of Ethics into its policies. At the November 2011 Board meeting, the Board referred the Proposed Revised *Policy 101: Board of Education – Role and Function* and development of a Code of Ethics to the incoming Board. The current Board has since attended a seminar with a registered parliamentarian and has met with a representative from the BC School Trustees' Association specifically regarding the development of a Code of Ethics.

In response to a Trustee's question as to whether the Code of Ethics be included in the Policy 100 series or as a stand alone document, Superintendent Lewis noted that as a separate document it provides the ability for each Board to make revisions as they see necessary.

Moved by C. Gerlach

that the Board of Education of School District No. 44 (North Vancouver) approve and adopt its *Trustee Code of Ethics*, as attached to Schedule B.9., September 18, 2012; and

that the Board make its *Code of Ethics* publicly available under the Governance section of the North Vancouver School District's website.

Seconded by S. Skinner

Carried

**B.10. Capital Plan Overview, Timelines, Approval in Principle – Subject to Amendment**

In introducing this agenda item, Superintendent John Lewis noted that each year Boards of Education are required to submit a five-year capital plan to the Ministry providing details on high priority projects needed for their school districts. The deadline for the adoption of a Capital Plan is October 15, 2012. The draft plan presented for the Board's approval has responded to the Ministry's revised seismic mitigation program as well as its facilities assessment process.

**B.10. Capital Plan Overview, Timelines, Approval in Principle – Subject to Amendment (continued)**

Ian Abercrombie, Director of Facilities and Planning, was introduced and invited to the table. Mr. Abercrombie provided an overview of the Capital Plan process and timelines as well as reviewing *North Vancouver School District's 2012/13 Draft Five-Year Capital Plan*. Highlights of the plan focused on the highest priorities for major capital projects including the replacement of Argyle and Handsworth Secondary Schools and Seymour Heights Elementary School; as well as proposed seismic projects at Windsor Secondary and the North Vancouver School District Learning Centre (formerly Balmoral). The plan and its priorities will again be presented at the September 25, 2012 meeting of the Finance and Facilities Standing Committee.

In response to Trustees' questions, Mr. Abercrombie further elaborated on the Ministry's seismic ranking system of High, Medium and Low, noting that the Ministry will be concentrating on facilities with a High (1,2,3) ranking; clarification on the "Echo" report where the Ministry goes back to the Board to confirm the rankings; clarification on project rankings for Windsor Secondary, Seymour Heights, Balmoral (North Vancouver School District Learning Centre) and Handsworth Secondary; and timing of the Ministry's seismic report for each school district. In response to a question regarding the level of public awareness of the upcoming Finance & Facilities Standing Committee meeting, Superintendent Lewis noted that the meeting had been posted on the School District's website, a message had been sent out through SchoolConnects as well as distributed through the Land, Learning and Livability email contact list.

Moved by B. Forward

that the Board approve, in principle, and subject to amendment following the September 25<sup>th</sup> Finance and Facilities Standing Committee Meeting, the 2012/13 Five year Capital Plan as presented in Schedule B.10. of September 18, 2012.

Seconded by S. Skinner

Carried

**B.11. Notice of Motion**

Board Chair Franci Stratton introduced this agenda item and noted that Trustee Skinner had presented a Notice of Motion at the June 19, 2012 Public meeting of the Board of Education.

It was clarified by Trustee Skinner that, though the School District has engaged in a lengthy Land, Learning and Livability community engagement process which is still ongoing, she indicated that there was the need for further information including an historical summation of the last ten years' work undertaken by the School District with respect to management of its surplus sites.

Moved by S. Skinner

that "The North Vancouver Board of Education requests the Superintendent and Secretary/Treasurer provide a report to the Board for the October 23, 2012 Public Board Meeting which includes: any and all discussions and/or negotiations undertaken during the 2011/2012 school year with Ministry of Education staff, commercial real estate agencies, and development companies with respect to the Board's Land Retention and Disposition Strategy, and Land, Learning and Livability public engagement process.

The North Vancouver Board of Education requests the Superintendent provide a draft report to the Board providing options for consulting with the City of North Vancouver, the District of North Vancouver, the North Vancouver Recreation Commission, Vancouver Coastal Health and, including, but not limited to community arts groups, seniors groups, and sports user groups. The purpose of the plan is to determine community needs for facilities, fields and lands as well as potential opportunities for collaboration and partnerships."

Seconded by B. Forward

Defeated

Following the motion, there was further discussion around the land management public process in which the School District is engaged; the upcoming Presidents' Council meeting that will focus

### **B.11. Notice of Motion (continued)**

on the priority educational needs of the School District; and clarification that the Board did not accept the Ministry of Finance's offer of assistance in relation to the Ministry's recently announced process to address potential sale of public surplus lands.

### **C.1. North Vancouver Parent Advisory Council Annual Report 2011/12**

John Lewis, Superintendent of Schools, introduced this item and noted that the Board of Education provides the North Vancouver Parent Advisory Council (NVPAC) an annual grant in the amount of \$7,500 to support the Council's activities to provide a collective voice for parents in North Vancouver School District.

