School District No. 44 (North Vancouver)

Minutes of the regular **Public Meeting** of the Board of Education, School District No. 44 (North Vancouver) held in the Board Room of the School Board Office at 721 Chesterfield Avenue in North Vancouver, British Columbia on Tuesday, September 23, 2008.

PRESENT: C. Dorais, Chairperson
G. Diebolt
P. Heal
S. Skinner
J. Thornthwaite

A.1. Call to Order

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

A.2. Approval of Agenda

Moved by S Skinner
that the agenda, as recommended in the Administrative Memorandum, be adopted.
Seconded by G Diebolt Carried

A.3. Approval of Minutes

The following correction to the June 17, 2008 minutes was reported.

Item C.12 – Chairperson Dorais noted that the motion should read:
"that Proposed Revised Policy 410: School Planning Councils, **as recommended by the Policy Review Committee of May 29, 2008,** be adopted effective June 18, 2008"

Moved by P Heal
that the minutes of the public meeting of June 17, 2008 be approved as corrected.
Seconded by S Skinner Carried

B.1. Audited Financial Statements

With their agendas, Trustees received the Audited Financial Statements for Fiscal Year 2007/08.

Secretary Treasurer Irene Young tabled the 2007/08 Audited Financial Statements that have been prepared consistent with the format prescribed by the Ministry of Education.

The Secretary Treasurer, noting that they were once again unqualified audited statements, pointed out a few highlights from Schedule A1 which summarizes revenues and expenses.
It was reported that despite decreased enrolment, overall revenue stayed even due to an increase in provincial funding to fund collective agreement commitments. Rentals and lease revenue were up as well as investment income, however, a draw from the previous year's surplus was required to balance the budget.

Georgia Allison, Director of Financial Services, responded to a Trustee's question regarding investment income given the current state of the market. Ms Allison noted that most investments are short term and remain fairly flat. The expectation was that revenue from Board investments wouldn't be far off the projected target due to conservative projections.

B.1. Audited Financial Statements (continued)

The Board's auditor, Mr Larry Ross of KPMG, presented the Auditor's report to the Board. He noted that due to staff changes in School District senior accounting staff within the last year, the auditors spent a little more time to ensure that accounting systems were functioning. Mr Ross reported that all processes were in place and there were no internal control issues.

In response to Trustees' questions, Mr Ross commented on the future implementation of international standards of accounting, which is currently under review by CICA (Canadian Institute Chartered Accountants); investment income and the quality of investments with regards to pension funds. Chairperson Dorais clarified that School District representation in the management of pension funds is done through BCPSEA.

Chairperson Dorais thanked Mr Ross for the report and also extended his thanks to the School District corporate services staff for the work put into the audit.

Moved by S Skinner
that the Board approve the Audited Financial Statements and the Auditors' Report to the Board of Education of School District No.44 (North Vancouver) for the Year Ended June 30, 2008 as presented in Schedule B.1 of September 23, 2008.
Seconded by J Thornthwaite Carried

B.2. North Vancouver Highlands School Statutory Right-of-Way Bylaw 2008

Trustees received with their agendas copies of the North Vancouver Highlands School Statutory Right-Of-Way Bylaw 2008, BC Hydro's Standard Charge Terms, the *Land Title Act* and a map of the area under discussion.

Secretary Treasurer Irene Young introduced this agenda item. It was explained that BC Hydro requires access to the Highlands property to install and maintain hydro-electric works for the use of the new school. This bylaw is a necessity and has no financial implications for the School District.

Moved by G Diebolt
that the North Vancouver Highlands School Statutory Right of Way Bylaw 2008 be read a first time.
Seconded by S Skinner Carried

Moved by J Thornthwaite
that the North Vancouver Highlands School Statutory Right of Way Bylaw 2008 be read a second time.
Seconded by P Heal Carried

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

Moved by P Heal
that the North Vancouver Highlands School Statutory Right of Way Bylaw 2008 be read a third time, passed and adopted.
Seconded by G Diebolt Carried

B.3. Sutherland Joint Use Agreement

Trustees received with their agendas copies of the *Specific Joint Use Agreement between The City of North Vancouver and School District #44 (North Vancouver) for Sutherland School Artificial Turf Play Field, Running Track & Washroom/Change Room Facilities*.

