



# Memorandum vancouver school board

VSB

June 15, 2016

To: Joint Committee II/III (Planning and Facilities/Education and Student Services Committee)

From: Scott Robinson, Superintendent of Schools

**Re: Maquinna Annex – Recommendation for Closure**

### INTRODUCTION:

This report contains a recommendation.

### BACKGROUND:

Maquinna Annex is a K-3 annex located at 2882 East 4<sup>th</sup> Avenue. It shares the same catchment as Chief Maquinna Elementary, located at 2684 East 2<sup>nd</sup> Avenue. Until the 2015/16 school year, parents who live in the Maquinna catchment had the option of sending their children to either location for Kindergarten through grade three, then all students attended the 'main' school for grades four through seven.



As previously reported, enrolment at both Maquinna Elementary (main) and Maquinna Annex has declined steadily for a number of years and the current and projected catchment enrolment can be accommodated within the main (Chief Maquinna Elementary) School only. **No parents chose to register at Maquinna Annex for the 2015-16 school year and there has not been an educational program offered at the school this year. There are no students registered for the 2016/17**

**school year.** As a result, and as per policy FL-R *School Closures* (Attachment A) staff initiated the school closure process on March 4, 2016.

**CONSULTATION:**

Pursuant to Board policy FL and FL-R *School Closures*, the following steps were taken to ensure an appropriate level of consultation occurred:

March 4, 2016	<ul style="list-style-type: none"> <li>• Consideration for Closure process initiated was initiated</li> <li>• Notices were posted on VSB website and at annex and main school</li> <li>• Notification of consideration for closure letter was provided to the school principal and PAC chairperson.</li> </ul>
May 5, 2016 5:00 pm	A report of recommendation for consideration of closure was brought to <b>Joint Committee II/III</b> (Attachment B) where the committee supported the school being considered for closure.
May 9, 2016 7:00 pm	A report was brought to <b>public Board meeting</b> for decision as to whether to consider closure. At that time, the Board made the decision to consider the school for closure.
May 10, 2016	The school community was notified of the outcome of the Board decision to consider the school for closure. A letter was provided to all parents in the two primary languages of this school community.
May 25, 2016 7:00 pm	<b>Public Meeting</b> – opportunity for public communication and consultation occurred at Maquinna Elementary.
June 8, 2016	Topic of potential school closure was placed on PAC meeting agenda and discussed by principal.
May 26-June 9, 2015	Opportunity provided for further public input through written submissions
June 15, 2016 5:00 pm	DMT consultation report summarizing results of public consultation to <b>Joint Committee II/III</b>

**RESULTS OF CONSULTATION:**

Public Consultation:

All requirements contained within the *School Act* and Board policy FL-R regarding consultation have been met. Despite the attempts made to gather community input, no input was received from the school community regarding this proposed closure. There were no public attendees at the May 25 public consultation meeting held at the school. No written feedback was submitted during the required two week period following the public consultation meeting. No concerns were expressed during the discussion at the PAC meeting held on June 8<sup>th</sup>. In summary, no concerns have been expressed by members of the school community or the public regarding the proposed closure of Maquinna Annex.

Stakeholder Consultation:

Stakeholders were given the opportunity to provide input at the Committee II/III meetings on May 5, 2016. Although there were several questions regarding clarification of process, there were no concerns expressed about potential closure of this school at this meeting.

**CONCLUSION:**

Based on future enrolment projections, it is not anticipated that the school district will require the use of Maquinna Annex as an educational facility. All expectations regarding consultation contained in both the School Act and Board policy have been met. No concern about the potential closure of the school has been expressed at any point during the consultation process.

**RECOMMENDATION:**

IT IS RECOMMENDED THAT Maquinna Annex be closed effective October 31, 2016 or such date as the Board determines appropriate.





