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, October 28, 2008.

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

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A.1. Call to Order

Board of Education Chairperson Dorais called the meeting to order at 7:05 pm.

A.2. Approval of Agenda

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

A.3. Approval of Minutes

Moved by S Skinner
that the minutes of the public meeting of October 14, 2008 be approved as circulated.
Seconded by P Heal Carried

B.1. Notice of Motion

During the Trustees' report at the October 14, 2008 Public Board meeting, the Board was served with a Notice of Motion by Trustee Skinner. For Trustees' reference, a copy of Board Policy 104 was included in the agenda package.

Referencing *Policy 104 Board of Education - Meetings; Rules of Order at Regular Meetings*, the Chairperson determined that the motion could go forward and the Chairperson requested that Trustee Skinner introduce the motion.

Moved by S Skinner
Whereas the following motion was passed unanimously at the December 11, 2007 meeting of the North Vancouver Board of Education:

> *that the North Vancouver Board of Education at the monthly Public Board meeting include a 10-minute public comment period as the first item of business, and a 20-minute question period as the last item on the agenda; and*
> *that the procedures to be followed for the public comment period be determined by the Chairperson; and*
> *that this meeting procedure be enacted as a trial basis until June 2008, after which the Board shall review this public comment procedure.*

Whereas the North Vancouver Board of Education received positive feedback from the community, educational partners and the media after passing the public comment motion on December 11, 2007, and

B.1. Notice of Motion (continued)

Whereas the public comment period was enacted on a trial basis from February 12, 2008 to June 17, 2008 and

Whereas members of the public availed themselves of this public comment period to ensure Trustees heard their opinions on issues before the Board and

Whereas the Board has had ample time to review this comment period, and that the public comment period has been an effective tool for public and the Board in conducting business on behalf of the community.

Therefore be it resolved:

that the North Vancouver Board of Education include a 10 minute comment period as the first item of business, after the adoption of the agenda, and a 20 minute question and comment period as the last item on the agenda and that the procedures to be followed for the public comment period be determined by the Chairperson. Further, the Board recommends including this question period in the corresponding board policy (Policy 104) when this policy is next reviewed.

Trustee Skinner introduced an amendment to the wording of the original motion.

Moved by S Skinner
that the North Vancouver Board of Education extend the trial period of including a 10 minute comment period as the first item of business, after the adoption of the agenda, and a 20 minute question and comment period as the last item on the agenda and that the procedures to be followed for the public comment period be determined by the Chairperson. Further that the Board continues with this trial period until such time that the corresponding board policy (Policy 104) has been reviewed and revised and brought to the Board for approval.
Seconded by J Thornthwaite

Discussion around the motion included:

- that the change in Board start time was implemented without a change in Policy 104. Superintendent Lewis noted that the change in start time to 7:00 pm is consistent to the wording of the policy as it stands.
- concern about a review to Policy 104 prior to a newly elected Board's commencement in December.
- Superintendent Lewis clarified the steps in reviewing a policy, it is standard procedure for the Policy Review Committee to strike a sub-committee. The sub-committee would then submit its recommendations to the Policy Review Committee.

The Chair called for a vote on the amended motion: The motion was defeated.

Amendment to Minutes *- Trustee request to include the following:*
Voting in favour of the motion: S Skinner, J Thornthwaite

B.2. Class Size Regulation Report 2008/09

John Lewis, Superintendent of Schools, presented the *Class Size Regulation Report 2008/09* that complies with the Ministry's *Class Size Regulation,* BC Reg. 205/08 (School Act, section 76.1) and must be submitted to the Minister of Education by October 30, 2008. This is a subsequent report to the *Organizations of Classes Report 2008/09* presented at the Board meeting of October 14, 2008.

B.2. Class Size Regulation Report 2008/09 (continued)

Superintendent Lewis explained that following Ministry changes to the regulation, the Board is only required to provide the report to the public. Provision of copies of the report to the chair of each parents' advisory council in the school district is no longer required.

The *Class Size Regulation Report 2008/09* contains the following information as of September 30, 2008:

- 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 53 classes with kindergarten students (including K/1 combined classes) ranging in size from 9 to 22. No classes exceed the allowable maximum of 22;
- there are 161 classes with grades 1 to 3 students (including Grade 3 & 4 combined classes) ranging in size from 15 to 24. No classes exceed the allowable maximum of 24.