B.3. Sutherland Joint Use Agreement (continued)

Sandy Shaw, Manager, Community & Business Development, presented the agreement to the Board and provided background.

In the past three years, the School District has worked closely with the City of North Vancouver in planning and building the artificial turf field (ATF) and supporting conveniences including washrooms, parking and bleachers. In addition, the City and the School District agreed that upgrading the track around the perimeter of the ATF from gravel to asphalt would further enhance this facility and preserve the longevity of the ATF with the future potential of a rubberized track surface. The proceeds from the Schools Community Connections grant was directed towards the creation of the asphalt track.

Numerous discussions have taken place to ensure that this new facility is available for both school and community use. The final result is the creation of a Joint-Use Agreement for the use of these facilities that provides for equitable access by all users and agreement on issues such as current and future maintenance responsibilities. The agreement has been signed off by theMayor of the City of North Vancouver.

In response to Trustees' questions, it was noted that weekday change room bookings will be handled by School District rentals and on weekends by the Recreation Commission. Soccer games on weekends would be booked through the Recreation Commission and it is anticipated that generally tournament users would book the change rooms as well as the field. A Trustee asked that user groups be advised at the time of field bookings, that change rooms require a separate booking.

There was also discussion around custodial responsibility of the change rooms between the School District and the Recreation Commission as well as provision of a door attendant on weekends.

Trustees commended the City, Recreation Commission and School District staff, in particular the Manager of Community and Business Development, for the collaborative work done in developing this agreement.

Superintendent of Schools, John Lewis, remarked that this joint use agreement builds on the existing agreement with Carson Graham and noted the regular meetings that occur between School District and City staff.

Moved by P Heal
that the Board approve the attached Joint Use Agreement between the School District and the City of North Vancouver.
Seconded by J Thornthwaite Carried

B.4. World Teachers' Day Declaration – October 5, 2008

Chairperson Dorais advised the Board that October 5, 2008 is World Teachers' Day. In 1994, UNESCO, the United Nations Educational, Scientific and Cultural Organization, dedicated October 5th as a day to celebrate and honour the teaching profession. Over 100 countries currently celebrate World Teachers' Day.

In Canada, the theme of the 2008 World Teachers' Day is "Teachers Change Your Life." It is the Board's and the community's opportunity to recognize and respect the vital work that District teachers perform. Teachers play a pivotal role in shaping and building our children's futures—the future citizens of our community, our country, and our world.

C.1. NVTA Pro D Report for 2007- 08

Moved by P Heal
that the Board declare October 5, 2008 as World Teachers' Day in North Vancouver School District
Seconded by S Skinner Carried

Superintendent of Schools John Lewis invited Linda Watson, President of the North Vancouver Teachers' Association, and Louise Larochelle, Chairperson of the Association's Professional Development Committee, to present the NVTA Pro D Report. Copies of the Report were distributed at the meeting.

Ms Watson commented that each year through the Collective Agreement the Board provides a grant of $94,500 to the NVTA to fund professional development. In addition, the NVTA in 2007-2008 contributed $38,800 in support. Virtually all of the funds go to the schools to fund their professional development activities. Through the fund, teachers had approximately $100 per FTE to spend on their professional development. It was noted that the funding available did not cover the full cost of professional development.

Ms Watson thanked the Board for its continued support and was available to Trustees' questions regarding: the adequacy of $100 per FTE funding; communicating to the public the importance of ongoing teacher professional development; criteria for choosing pro-d topics.

Superintendent Lewis noted that besides the $94,500 allotment to the NVTA, the School District supports educational leadership development in many other ways. He also noted that any change in professional development funding as outlined in the collective agreement would need to be addressed by BCPSEA.

Chairperson Dorais thanked Ms Watson and Ms Larochelle for their presentation. The Chair remarked that their comments were well taken by the Trustees and it would be worthwhile to further discuss professional development funding during next year's budget planning process.

Moved by G Diebolt
that the Board receive the NVTA Pro D Report for 2007-08
Seconded by P Heal Carried

C.2. North Vancouver School District Vision and Key Actions 2008/09

Superintendent of Schools John Lewis introduced this agenda item.

