

School District No. 44 (North Vancouver)

Minutes of the regular **Public Meeting** of the Board of Education, School District No. 44 (North Vancouver) held in the Board Room of the School Board Office at 721 Chesterfield Avenue in North Vancouver, British Columbia on Tuesday, June 17, 2008.

PRESENT: C. Dorais, Chairperson
P. Heal
S. Skinner
J. Thornthwaite
V. Vinaric

A.1. Call to Order

Board of Education Chairperson Dorais called the meeting to order at 7:02 pm.

A.2. 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 and that each individual would be limited to two minutes.

There were no public comment requests.

The Chair noted that according to the previous Board motion of December 11, 2007 "*that this meeting procedure be enacted as a trial basis until June 2008, after which the Board shall review this public comment procedure*", the June 17th meeting was the last to have a Public Comment period.

A.3. Approval of Agenda

Moved by V Vinaric

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

Seconded by P Heal

Carried

A.4. Approval of Minutes

Moved by V Vinaric

that the minutes of the public meeting of May 27, 2008 be approved as circulated.

Seconded by S Skinner

Carried

B.1. Murray Bulger – Primer Minister's Award for Teaching Excellence

John Lewis, Superintendent of Schools introduced Mr. Murray Bulger, a Digital Media teacher at Argyle Secondary School, to the Board. In recognition of the Board's support of the digital media program, Murray Bulger and Olga Woodland, Principal of Argyle Secondary, presented Mr Lewis and the Trustees with representations of the students' work.

The Superintendent informed the Trustees that Murray had recently received a Prime Minister's Award for Teaching Excellence and was recognized with a national Certificate of Excellence, the highest honour possible through the program, for creating the digital media courses at Argyle School.

The Prime Minister's Award for Teaching Excellence, one of fifteen in Canada, is a prestigious award that is only given to this country's most outstanding educators. A financial award of \$5000

B.1. Murray Bulger – Primer Minister’s Award for Teaching Excellence (continued)

from the Government of Canada will be provided to Argyle School to fund, under Murray’s direction, program improvements.

The Superintendent noted that the North Vancouver School District is proud to congratulate Murray on receiving the Prime Minister’s Award—a well-deserved recognition and honour. Murray took this opportunity to celebrate the work of his students by sharing with the Board a very powerful and emotional presentation, “I can’t remember my name.”

Trustees extended their congratulations to Murray for his award and expressed appreciation of the caliber of the students’ work.

B.2. North Vancouver Norgate School Lease Bylaw 2008

Trustees received with their agendas copies of the North Vancouver Norgate School Lease Bylaw 2008, Terms and Conditions Schedule; Schedule A (map of area) and the standard form of lease. Secretary Treasurer Young introduced this item.

In November, 2007, the North Vancouver School District applied for a grant from the Ministry of Children and Family Development to create out-of-school as well as preschool spaces at Norgate Community Elementary School. The School District was successful in attracting funds totaling \$97,652.82 to create 15 preschool spaces and 30 out-of-school spaces.

Subsequent to receiving the funds to develop the childcare space, the School District requested proposals from qualified childcare providers for the delivery of childcare services. A selection committee was convened and North Shore Neighbourhood House was selected as the preferred provider for the delivery of childcare services.

The proposed lease agreement for \$4,000 annually gives North Shore Neighbourhood House occupancy of two classrooms within Norgate Community School building. It is anticipated that rent for this space will increase to \$8,000 should the out-of-school participant numbers exceed 20.

The Secretary Treasurer and Sandy Shaw, Manager of Business and Community Development, responded to Trustees’ questions regarding future funding through Ministry of Children and Family Development; the provision of out-of-school spaces will be school-term; and the working relationship between NS Neighbourhood House and Novaco, who currently operate a daycare service at Norgate School.

Moved by V Vinaric

that the Board of Education of School District No. 44 (North Vancouver) North Vancouver Norgate School Lease Bylaw 2008 be read a first time.

Seconded by P Heal

Carried

Moved by S Skinner

that the Board of Education of School District No. 44 (North Vancouver) North Vancouver Norgate School Lease Bylaw 2008 be read a second time.

Seconded by J Thornthwaite

Carried

The Trustees unanimously agreed to hear the third reading of the North Vancouver Norgate School Lease Bylaw 2008 at this meeting.

B.2. North Vancouver Norgate School Lease Bylaw 2008 (continued)

Moved by J Thornthwaite

that the Board of Education of School District No. 44 (North Vancouver) North Vancouver Norgate School Lease Bylaw 2008 be read a third time, passed and adopted.