Superintendent Lewis welcomed David Whitehead, Chair of the NVPAC, to the table. Mr. Whitehead thanked the Board for its continued financial support, and noted that last year's municipal election saw the loss of two key NVPAC Executive members to the Board of Education. Though last year had its challenges, Mr. Whitehead provided highlights of NVPAC's activities that were able to go forward including:

- The ongoing identification of the needs of the Parent Advisory Councils and parents in the community. Two that came to the forefront were earthquake preparedness and technology requirements in schools.
- A very successful workshop entitled "Parents as Career Coaches". Due to its success, this workshop will be repeated in the Fall of 2012.
- Reporting out on the NVPAC blog
- Continued support of speaker grants to individual Parent Advisory Councils

In concluding his report, Mr. Whitehead identified NVPAC's objectives for the 2012/13 year, which included:

- To increase NVPAC's level of social networking
- To continue with the joint NVSD/NVPAC initiative to explore the most effective and efficient way to identify schools' technological needs
- Establishment of a forum to encourage ongoing parent feedback and identification of parent issues
- Engage with partner groups to create a feedback survey with a target date of Spring 2013

The Board thanked Mr. Whitehead for his report and expressed its appreciation to the NVPAC for their work in support of parents and parent engagement, as well support to the School District.

### **C.2. Field Trips – Out of Country**

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

- Argyle Secondary School – field trip to Irvine, California, USA

### **C.3. Superintendent's Report**

Superintendent Lewis noted that the following items are included in the *Superintendent's Blog* (<http://blog44.ca/superintendent>):

- Climate and Energy Action Award Nomination - The City of North Vancouver & the School District were nominated in the category of Public Service Organization & Local Government Collaboration for the Lonsdale Energy Corporation Plant, Heat Recovery and Geo-exchange system at the Education Services Centre and Gordon Smith Gallery of Canadian Art at 2121 Lonsdale.

### C.3. Superintendent's Report (continued)

- Announcing the Anthony Sedlak Memorial Career Training Scholarship – the memory and legacy of this former student will continue through the newly created **Anthony Sedlak Memorial Career Training Scholarship**, administered by the North Vancouver High School Education Foundation.
- Getting ahead by walking to school - “Walking” school buses, healthy living promotions and international programs like [“iwalk”](#) all encourage walking to school—particularly in the month of October.
- Summer Learning - Over 200 teachers, administrators and para-professional staff participated in this year's Summer Institute.
- Welcome to the 2012/2013 School Year – a message from the Chair and the Superintendent

Concluding his report, Superintendent Lewis advised that a presentation of the School District's *3-Year Operating Plan* would take place at the upcoming Towards the Future of Schools Standing Committee meeting.

### C.4. Trustees' Reports

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

1. Meetings attended by Trustees included:

- Public Board meeting
- Board Planning meeting (Chair and Vice Chair)
- Trustee Seminars
- North Vancouver Recreation Commission – including a presentation regarding the process and ideas for the revitalization/replacement of the Harry Jerome Centre
- North Vancouver City Advisory Planning Commission
- School Visits: Carson Graham and Seycove Secondary Schools, North Vancouver School District Learning Centre (formerly Balmoral)
- Curriculum night at Brooksbank Elementary
- Meeting with North Vancouver Teachers' Association
- Handsworth Parent Advisory Council meeting
- Informal dinner meeting of District of North Vancouver Council and District Trustees
- Nomination Committee meetings hosted by Andrew Saxton, MP, for the awarding of Queen Elizabeth II Diamond Jubilee Medals
- Education Services Centre and Artists for Kids Committee meetings
- Meeting of the North Vancouver School District and District of North Vancouver Collaboration Agreement Steering Committee
- Presidents' Council meeting

2. Events attended by Trustees included:

- Opening of the North Shore Credit Union Environmental Learning Centre at Outdoor School
- Official Opening of the Education Services Centre
- Joint Board Liaison Dinner Meeting with the West Vancouver School District Board of Education, including a tour of the Education Services Centre
- Fringe Festival production of “Riot” by Carson Graham students
- Keith Lynn Alternate Secondary School Closing Barbecue

Chair Stratton reported that she has been invited, on behalf of the Board, to attend the Union of BC Municipalities AGM in Victoria for the presentation of the Climate and Energy Action Awards by the Honourable Dr. Terry Lake, Minister of Environment.



**D. Future Meetings**

Future public meetings of the Board are confirmed as follows:

Tuesday, Sep 25, 2012 at 7:00 pm	Finance & Facilities Standing Committee	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, Oct 2, 2012 at 4:00 pm	Towards the Future for Schools Standing Committee	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, Oct 9, 2012 at 4:00 pm	Education & Programs Standing Committee	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, Oct 23, 2012 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

**E. Public Question and 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.

David Whitehead, NVPAC Chair, with regards to the 5-Year Capital Plan, questioned if any of the surplus schools have a seismic ranking of H3 and, if so, should those sites be included. Ian Abercrombie, Director of Facilities and Planning, advised that the Ministry has attached a N/A (Not applicable) designation for those buildings not currently in use as public schools and consequently did not issue a seismic ranking.

**F. Adjournment**

The established agenda being completed, the Chairperson adjourned the meeting at 9:40 pm.

Certified Correct:

\_\_\_\_\_  
John Lewis  
Superintendent of Schools/Acting  
Secretary Treasurer

\_\_\_\_\_  
Franci Stratton  
Chair, Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date