Throughout the 2007/08 school year, the North Vancouver School District embarked on a consultative process to develop an over-arching Vision and supporting statements that would describe the future for the School District. Stakeholders represented in the Vision quest included staff and administration as well as representatives from all of the School District's partner groups. The development of the Vision was the focus of the 5th Annual Community Forum in the fall of 2007 and provided the Board with the opportunity to engage the broader community in the consultation process. After a series of reviews and revisions by core representatives, the over-arching Vision and supporting statements were finalized in June 2008 and adopted by the Board of Education.

C.2. North Vancouver School District Vision and Key Actions 2008/09 (continued)

The resulting Vision of the North Vancouver School District is:

We provide world-class instruction
and a rich diversity of engaging programs
to inspire success for every student
and bring communities together
to learn, share and grow

John Lewis, Superintendent of Schools, provided a presentation that outlined a series of statements that were developed to support the Vision as well as a sample of key actions and priorities for the 2008/09 school year.

Trustees received handouts which captured the highlights and were advised that the presentation will be available on the School District website.

Superintendent Lewis noted in the presentation that a successful Vision supports any organization to effectively deal with change in political, economic or social climates. In a world where the rate of change is only accelerating, the Vision brings constancy and clarity to the School District's purpose and operations.

The presentation concluded with Superintendent Lewis commenting that actualizing the Vision requires consistency in action, monitoring, and feedback to ensure that the priorities identified on an annual basis continue to support the North Vancouver School District Vision.

Trustees thanked Superintendent Lewis for his presentation and remarked that it was exciting to see the culmination of work that was initiated at the community level with School District staff now being adopted as priorities for the School District.

Superintendent Lewis responded to Trustees' questions regarding the communication strategy; implementation of strategic plans and timelines; and the staged unveiling of the strategic report.

Moved by P Heal
that the Board of Education receive the North Vancouver School District Vision and priorities for the 2008/09 school year
Seconded by J Thornthwaite Carried

C.3. Trustee Election Process – Timelines and Candidate Orientation

Secretary Treasurer Irene Young introduced this agenda item.

Trustee elections are held every three (3) years on the third Saturday in November in conjunction with local government elections. The nomination period is open from 9:00 am September 30, 2008 until 4:00 pm Friday October 10, 2008. The City and the District of North Vancouver handle the election process for the North Vancouver School District at no cost to the Board. In return, the Board makes its schools available as polling stations and arranges for tables and chairs on Election Day, which is November 15, 2008.

The North Vancouver School District has seven (7) Trustees, three (3) Trustees are elected in the City and four (4) Trustees are elected in the District. There are numerous resources available for potential candidates through the BC School Trustees Association and both municipalities. In addition, the School District is offering a candidate orientation session on Tuesday October 21, 2008 at the Board Office. A package of relevant School District materials will be provided to each Trustee candidate who attends and any other candidates who may be interested in receiving these materials.

C.3. Trustee Election Process – Timelines and Candidate Orientation (continued)

The term of the current Board ends immediately before the first Monday after December 1 in the year of election or when 3 Trustees elected in the current election have taken office, whichever is later. The inaugural Board meeting to allow newly elected Trustees to take the oath of office is scheduled for Tuesday December 9, 2008. Therefore the current Board's term of office will continue until December 9th, 2008 when the new Board officially takes office.

C.4. Third Step Program Review

With their agenda packages, Trustees received a copy of the report *A Review of Third Step Alternative Education Program.*

Assistant Superintendents Bryn Roberts and Larry Johnson introduced the report and highlighted the recommendations included in the report.

In accordance with North Vancouver School District *Policy 204: Alternative Programs or Schools*, a review of the Third Step Program was undertaken during the period April 2008 - June 2008. *Policy 204* requires all NVSD alternative programs or schools to be evaluated following the initial year of operation and at least every five (5) years.

The School District engaged education consultant Don Chapman in the spring of 2008 to conduct the review. A Steering Committee, comprised of a representative school-based group, was established to assist and support the review process. The Committee and the Consultant were directed and guided by the Terms of Reference established by the School District.

A process of research and consultation was carried out with interviews conducted, involving a total of 21 individuals from the School District and local community services and agencies. The review was completed in June 2008 and provided to the Trustees for their information.

Assistant Superintendent Roberts noted that Mr Chapman is very aware of our District. Mr Chapman was complimentary of our District's relationship with outside agencies and impressed with the quality of the Third Step Program.

