

NOTICE OF MEETING

POLICY AND GOVERNANCE COMMITTEE

Secretary Treasurer's Office
May 11, 2022
Teams live broadcast

Lois Chan-Pedley
Allan Wong
Janet Fraser
Estrellita Gonzalez

Helen McGregor, Superintendent of Schools
J. David Green, Secretary Treasurer

Notice of Meeting

A Meeting of the **Policy and Governance Committee** will be held on Teams **for participating trustees and staff and stakeholder representatives on May 11, 2022 at 6:30 pm.** The meeting will be live broadcast for the public.

Other Trustees: Fraser Ballantyne Barb Parrott
Carmen Cho Jennifer Reddy
Oliver Hanson (Alternate)

Student Trustee: Ricky Huang

Other Senior Management Staff attending: David Nelson

Reps: Treena Goolieff, VSTA
Glen Hansman, VESTA
Sonia Blair, VASSA
Ankie Carswell, VEPVPA
Hayden O'Connor, PASA
Alan Patola Moosmann, DPAC
Tim Chester, IUOE
Lorena Spencer, CUPE 15
Neil Munro, Trades
Brent Boyd, CUPE 407
Ann Wang, VDSC

Alt: Terry Stanway, VSTA (Alt.)
Joanne Sutherland, VESTA (Alt.)
Annette Vey-Chilton, VASSA
Sean Marlyn, VEPVPA (Alt. 1)
Tyson Shmyr, PASA
Sandra Bell, DPAC (Alt. 1)
Gord Lau, DPAC (Alt. 2)
Tim De Vivo, IUOE

POLICY AND GOVERNANCE COMMITTEE MEETING AGENDA

Wednesday, May 11, 2022
at 6:30 pm
Teams Live Broadcast

We are unlearning and relearning on the traditional and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səlilwətał (Tsleil-Waututh) Nations. The meeting is being live-streamed and the audio and visual recording will also be available to the public for viewing after the meeting. The footage of the meeting may be viewed inside and outside of Canada.

Meeting Decorum:

The Board has a strong commitment to ethical conduct. This includes the responsibility of committee members to conduct themselves with appropriate decorum and professionalism. As Chair of the Committee, it is my responsibility to see that decorum is maintained. To do that I ask that:

- i. All members/delegates request to speak through the chair;
- ii. Civility towards others is maintained as stakeholder representatives and trustees share perspectives and participate in debate;
- iii. Staff be able to submit objective reports without influence or pressure as their work is acknowledged and appreciated;
- iv. Committee members refrain from personal inflammatory/accusatory language/action;
- v. Committee members, trustees, representatives and /staff present themselves in a professional and courteous manner.

Please see reverse for the Purpose/Function and Power and Duties of this Committee.

1. Information Items

- 1.1 Administrative Procedures Updates
- 1.2 Review of Standing Committees with Stakeholders

Presenters

David Nelson, Deputy Superintendent
David Nelson, Deputy Superintendent

2. Discussion Items

- 2.1 None

3. Items for Approval

- 3.1 None

4. Information Item Requests

Committee members may request follow-up information on previously discussed items and/or suggest possible topics for future committee meetings agendas. All requests for future agenda items will be considered by the Chair and Vice Chair at their weekly Agenda Setting meeting.

Date and Time of Next Meeting

Wednesday, June 15, 2022 at 5:00 pm.

Policy and Governance Committee

1.1 Purpose/Function:

- 1.1.1 To ensure the Board Policy Handbook is kept current.
- 1.1.2 To facilitate Board capacity building, continuous improvement, accountability, and effective working relationship with the Superintendent.
- 1.1.3 To facilitate the Board's effective advocacy/influence.
- 1.1.4 To review and provide recommendations to the Board in regard to assigned governance matters.

1.2 Powers and Duties:

- 1.2.1 Develop and recommend draft policy positions for submission to the BCSTA Annual General Meeting.
- 1.2.2 Ensure the annual facilitated Board Self Evaluation is carried out in a timely manner and in accordance with Policy. Subsequent to the annual evaluation monitor implementation of the agreed upon actions.
- 1.2.3 Annually develop an Advocacy/Influence Plan, recommend the plan to the Board and monitor the implementation of the agreed upon plan.
- 1.2.4 Annually make recommendations for building governance capacity of the Board and ensure approved actions are implemented.
- 1.2.5 On an ongoing basis identify motions which are intended to have continuing effect and ensure they are integrated into existing or new policy statements.
- 1.2.6 Ensure Board Policies are reviewed on a schedule such that all Policies in the Board Policy Handbook are reviewed at least once in a four year term. Make recommendations to the Board regarding policy revisions.
- 1.2.7 Policy or Governance Matters Referred to the Committee by the Board:
 - 1.2.7.1 Review matters referred and make recommendations as requested.

DATE: May 11, 2022

ITEM 1.1

TO: Policy and Governance Committee

FROM: David Nelson, Deputy Superintendent

RE: Administrative Procedures Manual

INTRODUCTION

Board Policy 12 requires the Superintendent *to develop and keep current an Administrative Procedures Manual that is consistent with Board policy and provincial regulations and procedures.*

This report provides both updates and new Administrative Procedures as reviewed by the Administrative Procedures Working Group, and as approved by the Superintendent of Schools.

This report is provided for information.

ADMINISTRATIVE PROCEDURES WORKING GROUP

In order to facilitate the update and review of Administrative Procedures (APs) an Administrative Procedures Working Group is formed on an annual basis (APWG).

