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, February 24, 2009.

PRESENT: J. Thornthwaite, Chairperson
S. Skinner, Vice-Chairperson
H. Back
L. Buchanan
B. Forward
F. Stratton
M. Tasi

A.1. Call to Order

Chairperson Thornthwaite called the meeting to order at 7:00 pm.

A.2. Approval of Agenda

Moved by F Stratton
that the agenda, as recommended in the Administrative Memorandum, be adopted.
Seconded by B Forward Carried

A.3. Public Comment Period

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

Lisa Cartwright, NV Parent Advisory Council Chairperson, in reference to Item C.2. and the Consultation Report for the School Calendar; encouraged the Board to make a decision that evening. With reference to Item C.4. Budget Planning Framework, Ms Cartwright informed the Board that parent representatives are ready and willing to serve on the budget tier groups.

A.4. Approval of Minutes

Moved by B Forward
to amend the minutes of the public meeting of January 27, 2009 by summarizing the nature of Trustees' debate rather than listing them in point form.
Seconded by S Skinner Carried

An amendment to the minutes was requested in Item C.4. (g) Neighbourhoods of Learning to include after the sentence*: "Superintendent Lewis cautioned that Board Policy on partnerships should be reviewed to ensure that the establishment of a partnership with an independent (private) group is not contrary to policy";* the additional sentence *"The Superintendent's comment was noted and the motion was amended".*

Item C.1. Carson Graham Response Team; correction to the minutes "*the need to move quickly in order to address programming and time table requirements for September 2010*" should read *September* 2009.

A.4. Approval of Minutes (continued)

Moved by S Skinner
that the minutes of the public meeting of January 27, 2009 be approved as amended.
Seconded by F Stratton Carried

B.1. School District No. 44 (North Vancouver) Amended Budget Bylaw for Fiscal Year 2008/09

Trustees received with their agendas copies of the Amended Annual Budget Bylaw, Amended Annual Budget and Summaries of Revenue and Expenditures for the 2008/09 Budget Year.

Secretary Treasurer Young introduced this topic noting that it is a routine item and that the Board is being asked to adopt an Amended Budget Bylaw for Fiscal Year 2008/09. Section 113 of the School Act provides the authority for a Board to amend its annual budget bylaw. The Amended Budget is the final budget for the 2008/09 fiscal year and includes numerous budget variations that have taken place since the adoption of the 2008/09 Preliminary Budget on May 27, 2008.

Secretary Treasurer Young introduced Georgia Allison, Director of Financial Services, who responded to Trustees' questions regarding salaries on Schedule A1 clarifying that both teachers and principals received a 2.5% salary increase, with a decline of 26 teacher FTE's and no change in principal FTE's; regarding line 610 on Schedule A2 Federal Grants, the decrease was due to the elimination of the Employment Services Division at Capilano Mall which also impacted line 360 Rentals and Leases on Schedule A3; clarification around recoveries under line 649 on Schedule A2; clarification on line 4.41 Business Administration on Schedule A4.2; and marketing of IEP Central.

Moved by S Skinner
that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2008/09 be read a first time.
Seconded by L Buchanan Carried

Moved by H Back
that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2008/09 be read a second time.
Seconded by F Stratton Carried

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

Moved by B Forward
that School District No. 44 (North Vancouver) Amended Annual Budget Bylaw for fiscal year 2008/09 be read a third time, passed, and adopted.
Seconded by H Back Carried

C.1. North Vancouver Teachers' Assn (NVTA) *Mentorship Committee* Presentation

Chair Thornthwaite introduced this agenda item.

Lynda Knezevic and Shirley Stearn, co-chairs of the NVTA Mentorship Committee, introduced the members of the committee in attendance as well as beginning teacher, Eric Armstrong and teacher mentor, Larry Amundsen.

Ms Stearn and Ms Knezevic highlighted the history of the Teacher Mentorship Programme, its purpose and benefits as well as recommendations for expansion of the programme. Copies of the slide presentation and the *Teacher Mentorship Programme Proposal* were distributed to the Board members. Eric Armstrong and Larry Amundsen provided participants' perspectives on the programme.

C.1. North Vancouver Teachers' Assn (NVTA) *Mentorship Committee* Presentation (continued)

Trustees thanked the presenters and acknowledged the benefits of the Teacher Mentorship Programme. Ms Stearn and Ms Knezevic responded to Trustees' questions regarding how to encourage mentors to take part in the programme; identification of potential mentors; leadership development; the makeup of a Mentoring Academy; and succession planning for teachers.

