

**Important Information – Please Translate**

這是一份重要資訊 — 請找人為您翻譯 這是一份重要信息 — 請找人為您翻譯

Mahalagang Impormasyon - Paki salin sa sariling wika

Thông tin quan trọng - Xin tìm phiên dịch

ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ-ਮਿਹਰਬਾਨੀ ਕਰਕੇ ਅਨੁਵਾਦ ਕਰੋ/ਕਰਵਾਓ

महत्वपूर्ण जानकारी - कृपया अनुवाद करें	중요한 정보 - 번역 부탁드립니다
Información importante - Por favor traducir	معلومات مهمة - الرجاء الترجمة
重要な情報-翻訳してください	اطلاعات مهم - لطفا ترجمه کنید

January 14, 2022

Good afternoon,

In advance of the Board meeting agenda being published today, I am writing to let you know that District staff will be presenting a report to the Board on Monday January 17, 2022 recommending the consideration of closure of Queen Elizabeth Annex (QEA) effective July 1, 2023. The report also outlines options for accommodating current and future QEA students, at either Jules Quesnel or Queen Elizabeth Elementary School, should QEA be closed. The report will be posted today on the District’s website after 4 pm.

It is important to note that no decision has been made. The earliest the Board would make a the decision to close QEA would be at a Board meeting currently scheduled for May 30, 2022. As per [Board Policy 14 – School Closure](#), a number of steps must be taken prior to the Board deciding to close a school. A graphic describing the consideration of that process is attached to this letter. These steps include:

- 1) Senior District staff must formally submit a report to the Board at a public Board meeting, currently scheduled for January 17, 2022. As per standard practice, all report submissions occur three days prior to a Board meeting to provide trustees with time to review materials.
- 2) If the Board decides to continue the process, further discussions will take place with stakeholders at a Facilities Planning Committee meeting, currently scheduled for January 19, 2022. Based on these discussions, trustee members of the committee will make a recommendation to the Board at the next public Board meeting.
- 3) At next Board meeting, scheduled for January 31, 2022, the Board will consider recommendations from Facilities Planning Committee and decide to either begin an engagement process or stop the closure consideration.
- 4) If the Board votes to begin an engagement process, school communities will have an opportunity to have their voices heard during this engagement phase of the process. Feedback from the engagement will be provided to the Board for their review and consideration in making a closure decision.
- 5) Should the Board proceed with the closure process, it will make a final decision at a public Board meeting, currently scheduled for May 30, 2022.

The District is committed to being transparent and updating the school community regularly. The schedule for Board and committee meetings is posted on the [District's website](#). Board and committee meetings are livestreamed on the District's [YouTube channel](#).

Again, a final decision regarding the closure of QEA has not been made. Input from your school community is essential and welcomed. If the Board decides to move forward with considering the closure of QEA, there will be several opportunities to provide your input, ask questions, and inform the engagement process.

With regards,

A handwritten signature in blue ink, appearing to read 'D Nelson', is positioned above the typed name.

David Nelson  
Deputy Superintendent  
Vancouver School District

QUEEN ELIZABETH ANNEX

**SCHOOL CLOSURE PROCESS**

AS PER BOARD POLICY 14 – SCHOOL CLOSURE: THE FOLLOWING STEPS WILL BE TAKEN PRIOR TO THE BOARD MAKING ANY DECISION

**1 SPECIAL BOARD MEETING**  
 JAN 17, 2022  
 Senior District staff formally submit a report to the Board through a public Board meeting. After considering the information provided, the Board will:

forward the information to Facilities Planning Committee      OR      stop the closure process

**FACILITIES PLANNING COMMITTEE**  
 JAN 19, 2022  
 If step 1 is passed, further discussions will take place at the Facilities Planning Committee. The committee will provide its recommendation to the Board as to whether to proceed to public engagement.

**2**

**3 BOARD MEETING**  
 JAN 31, 2022  
 The Board reviews the recommendation from the Facilities Planning Committee and decides to:

begin an engagement process      OR      stop the closure process

**PUBLIC ENGAGEMENT**  
 WINTER/SPRING 2022  
 If step 3 is passed, school communities will have an opportunity to provide feedback through an engagement process, which the Board will consider as part of its decision making process.

**4**

**5 BOARD'S FINAL DECISION**  
 MAY 30, 2022  
 The Board will make its final decision at a public Board meeting to:

close the school      OR      keep the school open