

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 17, 2016 at
7:00 pm

			Estimated Completion Time
A.	Call to Order		
A.1.	Chair Sacré's opening remarks	(no schedule)	7:00 pm
A.2.	Approval of Agenda (that the agenda, as recommended in the Administrative Memorandum, be adopted.)	(no schedule)	7:00 pm
A.3.	Public Comment Period		7:10 pm
A.4.	Approval of Minutes (that the minutes of the Public Meeting of April 19, 2016 be approved as circulated)	(no schedule)	7:15 pm
B.	Action Items		
B.1.	Annual Facilities Grant Capital Project Bylaw No. 127083		7:25 pm
B.2.	School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2016/17		7:35 pm
B.3.	Proposed Revised Policy 208: Summer Programs		7:45 pm
B.4.	Outdoor Education Academy		7:55 pm
B.5.	Notice of Motion – Community Presentation		8:05 pm
C.	Information and Proposals		
C.1.	Youth Concurrent Disorders Unit at The HOpe Centre		8:10 pm
C.2.	Land, Learning and Livability Community Engagement - Update		8:20 pm
C.3.	Reports Received		8:25 pm

Please note that this meeting may be video and/or audio recorded as per the motion passed on December 9, 2014 and with Board Chair authorization.



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		Estimated Completion Time
	(continued)	
C.4.	Tuesday, May 10, 2016 Standing Committee Meeting	8:30 pm
C.5.	Superintendent’s Report	8:35 pm
C.6.	Report Out - BC School Trustees Association (BCSTA) and BC Public Schools Employers’ Association (BCPSEA)	8:45 pm
C.7.	Trustees’ Reports	8:55 pm
D.	Future Meetings	8:55 pm
E.	Public Question & Comment Period	9:15 pm
F.	Adjournment (no schedule)	9:15 pm

Georgia Allison
Secretary Treasurer

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

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

Meeting Date: May 17, 2016 Board Board, in camera

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

Narration:

In accordance with Board Policy 104: Board of Education – Meetings (May 26, 2015 revision), the Board provides a ten (10) minute public comment period as the first item of business after the adoption of the agenda. Speakers will be allocated a maximum of two (2) minutes each. The ten-minute comment period is intended to be restricted to items on the evening’s Board Agenda and the Board will not respond to comments made during comment period. Members of the public wishing to discuss their concerns with Trustees should contact them after the meeting, by telephone or e-mail.

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, April 19, 2016.

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

ABSENT: S. Skinner

A. Call to Order

Chair Sacré called the meeting to order at 7:30 pm and welcomed those in attendance. The traditional territorial lands of the Squamish Nation and Tsleil Waututh Nation were acknowledged by the Chair.

A.2. Approval of Agenda

Trustee Stratton requested to amend the agenda and defer Item C.1. and C.3. – C.6 to the May 17, 2016 Public Board Meeting.

Moved by F. Stratton
that the agenda be adopted as amended.
Seconded by B. Forward

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 ten minute comment period is intended to be restricted to items on the evening's Board Agenda. The Chair requested that those wishing to speak should sign on the Public Comment Sign-Up Sheet.

No one wished to speak.

A.5. Approval of Minutes

Moved by J. Stanley
that the minutes of the public meeting of March 8, 2016 be approved as circulated.
Seconded by B. Forward

Carried

B.1. 2015/16 Budget Consultation Update and Board Direction

In introducing the budget consultation update, Secretary Treasurer Georgia Allison outlined the information and discussion sessions held at the February 9, 2016 and March 29, 2016 meetings of the Finance and Facilities Standing Committee provided for the School District partner groups; North Vancouver Parent Advisory Council (NVPAC), North Vancouver Teachers' Association (NVTAs), Canadian Union of Public Employees (CUPE Local 389), North Vancouver Administrators (NoVA), District Student Leadership Council (DSLCL), and the public.

At the March 29th meeting and through a School District email address, input was received regarding budget priorities, for any available funding that may be achieved through efficiencies or additional revenues. The input was collated and forwarded to the Executive Committee for recommendations. Secretary Treasurer Georgia Allison 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 F. Stratton

that the Board direct staff to proceed with the development of the 2016-17 Annual Budget incorporating the budget priorities recommended by the Executive Committee, as identified in amended Appendix A.

Seconded by C. Gerlach

Carried

B.2. Audit Committee Terms of Reference

Secretary Treasurer Georgia Allison noted that at the September 15, 2016 Public Board Meeting, the Board passed a motion to approve, in principle, the establishment of an Audit Committee. The Board further directed staff to develop an Audit Committee Terms of Reference of which were outlined in the Board package.

Moved by C. Gerlach

that the Board approve the attached Audit Committee Terms of Reference – Board of Education (North Vancouver) for immediate implementation.

Seconded by F. Stratton

Carried

C.2. Land, Learning and Livability Community Engagement - Update

John Lewis, Superintendent of Schools, introduced this agenda item and provided a brief update on the Argyle replacement project, correspondence with the Ministry of Education and consultations with the City and District of North Vancouver.

C.7. 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
 - Standing Committee Meeting
 - Trustee Seminar
 - BCSTA Annual General Meeting
 - BCPSEA Regional Meeting
 - AfK Management Meeting
 - Policy Review Committee
 - Breakfast Meeting at Sherwood Park
 - Presidents Council Meeting
 - Education Learning Centre Meeting

C.7. Trustees’ Reports (continued)

2. Events attended by Trustees included:
- District Student Leadership Council Forum
 - Blueridge Community Forum
 - HOpe Centre Youth Mental Health Announcement
 - Walk4Autism
 - BC Case Leadership by Design
 - School Visits

Notice of Motion

Trustee Stanley advised that she had a notice of motion for addition to the May 17, 2016 Public Board Agenda. The notice of motion was received during the Trustees’ Reports.

MOTION

that the Board include a Community Presentation item in the standing agenda format of public board meetings that allows for 5 minute presentations with a limit of three (3) speakers per issue and a 20 minute maximum allotted time for questions, but not debate, on the issue.

D. Future Meetings

Date and Time	Event	Location
Tuesday, May 10, 2016 at 7:00 pm	Standing Committee Public Meeting	Ocean View Room Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, May 17, 2016 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, June 14, 2016 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, June 21, 2016 at 7:00 pm	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.

Karen Nordquist, resident of North Vancouver, expressed her support with the 2016-17 Annual Budget Priorities – Executive Committee Recommendations.

Dakota McGovern, resident of North Vancouver, spoke on behalf of the BC Student Alliance, sharing that a Rally For Education was taking place at the Vancouver Art Gallery.

Martin Stuible, President of the North Vancouver Teachers’ Association (NVTa), addressed the Board regarding capacity, specifically hiring more teachers to address and meet the current needs of students.

F. Adjournment

The established agenda being completed, the Chair adjourned the meeting at 8:41 pm 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 17, 2016 Board Board, in camera

Topic (as per the Memorandum): **Annual Facilities Grant Capital Project Bylaw No. 127083**

Narration:

In March 2016, the Ministry of Education announced the allocation of the Annual Facilities Grants (AFG) for 2016/17 (see attached) for all school districts. Annual Facilities Grants funds are used by school districts to fund significant repairs and maintenance of school facilities. The North Vancouver School District will receive a total of \$3,051,872 for 2016/17, down from the \$3,235,525 from the prior year. The 2016/17 allocation is split between operating funds (\$679,583) and capital funds (\$2,372,289). A deduction of \$159,930 will be made from the operating portion of the funding allocation to pay for the North Vancouver School District's (NVSD) share of \$53,310 for the Capital Asset Management System (CAMS) and \$106,620 for the Next Generation Network (NGN). The change in net AFG funding results in \$2,891,942 which is the same as the funding received in the 2015/16 fiscal year.

In order to address the government's concerns regarding school districts' utilization of AFG funds within the same year they are allocated, the Ministry of Education requires all school districts to fully spend their previous year's allocation by March 31 of the current fiscal year before drawing upon the new allocation.

The School District has prepared the attached AFG expenditure plan for the 2015/16 Annual Facilities Grants submission in the format requested by the Ministry of Education. The capital component of AFG funding is treated like a major capital project whereby the School District initiates spending in accordance with the approved plan and then draws down capital funds from the Ministry through a "Certificate of Approval". School districts are unable to draw funds before they are needed.

Jim Mackenzie, Director of Facilities, Maintenance and Planning, will be available to respond to Trustees' questions.

Attachments:

SD No. 44 Capital Project Bylaw No. 127083
SD No. 44 Annual Facilities Grant (AFG) Expenditure Plan – April 1, 2016 – March 31, 2017
Ministry of Education – Capital Management Branch, Annual Facility Grant (AFG) Allocation 2016/17

Schedule B.1 (continued)

Narration (continued):

RECOMMENDED MOTION:

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 127083 be read a first time;

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 127083 be read a second time;

that School District No. 44 (North Vancouver) Capital Project Bylaw No. 127083 be read a third time, passed and adopted.

Procedural Note:

(per section 68(4) of the *School Act*) the Board may not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.

School District No. 44 (North Vancouver)

**ANNUAL FACILITIES GRANT
CAPITAL BYLAW NO. 127083**

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

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 127083.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially in accordance with the Project Agreement;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$2,372,289 for Project No. 127083 is hereby adopted.
2. This Bylaw may be cited as School District No 44 (North Vancouver) Annual Facilities Grant Capital Bylaw No. 127083".

READ A FIRST TIME THE 17th DAY OF MAY, 2016;

READ A SECOND TIME THE 17th DAY OF MAY, 2016;

READ A THIRD TIME, PASSED AND ADOPTED THE _____ DAY OF _____, 20____.

(Corporate Seal)

Christie Sacré, Board Chair

Georgia Allison, Secretary Treasurer

I HEREBY CERTIFY this to be a true and original School District No.44 (North Vancouver) Capital Bylaw No. 127083 adopted by the Board the _____ day of _____, 20____.

