



## ADMINISTRATIVE MEMORANDUM

**Meeting Place:**

Board Room  
 North Vancouver School District  
 721 Chesterfield Avenue  
 North Vancouver, British Columbia

**Format and Date:**

PUBLIC BOARD MEETING  
 Tuesday, November 15, 2011 at  
 7:00 pm

			Estimated Completion Time
A.	Call to Order		
A.1.	Chairperson Stratton'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 October 25, 2011 be approved as circulated)	(no schedule)	7:15 pm
B.	Action Items		
B.1.	<i>Artists for Kids Trust</i> – 2010-2011 Annual Report		7:30 pm
B.2.	Community Learning Program - Summary and Location Recommendation		8:20 pm
B.3	Local School Calendar 2012/13		8:40 pm
B.4.	Proposed Revised Policy 101: Board of Education – Role and Function Proposed New Policy 107: Board of Education – Stipend, Resources and Expenses		9:00 pm
B.5.	Proposed Revised Policy 303: Student Health Services and Medication Management		9:10 pm
B.6	Community Use of School District Facilities – Final Report		9:25 pm



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Tuesday, November 15, 2011 at  
7:00 pm

		Estimated Completion Time
	(continued)	
C.	Information and Proposals	
C.1.	Field Trips - Out of Country	9:25 pm
C.2.	Superintendent's Report	9:30 pm
C.3.	Trustees' Reports	9:35 pm
C.4.	Presentation to Outgoing Trustees	9:45 pm
D.	Future Meetings	(no schedule) 9:45 pm
E.	Public Question & Comment Period	10:05 pm
F.	Adjournment	(no schedule) 10:05 pm

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

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Irene Young  
Secretary Treasurer

Schedule .A.3..  
of the  
Administrative Memorandum

Meeting Date:            November 15, 2011             Board             Board, in camera

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

**Narration:**

In accordance with Board Policy 104: Board of Education – Meetings (June 23, 2010 revision), the Board provides a (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.

## 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 Board Room of the School Board Office at 721 Chesterfield Avenue in North Vancouver, British Columbia on Tuesday, October 25, 2011.

**PRESENT:** F. Stratton, Chairperson  
B. Forward, Vice Chairperson  
H. Back  
S. Bouman  
L. Buchanan  
S. Skinner  
M. Tasi

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### A.1. Call to Order

Chairperson Stratton called the meeting to order at 7:00 pm and welcomed those in attendance with acknowledgement of the District Student Leadership Council representatives attending: Sutherland students Suvendra Anandalingam and Erin O'Connell.

### A.2. Approval of Agenda

Moved by S. Skinner  
that the agenda be adopted.  
Seconded by B. Forward

Carried

### A.3. Public Comment Period

There were no persons wishing to speak.

### A.4. Approval of Minutes

Moved by L. Buchanan  
that the minutes of the public meeting of October 11, 2011 be approved as circulated.  
Seconded by S. Bouman

Carried

### B.1. Class Size Regulation Report 2011/2012

John Lewis, Superintendent of Schools, presented the *Class Size Regulation Report 2011/2012* that complies with the Ministry's *Class Size Regulation*, BC Reg. 245/02 (School Act, section 76.1) and must be submitted to the Minister of Education by October 30, 2011. This is a companion report to the *Organizations of Classes Report 2011/2012* presented at the Board meeting of October 11, 2011. It was noted that the copy of the report in the package has been slightly adjusted once the data retrieved by a software application was verified. The Actual Aggregate Average for Grades 8 to 12 has been adjusted from 26.5 to 26.4.

The *Class Size Regulation Report 2011/12* for North Vancouver School District contains the following information as of September 30, 2011:

- the average class size, in the aggregate, for kindergarten, grades 1 to 3 and grades 4 to 12 is in accordance with the regulation;
- there are a total of 57 classes with kindergarten students ranging in size from 10 to 22. No classes exceed the allowable maximum of 22;
- there are 163 classes with grades 1 to 3 students (including Grade 3 & 4 combined classes) ranging in size from 10 to 24. No classes exceed the allowable maximum of 24.

The Board thanked the Superintendent and staff involved with the preparation of the report.

**B.1. Class Size Regulation Report 2011/2012 (continued)**

Moved by B. Forward

that the Board of Education receive and approve the *North Vancouver School District Class Size Regulation Report 2011/2012*, as appended to Schedule B.1., and in compliance with the *Class Size Regulation*, B.C. Reg. 245/02, and under the authority of the *School Act*, section 76.1.

Seconded by H. Back

Carried

**B.2. Report and Recommendations of the Career Education Development Advisory Committee – October 6, 2011**

Trustees received with their agendas a copy of the *Report and Recommendations of the Career Education Development Advisory Committee – October 6, 2011*.

John Lewis, Superintendent of Schools, introduced this item and noted that the Career Education Development Advisory Committee's report was presented to the October 11, 2011 meeting of the Education and Programs Standing Committee.

Superintendent Lewis invited to the table Steve Garland, Carson Graham Secondary Principal and Committee Chair; Marcia Garries, Administrator, Learning Services; and Monty Bell, Director of Learning Services. As the Board had previously received a presentation on the four primary goals and recommendations for consideration, the meeting was opened up to Trustees' questions and comments. Highlights of the discussion included: outcomes and measurable improvements, including increasing the number of students enrolled in Secondary School Apprenticeship (SSA) programs; more exposure to applied skills in Grades 8 and 9 career exploration classes to enhance career planning at the Grade 10 level; renewing community and business networks; memorandums of understanding with post secondary institutions; and communication out to students, parents and the community.

Moved by S. Bouman

that the Board receive the Report and Recommendations of the Career Education Development Advisory Committee – October 6, 2011, as attached to this Administrative Memorandum of October 25, 2011, and refer the Committee's recommendations to the Superintendent of Schools for implementation.

Seconded by L. Buchanan

Carried

The Board expressed appreciation to the presenters. An additional thank you was extended to Trustee Back for her ongoing support of career education.

**C.1. Review of Trustee Remuneration**

Secretary Treasurer Irene Young introduced this information item and made reference to Section 71 of the *School Act* which provides authority for the Board to authorize annually the payment of remuneration to the Chair, Vice Chair and Trustees. Trustees received with their agenda an "Analysis of Trustee Remuneration for Five Metro Vancouver Area Boards" as well as survey results compiled by the BCSTA regarding remuneration and benefits as well as compensation for mileage and meals.

The North Vancouver Board of Education last reviewed trustee remuneration in May of 2008 and passed the following motion at its meeting of May 27, 2008:

*"That the Board adopt new rates of trustee remuneration that maintains remuneration at 100% of the simple average of 5 School Districts identified as Coquitlam, Burnaby, Richmond, Delta and West Vancouver, effective October 1, 2007, the anniversary date of the last increase. The new rates per annum are: Chair - \$21,763; Vice Chair - \$20,495; Trustee - \$19,776."*

The Secretary Treasurer pointed out that the Board has fallen behind in compensation relative to the average of the five comparable school districts.

**C.1. Review of Trustee Remuneration (continued)**

In discussion following the presentation, Trustees noted that though the role of the trustee has grown and evolved, the timing was not right to adjust the remuneration given current labour negotiations. It was agreed that the item should be brought to the Finance and Facilities Standing Committee for consideration during the budget development process.

**C.2. 3-Year Operating Plan 2011/2014 – Supporting the 20-Year Strategic Plan**

With their agendas, Trustees received copies of the *3-Year Operating Plan 2011/2014*. The document is also available on the School District website at the following link:

[http://www.nvsd44.bc.ca/sitecore/content/SchoolStories/~media/PDF\\_uploads/BoardMeetings/2011\\_12/3YearOperatingPlan2011\\_14.ashx](http://www.nvsd44.bc.ca/sitecore/content/SchoolStories/~media/PDF_uploads/BoardMeetings/2011_12/3YearOperatingPlan2011_14.ashx)

Superintendent John Lewis introduced this item and noted that the Operating Plan is a 'companion' document to the *10-Year Strategic Plan*. Preliminary objectives and sample strategies were identified through the development of the *10-Year Strategic Plan* and refined with consideration of the input provided by partner groups. Together the series of operating plans in support of the Strategic Plan and the Strategic Plan itself serve as reference points for the future direction of North Vancouver School District.

The Executive Committee is responsible for the administration and management of the operating plans, from their development and implementation to their monitoring and reporting. In a presentation, members of the Executive Committee highlighted strategies for achieving specific objectives that are identified within the 2011-2012 Strategic Plan's goals. It was pointed out that the Operating Plan provides for a degree of flexibility in the implementation of strategies. Some will be addressed immediately, while others may be addressed in the second or third year. A formal progress report will be provided each spring, through the School District's Annual Community Report, with further progress reports being provided at the end of each school year. Updates will be provided throughout the year through the website, the *Superintendent's Blog* and more formal communication channels.

In response to Trustees' questions, further clarification was provided regarding the communication strategy and partner group engagement; annual reporting to the Board and ongoing monitoring and promotion of specialty programs out to the community.

Trustees thanked the Executive Committee for the presentation and the work that has been done in the development of the Operating Plan.

Superintendent Lewis advised that the evening's presentation would be available on the website. ([http://www.nvsd44.bc.ca/en/Trustees/~media/PDF\\_uploads/BoardMeetings/2011\\_12/3YearOperatingPlanPresentation20111025R.ashx](http://www.nvsd44.bc.ca/en/Trustees/~media/PDF_uploads/BoardMeetings/2011_12/3YearOperatingPlanPresentation20111025R.ashx))

**C.3. Community Learning Program and North Vancouver Learning Centre - Update**

John Lewis, Superintendent of Schools, introduced this agenda item. The establishment of the Community Learning Program (CLP) is the result of a staff recommendation and a Board decision, April 20, 2010, to consolidate all of the District's Alternate Education programs into a single program.

Superintendent Lewis invited to the table Assistant Superintendent Mark Jefferson and Director of Learning Services Monty Bell to provide an update with respect to the status and establishment of the Community Learning Program (CLP) for the 2012/2013 school year. Areas discussed included: addressing the needs of students from the present through transition, staffing and affiliated requirements, resources and requirements of space, program specifics, School District entry and exit requirements, School District and Community based support services and communication strategies. It was reported that three potential sites have been identified for the program: Lucas Centre/Leo Marshall Curriculum Centre, Balmoral and Plymouth as well as

**C.3. Community Learning Program and North Vancouver Learning Centre – Update (continued)**

consideration of a new site. Further information will be brought forward to the Board at its November 15, 2011 public meeting.

In response to Trustees' questions, further clarification was provided on the following:

- branding/naming currently being considered with decision concurrent to site selection
- in addition to a long range service disposition plan; costs associated with renovation of present identified sites as well as a new build will be presented at the November 15, 2011 public Board meeting
- criteria for inclusion of community partnership groups in support of resource team as well as referral programs
- through the involvement of youth engagement workers as well as youth activity workers, support will be provided to students not only during school but after school hours
- ongoing monitoring at (Sutherland) which houses the pilot "Choices" program
- career education/skills training will be included in programming options offered at the site
- each student entering the program will be assessed on an individual basis to ensure a successful transition

Concluding the presentation, Assistant Superintendent Jefferson noted, consistent with all new programs, that it will take up to five years for the Community Learning Program to achieve its full operational status. New programs need to be monitored and assessed on an ongoing basis.

Trustees thanked Mr. Jefferson and Mr. Bell for their presentation and the thoughtfulness that has been demonstrated in the development of the program.

**C.4. Proposed Local School Calendar 2012/13 – Communication Update**

Included in the Trustees' agenda packages were copies of the Board Proposed Local School Calendar 2012/2013 and the *SchoolConnects* Local School Calendar Message of October 14, 2011.

John Lewis, Superintendent of Schools, introduced this agenda item and provided an overview of the communication that has taken place since the Board's resolution of September 27, 2011 to give notice of its intention to consider a variation of the standard school calendar. Further, a reminder will be sent out that the Board will consider the Proposed Local School Calendar 2012/2013 for adoption at the Public Board meeting of Tuesday, November 15, 2011.

**C.5. BC School Trustees Association Recognition of Long-Serving Trustees**

In honoring Trustees for their years of service, the BC School Trustees Association (BCSTA) recognizes the dedicated service and important work done by Trustees on behalf of their communities. On behalf of BCSTA, Chair Franci Stratton recognized Trustee Susan Skinner for her six years of service on the Board of Education of School District No. 44 (North Vancouver).

In acknowledgement, Trustee Skinner thanked the Board for an outstanding term of office and extended appreciation to the School District's staff and partner groups.

**C.6. Tuesday, October 11, 2011 Meeting of the Education and Programs Standing Committee**

Copies of the meeting notes from the October 11, 2011 meeting of the Education and Programs Standing Committee were included in the Trustees' agenda packages.

**C.6. Tuesday, October 11, 2011 Meeting of the Education and Programs Standing Committee (continued)**

Having previously reported at the October 11, 2011 public Board meeting, Trustee Sheila Bouman, Committee Chair, reminded those in attendance that the next Education and Programs Standing Committee will take place on November 22, 2011 at 4:00 pm. Presentation topics will include the Superintendent's Report on Achievement as well as a report from the District Fine Arts Committee.

**C.7. Out of Country Field Trips - Secondary**

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

- Windsor Secondary School – field trip to New York, NY, USA (November 16 - 20, 2011).

**C.8. Superintendent's Report**

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

- North Vancouver School District hosted 30 educators and politicians from Gothenberg, Sweden
- Nearly 450 parents attended the Kindergarten information night
- Recognition of World Teachers' Day on October 5, 2011
- Opening of the Windsor Sports Complex and re-opening of Ridgeway Elementary
- Organization of Classes Report 2011/2012

**C.9. Trustees' Reports**

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

1. Meetings attended by Trustees included:

- Public Board meetings
- In-Camera Board meeting
- Board Planning meeting
- Towards the Future for Schools Standing Committee meeting
- Education and Programs Standing Committee meeting
- Career Education and Development Advisory Committee meeting
- Policy 101 – review committee meeting
- Meeting with Minister Naomi Yamamoto
- Visits to Carson/Balmoral and Windsor Families of Schools (FOS)
- BCSTA Provincial Council meeting which included a comprehensive presentation by Minister Abbott on Distributed Learning and the new BC College of Teachers

2. Events attended by Trustees included:

- Tour of Carson Graham and Education Services Centre with Minister Abbott & MLA's Thornthwaite and Yamamoto
- Official Re-Opening of Ridgeway Elementary School. Trustee Buchanan was acknowledged for her contribution to this project. Thanks were also extended to Ian Abercrombie, Director of Facilities and Planning, and Mark Thomson, Project Manager.
- Board of Education meeting with Minister Abbott following Ridgeway event
- Bubble Bash – NS Girls' Soccer Club
- Joint official opening of the Windsor Sports Complex (NVSD/NVSD/NSGSC). It was noted that this facility exemplifies partnership and commitment
- Signing of the North Shore Congress "Child and Family Friendly Charter" at the Ambleside Park Child Care Centre
- Open House – MLA Naomi Yamamoto

**C.9. Trustees' Reports (continued)**

- Squamish First Nations "Family Night" at the Chief Mathias Joe Centre
- Trustee Liaison tour of Carson Graham project and visit to Queen Mary School, temporarily housed at the Cloverly site.
- Vancouver Board of Trade – Real Estate Panel Luncheon

**D. Future Meetings**

Future public meetings of the Board are confirmed as follows:

Tuesday, Nov 22, 2011 at 4:00 pm	Education & Programs Standing Committee	Leo Marshall Curriculum Centre 810 West 21 <sup>st</sup> St, N Vancouver
Tuesday, Dec 6, 2011 at 7:00 pm	Public Board Meeting (Inaugural)	Leo Marshall Curriculum Centre 810 W 21 <sup>st</sup> Street, N. Vancouver
Tuesday, Jan 10, 2012 at 7:00 pm	Towards the Future for Schools Standing Committee	Leo Marshall Curriculum Centre 810 W 21 <sup>st</sup> Street, N. Vancouver
Tuesday, Jan 24, 2011 at 7:00 pm	Public Board Meeting	Board Room – School Board Office 721 Chesterfield Ave, N. Vancouver
Tuesday, Jan 31, 2012 at 7:00 pm	Finance & Facilities Standing Committee	Leo Marshall Curriculum Centre 810 W 21 <sup>st</sup> Street, N. Vancouver

**E. Public Question and Comment Period**

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

- Regarding page 3 of the Operating Plan, Cindy Gerlach, NVPAC Chairperson, brought to the Board's attention the strategy third from the bottom and asked if the wording could be changed.

**F. Adjournment**

The established agenda being completed, the Chairperson adjourned the meeting at 9:50 pm.

Certified Correct:

\_\_\_\_\_  
Irene Young  
Secretary Treasurer

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Schedule .B.1..  
of the  
Administrative Memorandum

Meeting Date: November 15, 2011  Board  Board, in camera

Topic (as per the Memorandum): **Artists for Kids Trust – 2010-2011 Annual Report**

**Narration:**

In accordance with reporting requirements set out in *Policy 105: Artists for Kids Trust*, the Trust Management Committee is required to submit its Annual Report to the Board of Education in the fall of each year.

The *Artists for Kids Trust's 2010/11 Annual Report* covers the preceding financial year (July 1, 2010 to June 30, 2011) and includes:

1. Summary of programs and services provided to students and the community 2010-2011
2. Statement of Financial Position as of June 30, 2011
3. Statement of Operations for the year ended June 30, 2011
4. Curatorial activities; acquisitions and editions published
5. Sales, marketing and promotion activities
6. 2011-2012 development activities.

For the Board's reference, *Policy 105: Artists for Kids Trust* and the *Artists for Kids Trust's 2010/11 Annual Report* are attached to this Administrative Memorandum of November 15, 2011.

Yolande Martinello, Director of the Artists for Kids Trust and District Administrator of Fine Arts, will introduce and summarize the *Annual Report* and Audited Financial Statements, and respond to questions from Trustees.

**Attachments:**

Artists for Kids Trust 2010/11 Annual Report  
Financial Statements of School District No. 44 (North Vancouver) – Artists for Kids Program, Year ended June 30, 2011  
Policy 105: Artists for Kids Trust

# 2010 ~ 2011 ANNUAL REPORT



*twenty one years and growing*

**Submitted to the North Vancouver Board of Education  
November 15, 2011  
on behalf of the Artists for Kids Management Committee**

John Lewis, Chairperson  
Yolande Martinello, Director  
Richard Savage, Wing Chow, Bill MacDonald  
Ken James, Georgia Allison, Daylen Luchsinger  
Elizabeth Bell, Jean Mill, Mary Shaughnessy  
Sean Clancy, Paul Killeen

## 2010 ~ 2011 Annual Report Contents

section one	Programs Summary
section two	Statement of Financial Position
section three	Statement of Operations
section four	Curatorial Activities
section five	Sales, Marketing and Promotion Activities
section six	2011-2012 Development Activities

*Appendix 'A'*                      *annual print sales activity report*

*Appendix 'B'*                      *audited financial statements of the Artists for Kids*

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### 1. Programs Summary

#### **18th Annual Paradise Valley Summer School of Visual Art**                      *July , 2010*

- artists Patricia Johnston and Victor Cicansky inspired all with their contributions
- instruction involved elementary and secondary teacher teams from North Vancouver
- 19 bursaries and 4 scholarships were awarded to students from needy families
- Total enrolment: 131 (*75 elementary, 56 secondary*)

#### **Young Artists of the Week**                      *July 2010 ~ June 2011*

- 50 students from North Shore Public and Private schools were profiled in the popular North Shore News feature which illuminates their wonderful skills and abilities

#### **AfK Academy**                      *September 2010 ~ June 2011*

- 29 Grade 10, 11 & 12 students from Carson Graham and Balmoral secondary schools were enrolled in the "Board Authorized" academy course taught by Teresa Anton-Marlowe
- field trips to art galleries, artist studios, a master class with artist Ron DenDaas and a year-end exhibition in the Seymour Art Gallery added to the richness of the program

#### **Windows to Canadian Art ~ Gallery Program**                      *October 2010 ~ June 2011*

- 56 groups including North Vancouver Grade 5 and Secondary classes and several West Vancouver and Private schools participated in full day programs (*approx. 1,400 students*)
- model art lesson instruction was provided to 56 teachers in this unique hands-on gallery experience

#### **After•School•Art**                      *October 2010 ~ June 2011*

- 37 courses operated in North Vancouver schools, West Vancouver schools and at Capilano University
- total K-12 enrolment: 618
- provided *Teaching Assistant* work experience for a team of 28 senior art students
- 16 bursaries were awarded to students from needy families
- each student's work was exhibited in a celebration in the AFK Gallery

*Cover: Artist patron Ross Penhall talks with students in the AFK gallery*

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## Programs Summary cont.

### **Penhall's Studio Exhibition**

*April 17 ~ May 13, 2011*

- an exhibition by AFK patron Ross Penhall and his presence in a purpose built studio in the centre of the gallery thrilled visitors as they interacted with the artist and observed him in the act of painting
- 1545 students K-12 and 1223 adults visited the exhibition
- a team of 47 retired teachers and community volunteers assisted with the gallery visits
- in-service orientations provided teachers with inspiration and skills to work with "Penhall" themes
- 24 classes and their teachers participated in tours that included workshops

### **Heather Aston Enrichment**

*November 2010 ~ April 2011*

- 48 Grade 7 students and 28 Grade 8 students from North Vancouver schools explored painting and printmaking with Vancouver artist Heather Aston and a team of AFK teachers. Their work was exhibited in a celebration in the AFK Gallery in June.