Seconded by V Vinaric

Carried

B.3. School Act Appeal Bylaw 906

John Lewis, Superintendent of Schools, introduced to the Board the proposed *School Act Appeals Bylaw 906*, copies of which were included in the Trustees' agenda packages.

Under Section 11 of the *School Act*, parents and students have the right to appeal to the Board a decision made by an employee of the Board, or the failure to make a decision, that significantly affects the education, health or safety of a student.

A Board of Education must, by bylaw, establish an appeal procedure. The members of the Board of Trustees of School District No. 44 formally adopted *Policy 902: School Act Appeals Bylaw* on October 8, 1991. In 2007, Bill 20, the *School (Student Achievement Enabling) Amendment Act*, added the further right of appeal to a Superintendent of Achievement. Amendments to Section 11 of the *School Act* were brought into force on March 3, 2008 (BC Reg. 24/08). Board *Policy 902: School Act Appeals Bylaw* has been reviewed and revised to incorporate the changes to the Appeals section of the *School Act*. Board *Policy 902: School Act Appeals Bylaw* must be formally rescinded and the Board is requested to pass a new bylaw *School Act Appeals Bylaw 906*.

John Lewis, Superintendent of Schools, in consultation with District staff and with guidance provided by the BC School Trustees' Association, prepared the proposed revisions to the *School Act Appeals Bylaw 906*. The School District's Policy Review Committee and the District's Executive Committee have reviewed the proposed *School Act Appeals Bylaw 906*.

The Superintendent summarized the additions and/or changes from the original *Policy 902: School Act Appeals Bylaw*. Reference was made to the lengthy discussion and process to align the proposed *School Act Appeals Bylaw 906* with *Policy 406: Complaints Concerning Personnel, Programs or Procedures*. Superintendent Lewis commended everyone involved.

Superintendent Lewis responded to Trustees' questions regarding the mechanism to report Appeal outcomes; communication to parents of the appeals process and awareness of the process at the school level.

Moved by V Vinaric

that the Board rescind *Policy 902: School Act Appeals Bylaw* as adopted on October 8, 1991.

Seconded by S Skinner

Carried

Moved by J Thornthwaite

that the Board of Education of School District No. 44 (North Vancouver) *School Act Appeals Bylaw 906* be read a first time.

Seconded by P Heal

Carried

Moved by V Vinaric

that the Board of Education of School District No. 44 (North Vancouver) *School Act Appeals Bylaw 906* be read a second time.

Seconded by J Thornthwaite

Carried

The Trustees unanimously agreed to hear the third reading of the *School Act Appeal Bylaw 906* at this meeting.

B.3. School Act Appeal Bylaw 906 (continued)

Moved by P Heal

that the Board of Education of School District No. 44 (North Vancouver) *School Act Appeals Bylaw 906* be read a third time, passed and adopted.

Seconded by S Skinner

Carried

C.1. North Vancouver Parent Advisory Council Annual Report 2007/08

The North Vancouver Board of Education provides an annual grant in the amount of \$7,500 to the North Vancouver Parent Advisory Council (NVPAC) to support and assist them with their activities in providing an essential link between schools and the Board. In 2007/08, the Board provided additional funding in the amount of \$1,000 to cover a portion of the training costs for *FoodSafe* certification of parent volunteers. As a condition of receiving the annual grant, the NVPAC provides a report to the Board on its major activities during the year. Copies of *the North Vancouver Parent Advisory Council Annual Report from the Chair – June 2008* were included in the Trustees' agendas.

Acknowledging the contributions of the North Vancouver Parent Advisory Council; John Lewis, Superintendent of Schools, introduced Lisa Cartwright, NVPAC Chairperson. Prior to presenting an overview of the 2007/08 Annual Report, Ms Cartwright recognized NVPAC members in the audience: Franci Stratton, Karen Stewart, Leslie Uhlenbruck and Charles Steele.

During her report, Ms Cartwright remarked that it was a very good year for initiation of conversation and networking on many levels: creation of email network of District PAC (DPAC) representatives and school PAC chairs; partner relations through participation in the "Joint Advocacy Workshop"; attendance at the NVTAs liaison dinner and Assessment Workshops, to name a few. Major projects for the 2008-09 year will be assisting with the communications audit, the report from the "Joint Advocacy Workshop" and a fall workshop on communications.

On behalf of the NVPAC, Ms Cartwright thanked the Board and administration for their support. Trustees thanked Ms Cartwright for her report and the great deal of volunteer work done by the DPAC. A Trustee commented on how important it is for Trustees to hear from as many parent voices as possible. Ms Cartwright responded to Trustees' questions regarding the additional budget for the FoodSafe workshop and clarification of BCCPAC dues.