Vancouver School Board

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ATTACHMENT A

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Home › Policy Manual › F: Facilities Development › FL-R: School Closures

# FL-R: School Closures

**Classification:** F: Facilities Development

**Code:** FL-R

All district facilities are regularly reviewed and assessed to ensure they are being utilized for efficient and effective delivery of a comprehensive educational program and associated services. Any school may be considered for closure when such an assessment:

- (a) Identifies that the students could reasonably be accommodated in other local schools, and
- (b) Those students can be provided with access to appropriate educational programs.

## Closure Process

If a school is being considered for closure, then the following process will apply:

### POLICY MANUAL

A: Foundations and Basic Commitments

B: School Board Governance and Operations

C: General School Administration

D: Fiscal Management

E: Support Services

F: Facilities Development

FB-R: Facilities Planning

FB: Facilities Planning

FBB: Enrolment Projections

FBC: Safety of Maintenance and Renovation Work

FC: Facilities Capitalization Program

FE-R: Facilities Construction

1. **The District Management Team will prepare a preliminary list of schools that might be considered for closure, and publish that list (the “Potential Consideration for Closure Notice”) on the VSB website and in a letter to the school principals and PACs of each school on the list, all at least two months’ prior to finalizing an administrative report to the Board, to give affected parties advance notice of the consultation process that will apply if the Board decides to consider those or any other schools for closure.**
2. **At least two months after the Potential Consideration for Closure Notice has been posted, the District Management Team will finalize its administrative report detailing which schools it recommends to be considered for closure, and present the administrative report to a joint meeting of Board Standing Committee II - Planning & Facilities and Standing Committee III - Education and Student Services.**
3. **If consideration for closure is supported by the joint committee, then such recommendation will be forwarded to the Board for a decision at the next available board meeting or a special meeting called for the Board to consider closing one or more of the schools recommended for closure in the administrative report.**
4. **Any school that the Board decides to consider for closure will be identified by name and the school so notified.**
5. **If consideration for closure is supported by the Board, then at least one public meeting is to be scheduled to allow communication and consultation prior to a final determination being made by the Board. At least 14 calendar days prior to the public meeting:**

FEB-R: Selection of Architect and/or Prime Consultants for Major Projects

FEB: Selection of Architect and/or Prime Consultants for Major Projects

FF-R: Naming New Facilities

FF: Naming New Facilities

FFC-R - 1: Re-naming Existing School Facilities

FFC-R-2: Naming or re-naming of a specific facility within an existing school facility

FFC: Re-naming Existing School Facilities

FG: Board Inspection and Acceptance of New Facilities

FKA: Non-Structural Seismic Mitigation

FL-R: School Closures

FL: School Closures - Formerly Retirement of Facilities

FLC-R: Re-Opening School Facilities for Local Needs or District Programs

FM-R: Disposal of Land

FM: Disposal of Land

FN: Use of Facilities, Grounds and Equipment

FNA-R-1: Use of Facilities and Grounds for K - 12: School Space Use and Renovations

- (a) notice of the public meeting(s) is to be posted on the VSB website;
- (b) notice is to be advertised in the appropriate local media;
- (c) at least one sign is to be posted at the main entrance to the school and at other appropriate locations to advise the school community and the public;
- (d) all signs are to be in the appropriate majority languages of the school community; and
- (e) the school will provide written notification to the Parent Advisory Committee and parents of students enrolled at the school.

**6. Appropriate mechanisms will be provided within the consultation process to allow feedback from affected school communities, internal VSB stakeholders and the public prior to a final decision on closure being made. No less than fourteen (14) calendar days will be allowed for the receipt of responses following a public meeting.**

**7. The District Management Team will coordinate a consultation report summarizing the results of each public meeting to a joint meeting of Committee II and Committee III. The consultation report shall include, at a minimum:**

- (a) a fair consideration of the community's input;
- (b) consideration of future enrolment growth in the district of persons of school age, persons of less than school age and adults; and
- (c) consideration of possible alternative community use for all or part of the school.