### **Fashion Photography Career Experience**

*April ~ May 2011*

- 24 senior students from 7 North Shore secondary schools participated in a 4-day enrichment program featuring world renowned commercial photographer Victor John Penner and a team of teachers led by Sean Clancy, Secove Secondary
- students profiled the collection of Vancouver designer Carlie Wong
- 6 students competed for placement in a two-page profile published in the North Shore News
- work from each student was exhibited in the AFK Gallery on June 8
- 2 digital media students documented the 4 days producing an exceptional short film

### **Art From 44 Student Art Exhibition**

*May 12 ~ 24, 2011*

- 36 schools / 540 students participated in the annual School District Art Show in Capilano Mall that provided a colourful window to classrooms for the community at large

### **Direct Classroom Support**

*September 2010 ~ June 2011*

- AFK program facilitator Valerie Batyi worked with many teachers providing model lessons and instruction in their classrooms to assist them in offering quality art education to their students

### **Scholarships**

*June , 2011*

- the School District's finest Visual and Performing Arts graduates were honoured with \$1,000 scholarships in honour of the Trust's first four patrons

Gordon Smith Award: Vannesa Buck, Handsworth

Bill Reid Award: Veidre-Lanor Moore, Carson

Jack Shadbolt Award: Lyndsey Bourne, Secove

Robert Bateman Award: Craig Stevenson, Windsor

## 2. Statement of Financial Position

June 30, 2011, with comparative information for 2010

	2011	2010
<b>Assets</b>		
<b>Current Assets:</b>		
Accounts receivable (note 3)	\$ 116,635	\$ 147,441
Prepaid expenses	23,024	7,387
Print inventory for resale	196,318	183,859
	<u>335,977</u>	<u>338,687</u>
Accounts receivable (note 3)	36,845	37,309
Permanent collection of artwork	1,456,580	1,338,543
	<u>\$1,829,402</u>	<u>\$1,714,539</u>
<b>Liabilities and Net Assets</b>		
<b>Current Liabilities:</b>		
Deferred revenue	\$ 79,633	\$ 77,110
Due to North Vancouver School District (note 4)	242,293	233,209
	<u>321,926</u>	<u>310,319</u>
<b>Net Assets:</b>		
Investment in permanent collection of artwork	1,456,580	1,338,543
Internally restricted - Legacy Fund	50,896	65,677
	<u>1,507,476</u>	<u>1,404,220</u>
	<u>\$1,829,402</u>	<u>\$1,714,539</u>

*See Appendix 'B' audited financial statements and accompanying notes.*

### 3. Statement of Operations

Year ended June 30, 2011, with comparative information for 2010

	2011 Budget	2011 Actual	2010 Actual
<b>Revenue:</b>			
Sale of prints	\$ 225,500	\$ 304,796	\$ 307,025
Less:			
Sales discounts	31,500	46,710	59,319
Sales commissions	12,500	2,294	1,255
	181,500	255,792	246,451
Cost of sales	30,000	49,894	72,276
	151,500	205,898	174,175
Donations	82,500	198,459	146,279
After school program fees	55,500	66,216	57,882
Summer program fees	86,875	83,543	82,328
Gallery program fees	1,000	1,650	2,480
Miscellaneous	9,125	1,551	2,858
	386,500	557,317	466,002
<b>Expenses:</b>			
Salaries and benefits	114,100	106,052	133,303
After school program	55,000	66,658	64,523
Enrichment program	35,625	43,265	50,003
Summer program	90,000	104,397	94,175
Exhibitions	10,000	3,198	11,893
Scholarships	12,000	5,400	5,400
Professional fees	5,700	53,042	8,416
Promotion	40,000	45,982	44,981
Insurance	4,500	5,817	4,055
Credit card fees	4,000	5,714	6,701
Travel	3,000	7,701	5,362
Supplies	2,500	6,835	4,613
	376,425	454,061	433,425
Excess of revenue over expenses	\$ 10,075	\$ 103,256	\$ 32,577

*See Appendix 'B' audited financial statements and accompanying notes.*



## 5. Sales, Marketing and Promotion Activities

### Gross Print Sales: \$304,796

- see Appendix 'A' for a monthly sales activity report

### www.artists4kids.com

- continues to build visibility with 1,899,147 annual hits. (*averaging 375 visits a day*)
- e/commerce applications for donations, registrations and print sales
- PDF downloads for Teaching Resources, After School Art, Summer Camps and artist/print information

### Sponsorships

- Smith Foundation
- TD Bank
- Kinder Morgan Foundation
- Rotary Club of Lions Gate
- Osterson's Framing
- Christopher Foundation
- Art Starts In Schools
- Beech Foundation
- The City of North Vancouver
- The District of North Vancouver
- Summerhill Management
- Polygon Homes
- RBC Foundation
- Contact Printing Ltd.
- Investors Group
- CUPE Local 389
- Lynn Valley Lions

### Partnerships

- West Vancouver School District
- Meadowridge Academy
- North Shore News
- The Idea Partner Marketing Firm
- Opus Framing and Art

### Media

- CBC Radio One
- Vancouver Sun
- The Outlook
- Canadian Art Magazine
- The Province
- The Shore 104.3
- North Shore News
- Preview Magazine



photo: grade 3 tangled wood

## 6. 2011 ~ 2012 Development Activities

### Honours

- continued scholarship awards for Paradise Valley Summer School of Visual Arts
- continue to highlight North Shore students as "Young Artists of the Week"
- continue the scholarship program for graduating North Vancouver School District students

### Programs

- continue to develop a Secondary Gallery program to connect with the secondary art curriculum
- continue to develop the Studio Art Academy program at Carson Graham Secondary School
- present two new "Artists Voice Series" featuring Roz Marshall and John Hartman
- support elementary and secondary talented students with enrichment opportunities
  - November/January      Grade 3 "Architecture" with local architects
  - January/February      Grade 8 "Architecture" with local architects
  - April/May              Fashion Photography Career Experience with Victor Penner
- continue *K-12 After School Art* course offerings on the North Shore
- develop curriculum resources to raise the profile of artist patrons in North Vancouver schools
- continue the successful Paradise Valley Summer School of Visual Art

### Marketing

- celebrate the 20th Anniversary of Artists for Kids with a multitude of activities with stakeholders
- develop curated AFK exhibitions for potential loan & travel throughout BC
- aggressively promote the sale of prints in school communities and to the community at large
- develop a "what's new" feature for the web site to profile more regular news of events and activities
- republish the multi-fold program brochure celebrating 20 years of "Bringing Art to Life"
- increase media presence for the program regionally, provincially and nationally
- profile the "AFK Alumni" successes to the community

### Revenue

- continue to expand the inventory of original prints for future releases
- develop/publish a portfolio of prints to be released with the opening of the new facility
- continue to provide leadership and support to the Gordon and Marion Smith Foundation
- aggressively pursue grants and donations from new corporate and community partners
- actively seek donations of art for the Permanent Collection and the new facility
- seek new high profile artist patrons to support the program

### Art Gallery Redevelopment

- continue to plan for relocation to the new Gordon Smith Gallery at the Lonsdale site
- continue to profile the Permanent Collection as a community resource and source of pride
- secure donor support for the development of a coffee table publication celebrating the Artists for Kids Collection
- seek corporate, government and community partners for the new Gallery
- develop a public art plan for the Lonsdale site

### New Print Publications

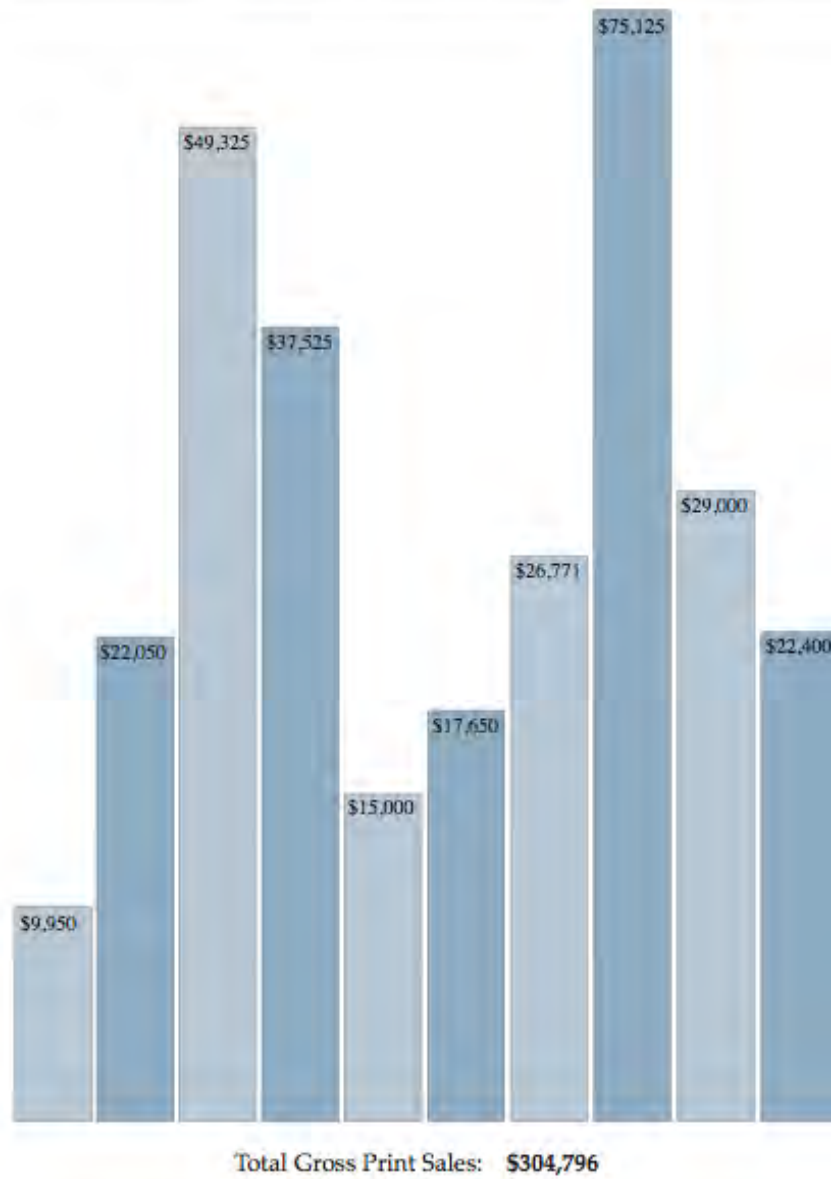
Roz Marshall, Wild Roses and Rambutans mixed media on paper, 35.5 x 28"	edition 65	release October 2011	(edition value: \$48,750)
John Hartman, Vancouver, 2011 etching on paper, 20 x 27.75"	edition 40	release March 2012	(edition Value: \$100,000)

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Appendix 'A'  
Monthly Print Sales Activity 2010 ~ 2011

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Financial Statements of

**SCHOOL DISTRICT NO. 44  
(NORTH VANCOUVER)  
- ARTISTS FOR KIDS PROGRAM**

Year ended June 30, 2011



**KPMG LLP**  
**Chartered Accountants**  
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800-730 View Street  
Victoria BC V8W 3Y7

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## INDEPENDENT AUDITORS' REPORT

To the Board of Education

We have audited the accompanying financial statements of School District No. 44 (North Vancouver) – Artists for Kids Program, which comprise the statement of financial position as at June 30, 2011, the statements of operations, changes in net assets and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



*Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of School District No. 44 (North Vancouver) – Artists for Kids Program as at June 30, 2011, and its results of operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

*KPMG LLP*

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Chartered Accountants

September 26, 2011

Victoria, Canada

# SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) - ARTISTS FOR KIDS PROGRAM

## Statement of Financial Position

June 30, 2011, with comparative information for 2010

	2011	2010
<b>Assets</b>		
<b>Current Assets:</b>		
Accounts receivable (note 3)	\$ 116,635	\$ 147,441
Prepaid expenses	23,024	7,387
Print inventory for resale	196,318	183,859
	<u>335,977</u>	<u>338,687</u>
Accounts receivable (note 3)	36,845	37,309
Permanent collection of artwork	1,456,580	1,338,543
	<u>\$1,829,402</u>	<u>\$1,714,539</u>

## Liabilities and Net Assets

<b>Current Liabilities:</b>		
Deferred revenue	\$ 79,633	\$ 77,110
Due to North Vancouver School District (note 4)	242,293	233,209
	<u>321,926</u>	<u>310,319</u>
<b>Net Assets:</b>		
Investment in permanent collection of artwork	1,456,580	1,338,543
Internally restricted - Legacy Fund	50,896	65,677
	<u>1,507,476</u>	<u>1,404,220</u>
	<u>\$1,829,402</u>	<u>\$1,714,539</u>

See accompanying notes to financial statements.

Approved on behalf of the Artists for Kids Program:

\_\_\_\_\_ Superintendent

\_\_\_\_\_ Secretary-Treasurer

# SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER)

## - ARTISTS FOR KIDS PROGRAM

### Statement of Operations

Year ended June 30, 2011, with comparative information for 2010

	2011 Budget (Unaudited)	2011 Actual	2010 Actual
<b>Revenue:</b>			
Sale of prints	\$ 225,500	\$ 304,796	\$ 307,025
Less:			
Sales discounts	31,500	46,710	59,319
Sales commissions	12,500	2,294	1,255
	181,500	255,792	246,451
Cost of sales	30,000	49,894	72,276
	151,500	205,898	174,175
Donations	82,500	198,459	146,279
After school program fees	55,500	66,216	57,882
Summer program fees	86,875	83,543	82,328
Gallery program fees	1,000	1,650	2,480
Miscellaneous	9,125	1,551	2,858
	386,500	557,317	466,002
<b>Expenses:</b>			
Salaries and benefits	114,100	106,052	133,303
After school program	55,000	66,658	64,523
Enrichment program	35,625	43,265	50,003
Summer program	90,000	104,397	94,175
Exhibitions	10,000	3,198	11,893
Scholarships	12,000	5,400	5,400
Professional fees	5,700	53,042	8,416
Promotion	40,000	45,982	44,981
Insurance	4,500	5,817	4,055
Credit card fees	4,000	5,714	6,701
Travel	3,000	7,701	5,362
Supplies	2,500	6,835	4,613
	376,425	454,061	433,425
Excess of revenue over expenses	\$ 10,075	\$ 103,256	\$ 32,577

See accompanying notes to financial statements.

# SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) - ARTISTS FOR KIDS PROGRAM

## Statement of Changes in Net Assets

Year ended June 30, 2011, with comparative information for 2010

	Investment in Permanent Collection	Internally Restricted Legacy Fund	Unrestricted	2011 Total	2010 Total
Balance, beginning of year	\$ 1,338,543	\$ 65,677	\$ -	\$1,404,220	\$1,371,643
Excess of revenue over expenses	-	-	103,256	103,256	32,577
Transfer to Internally Restricted Legacy Fund (note 5)	-	27,356	(27,356)	-	-
Invested in artwork:					
Purchases (note 5)	42,137	(42,137)	-	-	-
Donations	75,900	-	(75,900)	-	-
<b>Balance, end of year</b>	<b>\$ 1,456,580</b>	<b>\$ 50,896</b>	<b>\$ -</b>	<b>\$1,507,476</b>	<b>\$1,404,220</b>

See accompanying notes to financial statements.

# SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER)

## - ARTISTS FOR KIDS PROGRAM

### Statement of Cash Flows

Year ended June 30, 2011, with comparative information for 2010

	2011	2010
Cash provided by (used for):		
Operations:		
Excess of revenue over expenses	\$ 103,256	\$ 32,577
Items not involving cash:		
Donations to Permanent Collection	(75,900)	(48,630)
Net changes in non-cash operating working capital:		
Accounts receivable	31,270	(55,801)
Prepaid expenses	(15,637)	1,212
Print inventory for resale	(12,459)	28,288
Deferred revenue	2,523	(3,974)
Due to North Vancouver School District	9,084	83,275
	42,137	36,947
Investing:		
Additions to Permanent Collection	(42,137)	(36,947)
<hr/>		
Increase (decrease) in cash	-	-
<hr/>		
Cash, beginning of year	-	-
<hr/>		
Cash, end of year	\$ -	\$ -

See accompanying notes to financial statements.

# **SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER)**

## **- ARTISTS FOR KIDS PROGRAM**

### **Notes to Financial Statements**

**Year ended June 30, 2011**

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#### **1. Purpose of the Program:**

The Artists for Kids Program (the "Program") was established in 1989 through the cooperation of some of Canada's finest artists and the Board of Education of School District No. 44 (North Vancouver) (the "District"). The mission of the Program is to build a lasting legacy of visual arts programs for the children of British Columbia through the sale of original prints created by its artist patrons.

#### **2. Significant accounting policies:**

##### **(a) Basis of presentation:**

The accounts of the Program are included as a special purpose fund of School District No. 44 (North Vancouver) financial statements.

These financial statements include the direct accounts of the Program. Direct expenses of operating the Program are included in these financial statements. Indirect expenses for services, materials and office and gallery space are provided by the District and are not reflected in these financial statements.

These financial statements are prepared in accordance with Canadian generally accepted accounting principles.

##### **(b) Revenue recognition:**

The Program follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Sales of artwork are recognized as revenue when title passes to the customer. Program fees and related expenses are recognized when the programs are held.

Tuition and other fee revenue received before June 30 for the next year is recorded in the statement of financial position as deferred revenue.

##### **(c) Print inventory for resale:**

Print inventory for resale is valued at the lesser of cost of print production, recorded on a specific item basis, and net realizable value. Management's estimate of the market value of prints for resale is \$1,216,587 based on current retail prices.

# SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER) - ARTISTS FOR KIDS PROGRAM

## Notes to Financial Statements

Year ended June 30, 2011

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### 2. Significant accounting policies (continued):

(d) Permanent collection of artwork:

Additions of artwork to the permanent collection are recorded at cost if purchased, or fair market value based on appraisals if donated. The Program accepts donations of artwork and acquires original artwork from its own funds. During the year, purchases and donations totaled \$118,037 (2010 - \$85,577).

(e) Donated materials and services:

The Program receives donated materials and services from individuals and organizations, the value of which is not reflected in these financial statements, including approximately \$75,478 (2010 - \$76,763) in services, materials and office and gallery space provided by the District.

(f) Use of estimates:

Preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that impact reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from these estimates.

(g) Financial instruments:

Financial instruments consist of accounts receivable and Due to North Vancouver School District. It is management's opinion that the Program is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments are not determinable.

The Program has classified its accounts receivable as loans and receivables; amounts due to North Vancouver School District are classified as other liabilities, all of which are measured at amortized cost. The Program has continued to apply the financial instruments disclosure and presentation standards in accordance with Section 3861 of the Canadian Institute of Chartered Accountants Handbook.

(h) Future changes in accounting standards:

The Program will be required to adopt, on a retrospective basis, Public Sector Accounting standards issued by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants for the year beginning July 1, 2012. The impact of adoption of these standards is being evaluated and is not known or reasonably estimable at this time.

# **SCHOOL DISTRICT NO. 44 (NORTH VANCOUVER)**

## **- ARTISTS FOR KIDS PROGRAM**

### **Notes to Financial Statements**

**Year ended June 30, 2011**

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#### **3. Accounts receivable:**

Accounts receivable are non-interest bearing and are mainly amounts due from District employees for purchases of prints. These amounts may be collected by payroll deduction over a period of one to two years.

#### **4. Due to North Vancouver School District:**

The Program does not have its own bank account; funds received are pooled with District funds. All expenses are processed and paid and all receipts of cash are held on the Program's behalf by the District. Therefore, this special purpose fund does not record cash or accounts payable balances in these financial statements.

#### **5. Transfer to (from) Internally Restricted Legacy Fund:**

The Program has internally restricted net assets to establish a Legacy Fund to assist in the acquisition of artwork for the Program's permanent collection. During the year \$27,356 was transferred from operations to the Legacy Fund (2010 – \$16,053 was transferred to operations from the Legacy Fund). During the year \$42,137 (2010 - \$36,947) of the Legacy Fund was used to acquire artwork for the Program's permanent collection.

#### **6. Capital disclosures:**

The program defines capital to be net assets and the Program's objective when managing capital is to fund operations and additions to the permanent collection of artwork. Budgets are developed and monitored to ensure capital is preserved in accordance with available funding.

The Program is not subject to debt covenants or any other capital requirements with respect to funding. Funding received for designated purposes must be used for the purposes received. The Program has complied with the external restrictions on the funding provided.

#### **7. Budget figures:**

Budget figures included in the financial statements are not audited.

## **105 Artists for Kids Trust**

Revised: September 25, 2001

### **Policy**

The Board has established the *Artists for Kids Trust* (AFK Trust) in order to build a lasting legacy for visual arts programs for the children of British Columbia. The *AFK Trust* is made possible through the generous cooperation of some of Canada's finest artists. The *AFK Trust* has secured the right to sell original prints created by the artist patrons. The proceeds of these sales provide funds which are utilized to purchase and maintain a permanent collection of contemporary Canadian art and to support visual arts programs for students.

The Board has adopted the following objectives for the *AFK Trust*:

- to provide a wide range of fine arts enrichment opportunities for learners in North Vancouver schools
- to provide a variety of fine arts enrichment opportunities for learners in the community at large
- to provide scholarships to graduating students from North Vancouver schools who excel in the fine arts
- to acquire as an educational resource and for the community a permanent collection of contemporary art created by premier Canadian artists
- to raise funds for the *AFK Trust's* school and community programs
- to establish and administer a legacy fund to provide permanent enrichment opportunities for students

The Board has delegated the management of the *AFK Trust* to the *AFK Trust* Management Committee.