The 2021/2022 Administrative Procedures Working Group includes the following stakeholder representatives:

- Jody Polukoshko, Vancouver Elementary School Teachers' Association
- Treena Goolieff, Vancouver Secondary School Teachers' Association
- Doug Roch, Vancouver Elementary Principals' and Vice Principals' Association
- Annette Vey-Chilton, Vancouver Association of Secondary School Administrators
- Tyson Shymr, Professional and Administrative Staff Association
- Brent Boyd, Canadian Union of Public Employees, Local 407
- Tim Chester, International Union of Operating Engineers, Local 963
- Debbie Mohabir, Canadian Union of Public Employees, Local 15
- Gord Lau, District Parent Advisory Council
- Chas Desjarlais, District Principal, Indigenous Education

District staff on the working group are:

- David Nelson, Deputy Superintendent
- Lynda Bonvillain, District Administrator

The role of the Administrative Procedures Working Group is to provide stakeholder input, feedback and suggestions on staff updates made to APs requiring revision, and new APs proposed by staff for inclusion in the Administrative Procedures Manual.

The Administrative Procedures Working Group met on Wednesday April 27 to review:

- AP 385 Extra Curricular Activities (new)
- AP 385 A School Club Registration Form Template (new)
- AP 403 Social Media Guidelines (new)
- AP 541A Renaming Existing School Facilities (revision)

Feedback received from the APWG has been considered by staff in the above listed APs.

In addition, the Administrative Procedures Working Group reviewed a proposed AP for Assistance Dogs. The draft AP will be further revised and will come to Policy and Governance Committee in June 2022.

ADMINISTRATIVE PROCEDURES ADOPTED OR UPDATED

Appendix A provides the Administrative Procedures adopted or updated following review by the Administrative Procedures Working Group

- AP 385 Extra Curricular Activities
- AP 385 A School Club Registration Form Template
- AP 403 Social Media Guidelines
- AP 541A Renaming Existing School Facilities

In addition, AP 400A Living Wage and an update to AP 515 Purchasing related to living wage has been included. AP 400A Living Wage and AP 515 Purchasing aligns with the City of Vancouver's Healthy City Strategy and demonstrates our commitment to support healthy, thriving communities as requested by the Board of Education. The Administrative Procedures Working Group has been advised of the inclusion of AP 400A and AP 515 in this report.

The Superintendent supports the recommendations of District staff and the APWG regarding the above listed APs and has approved for inclusion in the Administrative Procedures Manual as contained in Appendix A.

APPENDICES

Appendix A: Administrative Procedures for May 11, 2022

Administrative Procedure 385

EXTRA-CURRICULAR ACTIVITIES – SECONDARY SCHOOLS

Background

This procedure applies to extra-curricular activities at secondary schools (grades 9-12) within the District.

The District considers student involvement in extracurricular activities to be a valuable part of a school's education program. Student participation in extra-curricular activities is voluntary. Staff participation is also voluntary except for employees who support extra-curricular activities as part of their role. The District provides guidelines to ensure that an approval process is in place for extra-curricular activities; there is consistency in the formation and operation of extra-curricular activities; and consideration is given to the safety and well-being of students involved in extra-curricular activities. Parents/guardians are to be informed regarding extra-curricular opportunities offered at the school.

Definitions

Extra-curricular activities

School-based structured organizations, including sports/clubs or other activities, that occur outside of the classroom instructional program, extend beyond the normal school hours and operate under the supervision of a staff member or other designated adult supervisor approved by the principal in accordance with Administrative Procedure 490 – Volunteers.

Sports and athletic activities

Competitive individual or team activities which are sponsored by the school and governed by the Vancouver Secondary Schools' Athletic Association (VSSAA), the Vancouver Elementary Athletic Association (VEAA), and BC School Sports.

Clubs

Structured groups of students who come together on a regular basis for a specifically defined and approved purpose. Clubs may be promoted and facilitated by the school as part of its established program of teaching and learning activities or may be created in direct response to student interest.

Procedures

- 1.0 All extra-curricular activities will be consistent with the mission and policy statements of both the Ministry of Education and the school district.

- 1.1 Extra-curricular activities will be conducted in a manner that is consistent with the Canadian Charter of Rights and Freedoms, the Human Rights Code of BC, and board policy and regulations.
- 2.0 Clubs will be governed by a charter that includes:
 - 2.1 The name of the club.
 - 2.2 The name of the supervisor.
 - 2.3 A clear and precise statement of purpose.
 - 2.4 Conditions of membership.
 - 2.5 Description of operation, and
 - 2.6 A schedule of meetings.
 - 2.7 Copies of the club charter will be available on request to parents.
- 3.0 Sports and athletic activities will be governed by the relevant district or provincial athletic organizations.
 - 3.1 Intramural events scheduled by the school are subject to school-based practice and are not covered by this policy.
- 4.0 Extra-curricular activities require principal approval on an annual basis
- 5.0 Procedures for the establishment and supervision of extracurricular clubs includes:
 - 5.1 Each club will be identified by a name that is descriptive of the nature of the organization and will be guided by a charter which specifies the purpose, membership and operation of the organization and the name of the supervisor.
 - 5.2 Requests regarding sports and athletic activities will include documentation of the rules and regulations, either local or provincial, by which they are formed and operate.
 - 5.3 Information regarding all extra-curricular activities offered will be posted on the school website and updated on at least an annual basis. Information posted should include names of school clubs, name of club supervisor, contact information for the club supervisor.
 - 5.4 Parents/guardians will contact the school principal or vice principal if they have any questions or concerns about their child's participation in a club offered at the school.
 - 5.5 A current file for all extra-curricular activities will be maintained in the school office and will include copies of:
 - 5.5.1 The charter (clubs), and
 - 5.5.2 Relevant rules and regulations (sports and athletic activities).