The Superintendent responded to Trustees' questions regarding:

- French Immersion kindergarten classes, out of the 10 classes only 6 or 7 classes are operating with 22 students; still space available.
- All day kindergarten – class size typically running between 18 – 22 students; the addition of another school offering the program this year, has assisted in the distribution of registrations
- Funding for ESL and aboriginal students in all day or half day kindergarten

Moved by G Diebolt
that the *Class Size Regulation Report 2008/2009,* as appended to Schedule B.2., be approved
Seconded by S Skinner Carried

At this point in the meeting, the Chairperson formally welcomed representatives from the Student Leadership Council.

C.1. Results of Communication Audit

With their agendas, Trustees received copies of *"School Talk", Report of the Communications Audit for the North Vancouver School District*.

Ms Victoria Miles, Communications Manager, reviewed the process in developing the communication audit:

1. Review of communications context and goals – to understand the key goals of the NVSD in terms of communications at this point of time both in terms of long-term impact and immediate issues and needs.
2. Review of communication vehicles and channels – website, advertising, print communications materials, letters home, Novacom, media coverage, media materials
3. Stakeholder input – consultations included meetings with teachers, administrators, school office staff, parents, Trustees and media contacts.
4. Other inputs and research – including the May 2007 Workman Consulting Report as well as various reports done by several BC and US school districts.

The report introduces a series of themes by which to build a communications culture and recommendations to improve stakeholder based, strategic communications. The recommendations are:

1. Actively develop a communications culture
2. Develop a comprehensive strategic plan for communications
3. Define clear communications roles for all NVSD communicators

C.1. Results of Communication Audit (continued)

4. Increase communications staffing
5. Develop measurement practices and establish key indicators to maintain and improve over time
6. Update NVSD's visual identity
7. Revise the NVSD website
8. Assess advertising expenditures and seek enhanced efficiency/impact
9. Establish a routine of proactive media relations
10. Launch a public campaign related to "Pride in NVSD" to update and promote NVSD's positive image

Ms Miles advised the Board that the School District will assess the suitability of each recommendation in developing a Strategic Communications Plan that is both ambitious and realistic to implement.

Trustees directed questions to Ms Miles regarding the results; development of the Strategic plan which has not yet been drafted; two to three year time frame for the plan's implementation; community and partner engagement; concerns re budgeting for additional communications staff; and the website.

The Chairperson thanked the Communications Manager for the presentation. The Chair also noted that prior to Ms Miles' appointment; staff, with already full plates, did an admirable job dealing with communications issues.

Moved by S Skinner
that the Board of Education receive the *Report of the Communications Audit for the North Vancouver School District*.
Seconded by G Diebolt Carried

C.2. Sutherland Secondary – NV Recreation Commission Joint Use Agreement

Trustees received with their agendas, a copy of the *Specific Joint Use Agreement between North Vancouver Recreation Commission and School District No 44 (North Vancouver) for Sutherland School Gymnasiums & Change Room Facilities.*

Secretary Treasurer Irene Young noted how pleased she was to bring forward another joint use agreement and asked that Sandy Shaw, Manager, Community & Business Development, join the table.

Ms Shaw reviewed the key features of the agreement which was a follow-up to the Joint-use Agreement between the City of North Vancouver and the Board of Education for the North Vancouver School District developed for the use of the Sutherland School Artificial Turf Field (ATF) and track. The Joint-Use Agreement with the City of North Vancouver provided for equitable access to the ATF and related amenities by all users.

One such amenity was the change room facility inside the school. In order to ensure that the change rooms were available for public use during weekends, the School District reached agreement with the North Vancouver Recreation Commission to schedule and manage public access to the gymnasium wing of Sutherland School on Saturdays and Sundays. This arrangement not only met the requirement of allowing for public access to the change rooms, but also enabled the School District to further collaborate to allow for community access to gymnasiums during times identified as having a high community demand.

C.2. Sutherland Secondary – NV Recreation Commission Joint Use Agreement (continued)

Ms Shaw responded to Trustees' questions regarding:

- the arrangement of the door attendant on Saturdays and Sundays – the NV Recreation Commission will be responsible for the staffing of the door attendant; the attendant does not have custodial responsibilities
- School District custodial responsibilities after weekend use; cost of additional hours will be picked up by the NV Recreation Commission
- addressing staff/community concerns – if unresolved issue, should speak with School District staff and, if required, staff would then take it to the Recreation Commission
- re Item 15 – maintenance of gymnasium is solely the School District's responsibility
- booking of gymnasium – Monday to Friday booking is through the School District and weekend bookings are through the Recreation Commission – no provision for booking conflicts
- School District reserves the right to schedule school-based activities in the gymnasiums on weekends with reasonable (7 days) notice

Moved by S Skinner
that the Board approve the *Specific Joint Use Agreement between North Vancouver Recreation Commission and School District No 44 (North Vancouver) for Sutherland School Gymnasiums & Change Room Facilities* attached to Schedule C.2. of the Administrative Memorandum of the October 28 2008 Public Board Agenda.
Seconded by P Heal Carried

C.3. Schools Community Connections – 2008 Grant Applications

Secretary Treasurer Irene Young introduced this agenda item. Included in the Trustee agenda package were copies of the three grant applications to the School Community Connections Program.