In the event of dissolution of the *AFK Trust*, any assets remaining after the satisfaction of the *AFK Trust's* liabilities shall remain with the Board for the purposes of maintaining the permanent collection owned at that time.

### **Administrative Procedures**

#### ***AFK Trust Management Committee***

The *AFK Trust* shall be managed by a *Trust* Management Committee consisting of the Superintendent of Schools (Chair), a managing director appointed by the Superintendent, and directors serving at the pleasure of the Board as follows:

Policy 105

Page 1 of 2

- four persons who are employed by the Board
- one person representing parents or guardians of students enrolled in the School District
- up to three persons representing the community and expressing interest in advancing the objectives of the *AFK Trust*.

Appointments to the *AFK Trust* Management Committee shall be for a two-year term and may be extended at the discretion of the Board. Where a vacancy occurs during the term, the Board may fill the vacancy for the remainder of the term.

The *AFK Trust* Management Committee shall meet regularly at the call of the Chair or at the request of a majority of the directors. A quorum shall be a majority of directors.

The managing director shall be supervised by the Superintendent and shall receive remuneration in accordance with the relevant contract of employment.

The *AFK Trust* Management Committee shall, in the spring of each year, recommend to the Board a budget of expected revenue and planned expenditures for the following financial year, and shall, in the fall, submit an Annual Report to the Board. The Annual Report shall cover the preceding financial year and include a statement of finances, programs/services provided, a summary of acquisitions and sales and marketing and development activities.

The *AFK Trust* Management Committee may, from time to time, establish *ad hoc* committees and shall define the terms of reference, composition and duration of such committees.

No director, save the managing director, shall receive remuneration for his or her services on behalf of the *AFK Trust*. Directors shall be reimbursed for out-of-pocket expenses incurred while carrying out authorized activities of the *AFK Trust*.

#### ***Financial Year and Operations***

The financial year of the *AFK Trust* shall begin on the first day of July and end on the thirtieth day of June. The financial operations of the *AFK Trust* shall be in accordance with accounting principles generally accepted for British Columbia school districts as prescribed or permitted by the Ministry of Education.

Schedule .B.2..  
of the  
Administrative Memorandum

Meeting Date: November 15, 2011  Board  Board, in camera

Topic (as per the Memorandum): Community Learning Program Summary and Location Recommendation

**Narration:**

The primary focus of the Community Learning Program is to best address the needs of students and support student achievement. The process leading to the initiation and development of the Community Learning Program commenced early in the 2009/10 school year, with a continued focus and commitment during the subsequent two school years. A summary of the program and a location recommendation will be featured in a presentation at the November 15 Public Board Meeting.

John Lewis, Superintendent of Schools, Mark Jefferson, Assistant Superintendent and Chair of the Community Learning Program Implementation Team, members of the District Learning Services team, and Patrick May, Architect with Pacific Atelier Ltd., will provide this presentation and the recommended location.

**Background**

**October 2009 – April 2010**

During the *Budget Challenge 2010* (Fall 2009) and the *Restructuring 2010* (Winter 2010) public consultations, the potential future configuration and delivery of Alternate Programs were identified as having potential for operational savings while also providing an opportunity to best address the needs of students and support student achievement.

The *Alternate Programs Working Group*, comprised of representatives of the programs, the partner groups, and the community, explored the options of consolidation, cohabitation, and closures, and identified a wide variety of alternatives within these options. In addition to identifying key aspects and positive attributes of the current alternate programs, there was also an opportunity to examine how mainstream schools may increase their capacity to support the learning and development needs of students.

The Working Group Findings and input provided through the *Restructuring 2010* and the *Budget Challenge 2010* consultation processes served to reinforce the need to maintain the student as the central focus for the design and delivery of educational programs. Additionally, there was an expressed need to reinforce the mandate of the Board to focus on student achievement and to improve graduation rates.

## Schedule ....B.2..... (continued)

Narration (continued):

### **April 20, 2010**

The Board of Education passed the following motion to provide the mandate for the Community Learning Program Committee:

*“that the Board proceed with the consolidation/closure of the Therapeutic Day Program, Third Step, Keith Lynn Alternate Secondary School, Windsor House and the Youth Learning Centre, effective as early as June 2011, and no later than June 2012, to be replaced by a new program, the North Vancouver Community Learning Program. Learning diversity will be offered within the umbrella of the program; designed to support student achievement, foster social/emotional learning, and enable alternate pathways to graduation. The program will provide a new image and identity that has an enhanced pedagogical foundation while retaining the best practices from all of the existing alternate programs. The new North Vancouver Community Learning Program is to be developed in consultation with partner groups and representatives of the current alternative programs and be prepared for program delivery at a suitable location commencing as early as September 2011, and not later than September 2012, and that the Board will ensure a successful transition process by providing an opportunity to celebrate and honour the rich, successful histories of the existing programs. The educational practices in the new program will enhance differentiated learning at schools throughout the district which will support and ensure smooth transitions to and from the new alternate program and district schools.”*

### **October 2010 – January 2011**

Fulfilling its mandate, the Community Learning Program Committee met six times and developed its recommendations to provide an organizational structure and framework that will successfully support the individual learning needs of at-risk students in the North Vancouver School District.

### **January 25, 2011**

The *Report of the Community Learning Program Committee* was received by John Lewis, Superintendent of Schools, for review. The Community Learning Committee determined that the new North Vancouver Community Learning Program will commence program delivery in September 2012. Transition processes were identified as a priority for further consideration and development. The Committee suggested that communication be provided to the constituents and partner groups at the earliest opportunity.

### **February 7, 2011**

A letter was distributed through *SchoolConnects* to all parents and guardians of students attending all Alternate Programs regarding the status of the development of the Community Learning Program. The following information was provided:

- o *The new alternate program will commence September 2012 at a suitable location that has appropriate space and community amenities*
- o *The new program will adhere to the BC Ministry of Education Alternate Program Policy*
- o *Current programs will be modified as necessary to comply with the Ministry's Alternate Program Policy*

## Schedule ...B.2..... (continued)

### Narration (continued):

- o *The program will be for Grades 9 through 12 and will be created to provide multiple pathways to graduation, school completion, career and post secondary learning*
- o *The new program will incorporate educational practices which enhance differentiated learning at all schools throughout our school district. It will support and facilitate smooth transitions between the new alternate program and all district schools.*
- o *The new alternate program will be designed over the coming months by a committee of experienced educators*
- o *The details of the transition processes for students from existing programs to the new program for September 2012 and for students from current programs to regular school programs will now be developed.*
- o *There will be further communication with parents in the coming weeks. We will be determining the level of transition support that will be needed for students choosing to transition to regular school programs for September 2011, and for those who will be transitioning to either the new alternate program, or regular school programs in September 2012.*

### **February 22, 2011**

The *Community Learning Program Report* was presented at the Public Board Meeting. The Board received the [Community Learning Program Report](#) and the [Community Learning Program Report – Recommendations and Implementation](#).

The *Community Learning Program Report* provided the recommendations of the Community Learning Program Committee, and the associated plans for implementation of the consolidated alternate program in support of our School District's continued commitment to enhance the learning experiences for all students.

The Superintendent accepted the Committee's *Report* and prepared a summary of *Recommendations and Implementation* of the *Community Learning Program Report*.

Specific recommendations were addressed; the Alternate Program Design Components Support to mainstream schools, Program location, Program enrolment, Program grade level and student age, a Program Design and Implementation Team, Transition processes, and communication to program constituents and partner groups.

*The Community Learning Program will be designed to provide an enhanced educational foundation to support student achievement, foster social/emotional learning, and enable alternate pathways to graduation. The program will also retain and incorporate the best practices from the School District's existing alternate programs, with a focus on 21<sup>st</sup> Century Learning, personalized learning, and multiple pathways for student success.*

*While a primary focus was the design and delivery of an alternate program, the Community Learning Program Committee also identified specific opportunities and strategies to strengthen the capacity of our mainstream schools to provide enhanced supports for all students, and to enable alternate pathways to graduation. The Community Learning Program Committee*

## Schedule ...B.2..... (continued)

Narration (continued):

*maintained its focus on improving the learning conditions for all students, whether attending an alternate program, or a mainstream school.*

A recommendation regarding the Program Location included within the *Recommendations and Implementation of the Community Learning Program Report* stated:

*Recommendation 5 (page 14) identifies facility and location requirements for the Community Learning Program. The Committee recommends that the program be housed in a building that provides specialized instructional spaces, including science labs, gymnasium, art/drama rooms, technology labs, and industrial shops. These facilities would provide opportunities for elective courses to support student success for graduation or school completion and to foster an improved sense of belonging. Careful consideration will also be given to the allocation of space for the provision of additional community-based 'wrap-around services,' as required by the student population; i.e. youth workers, counselors.*

*The recommendation also indicates that the program location should be easily accessible by public transportation.*

*Recommendation 5 is accepted and will be incorporated in the work plan of the Community Learning Program's Design and Implementation Working Team. A recommendation for the future location of the program will be included in the report of the Design and Implementation Working Team and provided to the Board of Education for its consideration no later than October 31, 2011.*

In the development of plans to assist with the transition of students from their current programs to the consolidated Community Learning Program it was acknowledged that the number of students involved in such processes was an important consideration. In consultation with students and parents, it was determined that a number of students would prefer to remain within the alternate program, while others wished to return to a mainstream school, or pursue other options. Consultation with the Windsor House community determined that other options were being explored to enable the continuation of the program, separate from the consolidated program being developed by the School District.

*There is uncertainty regarding the transition of students who are presently registered with the Windsor House Program. A Windsor House School Relocation Committee has advanced a proposal to the Gulf Islands School District to bring the Windsor House Program, Kindergarten through Grade 12, into the Gulf Islands School District.*

*The Superintendent of Schools for the Gulf Islands School District has confirmed that a proposal has been received and that it is presently being considered by the Gulf Islands Board of Education. The outcome of this proposal will have an impact on transition planning for our School District. In addition to the consultation with parents and guardians, ongoing communication with the Gulf Islands School District will continue to identify opportunities for collaboration and for the transition of students.*

Through collaboration and consultation between the Gulf Islands School District, the North Vancouver School District, and the Windsor House community, an agreement was achieved to assist with the transition of the Windsor House program and students to the Gulf Islands School District, effective July 1, 2011. Further consultation with the Windsor House parent community determined that a large majority of

## Schedule ...B.2..... (continued)

### Narration (continued):

Windsor House students (greater than 90%) would choose to be supported in their transition to the Gulf Islands School District.

The **Conclusion** to the *Community Learning Program Report – Recommendations and Implementation* highlighted the opportunity for the school district to further enhance the instructional program and support services provided to our students:

*Through the consolidation of the alternate programs, the School District is provided with the opportunity to create and design a program that will meet a broad spectrum of student needs and interests. This will enable the continuation of many of the positive attributes and best practices of existing programs in support of vulnerable students. The opportunity to design a new program to meet the diverse needs of students will also enable the implementation of enhanced instructional practices that will further support student achievement and contribute towards improved graduation rates.*

### **March 2011 – June 2011**

The Design and Implementation Team continued with the development of the Choices Program, an enhanced school-based support system for secondary students at mainstream secondary school, while also continuing its work on the Community Learning Program. The Choices Program is designed to provide for students prior to any transition to the Community Learning Program. Sutherland Secondary School is identified as the location for the pilot Choices Program to commence in September 2011/12. Over the course of the 2012/13 school year, the Choices Program will be progressively implemented at all secondary schools. Both the Community Learning Program and the Choices Program will be consistent with the Ministry of Education's Alternate School Program Policy.

### **June 21, 2011**

The Board of Education receives an update on the implementation of the School District's Community Learning Program and the site-based "Choices" Program.

### **June 29, 2011**

A letter to parents and guardians is distributed through *SchoolConnects* to provide a progress update on the development of the Community Learning Program and the Choices Program.

Acknowledging the anxiety and concern expressed by students and parents regarding the future of the program and its location, the School District reassures students and parents that the School District's Implementation Team and alternate program staff are aware of, and sensitive to these concerns. Support and communication will be provided to all of our students and parents over the coming months to alleviate any anxieties or concerns. The School District expressed its commitment to continue the work of the Implementation Team throughout the 2011/12 school year to ensure both a smooth and successful transition of students into the new Community Learning Program for September 2012.

## Schedule ....B.2.... (continued)

Narration (continued):

### **September 2011 – November 2011**

The Implementation Team continues its work to address the needs of students presently enrolled in our alternate programs, and those transitioning into, or out of, our alternate programs. In addition to establishing and supporting the implementation of the Choices Program at Sutherland Secondary, the Implementation Team also continues its research into successful programs and best practices in other school districts.

Ongoing meetings and communications continue with parents who have students enrolled in our alternate programs. Additionally, Staff are consulted and kept apprised of the consolidation process. All students enrolled in our alternate programs are having their academic and social progress reviewed over the next few weeks. Students will be engaged in conversations with their school administration and other necessary staff in order to ensure the best selection for their preference for their academic and social program for the 2012/13 school year. Further, we are presently engaged in collecting feedback from students regarding their interests for course selection for the 2012/13 school year.

The examination of potential sites for the Community Learning Program proceeds with the involvement of Pacific Atelier Architects Ltd. Sites are reviewed from various perspectives to determine their suitability to meet the needs of the educational program, community support services, and their potential to address further community needs.

### **October 25, 2011**

At the public Board of Education meeting on October 25, the Board was provided with a progress report on the Community Learning Program, highlighting the implementation timelines for both the School-based Choices Program and the District-based Community Learning Program.

### **October 26, 2011**

A letter to parents and guardians is distributed through *SchoolConnects* with an update, highlighting the information provided at the Public Board Meeting. The “Choices” program at Sutherland Secondary School is achieving a high level of success in creating a supportive learning environment, beyond the regular classroom, for students who face challenges in school.

The communication also highlights the Implementation Team’s work in addressing the needs of students presently enrolled in our alternate programs, and those transitioning into, or out of, our alternate programs during the 2011/12 school year. The schools and District are working together to ensure a smooth transition for our students by reviewing each student’s individual learning plan and making recommendations for placement for the 2012/13 school year.

The Implementation Team also reports its review of other school districts’ alternate programs, with a continued focus on maintaining the “best” aspects of our present alternate programs, while incorporating other recommended aspects of programs from other districts.

In regards to the location of the Community Learning Program, parents are informed that all available sites are being reviewed and a recommendation from staff will be put forward at the Board of Education for a decision at the public Board meeting on November 15, 2011.

## Schedule ....B.2..... (continued)

### Narration (continued):

John Lewis, Superintendent of Schools, Mark Jefferson, Assistant Superintendent and Chair of the Community Learning Program Implementation Team, members of the District Learning Services team, and Patrick May, Architect with Pacific Atelier Ltd., will provide this presentation and the recommended location.

Schedule .B.3..  
of the  
Administrative Memorandum

Meeting Date: November 15, 2011                       Board                       Board, in camera

Topic (as per the Memorandum): Proposed Local School Calendar 2012/13

Narration:

Under the *School Act*, on or before May 31 of each school year, the Board of Education must, in accordance with the provisions of the *School Calendar Regulation*, provide a school calendar for the following school year to every parent of a student in each of its schools/programs. The Board is required to operate each school in accordance with the published school calendar. The Board has two general options. First, it can adopt the Standard School Calendar for 2012/13. Alternatively, it can consider a variation to the Standard School Calendar for 2012/13.

During the past eight years, the North Vancouver School District has conducted regular calendar consultation reviews. Parents, school staff, Trustees, and the local community have requested an earlier decision in the school year and some consistency in the year-to-year calendar and between school districts.

At the Public Board Meeting on September 27, 2011, the Board passed a motion

*that the Board give notice of its intention to consider a variation of a standard school calendar and it be referred to the October 11, 2011 meeting of the Education and Programs Standing Committee for participant comment and discussion.*

The Standard School Calendar for 2012/13 provides for the closure of schools for Spring vacation from March 18 to March 22, 2013. The following week includes the Good Friday and Easter Monday statutory holidays. Extending the spring break by four days would result in a two week spring break in 2013. As in prior years, additional minutes (10) would be added to each school day to provide the required instructional time for the 2012/13 school year.

The School Calendar Regulation (BC Reg. 114/02) sets out the number of hours of instruction for Kindergarten, primary, elementary, and secondary schools. The hours of instruction do not include recesses, lunch periods, and other scheduled breaks between classes. In the 2012/13 school calendar year, the hours of instruction are:

Kindergarten to Grade 7	4.75 hours per day x 186 days of instruction
Grades 8 to 12	5.15 hours per day x 186 days of instruction.

If schools close for four additional days (March 25 through 28, 2012), schools will be required to add ten minutes to the school day.

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

### Narration (continued):

At the Education and Programs Standing Committee Meeting on October 11, 2011, a summary of the history of calendar reviews, consultation procedures, parent, staff, and community feedback, and calendar trends was provided for the meeting's participants. Questions and comments were addressed and the participants were provided with an opportunity to give written input on their suggestions and concerns regarding any changes to the Standard School Calendar.

The concerns regarding the impact of the adoption of a local school calendar were consistent with prior years: the impact on families, especially those with low income; the impact for students with special needs; making effective use of longer instructional days; and the potential impact on employees. Further considerations included the potential to examine year-round schooling, a balanced calendar with longer breaks during the year and a shorter summer break, and interest in research related to the impacts of the calendar on student achievement. It was recognized that more significant changes may result from collective bargaining or changes in provincial legislation.

In identifying the concerns regarding a local school calendar, discussion and input were also provided to consider how these concerns might best be addressed. An early decision will provide more time for all partner groups to make arrangements and plans as necessary. Additionally, an early decision will facilitate collaboration with community service agencies to develop programs to support students and families, where needed. As the current year includes a two-week spring break, we will be able to build upon the experience gained in 2011 and again in the spring of 2012 in working with our community partners. More time would also be available to consult with employee groups to address their identified concerns as well.

In accordance with the *School Calendar Regulation* and Board *Policy 904: School Calendar Bylaw*, there is a requirement to make public a proposed local school calendar for a period of 30 days before it can be considered for adoption. On October 14, 2011, a message was sent via *SchoolConnects* e-mail to parents/guardians and School District employees. All school administrators and administrative office support staff were provided with additional notice to broaden communication to each school community. This same message is posted on the School District's website at [http://www.nvsd44.bc.ca/en/sitecore/content/Updates/2012\\_13ProposedCalendar.aspx](http://www.nvsd44.bc.ca/en/sitecore/content/Updates/2012_13ProposedCalendar.aspx)

At the Public Board Meeting on October 25, 2011, the Board was provided with an update on the procedures and strategies for communicating information about the Proposed Local School Calendar 2012/13 to parents, students, staff, and the local community.

John Lewis, Superintendent of Schools, will introduce the Proposed Local School Calendar 2012/13.

### Attachment:

Proposed Local School Calendar 2012/2013

## BOARD PROPOSED LOCAL SCHOOL CALENDAR 2012/2013

DESIGNATION	2012/2013
Days in session	193
Minimum number of days of instruction	186
Maximum number of non-instructional days	6
Schools open	Tuesday, September 4, 2012
Thanksgiving Day Statutory Holiday	Monday, October 8, 2012
Remembrance Day Statutory Holiday	Monday, November 12, 2012
Schools close for Winter vacation	Friday, December 21, 2012
Winter vacation period	December 24, 2012 to January 4, 2013
Schools reopen after Winter vacation	Monday, January 7, 2013
Family Day (new statutory holiday)	Monday, February 18, 2013
Schools close for Spring vacation	Friday, March 15, 2013
Spring vacation period ( <i>includes 4 local calendar days</i> )	March 18 to 28, 2013
Good Friday Statutory Holiday	Friday, March 29, 2013
Easter Monday Statutory Holiday	Monday, April 1, 2013
Schools reopen after Spring vacation and Easter weekend	Tuesday, April 2, 2013
Victoria Day Statutory Holiday	Monday, May 20, 2013
Administrative Day	Friday, June 28, 2013
Schools Close for Summer Vacation	Friday, June 28, 2013
**Six non-instructional days (6) to be determined: Curriculum Implementation Day (1), district-based non-instructional days (3) and school-based non-instructional days (2)	

The Board PROPOSED Local School Calendar 2012/2013 reduces the number of days of instruction by four (4) days. Sufficient minutes (10) will be added to each day of the school year in order to meet the requirements of the Ministry of Education.

\*\*A school calendar, including the bell schedule and the two school-based professional days, will be made available to every parent in each District 44 school by May 31, 2012.



Schedule .B.4..  
of the  
Administrative Memorandum

Meeting Date: November 15, 2011  Board  Board, in camera

Topic (as per the Memorandum): Proposed Revised Policy 101: Board of Education - Role and Function  
and  
Proposed New Policy 107: Board of Education - Stipend, Resources, and Expenses

Narration:

The authority and responsibilities of boards of education are established by the Legislature of the Province of British Columbia. Through the *School Act*, the Legislature delegates responsibility for the public school system to the Ministry of Education and BC's sixty boards of education. Each locally-elected board of education attends to the delivery of public education within its individual area of jurisdiction. Each school district has its own unique organizational structure and culture. The culture of the Board of Education of School District No. 44 (North Vancouver) is defined by the local community and the Board's statements of mandate, vision, and values, and its goals and strategic plan.

Each board of education establishes its own policies, regulations, and administrative procedures. The North Vancouver Board of Education has defined its governance role through a series of policies, "Series 100 Governance and Foundations."