C.2. Report on the Consultation Process For The School Calendar for 2009/10 (deferred from January 27, 2009)

Trustees received with their agendas copies of Policy 904 – *School Calendar Bylaw*.

Chair Thornthwaite introduced this item which was deferred from the January 27, 2009 Board Meeting. Following a Board motion in October 2008, a *School Calendar 2009/10 Committee* was struck with representatives from the North Vancouver Parent Advisory Council, North Vancouver Teachers' Association, Canadian Union of Public Employees – Local 389, Elementary School Administrators, Secondary School Administrators, and District Payroll/Financial Services staff, and co-chaired by Barbara Walter, Director of Human Resources and Mark Jefferson, Coordinator, Human Resources.

Mark Jefferson, Coordinator, Human Resources, outlined the process and presented the recommendations from the *School Calendar 2009/10 Committee* to the Board. The committee met on three occasions to consider the potential of adjusting the Standard School Calendar for the 2009/2010 school year. The committee's mandate was to determine if it was a viable option to adjust the calendar for the purposes of celebrating the Vancouver 2010 Olympics. All members and representative groups were solicited to determine the benefits and challenges of adjusting the Standard School Calendar, however, no agreement was achieved by the parties.

Mr Jefferson advised the Board that the recommendation from the Calendar Committee was that the 2009/2010 calendar should remain congruent with the Ministry of Education Standard School Calendar.

Mr Jefferson and administration responded to Trustees' questions regarding the need for flexibility with regards to students and their families as well as staff who wish to take part in events surrounding the Olympics; educational opportunities coming from the Olympic experience; potential transportation difficulties though 80% of school district staff live on the North Shore; and clarification of the impact on CUPE school term staff if an additional week was added to the Spring Break as well as paid/unpaid leave in the collective agreements.

Moved by B Forward
that the Board receive the Report of the School Calendar 2009/10 Committee with thanks to all participants; and

that the Board communicate promptly to the public the Board's decision to keep the North Vancouver School District's calendar congruent with the Ministry of Education Standard School Calendar; and

recognizing the need for flexibility and support during the 2010 Olympics for individuals wishing to participate, and that the School District 2010 Committee be requested to formulate appropriate communication to the schools; and

that the Board communicate its commitment to having the School District explore ways to capitalize on educational opportunities during the Olympics.
Seconded by M Tasi Carried

Moved by B Forward
that the Board take a five minute recess
Seconded by S Skinner Carried

C.3. Investigation of the Possible Closure/Consolidation of Ridgeway Annex with Ridgeway Elementary

Secretary Treasurer Irene Young introduced this agenda item. A copy of *Policy 610 – Closure of Schools (Permanent)* was included in the trustees' agenda packages.

The Secretary Treasurer explained to the Board that it was being asked to consider this item as an outcome of the approval of the Ridgeway capital project at the December 9, 2008 Board meeting. It was explained that it is to the Board's advantage to build the larger school due to the current footprint, as well as the ministry's agreement to fund the cost difference.

On February 5, 2009, the Board held a public consultation meeting on the Ridgeway and Queen Mary Heritage Restoration Capital Projects. Meeting participants acknowledged that disruptions were unavoidable and that numerous decisions needed to be made as quickly as possible. The use of Cloverley as temporary accommodation for both Ridgeway and Queen Mary communities was confirmed to ensure the schools maintained their sense of community. Participants indicated support for the consolidation of Ridgeway Annex with Ridgeway, noting that Ridgeway should be built as large as possible to accommodate students from the Annex and to support community programming offered by the North Shore Neighborhood House. The Board Chair subsequently received a letter of support from the Ridgeway Parent Advisory Committee encouraging the Board to move quickly to commence the process to consider the consolidation of Ridgeway Annex with Ridgeway.

The Secretary Treasurer advised the Board that in order to keep the Ridgeway project on track for a September start, the Architect requires a decision on Ridgeway's capacity by the end of March 2009. In accordance with *Policy 610: Closure of Schools (Permanent)*, the Board must approve a motion at a public Board meeting to commence the formal consultation process to consider the consolidation of Ridgeway Annex with Ridgeway Elementary. The Annex would continue to operate as temporary accommodation during construction until at least June 2011, the expected completion date of Ridgeway School. The conclusion of the investigation of the consolidation of Ridgeway with Ridgeway Annex will determine the final capacity of Ridgeway School and will allow the Architect to commence the detailed working drawings of Ridgeway School.