Assistant Superintendents Roberts and Johnson responded to Trustees' questions regarding moving the program and co-location; accessibility of Mr Chapman when addressing the possible relocation; co-locating with partnership agencies; recommendation 6 in the report – making success in academics a priority goal;

Moved by J Thornthwaite
that the Board of Education receive the June 2008 report *A Review of Third Step Alternative Education Program* prepared by Don Chapman and included with this Administrative Memorandum of September 23, 2008 and refer it to the Superintendent for development of a process for considering its recommendations.
Seconded by S Skinner Carried

C.5. Joint Advocacy – Statement of Principles

Secretary Treasurer Irene Young introduced this agenda item and provided some background.

In January 2008, representatives from the North Vancouver Board of Education, North Vancouver Parent Advisory Council, school administration, North Vancouver School District executive committee, North Vancouver Teachers' Association, Student Leadership Council and the

C.5. Joint Advocacy – Statement of Principles (continued)

Canadian Union of Public Employees met to discuss multi-stakeholder advocacy issues. Resulting from this meeting, a draft report was prepared and reviewed by core representatives and principles have been developed to effectively engage the power of key stakeholders as partners in communication on appropriate issues.

The principles will provide guidance to the newly established Presidents' Council, which includes representation from each of the stakeholder groups, in considering issues with potential for joint advocacy and present the common ground upon which the Joint Advocacy Team will work together.

Chairperson Dorais thanked the NV Parent Advisory Council (NVPAC) and in particular its president, Lisa Cartwright, for bringing this issue to the forefront. He also acknowledged the work done by the Superintendent of Schools, Secretary Treasurer and their staff as well as the Communications Manager.

Trustees commented on the quality of the statement of principles and were impressed with the outcome from the Joint Advocacy workshop. The Secretary Treasurer responded to Trustees' questions regarding communication strategy – principles will be posted on the website after a further review by the Presidents' Council; gauging of individual stakeholder's responses will happen at the Presidents' Council; feedback will go back through the Presidents' Council to the individual stakeholder groups; whether other school districts are doing something similar.

Moved by S Skinner
that the Joint Advocacy – Statement of Principles be received by the Board.
Seconded by P Heal Carried

C.6. Tuesday, September 9, 2008 Meeting of the Finance and Facilities Standing Committee

Copies of the meeting notes from the September 9, 2008 meeting of the Finance and Facilities Standing Committee were included in the Trustees' agenda.

Trustee Skinner, Chairperson of the Finance and Facilities Standing Committee, reported on highlights of the meeting, which took place at Leo Marshall Curriculum Centre. They included updates on the Environmental Learning Centre and seismic upgrades at Canyon Heights and Cleveland; and an overview of maintenance projects completed over the summer.

C.7. Field Trips Secondary

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

- Seycove/Windsor Secondaries – field trip to Huntsville, Alabama (September 19 – 26, 2008)
- Handsworth Secondary – field trip to San Diego, California (September 18 – 22, 2008)

C.8. Superintendent's Report

At the meeting, Superintendent John Lewis unveiled the new format of the report – the "Superintendent's e-Bulletin" - and distributed print copies of the report to the Trustees and public attendees. This new format is an outcome of one of the recommendations within the Communication Audit. It will be circulated to staff, DPAC and others as well as being available on the website.

C.8. Superintendent's Report (continued)

Highlights of the report included:

- student spotlight on scientific excellence
- 6th Annual Community Forum on October 16, 2008 at Carson Graham at 7:00 pm
- An Evening with Chatelaine Gwen Point on October 2, 2008 at the Tsleil-Waututh Nation Gym
- National School Library Day on October 27, 2008
- Report on the visit to North Vancouver Outdoor School (NVOS) by Deputy Minister of Education James Gorman
- District specialty program proposal submission deadline – September 30, 2008
- Putting a roof over their heads – Seycove Secondary students' trip to Mexico

Trustees commended the Superintendent and Communications Manager on the e-bulletin format, finding it welcoming and inclusive. It was suggested that distribution should be broadened to the municipalities and other community groups.