Proposed Revised *Policy 101: Board of Education – Role and Function* has received a thorough review. A committee, chaired by Irene Young, Secretary Treasurer, and consisting of Board Chair Franci Stratton, Trustee Linda Buchanan, Principal Bill Reid of Queen Mary Elementary School, and Jane Lagden Holborne, Secretary of the North Vancouver Parent Advisory Council (NVPAC), reviewed *Policy 101* and incorporated the proposed changes.

To provide clarity of purpose, all sections of the original *Policy 101* that relate to the Board's stipend, resources, and expenses were removed and incorporated into the new stand-alone *Proposed New Policy 107: Board of Education – Stipend, Resources and Expenses*. The sections that were removed from the original *Policy 101* remained intact; no modifications, additions, or deletions were made.

Proposed Revised *Policy 101: Board of Education – Role and Function* was modified to support the Board's role in the local delivery of public education in the City and District of North Vancouver. Trustees represent the public interest in public education, acting as liaison between the community and the education system. In alignment with the recommendations contained in the BC Comptroller General's *Report on the Vancouver School Board (School District 39)* in June 2010, sections were added on accountability, community engagement, planning, policy, Board/Superintendent relations, and Board development. Under the section relating to "Administrative Procedures," the roles of the Board Chair, Vice Chair, and Trustees were further defined.

## Schedule ....B.4..... (continued)

### Narration (continued):

Proposed Revised *Policy 101: Board of Education – Role and Function* and Proposed New *Policy 107: Board of Education – Stipend, Resources, and Expenses* were presented to the School District's Policy Review Committee for its review. The representatives of the committee include Trustees Barry Forward and Susan Skinner, representatives from the secondary and elementary school administrators (NoVA), the North Vancouver Teachers' Association (NVTa), the Canadian Union of Public Employees (CUPE local 389), parents (NVPAC), and the Student Leadership Council (SLC). After reviewing both *Policy 101* and *107*, the Policy Review Committee recommended that the incoming Board of Education (2011/14) review the Trustee Stipend within *Policy 107* and engage in the development of a Board Code of Ethics. This may be introduced as a new Board policy in the 100 Governance and Foundations series.

John Lewis, Superintendent of Schools, will introduce the Proposed Revised *Policy 101: Board of Education – Role and Function* and Proposed New *Policy 107: Board of Education – Stipend, Resources, and Expenses*.

### Attachments:

Proposed Revised *Policy 101: Board of Education – Role and Function*

Proposed New *Policy 107: Board of Education – Stipend, Resources, and Expenses*

## 101 Board of Education – Role and Function

Revised: September 25, 2001

Revised: October 24, 2007 (References to Board of Trustees changed to Board of Education)

Revised: May 28, 2008

Proposed Revised: November 15, 2011

### Policy

The Legislature of the Province of British Columbia has approved the *School Act* assigning certain powers and duties to locally elected Boards of Education. The Board of Education of School District No. 44 (North Vancouver) is comprised of seven members elected for a three-year term by the electors of the City of North Vancouver (three Trustees) and the District of North Vancouver (four Trustees) to govern the educational affairs of the School District.

The Board of Education of School District No. 44 (North Vancouver)'s purpose is to enable all learners within the school district to become literate, to develop their individual potential, and to acquire the knowledge, skills, and attitudes needed to contribute to a healthy, democratic, and pluralistic society and a prosperous and sustainable economy.

In accordance with the *School Act*, the Board is a corporate body with authority and responsibility to govern the local delivery of public education. Its authority and responsibility rest solely in the corporate Board. Individual Trustees have no individual authority.

The Board shall govern and exercise its decision-making authority within duly called and legally conducted Board meetings. All meetings will conform to the policy and procedures set out in Board Policy 104 Board of Education – Meetings.

The Board shall elect a Chair and a Vice-Chair with duties and responsibilities as described in the administrative procedures associated within this policy.

### Specific areas of responsibility

#### 1. Accountability

The Board shall:

- Act in accordance with all statutory requirements of federal and provincial legislation to implement educational standards and policies
- Be responsible for the improvement of achievement in the school district
- Establish policies governing the provision of education services in the school district
- Manage the school district's resources on behalf of the public and strive to improve its capacity to serve the public interest
- Conduct itself and its business in an environment that is free of prejudice, bias, and conflicts of interest
- Make fiscally responsible decisions on educational and budget matters

- Act as a body of final appeal regarding decisions that significantly affect the education, health, or safety of a student.

## Community Engagement

The Board shall:

- Make decisions that address the needs and demands of the entire school district
- Establish processes and provide opportunities for community input
- Strive to ensure stakeholders, the public and employees have access to full, accurate and clear information on Board decisions and actions
- Report the strategic plans and achievement of students and staff to the community, at least annually
- Promote two-way communication between the Board's partner and community groups, municipal, provincial, and federal governments, and business governing authorities.

## 2. Planning

The Board shall:

- Provide overall direction for the school district by establishing a vision, values and strategic priorities
- Develop and approve the school district's long-term strategic plans
- Monitor progress toward the achievement of student outcomes and other desired results
- Annually evaluate the effectiveness of the school district in achieving established goals and objectives
- Develop and review an annual work plan for the Board of Education.

## 3. Policy

The Board shall:

- Make the final decision for the approval of all policy statements in accordance with Board Policy 103 – Board of Education Policy Development.

## 4. Board/Superintendent Relations

In accordance with the *School Act* and subject to Board Policy 602: Superintendent of Schools, the Board shall:

- Select the Superintendent
- Provide overall strategic direction to the Superintendent
- Delegate administrative authority in accordance with specified powers and duties
- Respect and support the authority of the Superintendent to exercise professional judgment and leadership and to carry out executive actions within the delegated discretionary powers of the position
- Evaluate the Superintendent and review compensation in accordance with the Superintendent's contract.

## 5. Board Development

On an annual basis, the Board shall:

- Evaluate the Board's effectiveness in fulfilling its role and function
- Prepare a plan for Board development, aligned with its priorities.

## **Administrative Procedures**

### *Roles of the Board Chair and Vice-Chair*

The Chair and Vice-Chair of the Board shall be elected at the inaugural meeting of the Board and annually thereafter.

The Chair shall preside at all meetings of the Board and consequently the Chair:

- Enforces the Board's policies and procedures
- Restricts meeting agenda and discussions to those issues which, according to Board policy, are clearly within the Board's jurisdiction
- May vote at the same time as other Trustees on all motions placed before the Board for action
- Chairs Board meetings with all commonly accepted powers
- Makes decisions on behalf of the Board which fall within, and are consistent with, any reasonable interpretation of Board policies on governance and board-staff relationships.

The Chair represents the Board in deliberations with other boards of education or agencies unless another Trustee is so designated.

The Chair will act as spokesperson for the Board and shall be assisted in this task by the Superintendent or designate as needed.

The Vice-Chair of the Board shall, in the absence of the Chair, perform all duties of the Chair while acting in that capacity.

In the absence of both the Chair and Vice-Chair, the Trustees present at a Board meeting shall elect a temporary Chair for that meeting.

## **Role of Trustees**

As members of the corporate Board, trustees are accountable to the public for the collective decisions of the Board, and for the delivery and quality of educational services. A trustee serves the community as an elected representative, but the trustee's primary task is to act as a member of the corporate Board.

Trustees shall:

- Become familiar with District policies and procedures, meeting agendas, and reports in order to participate in Board business

- Refer queries, issues, or problems raised by a parent or community member about a school or school policy to the appropriate staff and, where appropriate, inform the Superintendent or designate
- Keep the Board and the Superintendent informed in a timely manner of all matters coming to his/her attention that might affect the School District
- Support the decisions of the Board and monitor progress to ensure decisions are implemented
- Participate in Board/trustee development sessions so that the quality of leadership and service to the School District can be enhanced
- Share the materials and ideas gained from a trustee development activity with fellow trustees at the next available opportunity
- Stay current with respect to provincial, national, and international educational issues and trends
- Strive to develop a positive and respectful learning and working culture both within the Board and the School District
- Attend school and District functions when invited and when possible
- Respect the liaison school assignments and advise the assigned Trustee if they plan to visit a school, in an official capacity, to which they are not assigned
- Attend all public Board meetings and Standing Committee meetings. Trustees should give as much notice as possible that they will be absent from a public meeting. Trustees absent without leave from three (3) consecutive public Board meetings may be subject to Board sanctions.

### **Conflict of Interest**

Trustees have a position of public trust and must avoid conflict of interest with respect to their responsibilities:

1. Trustees are expected to be familiar with the sections of the School Act related to conflict of interest
2. There shall be no conduct of private business or personal services between any member of the Board and the school district except as procedurally controlled to assure openness, competitive opportunity, and equal access to information
3. When the Board is to decide upon an issue about which a member has an avoidable conflict of interest, that member shall absent him/herself from not only the vote, but also from the deliberation
4. Trustees shall disclose their involvement with other organizations, vendors, or any other associations which might produce a conflict
5. Trustees who receive a pecuniary benefit or gift which exceeds two hundred dollars (\$200) in value from any person or group having an association with the Board shall disclose the matter at a closed meeting of the Board
6. Trustees may consult with the Secretary Treasurer or the BC School Trustees' Association's Legal Counsel if in doubt regarding a potential conflict of interest.

## **107 Board of Education – Trustee Stipend, Resources, and Expenses**

Proposed New: November 15, 2011

### **Policy**

In accordance with the provisions of the *School Act*, Trustees shall receive an annual stipend paid on a monthly basis, the amount of which shall be set by Board resolution. Additional amounts, also set by Board resolution, shall be paid to the Chair and Vice-Chair respectively.

The Board will authorize the reimbursement of Trustee expenses as provided in the *School Act* and which are consistent with the provisions described in the administrative procedures associated with this policy.

Trustees represent the public interest in public education, acting as liaison between the community and the education system. The Board recognizes that Trustees must remain informed and must continue to upgrade their skills. To that end the Board may include funds in the annual budget to cover Trustee expenses for attendance at provincial, national and international seminars, conferences, or workshops related to education.

### ***Payment of Stipend***

The work of School Trustees in exercising their duties is recognized by payment of an annual stipend. One third of the stipend is an allowance for expenses incurred by trustees in the discharge of their duties and is not taxable as permitted by the Income Tax Act. The non-taxable allowance is expected to cover all in-district travel such as to Board meetings, School District events and functions and to liaison schools; additional vehicle insurance; and local telephone calls.

### ***Provision of Resources***

The Board believes that all Trustees require resources to effectively assist them in carrying out their duties and will provide such resources to Trustees during their term in office. These resources may include a laptop computer and a printer (including print cartridges and paper), reimbursement of one Internet connection, School District e-mail service, a cell phone and related business usage, business cards and lapel pins. Equipment provided by the District must be returned to the Board upon termination of their role as Trustee.

### ***Travel Expenses***

Trustees will be reimbursed travel expenses on the same basis as employees consistent with the Board's policy. Trustees may apply for a travel advance to cover out-of pocket costs, which are later accounted for through their expense claim.

- Expense Claims

Trustees should submit expense claims on a regular basis and at least annually before June 30 of each fiscal year to ensure expenses are recorded in the correct fiscal year of the School District. Where a Trustee, as a representative of the Board, incurs reasonable traveling and living expenses in attending meetings in the Lower Mainland area, the Board will authorize the payment of these expenses.

- Expenses Paid by Outside Organizations

When a Trustee, as a representative of the Board, incurs expenses as a result of carrying out duties assigned by that organization or committee, these expenses shall be borne by that organization or committee.

Trustees representing the Board at provincial meetings of the BCSTA Provincial Council or the BC Public Schools Employers' Association Representative Council or serving on Ministry of Education committees will be compensated by those organizations in accordance with their expense policies.

***Professional Development***

In order for Trustees to fulfill their role, Trustees may access professional development opportunities including:

- (i) Access to educational publications such as books, journals and newsletters;
- (ii) Participation in conferences, workshops and in-service activities at the local, provincial and national levels;
- (iii) Membership in BCSTA.

Trustees may choose to attend and participate in appropriate conferences, conventions, seminars, workshops and other programs that will contribute to their growth as a School Trustee. Professional development should reflect the goals of the Board as well as the needs of the individual. Materials and information acquired should be shared with all members of the Board.

Conferences and programs may include those where:

- (a) Representatives of educational systems meet to debate and formulate positions to be taken and submissions to be made to higher levels of government regarding educational matters. Examples include the annual general meetings of the B.C. School Trustees' Association (BCSTA), and the B.C. Council for Leadership in Education (BCCLEA). This would include specially called conferences, at which the Board should be represented as issues arise.
- (b) Conferences and training workshop programs aimed at the dissemination of information intended to assist locally-elected representatives of educational systems to meet their responsibilities and duties. Examples would include BCSTA Academies and annual regional Trustee education programs.

***Budgetary Provisions For and Limitations on Conference Attendance***

- a) BCSTA

Budgetary provisions will be made annually to permit each Trustee to attend BCSTA's Annual General Meeting and the December Academy.

- b) Other Conferences

The Board will include a provision in its annual operating budget for Trustees to attend other

Proposed  
NEW

conferences in addition to those hosted by the BCSTA. In December of each year, the Secretary

Treasurer, in consultation with Trustees, will create a master calendar of conferences for the coming year. This will coincide with new Trustee assignments following the election of the new Chair and Vice Chair each year. The Board will review the calendar at a subsequent meeting and decide which trustee(s) will attend each conference. This may be revised quarterly as new conferences or activities are identified. The Board shall ensure that funds budgeted for trustee professional development will be used in an equitable manner. The Board Chair will monitor the conference expenses of trustees and decide how to further allocate any unspent funds.

Schedule .B.5..  
of the  
Administrative Memorandum

Meeting Date: November 15, 2011  Board  Board, in camera

Topic (as per the Memorandum): **Proposed Revised Policy 303: Student Health Services and Medication Management**

Narration:

Subject to the *School Act* and Ministerial Orders and Regulations, the Ministry of Education has assigned to the Board certain duties and responsibilities for the health and well-being of students.

The Board will cooperate actively with parents, community health services, and other social agencies to foster the good health and well-being of students.

Proposed Revised *Policy 303: Student Health Services and Medication Management* has received a minor housekeeping modification. Under "Guidelines for Administration of Medication," the following sentence and point are modified by the removal of the word "oral." The sentence reads:

*Staff designated by the principal or vice-principal should administer (or supervise the self-administration of medication) to students only if the following conditions are met:*

- o *The oral medication is required while the student is attending school.*

Following the removal of the word "oral," the point now reads:

- o *The medication is required while the student is attending school.*

Proposed Revised *Policy 303: Student Health Services and Medication Management* was presented to the School District's Policy Review Committee for its review. The meeting included Trustees Barry Forward and Susan Skinner, representatives from the secondary and elementary school administrators (NoVA), and parents (NVPAC).

John Lewis, Superintendent of Schools, will introduce Proposed Revised *Policy 303: Student Health Services and Medication Management*.

Attachment:

Proposed Revised *Policy 303: Student Health Services and Medication Management*

## **303 Student Health Services and Medication Management**

Revised: September 25, 2001

Revised: March 28, 2007

Proposed Revised: November 15, 2011

### **Policy**

The *School Act*, the *School Act Regulations*, and *Ministerial Orders* have assigned to the Board certain duties and responsibilities for the health and well-being of students.

The Board recognizes its responsibility for providing health services, social services, and other support services in order to protect the health and well-being of students. The Board will establish effective procedures for addressing these issues:

- Immunization of students
- Communicable diseases, including HIV/AIDS (Acquired Immune Deficiency Syndrome)
- School safety in regards to exposure to blood and body fluids
- Referrals by the school for Community Health Services
- Administration of medication.

The Board will cooperate actively with parents, community health services, and other social agencies to foster the good health and well-being of students.

### **Administrative Procedures**

#### **Immunization of Students**

Any student seeking admission to a school operated by the North Vancouver School Board must present written evidence from a licensed physician or an authorized health centre (within 30 days of the first day of attendance) of all routine childhood immunizations including, but not limited to, diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, haemophilus influenza B (HIB), measles, mumps and rubella, Hepatitis B, varicella (chickenpox), and meningococcal C.

Students may be exempted from the foregoing under the following circumstances:

- The school is provided with a physician's written certificate which indicates that immunization would be detrimental to the child's health, or
- The parent or guardian provides the school with a written statement that indicates that the parent or guardian has moral convictions or religious beliefs that are in opposition to immunization.

Students who are exempted from this requirement may be excluded from school for the

duration of a community outbreak of a communicable disease, at the discretion of the Medical Health Officer.

## **Communicable Diseases, Including Acquired Immune Deficiency Syndrome**

### **Acquired Immune Deficiency Syndrome (AIDS)**

For most students who are HIV positive or who have AIDS, the benefits of an unrestricted educational setting outweigh the risks of their acquiring potentially harmful infections in the setting and the apparent non-existent risk of transmission of HIV/AIDS through casual contact. To this end, these students should attend school in an unrestricted setting unless, in the opinion of the student's physician and the Medical Health Officer, there are special circumstances that necessitate some restriction. The assessment for attendance or restrictions should be based on the behaviour, development, and physical condition of the student and the expected type of interaction with others in the educational setting.

In those instances where, in the opinion of the child's physician and the Medical Health Officer, a more restrictive educational environment may be required, the type of educational setting and attendant restrictions are best determined by a team consisting of the student's physician, the Medical Health Officer, the student's parent or guardian and appropriate school personnel. **Confidentiality of medical information and the child's right to privacy are required.**

### **School Safety in Regards to Exposure to Blood and Body Fluids**

Although the risk of casual contact with blood is small, **all blood and body fluids should be considered potentially infectious** with a blood-borne disease (i.e., Hepatitis B, Hepatitis C, HIV/AIDS). School personnel in the everyday social contact setting of the school are reminded to take all reasonable precautions to minimize the risks of accidental spillage of and/or exposure to blood and other fluids. Additionally, procedures for first aid practices and routine cleansing of materials and surfaces contaminated with blood or body fluids should be reviewed by the School District's Occupational Health and Safety Manager. Additional information regarding school safety in regards to *Exposure to Blood and Body Fluids* can be obtained through Community Health Services.

### **Referrals for Community Health Services**

School personnel who consider students to need a referral to community health services (Community Health Nursing, Nutrition, Tobacco Reduction, Dental) should refer these students to Vancouver Coastal Health-North Shore using the *Individual Services Request* form available at schools.

Referrals to the Child and Adolescent Program (Mental Health, Behaviour, Concurrent Disorders or Audiology) are to be made directly to these programs through Vancouver Coastal Health-North Shore.

In emergency situations or in suspected child abuse cases, school personnel shall not refer a pupil directly to Vancouver Coastal Health. These referrals should follow the appropriate procedures as laid out in Board *Policy 306: Suspected Child Abuse*.

### **Administration of Medication**

The Board recognizes that the parent is the primary care giver to their child and is responsible to administer or supervise the self-administration of medication. The Board recognizes that there may be situations where it is necessary that medication must be administered during school hours and where a parent is not available. Therefore, with explicit written direction and authority from the parent, the principal or designate will administer physician-prescribed medication in accordance with the procedures set out in this policy.

It is the belief that the safe management of medication with children should lead to the following outcomes:

- Promote the maximum learning potential for the student
- Provide the framework to support school staff in their medication management role
- Promote self-management in the student when it is developmentally appropriate
- Lead to medication compliance.

All physician-prescribed medications to be given by a staff member at school must be managed in accordance with the procedures for *Student-Focused Medication Management Plan*. These procedures apply to short and long term medications. Over the counter or herbal medications do not apply to these guidelines.

### **Definitions**

“Student-Focused Medication Plan” – Clear details of physician-prescribed medications to be given or monitored for a specific student are written out and agreed upon by the parent and school staff.

“Medication Management” – Administration and monitoring of physician-prescribed medication.

“Administration of Medication” – Direct involvement in preparing and giving medication.

“Monitoring of Medication” – Observing a student who is self-medicated and/or ensuring medication is taken.

“Therapeutic Effect of Medication” – Desired outcome of taking medication.

“Side Effect of Medication” – Undesirable effect of medication.

### **Guidelines for Administration of Medication**

Staff designated by the principal or vice-principal should administer (or supervise the self-administration of medication) to students only if the following conditions are met:

- The oral medication is required while the student is attending school
- A parent requested the school's assistance and has given their written authorization on the *Student-Focused Medication Management Parental Consent Form*
- The staff has received adequate instruction from the parent, as outlined in the *Student-Focused Medication Management Plan*. Assistance from the Community Health Nurse, where necessary, concerning the administration can be accessed by using the *Individual Service Request Form*.
- Adequate records are kept on the *Student-Focused Medication Management Form*
- More than one employee at a school shall be adequately instructed in the administration of the medication in order to provide an alternative person in cases of absence or unavailability.

### **Student-Focused Medication Management**

Student-Focused Medication Management falls into six categories:

1. Developing a *Student-Focused Medication Management Plan*
2. Safety considerations
3. Location of medication
4. Preparation of medication
5. Medication administration or monitoring
6. Record keeping.

For success in each category and to ensure student safety, the partnership between the parents, student, school staff, and the community health nurse is critical. Parents are the link between their child, the physician, and the school. As such, they need to ensure that accurate, complete information about their child's medication is shared with all partners. Students are partners in managing their medication needs as developmentally appropriate. The student's role can vary from being aware for the need for medication to self-managing their medications. School staff plays a critical role in the implementation of a medication management plan for a student. The school staff needs to make sure they are following the procedures of the *Student-Focused Medication Management Plan*. Community Health Nurses are available, upon request, to assist with the development and implementation of a medication management plan for a student.

All students requiring medication management for physician-prescribed medications should have a *Student-Focused Medication Management Plan* to ensure that their medication information is complete and accurate. A copy of the plan should be provided to the parent. The *Medication Management Plan* should be updated on a regular basis as

needed, minimally on an annual basis.