Moved by V Vinaric

that the North Vancouver Parent Advisory Council 2007/08 Annual Report, as attached to this Administrative Memorandum of June 17, 2008, be received by the Board.

Seconded by P Heal

Carried

C.2. School Plans

Trustees received in their agenda packages summaries of the Elementary and Secondary School Plans for 2008-2009. In advance of the meeting, Trustees received in electronic format the full school plan for each school. At the meeting, a separate summary for Carson Graham Secondary was distributed.

Superintendent Lewis introduced this item. Assistant Superintendent Bryn Roberts reviewed the process and information provided.

Pursuant to the *School Act* [s. 8.1] and *Policy 410: School Planning Councils*, each school in the North Vancouver School District has established a School Planning Council. Among the roles of a School Planning Council is the annual preparation of "a school plan for the school in respect of improving student achievement and other matters contained in the board's achievement contract

C.2. School Plans (continued)

relating to that school. School plans to improve student achievement are submitted to the Assistant Superintendent in May of each year for review and approval.

In accordance with the policy, all schools have developed and submitted a school plan to their respective Assistant Superintendent. Each school plan has been reviewed and approved by the Assistant Superintendent. School plans will be made available to all parents and will be posted on school web sites for review by the community.

Assistant Superintendent Roberts responded to questions from Trustees regarding the number of goals on the school plan; Windsor House having their own process; and strategies not included in the school plan summary.

Moved by J Thornthwaite

that the school plans for improving student achievement, developed/reviewed by School Planning Councils and approved by the appropriate Assistant Superintendent, be received and approved.

Seconded by P Heal

Carried

C.3. North Vancouver School District Achievement Contract 2008/09

At the meeting Trustees received copies of the *North Vancouver School District Achievement Contract 2008-2009*.

Superintendent Lewis introduced this item. Assistant Superintendents Larry Johnson and Bryn Roberts, co-chairs of the District School Leadership Team, have overseen the preparation of the Achievement Contract for 2008-09. At the meeting, Assistant Superintendent Larry Johnson reviewed the process and provided information with the Trustees.

The requirement for an annual School District Accountability Contract was introduced in 2001-2002. The School (Student Achievement Enabling) Amendment Act amended the Accountability Contract requirements of Section 79.2 by substituting the term “achievement contract” for “accountability contract” and amending the submission date from on or before Oct 31 of each year to on or before July 15th of each year.

The School Act requires each Board of Education in British Columbia to prepare and submit to the Minister of Education, an Achievement Contract with respect to standards for student performance and plans for improving achievement in the District.

The Achievement Contract is a public statement of commitment by a Board of Education to improve success for each student in the District. The Achievement Contract should be developed collaboratively, on an evidence-based assessment of the needs and priorities of the students in the District. The Contract identifies areas of focus for the improvement of student success, describes strategic actions, and outlines processes to monitor progress and make adjustments intended to improve results.

The North Vancouver School District Achievement Contract addresses the District’s goals and objectives and rationale, as well as the specific strategies, performance indicators, targets and evidence of progress as the District continues to respond to the District Review recommendations of May 2007 and to strengthen its focus on continuous improvement and student success. The contract for 2008-2009 includes a focus on literacy, school completion, aboriginal success, and programs to support early learning.

Trustees expressed to Assistant Superintendent Johnson their appreciation for the work done in preparing this report. Superintendent Lewis noted that the report goes to the ministry by July 15

C.3. North Vancouver School District Achievement Contract 2008/09 (continued)

and the ministry will then provide feedback – perhaps timed with a fall visit by the Superintendent of Achievement.

Moved by V Vinaric

that the *North Vancouver School District Achievement Contract 2008-2009* as set out in Schedule C.3. of the Administrative memorandum of June 17, 2008, be adopted.

Seconded by P Heal

Carried

C.4. District Literacy Plan

With their agenda packages, Trustees received a copy of the District Literacy Plan.

Superintendent Lewis introduced this item and invited Joanne Robertson, District Principal – Program Services, to provide an overview of North Vancouver School District's *District Literacy Plan*.

British Columbia's Boards of Education are required, by legislation, to prepare and submit to the Minister of Education by July 15th of each year an annual District Literacy Plan with respect to improving the accessibility of all citizens to literacy services and programs.