With its decision to temporarily relocate students from Ridgeway and then Queen Mary at Cloverley School, the Board recognized the impact on the High Performance Program and the Cloverley tenants. A review is underway to accommodate the High Performance Program elsewhere in the School District and efforts are being made to identify alternate lease space for the Cloverley tenants.

Superintendent Lewis responded to Trustees' questions regarding the establishment of one steering committee for Ridgeway and Ridgeway Annex, noting that Assistant Superintendents Pearce and Roberts have been involved in the establishment of the steering committees for all three capital projects and that a call has gone to school administration to establish the Ridgeway/Ridgeway Annex Steering Committee. Questions to the Secretary Treasurer centered on the student enrollment at Ridgeway Annex (62; if any communication had been received by either the Board Chair or senior staff from community members in opposition to the closure of the Ridgeway Annex – none; and if there was the opportunity in the design to increase the size of the gyms at Ridgeway and Queen Mary. The Secretary Treasurer noted that as a follow-up to the Trustees' meeting with the City of North Vancouver Council; Richard White, Director of Community Development, has requested Council's direction with regards to the School District's capital projects and joint use opportunities. Secretary Treasurer Young will report back to the

C.3. Investigation of the Possible Closure/Consolidation of Ridgeway Annex with Ridgeway Elementary (continued)

Board once she has met with Mr White. Discussions have also taken place between the Secretary Treasurer and Heather Turner, Director of Recreation at the North Vancouver Recreation Commission. Trustees will have the opportunity to discuss the capital projects and joint use opportunities with the Council of the District of North Vancouver on March 4, 2009.

In closing, the Chair noted that fair consideration will be given to all public input during the consultative process required by Policy 610.

Moved by L Buchanan
that the Board investigate the closure of Ridgeway Annex Elementary School and consolidation with Ridgeway Elementary School effective June 30, 2011 or the completion of the Ridgeway Elementary Capital restoration project whichever is later; and that the Board, as required by legislation, commence public consultation with affected communities.
Seconded by H Back Carried

C.4. 2009/10 Budget Planning Framework

Trustees received with their agendas a copy of sections 112 and 137 of the School Act.

By June 30, 2009, the School Board is required to adopt by bylaw its annual budget for the 2009/10 year. For practical reasons, the Board should adopt its spending plans for 2009/10 by May 30, 2009. According to the School Act, the operating budget must not exceed the funding allocated to it by the Minister of Education, plus any local revenues and appropriated operating reserves.

Secretary Treasurer Young introduced this item noting that it is always a challenge to start the budget planning process prior to the budget instructions being released from the Ministry but the School District cannot wait, as there wouldn't be sufficient time to properly prepare. The Board's review of the following was requested:

- Proposed timetable for preparing the preliminary operating budget for 2009/10
- Anticipated Incremental Costs for 2009/10 (to be presented at the March 3, 2009 Finance and Facilities Standing Committee meeting)
- Proposed plan/framework for preparing the preliminary operating budget for 2009/10

The Secretary Treasurer outlined the budget planning process and the makeup of the budget tier framework. Following from the November Finance and Facilities Standing Committee meeting, it is proposed that the Budget Tier process should include broader representation at the earliest stages of budget development. Membership on the Budget Tier Groups will include representatives of district administration, school administration, NVTA, CUPE, NVPAC and a School Trustee. The Student Leadership Council will be involved in the budget process through the scheduled meetings of the Board of Education's Finance and Facilities Standing Committee.

Referendum funds can be used to provide for new and enhanced educational programs, additional activities for students or local capital initiatives. Referendum funds cannot be used to support ongoing programs.

Following the Secretary Treasurer's presentation, there was discussion around the increased opportunities for representation on the committee as well as referendum procedures.

Moved by B Forward
that the Board approve the timeline and framework for preparing the preliminary operating budget for 2009/10 set out in Schedule C.4. of the Administrative Memorandum of February 24, 2009.
Seconded by H Back Carried

C.5. Tuesday, January 13, 2009 & February 3, 2009 Meetings of the Education and Programs Standing Committee

Copies of the meeting notes from the January 13, 2009 and the February 3, 2009 meetings of the Education and Programs Standing Committee were included in the trustees' agenda packages. Trustee Susan Skinner, Chair of the Education and Programs Standing Committee, reported on highlights of the meetings noting that the January 13, 2009 meeting was well attended and very informative. The February 3, 2009 meeting included a presentation by staff and two Norgate Elementary students who presented on computer assisted learning for students who struggle in math or reading.