### **Procedures for the Student-Focused Medication Management Plan**

When it is necessary to administer medication to a student, the following must occur:

1. Send home
  - (i) *Request for Medication to be Given at School Letter*
  - (ii) *Student-Focused Medication Management Parent Consent Form*
  - (iii) *Student-Focused Medication Management Plan Form*
2. Upon return of these forms, school personnel complete and sign the school section of the forms
3. Receive the prescribed medication and instructions and arrange for its safe storage and control while in the school
4. Medication preparation, administration, monitoring, and recording.

### **Procedures for Emergency Situations at School**

In emergency situations (e.g. Anaphylaxis), every employee has a duty to render assistance to a student, including the administering of medication in accordance with the procedures outlined in the *Emergency Medical Management at School: Guidelines for Schools*.

Schedule .B.6..  
of the  
Administrative Memorandum

Meeting Date: November 15, 2011  Board  Board, in camera

Topic (as per the Memorandum): **Community Use of School District Facilities – Final Report**

Narration:

On September 21, 2010, the Board was provided with the following project plan to address the issues raised by our community partners:

- School District Committee established in September 2010 chaired by the Secretary Treasurer and including participation by one secondary and one elementary administrator, the Recreation Commission, the Director of Facilities and Planning and the rentals clerk.
- Preparation of regular (semi-annually) reports that show year over year comparison of usage statistics produced by the school districts rentals booking system.
- Specific analysis of peak and non- peak usage of gymnasiums
- Consideration of differential rental rates for non-peak times
- Plan to develop better data collection of school gym usage by schools
- Revised Policy 801: Community Use of Schools which enables the return of a portion of school facilities rentals revenue to schools in recognition of the inconvenience and the additional wear and tear on the school equipment was approved by the Board in June 2010. The committee will establish the percentage of revenue to be refunded to schools.
- To update the specific joint use agreement on school playfields to include access to school parking lots at appropriate school fields.

Attachment:  
*Community Use of School Facilities – Final Report*

## **EXECUTIVE SUMMARY**

Across BC, school facilities are thought of as part of the community, with school and community groups sharing space and time for their activities. While the school district recognizes this role, school district facilities are designed and operated primarily for the benefit of the students. Once students' needs are met, the school district supports the community use of school facilities, provided that no additional costs are incurred by the district.

1. In order to increase support throughout the school district for community access to schools, the committee believes that incentives would increase availability of school gymnasiums for community groups scheduling. Without some benefit to schools, there is no incentive for them to deal with conflicts that address a matter that is peripheral to public education. It is expected that this additional revenue for schools will encourage greater community use of gym facilities and defray some of the costs resulting from community use of schools.

**RECOMMENDATION:** In accordance with Policy 801, as of February 1, 2011, 25% of gym rental revenue was directed back to schools' administration. The effects of this policy change may be observed in the next fiscal year.

2. At its January 25, 2011 public meeting the Board approved a 25% hourly rental rate reduction on Fridays for only elementary school gym rentals, effective February 1, 2011 until June 30, 2011 in response to low gym usage on Friday evenings. Other price adjustments could be used in the future as part of a scheduling strategy. In response to recent booking cancellations, the committee recommends a 25% discount on non-peak hours in all gymnasiums.

**RECOMMENDATION:** The Committee recommends a permanent 25% discount on non-peak hours in all gymnasiums to increase community access to gymnasiums.

3. Secondary school gymnasiums have not been available because of the practice of block booking the gymnasiums on weekday evenings. A survey completed in the fall of 2010 showed that there was availability of secondary school gymnasiums during the week at some secondary schools mainly after 9 pm.

**RECOMMENDATION:** The Committee recommends that secondary school gymnasiums be left open for community booking weekday from 9 pm onwards unless the time has been specifically requested by the school for school use. This recommendation should not be implemented until further consultation has taken place between the facilities department and secondary schools.

4. The Recreation Commission books all playfields in North Vancouver including school district playfields. There is no formal written agreement documenting the informal arrangement which has resulted in confusion most recently regarding the use of school parking lots. The School District should be compensated for the use of its 30 school playing fields in a manner consistent with the City of North Vancouver and District of North Vancouver who receive consistent, annual block funding towards the upkeep of their playing fields.

**RECOMMENDATION:** The Committee recommends that efforts be made to conclude a Specific Joint Use Agreement on Playing Fields with the Recreation Commission and North

Vancouver Community Sport & Recreation Council (NVCSRC) that includes parking lots, and articulates responsibilities and funding arrangements between all parties to the agreement.

5. For compiling future reports on this topic, data about community use of school facilities should be tracked annually. In particular, this data can be used to track the effects of policy changes and pilot projects on the behaviour of user groups. To achieve an accurate and complete data picture, the school district and the Recreation Commission will need to work collaboratively.

**RECOMMENDATION:** The Committee recommends that data relating to elementary and secondary school gymnasiums and playing fields be collected annually to create reports on this topic.

6. A one-page information guide regarding current policies and procedures might facilitate more rentals of school facilities. The information currently on the School District website could be a more clear and concise resource for all user groups. For example, who to contact about booking different facilities, how much facility rental fees are and to whom they are paid, expectations around usage, etc.

**RECOMMENDATION:** The Committee proposes that a one-page information guide mentioning the relevant public procedures for rental of facilities be made available on the school district's website to inform all users of school facilities.

## **Section 1 - INTRODUCTION**

The School District has a long history of joint use with the City of North Vancouver, the District of North Vancouver and the North Vancouver Recreation Commission (See Appendix A and B) and a Board Policy 801 on the Community Use and Rental of Facilities (See Appendix C). The Community Use of Schools Committee was established to consider how to create opportunities for community groups to access public school district spaces, such as gymnasiums, meeting rooms, fields, and parking lots, without disrupting the operation of schools, or their activities. Encouraging the use of public space is part of creating a vibrant, open community.

## **Section 2 – PROJECT PLAN**

On September 21, 2010, the Board received a project plan from the Community Use of Schools Committee. This School District Committee was established in September 2010, is chaired by the Secretary Treasurer and includes one secondary administrator and one elementary administrator, the Recreation Commission, the Director of Facilities and Planning and the rentals clerk. The project plan consisted of the following items:

- Preparation of regular reports that show year over year comparison of usage statistics produced by the school districts rentals booking system.
- Specific analysis of peak and non-peak usage of gymnasiums
- Consideration of differential rental rates for non-peak times
- Plan to develop better data collection of school gym usage by schools.
- Revised Policy 801: Community Use of Schools which enables the return of a portion of school facilities rentals revenue to schools in recognition of the inconvenience and the additional wear and tear on the school equipment.
- To update the specific joint use agreement on school playing fields to include access to school parking lots at appropriate school fields.

The Community Use of Schools Working Committee has met regularly since September 2010, and this report is a summary of their research and analysis. The recommendations resulting from the analysis, however, are from the school district staff and not the entire committee.

## **Section 3 – REVENUE ANALYSIS**

For the 2010/11 fiscal year, the School District generated \$397,051 from facilities rentals showing a continuing trend of increasing revenue for the past 3 years (See Appendix D). The primary source of the revenue or about \$256,518 was generated from gymnasium rentals. The increase in revenue in this category can be explained by the 28% increase in rental rates approved by the Board in April 2009 which directed facilities rental rates be increased to achieve 75% of the North Vancouver Recreation Commission's rates.

Meeting room rental revenues have stayed relatively constant with a slight decline in the 2010/11 fiscal year. Primary users of multi purpose rooms and classrooms are listed in Appendix G. The biggest users are Brownies, Guides and Beavers.

#### **Section 4 – GYMNASIUM USAGE**

Elementary school gymnasium use after 5:30 pm by schools is minimal. The main uses include plays, concerts, curriculum nights, math or science fairs, informational nights, PAC fundraising events, or other school-wide events. In some cases, elementary schools will block the gym to outside users because they have it set up for gymnastics or volleyball and do not feel they have the staff to take the equipment or nets down only to have to put them back up again the next day. Providing an incentive to the school would therefore appear to be an important consideration for increasing community use of elementary gymnasiums.

The main rental users of both secondary and elementary school gymnasiums after 5:30 pm are youth and adult soccer leagues, forming 52% of all community gymnasium usage in the school district. Community groups who rent elementary gymnasiums are youth and adult soccer, basketball, and sports groups, as well as Guides and Scouts Canada. Most of the community rentals are booked in elementary schools because there are more locations and times available.

A preliminary analysis of gym usage prepared for the committee in 2010 indicated that school gyms were well used either by the school and the community using 59.6% of the available time (see Appendix E). Available time was calculated by assuming 6 hours per evening for 192 school days (6 hours x 192 days = 1152 available hours). It should be noted however that secondary school gyms were block booked for school usage all year round and have not in fact been openly available for community use. Therefore the 59.6% school gym usage figure is not reliable. The practice of block booking secondary school gyms was intended to protect school space for the numerous school sport team games and practices which can not always be planned too far in advance.

Despite the block booking practice of the secondary school gymnasiums, community rentals do occur when a community groups has gone to a school, observed an available time slot, and made a special request to rent the space at those times.

For potential community renters, secondary school gyms tend to be in greater demand than elementary school gyms because of their larger size (see size chart in Appendix G), and the rental fees for secondary school gymnasiums are higher to reflect this (see Appendix D for all rental rates).

As a result of the practice of block booking secondary school gymnasiums and the lack of usable information available from the system, a survey of actual school usage by secondary schools was conducted between October and December 2010. The study results show that secondary gymnasiums are used extensively weekday evenings but it appears there is some gymnasium availability after 9 pm throughout the week. The secondary gyms at Windsor, Sutherland, Seycove and the Lucas Centre are the locations that make the least use of their gymnasiums during the week. The gyms at Argyle are extremely well utilized even past 9 pm particularly during basketball and volleyball season.

Secondary School Administrators were advised of the results of the study in October 2011 and of the Committee's intention to recommend to the Board that secondary gymnasiums be made available for community use weekdays after 9 pm unless the school requests the gym to be booked by the rentals department for school use. This means that the school's athletic coordinators will need to contact the rentals department to book their school's gymnasiums after 9:00 pm when needed by the school. The only school that raised a concern about this proposed

change in practice was Argyle because of the intensive use of both of their gymnasiums during basketball and volleyball season. Further discussions will need to occur between the facilities department and secondary schools to ensure the implementation of this change in practice does not interfere with school sports use of gymnasiums.

Effective February 1, 2011, 25% of gym rental revenue was directed back to all schools, in accordance with Policy 801. It is expected that this additional revenue to schools will encourage greater community use of gym facilities and defray some of the costs resulting from community use of schools. For the 2010/ 11 fiscal year schools received \$23,875 in the summer of 2011 for 5 months of gyms rentals (see attached appendix). The incentive effects of returning these funds will not be seen until the 2011/12 fiscal year.

A review of elementary and secondary schools gymnasium usage statistics by peak and non-peak hours was completed (see Appendix F, peak hours charts). Peak hours were defined as Monday to Thursday from 5:30 to 9:00 pm and non-peak hours were defined as Monday through Thursday from 9:00 pm to 11:30 pm and Fridays after 5:30 pm. Assuming 6 available hours each Friday evening at the 27 elementary schools that were available in the 2009/10 school year, means that potentially 6,480 hours were available for community use but only 321 hours (5%) were booked and used by the community. The Committee reflected on the low Friday evening usage of elementary schools and considered whether a price reduction would provide an incentive to increase it. The Board approved a 25% hourly rental rate reduction on Fridays for only elementary school gym rentals, effective February 1, 2011 until June 30, 2011.

Comparing data from 2009/2010 to 2010/2011, community usage decreased by 252 hours in elementary schools, while it increased by 176 hours in secondary schools. The biggest loss for elementary schools was still the Friday evening time slot after 9pm, and the biggest gain for secondary schools was during peak hours, Monday to Thursday. School District staff are monitoring this user behaviour and attempting to adapt to community needs. There have been a significant number of cancellations in the last few months from adult groups who tend to use the 9 pm slots (see Appendix I). The feedback received by the rentals departments indicates the price increase adopted in 2009 has been a major factor in these cancellations. Community teams were able to keep their groups going for a while at the higher price but these ad hoc groups are now unable to keep the support. The Committee recommends that the Board reduce fees by 25% for the 9pm slots on Monday to Thursday evenings at both elementary and secondary schools to address the changing circumstances.

#### MEETING ROOMS AND CLASSROOMS

As indicated in a chart in Appendix G, the main users of multi-purpose rooms in elementary schools were Guides and Scouts Canada related groups (77%), and the main users of classrooms after hours are independent language programs (51%). In the 2010 fiscal year, meeting room and classroom rentals generated \$118,071.78, or 32.2% of total rental revenue. In the 2011 fiscal year, \$113,452.03 or 28.6% of total revenue was generated by class room and multi purpose room rentals.

The data gathered for this report was extensive and may not be useful to for reporting to the school district's joint use partners on an ongoing basis. It is however proposed that some of the gym usage data be provided to the Board, the City of North Vancouver, the District of North Vancouver and the Recreation Commission annually.

## **Section 5 – PLAYING FIELDS AND PARKING LOTS**

The Recreation Commission began booking playing fields for the North Vancouver School District in 1974. There was no formal written agreement documenting this arrangement and in fact these kinds of informal agreements are common in school districts throughout BC. Significant efforts to formalize the agreement between the City and District of North Vancouver were made almost a decade ago and culminated in Draft 7 of a Specific Joint Use Agreement on School Playing Fields which was never ratified.

The booking practices are well established after all of these years, however, the details of the current arrangements are known only to a few very senior staff at the Recreation Commission and the School District. As a result there is no documented understanding of liability, the use of school parking lots for sport field users, statistical reporting on playfield use and revenue sharing from sport group levies. This has resulted in confusion for staff at the District and the School District regarding whether sport field users have liability coverage through the Recreation Commission and are therefore able to use school parking lots.

To address the lack of a formal agreement on playfields and parking lots, the District of North Vancouver and the School District agreed to a 6 month pilot project commencing in January 2011 to enable school playing field users at Dorothy Lynas, Sherwood Park, Blueridge, Westover (Brockton), Boundary, Braemar and Canyon Heights to use the schools' parking lots. The pilot project appears to have been successful and should be incorporated into a Specific Joint Use Agreement on School District playfields that would cover all playfields in both the City and the District.

The current arrangements between the Recreation Commission and the School District have evolved over time but should be documented in a formal agreement so that anyone can access the information and not be dependent upon the memory of their staff.

There is no charge to playfield user groups for either school or municipal playing fields, other than for the artificial turf fields. Sports groups levy themselves based on playing field usage as members of the North Vancouver Community Sport & Recreation Council (NVCSRC), and then use the funds raised for specific items in consultation with staff from the Recreation Commission, the City, the District and the School District. Over the past 6 years or more, the School District has received block funding from the NVCSRC, through the Recreation Commission, under their Weed Control Program and through capital projects contributions, as follows:

<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
10/2004	\$43,000	Capital Project - Brooksbank Field Upgrade
02/2005	\$21,000	Weed Control
02/2006	\$17,320	Weed Control
02/2006	\$52,288	Capital Project - Norgate Field Project
02/2007	\$21,359	Weed Control
05/2007	\$36,000	Capital Project - Goal Post Replacement for 8 Fields, drainage upgrade to Lynn Valley Field
05/2007	\$50,000	Capital Project - Seycove field renovation
10/2007	\$210,000	Capital Project - funding contribution to Sutherland artificial turf field
03/2008	\$19,344	Weed Control
07/2009	\$19,835	Weed Control
03/2010	\$18,387	Weed Control
		<b>{data courtesy of Bernie Blake, NVRC}</b>

The District of North Vancouver and the City of North Vancouver each have a Memorandum of Understanding with the Recreation Commission and North Vancouver Community Sport & Recreation Council, regarding sport field levies for the playing fields that each municipality owns and operates. While the Recreation Commission books all of the playing fields in North Vancouver, including those owned and maintained by the school district, only the school district does not receive a formal portion of the funding generated through sport group levies to maintain the fields.

According to a memorandum of understanding on sports field user fees between the Recreation Commission and the City of North Vancouver (Appendix L), the City receives \$52,000 as “block funding towards playing field maintenance, and \$18,000 to be used exclusively for capital projects,” in lieu of charging hourly rates for community use of playing fields. The District of North Vancouver has a similar agreement and receives \$150,000 per year toward maintenance, and \$50,000 per year for capital projects. The School District maintains its playing fields out of the regular facilities budget without receiving consistent funding from community users. It is expected to maintain these playing fields for school use in addition to making them available for community groups.

When the 10 year agreements between the Recreation Commission, the City of North Vancouver, and the District of North Vancouver were originally proposed almost a decade ago,

School District staff declined to conclude their own agreement, perhaps for fear of having their regular maintenance budget reduced by the provincial authority. Therefore, weed control grants from the Recreation Commission were introduced to assist with the maintenance of school fields. However, when sport field user levies paid to the three owners of playing fields is compared from 2004 to 2010, the City of North Vancouver received a similar amount of funding as the School District, despite the School District having many more playing fields available for use by community groups:

<b>Fields' Ownership</b>	<b>Total 2004-2010</b>
<b>SD44</b>	\$508,533
<b>CoNV</b>	\$490,000
<b>DoNV</b>	\$1,200,000

Further analysis of this data will be required as part of the negotiations for an agreement on field maintenance. For example, the school district has more gravel fields than its municipal partners and gravel fields are less costly to maintain than municipal grass fields.

Appendix K shows field use statistics for the 2009/10 school year. For over 30 school playing fields, the total hours booked amounted to 17,808 hours, including both school and community users. There is a small inconsistency here (similar to the gymnasiums) where fields will be booked, but then often go unused because in many cases, school fields are only booked as alternate fields or for potential practice fields. Compared with the usage data, the revenue figures seem out of step with current formal agreements on playing fields in North Vancouver.

## **Section 6 - RECOMMENDATIONS**

1. In accordance with Policy 801, the Committee has recommended and the school district has implemented the practice of returning 25% of gym rental revenue to school administrations to encourage an increase in community bookings of school gymnasiums. The effects of this change could be seen in the 2011/2012 fiscal year, so this policy will be evaluated in next year's report.
2. The Committee continues the practice of reducing the hourly price of Friday evening gymnasium rentals by 25% to encourage Friday evening bookings in elementary schools. Also, school district staff recommends the Board approve a 25% discount on the 9pm time slots on Monday to Thursday evenings in both elementary and secondary school gymnasiums. This is to encourage adult sport groups to make use of school facilities during those times.
3. The Committee recommends that secondary school gymnasiums be left open for community booking weekday from 9 pm onwards unless the time has been specifically requested by the school for school use. This recommendation should not be implemented until further consultation has taken place between the facilities department and secondary schools.

4. The Committee strongly recommends that efforts be made to conclude a Specific Joint Use Agreement on Playing Fields that includes community use of parking lots beyond the current pilot project, and articulates the responsibilities and funding arrangements between all parties to the agreement.
5. The Committee recommends that data about community use of elementary and secondary school gymnasiums and playing fields be tracked annually for the purposes of compiling a report on this topic in the future. The relevant data is as follows: revenue by location, hours used versus total hours available, peak and non-peak hours, user groups, and other scheduling patterns. In particular, this data can be used to track the effects of policy changes pilot projects.
6. The Committee proposes that a one-page information guide, mentioning the relevant public procedures for facility rentals, be made available on the School District's website. This is so that all stakeholders are aware of current policies and procedures. For example, who to contact about booking different facilities, how much facility rental fees are and to whom they are paid, expectations around usage, etc.

## **Appendix A - HISTORY OF SHARED FACILITY USE COMMITTEES**

The concept of joint use was an idea from the 1991 Parks and Recreation Master Plan (November 14, 2001 Joint Use Minutes). A community committee created the Oak Room Principles signed by DNV, CNV, SD44 and the NVRC in 1997 (See attached). Staff was subsequently instructed to prepare a draft proposal for future direction which was received by the four bodies at a joint workshop. Staff was then instructed to bring forward a Master Agreement and a work plan for the production of sub-agreements.

The Master Agreement was completed and eventually ratified by all four governing parties in 1999. The Master Agreement incorporated the Oak Room Principles and provided terms of reference for both the Standing Committee on Joint Use of Public Facilities and the Joint Planning committee (see Appendix B).

### The Joint Use Standing Committee Terms of Reference (1999)

#### Membership:

- The City Engineer, the Director of Parks and Engineering, the Director of the Recreation Commission, SD44 Superintendent's appointee, Elementary and Secondary School Principals' appointee.

#### Authority:

- The Standing Committee reports to the Governing Bodies, on an annual basis regarding their review of the agreements, any significant issues flowing from their review and on current and future planning issues addressed by the Committee.

### The Joint Use Planning Committee Terms of Reference (1999)

#### Membership:

- One standing committee representative from each of the Partners, but shall involve other staff or community representatives from time to time as appropriate.

#### Authority:

The Joint Planning Committee reports to the Standing Committee. The Committee is authorized to undertake those activities necessary to achieve the stated purpose, and may draw upon staff and financial resources of the Partners, as authorized by the Standing Committee.

## 2002 AMENDMENT

After several years of inactivity on June 27, 2002 the Joint Use Standing Committee met with the Joint Use Planning Committee and recommended a revised governance structure which was endorsed by all four governing bodies.

The approved amendment deleted section 4.4.2 and added "the Joint Use Planning Committee will review the templates of all new agreements, review the annual work plan of the Standing Committee, report to the four governing bodies at least annually on matters that are considered

relevant e.g. agreements, issues and implications of joint planning that may affect the four parties.”