In the spring of 2007, the Minister of Education announced that school districts would be responsible for preparing an annual district literacy plan that would focus on four strategic components, also known as the *four pillars* of literacy:

1. Early literacy success for young children
2. Reading success in schools
3. Reading success for adults
4. Reading success for Aboriginal people

The District Literacy Plan is a statement of the North Vancouver Board of Education's commitment to work collaboratively with key community stakeholders to improve literacy for all residents of the North Shore. Through the process of developing a District Literacy Plan, and through our participation in the development of the North Shore Community Literacy Plan, our School District has gained a better understanding of the various perspectives on literacy throughout the community. Dialogue, positive working relationships and consensus building with our community partners over the past year have enabled the School District to identify specific needs and priorities that are reflected in the literacy goals we have established for each of the four pillars of literacy.

The 2008/09 plan contains sections on district and community context and demographics; alignment with the District Achievement Contract, alignment with the North Shore Community Literacy Plan; process for consultation with literacy stakeholders; goals and objectives to improve literacy locally; implementation and evaluation of actions; process for approval of the District Literacy Plan.

Ms Robertson remarked that the process of developing a District Literacy Plan has been enjoyable and intense. Appreciation was expressed for the contributions of members of the District Literacy Committee and the District Aboriginal Literacy Sub-Committee as well as the contributions of the various community partner groups.

Ms Robertson responded to Trustees' questions regarding the "reading round" program targeting Grade 9 students and buddy grade 2 students and the possibility of broadening the program;

C.4. District Literacy Plan (continued)

special needs students are addressed through all the District Literacy Plan's strategies and structures; as are the kindergarten students.

Moved by J Thornthwaite

that the Board approve the *District Literacy Plan* as presenting the next steps in the District's efforts to build on existing community partnerships that support and improve literacy initiatives in the North Shore communities.

Seconded by S Skinner

Carried

C.5. Sustaining School Working Committee – Annual Report – June 2008

John Lewis, Superintendent of Schools and Chair of the *Sustaining Schools Working Committee*, presented to the Board the *Committee's* June 2008 Annual Report. Copies of the report were included in the Trustees' agenda packages.

At its Public Meeting on February 17, 2007, the Board established a *Sustaining Schools Working Committee* to identify innovative concepts and potential opportunities to sustain schools within North Vancouver School District. The membership includes two Trustees and representatives from the North Vancouver Parent Advisory Council (2), North Vancouver Teachers Association (2), CUPE (2), Student Leadership Council (2), Elementary School Administrators (2), and Secondary School Administrators (2). The Committee has extended its membership to include a representative from the Recreation Commission and the two North Vancouver municipalities, the City and District.

Superintendent Lewis reviewed the Committee's Terms of Reference and touched on the January Progress Report that was presented at the Education and Programs Standing Committee meeting on February 5, 2008, and received by the Board at its Public Meeting on February 12, 2008. Credit was directed to the committee members for the tremendous amount of work that was accomplished this year and for their dedication.

Following his report, Superintendent Lewis responded to Trustees' questions regarding changes in course funding; feedback from the Towards the Future study group meetings; length of term for membership on the *Sustaining Schools Working Committee*; Windsor House; and programs of choice in regards to special education

Trustees' comments addressed the School District's commitment to school sustainability within North Vancouver School District and a comprehensive communications strategy from the community forum. In response to a Trustee's question regarding the *Matrix Report* and the author of the Ministry's 95% threshold figure for school enrolment; Secretary Treasurer Irene Young will clarify with Bill Wood, who prepared the *Matrix Report*.

Moved by V Vinaric

that the Board receive the June 2008 Annual Report of the *Sustaining Schools Working Committee* and that it be circulated to City Council and District council and NV Recreation Commission.

Seconded by J Thornthwaite

Carried

Due to the large agenda, at this point in the meeting the Chair called for a short break at 9:25 pm and the proceedings resumed at 9:33.

C.6. North Vancouver School District Vision

In their agenda packages, Trustees received copies of the *North Vancouver School District Vision*. John Lewis, Superintendent of Schools, introduced and presented the *Vision* to the Board of Education.

C.6. North Vancouver School District Vision (continued)

The Board of Education committed to build upon the existing mission, mandate and core values through a comprehensive consultative process designed to develop a long-term *Vision*. Commencing in the spring of 2007, the *Vision* design process incorporated elements of Appreciative Inquiry and featured broad consultation with partner groups and the community.

Individual presentations and input sessions were arranged with: the North Vancouver Parent Advisory Council, the North Vancouver Teachers' Association, the Aboriginal Advisory Committee, the Student Leadership Council, the Elementary and Secondary Principals and Vice Principals, the Student Services Department, the Safe and Caring Schools Committee, School Board Office staff, and other interested groups.