- 5.6 The supervisor will maintain a current membership roster of each club.
- 6.0 Rules
- 6.1 Membership in an extra-curricular activity will be non-discriminatory and consistent with applicable legislation and board policy and regulations.
- 6.2 All extra-curricular activities will be conducted in a manner that maintains or enhances the dignity and self-esteem of the individual student.
- 6.3 The operation of the extra-curricular activity will be consistent with the stated purposes in the charter of the organization.
- 6.4 The principal is responsible for approving the purposes and goals of an extra-curricular activity and ensuring that they are appropriate to the age, physical, and intellectual maturity of the students and, also, for ensuring the appropriate involvement of a supervisor.
- 6.5 The supervisor is responsible for ensuring that the extra-curricular activity attends to student safety and functions within the administrative procedure.
- 6.6 Student participants are to be made aware of all procedures and guidelines as outlined.
- 7.0 Operational Expectations
- 7.1 Initiation, recruitment or any other action which results in harassment, abuse or ridicule of students will not be part of any extra-curricular activity.
- 7.2 The name of an extra-curricular activity will not suggest an inappropriate affiliation with a group outside of the school.
- 7.3 The statement of purpose shall not imply criminal or illegal activity; promote bigotry; suggest indoctrination; or otherwise espouse views which are antithetical to the educational values which are intended to be inculcated.
- 7.4 All volunteers must be approved according to AP 490A – Volunteers in Schools
- 7.4.1 Volunteers and should only be approved if their purpose in sponsoring an extra-curricular activity or club is in accordance with this administrative procedure.
- 7.4.2 The appearance of guest speakers or other outside participants requires approval by the principal and prior parent/guardian notification.
- 7.5 Notification of meetings and activities, including those on the P.A. system, posted in the school, or posted to social media sites will have prior approval of the supervisor and will be in keeping with this procedure.

- 7.5.1 Social media accounts under the club/team will be monitored under the supervision and authority of the sponsor.
- 7.6 Generally, clubs are intended to be fiscally self-supporting. All fiscal transactions must have the authority of the sponsor and/or Principal.
- 7.7 The guidelines for clubs, as outlined in this AP, shall be reviewed with staff on an annual basis.

Reference: Sections 5, 17, 20, 22, 65, 85 School Act
School Regulation 265/89

Effective: May 11, 2022

Administrative Procedure - 385 Appendix A

SCHOOL CLUB REGISTRATION FORM TEMPLATE

This form constitutes the Charter for School Year 20__/20__ as per VSB Administrative Procedure 385 *Extra-Curricular Activities*

1. Name of Club / Extra-Curricular Activity: _____

2. Name of Supervisor: _____

3. Statement of Purpose: _____

4. Description of Membership:

Any expectations of members, anticipated number of members.

5. Operation:

Description of activities and/or meeting schedule and operations.

6. Meeting Plan for the Year:

Location: _____

Dates & Times/Schedules: _____

7. Sponsor's Signature of Support:

Agreement to: _____

_____ Dated: _____

8. Principal's Signature of Endorsement:

_____ Dated: _____

SOCIAL MEDIA GUIDELINES

Background

The Vancouver School District recognizes that social media is a valuable communication tool. It allows staff to promote school and District events and activities within the community. It is an important method of distributing and sharing information about and with our community partners, and its use helps to prepare students for an environment in which social media is increasingly prevalent.

When using social media all staff have a responsibility to protect the privacy of students, and to maintain professional boundaries, and model respectful conduct in communications with students, families, and the community.

This Administrative Procedure sets out the social media guidelines that are consistent with the District's mission, values and expectations and its legal obligations under the *Freedom of Information and Protection of Privacy Act*.

Definitions

Community Partners

parent advisory councils, student councils, District student council, and other educational organizations affiliated with the District.

Confidential Information

information about the District that is not generally known, used or available to the public.

Employee

includes anyone employed by the District.

Parents/Guardians

means the parent or guardian of a student enrolled in the District.

Personal Information

means information about an identifiable individual that is collected, used, disclosed, received or recorded in connection with the programs activities or operations of the District, and includes a person's name, contact information (excluding business contact information), grade, age, school, photograph or other information.

Personal Social Media Account

refers to a social media site or user account established by an Employee for their own personal use.

Purposes

means the purposes described in section 1 of this procedure.

Social Media

refers to any online platform or technology that provides for the creation, exchange and sharing of information, opinions, commentary, personal messages and other user generated content, including but not limited to social networks, blogs, instant messages, podcasts, video casts (e.g. Facebook, Instagram, Twitter, Snapchat, YouTube, Pinterest, Twitter, TikTok, Reddit and postings on video or picture-sharing sites and elsewhere).

School-District Social Media Account

a Social Media Account approved by the District under this Procedure for the purposes of creating, exchanging or sharing information about the programs or activities or operations of the District, or any school, program or class of students within the District.

Student

refers to an individual who is actively enrolled in the District.

Procedures

This Procedure sets out the expected separation for the use of personal and school district social media accounts and the standards of conduct for employees in their use of social media.

- 1.0 The purpose of this procedure is to ensure that social media usage by employees is consistent with the following expectations:
 - 1.1 maintaining community confidence in the District and its employees;
 - 1.2 the provision of a safe, healthy and discrimination-free working and learning environments for students and employees;
 - 1.3 ensuring compliance with District policies and administrative procedures, including in relation to standards of professional conduct and professional boundaries; and,
 - 1.4 ensuring the District's compliance with privacy and other applicable laws.