C.6. Out of Country Field Trips – Secondary

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

- Seycove Secondary School – field trip to Orlando, Florida, USA (April 15-20, 2009)
- Sutherland Secondary School – field trip to Japan (April 16-25, 2009)
- Windsor Secondary School – field trip to New York, New York, USA (April 22-27, 2009)
- Seycove Secondary School – field trip to Whidby Island, Wash, USA (May 25-28, 2009)

C.7. Superintendent's Report

At the meeting, Trustees received a copy of the Superintendent's Report dated February 24, 2009 in which the Superintendent reported on items of interest or concern not otherwise covered in the agenda. Previously, copies of the January 27, 2009 Superintendent's Report were distributed electronically to the Trustees. The Superintendent's Report is also posted on the School District website. A summary of the report included:

- Police Incident at Carson Graham – Superintendent Lewis extended thanks to Carson Graham students, staff and administration as well as Assistant Superintendent Pearce and school district staff. The understanding of residents within proximity of the school was appreciated in addition to the assistance from the North Vancouver RCMP, West Vancouver Police Department and officers from other municipalities. In response to Trustees' questions and comments, the Superintendent noted that various debriefings would take place later in the week and the Critical Response Team was deployed to the school.
- March Music – On March 11, 2009, the Vancouver Symphony Orchestra will perform with the North Vancouver Elementary School Honour Band and Strings students; and on March 12, 2009, the Strings students from the Handsworth Family of Schools will perform. Both events will be at Centennial Theatre.
- LAN: Learning at Night - This new concept in professional development, under the direction of Audrey Van Alstyne, District Technology Administrator, and a team of teachers, has been very successful. The next LAN party will be held at Sutherland School on March 4, 2009 between 5:00 and 7:00 pm.
- Writing 44 Secondary – The school district's latest teacher resource to be published is *Writing 44: A Core Writing Framework.* This new resource is designed to provide secondary teachers with a practical, comprehensive resource for the effective teaching of writing to students in Grades 8-12.
- Professional Development in Ottawa – Daniel Royer, Argyle Secondary, and Hazel Clark, Sutherland Secondary, were chosen after a national selection process to attend the *Teachers Institute on Canadian Parliamentary Democracy* in Ottawa from February 8-13, 2009.

Moved by B Forward
that the Board extend the meeting past 10:00 pm
Seconded by L Buchanan Carried

C.8. Trustees' Reports

Due to the December 9, 2008 Board meeting being the inaugural meeting of the new Board, there were no Trustee reports. As well, the January 27, 2009 Trustees' Reports were deferred. Trustees reported on their activities on behalf of the Board as follows:

1. Meetings attended by Trustees included:

- GVRD Metro Sustainability Breakfast: Opportunities for Urban Density, BCIT Campus
- Public Board Meetings, plus Inaugural Board Reception, in-camera meeting
- First Call: Child and Youth Advocacy Coalition meeting
- Sustaining Schools Working Committee meeting
- Meetings with Senior Administration
- Presidents' Council meetings
- Meeting with Chair of Richmond School Board
- "Trustee chat" with NVSD Trustees
- Trustee Seminars with Senior Administration, parliamentary consult, legal consult
- Meetings with Trustees and Superintendent (Seycove School, Argyle School)
- Education and Programs Standing Committee meetings
- BC School Trustees Association (BCSTA) Metro Branch meetings
- Policy 104 Sub-committee meeting
- Meeting with Board Vice-Chair and parliamentary consult
- Communications Committee meeting
- Joint meeting of the Board of Education and the Council of City of North Vancouver – presentation and discussion of partnership opportunities
- NV District PAC meeting
- Meeting with Windsor House for tour of school and programs
- NV Chamber of Commerce meeting – discussions around the effect of the Olympics on the community. The Tourist Centre will require volunteers to run the Centre.
- NV Chamber of Commerce meeting with business community
- Family Court and Youth Justice Meeting – presentation by the City Social Planner, note that a new official community plan will be created by 2011.
- NV PAC presentations from Keith Lynn and Windsor House
- Planning meetings in preparation for Trustees' Reception
- NV Recreation Commission meeting
- School visits to Seycove Secondary, Sherwood Park Elementary and Dorothy Lynas Elementary
- Student Leadership Council meeting
- School visits to Balmoral Secondary and Braemar, Carisbrooke, Larson Elementary schools; Windsor House; Youth Learning Centre
- School visits to Ross Road, Lynn Valley, Boundary, Upper Lynn, Argyle, Canyon Heights, Fromme
- Staff meetings at Carisbrooke, Braemar and Larson as well as Cloverley
- First *Green Team* meeting
- Safe and Caring Schools Committee meeting
- Balmoral group of schools meeting
- Meeting with Balmoral principal and PAC co-chairs
- Meeting with Bill MacDonald, Artists for Kids
- Meeting with representatives for the Handsworth Traffic Committee
- Meeting with Helen Hughes, SANE re Neighbourhoods of Learning Proposal
- Finance & Facilities Standing Committee planning meetings with Secretary Treasurer
- Outdoor School Advisory Committee meeting
- PAC meetings at Lynnmour, Blueridge, Windsor, Seymour Heights, Balmoral, Carson Graham, Plymouth, Ridgeway, Balmoral, Handsworth, Lynn Valley
- Meeting with principal at Plymouth School and tour
- Meeting with Principal and Vice Principal at Blueridge School