In addition, the Board extended this *Visioning Process* to the entire community during the fall of 2007 as the focus for the 5th Annual Community Forum, "*Creating an Inspiring and Collaborative Vision for Student Success*," held on November 1, 2007. The *Vision* was further developed to incorporate the feedback provided and was further refined by a representative group to create a concise *Vision*.

The School District's Executive Committee received the *Vision* and was pleased to provide it for the Board's consideration. Once the Board has received the *Vision*, a plan will be developed to broadly communicate the North Vancouver School District *Vision*.

On behalf of the Executive Committee, Superintendent Lewis expressed sincere appreciation for the wisdom and thoughtful comments that were contributed by staff, students, parents, and the community in the development of the *Vision* for the future.

Trustees' commented on the sense of ownership of the *Vision* resulting from the collaborative approach as well as how "*the natural place to learn*" will fit with the *Vision*.

Moved by S Skinner

that the Board adopt the *Vision* and assign the Superintendent of Schools to develop a communication plan for the North Vancouver School District *Vision*.

Seconded by J Thornthwaite

Carried

C.7. Windsor House Appreciative Inquiry

Trustees received in their agenda packages a copy of the report titled *Windsor House: Aspects of an Appreciative Inquiry*.

Superintendent John Lewis introduced this agenda item and invited Larry Johnson, Assistant Superintendent, to provide an overview.

In the fall of 2007, the North Vancouver School District contracted with Don Chapman to conduct an Appreciative Inquiry into the Windsor House Alternative Program. Mr. Chapman's work has always been characterized by a respectful attitude toward the individuals and groups whom he has approached for information.

The purpose of the Appreciative Inquiry was to provide individuals connected with the Program with an opportunity to enunciate the strengths of the Program and to envision possible future directions as identified by students and parents and staff.

C.7. Windsor House Appreciative Inquiry (continued)

Assistant Superintendent Johnson explained that data was recorded at small group discussions (focus groups) involving staff, parents and students. Focus group participants were encouraged first to brainstorm strengths and then to brainstorm aspects of a vision for the future. The intention of the study was not to make recommendations but to present fresh aspects for a balanced view of the Windsor House Alternative Program.

Assistant Superintendent Johnson and Superintendent Lewis responded to Trustees' questions regarding a communication strategy to clarify the North Shore community's understanding of the program; facilities in regards to co-housing; the working relationship between Windsor House Advisory Committee and district administration. Superintendent Lewis also pointed out the Board has taken the initiative to approach the Ministry for provision of funds for school facilities housing alternate programs.

Moved by V Vinaric

that the Board receive the report titled, *Windsor House: Aspects of an Appreciative Inquiry* as submitted to the Superintendent by consultant, Don Chapman.

Seconded by J Thornthwaite

Carried

C.8. BC Education Guarantee – Continuing Education or Face-to-Face Programs – Offering Courses to Graduated Adults

Superintendent John Lewis introduced this item and noted that the *BC Education Guarantee* assures that all students have ongoing access to courses required for high school completion and that all British Columbians who need it will have free, easy access to Adult Basic Education (ABE) through *LearnNowBC*.

As explained by the Superintendent, the BC Education Guarantee has three stages and the third phase of the *Education Guarantee* will provide access to free courses for graduated adults who enroll in continuing education or face-to-face programs. Provincial funding for free courses will be limited to the subject areas of computer studies, education and career planning, English, First Nations studies, mathematics, sciences, and social studies.

For Phase 3 of the *Education Guarantee*, the Board of Education must pass a motion and advise the Ministry of Education that it intends to provide tuition-free education to graduated adults who enroll in continuing education or face-to-face programs.

Superintendent Lewis responded to a Trustee question regarding graduation requirements for adults aged 19 years and over.

Moved by V Vinaric

that the Board exercise its discretion to provide tuition-free education to graduated adults who enroll in continuing education or face-to-face programs, contingent upon receipt of sufficient funding from the Ministry of Education.

Seconded by P Heal

Carried

C.9. Schedule of Elementary School Fees 2008/09

Trustees received with their agendas the Schedule of Elementary School Fees 08/09 for North Vancouver School District. The Superintendent introduced this item

Boards of Education may charge fees to students and parents for goods and services provided by the Board in accordance with the *School Act* [s. 82].

C.9. Schedule of Elementary School Fees 2008/09 (continued)

Compliance of The *School Act* provides the authority for boards to charge fees for goods and services, both as identified specifically within section 82 of the School Act, and as further guided by the definition of “goods and services” provided in the *School Regulation [265/89]*. The *School Regulation* additionally provides, for purposes of the Act, a definition for “educational resources materials”.