Georgia Allison, Secretary Treasurer

Annual Facilities Grant (AFG) EXPENDITURE PLAN
 Period: April 1, 2016 - March 31, 2017

	Facility	Description of Work	Cost Estimate	Comments	Is this a VFA Requirement	VFA Uniformat Code (see uniformat tab for more info)	Actual Cost
1	Education Service Center	Ductwork revisions to resolve distribution issues	50,000	Resolve constriction at discharge of each AHU due to structural space limitations	No	D30 HVAC	
2	Education Service Center	Lighting controls and energy efficient relamping	40,000	SEMP Energy Conservation measure C	No	D50 Electrical	
3	Seycove	Tree Assessments	4,000	Detailed Arborists reports for 5 schools	No	G20 Site Improvement	
4	Mountainside	Tree Assessments	4,000	Detailed Arborists reports for 5 schools	No	G20 Site Improvement	
5	Cove Cliff	Tree Assessments	4,000	Detailed Arborists reports for 5 schools	No	G20 Site Improvement	
6	Braemar	Tree Assessments	4,000	Detailed Arborists reports for 5 schools	No	G20 Site Improvement	
7	Lynnmour	Tree Assessments	4,000	Detailed Arborists reports for 5 schools	No	G20 Site Improvement	
8	Seycove	Tree Management	10,000	Tree maintenance and removals of dangerous trees	No	G20 Site Improvement	
9	Mountainside	Tree Management	10,000	Tree maintenance and removals of dangerous trees	No	G20 Site Improvement	
10	Cove Cliff	Tree Management	10,000	Tree maintenance and removals of dangerous trees	No	G20 Site Improvement	
11	Braemar	Tree Management	10,000	Tree maintenance and removals of dangerous trees	No	G20 Site Improvement	
12	Lynnmour	Tree Management	10,000	Tree maintenance and removals of dangerous trees	No	G20 Site Improvement	
13	Carisbrooke	Tree Management	10,000	Tree maintenance and removals of dangerous trees	No	G20 Site Improvement	
14	Montroyal	Tree Management	10,000	Tree maintenance and removals of dangerous trees	No	G20 Site Improvement	
15	Norgate	Wood chip renewal on playgrounds	5,000	Seasonal replacement for OH&S	No	G10 Site Preparation	
16	Lynn Valley	Wood chip renewal on playgrounds	5,000	Seasonal replacement for OH&S	No	G10 Site Preparation	
17	Canyon Heights	Wood chip renewal on playgrounds	5,000	Seasonal replacement for OH&S	No	G10 Site Preparation	
18	Capilano	Wood chip renewal on playgrounds	5,000	Seasonal replacement for OH&S	No	G10 Site Preparation	
19	Braemar	Wood chip renewal on playgrounds	5,000	Seasonal replacement for OH&S	No	G10 Site Preparation	
20	Argyle	Electrical Vault Service	2,500	BC Hydro requirement	No	D50 Electrical	
21	Mountainside	Electrical Vault Service	2,500	BC Hydro requirement	No	D50 Electrical	
22	Sutherland	Electrical Vault Service	2,500	BC Hydro requirement	No	D50 Electrical	
23	Handsworth	Electrical Vault Service	2,500	BC Hydro requirement	No	D50 Electrical	
24	Windsor	Electrical Vault Service	2,500	BC Hydro requirement	No	D50 Electrical	
25	Lucas Center	Electrical Vault Service	2,500	BC Hydro requirement	No	D50 Electrical	
26	Canyon Heights	Electrical Vault Service	2,500	BC Hydro requirement	No	D50 Electrical	
27	Plymouth	Electrical Vault Service	2,500	BC Hydro requirement	No	D50 Electrical	
28	Carson Graham	Electrical Vault Service	2,500	BC Hydro requirement	No	D50 Electrical	
29	Education Service Center	Electrical Vault Service	2,500	BC Hydro requirement	No	D50 Electrical	
30	Canyon Heights	DDC Group 5-four highest BEPIs controls enhancements estimated at 3% savings	7,614	SEMP ECM H1 5750 kWh savings projected completion date Mar-2017	No	D30 HVAC	
31	Dorothy Lynas	DDC Group 5-four highest BEPIs controls enhancements estimated at 3% savings	9,020	SEMP ECM H2 7066 kWh savings projected completion date Mar-2017	No	D30 HVAC	
32	Ross Road	DDC Group 5-four highest BEPIs controls enhancements estimated at 3% savings	7,766	SEMP ECM H3 6168 kWh savings projected completion date Mar-2017	No	D30 HVAC	
33	Westview	DDC Group 5-four highest BEPIs controls enhancements estimated at 3% savings	5,600	SEMP ECM H4 4624 kWh savings projected completion date Mar-2017	No	D30 HVAC	
34	Argyle	install whiteboards on all of the walls in room 422 and install 2 large whiteboards at each end of the double classroom 423/424	1,500	Requirement to support verticle learning initiative.	No	C30 Interior Finishes	
35	Argyle	COP implementation Handoff before 50 % funding	1,500	Part of COP agreement with BC Hydro	No	D30 HVAC	

36	Argyle	Energy Management Information System Cost per COP Program	1,000	Multi-year funding	No	D30 HVAC
37	Blueridge	All weather field repair and top dressing	18,000		No	G10 Site Preparation
38	Boundary	Place shelving in closets that were created with the removal of heating equipment 124, 133, 135, 127/129, 136	3,000	Spaces created from removal of old heating equipment	No	C10 Interior Construction
39	Braemar	upper corridor floor replacement	14,000		Yes	C30 Interior Finishes
40	Braemar	custodial room drywall replacement	2,000	Health and safety ACM	No	C30 Interior Finishes
41	Brooksbank	full exterior re-paint/fascia and other wood badly peeling/likely lead containing on all peeling paint/lots of roof work/portable not included/all screens need removing and re-installing	48,000	Per consultants recommendation	Yes	B20 Exterior Enclosure
42	Brooksbank	Replace two sets of front doors and adjacent Glazing	50,000	To address rot. Scope to be determined	Yes	B20 Exterior Enclosure
43	Brooksbank	Water accumulation in Crawlspace	10,000	Required to address moisture concerns which may contribute to IAQ issues.	Yes	D20 Plumbing
44	Canyon Heights	reconfigure existing library to be two classrooms w glass wall/doors separation - add sinks to new classrooms (former library) - library w glass walls or portholes to - Renovate existing wall between learning commons and classroom to be moveable - replace wood classroom doors in library	75,000		No	C10 Interior Construction
45	Canyon Heights	Interior lighting upgrades	125,000	SEMP Energy Conservation Measure A2.1	Yes	D50 Electrical
46	Canyon Heights	Complete repainting of school, portables, glue lams.	40,000	Per consultants recommendation	Yes	B20 Exterior Enclosure
47	Capilano	washrooms (B206/B208) are in need of update and need to be make WC accessible	100,000	Requires full gut and replacement on both main and second floors and potential mold abatement	Yes	D20 Plumbing
48	Capilano	Gym corridord ACM floor replacement.	5,000	Required materials sourced and on hold with vendor	Yes	C30 Interior Finishes
49	Carisbrooke	Full exterior repaint /factor finished calding requires washing/lots of game lines/montessori portable not included, other one is included (see above description as well)	26,000	factor finished calding requires washing/wood beams require full stripping prior to refinishing/q-deck above beams not included - Craig & Sons Painting	Yes	B20 Exterior Enclosure
50	Carisbrooke	Parquet flooring replacment	15,000		Yes	C30 Interior Finishes
51	Carisbrooke	Exterior southwest overhang rot repair	5,000	To be coordinated with painting job above	Yes	B20 Exterior Enclosure
52	Carson	COP implementation Handoff before 50 % funding	1,500	Part of COP agreement with BC Hydro	No	D30 HVAC
53	Carson	Energy Management Information System Cost per COP Program	1,000	Multi-year funding	No	D30 HVAC
54	Carson	Common area lighting controls	25,000	SEMP energy conservation measure B1.1	No	D50 Electrical
55	Carson	LED exterior lighting	42,000	SEMO Energy Conservation Measure A1.2	Yes	D50 Electrical
56	Cheakamus	Asbestos removal	20,000	Environmental concern	No	F20 Selective Building Demolition
57	Cleveland	Retaining wall and fence replacement at top of bank requires geotech review	50,000	Safety risk as bank undercut	Yes	G20 Site Improvement
58	Cleveland	Perimeter gas line replacement	20,000	Safety issue line corroding and buried stubs	Yes	G30 Site Mechanical Utilities
59	Cleveland	Portable roof membrane to cover corrosion on roofs	3,000	Per Consultants recommendation	Yes	B30 Roofing

60	Cove Cliff	Replacement of failed roof, structure and insulation	650,000	High priority - Roof Replacement 540,000 + 10% Plywood replacement+ 20% Contingency + Horizontal reframing and soffit repair in five locations 20,000 + Gutter install	Yes	B30 Roofing
61	Cove Cliff	Staff room carpet replacement	5,000		Yes	C30 Interior Finishes
62	Cove Cliff	Door replacement program	1,500	Inhouse replacement of East Doors	Yes	B20 Exterior Enclosure
63	Cove Cliff	Fire Door replacement on Gym	7,000		Yes	C10 Interior Construction
64	Dorothy Lynas	Interior lighting upgrades	110,000	SEMP Energy Conservation measure A2.2 project targeted to save 48000 kWh	Yes	D50 Electrical
65	Dorothy Lynas	Acoustic Ceiling upgrades	65,000	convert ceiling in two class rooms	No	C30 Interior Finishes
66	Dorothy Lynas	Domestic Hot water repipe	30,000		Yes	D20 Plumbing
67	Eastview	Parking lot and field drains require upgrade. Scope includes upper parking lot - paving, drainage installation and traffic signs for visitor drop offs / pickups	25,000	High potential for flooding neighbours as the entire field is only serviced with one 4 inch pipe to district storm system.	Yes	G20 Site Improvement
68	Handsworth	Fire Door replacement on 100 200 science wing	7,000	Per Fire Departments order	Yes	C10 Interior Construction
69	Handsworth	LED exterior lighting	27,500	SEMP energy conservation measure A1.1	Yes	D50 Electrical
70	Larson	Remove most of existing wall between workspace and storage room to create large space; install folding door or sliding/pocket doors; install whiteboard or bulletin board	5,000	remove wall near 306, asbestos remediation and flooring	Yes	C10 Interior Construction
71	Larson	Behind room 304 and counsellor office; remove existing wall between workspace and storage room to create large space; install folding door or sliding/pocket doors; install whiteboard or bulletin board	5,000	remove wall, asbestos remediation and flooring	Yes	C10 Interior Construction
72	Larson	Remove carpet on 200 level floors;LAC, foyer near recycling and gym; leave lines in smaller rooms and replace with carpet in main 202	25,000	to be combined with carpet replacement for room 120 118 119 and seminar room 122.	Yes	C10 Interior Construction
73	Larson	Reconfiguration of computer lab and carpet removal	25,000	2016/17 Enrolement has identified that we need to reclaim computer lab as a class room	Yes	C10 Interior Construction
74	Larson	Front Entry Door steel door replacement	5,000		Yes	B20 Exterior Enclosure
75	Larson	Reconfigure main office to remove safety hazards	15,000	New space layout to reduce potential injuries to staff do to location of support column	No	C30 Interior Finishes
76	Lucas	Spray Booth in Shop needs to be upgraded to be code compliant	10,000		Yes	D30 HVAC
77	Lynnmour	Floor tile replacement in the front entrance and main hallway	10,000	All corridors require replacement in the office wing and down corridor	Yes	C30 Interior Finishes
78	Lynnmour	Replacement of failed drainage systems, catch basins, etc	20,000	Obtain consultants report to understand scope required throughout property	Yes	G30 Site Mechanical Utilities
79	Montroyal	Full exterior re-paint, includes courtyard area, concrete footing, fascia boards and cladding.	36,000	Per Consultants recommendation	Yes	B20 Exterior Enclosure
80	Montroyal	Window replacements on east side of building - they do not close and massive amounts of condensation resulting in mold. These windows cover six classrooms over two floors	222,000	East face and North face of east wing. Work to address IAQ. Consultant budget provided.	Yes	B20 Exterior Enclosure
81	Montroyal	NE exterior stairs structural review sand blast and corrosion repair and paint	10,000		Yes	B10 Superstructure
82	Mountainside	Sewer storm seperation	20,000	Municiple requirement	Yes	G30 Site Mechanical Utilities