- 2.0 This Procedure does not apply to employees in their personal use of social media.
 - 2.1 unless that usage undermines the Purposes outlined in section 1.0.
 - 2.2 unless that usage has negative consequences for District students, employees, parents/guardians or an employee's employment.
 - 2.3 unless that usage contravenes the Professional Standards for BC Educators.

- 3.0 Social Media Account Usage
 - 3.1 All communications using social media between employees and students, parents/guardians or District partners or the broader District community should take place using school and/or District social media accounts.

- 3.2 Employees may create school-based social media account(s) by obtaining approval from their principal or direct management supervisor. The principal or supervisor will notify the District communications department of any approved social media accounts.
- 3.3 Social media accounts created for/by school clubs and/or extra-curricular activities are the responsibility of the sponsor teacher. This includes account creation, access, and content.
- 3.4 Communications and content on school/District social media accounts must comply with this Procedure and will be subject to monitoring by the District. The District reserves the right to remove any postings, or content of any other nature, from such approved social media platforms that they consider to be inappropriate or in violation of this procedure.
- 3.5 Despite section 3.1, employees may use their personal social media accounts to follow, re-share, “like” or comment on posts on school/District social media accounts or those of its community partners but must maintain their fiduciary responsibility to the employer.

4.0 Employee Responsibility

- 4.1 Employees are responsible for the content and information they post on social media, whether it is posted under the Employee’s own name, an alias or anonymously.
- 4.2 Employees are expected to exercise good judgement in their use of social media.
- 4.3 Online communications are subject to the same standards of conduct as other work-related communications. Employees are expected to maintain appropriate, professional and respectful practices in their communications through social media, including by maintaining professional boundaries in communications with students, employees and parents/guardians.
- 4.4 Employees may not post or transmit personal information related to staff or students using personal social media accounts.

5.0 Online Correspondence

- 5.1 Employees should communicate with students and parents/guardians about a student’s individual progress or activities at school using direct, confidential, and secure two-way methods of communication (e.g. VSB email, written correspondence, MS teams, video, or audio calls).

- 5.2 Online correspondence between employees and students should be limited to communications concerning course work or school sanctioned clubs/activities and use only approved District digital channels (i.e., MS Teams, VSB-email).
- 5.3 Online correspondence between employees and parents/guardians are to be conducted via only approved District digital channels (i.e., Teams, VSB-email).
- 5.4 Employees shall not initiate or accept electronic “friend” invitations from students unless the networking is part of an existing school course or school club structure and at least one (1) other staff member has administrative access to the approved social media group account.

6.0 Privacy and Consent

The School District and its employees are subject to the Freedom of Information and Protection of Privacy Act, which applies to all collection, use and disclosure of Personal Information by the School District and its employees, including when such personal information is posted to or transmitted using social media. The employer (i.e., managers, supervisors, principals/vice-principals) are responsible for ensuring that employees are familiar with their obligations under this legislation so that their social media usage complies with it.

- 6.1 Before posting pictures, images, recordings or other personal information on social media, employees must first ensure that they obtain written consent (i.e., media consent form on file at the school) from affected individuals.
- 6.2 Schools are expected to maintain written consents on file from students or (for students under the age of 13) their parents/guardians for the use, publication, and dissemination of their information, including through social media. The provision of such consents is optional and may be withdrawn by students (or, if applicable, their parents/guardians). Employees must ensure that such a consent has been obtained before posting any personal Information (including images and photographs) of students and/or employees on social media.
- 6.3 Employees may not publish sensitive Student Personal Information to social media, even with consent. Sensitive personal information includes any information that the disclosure of which may expose students to embarrassment, safety risks or other harms (e.g. information about a student’s mental health or medical information, special needs, home contact information or discipline or conduct history).

7.0 Considerations for Personal Social Media Use

Any communications or content posted online by Employees may be perceived by the community or the public to be representative of the District or may reflect on the employee as a representative of the District and impact their ability to perform their duties. Employees should carefully consider the implications of their social media usage, even when using social media for personal purposes.

7.1 Employees are encouraged to act consistently with the following guidelines in their personal social media usage:

- 7.1.1 model an appropriate online presence to ensure that online postings and communications do not undermine the community's confidence in this District;
- 7.1.2 become familiar with and (where available) apply privacy settings in their personal social media usage to protect private communications or sensitive subject materials or images;
- 7.1.3 not bully, harass, intimidate, defame or discriminate against students, parents/guardians or co-workers or other members of the District community;
- 7.1.4 avoid posting any content or material that directly or indirectly identifies students except with consent and as permitted by this Procedure;
- 7.1.5 not use social media to disclose confidential information of the school or the District or its employees;
- 7.1.6 be accurate when publishing information about the District on social media, and promptly correct mistakes that are identified;
- 7.1.7 use school/District social media accounts for school district related purposes, and they should confine personal social media usage to their personal social media accounts;
- 7.1.8 when an employee posts about their work at the District, they should;
 - be transparent with other users by identifying the employee's relationship to the School District;
- 7.1.9 unless authorized to speak on behalf of the District, employees should clearly state that opinions and comments that they post about District programs, activities or operations are their personal views and that they are not speaking on behalf of the School District (e.g. "these are my personal views, and do not represent the views of the Vancouver School District");
- 7.1.10 seek guidance from their principal or supervisor if they are unclear about the appropriateness of their social media usage;
- 7.1.11 ensure that the materials they post online, in a professional capacity, complies with copyright laws and fair use guidelines, including by attributing work to its creator and refraining from plagiarizing content.