The North Vancouver School District Board of Education has developed Policy 706: School Fees, incorporating the requirements and provisions of the legislation. In accordance with Policy 706, North Vancouver School District elementary schools have established, reviewed and submitted their schedule of supplementary fees for the 2008-2009 school year. The schedule of supplementary school fees for elementary schools has been developed through consultation with teachers, parents (PAC) and the school administration. School fee proposals have been presented at individual PAC and School Planning Council (SPC) meetings and have been discussed and reviewed with those groups at each school.

Policy 706: School Fees further requires that the Superintendent of Schools reviews the schedule of school fees for all schools annually and provides the schedules to Trustees for their information. At the meeting, Assistant Superintendent Bryn Roberts presented the schedule of fees for elementary schools and noted that specifics on the fees would be available at the school level. The Assistant Superintendent responded to Trustees’ questions regarding the range of costs for student planners and diskettes as well as clarification on the term “optional” with regards to district programs.

C.10. FSA Report

Included in the Trustees’ agenda package was a copy of the *FSA Report* Document. Superintendent Lewis introduced this item.

The Ministry of Education has prescribed Foundation Skills Assessments in the areas of Writing, Reading and, Numeracy for students in Grades 4 and 7 since 2001.

Assistant Superintendent Larry Johnson outlined the report noting that there were many changes to the Provincial Foundation Skills Assessment practices for the 2007-2008 school year. The following changes were brought to the Trustees’ attention: the date of the assessment changed from May to February; parts of the assessments were written on-line; written responses were marked in the School District rather than at the Ministry; and written response booklets were sent home to parents with the students’ FSA results.

The Assistant Superintendent remarked on the challenges faced with the implementation of this year’s assessment and responded to Trustees’ questions regarding IT system crashes and slowdowns; equity of the testing vis a vis computer equipment at the sites; additional Ministry funding to implement the assessment; change in dates for administering the assessment. Following a Trustee’s suggestion, it was requested that the Secretary Treasurer contact other school districts in the province in regards to budget shortfalls in the FSA implementation.

Moved by J Thornthwaite

that the Board receive the *FSA Report* Document for their information.

Seconded by V Vinaric

Carried

C.11. Proposed Revised Policy 304: Anaphylaxis

Trustees received with their agendas Proposed Revised *Policy 304: Anaphylaxis* as well as the *Anaphylaxis Protection Order* for the Board’s reference.

C.11. Proposed Revised Policy 304: Anaphylaxis (continued)

John Lewis, Superintendent of Schools, introduced Proposed Revised *Policy 304: Anaphylaxis*, and outlined the proposed amendments.

In 2007, the Province enacted Bill M 210, *the Anaphylactic Student Protection Act*. As a result of the *Act*, the Ministry of Education brought into force the *Anaphylaxis Protection Order* (M232/07) requiring every school board to establish and maintain an anaphylactic policy setting out risk reduction strategies, a communications plan, and a mandatory regular training program.

The Ministry of Education published the *British Columbia Anaphylactic and Child Safety Framework* in September 2007. It provides a broad overview of the key elements required in district policy, procedures and guidelines to ensure appropriate and consistent management of anaphylaxis in the school setting and throughout the education system.

Based on the *Anaphylaxis Protection Order* and the *BC Anaphylactic and Child Safety Framework*, Ken Neale, District Administrator of Safe and Caring Schools, worked with Linda Buchanan, Program Coordinator – Child and Youth Team, Vancouver Coastal Health, to revise and align Board *Policy 304: Anaphylaxis* with the Ministry's guidelines. The District Health Committee reviewed the Proposed Revised Policy before it was presented to the School District's Policy Review Committee. The District's Executive Committee has also reviewed proposed revised *Policy 304: Anaphylaxis*.

Moved by S Skinner

that Proposed Revised *Policy 304: Anaphylaxis*, included with this Administrative Memorandum of June 17, 2008, be adopted effective June 18, 2008.

Seconded by J Thornthwaite

Carried

C.12. Proposed Revised Policy 410: School Planning Councils

Superintendent Lewis introduced Proposed Revised *Policy 410: School Planning Councils* copies of which were included in the Trustees' agenda packages.

Assistant Superintendent Bryn Roberts provided background concerning changes to the School Act and the role of the school planning council. As a result of these changes, Assistant Superintendent Roberts in consultation with the SPC District Steering Committee, reviewed and incorporated the amendments into Proposed Revised *Policy 410: School Planning Councils*. The former "Accountability Contract" has been replaced with the current "Achievement Contract" in the proposed Policy.