83	Mountainside	Rebuild wheelchair ramp to the DL school entrance - ramp should start from the front parking lot.	25,000	Scope of work to be reviewed with assistant Director.	Yes	B10 Superstructure
84	Mountainside	LED exterior lighting	9,000	SEMP energy conservation measure A1.3	Yes	D50 Electrical
85	Mountainside	Pave rough gravel parking lot and repair around south side of gym	20,000		Yes	G20 Site Improvement
86	Mountainside	Heating base board installation in Family Care	2,500	Required to provide heating outside of normal school hours.	Yes	D50 Electrical
87	Carisbrooke	Power factor correction for multiple sites	1,625	Required to eliminate surcharge and penalty	Yes	D50 Electrical
88	Seycove	Power factor correction for multiple sites	1,625	Required to eliminate surcharge and penalty	Yes	D50 Electrical
89	Cheakamus	Power factor correction for multiple sites	1,625	Required to eliminate surcharge and penalty	Yes	D50 Electrical
90	Cloverly	Power factor correction for multiple sites	1,625	Required to eliminate surcharge and penalty	Yes	D50 Electrical
91	Queensbury	Grounds improvement between front entrance of school and upper playground to remove stumps and repairs to badly eroded slope above rock retaining wall.	51,000	Terracing and retaining walls to be reviewed to prevent further erosion.	Yes	G20 Site Improvement
92	Mountainside	Power Pole and Side Walk Alterations	26,942	Relocate the power pole and reconfigure the side walk for school accessibility	No	G20 Site Improvement
93	Ridgeway	Paving by day care drop off area	5,000	replace damaged asphalt	Yes	G20 Site Improvement
94	Ross Road	lighting interior upgrades	115,000	SEMP Energy Conservation Measure A2.3 Project targeted to save 53000 kWh	Yes	D50 Electrical
95	Ross Road	Fire alarm system replacement including branch wiring	50,000	Wiring damaged by previous shotcrete application resulting in system troubles	Yes	D40 Fire Protection
96	Seycove	Repainting of 7 exterior lamp standards to prevent corrosion	3,000	Per Consultants recommendation and includes lead paint remediation	Yes	G40 Site Electrical Utilities
97	Seycove	Lighting controls upgrade	20,000	SEMP and ECM initiative B1.3	Yes	D50 Electrical
98	Seymour Heights	Work to resolve indoor air quality odor issues near entrance bathrooms and damp crawlspace	14,000	Exhaust ventilation for 2 crawlspaces prevent air infiltration into building	No	D30 HVAC
99	Seymour Heights	Replace Unit Ventilators in Library and North Wing	20,000	Allowance to replace 2 unit ventilators out of 8 to resolve IAQ concerns	Yes	D30 HVAC
100	Sherwood Park	Rot repair on east exterior wall	20,000	Repairs to building envelope	Yes	B20 Exterior Enclosure
101	Sherwood Park	staff room flooring replacement	7,000	Included ACM remediation	Yes	C30 Interior Finishes
102	Sutherland	Gym floor refinishing	25,000	Damaged from prior flood	Yes	C30 Interior Finishes
103	Sutherland	Daycare Roof Replacement	30,000	Structural repair and roof replacement	Yes	B30 Roofing
104	Upper Lynn	HVAC improvements to address heating and cooling issues in all parts of school.	16,000		Yes	D30 HVAC
105	Westview	Interior lighting upgrades	60,000	SEMP energy conservation measure A2.4 project target 18000 kWh	Yes	D50 Electrical
106	Westview	Full exterior repaint, including high roof soffits	26,000	Per Consultants recommendation	Yes	B20 Exterior Enclosure
107	Windsor	Allowance for School Rekey \$150 per cyclinder	16,500	Need to update existing door key cyclinders due to obsolescence	Yes	C10 Interior Construction
108	Windsor	Lighting controls upgrade	25,000	BC Hydro SEMP and ECM initiative B1.2	Yes	D50 Electrical
EXPENDITURE PLAN TOTAL			2,891,942			
2016/17 TOTAL ALLOCATION TO DISTRICT			2,891,942			
REMAINING AFG AVAILABLE			-			

2016/17 Annual Facility Grant Allocation

School District	Capital Project Number	Total AFG	Capital Portion	Operating Portion			Total Allocation to Districts	
				Gross	Withheld			Net
					CAMS	NGN		
5 Southeast Kootenay	127062	1,398,557	1,087,130	311,427	24,430	48,860	238,137	1,325,267
6 Rocky Mountain	127063	954,177	741,703	212,474	16,667	33,335	162,472	904,175
8 Kootenay Lake	127064	1,362,450	1,059,063	303,387	23,799	47,598	231,990	1,291,053
10 Arrow Lakes	127065	304,342	236,572	67,770	5,316	10,632	51,822	288,394
19 Revelstoke	127066	318,543	247,611	70,932	5,564	11,129	54,239	301,850
20 Kootenay-Columbia	127067	944,731	734,361	210,370	16,502	33,005	160,863	895,224
22 Vernon	127068	1,737,299	1,350,442	386,857	30,347	60,694	295,816	1,646,258
23 Central Okanagan	127069	3,827,069	2,974,867	852,202	66,851	133,702	651,649	3,626,516
27 Cariboo-Chilcotin	127070	1,519,172	1,180,887	338,285	26,537	53,074	258,674	1,439,561
28 Quesnel	127071	872,748	678,407	194,341	15,245	30,490	148,606	827,013
33 Chilliwack	127072	2,224,708	1,729,316	495,392	38,861	77,722	378,809	2,108,125
34 Abbotsford	127073	3,372,033	2,621,157	750,876	58,902	117,805	574,169	3,195,326
35 Langley	127074	3,314,554	2,576,478	738,076	57,898	115,797	564,381	3,140,859
36 Surrey	127075	11,510,327	8,947,236	2,563,091	201,064	402,122	1,959,905	10,907,141
37 Delta	127076	2,996,665	2,329,375	667,290	52,346	104,691	510,253	2,839,628
38 Richmond	127077	4,040,422	3,140,711	899,711	70,578	141,156	687,977	3,828,688
39 Vancouver	127078	10,905,847	8,777,361	2,128,486	190,502	381,005	1,556,979	10,334,340
40 New Westminster	127079	1,149,421	893,471	255,950	20,078	40,156	195,716	1,089,187
41 Burnaby	127080	4,536,492	3,526,317	1,010,175	79,243	158,486	772,446	4,298,763
42 Maple Ridge-Pitt Meadows	127081	2,521,811	1,960,261	561,550	44,051	88,102	429,397	2,389,658
43 Coquitlam	127082	5,553,460	4,316,830	1,236,630	97,007	194,015	945,608	5,262,438
44 North Vancouver	127083	3,051,872	2,372,289	679,583	53,310	106,620	519,653	2,891,942
45 West Vancouver	127084	1,302,974	1,012,831	290,143	22,760	45,520	221,863	1,234,694
46 Sunshine Coast	127085	957,987	744,665	213,322	16,734	33,468	163,120	907,785
47 Powell River	127086	599,046	465,652	133,394	10,464	20,928	102,002	567,654
48 Sea to Sky	127087	931,429	724,021	207,408	16,270	32,540	158,598	882,619
49 Central Coast	127088	293,806	228,382	65,424	5,132	10,264	50,028	278,410
50 Haida Gwaii	127089	537,939	418,152	119,787	9,397	18,793	91,597	509,749
51 Boundary	127090	552,360	429,362	122,998	9,649	19,297	94,052	523,414
52 Prince Rupert	127091	660,950	513,771	147,179	11,545	23,091	112,543	626,314
53 Okanagan Similkameen	127092	613,260	476,701	136,559	10,712	21,425	104,422	581,123
54 Bulkley Valley	127093	690,315	536,597	153,718	12,058	24,117	117,543	654,140
57 Prince George	127094	3,251,395	2,527,383	724,012	56,795	113,590	553,627	3,081,010
58 Nicola-Similkameen	127095	613,178	476,637	136,541	10,711	21,422	104,408	581,045
59 Peace River South	127096	1,392,407	1,082,349	310,058	24,322	48,645	237,091	1,319,440
60 Peace River North	127097	1,456,872	1,132,459	324,413	25,449	50,897	248,067	1,380,526
61 Greater Victoria	127098	3,948,544	3,069,292	879,252	68,973	137,946	672,333	3,741,625
62 Sooke	127100	1,641,318	1,275,833	365,485	28,670	57,341	279,474	1,555,307
63 Saanich	127101	1,490,254	1,158,408	331,846	26,032	52,063	253,751	1,412,159
64 Gulf Islands	127102	504,992	392,542	112,450	8,821	17,642	85,987	478,529
67 Okanagan Skaha	127103	1,308,259	1,016,939	291,320	22,853	45,705	222,762	1,239,701
68 Nanaimo-Ladysmith	127104	2,707,680	2,104,741	602,939	47,298	94,595	461,046	2,565,787
69 Qualicum	127105	971,426	755,111	216,315	16,969	33,938	165,408	920,519
70 Alberni	127106	1,031,979	802,181	229,798	18,027	36,053	175,718	977,899
71 Comox Valley	127107	1,707,660	1,327,403	380,257	29,829	59,659	290,769	1,618,172
72 Campbell River	127108	1,282,239	996,713	285,526	22,398	44,796	218,332	1,215,045
73 Kamloops/Thompson	127109	3,420,173	2,658,578	761,595	59,743	119,487	582,365	3,240,943
74 Gold Trail	127110	680,558	529,013	151,545	11,888	23,776	115,881	644,894
75 Mission	127111	1,215,891	945,139	270,752	21,239	42,478	207,035	1,152,174
78 Fraser-Cascade	127112	522,723	406,324	116,399	9,131	18,262	89,006	495,330
79 Cowichan Valley	127113	1,871,599	1,454,836	416,763	32,693	65,386	318,684	1,773,520
81 Fort Nelson	127114	314,856	244,745	70,111	5,500	11,000	53,611	298,356
82 Coast Mountains	127115	1,502,194	1,167,689	334,505	26,240	52,480	255,785	1,423,474
83 North Okanagan-Shuswap	127116	1,668,687	1,297,108	371,579	29,148	58,297	284,134	1,581,242
84 Vancouver Island West	127117	385,996	300,043	85,953	6,743	13,485	65,725	365,768
85 Vancouver Island North	127118	723,054	562,046	161,008	12,630	25,261	123,117	685,163
87 Stikine	127119	296,041	230,119	65,922	5,171	10,342	50,409	280,528
91 Nechako Lakes	127120	1,410,407	1,096,341	314,066	24,637	49,274	240,155	1,336,496
92 Nisga'a	127121	264,632	205,704	58,928	4,623	9,245	45,060	250,764
93 Conseil scolaire francophone	127122	1,353,807	1,052,345	301,462	23,648	47,296	230,518	1,282,863
Provincial Total		114,495,587	89,300,000	25,195,587	2,000,000	4,000,000	19,195,587	108,495,587

Schedule B.2
of the
Administrative Memorandum

Meeting Date: May 17, 2016 Board Board, in camera

Topic (as per the Memorandum): **School District No. 44 (North Vancouver) Annual Budget Bylaw for Fiscal Year 2016/17**

Narration:

Introduction and Summary

As required under the School Act, the Board must adopt its budget bylaw on or before June 30, 2016 for the 2016/17 fiscal year. The draft 2016/17 Annual Budget, which balances estimated expenditures to forecasted revenues, is presented to the Board for their consideration this evening in the form specified by the Minister of Education, and is in the amount of \$173,608,400.