Effectively, the reporting framework was reversed from the original agreement (Standing committee reporting to the Planning Committee) with political representatives appointed for the first time to the Joint Use Planning Committee. This resulted in the Planning Committee having more of a policy and oversight role.

The City also endorsed an ad hoc Joint Planning sub-committee to address joint-use issues that would involve representation from the City and only one other stakeholder. It does not appear that the District endorsed that concept.

#### 2010 AMENDMENT

At the 2010 Joint Use Planning Committee meeting, representatives from all 4 governing bodies agreed that the Joint Use Planning Committee had not been effective and appeared to serve no useful purpose. It was noted that most specific joint use agreements are negotiated bilaterally. The City endorsed such a mechanism in the 2002 Joint Use Agreement Amendment. Since that time, the School District and the District signed a Collaboration Agreement in October 2008 to facilitate communication and improve coordination on matters of mutual interest and concern between both parties. This agreement effectively supports the concept of bilaterally negotiated joint use agreements.

It was agreed that the Joint Use Standing Committee continued to serve a useful purpose in bringing staff representatives from all 4 governing bodies together to facilitate communication. It was also agreed that the Joint Use Planning Committee be dissolved. The Board Chair wrote a letter to the City of North Vancouver, the District of North Vancouver and the North Vancouver Recreation Commission advising them of the Joint Use Planning Committee’s recommendations, however, only the District of North Vancouver has passed a motion dissolving the Planning Committee.

**Appendix B - TERMS OF REFERENCE FOR JOINT USE COMMITTEES**

**Terms of Reference**

*Standing Committee*  
*on*  
*Joint Use of Public Facilities*

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**Title**

The Committee shall be known as the Standing Committee.

**Definitions**

Joint Use

"Joint Use" refers to the joint use of buildings, facilities, services, sites and playing fields owned and operated by the Partners.

**Purpose**

The purpose of the Standing Committee shall be to:

- review and monitor all Joint Use Agreements between the Partners and to recommend modifications to these agreements.
- develop additional agreements where it considers there is mutual benefit to the Partners in doing so.
- promote the Joint Use initiative

**Establishment**

The Standing Committee is established pursuant to the Master Joint Use Agreement between the Partners.

**Composition**

The Committee is composed of the following members:

- |                   |                                       |
|-------------------|---------------------------------------|
| • City            | City Engineer                         |
| • District        | Director Parks & Engineering          |
| • Rec Commission  | Director of Recreation                |
| • School District | Superintendent's appointee            |
|                   | Elementary School Principal appointee |

Secondary School Principal appointee

or, as otherwise appointed by their respective Governing Bodies.

## Authority

General Scope The Committee shall:

Develop and recommend joint use agreements to the Governing Bodies.

Develop Joint Use Agreements, taking into account the "Oak Room Principles", as reflected in Appendix "A" to the Master Joint Use Agreement.

Review any area of interest which it considers appropriate as the subject of a potential joint use agreement. This may include, but is not limited to:

- Municipal, Commission and School District buildings and facilities,
- Playgrounds, playing fields, courts and associated fieldhouses,
- Construction and maintenance equipment and services.
- Items identified on the Facilities and Services Inventory attached to the Master Joint Use Agreement as Appendix "C".

Develop and implement a process for the joint planning and review of the budgets of each Partner with respect to matters impacted by joint use agreements.

Budgetary planning and review shall be an ongoing function performed on a periodic basis, as determined by the Standing Committee, and shall be focused to minimize the impact of all joint use programs and facilities on taxpayers.

Develop programs and public relations literature for the purpose of promoting the concept of Joint Use and Specific Agreements as appropriate.

## Reporting

The Committee shall report to the Governing Bodies, on an annual basis, regarding their review of the agreements, any significant issues flowing from their review and on current and future planning issues being addressed by the Committee.

The Committee shall make recommendations from time to time respecting the development or monitoring of Joint Use Agreements.

## Monitoring

The Committee shall monitor the implementation and application of agreements, the financial impacts of the agreements on the Partners, issues of equity between the Partners, and make such recommendations as it deems appropriate regarding these items and the terms of the agreements.

### **Organization**

The members of the Committee shall elect a chairperson.

The Committee shall be supported by a Committee Clerk administered by the District.

The Committee may be augmented by other staff persons, for the development of particular agreements or parts thereof. There shall be no direct costs to the Committee for the involvement of such persons.

The Committee may strike "Task Groups" to work on specific aspects of any activity related to the Committee's mandate.

### **Procedures**

Meetings shall be at the call of the Chair.

A quorum shall consist of four of the six members. Should there be any disagreement with resolutions reached by the Committee during a members absence, the matter which is the subject of the disagreement shall be revisited by the Committee.

If the Committee do not agree unanimously with a recommendation of the Committee on a significant issue, the issue shall be referred to the Governing Bodies of the Partners, in a format appropriate for their consideration. Issues referred in this manner shall reflect all options under consideration.

### **Policies**

The Committee shall identify any circumstance where existing policy of any of the governing bodies is breached or proposed to be breached.

### **Committee Expenses**

The Partners shall share equally in the expenses of operating the Committee .

## **JOINT PLANNING COMMITTEE**

### **Joint Use Of Public Facilities**

#### **Title**

Joint Use of Public Facilities Joint Planning Committee

#### **Establishment**

The Joint Planning Committee is established pursuant to clause 4.4 of the Joint Use of Public Facilities Master Agreement.

#### **Purpose**

To provide a forum by which the Partners may cooperate on planning, site acquisition and development functions related to the development and major redevelopment of all school, municipal, recreation and park facilities, sites and services. Planning is to include any issue which benefits from cooperation between the Partners.

#### **Authority**

The Joint Planning Committee reports to the Standing Committee on Joint Use of Public Facilities. The Committee is authorized to undertake those activities necessary to achieve the stated purpose, and may draw upon staff and financial resources of the Partners, as authorized by the Standing Committee.

#### **Composition**

The Committee will have one standing staff representative from each of the Partners, but shall involve other staff or community representatives from time to time as appropriate:

- District of North Vancouver
- City of North Vancouver
- North Vancouver Recreation Commission
- North Vancouver School District #44

#### **Duties and Responsibilities**

- a) The Joint Planning Committee shall undertake joint planning in the following areas:
  - i) School, municipal, recreation and park facilities

- ii) Major additions and capital improvements to school, municipal, recreation and park facilities. These projects include additions and alterations which might ordinarily be built as free standing facilities.
  - iii) Site acquisition for school, municipal, recreation and park facilities
  - iv) Preparation and major updates of Official Community Plans
  - v) Any other issue which will benefit from cooperation between the Partners
- b) The Committee shall identify and advise the Standing Committee of opportunities for joint planning.
  - c) The Partners and their representatives on the Joint Planning Committee are responsible for bringing projects to the Committee early in the planning process for each project.
  - d) **NB:** *Facilities include buildings, running tracks, fields, baseball diamonds, parks*

### **Organization**

The position of Chairperson shall rotate between the Partners annually. A Committee Clerk shall take minutes and assist the Chairperson as necessary.

### **Procedures**

- a) The committee shall meet as often as required to fulfill the duties and responsibilities as defined herein and in such a manner as to ensure timely contribution of information to the budget processes of each Partner.
- b) Meeting minutes shall be circulated to the Standing Committee on Joint Use.
- c) The Committee Chairperson shall report quarterly to the Chairperson of the Standing Committee on Joint Use.
- d) All initiatives with budget implications undertaken by the Joint Planning Committee shall be referred to the Standing Committee no later than October 1 of each year.
- e) The Committee shall provide opportunities for community groups and agencies to participate in its deliberations concerning joint projects.

### **Principles**

The following Principles as set out in the Master Agreement on Joint Use of Public Facilities will guide the Joint Planning Committee in its deliberations:

- a) *Cooperation*  
The Partners will cooperate with each other, and exchange plans and information at the earliest stages of planning and site acquisition related to the development and major redevelopment of all school, municipal, recreation and park facilities and sites.
- b) *Co-location*  
School, municipal, social, recreation and cultural facilities, playing fields and parks should be co-located or located on contiguous sites, to maximize their use.
- c) *Multi-use*

School, municipal, ~~recreation~~ recreation facilities, field and park amenities should be designed for multi-use.

d) *Long Range Planning*

Planning conducted by the Partners should take into account the long range needs of the community for schools, municipal, social and recreational services and facilities, playing fields and parks.

e) *Community Involvement*

Joint Use facilities and programs should maximize appropriate involvement of the community. Specifically, neighbourhood residents should be encouraged to volunteer in the planning and operation of community facilities and programs.

### **Budget**

The committee does not have an operating budget. A Committee Clerk will be provided by the host Partner. Specific funding requirements may be identified at any time to the Standing Committee.

## **Appendix C - POLICY 801: COMMUNITY USE AND RENTAL OF FACILITIES**

### **801 Community Use and Rental of Facilities**

Revised: September 25, 2001 Revised: May 26, 2010

#### **Policy**

The Board wishes to accommodate community use of its facilities and therefore school buildings, individual classrooms and grounds may be made available for rental, license or lease for appropriate activities by community groups, private, non-profit or commercial uses. All non-school uses must be arranged through the School District and be documented by Rental Agreements, License or Lease Agreement, Joint Use Agreements or other agreement that articulates roles, responsibilities and liability. Non-school uses of school facilities, grounds and playing fields must not interfere with regular school requirements.

The Board makes its facilities available to community groups during the school year on the understanding that costs associated with the use of facilities should be recovered by user fees. The Facilities Department will assess the suitability of rentals during vacation periods (winter, summer and spring break), taking into consideration the cost of opening the school and its maintenance and cleaning schedule. A schedule of fees will be reviewed and approved as often as necessary by the Board. Users must take appropriate care when using facilities and will be held financially responsible for any damage to Board property. Licenses and leases (longer tenure options) will typically be offered through a public process.

#### **Use of School Fields**

Use of playing fields is scheduled through the North Vancouver Recreation Commission under a Joint Use Agreement that delineates hours of use between the school and the community. Fields must be used with discretion to avoid damage. The School District may, at its discretion, deny use when there is a probability of damage to a field.

Users of school fields are expected to conduct their activities in a manner which does not disturb or offend nearby residents, to park in designated areas, and to clean up any litter left after using the field.

#### **Use of School Facilities for School Sponsored Activities on Weekends**

The principal of a school may allow the use of a school for school events, including social activities for student or parent groups, on Saturdays or Sundays. In some circumstance such use may not require the scheduling of custodial services. However, custodial service must be scheduled for cleanup purposes if:

- 1 Food and beverages are part of the event.
- 2 The event draws a significant number of participants or spectators.
- 3 The event can be reasonably expected to require housekeeping/custodial tasks.

- 4 Custodial services are scheduled by the principal for such school events, or if other costs are incurred, the cost of such services shall be a charge against the sponsors of the activity in the schools.

For school functions, there shall be no alcoholic beverages brought to or consumed in the buildings without the prior approval of the Secretary Treasurer. A school administrator must be present for school sponsored activities at which alcoholic beverages will be served.

### **Guiding Principles for Community Use of Facilities**

- 1 Fees for the use of the facilities may be graduated with higher fees charged for private or commercial activities.
- 2 Additional use of facilities increases wear and tear and generally results in higher maintenance costs which should be recovered through fees.
- 3 Any increased administrative costs, care-taking services provided to the renter, and utility costs associated with community use of facilities shall be recaptured through fees charged to community users.
- 4 Employees, who wish to use facilities for personal, social or other activities, are subject to the same requirements as community groups.
- 5 The School District retains the right to suspend the use of any its facilities, grounds or playing fields by any group that does not fully comply with the rules of usage.
- 6 Opening a school during school vacation periods (winter, summer and spring break) is costly and may interfere with previously planned maintenance and cleaning schedules. Costs must be fully recovered. The suitability of rental groups will be assessed by the Facilities Department.

### **Administrative Procedures for Community Use of Facilities**

Requests for the use of facilities by an outside organization shall be made to the rentals office. It is recognized that conflict will occur from time to time between the needs of the school and the needs of the community. In order to optimize community access to school facilities while recognizing that the school has priority for its own facility, the rentals office may relocate a community group in order to accommodate the needs of the school. Schools will receive a percentage of the revenue generated from community use of facilities. The percentage rate will be determined when the schedule of rental fees is reviewed and approved.

There shall be no warranty expressed or implied on the part of the Board as to the suitability or condition of the premises granted, and the users must accept the said premises at their own risk and covenant to indemnify and save harmless the Board from all loss, costs, and damages which

may arise as a consequence either directly or indirectly of the granting of their use. The users shall agree to indemnify the Board for any loss or damage to the Board's property or any adjoining property due to the occupancy of the Board's premises to which use may have been granted.

The applicant for the use of facilities shall be responsible for the preservation of order. For community groups, there shall be no alcoholic beverages brought to or consumed in the buildings without the prior approval of the Secretary Treasurer on the advice of the principal or manager in charge of the building. Requests for such approval must be made in writing and must give assurances that:

- 1 The group submitting the request shall comply with the laws of British Columbia.
- 2 An appropriate liquor license is obtained.
- 3 Liquor will not be consumed out of doors.
- 4 Adequate planning for the control of the event has been undertaken.
- 5 Appropriate insurance coverage has been obtained.

Facilities shall be rented on the terms stated in the standard rental agreement form, at currently approved rates. Only those facilities and equipment specified in the rental agreement shall be used.

School District authorities shall have access to all facilities used by the community at all times. No rearrangements to the furniture or equipment in the rented facility may be made without permission of School District authorities.

Space in operating schools for pre-school, Early Learning Foundations, and daycare programs will typically be offered through a public process after the School District has determined that suitable space is available for a period of time that makes such an operation viable. Refer to *Policy 805: Disposition of Land or Facilities*.

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## **Resources**

Facility Rentals Application  
BC Liquor Control and Licensing Branch

**Appendix D – RENTAL RATES AND REVENUE ANALYSIS FOR  
SCHOOL FACILITIES 2009 – 2011**

**FY 09, FY 10 & FY 11 Rental Revenue Analysis**

Revenue Description	FY 09	FY 10	FY 11	Change from FY 10	% Change
Meeting Rooms	\$118,410	\$118,072	\$113,452	\$ (4,620)	-4%
Sports	\$163,760	\$219,069	\$256,518	\$ 37,449	17%
Elections	\$ 20,944	-	\$ 15,594	\$ 15,594	100%
Special Events	\$ 2,470	\$ 4,262	\$ 2,987	\$ 1,275	-30%
Filming	\$ 2,355	\$ 25,781	\$ 8,500	\$ (17,281)	-67%
<b>Sub Total</b>	<b>\$307,939</b>	<b>\$367,183</b>	<b>\$397,051</b>	<b>\$ 29,869</b>	<b>8%</b>
Daycare Licenses	\$ 2,226	\$ 42,567	-	\$ (42,567)	-100%
Utilities Recoveries	-	\$ 2,940	-	\$ ( 2,940)	-100%
<b>Total</b>	<b>\$310,165</b>	<b>\$412,690</b>	<b>\$397,051</b>	<b>\$ (15,638)</b>	<b>-4%</b>

**Note:**

Fees are calculated on the rented facility; for example – classroom fee, large gym fee

Fitness added to Sports, Daycare Licenses and Utilities Recoveries moved to property rental account.

<b>2008/2009 COMMUNITY RENTAL RATES</b>				
<b>YOUTH NON-PROFIT</b>	<b>PER HOUR</b>	<b>GST</b>	<b>TOTAL</b>	<b>1/2 HOUR</b>
Activity Room	\$ 13.71	\$ 0.69	\$ 14.40	\$ 7.20
Classroom	\$ 6.51	\$ 0.33	\$ 6.84	\$ 3.42
Elementary Library	\$ 6.51	\$ 0.33	\$ 6.84	\$ 3.42
Elementary Gym	\$ 18.36	\$ 0.92	\$ 19.28	\$ 9.64
Secondary Library	\$ 7.89	\$ 0.39	\$ 8.28	\$ 4.14
Secondary Cafeteria	\$ 13.71	\$ 0.69	\$ 14.40	\$ 7.20
Secondary Gym (Small)	\$ 26.67	\$ 1.33	\$ 28.00	\$ 14.00
Secondary Gym (Large)	\$ 30.60	\$ 1.53	\$ 32.13	\$ 16.07
<b>ADULT NON-PROFIT</b>	<b>PER HOUR</b>	<b>GST</b>	<b>TOTAL</b>	
Activity Room	\$ 27.24	\$ 1.36	\$ 28.60	\$ 14.30
Classroom	\$ 13.02	\$ 0.65	\$ 13.67	\$ 6.84
Elementary Library	\$ 13.02	\$ 0.65	\$ 13.67	\$ 6.84
Elementary Gym	\$ 36.75	\$ 1.84	\$ 38.59	\$ 19.29
Secondary Library	\$ 16.17	\$ 0.81	\$ 16.98	\$ 8.49
Secondary Cafeteria	\$ 27.24	\$ 1.36	\$ 28.60	\$ 14.30
Secondary Gym (Small)	\$ 53.31	\$ 2.67	\$ 55.98	\$ 27.99
Secondary Gym (Large)	\$ 61.20	\$ 3.06	\$ 64.26	\$ 32.13
Meeting Room (LMCC)	\$ 16.17	\$ 0.81	\$ 16.98	\$ 8.49
Thunderbird Room (LMCC)	\$ 27.24	\$ 1.36	\$ 28.60	\$ 14.30
<b>COMMERCIAL</b>	<b>PER HOUR</b>	<b>GST</b>	<b>TOTAL</b>	
Activity Room	\$ 31.32	\$ 1.57	\$ 32.89	\$ 16.44
Classroom	\$ 14.88	\$ 0.74	\$ 15.62	\$ 7.81
Elementary Library	\$ 18.56	\$ 0.93	\$ 19.49	\$ 9.74
Elementary Gym	\$ 42.00	\$ 2.10	\$ 44.10	\$ 22.05
Secondary Library	\$ 18.56	\$ 0.93	\$ 19.49	\$ 9.74
Secondary Cafeteria	\$ 18.56	\$ 0.93	\$ 19.49	\$ 9.74
Secondary Gym (Small)	\$ 57.60	\$ 2.88	\$ 60.48	\$ 30.24
Secondary Gym (Large)	\$ 70.00	\$ 3.50	\$ 73.50	\$ 36.75
Meeting Room (LMCC)	\$ 18.56	\$ 0.93	\$ 19.49	\$ 9.74
Thunderbird Room (LMCC)	\$ 31.32	\$ 1.57	\$ 32.89	\$ 16.44

<b>2009/2010 COMMUNITY RENTAL RATES</b>				
<b>YOUTH NON-PROFIT</b>	<b>PER HOUR</b>	<b>GST</b>	<b>TOTAL</b>	<b>1/2 HOUR</b>
Activity Room	\$ 17.66	\$ 0.88	\$ 18.54	\$ 9.27
Classroom	\$ 8.39	\$ 0.42	\$ 8.81	\$ 4.40
Elementary Library	\$ 8.39	\$ 0.42	\$ 8.81	\$ 4.40
Elementary Gym	\$ 23.64	\$ 1.18	\$ 24.82	\$ 12.41
Secondary Library	\$ 10.16	\$ 0.51	\$ 10.67	\$ 5.33
Secondary Cafeteria	\$ 17.66	\$ 0.88	\$ 18.54	\$ 9.27
Secondary Gym (Small)	\$ 34.34	\$ 1.72	\$ 36.06	\$ 18.03
Secondary Gym (Large)	\$ 39.40	\$ 1.97	\$ 41.37	\$ 20.69
<b>ADULT NON-PROFIT</b>	<b>PER HOUR</b>	<b>GST</b>	<b>TOTAL</b>	<b>1/2 HOUR</b>
Activity Room	\$ 35.30	\$ 1.77	\$ 37.07	\$ 18.53
Classroom	\$ 16.76	\$ 0.84	\$ 17.60	\$ 8.80
Elementary Library	\$ 16.76	\$ 0.84	\$ 17.60	\$ 8.80
Elementary Gym	\$ 47.32	\$ 2.37	\$ 49.69	\$ 24.84
Secondary Library	\$ 20.86	\$ 1.04	\$ 21.90	\$ 10.95
Secondary Cafeteria	\$ 35.30	\$ 1.77	\$ 37.07	\$ 18.53
Secondary Gym (Small)	\$ 68.64	\$ 3.43	\$ 72.07	\$ 36.04
Secondary Gym (Large)	\$ 78.80	\$ 3.94	\$ 82.74	\$ 41.37
Meeting Room (LMCC)	\$ 20.82	\$ 1.04	\$ 21.86	\$ 10.93
Thunderbird Room (LMCC)	\$ 35.07	\$ 1.75	\$ 36.82	\$ 18.41
<b>COMMERCIAL</b>	<b>PER HOUR</b>	<b>GST</b>	<b>TOTAL</b>	<b>1/2 HOUR</b>
Activity Room	\$ 40.18	\$ 2.01	\$ 42.19	\$ 21.09
Classroom	\$ 19.16	\$ 0.96	\$ 20.12	\$ 10.06
Elementary Library	\$ 23.90	\$ 1.20	\$ 25.10	\$ 12.55
Elementary Gym	\$ 54.08	\$ 2.70	\$ 56.78	\$ 28.39
Secondary Library	\$ 23.90	\$ 1.20	\$ 25.10	\$ 12.55
Secondary Cafeteria	\$ 23.90	\$ 1.20	\$ 25.10	\$ 12.55
Secondary Gym (Small)	\$ 74.16	\$ 3.71	\$ 77.87	\$ 38.93
Secondary Gym (Large)	\$ 90.13	\$ 4.51	\$ 94.64	\$ 47.32
Meeting Room (LMCC)	\$ 23.90	\$ 1.20	\$ 25.10	\$ 12.55
Thunderbird Room (LMCC)	\$ 40.32	\$ 2.02	\$ 42.34	\$ 21.17