The School District's Policy Review Committee and the District's Executive Committee have reviewed the proposed revised *Policy 410: School Planning Councils*.

Superintendent Lewis noted that since the Ministry has not yet provided a definition of academies; the School District is not offering specialty academies but pilots.

Superintendent Lewis and Assistant Superintendent Roberts responded to Trustees' questions regarding fees for additional resources and materials going to the site location of the pilot; the role of the Sustaining Schools Working Committee in communicating pilot program information to the schools and the approval of fee structure by the SPC.

Moved by V Vinaric

that Proposed Revised Policy 410: School Planning Councils, be adopted as recommended by the Policy Review Committee on May 29, 2008, be adopted effective June 18, 2008.

Seconded by S Skinner

Carried

C.12. Proposed Revised Policy 410: School Planning Councils (continued)

Moved by S Skinner

that the Public Board meeting continue past 10:30 pm.

Seconded by J Thornthwaite

Carried

C.13. Proposed Revised Policy 406: Complaints Concerning Personnel, Programs or Procedures

John Lewis, Superintendent of Schools, introduced proposed revised *Policy 406: Complaints Concerning Personnel, Programs or Procedures*, copies of which were included in the Trustees' agenda packages.

In 2007, Bill 20, the *School (Student Achievement Enabling) Amendment Act*, added the further right of appeal to a Superintendent of Achievement. Amendments to Section 11 of the *School Act* were brought into force on March 3, 2008 (BC Reg. 24/08). As a result of the changes to the Board's *School Act Appeals Bylaw*, Board *Policy 406: Complaints Concerning Personnel, Programs or Procedures* has been reviewed and revised to align it with the steps provided in the Board's *School Act Appeals Bylaw 906*. The proposed revised *Policy 406* provides a clearer and more defined structure of the steps and processes for handling complaints and disputes concerning personnel, programs or procedures.

When no procedures are provided in legislation, in an employee collective agreement, or elsewhere in Board policy for complaints, those complaints shall be normally channeled from complainant to employee, to the employee's immediate supervisor, and then to a senior administrator, e.g., Assistant Superintendent, Secretary Treasurer, Director and finally through to the Superintendent of Schools. The Board recognizes that employee decisions that do not significantly affect the education, health or safety of a student are within the final authority of the Superintendent as the Board's chief educational officer.

Under Section 11 of the *School Act* and the Board's *School Act Appeals Bylaw*, parents and students have the right to appeal to the Board a decision made by an employee of the Board, or the failure to make a decision, that significantly affects the education, health or safety of a student.

John Lewis, Superintendent of Schools, in consultation with District staff, prepared the proposed revisions to *Policy 406: Complaints Concerning Personnel, Programs or Procedures* and it was reviewed by both the School District's Policy Review Committee and the District's Executive Committee.

Moved by J Thornthwaite

that Proposed Revised *Policy 406: Complaints Concerning Personnel, Programs or Procedures*, included with this Administrative Memorandum of June 17, 2008, be adopted effective June 18, 2008.

Seconded by S Skinner

Carried

C.14. June 3, 2008 Meeting of the Education and Programs Standing Committee

Copies of the notes from the June 3, 2008 meeting of the Education and Programs Standing Committee were included in the Trustees' agenda packages.

Trustee Thornthwaite, Chairperson of the Education and Programs Standing Committee, reported on highlights of the meeting which took place at Leo Marshall Curriculum Centre. Trustee Thornthwaite extended thanks to Assistant Superintendent Larry Johnson for his work and diligence in putting together the panel discussion regarding the inclusion of students with special needs. Though differences of opinion were evident, there was a positive response for future discussion from the 50-60 attendees at the meeting. Assistant Superintendent Johnson reported

C.14. June 3, 2008 Meeting of the Education and Programs Standing Committee (continued)

that he will be working next year with Julie Parker, Director of Instruction – Student Services as of July 1, 2008; to establish a committee around student and parent needs.