Sandy Shaw, Manager, Community & Business Development, highlighted key aspects of the applications. In 2008, *Strengthening the Connection*, a new School Community Connections program, was introduced as an extension of the original program.

The 2008 grant program provides funding to a maximum of $8,000 per project with a maximum of three applications that may be submitted per Board of Education. The Projects that have been chosen in each of the City and District of North Vancouver are:

- Lynnmour Elementary – addition of a community garden and an exterior canopy
- book and toy lending library for Early Learning Foundations (ELF) and StrongStart programs which are district wide programs with representation at Lynnmour
- renovations at Norgate Elementary to accommodate new Early Learning Foundations program as well as StrongStart program – will include sink, counter and cabinetry as well as resources and play equipment
- Queen Mary Elementary – creation of a dedicated school garden plot, community orchard and cold frames for year round planting

Each application requires the support of local government partners and letters of support are promised and pending.

A Trustee remarked that the grant application process is an innovative effort for enhancing programs in the school district as well as strengthening partnerships with both the District and the City of North Vancouver.

C.3. Schools Community Connections – 2008 Grant Applications (continued)

Moved by P Heal

that the Board approve the funding applications attached to Schedule C.3. of the Administrative Memorandum of the October 28, 2008 Public Board Agenda for funding of the School Community Connections Program supporting projects in North Vancouver School District for both student and community use and benefit.
Seconded by G Diebolt Carried

C.4. Joint Advocacy Report

Secretary Treasurer Irene Young introduced this agenda item.

At its September 23rd, 2008 meeting the Board received the Joint Advocacy Statement of Principles. On September 29th, 2008 the President's Council met and agreed that a joint submission using the Statement of Principles should be made to the Select Standing Committee on Finance and Government Services' budget consultations. The Secretary Treasurer was tasked with pulling together a Joint Advocacy team with representatives from each partner group to create a unified submission.

The Joint Advocacy Team (JAT) chaired by the Secretary Treasurer includes Trustee Thornthwaite, Cindy McQueen - CUPE, representation from NVTA, Lisa Cartwright – NVPAC, Renee Hislop and Cathy Piteux, representing school administrators and Victoria Miles, Communications Manager. The Secretary Treasurer reported that the timing, barely two weeks prior to submission, was very tight to pull together a meeting, meet, write a report, review the report with both JAT members and then Presidents' Council prior to sign off by the partner groups. The Joint Advocacy Team met on October 17th, 2008 and due to prior commitments the NVTA was unable to send a representative to the meeting but provided suggestions for the submission. At the meeting, the attending JAT members agreed that the submission should focus on the provincial government's proposed early learning initiatives. The final submission, a copy of which was included in the Trustees' agenda package, was submitted to the Select Standing Committee on Finance and Government Services on October 24, 2008.

Secretary Treasurer Young responded to Trustees' questions/comments regarding that the submission did not include the NVTA's endorsement as the submission did not reflect the concerns they had submitted to the Joint Advocacy Team.

The Secretary Treasurer noted that it was the Joint Advocacy Team's consensus to address early learning funding. It was the first attempt under the protocol and the JAT members have learnt from the submission process.

The Superintendent reminded the Board that the Joint Advocacy Team is not Board driven but is a collaboration of seven organizations and requires a tremendous effort on their part to collaborate effectively. All the organizations have the ability to present individual submissions on any issue at any time.

Moved by P Heal
that the Joint Advocacy Team submission to the Select Standing Committee on Finance and Government Services' budget consultations be received by the Board.
Seconded by G Diebolt Carried

C.5. October 7, 2008 Meeting of the Education and Programs Standing Committee

The Board received with its agenda, meeting notes for the Education and Programs Standing Committee Meeting held on October 7, 2008.

Trustee Thornthwaite, Chair of the Education and Programs Standing Committee, commented on the quality of the presentations by District staff at the meeting. In addition, Trustee Thornthwaite expressed an interest to focus on gender issues at the next meeting.