Budget Preparation Processes and Public Meetings

At its January 21, 2016 Public Meeting, the Board of Education approved the budget process for the 2016/17 Preliminary budget. The five partner groups; North Vancouver Parent Advisory Council (NVPAC), North Vancouver Teachers' Association (NVTa), Canadian Union of Public Employees (CUPE Local 389), North Vancouver Administrators (NoVA), and District Student Leadership Council (DSLc) were invited to attend Finance and Facilities Standing Committee meetings. At these meetings they would be provided budget information and opportunities for partner group presentations, group discussion, and input.

On February 9, 2016, there was a staff presentation on historical budget priorities relating to the School District's forecasts, the Amended Operating Grant and the three-year Forecast.

On March 29, 2016, there were presentations made by three partner groups and table group discussion related to the presentations, emailed comments, updated forecasts and the Preliminary Grant Announcement by the Province. The table groups discussed their priorities and provided their group feedback on the budget priorities for the Executive to incorporate into their recommendations.

At the April 19, 2016 Public Board Meeting, the Executive's recommendations for the 2016/17 Budget priorities were presented to the Board for consideration. The recommendations were adopted by the Board as the budget directions.

The attached *Schedule A* identifies how the budget priorities were incorporated into the 2016/17 Preliminary Budget.

The budget incorporates \$1,415,203 in Administrative savings required by the Ministry of Education.

The 2016/17 Annual Budget, in the form required by the Ministry of Education, incorporates the Board approved budget directions. The Board will consider adopting the 2016/17 Annual Budget Bylaw at this evening's meeting.

Schedule B.2 (continued)

Narration (continued):

Stephen Wurz, Director of Financial Services, will be available to respond to Trustees' questions.

Attachments:

Annual Budget Bylaw for 2016/17
School District Annual Budget Fiscal Year 2016/17
2016/17 Executive Committee Recommendations
Schedule A 2016/17 Annual Budget Priorities

RECOMMENDED MOTION:

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2016/17 be read a first time;

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2016/17 be read a second time;

that School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2016/17 be read a third time, passed and adopted.

Procedural Note:

(per section 68(4) of the *School Act*) the Board may not give a bylaw more than two readings at any one meeting unless the members of the Board who are present at the meeting unanimously agree to give the bylaw all three readings at that meeting.

School District No. 44 (North Vancouver)

ANNUAL BUDGET BYLAW

A BYLAW by the Board of Education of School District No. 44 (North Vancouver) (hereinafter called the "Board") to adopt a the Annual Budget of the Board for the fiscal year 2016/2017 pursuant to section 113 of the School Act, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. The Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2016/2017.
3. The attached Statement 2 showing the estimated revenue and expense for the 2016/2017 fiscal year and the total budget bylaw amount of \$173,608,400 for the 2016/2017 fiscal year was prepared in accordance with the Act.
4. Statement 2, Statement 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2016/2017.

READ A FIRST TIME THE 17th DAY OF MAY, 2016;

READ A SECOND TIME THE 17th DAY OF MAY, 2016;

READ A THIRD TIME, PASSED AND ADOPTED THE 17th DAY OF MAY, 2016.

(Corporate Seal)

Christie Sacré, Board Chair

Georgia Allison, Secretary Treasurer

I HEREBY CERTIFY this to be a true and original School District No.44 (North Vancouver) Annual Budget Bylaw 2016/2017, adopted by the Board the _____ day of _____, 20____.

Georgia Allison, Secretary Treasurer

Annual Budget

School District No. 44 (North Vancouver)

June 30, 2017

School District No. 44 (North Vancouver)

June 30, 2017

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*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.

ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2016/2017 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 44 (North Vancouver) Annual Budget Bylaw for fiscal year 2016/2017.
3. The attached Statement 2 showing the estimated revenue and expense for the 2016/2017 fiscal year and the total budget bylaw amount of \$173,608,400 for the 2016/2017 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2016/2017.

READ A FIRST TIME THE 17th DAY OF MAY, 2016;

READ A SECOND TIME THE 17th DAY OF MAY, 2016;

READ A THIRD TIME, PASSED AND ADOPTED THE 17th DAY OF MAY, 2016;

(Corporate Seal)

Chairperson of the Board

Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 44 (North Vancouver) Annual Budget Bylaw 2016/2017, adopted by the Board the 17th DAY OF MAY, 2016.

Secretary Treasurer

School District No. 44 (North Vancouver)

Statement 2

Annual Budget - Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
Ministry Operating Grant Funded FTE's		
School-Age	15,497,000	15,392,938
Adult	15,000	18,125
Other	74,250	74,250
Total Ministry Operating Grant Funded FTE's	15,586,250	15,485,313
Revenues	\$	\$
Provincial Grants		
Ministry of Education	137,799,021	135,669,614
Other	10,000	10,000
Federal Grants	5,000	5,000
Tuition	9,275,000	9,019,500
Other Revenue	11,317,306	11,298,075
Rentals and Leases	1,889,716	1,951,754
Investment Income	431,300	430,000
Gain (Loss) on Disposal of Tangible Capital Assets		5,041,482
Amortization of Deferred Capital Revenue	5,596,088	5,523,702
Total Revenue	166,323,431	168,949,127
Expenses		
Instruction	139,177,140	136,172,755
District Administration	5,073,110	5,070,724
Operations and Maintenance	27,814,095	25,007,580
Transportation and Housing	326,709	378,196
Debt Services		30,000
Total Expense	172,391,054	166,659,255
Net Revenue (Expense)	(6,067,623)	2,289,872
Budgeted Allocation (Retirement) of Surplus (Deficit)	990,479	1,239,981
Budgeted Surplus (Deficit), for the year	(5,077,144)	3,529,853
Budgeted Surplus (Deficit), for the year comprised of:		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(5,077,144)	3,529,853
Budgeted Surplus (Deficit), for the year	(5,077,144)	3,529,853

School District No. 44 (North Vancouver)

Annual Budget - Revenue and Expense

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
Budget Bylaw Amount		
Operating - Total Expense	149,639,247	146,267,570
Operating - Tangible Capital Assets Purchased	375,000	1,862,400
Special Purpose Funds - Total Expense	10,861,229	10,475,281
Special Purpose Funds - Tangible Capital Assets Purchased	842,346	1,018,673
Capital Fund - Total Expense	11,890,578	9,916,404
Total Budget Bylaw Amount	<u>173,608,400</u>	<u>169,540,328</u>

Approved by the Board

Signature of the Chairperson of the Board of Education _____ Date Signed _____

Signature of the Superintendent _____ Date Signed _____

Signature of the Secretary Treasurer _____ Date Signed _____

School District No. 44 (North Vancouver)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2017

	2017	2016 Amended
	Annual Budget	Annual Budget
	\$	\$
Surplus (Deficit) for the year	<u>(6,067,623)</u>	<u>2,289,872</u>
Effect of change in Tangible Capital Assets		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	<u>(1,217,346)</u>	<u>(2,881,073)</u>
Total Acquisition of Tangible Capital Assets	<u>(1,217,346)</u>	<u>(2,881,073)</u>
Amortization of Tangible Capital Assets	<u>11,890,578</u>	<u>9,916,404</u>
Total Effect of change in Tangible Capital Assets	<u>10,673,232</u>	<u>7,035,331</u>
	<u>-</u>	<u>-</u>
(Increase) Decrease in Net Financial Assets (Debt)	<u><u>4,605,609</u></u>	<u><u>9,325,203</u></u>

School District No. 44 (North Vancouver)

Annual Budget - Operating Revenue and Expense
Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	132,705,223	130,675,660
Other	10,000	10,000
Federal Grants	5,000	5,000
Tuition	9,275,000	9,019,500
Other Revenue	4,707,529	4,798,075
Rentals and Leases	1,889,716	1,951,754
Investment Income	431,300	430,000
Total Revenue	149,023,768	146,889,989
Expenses		
Instruction	128,400,911	125,782,474
District Administration	4,988,110	4,985,724
Operations and Maintenance	15,923,517	15,091,176
Transportation and Housing	326,709	378,196
Debt Services		30,000
Total Expense	149,639,247	146,267,570
Net Revenue (Expense)	(615,479)	622,419
Budgeted Prior Year Surplus Appropriation	990,479	1,239,981
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(375,000)	(1,862,400)
Total Net Transfers	(375,000)	(1,862,400)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
Provincial Grants - Ministry of Education		
Operating Grant, Ministry of Education	129,630,334	127,576,621
Other Ministry of Education Grants		
Pay Equity	2,966,047	2,966,047
Score/Marker Training	18,842	18,842
Carbon Tax Refund	90,000	90,000
Curriculum Implementation	-	24,150
Total Provincial Grants - Ministry of Education	132,705,223	130,675,660
Provincial Grants - Other	10,000	10,000
Federal Grants	5,000	5,000
Tuition		
Summer School Fees	90,000	90,000
Offshore Tuition Fees	9,185,000	8,929,500
Total Tuition	9,275,000	9,019,500
Other Revenues		
Miscellaneous		
Cheakamus Centre	2,083,349	2,129,975
District Miscellaneous	225,000	277,000
Band & Strings	540,000	520,000
Recoveries and Donations	168,000	167,000
School Miscellaneous	363,000	348,500
Artists for Kids	330,000	390,700
Academy Fees	998,180	964,900
Total Other Revenue	4,707,529	4,798,075
Rentals and Leases	1,889,716	1,951,754
Investment Income	431,300	430,000
Total Operating Revenue	149,023,768	146,889,989

School District No. 44 (North Vancouver)

Schedule 2B

Annual Budget - Schedule of Operating Expense by Source

Year Ended June 30, 2017

	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$
Salaries		
Teachers	67,750,288	65,623,018
Principals and Vice Principals	8,978,687	8,780,901
Educational Assistants	12,445,210	12,049,086
Support Staff	11,607,818	11,185,648
Other Professionals	3,387,992	3,402,990
Substitutes	4,297,826	3,669,081
Total Salaries	108,467,821	104,710,724
Employee Benefits	25,999,963	27,549,608
Total Salaries and Benefits	134,467,784	132,260,332
Services and Supplies		
Services	7,711,762	7,132,038
Student Transportation	61,500	61,500
Professional Development and Travel	627,000	582,850
Rentals and Leases	40,000	46,500
Dues and Fees	59,100	59,100
Insurance	349,000	349,000
Interest	-	30,000
Supplies	3,367,550	3,535,750
Utilities	2,955,551	2,210,500
Total Services and Supplies	15,171,463	14,007,238
Total Operating Expense	149,639,247	146,267,570

School District No. 44 (North Vancouver)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2017