- Meeting with PAC chair of Carson Graham
- Meeting with Pamela Drokos re: Mandarin Bilingual Proposal
- Substance Abuse Working Group meeting
- Early Learning Initiatives Committee meetings

2. Events attended by Trustees included:

- Cloverley school visit to the High Performance Program and tour by students and staff Dorothy Lynas Christmas Breakfast
- Queen Mary visit and reading for World Literacy Day
- Public Consultation/Information meeting at Ridgeway School
- Queensbury School tour
- BC Public Schools Employers Association (BCPSEA) – conference call re Foundation Skills Assessments
- BCSTA Trustee Academy
- BCPSEA Conference
- NV Lonsdale Constituency Christmas Party Reception
- NV Recreation Commission Holiday Season Reception
- Carson Graham, Ridgeway and Queen Mary Capital Projects announcement at Ridgeway School
- CUPE 389 Christmas Open House
- StrongStart openings for Eastview, Lynnmour and Norgate centres
- Balmoral Open House
- Writing 44 Secondary Launch
- Association of Elementary Administrators meeting/social
- Spirit of BC Flag Raising Ceremony, meet the Mascots, Opening of first section of the Spirit Trail: North Vancouver City and District Library, Mosquito Creek Marina
- CUPE luncheon, presentation by Barry O'Neill, President of CUPE BC
- City of NV Heritage Awards
- NVTA Pro D Conference, Key note speaker: Dr Gabor Mate
- NS Gymnastics Competition, Windsor School
- Lynnmour Trivia Night Fundraiser
- Carson Graham Open House – met with Chef training teacher and the BCIT automotive teacher
- NV Chamber of Commerce – presentation given by Doug Smith from the Olympic Committee for the North Shore
- Learning At Night (LAN) – Sutherland Secondary
- Multi-Cultural Dinner and Celebration – Cleveland Elementary

D. Future Meetings

Future meetings of the Board were noted as follows:

Tuesday, March 3, 2009 at 7:00 pm	Finance & Facilities Standing Committee Meeting	Leo Marshall Curriculum Centre 810 West 21st St, N Vancouver
Tuesday, March 10, 2009 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver
Tuesday, April 7, 2009 at 7:00 pm	Finance & Facilities Standing Committee Meeting	Leo Marshall Curriculum Centre 810 West 21st St, N Vancouver
Tuesday, April 28, 2009 at 7:00 pm	Public Board Meeting	Board Room - School Board Office 721 Chesterfield Ave, N Vancouver

E. Question Period

The Chair called for questions from the public on business conducted during the meeting. The Board and administration responded to questions regarding:

- From the Chair of the NV Parent Advisory Council - the possibility of posting to the website a draft form of the formally worded motions from the Board Public Meetings. Superintendent Lewis noted that the motions regarding the School Calendar and Ridgeway can be incorporated into items already on the website regarding these topics.
- From the President of the NV Teachers' Association – thank you for allowing the Teacher Mentorship presentation. Regarding the calendar, the NVTA did think the self-directed professional development was a viable option and complimented teachers involved in the previously used process. Appreciation was extended to the school district and compliments to the school students and staff on how the incident at Carson Graham was handled. As well, thanks were extended to all those involved in the Pro D Day held at Carson Graham the very next day.

F. Adjournment

The established agenda being completed, the Chairperson adjourned the meeting at 10:20 pm.

Certified Correct:

Irene Young Secretary Treasurer	Jane Thornthwaite Chairperson, Board of Education
Date	Date