8.0 School principals and managers/supervisors will review this procedure with their staff on an annual basis.

Reference: Freedom of Information and Protection of Privacy Act, Professional Standards for BC Educators

Effective: May 11, 2022

RE-NAMING EXISTING SCHOOL FACILITIES

Background

Many school buildings were named decades ago in memory of prominent historical figures from the past. School names may hold strong and endearing connections for some current and past staff and students. It is for this reason the District is committed to following a clear and transparent process by which historical names of school buildings can be reviewed and considered for possible renaming. The District will consider proposals to re-name a school where the existing name is deemed to no longer be serving the needs of the school population or the community and no longer aligns with the District's core values and strategic priorities.

Procedures

1. The name of an existing school facility will be reviewed and considered for possible renaming under one of four possible pathways:
 - 1.1. The school building has been approved and funded to undergo a full replacement as part of the seismic mitigation program. An automatic review of the school name for possible renaming will occur as soon as possible following approval of funding.
 - 1.2. The school community brings forward a request that the school name be reviewed and considered for possible renaming. This request can be initiated by the school administration, staff, students (secondary), and the Parents' Advisory Council. This request must have been thoroughly discussed by each of these groups prior to formally requesting a review of the school name occur.

The request to have a school name reviewed shall be submitted, in writing, to the attention of the Secretary Treasurer and shall be signed by the School Principal and the School PAC Chair.
 - 1.3. The Board passes a motion requesting a school name be reviewed.
 - 1.4. One or more school communities are amalgamated into one site. This does not apply in instances of an annex and its main school being accommodated at one site. In these instances, the name of the main school shall be used for the amalgamated site, unless identified for possible renaming as per sections 1.1, 1.2, 1.3.
2. If one of the four pathways in section 1 have been met a *Consideration for Renaming Summary Report* (Appendix A) will be completed by an ad hoc working group and submitted to the Facilities Planning Committee for consideration.
 - 2.1. The working group will be assembled by the Director of Instruction for the school who will also chair the committee.
 - 2.2. Representatives on the *Consideration for Renaming Committee* will include:

- 2.2.1. The School Principal who shall serve as representative and liaison to the school community.
 - 2.2.2. The District Principal, Educational Planning who will represent the District and serve as liaison to District staff as necessary.
 - 2.2.3. A representative from VTF, CUPE, DPAC, and VDSC who shall represent their organizations and liaise with them as necessary. It is recommended that representatives named for this step not be from the school site.
- 2.3 The *Consideration for Renaming Summary Report* (Appendix A) will be submitted to the Facilities Planning Committee for review once complete.
- 2.4 The Facilities Planning Committee will make a recommendation to the Board to either retain the current school name or to start a renaming process for the school.
- 3 If approved for renaming by the Board, a joint District, school and community-based *School Renaming Committee* will be struck at the school level.
- 3.1 The terms of reference for the *School Renaming Committee* will be to research and propose a new name for the school site.
 - 3.1.1 The identification of a place-based name is to be prioritized by the committee. The committee should carefully consider the relationship between the school building and the land on which it is located selecting a name. Generally, schools will not be named after individuals.
 - 3.1.2 The committee will consult with the Indigenous Education Department should there be an interest in seeking an Indigenous place-based name, or a dual English and Indigenous name, for the school facility. The Indigenous Education Department will seek guidance from the appropriate local Nation(s).
 - 3.2 The *Renaming Committee* will consist of a:
 - 1 District Administrator Educational Planning
 - 1 Director of Instruction Educational Services (Committee Chair)
 - 1 Principal (school site)
 - 1 PAC representative (school site)
 - 1 VTF representative (school site)
 - 1 CUPE representative (school site)
 - 1 Student representative – secondary schools (school site)
 - 1 Community representative (local area)
 - 3.2.1 Other District or community staff can be engaged as required to support the work of the School Renaming Committee.
 - 3.4 The committee will be responsible for developing a plan and timeline for involving students, parents, staff and community representatives.
 - 3.5 The committee will present a final report to the Board summarizing the process, findings and the recommended name/names to the Board for consideration.

3.6 The final decision will be made by the Board. The Board is not bound by the recommendations of the School Renaming Committee.

4. An official public dedication ceremony will be held at the school being renamed.
5. An education and communication plan will be developed and implemented to support understanding the history and significance of a new school name and to teach the proper pronunciation of the name given, when appropriate.

Reference: Sections 22, 65, 85 School Act

Adopted: May 4, 1992

Revised: September 1994; January 1999; October 2000; September 24, 2018, May 11, 2022

Living Wage Employer Certification

Background

The Vancouver School District is a Living Wage employer. Paying a living wage allows individuals and families to meet their basic needs and contribute to their communities. A living wage means strong local economies, sustainable cities and healthy communities.

A Living Wage is the hourly amount a family needs to cover basic expenses. The Living Wage for Families campaign calculates the Living Wage rate based on expenses in each region of British Columbia such as food, clothing, rental housing, childcare, transportation, and a contingency savings. The Living Wage for Families campaign hourly rate is announced publicly each November. The Living Wage rate excludes employees who represent less than ten (10) per cent of the workforce and earn less due to the nature of their seasonal or project work that is less than 120 hours per calendar year.

The Vancouver School District is not authorized to modify or establish compensation under the Public Sector Employers Act. The Vancouver School District pays unionized staff according to their Collective Agreement bargained wage rates and exempt staff according to the salary grid administrated through the British Columbia Public School Employers Association (BCPSEA) and authorized by the Public Sector Employers' Council (PSEC).

Procedure

Employee Services will conduct annual reviews of Collective Agreement bargained wages compared to Living Wage rates each November and identify if any employees are paid less total compensation than the Living Wage for Families hourly rate.