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
1 Instruction							
1.02 Regular Instruction	52,486,813	3,301,053	1,659,365	1,748,587		3,116,994	62,312,812
1.03 Career Programs	78,225		22,017	226,730		9,261	336,233
1.07 Library Services	1,799,164	44,339	217,030	163,387		60,000	2,283,920
1.08 Counselling	2,173,773					50,000	2,223,773
1.10 Special Education	6,938,513	321,459	9,939,998	492,814		709,015	18,401,799
1.30 English Language Learning	1,040,386					31,000	1,071,386
1.31 Aboriginal Education	464,654	110,848	419,652			12,077	1,007,231
1.41 School Administration		5,090,140		858,856		31,019	5,980,015
1.60 Summer School	125,941			25,000		12,500	163,441
1.62 Off Shore Students	2,633,819			88,124	145,798	30,000	2,897,741
1.64 Other				15,000	120,501	13,500	149,001
Total Function 1	67,741,288	8,867,839	12,258,062	3,618,498	266,299	4,075,366	96,827,352
4 District Administration							
4.11 Educational Administration					630,737		630,737
4.40 School District Governance					166,653		166,653
4.41 Business Administration		110,848		1,049,306	1,137,351	14,115	2,311,620
Total Function 4	-	110,848	-	1,049,306	1,934,741	14,115	3,109,010
5 Operations and Maintenance							
5.41 Operations and Maintenance Administration	9,000			52,591	756,187		817,778
5.50 Maintenance Operations				6,511,892	430,765	195,300	7,137,957
5.52 Maintenance of Grounds				356,086			356,086
5.56 Utilities							-
Total Function 5	9,000	-	-	6,920,569	1,186,952	195,300	8,311,821
7 Transportation and Housing							
7.70 Student Transportation			187,148	19,445		13,045	219,638
Total Function 7	-	-	187,148	19,445	-	13,045	219,638
9 Debt Services							
9.92 Interest on Bank Loans							-
Total Function 9	-	-	-	-	-	-	-
Total Functions 1 - 9	67,750,288	8,978,687	12,445,210	11,607,818	3,387,992	4,297,826	108,467,821

School District No. 44 (North Vancouver)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2017

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2017 Annual Budget	2016 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
1 Instruction						
1.02 Regular Instruction	62,312,812	15,715,455	78,028,267	3,542,630	81,570,897	80,006,733
1.03 Career Programs	336,233	73,852	410,085	128,500	538,585	713,991
1.07 Library Services	2,283,920	544,589	2,828,509	11,000	2,839,509	2,769,880
1.08 Counselling	2,223,773	543,286	2,767,059	24,500	2,791,559	2,818,749
1.10 Special Education	18,401,799	4,072,710	22,474,509	295,350	22,769,859	22,197,347
1.30 English Language Learning	1,071,386	261,382	1,332,768	1,000	1,333,768	1,281,931
1.31 Aboriginal Education	1,007,231	230,919	1,238,150	39,800	1,277,950	1,249,347
1.41 School Administration	5,980,015	1,347,346	7,327,361	131,900	7,459,261	7,671,469
1.60 Summer School	163,441	38,665	202,106	16,000	218,106	351,033
1.62 Off Shore Students	2,897,741	702,752	3,600,493	1,076,800	4,677,293	4,178,825
1.64 Other	149,001	23,938	172,939	2,751,185	2,924,124	2,543,169
Total Function 1	96,827,352	23,554,894	120,382,246	8,018,665	128,400,911	125,782,474
4 District Administration						
4.11 Educational Administration	630,737	102,101	732,838	212,397	945,235	1,071,324
4.40 School District Governance	166,653	22,748	189,401	99,100	288,501	292,201
4.41 Business Administration	2,311,620	522,804	2,834,424	919,950	3,754,374	3,622,199
Total Function 4	3,109,010	647,653	3,756,663	1,231,447	4,988,110	4,985,724
5 Operations and Maintenance						
5.41 Operations and Maintenance Administration	817,778	175,114	992,892	573,300	1,566,192	1,558,609
5.50 Maintenance Operations	7,137,957	1,500,671	8,638,628	1,993,000	10,631,628	10,469,260
5.52 Maintenance of Grounds	356,086	76,060	432,146	340,000	772,146	853,307
5.56 Utilities	-	-	-	2,953,551	2,953,551	2,210,000
Total Function 5	8,311,821	1,751,845	10,063,666	5,859,851	15,923,517	15,091,176
7 Transportation and Housing						
7.70 Student Transportation	219,638	45,571	265,209	61,500	326,709	378,196
Total Function 7	219,638	45,571	265,209	61,500	326,709	378,196
9 Debt Services						
9.92 Interest on Bank Loans	-	-	-	-	-	30,000
Total Function 9	-	-	-	-	-	30,000
Total Functions 1 - 9	108,467,821	25,999,963	134,467,784	15,171,463	149,639,247	146,267,570

School District No. 44 (North Vancouver)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense
Year Ended June 30, 2017

	2017	2016 Amended
	Annual Budget	Annual Budget
	\$	\$
Revenues		
Provincial Grants		
Ministry of Education	5,093,798	4,993,954
Other Revenue	6,609,777	6,500,000
Total Revenue	11,703,575	11,493,954
Expenses		
Instruction	10,776,229	10,390,281
District Administration	85,000	85,000
Total Expense	10,861,229	10,475,281
Net Revenue (Expense)	842,346	1,018,673
Net Transfers (to) from other funds		
Tangible Capital Assets Purchased	(842,346)	(1,018,673)
Total Net Transfers	(842,346)	(1,018,673)
Budgeted Surplus (Deficit), for the year	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2017

	Annual Facility Grant	Learning Improvement Fund	Special Education Equipment	School Generated Funds	Strong Start	Ready, Set, Learn	OLEP	CommunityLINK	Service Delivery Transformation
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	17,470	3,167,683	-	-	-	-	97,534
Add: Restricted Grants									
Provincial Grants - Ministry of Education	679,583	2,661,774	5,223		224,000	61,250	268,464	1,078,500	
Other				6,500,000					
	679,583	2,661,774	5,223	6,500,000	224,000	61,250	268,464	1,078,500	-
Less: Allocated to Revenue	679,583	2,661,774	22,693	6,500,000	224,000	61,250	268,464	1,078,500	97,534
Deferred Revenue, end of year	-	-	-	3,167,683	-	-	-	-	-
Revenues									
Provincial Grants - Ministry of Education	679,583	2,661,774	22,693		224,000	61,250	268,464	1,078,500	97,534
Other Revenue				6,500,000					
	679,583	2,661,774	22,693	6,500,000	224,000	61,250	268,464	1,078,500	97,534
Expenses									
Salaries									
Teachers		1,709,692					46,935	179,916	
Educational Assistants		438,656						408,554	
Support Staff					161,403			36,828	
Substitutes							10,000		
	-	2,148,348	-	-	161,403	-	56,935	625,298	-
Employee Benefits		513,426			34,476		13,447	139,303	
Services and Supplies	159,930			6,200,000	28,121	61,250	198,082	313,899	97,534
	159,930	2,661,774	-	6,200,000	224,000	61,250	268,464	1,078,500	97,534
Net Revenue (Expense) before Interfund Transfers	519,653	-	22,693	300,000	-	-	-	-	-
Interfund Transfers									
Tangible Capital Assets Purchased	(519,653)		(22,693)	(300,000)					
	(519,653)	-	(22,693)	(300,000)	-	-	-	-	-
Net Revenue (Expense)	-	-	-	-	-	-	-	-	-

School District No. 44 (North Vancouver)

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2017

	Violence Prevention	Cheakamus Special Project	Inside Out	Metro Regional Implementation	TOTAL
	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	4,777	18,919	16,548	294,730	3,617,661
Add: Restricted Grants					
Provincial Grants - Ministry of Education					4,978,794
Other	20,000			85,000	6,605,000
	20,000	-	-	85,000	11,583,794
Less: Allocated to Revenue	24,777	-	-	85,000	11,703,575
Deferred Revenue, end of year	-	18,919	16,548	294,730	3,497,880
Revenues					
Provincial Grants - Ministry of Education					5,093,798
Other Revenue	24,777			85,000	6,609,777
	24,777	-	-	85,000	11,703,575
Expenses					
Salaries					
Teachers					1,936,543
Educational Assistants					847,210
Support Staff					198,231
Substitutes					10,000
	-	-	-	-	2,991,984
Employee Benefits					700,652
Services and Supplies	24,777			85,000	7,168,593
	24,777	-	-	85,000	10,861,229
Net Revenue (Expense) before Interfund Transfers	-	-	-	-	842,346
Interfund Transfers					
Tangible Capital Assets Purchased					(842,346)
	-	-	-	-	(842,346)
Net Revenue (Expense)	-	-	-	-	-

School District No. 44 (North Vancouver)

Annual Budget - Capital Revenue and Expense
Year Ended June 30, 2017

	2017 Annual Budget			2016 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
Revenues				
Provincial Grants				
Gain (Loss) on Disposal of Tangible Capital Assets	-		-	5,041,482
Amortization of Deferred Capital Revenue	5,596,088		5,596,088	5,523,702
Total Revenue	5,596,088	-	5,596,088	10,565,184
Expenses				
Amortization of Tangible Capital Assets				
Operations and Maintenance	11,890,578		11,890,578	9,916,404
Total Expense	11,890,578	-	11,890,578	9,916,404
Net Revenue (Expense)	(6,294,490)	-	(6,294,490)	648,780
Net Transfers (to) from other funds				
Tangible Capital Assets Purchased	1,217,346		1,217,346	2,881,073
Total Net Transfers	1,217,346	-	1,217,346	2,881,073
Other Adjustments to Fund Balances				
Total Other Adjustments to Fund Balances	-	-	-	
Budgeted Surplus (Deficit), for the year	(5,077,144)	-	(5,077,144)	3,529,853

2016-17 ANNUAL BUDGET PRIORITIES EXECUTIVE COMMITTEE RECOMMENDATIONS

The public consultation process for input into budget priorities presented opportunities for Partner Groups and the public to identify and discuss their top budget priorities. From that process, five broad themes and sub-categories were identified as being in line with the Board of Education's Strategic Plan and as a result are representative of the desired organizational focus. The Executive Committee has organized this input and offered recommendations within these five themes for the Board's consideration.

Budget directions have been incorporated into the Draft 2016-17 Preliminary Budget and are identified in each of the respective themes and sub-categories throughout this document. A summary sheet is also attached to display the increased staffing and/or funding applied. The funding is displayed by source: 2014-15 Surplus; enrolment impacts; new funding to the budget.

1. EQUITY

A. CLASS SIZE AND COMPOSITION

Class size and composition is supported by the Learning Improvement Fund (LIF). The 2016-17 LIF total funding is \$2,661,008.

- The Teacher Education funding of \$2,128,806 equates to approximately 21 teachers and is allocated in consultation with the North Vancouver Teachers Association.
- The Education Assistant funding of \$532,202 provides 30 additional minutes per week for all Education Assistants working with students with special needs, as well as approximately 5 FTE Education Assistants.

It is recommended that class size and composition continue to be supported through LIF funding and related consultation and organization processes, and where possible, additional staffing be provided.

The budget has been increased by 5.0 FTE Teachers from new funding, beyond a general enrolment increase of 10.2 FTE Teachers. This is a total increase of 15.2 FTE Teachers and \$1.48 Million for this item.

B. STAFFING

- The request for Education Assistants to work longer days (bell to bell) can be analyzed to determine the impact upon school organization and flexibility of coverage. The required qualifications of Education Assistants will also need to be considered.
- Staffing in classrooms requires consideration of the balance between the number of staff and capacity of staff to best support students.

C. RESOURCES

- This category is broad and may address many facets of the classroom and school. Equity funding is currently held at the District level to support school initiatives when funds are limited at the school level.

2. CULTURE, CLIMATE, AND SCHOOL ORIENTATION

School Planning and Development utilizes a process of appreciative inquiry and provides a focus on education, culture and climate within a school.