C.9. Trustees' Reports

Trustees reported on their activities on behalf of the Board as follows:

1. Meetings attended by Trustees included:
   - meeting with Communications Officer, Squamish Nation
   - Recreation Commission meetings
   - meeting with parental advocate re Special Needs
   - meeting with parental advocates re Mandarin Immersion program
   - Cove Cliff PAC meeting
   - Argyle PAC meeting
   - *Towards the Future of Schools* Study Group Meeting: Seycove Secondary
   - Meeting with PAC Chair of Windsor House Alternative Program
   - Sustainability Dialogues; GVRD Future of the Region: "Adapting to Climate Change". SFU – Morris J. Wosk Centre of Dialogue
   - First Call: BC Child and Youth Advocacy Coalition
   - Metro Vancouver Sustainability Breakfast: "Nature's Health Drink – Always on Tap"
   - Sustainability Dialogues: Adapting to Climate Change: Hollyburn Country Club, West Vancouver, BC
   - Public Board/In Camera meetings
   - Finance & Facilities Standing Committee
   - Trustee Seminar
   - Eastview PAC meeting
   - Eastview School visit
   - Ridgeway School visit
   - DARE Graduation Ceremony – Queensbury School
   - Canada Day Celebrations sponsored by the City of North Vancouver at Waterfront Park
   - Advisory Planning Commission
   - Public hearing for the Lonsdale and Queen Mary school development proposals
   - North Shore Substance Working Group
   - AbEd (Aboriginal Education) Council
   - Organizing meetings for the Candlelight Ceremony
   - North Shore Governance Liaison meeting hosted by the Vancouver Coastal Health Authority

C.9. Trustees' Reports (continued)

2. Events attended by Trustees included:

- Memorial service for esteemed Balmoral Teacher and student motivator, Paul Kilby
- Retirement tea for Heather Harivel, teacher at Blueridge School
- North Shore Athletic Assn – Appreciation Coaches Dinner, Windsor Secondary
- NV Chamber of Commerce Summer Soiree, St Roche Dock, N Vancouver
- Infrastructure Funding Announcement with Mayor Darrell Mussatto and Minister of Transportation, Kevin Falcon, Kings Mill Park, North Vancouver
- Parkgate Days, Parkgate Community Centre, North Vancouver
- Coho Festival, Coho Society of the North Shore. Ambleside, West Vancouver
- Official opening of Sutherland Secondary
- Blueridge Elementary Welcome Back BBQ
- North Vancouver City Library Opening Reception & Opening Day Celebration
- 4th Annual Summer Leadership Conference: Lesson Learned; Penticton, BC – BC Education Leadership Council
- International Democratic Education Conference (IDEC) at UBC
- Candelight Ceremony at Capilano Cemetary – Trustee Heal requested a thank you letter be sent to Windsor Secondary choir for their performance at the ceremony
- Gordon and Marion Smith Foundation AGM

D. Future Meetings

Future meetings of the Board were noted as follows:

Date and Time	Event	Location
Tuesday, October 7, 2008 at 7:00 pm	Education & Programs Standing Committee Meeting	Conference Room – LMCC 810 West 21st St, N Vancouver
Tuesday, October 14, 2008 at **7:30 pm**	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Thursday, October 16, 2008 at 7:00 pm	Community Forum	Carson Graham Secondary 2145 Jones Ave, N Vancouver
Tuesday, October 28, 2008 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver

E. Question Period

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

Questions regarding the following were directed to the Board through the Chairperson:

- from Carol Murphy, CUPE representative - regarding the Sutherland Joint Use Agreement. Concern was raised about cleaning change/wash rooms around Pro-D days as well as weekends. Secretary Treasurer Irene Young indicated this would require some discussion.
- from Lisa Cartwright, DPAC President – reported that Franci Stratton will be the DPAC representative on the Presidents' Council; thanked the Board and staff for supporting the new parent communication protocol.
- From Linda Watson, NVTA President – regarding the Public Comment Period at the start of the meeting. The Chairperson noted that this addition to the agenda had been on a six month trial basis and is currently under review. Ms Watson raised a question concerning the timing of the next Public Board Meeting on October 14th, the same night as the Federal Election. Superintendent Lewis, through the Chair, noted the time was changed to 7:30 after the closing of the polling stations. The Board was very limited to choice of meeting

E. Question Period (continued)

times due to the October 15th Ministry deadline for Class Size Reporting and the short time frame of two weeks for collection and interpretation of data.

F. Adjournment

The established agenda being completed, the Chairperson adjourned the meeting at 9:45 pm.

Certified Correct:

Irene Young Secretary Treasurer	Chris Dorais Chairperson, Board of Trustees
Date	Date