If a compensation rate is identified below the Living Wage rate then Employee Services will work with the impacted union(s) and British Columbia Public School Employers Association (BCPSEA) to remedy the differential within six months of the new Living Wage rate announcement.

Each January Employee Services will download and complete the Recertification form from the Living Wage for Families Campaign website and submit with any mandatory fee required to maintain the Vancouver School District's Living Wage Employer certification.

Reference: Living Wage for Families BC, First Call Child and Youth Advocacy Society

Effective: May 11, 2022

PURCHASING

Background

The District, in the performance of the duties assigned to it under the terms of the *School Act*, must of necessity engage in the procurement of goods, services and construction. In its effort to achieve maximum economy and efficiency in the performance of this function, the District has endorsed certain fundamental principles it considers applicable to public procurement.

This Administrative Procedure is for the guidance of District staff and to give notice to prospective proponents and others dealing with the District of its procedures, with the expectation to:

- Maximizing economy and efficiency in procurement;
- Fostering and encouraging participation in procurement proceedings by vendors where appropriate;
- Promoting competition among vendors for the supply of the goods, services or construction to be procured;
- Providing for the fair and equitable treatment of all vendors;
- Promoting the integrity of, and fairness and public confidence in, the procurement process; and
- Achieving transparency in the procedures relating to procurement.

Living Wage

The Vancouver School Board is a “**Living Wage Employer**”. As such, all firms the Board contracts to provide services on its owned and leased properties have to pay employees who perform the services on those properties a living wage.

Living Wage: The hourly wage established by the Living Wage for Families Campaign from time to time, which includes: (i) direct wages; and (ii) the value of any non-mandatory benefits such as paid sick leave, employer-paid Medical Services Plan premiums and extended health benefits.

Living Wage Employee: Any and all employees of a vendor and subcontractors of vendors that perform services on a property owned by or leased to the Vancouver School Board for longer than one continuous hour per occasion, but excluding Students, volunteers and employees of Social Enterprises.

1. This Section shall apply to contracts where all of the following criteria is met:
 - 1.1. Service and goods contracts over \$75,000 and construction contracts over \$200,000 or more per year; and
 - 1.2. Service is provided onsite at Vancouver school board sites; and

- 1.3. Contractor or its sub-contractor provide on-going service to Vancouver school board onsite; and
- 1.4. Work must last longer than one continuous hour per occasion or contractor performs services over 120 hours per year.

But shall exclude:

- 1.5. Emergency or non-recurring repairs or maintenance services where no standing Contract is in place;
 - 1.6. Services performed by organizations pursuant to a lease of Vancouver School board property; and
 - 1.7. Contracts with social enterprises.
2. The “Manager, Purchasing and Material Services” role shall ensure that all Contracts that meet the criteria set out in Section 1 require the contractor to:
 - 2.1. Pay no less than the Living Wage to all Living Wage Employees
 - 2.2. provide the VSB with rights to confirm compliance with Section 1; and
 - 2.3. Ensure that the requirements of section 1 and 2 also apply to any of the contractor’s subcontractors.
 3. The contractor has up to 6 months from the date on which any increase in the Living Wage is published by the Living Wage Certifier to increase wages for all Living Wage Employees such that all Living Wage Employees continue to be paid not less than the Living Wage.

Procedures

4. The following are objectives for procurement activity for goods, services and construction consistent with the expectations as identified above.
 - 4.1. Procurements are managed consistent with; Board policy, administrative procedures, applicable trade and intergovernmental agreements, and procurement law.
 - 4.2. Procurements attain value for money.
 - 4.3. Vendors have fair access to information on procurement opportunities, processes and results.
 - 4.4. Fair and equitable treatment of all suppliers and contractors is provided.
 - 4.5. Acquisition and disposal opportunities are competed, wherever practical.
 - 4.6. The District engages in a procurement process as required with the full intent to award a contract at the end of that process.
 - 4.7. All budget sponsors including schools and departments are accountable for the results of their procurement decisions.
 - 4.8. District buying power is leveraged through contractual arrangements and demand aggregation, wherever practical.

- 4.9. The cost of the procurement process, to both vendors and the District is appropriate in relation to the value and complexity of each procurement.
- 4.10. Procurements made by the District consider the health and safety of students and staff.
- 4.11. Procurements made by the District consider environmental sustainability.

5. Core Procurement Principles

- 5.1. It is the practice of the District to procure based on the principles of: fair and open competition, demand aggregation, transparency and accountability, health and safety of staff and students; and so to seek the best value for money consistent with the District's objective while giving consideration to environmental sustainability.
- 5.2. All District department and school purchases regardless of the source of funding must be under the direction of the Manager, Purchasing and Material Services. Within their authority, all District schools, departments and programs must identify opportunities for demand aggregation that provide best value for money consistent with the District's objectives, and all District schools and departments must participate in contracts established by the Manager, Purchasing and Material Services and advise the Manager, Purchasing and Material Services of their procurement plans and requirements for common goods, services and construction in advance of program needs.