A. INVESTMENT IN PEOPLE

- Training and development opportunities continue to be an organizational focus in order to build capacity in all staff, at all levels of the organization. As initiatives or areas get identified, they will be addressed through in-service training or mentorship opportunities. Many of these initiatives are identified in other themes and categories within this document.
- Apprenticeships were identified as an initiative to be considered. While the School District further researches its ability to offer the full scope of training required for apprenticeship program requirements in certain trades, it will continue to offer senior students exposure to and participation in these trades. These students are recognized as the ideal future apprentice applicants.

It is recommended that partnerships be explored with other organizations that can support apprenticeship initiatives that may not be owned by the School District.

B. TECHNOLOGY IN THE CLASSROOM

- 2014-15 Surplus funding of \$250,000, over two years, was allocated to integrate technology into classroom instruction. The majority of the \$250 000 investment will occur in the 2016-17 school year as previously discussed.

The budget has been increased by 2.0 FTE, approximately \$200,000, to support the initiative and funding is derived from the 2014-15 Appropriated Surplus.

C. ASSESSMENT AND COMMUNICATION OF STUDENT LEARNING

- Ongoing communication, between the Teacher and the Parent, related to student learning and progress in the class.

New funding of \$45,000 has been provided to support 2-3 schools on a pilot using Fresh Grade software to enhance ongoing communication of student learning. Support includes the software tool, release time (mentorship & training), and additional iPads for the students to use in the classroom.

D. SCHOOL CLEANLINESS

- School Cleanliness includes consideration of Custodial staffing and organization that would improve overall cleanliness, staff engagement, and workload efficiencies.

It is recommended that the School Cleanliness Committee be drawn upon to assist with the delineation of a multi-year project plan and that funding for planning and Phase 1 implementation to be included in 2016-17 Preliminary Budget.

A budget of \$20,000 has been provided to initiate the project through the Committee with the view that the Committee may report out in time for adjustments to be made in the Amended Budget.

E. HVAC SYSTEMS

- Requests have been made regarding the ‘heating’ of facilities after school release. Information was provided to Trustees regarding the increase costs for each additional hour of HVAC per year.

F. HEALTH & WELLNESS

- Employee health and wellness initiatives have been identified and funded, from the 2014-15 Surplus, over a two year period.

It is recommended that health and wellness initiatives be continued and that funding, from the 2016-17 Preliminary Budget, be identified to augment Health and Wellness initiatives.

The initiatives identified in the allocation of \$50,000 from the 2014-15 surplus will be continued and additional, new funding of \$85,000 has been added to the budget to support wellness initiatives, such as the Employee Engagement survey.

DEFIBRILLATORS IN SCHOOLS

- Requests have been made regarding the installation of defibrillators in all schools. Information was provided to Trustees regarding the cost of various options.

3. ENHANCING CURRICULUM AND INSTRUCTION

A. ADMINISTRATORS

- Elementary Vice-Principal workload was identified as an area requiring adjustment to allow for support to Teachers in the classroom and administrative time for Vice-Principals.
- Principals and Vice-Principals will need time and training opportunities to enable mentorship and support to teachers in the classroom.

It is recommended that the point time for Elementary Vice-Principals be reviewed and adjusted to facilitate workload issues and focus in the 2016-17 Preliminary Budget.

The budget has been increased by 1.5 FTE Teachers, for approximately \$146,000, to address Elementary Vice-Principal administration time and to provide Vice-Principals time to work with Teachers in the classroom.

B. CURRICULUM TRAINING AND MENTORSHIP

- Teacher Mentorship over a two year period, ending June 2017, has been supported by 2014-15 Surplus funding. As the program further develops and evolves, additional funding may be identified for subsequent school years.
- The 2015-16 BC Education Plan funding has been directed toward training and development in curriculum areas, such as, Mathematics - Thinking Classroom. The Changing Results for Young Readers training initiative has also been continued through base budget allocation in 2015-16.

It is recommended that the BC Ed Plan continue to address Ministry specified curriculum areas, and that additional funds be directed toward targeted curriculum training initiatives (such as: Teaching to Diversity, Mental Health training for Counsellors and Learning Support Teacher team development) in the 2016-17 Preliminary Budget.

The budget has been increased by \$140,000 to address these initiatives.

C. CURRICULUM DESIGN AND RESOURCES

- Various initiatives to develop curriculum materials are undertaken by the Design Series, Summer Writing, and JEPIC, and funded through the base budget. Larger curriculum resources may be required in the 2016-17 fiscal and there may be a need for additional funding for these resources.

It is recommended that funding be set aside for curriculum resources for the 16-17 Budget.

It is anticipated that many of the costs will be incurred in the 2017-18 fiscal year. Planned expenditures will be reviewed for inclusion in the 2016-17 Amended Budget where appropriate.

4. COMPLEX LEARNERS

Addressing the needs of complex learners can be achieved through a wide variety of initiatives such as training, mentorship, and direct supports to students.

A. TRAINING & MENTORSHIP

The following training initiatives have been identified in the 2014-15 Surplus allocation:

- Principal and Vice Principal Training in the Popard Training in Autism and related disorders;
 - 2014-15 Surplus funding of \$13,000 was provided for this initiative.
- Education Assistant Mentorship to build skill capacity of current Education Assistants over an eighteen month time frame, ending June 2017.
 - 2014-15 Surplus funding of \$250,000 was set aside to address Education Assistant mentorship. The EA mentorship is to span over two fiscal years (15-16 & 16-17).

Additional, new funding of \$20,000 has been added to the budget for continuation of the advanced Autism training, in partnership with Capilano University.

B. DIRECT SUPPORTS TO STUDENTS

- Job Coaches for Kids with Special Needs – an identified need for Work Experience opportunities for Students with Special Needs.

It is recommended that training and support be provided to all Work Experience Coordinators to enhance employee skills that will translate into support to students and the identification of opportunities for students. Continuation of the Pathways initiative at the secondary school level is also recommended.

Funding of \$40,000 has been provided to undertake a pilot project to address this initiative. This funding could be applied in the form of a full time Work Experience Coordinator, or a combination of Casual hours and training. Upon findings from the pilot project, additional funding will be assessed. The project will incorporate Work Experience Coaches, Pathways Initiative, and apprenticeship initiatives.

- Early assessment and identification of student needs occurs through Level B assessment (targeted small assessment done by Teachers) that leads to the identification of the Counseling and/or Psychologist supports for students prior to the designation process. A comprehensive review of the current assessment practices in schools, for supporting quality educational planning, is being undertaken in 2015-16, funded from the 2014-15 Surplus.

It is recommended that standards be developed for District-wide implementation, based upon findings of the assessment. Training and support should be considered to assist Psychologists implement the standards.

Based upon timing of the review, and the potential allocation of the Education Fund (LIF) funds, this item will be flagged for the 2016-17 Amended Budget.

- Learning Support Teacher Team Development and Teaching to Diversity are two initiatives that have been identified for the Secondary School level that would provide in-service and support to Teachers, and enhance learning supports for students with complex needs.

It is recommended that funding be identified, in the 2016-17 Preliminary Budget, in order to undertake these two initiatives.

Funding for this initiative is included in item 3.B. Curriculum Training & Mentorship, above.

5. SOCIAL, EMOTIONAL LEARNING

A. TRAINING

- Implementation of the CASEL Model for Social Emotional Learning, and Stan Kutcher's Positive Mental Health Initiative.

Work with school district Counsellors and community agencies to identify and develop a shared framework and language of support for school aged children.

A process with the Community Action Team is currently underway. When the process is more clearly articulated, there may be an opportunity to provide funding for this initiative in the 2016-17 Amended Budget.

- Mental Health Training for Counsellors to support Students with Special Needs and developmental disabilities. This training may also be considered for all types of students.

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

The budget has been increased by \$20,000 to provide mental health training for Counsellors.

Expansion of Club G has been supported through additional funding of \$15,000 for 2016-17.

ANNUAL BUDGET PRIORITIES FOR 2016-17 PRELIMINARY BUDGET	2014-15 SURPLUS		ENROLLMENT IMPACTS		NEW FUNDING TO BUDGET		TOTAL	
	FTE	\$	FTE	\$	FTE	\$	FTE	\$
1 EQUITY								
A. Class Size and Composition Additional Teaching Staff has been provided: Increased enrollment (ELL; Library; Elementary; International) NEW staffing (5.0 FTE Teachers in Elementary schools)			10.20	993,778	5.00	487,146	10.20	993,778
							5.00	487,146
2 CULTURE, CLIMATE, AND SCHOOL ORIENTATION								
B. Technology in the Classroom Embedding Technology into the Classroom Instruction (2 Teachers)	2.00	194,858					2.00	194,858
C. Assessment and Communication of Student Learning Fresh Grade Pilot (Release time, Software tool, iPads for Classrooms)						45,000	-	45,000
D. School Cleanliness Initial work by Committee (Release time)						20,000	-	20,000
F. Health & Wellness Employee Engagement Survey, EFAP, LifeSpeak, Employee Orientation		50,000				85,000	-	135,000
3 ENHANCING CURRICULUM AND INSTRUCTION								
A. Administrators New staffing (1.5 FTE Teachers to provide more Elementary VP Admin time)					1.50	146,144	1.50	146,144
B. Curriculum Training and Mentorship Release time for LST Team Development and Teaching to Diversity						140,000	-	140,000
4 COMPLEX LEARNERS								
A. Training & Mentorship Advanced Autism Training in partnership with Capilano University EA Mentorship pilot (Education Aides and Release time)		168,975				20,000	-	20,000
							-	168,975
B. Direct Supports to Students New funding to support pilot project for Work Experience training & support						40,000	-	40,000
5 SOCIAL, EMOTIONAL LEARNING								
A. Training Mental Health focused training for Counsellors Funding for expansion of Club G						20,000	-	20,000
						15,000	-	15,000
TOTAL	2.00	413,833	10.20	993,778	6.50	1,018,290	18.70	2,425,902

Schedule B.3.
of the
Administrative Memorandum

Meeting Date: May 17, 2016 Board Board, in camera

Topic (as per the Memorandum): **Proposed Revised Policy 208: Summer Programs**

Narration:

Policy 208: Summer Programs dates back to 2001 when the Board converted its policies and regulations to the current format. It was initially adopted in 1963 and during the intervening years 53 years the mandate of Summer Programs has changed from fee-based general interest and remedial programs to current opportunities for students to complete a full-credit program, improve English language skills, review and enhance their understanding of key concepts, and facilitate the transition from elementary to secondary school routines. The schedule of Summer Programs aligns with the August Provincial Exam Schedule, enabling secondary students to complete provincial assessments and achieve credit towards their graduation requirements.

A pilot elementary program, *Supporting Student Learning: Summer School Program*, for Grade 4 students with identified learning disabilities was implemented in early July and late August 2015. An update and a summary report were presented at the Board's Public Meetings on [October 20, 2015](#) and [January 19, 2016](#). The 2016 *Supporting Student Learning* program is expanded to include Grade 4 and 5 students with High Incidence Learning Disabilities and Grade 6/7 students with Low Incidence Social Learning Needs. Students are selected and referred to the program by School-Based Resource Teams.

In March 2016, a review of *Policy 208: Summer Programs* was undertaken to align it with the current mandates for elementary and secondary Summer Programs. The Policy has received input from the Summer Programs administrative staff under the leadership of Kathleen Barter, the Principal of Summer Learning 2016.