C.15. Field Trips Secondary

The Chairperson gave an overview of field trips that are being planned for secondary school students as follows:

- Handsworth Secondary – field trip to San Diego, CA, USA (September 18 – 22, 2008)

C.16. Trustees' Reports

Due to the lateness of the hour, Trustees submitted written reports highlighting their activities on behalf of the Board as follows:

1. Meetings attended by Trustees included:
 - “Towards the Future For Schools” study group, Windsor and Seycove Family of Schools
 - Joint Use Planning Committee at Sutherland Secondary
 - Policy Review Committee meeting
 - Sustaining Schools Working Committee meeting
 - meeting with Chair of Parkgate Community Services
 - North Vancouver Recreation Commission meeting
 - Public Board of Education meeting
 - Education and Programs Standing Committee meeting
2. Events attended by Trustees included:
 - Sustainability Breakfast: BCIT: “Sustainability Education”
 - Parkgate Community Services: AGM and Community and Volunteer recognition
 - Lynn Valley day
 - North Vancouver Elementary Athletic Association Annual District Track Field meet, Swangard Stadium
 - Special assembly at Lynn Valley Elementary showcasing students' clay art projects
 - Brown Bag Lunch at Cedarview Care Home with Boundary Elementary grade 5/6 students and staff
 - NVSD Retirement Dinner: Farewell and Thank you for retiring staff, Capilano Golf and Country Club
 - Seymour Heights grand opening of their new playground
 - NV Recreation Commission Special Reception for Corporate Sponsors
 - Sutherland Artificial Turf Field and Track, Official Opening Ceremony hosted by the City of North Vancouver
 - Handsworth Secondary Graduation
 - School Planning Council District Steering Committee meeting
 - ELF (Early Learning Foundations) Steering Committee meeting
 - Seycove Secondary Graduation, valedictorian address and awards

D. Future Meetings

Prior to the meeting, Trustees received in electronic format from the Superintendent of Schools the proposed schedule of Public Board meetings for 2008/09. Superintendent Lewis reviewed the proposed schedule prepared in accordance with Board Policy 104: Board of Trustees – Meetings. The proposed schedule includes:

D. Future Meetings (continued)

- Regular Board Meetings
- Finance and Facilities Standing Committee Meetings
- Education and Programs Standing Committee Meetings
- a Special Board Meeting on October 14th to address the Ministry requirements for the receipt of the Organization of Classes Report on or before October 15, 2008; and
- a Community Forum on October 16, 2008

Future meetings of the Board were noted as follows:

Date and Time	Event	Location
Tuesday, September 9, 2008 at 7:00 pm	Finance & Facilities Standing Committee Meeting	Leo Marshall Curriculum Centre 810 W 21 st St, North Vancouver
Tuesday, September 23, 2008 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, October 7, 2008 at 7:00 pm	Education & Programs Standing Committee Meeting	TBA
Thursday, October 14, 2008 at 7:00 pm	Public Board Meeting – Special re Organization of Classes	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, October 28, 2008 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, November 4, 2008 at 7:00 pm	Finance & Facilities Standing Committee Meeting	Leo Marshall Curriculum Centre 810 W 21 st St, North Vancouver
Tuesday, November 25, 2008 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, December 9, 2008 at 7:00 pm	Inaugural Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, January 13, 2009 at 7:00 pm	Education & Programs Standing Committee Meeting	TBA
Tuesday, January 27, 2009 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, February 3, 2009 at 7:00 pm	Education & Programs Standing Committee Meeting	TBA
Tuesday, February 24, 2009 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, March 3, 2009 at 7:00 pm	Finance & Facilities Standing Committee Meeting	Leo Marshall Curriculum Centre 810 W 21 st St, North Vancouver
Tuesday, March 10, 2009 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, April 7, 2009 at 7:00 pm	Finance & Facilities Standing Committee Meeting	Leo Marshall Curriculum Centre 810 W 21 st St, North Vancouver
Tuesday, April 28, 2009 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, May 5, 2009 at 7:00 pm	Education & Programs Standing Committee Meeting	TBA
Tuesday, May 26, 2009 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, June 2, 2009 at 7:00 pm	Education & Programs Standing Committee Meeting	TBA
Tuesday, June 9, 2009 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, June 23, 2009 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver

D. Future Meetings (continued)

Superintendent Lewis noted that a second board meeting has been introduced in June to accommodate all the reports required by the ministry for July 15, 2008. Some juggling of meetings was required due to the upcoming Municipal Election taking place in November 2008. This has resulted in four Finance and Facilities meetings and five Education and Program meetings. If required an additional Finance and Facilities meeting may be added.

The tentative Board Meeting Schedule will be re-issued and posted to the Trustees electronically by the Superintendent along with a list of tentative topics for Education and Programs meetings and Trustee Workshops. Trustees were asked to review the schedule and advise Superintendent Lewis or Chairperson Dorais of any required changes.

E. Question Period

The Chairperson called for questions from the public on business conducted during the meeting.

There were no questions.

F. Adjournment

The established agenda being completed, the Chairperson adjourned the meeting at 10:50 pm.

Certified Correct:

Irene Young
Secretary Treasurer

Chris Dorais
Chairperson, Board of Trustees

Date

Date