**2010/2011 COMMUNITY RENTAL RATES**

<b>YOUTH NON-PROFIT</b>	<b>PER HOUR</b>	<b>HST</b>	<b>TOTAL</b>	<b>1/2 HOUR</b>
Activity Room	\$ 19.49	\$ 2.34	\$ 21.83	\$ 10.91
Classroom	\$ 9.26	\$ 1.11	\$ 10.37	\$ 5.19
Elementary Library	\$ 9.26	\$ 1.11	\$ 10.37	\$ 5.19
Elementary Gym	\$ 26.10	\$ 3.13	\$ 29.23	\$ 14.62
Secondary Library	\$ 11.21	\$ 1.35	\$ 12.56	\$ 6.28
Secondary Cafeteria	\$ 19.49	\$ 2.34	\$ 21.83	\$ 10.91
Secondary Gym (Small)	\$ 37.90	\$ 4.55	\$ 42.45	\$ 21.22
Secondary Gym (Large)	\$ 43.50	\$ 5.22	\$ 48.72	\$ 24.36

<b>ADULT NON-PROFIT</b>	<b>PER HOUR</b>	<b>HST</b>	<b>TOTAL</b>	<b>1/2 HOUR</b>
Activity Room	\$ 38.98	\$ 4.68	\$ 43.66	\$ 21.83
Classroom	\$ 18.50	\$ 2.22	\$ 20.72	\$ 10.36
Elementary Library	\$ 18.50	\$ 2.22	\$ 20.72	\$ 10.36
Elementary Gym	\$ 52.24	\$ 6.27	\$ 58.51	\$ 29.25
Secondary Library	\$ 23.02	\$ 2.76	\$ 25.78	\$ 12.89
Secondary Cafeteria	\$ 38.98	\$ 4.68	\$ 43.66	\$ 21.83
Secondary Gym (Small)	\$ 75.78	\$ 9.09	\$ 84.87	\$ 42.44
Secondary Gym (Large)	\$ 86.99	\$ 10.44	\$ 97.43	\$ 48.71
Meeting Room (LMCC)	\$ 22.95	\$ 2.75	\$ 25.70	\$ 12.85
Thunderbird Room (LMCC)	\$ 38.60	\$ 4.63	\$ 43.23	\$ 21.62

<b>COMMERCIAL</b>	<b>PER HOUR</b>	<b>HST</b>	<b>TOTAL</b>	<b>1/2 HOUR</b>
Activity Room	\$ 44.20	\$ 5.30	\$ 49.50	\$ 24.75
Classroom	\$ 21.08	\$ 2.53	\$ 23.61	\$ 11.80
Elementary Library	\$ 26.29	\$ 3.15	\$ 29.44	\$ 14.72
Elementary Gym	\$ 59.49	\$ 7.14	\$ 66.63	\$ 33.31
Secondary Library	\$ 26.29	\$ 3.15	\$ 29.44	\$ 14.72
Secondary Cafeteria	\$ 44.20	\$ 5.30	\$ 49.50	\$ 24.75
Secondary Gym (Small)	\$ 81.58	\$ 9.79	\$ 91.37	\$ 45.68
Secondary Gym (Large)	\$ 99.14	\$ 11.90	\$ 111.04	\$ 55.52
Meeting Room (LMCC)	\$ 26.29	\$ 3.15	\$ 29.44	\$ 14.72
Thunderbird Room (LMCC)	\$ 44.35	\$ 5.32	\$ 49.67	\$ 24.84

**Appendix E - 2010 Gym usage and revenue sorted by percentage used**

	Available Hours (192 School days)	School GYM USE (HRS)	COMMUNITY GYM Use (HRS)	Total Hrs	% used	Revenue
1 Lynn Valley Elementary School	1152	186	387.5	573.5	49.8%	\$12,783
2 Cove Cliff Elementary School	1152	81	348	429	37.2%	\$12,582
3 Highlands Elementary School	1152	83	341.5	424.5	36.8%	\$11,815
4 Carisbrooke Elementary School	1152	145.5	334.5	480	41.7%	\$9,954
5 Boundary Elementary School	1152	100	330.5	430.5	37.4%	\$10,114
6 Dorothy Lynas Elementary School	1152	211.5	321	532.5	46.2%	\$10,439
7 Larson Elementary School	1152	148.75	305.5	454.25	39.4%	\$10,312
8 Norgate Elementary School	1152	125.75	271.5	397.25	34.5%	\$10,550
9 Upper Lynn Elementary School	1152	292.5	262.5	555	48.2%	\$6,414
10 Plymouth Elementary School	1152	84	243.5	327.5	28.4%	\$7,968
11 Lynnmour Elementary School	1152	363	234	597	51.8%	\$8,112
12 Argyle Secondary School	2304	2304	230	2534	110.0%	\$9,368
13 Sherwood Park Elementary School	1152	386.5	223.5	610	53.0%	\$6,537
14 Braemar Elementary School	1152	135.5	216	351.5	30.5%	\$6,172
15 Ross Road Elementary School	1152	151.75	213.5	365.25	31.7%	\$5,047
16 Montroyal Elementary School	1152	120	212.5	332.5	28.9%	\$6,326
17 Seymour Heights Elementary School	1152	110	202	312	27.1%	\$4,444
18 Cleveland Elementary School	1152	259.5	192.5	452	39.2%	\$5,095
19 Eastview Elementary School	1152	231	182.5	413.5	35.9%	\$4,551
20 Capilano Elementary School	1152	218.5	180	398.5	34.6%	\$5,936
21 Westview Elementary School	1152	261	168	429	37.2%	\$5,641
22 Canyon Heights Elementary School	1152	178	167.5	345.5	30.0%	\$5,084
23 Sutherland Secondary School	2304	2304	163.5	2467.5	107.1%	\$10,362
24 Queensbury Elementary School	1152	230.5	162	392.5	34.1%	\$4,007
25 Queen Mary Elementary School	1152	177.75	147	324.75	28.2%	\$4,683
26 Balmoral Secondary School	1152	1152	144.5	1296.5	112.5%	\$1,221
27 Blueridge Elementary School	1152	294	130	424	36.8%	\$3,073
28 Brooksbank Elementary School	1152	187	119	306	26.6%	\$3,298
29 Fromme Elementary School	1152	338.75	105.5	444.25	38.6%	\$2,494
30 Ridgeway Elementary at Cloverley	1152	432	79	511	44.4%	\$1,891
31 Handsworth Secondary School	2304	2304	54	2358	102.3%	\$1,897
32 LUCAS CENTRE	1152	1152	47	1199	104.1%	\$2,758
33 Windsor Secondary School	2304	2304	40	2344	101.7%	\$1,475
34 Carson Graham Secondary School	1152	1152	24	1176	102.1%	\$6,089
35 Seycove Secondary School	1152	1152	17	1169	101.5%	\$552
36 Ridgeway Annex Elementary	0	146.25	1	147.25	0.0%	\$24
37 Keith Lynn Secondary School	1152	1152	0	1152	100.0%	\$0
	46080	20655	6801.5	27456.5	59.6%	\$219,069

Factors affecting Usage:

Keith Lynn gym is a small gym rented out at Secondary Gym Rates.

There is no custodian at Ridgeway Annex after 6:30 pm. It is therefore not rented.

School use is entered once per year; changes and additions are not entered.

**Appendix F - 2010/2011 USAGE DATA FOR GYMNASIUMS**

Note for Appendices E-G: Usage percentages do not necessarily correspond to revenue figures because of the differences in rates charged to different types of groups, for different types of facilities.

<b>2010 Community Gym Usage sorted by percentage used</b>				
Name of School	Available Hours (192 School days)	School Days (HRS)	% used	Total Revenue (including Sat & Sun)
Lynn Valley Elementary School	960	387.5	40.4%	\$12,783
Cove Cliff Elementary School	960	348	36.3%	\$12,582
Highlands Elementary School	960	341.5	35.6%	\$11,815
Carisbrooke Elementary School	960	334.5	34.8%	\$9,954
Boundary Elementary School	960	330.5	34.4%	\$10,114
Dorothy Lynas Elementary School	960	321	33.4%	\$10,439
Larson Elementary School	960	305.5	31.8%	\$10,312
Norgate Elementary School	960	271.5	28.3%	\$10,550
Upper Lynn Elementary School	960	262.5	27.3%	\$6,414
Plymouth Elementary School	960	243.5	25.4%	\$7,968
Lynnmour Elementary School	960	234	24.4%	\$8,112
Sherwood Park Elementary School	960	223.5	23.3%	\$6,537
Braemar Elementary School	960	216	22.5%	\$6,172
Ross Road Elementary School	960	213.5	22.2%	\$5,047
Montroyal Elementary School	960	212.5	22.1%	\$6,326
Seymour Heights Elementary School	960	202	21.0%	\$4,444
Cleveland Elementary School	960	192.5	20.1%	\$5,095
Eastview Elementary School	960	182.5	19.0%	\$4,551
Capilano Elementary School	960	180	18.8%	\$5,936
Westview Elementary School	960	168	17.5%	\$5,641
Canyon Heights Elementary School	960	167.5	17.4%	\$5,084
Queensbury Elementary School	960	162	16.9%	\$4,007
Queen Mary Elementary School	960	147	15.3%	\$4,683
Balmoral Secondary School	960	144.5	15.1%	\$1,221
Blueridge Elementary School	960	130	13.5%	\$3,073
Brooksbank Elementary School	960	119	12.4%	\$3,298
Argyle Secondary School	1920	230	12.0%	\$9,368
Fromme Elementary School	960	105.5	11.0%	\$2,494
Sutherland Secondary School	1920	163.5	8.5%	\$10,362
Ridgeway Elementary at Cloverley	960	79	8.2%	\$1,891
LUCAS CENTRE	960	47	4.9%	\$2,758
Handsworth Secondary School	1920	54	2.8%	\$1,897
Carson Graham Secondary School	960	24	2.5%	\$6,089
Windsor Secondary School	1920	40	2.1%	\$1,475
Seycove Secondary School	960	17	1.8%	\$552
Keith Lynn Secondary School	960	0	0.0%	\$0
Ridgeway Annex Elementary	960	0	0.0%	\$24
Totals:	39360	6800.5	17%	\$219,068
Notes:				
Keith Lynn gym is a small gym rented out at Secondary Gym rates.				
There is no custodian at Ridgeway Annex after 6:30pm, therefore it is not rented.				

Report on Community Use of School Facilities in the North Vancouver School District

<b>2011 Community Gym Usage sorted by percentage used</b>				
Name of School	Available Hours (192 School days)	School Days (HRS)	% used	Total Revenue (including Sat & Sun)
Highlands Elementary School	960	387	40.3%	\$15,282.21
Lynn Valley Elementary School	960	345.5	36.0%	\$12,860.29
Carisbrooke Elementary School	960	326	34.0%	\$10,038.29
Westview Elementary School	960	311.5	32.4%	\$11,757.12
Cove Cliff Elementary School	960	311	32.4%	\$10,927.69
Dorothy Lynas Elementary School	960	299.5	31.2%	\$11,336.10
Boundary Elementary School	960	286	29.8%	\$9,791.34
Norgate Elementary School	960	280	29.2%	\$11,294.61
Larson Elementary School	960	278	29.0%	\$9,125.07
Lynnmour Elementary School	960	275.5	28.7%	\$9,072.63
Sherwood Park Elementary School	960	256	26.7%	\$6,707.98
Upper Lynn Elementary School	960	235.5	24.5%	\$6,882.62
Queensbury Elementary School	960	235	24.5%	\$6,029.46
Montroyal Elementary School	960	234	24.4%	\$7,205.28
Ross Road Elementary School	960	230.5	24.0%	\$5,947.96
Capilano Elementary School	960	222.5	23.2%	\$7,872.31
Eastview Elementary School	960	163.5	17.0%	\$4,581.07
Cleveland Elementary School	960	161	16.8%	\$4,359.20
Braemar Elementary School	960	154.5	16.1%	\$4,699.02
Seymour Heights Elementary School	960	149	15.5%	\$4,045.74
Blueridge Elementary School	960	147	15.3%	\$4,124.18
Canyon Heights Elementary School	960	123.5	12.9%	\$3,171.33
LUCAS CENTRE	960	111	11.6%	\$24,387.89
Ridgeway Elementary at Cloverley	960	99.5	10.4%	\$2,362.05
Brooksbank Elementary School	960	89	9.3%	\$2,401.60
Queen Mary Elementary School	960	87.5	9.1%	\$2,492.87
Sutherland Secondary School	1920	139.5	7.3%	\$12,387.20
Balmoral Secondary School	960	63.5	6.6%	\$5,189.73
Windsor Secondary School	1920	99.5	5.2%	\$3,813.75
Handsworth Secondary School	1920	78	4.1%	\$4,114.19
Argyle Secondary School	1920	54.31	2.8%	\$11,875.41
Carson Graham Secondary School	960	22	1.9%	\$1,667.16
Keith Lynn Secondary School	960	7.5	0.0%	\$26.10
Ridgeway Annex Elementary	960	6.5	0.0%	\$0.00
Seycove Secondary School	960	6.5	0.0%	\$348.00
Totals:	37440	6276.31	17%	\$248,177.45
Notes:				
Fromme and Plymouth schools not rented in 2011.				
11 hours or less rented in the school year is less than 1%, counted here as 0%.				

**School District Gym Rentals by User Group**

User Groups	Facilities			
	Elementary	Secondary	Lucas/LMCC	All Facilities
Adult Non-Profit	% of Use	% of Use	% of Use	% of Use
Badminton	0.1%	1.3%		1.5%
Basketball	4.5%	0.3%		4.8%
Family Events	0.1%			0.1%
Fitness Classes	0.3%			0.3%
Floor Hockey	6.1%	0.0%		6.1%
Football		0.1%		0.1%
Public Meetings	0.3%	0.2%		
Scottish Dance	1.1%			1.1%
Soccer	10.9%	1.5%	0.35%	12.7%
Sports night	0.1%			0.1%
Volleyball	1.3%	0.5%		1.8%
<b>Total Adult Non-Profit</b>	<b>24.7%</b>	<b>3.97%</b>	<b>0.35%</b>	<b>29%</b>
<b>Youth Non-Profit</b>				
Baseball		0.6%		0.6%
Badminton	0.5%			0.5%
Basketball	7.9%	0.5%		8.4%
Beavers	0.4%			0.4%
Family Events	0.4%	0.01%		0.4%
Brownies	0.4%			0.4%
Cross Sport Training	0.2%			0.2%
Cubs	1.5%			1.5%
Fencing	0.4%			0.4%
Fitness	0.0%		0.1%	0.1%
Floor Hockey	0.3%			0.3%
Football	0.1%			0.1%
Guides	0.7%			0.7%
Karate	2.0%			2.0%
Scottish Dance	0.6%			0.6%
Scouts	1.6%			1.6%
Soccer	39.0%	0.1%	0.2%	39.3%
Softball	4.6%			4.6%
Sports night	2.0%			2.0%
Theatre practice	0.1%			0.1%
Volleyball	1.1%	4.4%		5.4%
Youth Activities	1.2%	0.6%		1.7%
<b>Total Youth Non-Profit</b>	<b>65%</b>	<b>6%</b>	<b>0.3%</b>	<b>71%</b>

North Vancouver School District 44					
September 1, 2009 - June 30, 2010					
Elementary Schools Gym Usage					
Community Sport Use					
	Mon-Thurs 5.30pm - 9.00pm	Mon-Fri 9.00pm - 11.30pm	Friday 5.30pm - 9.00pm	Total Hours	Friday 9.00pm - 11.30pm
	Peak Hours	Non-Peak Hours	Peak Hours		(included in Mon-Fri Non- Peak hours)
Blueridge Elementary	124.00	6.00		130.00	
Boundary Elementary	242.00	46.00	39.00	327.00	9.00
Braemar Elementary	183.50	21.50	2.00	207.00	2.00
Brooksbank Elementary	107.00	8.00	3.00	118.00	
Canyon Heights Elementary	139.50	21.50		161.00	
Capilano Elementary	158.50	20.00	1.50	180.00	
Carisbrooke Elementary	225.50	64.50	6.00	296.00	
Cleveland Elementary	151.00	7.50	7.00	165.50	
Cove Cliff Elementary	231.50	59.50	41.00	332.00	
Dorothy Lynas Elementary	192.00	86.50	26.00	304.50	23.00
Eastview Elementary	161.50	8.00	13.00	182.50	
Fromme Elementary	103.50		2.00	105.50	
Highlands Elementary	202.00	93.50	16.00	311.50	3.00
Larson Elementary	198.50	59.50	38.00	296.00	
Lynn Valley Elementary	218.00	118.00	35.00	371.00	6.50
Lynnmour Elementary	174.50	41.50	10.50	226.50	
Montroyal Elementary	177.50		16.00	193.50	
Norgate Elementary	200.50	61.00	1.00	262.50	
Plymouth Elementary	181.50	54.50		236.00	
Queen Mary Elementary	118.00	29.00		147.00	
Queensbury Elementary	133.00	9.50		142.50	
Ross Road Elementary	183.00	14.50	16.00	213.50	1.00
Seymour Heights Elementary	164.00			164.00	
Sherwood Park Elementary	183.50	26.00		209.50	
Upper Lynn Elementary	222.00	38.50	2.00	262.50	
Westview Elementary	147.00	20.00	1.00	168.00	0.50
Ridgeway	72.50	6.00		78.50	
Ridgeway Annex	1.00			1.00	
Total Hours	4,596.00	920.50	276.00	5,792.50	45.00
Note: This report excludes 3.30 pm - 5.30 pm weekdays and all Saturday and Sunday hours.					

Report on Community Use of School Facilities in the North Vancouver School District

North Vancouver School District 44					
September 1, 2010 - June 30, 2011					
Elementary Schools Gym Usage					
Community Sport Use					
	Mon-Thurs 5.30pm - 9.00pm	Mon-Fri 9.00pm - 11.30pm	Friday 5.30pm - 9.00pm	Total Hours	Friday 9.00pm - 11.30pm
	Peak Hours	Non-Peak Hours	Peak Hours		(included in Mon-Fri Non- Peak hours)
Blueridge Elementary	141.5	3.0	0.0	144.5	
Boundary Elementary	233.0	29.0	18.0	280.0	9.0
Braemar Elementary	142.0	9.0	1.0	152.0	2.0
Brooksbank Elementary	78.5	3.5	3.0	85.0	
Canyon Heights Elementary	119.0	2.5	0.0	121.5	
Capilano Elementary	182.5	40.0	0.0	222.5	
Carisbrooke Elementary	229.5	62.5	21.0	313.0	
Cleveland Elementary	151.0	8.5	0.0	159.5	
Cove Cliff Elementary	235.5	42.5	12.0	290.0	
Dorothy Lynas Elementary	198.0	63.0	22.0	283.0	23.0
Eastview Elementary	161.0	2.5	0.0	163.5	
Highlands Elementary	247.5	89.0	35.0	371.5	3.0
Larson Elementary	200.0	46.5	24.0	270.5	
Lynn Valley Elementary	201.0	103.0	32.0	336.0	6.5
Lynnmour Elementary	206.5	31.5	28.5	266.5	
Montroyal Elementary	212.5	8.5	12.0	233.0	
Norgate Elementary	199.5	73.5	2.0	275.0	
Queen Mary Elementary	80.0	6.0	0.0	86.0	
Queensbury Elementary	222.0	11.0	0.0	233.0	
Ridgeway	96.0	2.5	0.0	98.5	
Ridgeway Annex	3.5	2.5	0.0	6.0	
Ross Road Elementary	192.0	23.5	11.0	226.5	1.0
Seymour Heights Elementary	133.5	4.0	0.0	137.5	
Sherwood Park Elementary	219.0	24.5	0.0	243.5	
Upper Lynn Elementary	204.5	26.0	1.0	231.5	
Westview Elementary	251.5	37.0	22.5	311.0	0.5
<b>Total Hours</b>	<b>4,540.5</b>	<b>755.0</b>	<b>245.0</b>	<b>5,540.5</b>	<b>45.0</b>
Note: This report excludes 3.30 pm - 5.30 pm weekdays and all Saturday and Sunday hours. Fromme and Plymouth closed.					

Report on Community Use of School Facilities in the North Vancouver School District

North Vancouver School District 44				
September 1, 2009 - June 30, 2010				
Secondary Schools Gym Usage				
Community Sport Use				
	Mon-Thurs Peak Hours 5.30pm - 9.00pm	Mon-Fri Non-Peak Hours 9.00pm - 11.30pm	Friday Non- Peak Hours 5.30pm - 9.00pm	Total Hours
Argyle	25.00	25.00		50.00
Balmoral	0.00	91.50	3.00	94.50
Carson Graham	2.00	22.00		24.00
Handsworth	27.50	6.00	3.00	36.50
KLASS	0.00	0.00		0.00
Seycove	0.00	0.00		0.00
Sutherland	44.00	96.00		140.00
Windsor	0.00	0.00	0.00	0.00
	98.50	240.50	6.00	345.00
Note: This report excludes 3.30 pm - 5.30 pm weekdays and all Saturday and Sunday hours.				