6. Roles and Responsibilities

- 6.1. The Secretary-Treasurer shall be responsible, through and to the Superintendent, for all purchases required by the District within the scope of this Administrative Procedure. To carry out the duties involved, a Purchasing Department has been set up within the Secretary-Treasurer's Office, with a Manager, Purchasing and Material Services as the department head who reports to the Secretary Treasurer.
- 6.2. The Manager, Purchasing and Material Services is to provide procurement discretion and flexibility for the District, schools and departments within the granted authority and subject to optimizing best value for money for the District as a whole.
- 6.3. The Manager, Purchasing and Material Services is responsible for:
 - 6.3.1. Developing and revising corporate procurement procedures and providing official communications and interpretations of this Administrative Procedure;
 - 6.3.2. Providing support and advice on corporate procurement procedures, including development and management of a Procurement Procedural Manual ;
 - 6.3.3. Providing operational advice to the District Management Team (DMT);
 - 6.3.4. Providing advice on all transactions involving Copyright and Intellectual Property;
 - 6.3.5. Monitoring and reporting for compliance with this Administrative Procedure;
 - 6.3.6. Establishing, managing and fully documenting the processes to acquire goods, services and construction that will provide best value for money to the District as required;
 - 6.3.7. Establish and update procurement and contract documents as required;
 - 6.3.8. Record and track all procurement related contracts;

- 6.3.9. Managing solicitation and contract award processes in a prudent and unbiased manner that fairly treats all potential proponents;
- 6.3.10. Ensuring that contracts for goods, services and construction are designed to provide the best value for money to the District;
- 6.3.11. Developing standards for goods and services in cooperation with District departments and schools;
- 6.3.12. Identifying and using existing cooperative and shared services goods and services arrangements when able to meet essential requirements;
- 6.3.13. Ensuring that all District acquisitions and disposals are consistent with this Administrative Procedure, applicable legislation, trade and intergovernmental agreements and procurement law;
- 6.3.14. Establishing and managing procedures for a formal vendor complaints resolution process;
- 6.3.15. Declaring goods surplus when their use to the District has ended;
- 6.3.16. Disposing of all tangible and intangible assets that are surplus to the District; and ensuring compliance with this Administrative Procedure.

7. Application

This Administrative Procedure applies to procurement contracts (e.g. agreements to procure goods, services and construction) and to contract expenditures chargeable whether funded through Ministry provided funds, District revenues or school generated funds.

- 8. Adherence to a procedure of buying in the open market implies that vendors are given the opportunity to bid on items to be purchased. It carries the further implication that vendors are made aware of the needs of the District as they arise, either by direct notification or by some form of public announcement.
- 9. Bids are solicited in various ways, according to procedures outlined under Section 8 “Bid Processes”.
- 10. Purchasing on an economical basis depends on different factors, including quantity buying, price, and competence of the purchasing staff.
 - 10.1. Quantity Buying
 - 10.1.1. Certain economies are effected through quantity buying. Unit prices are generally lower when quoted on large quantities, rather than on small quantities, of the same product. As well, overhead costs are kept at a lower level when a few large orders have to be processed rather than a large number of small orders or when covering orders / contracts are in place to draw upon as required.
 - 10.1.2. To gain the advantages arising out of quantity buying, it is District practice, as far as is reasonably possible, to buy for its entire system on an annual basis; furthermore, in some cases, the District joins with certain other civic bodies in its purchase of materials in common demand. Under such circumstances, bids are invited by the District or by other interested civic agencies, depending on which body requires the largest quantity of the material involved. The most

favourable bid determines the price for the different parties. Though bids are called on a joint basis, ordering and billing are done individually.

10.2. Price

10.2.1. Any consideration on price must centre on the lowest bid meeting specifications and all conditions of the bid document, if a bid document is issued. While the practice of the District, generally speaking, is to accept the lowest bid, this practice is not necessarily followed in all cases. Consideration must be given to such matters as listed below.

10.2.1.1. Specifications

10.2.1.1.1. Specifications are normally laid down for items on which bids are invited; however, the District is prepared at all times to consider bids on products that are an approved equal to, or better than, the specified items for the purposes they are to serve.

10.2.1.1.2. Some price differential may be regarded as justified in the case of a product that offers advantages over that specified; however, should an alternative bid appear more satisfactory than the original specification, further bidding is regarded as mandatory.

10.2.1.1.3. On the other hand, it may be desirable and highly practical from the standpoint of maintaining uniformity, with advantages accruing, to purchase products that conform with those already in the possession of the District, even though another product offered at a lower price might serve as well as that specified. It is clearly understood, however, that in any case in which the Manager, Purchasing and Material Services, to maintain uniformity, submits a recommendation involving a significant price differential, a full report shall be made to the Secretary Treasurer.

10.2.1.2. Quality

The question of quality may arise in cases in which bids are equal or nearly equal. Under such conditions, it is expected that the Manager, Purchasing and Material Services will ordinarily be qualified to advise on the most economical purchase and that, if necessary, he/she will call for the assistance of other persons with specialized knowledge in the fields concerned. In the case of labour and material bid documents, the advice of the Director of Facilities will be sought as well as that of the Manager, Purchasing and Material Services.

10.2.1.3. Source of Supply

In any case in which tie bids or bids that are not significantly different are received on equally suitable materials, the source of supply will be taken into consideration. Generally speaking, under such circumstances, preference will be given to local, provincial, Canadian, or British Commonwealth products, in that order, over products from other countries. The District, however, will not lose sight of the fact

that products fabricated elsewhere may be handled by vendors that conduct bona fide business establishments in the Vancouver area or in other Canadian centres.

10.2.1.4. Availability

Urgency of the need is an important factor in relation to all purchases. Should the vendor whose bid is lowest indicate a probable delay in delivery, higher bids from vendors who guarantee delivery as required will be taken into consideration.

10.2.1.5. Tie Low Bids

When tie low bids are received on any item or list of items with other things being equal, the District will take into consideration the nature of the service given by any or all of the bidders concerned in any previous dealings they may have had with the District. Under no circumstances will the District permit subdivision of orders to tie bidders.