Proposed Revised Policy 208: Summer Programs was presented at the Policy Review Committee's scheduled meeting on April 25, 2016. The Policy Review Committee includes Trustees Megan Higgins and Franci Stratton, representatives from the secondary and elementary North Vancouver Administrators' Association (NoVA), the North Vancouver Teachers' Association (NVTA), the Canadian Union of Public Employees (CUPE Local 389), the North Vancouver Parents' Advisory Council (NVPAC), and the Student Leadership Council (DSLCL).

John Lewis, Superintendent of Schools, will introduce *Proposed Revised Policy 208: Summer Programs*, as attached to this Administrative Memorandum of May 17, 2016.

Schedule B.3 (continued)

Narration (continued):

Link:

[Policy 208: Summer Programs](#)

Attachments:

Proposed Revised Policy 208: Summer Programs

Proposed Revised Policy 208: Summer Programs - Administrative Procedures

RECOMMENDED MOTION:

that the Board of Education approve *Proposed Revised Policy 208: Summer Programs*, as attached to this Administrative Memorandum of May 17, 2016.

208 Summer Programs

Revised: September 25, 2001
Proposed Revised: May 17, 2016

Proposed
Revised

Policy

The Board considers the provision of alternative pathways to education as a key feature of the educational programs offered in the North Vancouver School District. The Board authorizes the operation of Summer Programs, during the months of July and August, to provide a variety of opportunities for students to enhance and advance their learning. The educational programs offered address a wide variety of needs and meet the quality of instructional programs offered during the regular school year.

The flexible summer learning opportunities are offered for students who wish to take summer courses that suit their individual learning plans and provide an alternative pathway to completing academic courses for graduation.

Summer learning opportunities range from a review of courses already completed, skill building courses to enhance student success, elementary support programs, to regular academic courses. Some courses and programs may require referral.

Summer program offerings are determined each year and communicated broadly to inform students, parents, and guardians of the learning opportunities available to students.

The Superintendent or the Superintendent's designate will review this policy as required.

POLICY 208: SUMMER PROGRAMS

ADMINISTRATIVE PROCEDURES

Administrative Supervision

The supervising administrator for summer programs is the Assistant Superintendent or designate. The program administrator shall act in the capacity of a principal and shall have the authority of a principal appointed under the *School Act*. As required, administrative personnel may be appointed to assist the program administrator with supervision of Summer Programs. All Board policies and procedures shall apply to the operation of Summer Programs.

Advisory Committee

The Superintendent may appoint an advisory committee to consult with the program administrator regarding the operation of Summer Programs. Membership of the Advisory committee should consist of an elementary and a secondary administrative officer and two representative teachers.

Teaching Personnel

The duties of instructors appointed to teach Summer Programs shall be as defined in the *School Act* and the relevant provisions of the collective agreement between the Board and the North Vancouver Teachers' Association shall apply.

Annual Report

The Summer Programs' administrative team shall prepare an annual report in the fall of each year which will provide an update on Summer Programs.

Schedule B.4.
of the
Administrative Memorandum

Meeting Date: May 17, 2016 Board Board, in camera

Topic (as per the Memorandum): **Outdoor Education Academy**

Narration:

Two of the six high-level Goals identified within the North Vancouver School District's 2011-2021 Strategic Plan are to:

- *Develop and promote innovative and sustainable programs.*
- *To provide leadership in environmental education and sustainability practices*

These goals are supported in the 2015-2018 3-Year Operating Plan, as we continue our efforts to bring engaging program options to our students, and to identify and build connections between teaching, learning, the natural environment (learning in nature) and the built environment (schools).

With expressed interest articulated within our community, in Fall 2015 North Vancouver School District began considering the possibility of offering an Outdoor Education Academy in North Vancouver. As such an offering is consistent with the School District's desire to offer innovative programming to students, Assistant Superintendent Mark Pearmain and District Principal Arlene Martin met with NVSD teachers Brittany Martin, Teresa Rowley and Sean Soper to discuss requirements for the operation of a Specialty Academy within a North Vancouver secondary school.

Considerable research and framing of a potential program has been done, and though operational details regarding the proposed academy have yet to be finalized, the timeline for promotion of an Outdoor Education Academy requires attention in the spring prior so that specific planning may begin in earnest (eg. HR / staffing, equipment cost and availability, transportation options etc). Student course guidebooks will soon be in development for the 2017/18 school year and will be distributed in concert with the District-wide Enhanced Programs Information Night scheduled for January 12, 2017. Approval for the implementation of the academy will allow for its promotion in the course books, with International students, and at the Information Night meeting while final operational details, including determination of a host school, are worked out.

Should the Board of Education support the continued development of an Outdoor Education Academy for September 2017, District staff will continue with planning and provide a further update to the Board at a fall 2016 Public Meeting.

District Principal Arlene Martin and Assistant Superintendent Mark Pearmain will provide the Board with an overview of the Outdoor Education Academy proposal and the discussions to date in support of this proposal.

Schedule B.4. (continued)

Narration (continued):

Attachment:

NVSD Outdoor Education Academy Proposal to the Board of Education, May 17, 2016

RECOMMENDED MOTION:

that the Board of Education approve in principle the implementation of an Outdoor Education Academy program, as outlined in the Outdoor Education Academy Proposal document attached to the Administrative Memorandum of May 17, 2016, starting in September 2017, subject to student enrollment.

NVSD OUTDOOR EDUCATION ACADEMY

PROPOSAL TO THE BOARD OF EDUCATION

May 17, 2016

RECOMMENDATION:

That the Board of Education approve in principle the implementation of an Outdoor Education Academy program, as outlined in the Outdoor Education Academy Proposal document attached to the Administrative Memorandum of May 17, 2016, starting in September 2017, subject to student enrollment.

Outdoor Education Academy Proposal

Intent



The North Vancouver School District (NVSD), **'the natural place to learn'**, is ideally geographically situated to host a program that educates young adults about the natural environment and sustainability through adventures and activities both local and extending up the coast. With access to locations for canoeing, kayaking, paddle boarding, skiing, snowshoeing, hiking, wilderness training, cycling, and development of outdoor skills within minutes of our schools in North Vancouver, and the value added of access to Cheakamus Centre and grounds only an hour away by bus, NVSD is in an excellent position to offer an attractive and affordable experience that supports the physical, social and intellectual development of students.

Rationale & Vision

"We provide world-class instruction and a rich diversity of engaging programs to inspire success for every student and bring communities together to learn, share and grow'. The Outdoor Education Academy (OEA) is an enriched program opportunity offered to grade 10 students in the North Vancouver School District (SD #44), and visiting International students.

As an Integrated Curriculum Program (ICP), students will register for a package of courses and spend a full school year together as a cohort. OEA breaks down traditional boundaries between subject areas and involves interdisciplinary learning surrounding three central themes: outdoor pursuits, education for sustainability and character/leadership development. Research shows that students learn more effectively through direct experiences within an environment-based context than within a 'traditional' classroom (Horwood, 2002; Lieberman & Hoody, 1998), show an increase in engagement and enthusiasm for learning, a greater sense of pride and ownership in accomplishments and increased critical thinking skills (Foster & Linney, 2007).

The OEA vision reflects the NVSD's brand as 'the natural place to learn'. Learning is grounded in real world experiences in a program structured to provide experiential opportunities such as wilderness trips, local field studies, volunteering and service learning with community organizations. The district's Sustainability Policy supports Outdoor Environmental Education and sustainability practices, as well as the integration of learning in, for and about nature across the curriculum.

In the School District's 10 year Strategic Plan, we envision a diverse range of programs that reflect the values and interests of our community, with specific objectives to:

- Improve student engagement and support all learners through the development and integration of enhanced curriculum.
- Provide increased and unique opportunities for personalized learning.
- Increase access to existing and future specialty programs.
- Continue to enhance student engagement and skill development through active involvement in project-based learning initiatives, specialized programs, and academies.
- Facilitate student participation in environmental leadership and sustainability practices.
- Develop a common vision and action plan for environmental, nature-based learning and sustainability practices to connect our educational initiatives with our corporate responsibilities.
- Develop and refine best practices in learning in nature and environmental sustainability.
- Embed sustainability in all planning, decision making, and daily practice.
- Identify and build connections between teaching, learning, the natural environment (learning in nature) and the built environment (schools).

Goals & Objectives

To provide a program of choice for students in grade 10 attending NVSD schools and visiting as International students. Students will participate in two half school-year semesters, upon completion of which they will have fulfilled the requirements for Grade 10.

Students will:

- be introduced to a variety of outdoor activities

- develop a greater understanding and appreciation of the natural world
- experience personal growth opportunities that will help develop positive character traits

Program Structure & Location

The program will operate in two semesters at Sutherland Secondary (Fall: Sept - Jan; Spring: Feb - June), with 28 students in each of two streams (total of 56 students per year). Considerations for location include:

- central location
- access to transit
- proximity to green space
- semester (v. linear) timetable
- administrative support

Physical resources required to support the program are:

- a large multi-purpose classroom with tables and chairs
- storage space for outdoor gear
- shared office space for staff
- transportation

During one semester, students will participate in projects and smaller half-day trips, while completing an intensified academic curriculum adapted to the program including Math, Science, Second Language and Outdoor Ed 11; in the other semester students will engage in a combination of outdoor pursuits, field studies and classroom-based academics, achieving credit in Humanities, Physical and Health Education, and Outdoor Ed 10. (Planning 10 will be a required online pre-requisite)

Semester 1 (Integrated)	Semester 2 (OEA Academic)
Humanities 10 (SS 10 / ENG 10)	Mathematics (MA 10)
Physical and Health Education (PHE 10)	Science (SCI 10)
Outdoor Education (OE 10)	Second Language (10)
	Outdoor Education (OE 11)

Semester 1 (Integrated)	Semester 2 (OEA Academic)
<p>Total: 4 subjects Structure: Full day Teachers: 2.0 (1 Humanities, 1 PE / OE) Other: Administrative tasks & overnight trips Participants: 28 maximum *students must enroll in all subjects in the integrated semester</p> <p>- The outdoor component consists of multiple day trips including paddle-boarding, kayaking, sailing, broomball, indoor rock climbing, snow shoeing, cross country skiing, hiking and one 2 night camping trip to Cheakamus Lake</p>	<p>Total: 4 subjects Structure: Block rotation; double block Experiential Science and Outdoor Ed to provide time for field learning Teachers: 1 Math/Science teacher with an innovative / experiential approach Other: structure allows flexibility for students who may have completed grade 10 subjects to take other courses option for OEA students to take second language and other courses with students not in the program Participants: 28 maximum</p> <p>* may include local ½ day trips, 1 week as counselor at Cheakamus Centre, Metro Vancouver Sustainability Toolkit, and community service projects</p>
<ul style="list-style-type: none"> • The two cohorts flip-flop terms during the year • Outdoor Education ensures outdoor focus for the entire year <ul style="list-style-type: none"> - Allows OE Teachers to continue to teach OEA students all year - Ensures students have physical activity in both semesters • Clear start and end to coursework <ul style="list-style-type: none"> - Makes it possible for International students to opt for one semester 	

Field-Based Trips:

Day-trip learning environments may include:

- Deep Cove
- Grouse Mountain
- Lower Seymour Conservation Reserve
- UBC
- Lynn Canyon
- Lynn Headwaters
- Cypress Provincial Park
- Lions Gate Wastewater Treatment Plant
- Seymour-Capilano Filtration Plant
- Squamish
- Seymour Mountain
- Lighthouse Park
- Recycling Dept and Waste Transfer Station
- Indian Arm
- Britannia Mine

Overnight learning environments may include:

- Cheakamus Centre
- Garibaldi Provincial Park
- Juan de Fuca Trail
- Sechelt Inlet
- Gulf Islands
- Indian Arm
- Callaghan Provincial Park
- Manning Provincial Park
- Clayoquot Sound
- Kettle Valley Railway

Revenue / Costs:

- Goal for the program to be revenue neutral
- ~50 spaces for local students (open to NVSD and out-of-district students)
- ~6 spaces reserved for International students
- Fees will be in the range of \$2,000 - \$2,500 (payable in 10 installments)
- Fees will include use of large equipment (tents, sleeping bags, cooking supplies etc.)
- Rental of equipment (canoes, kayaks, paddle boards, etc.) will be included in academy fee
- Students will be responsible for supplying personal equipment (clothing, footwear, water bottles, etc.)