Report on Community Use of School Facilities in the North Vancouver School District

North Vancouver School District 44				
September 1, 2010 - June 30, 2011				
Secondary Schools Gym Usage				
Community Sport Use				
	Mon-Thurs Peak Hours 5.30pm - 9.00pm	Mon-Fri Non-Peak Hours 9.00pm - 11.30pm	Friday Non- Peak Hours 5.30pm - 9.00pm	Total Hours
Argyle	36	6	4	46
Balmoral	34	6	0	40
Carson Graham	0	22	0	22
Handsworth	53	13	10	75
KLASS	5	3	0	7
Seycove	4	3	0	6
Sutherland	25	107	0	132
Windsor	66	20	9	94
Lucas Centre	60	38	4	101
	280	216	26	521
Note: This report excludes 3.30 pm - 5.30 pm weekdays and all Saturday and Sunday hours.				

**Appendix G - ELEMENTARY AND SECONDARY SCHOOL SIZE CHART FOR GYMNASIUMS AND ACTIVITY ROOMS 2011/2012**

Location	Gym Size (feet)	Gym Size (feet)	Stage	Activity Room	Bleachers
ARGYLE	81 x 95	67 x 81	No/Yes		Yes/Folding
BALMORAL	81 x 94		Yes		Built-in
HANDSWORTH	81 x 84	50 x 80	Yes/No		Yes/No
KLASS	36 x 50		Yes		
SEYCOVE	77 x 95		No		Folding
SUTHERLAND	95 x 99	60 x 95	No		Folding/Yes
WINDSOR	95 x 102	50 x 80	No/Yes		Folding/No
Blueridge	50 x 56		Yes		
Boundary	50 x 72		No	27 x 52	
Braemar	45 x 58		Yes	24 x 48	
Brooksbank	50 x 60		Yes		
Canyon Heights	50 x 59		Yes		
Capilano	49 x 60		Yes	24 x 35	
Carisbrooke	50 x 78		No	23 x 35	
Cleveland	49 x 55		Yes	29 x 50	
Cloverly (and Queen Mary)	50 x 58		Yes		
Cove Cliff	51 x 78		No		
Dorothy Lynas	50 x 80		No	36 x 42	
Eastview	48 x 56		Yes	29 x 38	
Highlands	50 x 57		Yes	36 x 48	
Larson	51 x 60		Yes		
Lynn Valley	70 x 52		No		
Lynnmour	50 x 85		No		
Maplewood	50 x 56		Yes		
Montroyal	50 x 56		Yes	31 x 32	
Norgate	48 x 70		No	30 x 36	
Queensbury	49 x 61		Yes		
Ridgeway	49 x 56		Yes		
Ross Road	50 x 49		Yes		
Seymour Heights	50 x 57		Yes		
Sherwood Park	49 x 61		Yes	26 x 34	
Upper Lynn	50 x 60		Yes	42 x 50	
Westview	78 x 51		Yes		
CARSON - CONSTRUCTION	90 x 95	48 x 77	Yes/No	27 x 52	Both Folding
Fromme - CLOSED	50 x 56		Yes		

Report on Community Use of School Facilities in the North Vancouver School District

Location	Gym Size (feet)	Gym Size (feet)	Stage	Activity Room	Bleachers
<b>Lonsdale - CLOSED</b>	GONE		GONE		
<b>Monteray - CLOSED</b>	32 x 46		Yes		
<b>Plymouth - CLOSED</b>	49 x 72		Yes	alcove: 24 x 39	
<b>Queen Mary - CONSTRUCTION</b>	49 x 59		No		
<b>Ridgeway Annex - CLOSED</b>	36 x 49		No		
<b>Westover - CLOSED</b>	51 x 57		Yes		

**Appendix H - 2010 USAGE DATA FOR MEETING ROOMS AND CLASSROOMS**

<b>2010 School District Multipurpose Room Rentals by User Group</b>				
<b>User Groups</b>	<b>Facilities</b>			
	<b>Elementary</b>	<b>Secondary</b>	<b>Lucas/LMCC</b>	<b>All Facilities</b>
<b>Adult Non-Profit</b>	<b>% of Use</b>	<b>% of Use</b>	<b>% of Use</b>	<b>% of Use</b>
North Shore Film Festival		2%		2%
Football Awards Banquet		1%		1%
Belcarra Water Supply	1%			1%
Brook and Assoc.	1%			1%
Fitness	4%			4%
Hollyburn Jack Rabbit Ski Club	0.42%			0%
J Kutev Architect	1%			1%
Lower Capilano Community Assn	0.42%			0%
Norgate Community Assn	0.21%			0%
Strata Meetings	2%			2%
Onni Group	0.32%			0%
Strata Meetings		1%	1%	1%
Sons of Norway			3%	3%
N S Community Resources			1%	1%
<b>Adult Non-Profit</b>	<b>9%</b>	<b>3%</b>	<b>4%</b>	<b>17%</b>
<b>Youth Non-Profit</b>				
Beavers	19%			19%
Brownies	24%			24%
Cubs	1%			1%
European Football School	1%			1%
Guides	23%			23%
Lonsdale Creek Daycare Society	1%			1%
North Shore Celtic Ensemble	1%			1%
North Shore Junior Chess	1%			1%
Private Parties	1%			1%
Sparks	10%			10%
Soccer	0.42%			0%
<b>Youth Non-Profit Total</b>	<b>82%</b>			<b>82%</b>
<b>Commercial</b>				
Translink	1%			1%
<b>Grand Total</b>	<b>92%</b>	<b>3%</b>	<b>4%</b>	<b>100%</b>

Report on Community Use of School Facilities in the North Vancouver School District

<b>2010 School District Classroom Rentals by User Group</b>				
<b>User Groups</b>	<b>Facilities</b>			
	<b>Elementary</b>	<b>Secondary</b>	<b>Lucas/LMCC</b>	<b>All Facilities</b>
<b>Adult Non-Profit</b>	<b>% of Use</b>	<b>% of Use</b>	<b>% of Use</b>	<b>% of Use</b>
Carousel Chorus	1%			1%
Upbeats - drumming	2%			2%
Cove Community Church		2%		2%
Deep Cove Community Swing Band		1%		1%
North Shore Chamber Orchestra		1%		1%
North Shore Community Music Society		2%		2%
North Shore Driving School		3%		3%
North Vancouver Community Band		1%		1%
Norvan Power Squadron		4%		4%
Nour Foundation		3%		3%
Seymour Power Sail Squadron		3%		3%
West Van Adult Concert Band		0.14%		0.14%
MCFD - Vancouver Coastal Region			0.18%	0.18%
Capilano Christian Church			8%	8%
<b>Adult Non-Profit</b>	<b>3%</b>	<b>20%</b>	<b>8%</b>	<b>31%</b>
<b>Youth Non-Profit</b>				
Mad Science BC	2%			2%
North Shore Multicultural Society	1%			1%
Pace Piano	1%			1%
Scouts	1%			1%
Community Meeting		0.07%		0.07%
Cove Community Church		8%		8%
ESL Language Centres		29%		29%
Musart Cultural Society		1%		1%
North Shore Celtic Ensemble		4%		4%
Optimist club		0.24%		0.24%
German classes			4%	4%
Mandarin School			16%	16%
Russian Classes			2%	2%
<b>Youth Non-Profit Total</b>	<b>5%</b>	<b>41%</b>	<b>22%</b>	<b>68%</b>
<b>Commercial</b>				
Balmoral Summer Drama		1%		1%
Sterling Pacific Development public meeting		0.05%		0.05%
<b>Commercial Total</b>		<b>1%</b>		<b>1%</b>
<b>Grand Total</b>	<b>8%</b>	<b>62%</b>	<b>30%</b>	<b>100%</b>

**Appendix I – GYM RENTAL CANCELLATIONS 2011/2012**

<b>Function</b>	<b>Location</b>	<b>Day of week</b>	<b>Time</b>	<b>Total</b>	
Adult Soccer	Carisbrooke	Wednesdays	8:30-10:00pm	\$1,374.97	Since 06
Floor Hockey	Braemar/Westview	Tuesdays	8:00-9:30pm	\$1,667.44	Prior to 05
Guides	Queensbury	Mondays	6:30-8:00pm	\$1,052.40	Prior to 05
Adult Soccer	Dorothy Lynas	Wednesdays	8:30-9:30pm	\$ 876.90	Prior to 05
Youth games	Cove Cliff	Fridays 1/mth	7:00-9:00pm	\$ 263.10	Prior to 05
Adult Soccer	Highlands	Wednesdays	8:30-9:30pm	\$ 760.63	Since 07
Adult Volleyball	Boundary	Mondays	7:30-9:00pm	\$2,194.00	Prior to 05
Adult Basketball	Dorothy Lynas	Thursdays	8:30-10:00pm	\$2,720.56	Prior to 05
Adult Basketball	Cove Cliff	Mondays	8:00-9:00pm	\$1,404.24	Prior to 05
Adult Soccer	Lynn Valley	Thursdays	7:30-8:30pm	\$1,345.73	Since 09
Youth Soccer	Upper Lynn	Thursdays	7:30- 9:30pm	\$ 818.44	Since 08
Total to Date				\$14,478.41	

**Appendix J – GYM RENTAL REVENUE 25% SCHOOL ALLOCATION**

School		Feb-Jun 2011 25% Gym Rentals
Argyle	01	2,149
Balmoral	02	562
Carson Graham	03	133
Handsworth	06	695
Seycove	07	87
Sutherland	08	1,443
Windsor	09	822
<b>Secondary Total</b>		<b><u>5,891</u></b>
Blueridge	12	463
Boundary	13	933
Braemar	14	170
Brooksbank	15	392
Canyon Heights	17	303
Capilano	18	676
Carisbrooke	19	940
Cleveland	20	310
Cove Cliff	21	1,022
Eastview	22	418
Highlands	24	1,598
Larson	25	666
Dorothy Lynas	27	1,489
Lynn timer	28	826
Lynn Valley	29	1,502
Montroyal	32	679
Norgate	33	1,267
Queen Mary	37	147
Queensbury	38	578
Ridgeway Elem	39	176
Ross Road	41	557
Seymour Heights	42	333
Sherwood Park	43	630
Upper Lynn	44	618
Westview	46	1,291
<b>Elementary Total</b>		<b><u>17,984</u></b>
<b>Total all Schools</b>		<b><u>23,875</u></b>

**Appendix K - 2010 USAGE DATA FOR PLAYING FIELDS**

Argyle Sec School	833.5
Blueridge Elem School	162
Boundary Comm School	181.5
Braemar Elem School	1647.5
Brooksbank Elem School	581
Canyon Heights Elem School	1089
Capilano Elem School	244.5
Carisbrooke Elem School	4
Cleveland Elem School	1093.5
Cove Cliff Elem School	457.5
Dorothy Lynas Elem School	656
Eastview Elem School	440
Fromme Elem School	249.25
Handsworth Sec School	625
Keith Lynn Alternate School	140
Larson Elem School	214
Lynn Valley Elem School	982
Maplewood Comm School	854.5
Montroyal Elem School	578
Norgate Comm School	369
Plymouth Elem School	641.25
Queen Mary Comm School	239
Queensbury Elem School	176
Ross Road Elem School	383
Seycove Sec School	938
Seymour Heights School	655.5
Sherwood Park Elem School	656
Sutherland Sec School	690.25
Upper Lynn Elem School	177
Westover Comm School	621.5
Westview Elem School	167
Windsor Sec School	607.5
Wm Lucas Centre	454.5
<b>Total Playing field hours booked Sep 01/09 to Jun 30/10:</b>	<b>17808.25</b>

**Appendix L- COPY OF SPORTS FIELD MEMORANDUM OF UNDERSTANDING FOR  
CITY OF NORTH VANCOUVER**

**MEMORANDUM OF UNDERSTANDING  
SPORT FIELD FEES**

This Memorandum of Understanding is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2008 by and between the North Vancouver Community Sports and Recreation Council (“Sport Council”), the City of North Vancouver (“CNV”) and the North Vancouver Recreation Commission (“NVRC”); (collectively, “the Parties”).

Whereas:

- A. Sport Council is an umbrella organization representing a number of community based sports and recreation organizations in North Vancouver, specifically including those Community Sports Organizations (“CSO’s”) that require the use of public sport fields in North Vancouver;
- B. the CSO’s represented by Sport Council have established a procedure with the NVRC to collect certain fees from the field users that are placed in a trust fund (the “Fund”) for sport field development and maintenance;
- C. the Fund may be used to pay for the capital cost of otherwise unfunded sport field development projects in the CNV;
- D. CNV accepts the minimum agreed rental fee commitment made by the CSO’s as their capital contribution to the Confederation Park Artificial Field project;
- E. the CNV owns and is responsible for maintenance and renovation of public sport fields in the municipality; and
- F. the NVRC allocates sport field bookings and collects any hourly fees on behalf of the CNV;

The Parties agree to the following:

**1. PURPOSE**

In lieu of payment for hourly rental charges for public playing field use by individual CSOs at all weather and grass fields, the Sport Council will contribute an annual payment of \$52,000 to the CNV as block funding towards playing field maintenance plus another annual allocation of \$18,000 to be used exclusively for capital projects for playing field improvements. These funds will be additional to the historical base funding that CNV provides for sports field maintenance and capital projects. This block payment will eliminate the need for either the NVRC or the CNV to use additional staff resources to track bookings, cancellations and other details required to finalize per hour booking charges.

## **2. PROCESS**

The NVRC will collect the block payment contribution from each CSO based on a seasonal levy per player registered with each CSO. Playing field booking allocations will be conditional on payment of the seasonal levy. The seasonal levy payments collected by the NVRC will be held in trust by the NVRC on behalf of the Sport Council and the CSO's, and payment of the block payments to the CNV will be made from this trust account only with the prior approval of the Sport Council following a review of field maintenance conditions by the Sport Fields Projects Committee and CNV staff.

The 'maintenance' payment will be remitted at the end of the calendar year to which it applies. 'Capital' project payments will be remitted on a project-by-project basis as capital projects are funded throughout the year. Capital project contributions from the Fund will be made on a case by case basis subject to mutual agreement by the CNV and Sport Council.

## **3. PRINCIPLES**

The CNV agrees to continue to provide acceptable maintenance of sports field facilities. The CNV agrees to maintain this service level as a minimum service level and to review their budget and service level plan annually with the Sport Council and CSO's.

Implementation of charges for playing field use by the CNV should result in an improvement in the quality and availability of sports fields and prevent further deterioration of these community assets and the parties agree that the annual block payment by the Field CSO's is sufficient to achieve this objective subject to no overuse of fields; recognising overuse of fields could be a result of insufficient field capacity.

## **4. TERM and TERMINATION NOTICE:**

### **Termination for Convenience:**

This Memorandum of Understanding will be effective 01 January 2010 and will have a term of 5 years. Any of the Parties can terminate this Agreement with at least one year's prior notice in writing to all the other parties. The Parties agree to complete all negotiations leading to a renewal of the agreement no later than 4 years from the effective date to give the CSO's sufficient notice of any changes to the Agreement.

### **Termination for Cause:**

If any Party to this Agreement should fail to meet its obligations under this agreement; and if such failure is not remedied within 60 days of the offending Party being placed on notice in writing, this Agreement may be cancelled forthwith by any Party. Any monies on account will be used first to reasonably satisfy any outstanding obligations created under this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Memorandum of Understanding to be duly executed:

City of North Vancouver

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name and title: \_\_\_\_\_

North Vancouver Community Sports and Recreation  
Council

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name and title: \_\_\_\_\_

North Vancouver Recreation Commission

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name and title: \_\_\_\_\_

Schedule .C.1..  
of the  
Administrative Memorandum

Meeting Date: November 15, 2011       Board       Board, in camera

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

Narration:

**WINDSOR** – a field trip to New Orleans, LA, USA has been scheduled for March 7-13, 2012. The trip involves 49 Grade 9-12 Music students, who will be accompanied by two teacher supervisors and one additional Board Employee supervisor.

Students will travel by coach bus to Seattle, WA, USA for their flight to New Orleans. While in New Orleans, they will travel by coach bus. Students will be accommodated in a hotel during their stay and the cost per student is \$1,850, which will be paid by students.

The objective of this extracurricular trip is to participate in musical performance opportunities, attend workshops and experience the local culture.

**HANDSWORTH** – a field trip to England and Scotland has been scheduled for March 8-24, 2012. The trip involves 30 Grade 9-12 students, who will be accompanied by one teacher supervisor, an additional Board Employee supervisor and one other adult supervisor.

Students will travel to California by air and travel by rail, ferry and bus while in England and Scotland. Students will be accommodated in hotels. The cost per student is \$4,500 and will be paid by students.

The purpose of this extracurricular trip is to supplement the education program in Geography and History, visiting multiple historical sites.

**CARSON GRAHAM** – a field trip to Vicente Guerro, Baja California Mexico has been scheduled for March 8-17, 2012. The trip involves 50 Grade 10-12 students in the Global Initiatives and Leadership course, who will be accompanied by two teacher supervisors, two additional Board Employee supervisors and one other adult supervisor.

Students will travel to San Diego, California by air and will transfer to chartered bus to travel to Vicente Guerro. Students will stay in hotel accommodations. The cost per student is \$1,950 and will be paid by students.

The purpose of this extracurricular trip is to supplement the educational program in the Global Initiatives and Leadership course, specifically assisting in the construction of safe housing and the provision of other humanitarian assistance to the local community.

## Schedule ...C.1... (continued)

Narration (continued):

**CARSON GRAHAM** – a field trip to New York, NY, USA has been scheduled for March 9-14, 2012. The trip involves 24 Grade 10-12 Fine Arts students, who will be accompanied by three teacher supervisors and one additional Board Employee supervisor.

Students will travel to New York by air and will travel by subway, taxi and bus while there. Students will be accommodated in a hotel. The cost per student is \$2,000 and will be paid by students.

This extracurricular trip is intended to supplement the educational programs in the areas of visual arts, photography, dance and musical theatre, supporting the IB MYP fundamental concept of intercultural awareness and the encouragement and promotion of international mindedness.

**CARSON GRAHAM** – a field trip to France and Italy has been scheduled for March 10-23, 2012. The trip involves 25 Grade 10-12 students, who will be accompanied by two teacher supervisors.

Students will fly to France and fly home from Italy. During their stay, they will travel by train, bus and public transit. Accommodation will be in hotels. The cost per student of \$4,000 will be paid by students.

The purpose of this extracurricular trip is to supplement the educational program in French, Social Studies and Art and is also intended to provide students with real world experiences to help further their understanding of the International Baccalaureate Middle Years Program.

**ARGYLE** – a field trip to Finland/Estonia/Latvia has been scheduled for March 10-21, 2012. The trip involves 123 students in Gr 11-12 Concert Band, Concert Choir and Vocal Ensemble. Students will be accompanied by six teacher supervisors and two additional Board Employee supervisors.

Students will travel by air to their destination and by coach and ferry during their trip. Students will be accommodated in a hotel during their stay and the cost per student is \$1,850, which will be paid by students.

The objective of this extracurricular trip is to participate in concert performances, supplementing the educational program in senior music and developing musical and performance skills. Additionally, students will be exposed to a different cultural environment, will visit historical and cultural sites, and will experience new languages and social situations which will enhance their overall learning experience.

**SEYCOVE** – a field trip to Italy/Austria/Germany has been scheduled for March 15-24, 2012. The trip involves 43 Humanities students in Grades 11 and 12, who will be accompanied by four teacher supervisors and two additional Board Employee supervisors.

Students will travel by air to Europe and by commercial bus and local transit while there. Accommodation will be in hotels. The cost per student is \$3,300 which will be paid by students.

The purpose of this extracurricular trip is to provide supplemental educational experiences in English, Socials, Literature, Western Civilizations, History and Senior Art, visiting historical and cultural sites and experiencing the architecture and art of Europe.

Schedule .C.2..  
of the  
Administrative Memorandum

Meeting Date:            November 15, 2011             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.3..  
of the  
Administrative Memorandum

Meeting Date: November 15, 2011

Board

Board, in camera

Topic (as per the  
Memorandum): **Trustees' Reports**

Narration:

The Chair will call for reports from Trustees on their activities on behalf of the Board.

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

Meeting Date:            November 15, 2011             Board             Board, in camera

Topic (as per the  
Memorandum):            **Presentation to Outgoing Trustees**

**Narration:**

On behalf of the Board, the Superintendent will make presentations to Trustees Holly Back, Sheila Bouman and Linda Buchanan.

Schedule ...D...  
of the  
Administrative Memorandum

Meeting Date: November 15, 2011  Board  Board, in camera

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

Narration:

Date and Time	Event	Location
Tuesday, Nov 22, 2011 at 4:00 pm	Education & Programs Standing Committee	Leo Marshall Curriculum Centre 810 West 21 <sup>st</sup> St, N Vancouver
Tuesday, Dec 6, 2011 at 7:00 pm	Public Board Meeting (Inaugural)	Leo Marshall Curriculum Centre 810 W 21 <sup>st</sup> Street, N. Vancouver
Tuesday, Jan 10, 2012 at 4:00 pm	Towards the Future for Schools Standing Committee	Leo Marshall Curriculum Centre 810 West 21 <sup>st</sup> St, N Vancouver
Tuesday, Jan 24, 2012 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, Jan 31, 2012 at 7:00 pm	Finance & Facilities Standing Committee	Leo Marshall Curriculum Centre 810 West 21 <sup>st</sup> St, N Vancouver
Tuesday, Feb 21, 2012 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, Jan 31, 2012 at 4:00 pm	Towards the Future for Schools Standing Committee	Leo Marshall Curriculum Centre 810 West 21 <sup>st</sup> St, N Vancouver

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

Meeting Date:            November 15, 2011             Board             Board, in camera

Topic (as per the  
Memorandum):            **Public Question and 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.