C.4. Superintendent's Report

At the meeting, Superintendent John Lewis distributed copies of the Superintendent's e-Report dated October 28, 2008 in which the Superintendent reported on items of interest or concern not otherwise covered in the agenda. Items of interest included:

- *Celebration of First Nations Literacy* – Lieutenant Governor Steven Point attended a celebration held at Carson Graham Secondary on National School Literacy Day, October 27, 2008
- Kindergarten information meeting on October 22nd – the warm welcome to future School District Kindergarten parents that was held at Lucas Centre drew more than 400 parents
- Youth Against Violence Line – YAV line – 1-800-680-4264
- 6th Annual Community Forum – input from the meeting will be incorporated within a report that will be prepared for the incoming Board.
- Student Spotlight – Seycove Secondary' Black Tusk trip took on special meaning with the participation of a student with cerebral palsy
- International Baccalaureate Organization (IBO) Authorization Team visit to Carson Graham
- Nomination of the North Vancouver Outdoor School for the NV Chamber of Commerce Business Excellence Award in Sustainability.
- School District hosted a fall conference during the second week of October featuring locally developed resources: *Our Turn to Talk*, *Firm Foundations*, *Math 44*, *Digital Expressions*, *Web in the Classroom*, *Reading 44*, *Meaning in Data* and *Writing 44*.
- Class Size Averages reported to the Board of Education on or before October 30, 2008

C.5. Trustees' Reports

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

1. Meetings attended by Trustees included:
   - Joint Advocacy Team meeting
   - Trustee Candidate Orientation
   - Sustaining Schools Working Committee all day workshop
   - Screening of Vice Principals meeting
   - All-Candidates meeting for NV District School Trustee and Councilor Candidates at Parkgate Community Centre
   - Public Board Meeting
   - Youth Anti-Violence Grants Committee
   - BCSTA provincial council meeting
   - Interview with the International Baccalaureate Organization Authorization Team – part of the process as Carson Graham Secondary pursues authorization as an IB World School

2. Events attended by Trustees included:
   - 6th Annual Community Forum – "Towards the Future of Schools" held at Carson Graham Secondary
   - Capilano Elementary School 100 Year Anniversary celebration
   - Canlan/Ice Sports 10 Year Anniversary Celebration

C.5. Trustees' Reports (continued)

- Queensbury Elementary PAC sponsored walkathon
- Highlands/Kids Club pumpkin patch
- National School Library Day/Aboriginal Literacy Celebration at Carson Graham Secondary, with Honorable Lieutenant Governor Steven Point
- Signing of the Collaboration Agreement between the District of North Vancouver and the North Vancouver School District, in District chambers
- AEA Conference – held in Whistler, BC – keynote workshop on Conflict Resolution, tour of Aboriginal Cultural Centre

D. Future Meetings

Future meetings of the Board were noted as follows:

Date and Time	Event	Location
Tuesday, November 4, 2008 at 7:00 pm	Finance & Facilities Standing Committee Meeting	Leo Marshall Curriculum Centre 810 W 21st St, North Vancouver
Tuesday, November 25, 2008 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, December 9, 2008 at 7:00 pm	Public Board Meeting - Inaugural	Leo Marshall Curriculum Centre 810 W 21st St, North 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:

- Franci Stratton, NVPAC - requested clarification on the Communications Audit process and timeline in developing the strategic plan – the District PAC (DPAC) is holding its general meeting on November 20th and the theme is communications. The Superintendent responded that the timeline for the strategic plan could possibly be set by November 20th. The strategic plan itself will require two to three months to work through. There will be components in the plan that will allow for the opportunity of input from partner groups.
- Linda Watson, NVTA President – expressed disappointment in the inaugural Joint Advocacy Team effort and the short timeline provided. Ms Watson advised the Board that the NVTA did submit their own brief, copied to the Presidents' Council. Copies will be distributed to the Trustees.
- Joyce Griffiths, CUPE – with regards to the Sutherland Joint Use Agreement with NV Recreation Commission - requested clarification regarding the arrangement for custodial coverage Monday mornings at Sutherland Secondary. The Superintendent will seek clarification from staff and noted the intent would be to add additional hours to the total custodial complement at Sutherland.
- Cyndi Gerlach – 1) clarification regarding public access to the Class Size Regulation Report; 2) kindergarten funding with regards to special needs and aboriginal students

F. Adjournment

The established agenda being completed, the Chairperson adjourned the meeting at 8:50 pm.

Certified Correct:

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