Recommendation:

That the Board of Education approve in principle the implementation of an Outdoor Education Academy program, as outlined in the Outdoor Education Academy Proposal document attached to the Administrative Memorandum of May 17, 2016, starting in September 2017, subject to student enrollment.

Schedule B.5
of the
Administrative Memorandum

Meeting Date: May 17, 2016 Board Board, in camera

Topic (as per the
Memorandum): **Notice of Motion – Community Presentation**

Narration:

The North Vancouver School District’s 2015-2018 Operating Plan identifies several goals and objectives aimed at valuing and improving our connection with our community, including partner groups. Among these are the identified goals of “strengthen[ing] and expand[ing] reciprocal community relations” and “strengthen[ing] the delivery of services to support children and families through closer connections with the community”. Related identified objectives are: 1) to develop and reinforce a culture of acceptance, openness, and inclusivity of diverse perspectives and opinions; 2) to promote recognition of the value and contributions of our students, our staff, our parents, and our community partners; 3) to reinforce a sense of belonging and welcoming for all students, staff, and parents within our classrooms, schools, district, and community; and 4) to develop and reinforce a culture of acceptance, openness, and inclusivity of diverse perspectives and opinions. As well, the administrative procedures for Policy 104, under the delegation section, affirm the “policy of open Board-community relations and the rights of citizens to make their views known to the board”. Despite a clear desire from the Board to increase community engagement, community participation in our meeting is rare.

As such, it is imperative for the Board to review its actions and procedures with an aim to encourage community participation, including at public meetings. In reviewing publically available material, such as our policies and meeting agendas, opportunities for community comment and participation in our public meetings are not apparent. Community members are allowed a two (2) minute comment before the meeting only if the comment is related to an agenda items. Otherwise, community members may provide comment or ask questions at the end of a meeting during a twenty (20) minute period. Although the Administrative Procedures for Policy 104 provide for the opportunity for delegations to present at Public Board Meetings upon providing “a written statement outlining the issues”, this opportunity is not easily found by the public and does not show up under basic Google searches.

A survey from other school boards indicates that a public comment or delegation period is common and typically occurs early in the meeting. These procedures, much like our own, provide the community with an opportunity to share concerns and/or successes with the board and serve the function of increasing communication and connection between the school district and our community. This is consistent with the intention of the operating plan. It may be effective to increase awareness of this opportunity and to better communicate the board’s intention by including a Community Presentation period on our standing agenda regardless of whether there is a scheduled presentation for that date. It is further recommended that the language be changed to “Community Presentation” from “Delegation” to convey that all members of the community are invited to comment and that they do not need to be officially selected as a delegate as this term may imply. Finally, scheduling this agenda item near the beginning of the meeting in section A may increase engagement in contrast to requiring presenters wait until the end of the meeting.

Schedule B.5 (continued)

Narration (continued):

RECOMMENDED MOTION:

that the Board include a standing item for Community Presentations at the beginning of each regularly scheduled public board meeting that allows for a maximum of 20 minutes total for presentations and 10 minutes for trustee questions of clarification, but not debate; and,

that this agenda item be noted on each public board meeting agenda; and,

that the relevant administrative procedures to Policy 104 be amended to reflect this regular opportunity for the community to present to the Board.

Schedule C.1
of the
Administrative Memorandum

Meeting Date: May 17, 2016 Board Board, in camera

Topic (as per the
Memorandum): **Youth Concurrent Disorders Unit at the HOpe Centre**

Narration:

The North Vancouver School District wishes to express support for the new hospital unit at the HOpe Centre at Lions Gate Hospital. The unit, which is dedicated to youth with mental health and substance use challenges is a great success to the community and is something that the School District has been advocating for years.

Assistant Superintendent Dr. Pius Ryan will highlight the School District's support.

Schedule C.2
of the
Administrative Memorandum

Meeting Date: May 17, 2016 Board Board, in camera

Topic (as per the
Memorandum): **Land, Learning and Livability Community Engagement - Update**

Narration:

Updates on the Board's Land, Learning and Livability Community Engagement process have been provided at each of the monthly Public Board Meetings.

John Lewis, Superintendent of Schools, will present the attached *Land, Learning, Livability Community Engagement Update (May 2016)* that highlights the Board's continued efforts for the approved seismic upgrade project at Argyle Secondary to be converted to a full replacement project.

Discussions are continuing with regard to the potential for new and replacement schools in both the City of North Vancouver and the District of North Vancouver, giving consideration to sites identified as surplus to the long-term educational needs of the School District.

Attachment:

Land, Learning and Livability Community Consultation Engagement UPDATE – May 2016

Land, Learning and Livability Community Engagement Update 160517

Argyle replacement project request

We engaged the Ministry Capital Branch staff in a conference call late April to confirm our expectations related to the replacement request for Argyle Secondary. We were able to clarify the intended scope of work for the project and the funding currently available to enable the Ministry to approve the replacement project, rather than the Seismic Upgrade project. We were assured that this project is a priority of the Ministry. We expect that a meeting with the Minister will be arranged during the month of May, but have not yet received confirmation of a possible date.

We are awaiting follow up to our Capital Plan submission that will inform us of the status of current projects, as well as providing indication of next steps related to projects identified within the Capital Plan. The Ministry may also provide status updates related to Argyle and Handsworth through this expected correspondence.

Consultations with the City of North Vancouver

As a follow up to our recent meetings with the City of North Vancouver and Provincial Government staff (Ministry of Technology, Innovation & Citizens' Services, and Ministry of Education) regarding the potential for a school in Lower Lonsdale, we will be arranging a strategy session to consider the feasibility of specific sites. Further research is being conducted related to properties adjacent to potential sites to determine whether they may be available to supplement existing sites.

The advancement of the proposed Moodyville development through the Municipal process indicates an increased need to move forward with the planning for a Lower Lonsdale School to help accommodate the anticipated student population in this area of the City.

Consultations with the District of North Vancouver (DNV)

School District staff and trustees held a meeting with Municipal staff and Council members to receive updates on the capital planning priorities of the School District and the planned developments in DNV. This meeting served as an opportunity to advance joint planning initiatives related to the School District's Capital Plan, as well as to discuss future opportunities related to the potential replacements of both Argyle Secondary and Handsworth Secondary.

The DNV Planning Department has provided a preliminary review of DNV requirements for a full replacement of Handsworth Secondary as well as a full seismic upgrade. This review will assist the School District in finalizing its Project Definition Report related to our request for a full replacement project at Handsworth Secondary.

Once we have received a status report from the Ministry's Capital Branch regarding our Capital Plan submitted in late October, we will make arrangements to meet with the respective municipal planning departments to discuss future projects.

Schedule C.3.
of the
Administrative Memorandum

Meeting Date: May 17, 2015 Board Board, in camera

Topic (as per the
Memorandum): **Reports Received**

Narration:

Due to the delayed start of the April 19, 2016 Public Board Meeting, the Board of Education has received the following informational reports:

- Tuesday, March 29, 2016 Standing Committee Meeting
- Tuesday, April 12, 2016 Standing Committee Meeting
- Superintendent's Report

Schedule C.4
of the
Administrative Memorandum

Meeting Date: May 17, 2016 Board Board, in camera

Topic (as per the
Memorandum): **Tuesday, May 10, 2016 Standing Committee Meeting**

Narration:

The Board will find attached a copy of the meeting summary from the May 10, 2016 Standing Committee Meeting.

Trustee Barry Forward will report on highlights of the meeting.

Attachment:

Meeting Summary – Board of Education Standing Committee, May 10, 2016

BOARD OF EDUCATION STANDING COMMITTEE

NORTH VANCOUVER SCHOOL DISTRICT

Meeting Summary of May 10, 2016

Meeting Summary of the Board of Education's Standing Committee Meeting held at the Education Services Centre, 2121 Lonsdale Avenue, North Vancouver, British Columbia, on Tuesday, May 10, 2016.

Meeting Attendance:

Trustees, representatives of the North Vancouver Parent Advisory Council (NVPAC), North Vancouver Administrators (NoVA), North Vancouver Teachers' Association (NVTa), Canadian Union of Public Employees (CUPE Local 389), members from the public, and School District Staff attended the meeting.

Call to Order:

Standing Committee Chair Barry Forward called the Standing Committee Meeting to order at 7:00 pm, thanking those in attendance for coming to engage with the School District.

Professional Learning Report

Introducing the evening, Assistant Superintendent Pius Ryan shared that ongoing professional learning opportunities and reflection in action are essential to professional development. The North Vancouver School District provides opportunities to employees to enable and encourage life-long learning and development.

Sharing their excitement of opportunities, School District Administrators and staff highlighted examples of the kinds of professional learning opportunities currently being resourced, such as Family of School Networks – creating the right conditions for collaboration with diversity of opinions and positive peer support and, Positive Enculturation – collaborative inquiry project which explores more effective ways of communicating learning through technology. Along with these networks, the School District offers Educational Assistant & Specialist Support Workers Professional Development through various expressions and learning of diversity, such as Curriculum Implementation Day, where there is a focus on concentrated skill development. Continuing with the evening, the notion of Building Thinking Classroom through teacher collaboration was discussed, along with the importance of Outdoor Environmental Learning.

The positive feedback from all employees showcase the importance of ongoing professional opportunities, and the North Vancouver School District will continue to provide a variety of resources and development programs to encourage life-long learning.

Concluding the evening, Standing Committee Chair Forward thanked all of those who attended.

The presentation can be found online: [Meetings & Minutes 2015/16](#)

Next Meeting:

June 14, 2016

Ocean View Room

Topics: School Planning Process

Schedule C.5
of the
Administrative Memorandum

Meeting Date: May 17, 2016 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.6
of the
Administrative Memorandum

Meeting Date: May 17, 2016 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.7
of the
Administrative Memorandum

Meeting Date: May 17, 2016 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 17, 2016 Board Board, in camera

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

Narration:

Date and Time	Event	Location
Tuesday, June 14, 2016 at 7:00 pm	Standing Committee Public Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver
Tuesday, June 21, 2016 at 7:00 pm	Public Board Meeting	Education Services Centre 2121 Lonsdale Ave, N Vancouver

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

ScheduleE.....
of the
Administrative Memorandum

Meeting Date: May 17, 2016 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.