**8. Additional consultation may be undertaken if the Board in its discretion determines that relevant circumstances are substantially different from those**

FNA-R-2: Use of Facilities and Grounds for K - 12: Use of School Grounds for Creative Play Areas

FNA-R-3: Use of Facilities and Grounds for K - 12: Use of School Grounds for Garden Plots

FNA-R-4: Use of Facilities and Grounds for K - 12: Placement of VSB Temporary Portables for Enrolling Purposes

FNA-R-5: Use of Facilities and Grounds for K - 12: Use of School Grounds for Greening Projects

FNA-R-6: Use of Facilities and Grounds for K - 12: K - 12 Use of Equipment

FNA: Use Of Facilities And Grounds For K- 12

FNB-R-1: Use of Facilities and Grounds for Other Board Initiatives: Other Board Initiatives - Education Related - Adult Academic Programs

FNB-R-2: Use of Facilities and Grounds for Other Board Initiatives: Other Board Initiatives - Education Related - Greater Vancouver Distance Education PRP, PRCVI, SET B.C.

FNB-R-3: Use of Facilities and Grounds

**considered by the District Management Team.**

**9. Consultation will be re-initiated under Section 4 above if a school not named in the Potential Consideration for Closure Notice is proposed for closure in a consultation report.**

**10. Final decisions on a school closure will be made by the Board, and will include, without limitation, the considerations listed in Section 7 above. A decision to close a school will only be made by bylaw.**

**11. If the Board decides to permanently close a school, then the Board will, without delay, provide the Minister of Education with written notification of the decision and the school's name, facility number, address and the date on which the school will close.**

**12. A decision to close a school will be communicated to the school and the general public as soon as practical following the Board decision. The school will then ensure written notice is provided to the Parent Advisory Committee and parents of students enrolled in the school. The district will provide instructions to parents on relocation options for all students affected by a school closure.**

**Effective Dates for School Closures**

If a school is being considered for closure, the schedule for consultation will generally be organized such that a decision can be made no later than December, permitting a closure to occur at the end of the current school year. This permits:

- (a) Notice to parents and the public prior to registration for the next school year (in January);

for Other Board Initiatives: Other Board Initiatives to Support Community Objectives Socioeconomic, and/or Recreational Goals

FNB: Use of Facilities and Grounds for Other Board Initiatives

FNC-R-2: Community and Commercial Use of Facilities and Grounds: Child Care

FNC-R-3: Community and Commercial Use of Facilities and Grounds: Heritage Language Programs

FNC-R-4: Community and Commercial Use of Facilities and Grounds: Filming and Media Productions

FNC-R1: Community and Commercial Use Of Facilities And Grounds - General Terms and Conditions

FNC: Community and Commercial Use of Facilities and Grounds

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G: Personnel

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H: Negotiations

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I: Instruction

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J: Students

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K: School-Community Relations

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L: Education Agency Relations



- (b) Actual school closures to take effect at the end of a school year (June 30);
- (c) Adequate time to notify other users of the school i.e. childcare, leases, rentals, summer school programs, etc.;
- (d) If it is not practical to meet the above schedule, approval from the Board will be sought to permit closure to take effect on some other date, typically over the winter break (December/January). In this case:

- (i) **The closure process as outlined above will be followed;**
- (ii) **The schedule for consultation will be organized such that the final decision by the Board can be made no later than June 30th of the calendar year the school is closed; and**
- (iii) **The school would close on a date to be determined by the Board.**

- (e) Where by virtue of a decline in enrollment a school does not register any students or, in the opinion of the Superintendent, registers insufficient students to practically offer an educational program in the school, then the Board will follow the consultation process described in paragraphs 1 through 12 above and the school may be closed on any day determined by the Board.

Responsibility: DMT

**Legal References:**

Bylaw No. 2 Disposition of school Board Property (rescinded May 2007)

**Cross References:**

FLA\*-R: Annex Closures (rescinded May 2007); FLB\*-R: Secondary School Closures (rescinded May 2007); FLC\* -R: Re-opening School Facilities for Local Needs or District Programs; FL -RE: School Closure formerly Retirement of Facilities

**Adopted Date:**

Monday October 01, 1979

**Revision Date:**

Aug 1990

Sep 1994

May 2007

Apr 2010

Apr 2016

[< FKA: Non-Structural Seismic Mitigation](#)

[up](#)

[FL: School Closures - Formerly Retirement of Facilities >](#)



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Memorandum  
vancouver school board

VSB

May 5, 2016

To: Joint Committee II/III (Planning and Facilities/Education and Student Services Committee)

From: Scott Robinson, Superintendent of Schools

Re: Maquinna Annex – Consideration for Closure

INTRODUCTION:

This report contains a recommendation.

BACKGROUND:

Maquinna Annex is a K-3 annex located at 2882 East 4<sup>th</sup> Avenue. It shares the same catchment as Chief Maquinna Elementary, located at 2684 East 2<sup>nd</sup> Avenue. Until the 2015/16 school year, parents who live in the Maquinna catchment had the option of sending their children to either location for Kindergarten through grade three, then all students attended the 'main' school for grades four through seven.



Enrolment at both Maquinna Elementary (main) and Maquinna Annex has declined steadily for a number of years. As the annex has become increasingly smaller, a growing number of parents have chosen to send their children to the main school starting in Kindergarten, resulting in further decreases in enrolment at the annex. This pattern has been in place for several years (see below). **No parents chose to register at Maquinna Annex for the 2015-16 school year and there has not been an educational program offered at the school this year.**

Historical Enrolment – Maquinna Annex and Chief Maquinna (Main) Elementary:

<b>School Year:</b>	<b>Annex Enrolment:</b>	<b>Annex Number of Divisions:</b>	<b>Main School Enrolment:</b>	<b>Main School Number of Divisions:</b>	<b>TOTAL CATCHMENT ENROLMENT</b>
2007-2008	109	6	251	10	360
2008-2009	97	5	252	10	349
2009-2010	91	5	260	10	351
2010-2011	81	4	254	10	335
2011-2012	78	4	257	10	335
2012-2013	58	3	247	10	305
2013-2014	41	3	211	9	252
2014-2015	29	2	198	9	227
2015-2016	0	0	220	9	220

**FUTURE PROJECTIONS:**

Future Enrolment Projections for Maquinna (Total Catchment):

Maquinna Elementary (main) has an official capacity of **245** students. Enrolment projections for the entire catchment indicate that the main school will be able to accommodate all students in the catchment for the foreseeable future.

<b>Year:</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2022</b>	<b>2024</b>	<b>2026</b>	<b>2028</b>	<b>2030</b>
<b>Projected Enrolment:</b>	220	223	218	216	218	217	218	218	222	223

**PROCESS AND TIMELINE:**

March 4, 2016	<ul style="list-style-type: none"> <li>• Consideration for Closure process initiated.</li> <li>• Notices posted on VSB website and at annex and main school</li> <li>• Notification of consideration for closure letter to principals and PAC</li> </ul>
May 5, 2016 5:00 pm	Final report of schools recommended for closure brought to <b>Joint Committee II/III</b>
May 9, 2016 7:00 pm	If support by committee, report brought to <b>public Board meeting</b> for decision as to whether to consider closure
May 10, 2016	School(s) notified of outcome of Board decision as to whether to consider for closure.

May 25, 2016 7:00 pm	<b>Public Meeting</b> – public communication and consultation at Maquinna Elementary
June 9, 2015	Deadline for further public input through written submissions
June 15, 2016 5:00 pm	DMT consultation report summarizing results of public consultation to <b>Joint Committee II/III</b>
June 20, 2016 7:00 pm	Final decision at <b>public Board meeting</b> regarding closure of school

**CONCLUSION:**

Based on future enrolment projections, it is not anticipated that the school district will require the use of Maquinna Annex as an educational facility.

**RECOMMENDATION:**

It is recommended that pending communication and consultation with the school community as defined in policy FL-R *School Closures*, Maquinna Annex be considered for closure.