10.2.1.6. Rejection of Bids

The District reserves the right at all times to reject bids on any item or items, whether because of price consideration or any other reason that would appear to make it inadvisable to buy under the terms of the bids submitted or to conclude any agreement without going out to re-bid.

10.3. Competence Of Purchasing Staff

10.3.1. Economy in purchasing is dependent to a considerable degree on the competence of the purchasing staff. A capable Manager, Purchasing and Material Services, with the assistance of a well-trained staff, will develop an effective routine in the matter of buying materials. Equally important, he/she will keep informed on developments in purchasing techniques, price changes, and market conditions, and he/she will bring to his/her position a knowledge of new products, as well as of tests, standards, and research findings relating to products in use or products that might be used by the District.

10.3.2. While it is the practice of the Manager, Purchasing and Material Services to maintain a record of vendors or products, the District, in order that it may at all times obtain bids from as many sources as possible, considers it the responsibility of the Secretary-Treasurer:

10.3.2.1. To cause to be inserted in the local daily papers and in the *Journal of Commerce*, from time to time, general advertisements inviting business firms to bid on products as listed or to request that they be registered in the District Office as vendors of products in certain general fields;

10.3.2.2. To keep a register of vendors or products, such register to be under constant review so that it may include all potential vendors considered to be responsible bidders; consistent failure to meet specifications or promised delivery dates shall be regarded as sufficient reason to regard a particular supplier as an irresponsible bidder.

11. Bid Processes

11.1. Calls for Quotations and Tenders

Quotations and tenders shall be obtained on prospective purchases in accordance with the following rules:

- 11.1.1. Up to \$5,000: at the discretion of Manager, Purchasing and Material Services.
- 11.1.2. Between \$5,000 to \$15,000: quotations, oral or written, at discretion of the Manager, Purchasing and Material Services from the previously accepted vendor or the previous satisfactory low bidder, plus two other vendors, in rotation, who are registered with the District for the commodity concerned, such quotations to be recorded on or attached to the requisition;
- 11.1.3. Between \$15,000 to \$25,000: written quotations from all registered vendors concerned; quotations to be attached to or recorded on the requisition;
- 11.1.4. Over \$25,000: sealed tenders to be obtained from all registered vendors concerned, and tenders to be tabulated and submitted to the Manager, Purchasing and Material Services together with a recommendation for awarding the tender.

11.2. Special Rulings on Bidding

Notwithstanding the rulings laid down in the above clause 8.1 pertaining to "Bid Processes", it is further ruled that:

- 11.2.1. Variations in the bid procedures may be authorized by the Superintendent and the Secretary-Treasurer, if time is an important factor or where the interest of the District would be adequately protected without following the normal bid procedure;
- 11.2.2. Permission is granted to the Manager, Purchasing and Material Services to authorize an extension to an original contract under circumstances where the full extent of the work required could not have been ascertained when the contract was awarded.

11.3. Bonds

- 11.3.1. The District reserves the right to require bid bonds be posted by bidders on any item or items.
- 11.3.2. A performance bond may be requested from the successful bidder in any contract where, in the opinion of the Manager, Purchasing and Material Services and the Secretary-Treasurer, it may be required to ensure contract completion.

11.4. Submission and Receipt of Bids

- 11.4.1. Each quotation shall be submitted in a specially marked envelope provided by the District, except that confirmation of telephone quotations, when necessary, or written quotations urgently sought by telephone may be submitted on ordinary stationery.
- 11.4.2. Each tender shall be submitted on a tender form and in a specially marked envelope provided by the District, and the envelope shall be sealed. The use of the form shall be mandatory in every case in which a sealed tender is submitted.

- 11.4.3. A locked mailing box for receipt of sealed tenders shall be kept in a convenient place in the District's Education Centre, and the box shall be opened by two designated members of the staff of the Secretary-Treasurer's Office at the closing time for each group of tenders.
- 11.4.4. Bid documents must be received in the location and at the time specified in the bid document. Any bid document received after the specified closing time shall be returned to the bidder unopened.
- 11.4.5. Sealed tenders shall be opened in the Education Centre by the Secretary-Treasurer in the presence of one of the staff.
- 11.4.6. The tenders will be initialled by the Secretary-Treasurer, date-stamped, and forwarded to the proper department for tabulation and recommendation pertaining to the awarding of the tenders.
- 11.4.6.1. Tabulation of Bids
- 11.4.6.1.1. Bids pertaining to building and grounds maintenance and involving labour and materials shall be tabulated by the Director of Facilities.
- 11.4.6.1.2. All other bids will be tabulated by the Manager, Purchasing and Material Services; it will be noted that some of these bids will include labour, such as in the installation of equipment.
- 11.4.6.1.3. The above segregation of bids is to serve as a guide to assist in distribution to the proper department for tabulation and recommendation to award.
- 11.4.6.2. Recommendations for Award
- 11.4.6.2.1. Low Bid
- Contracts shall be awarded to the low bidder meeting all District specifications on the recommendation of the Division Head responsible for the tabulation.
 - It will be noted that the term "low bid" includes the situation where the difference in price does not justify the additional clerical cost of splitting an order.
 - The purchasing procedure allows authority to the senior management to accept other than low bid where they feel better value is obtained, subject to a report being made to the Secretary Treasurer with the details.
- 11.4.6.2.2. Other Than Low Bid
- A tabulation of all tenders, received together with a recommendation by the appropriate Division Head, shall be referred to the Secretary Treasurer for approval to award the contract.
- 11.4.6.2.3. Safety of Students
- Where contracts for services or supplies have a direct impact on the safety of students, the recommendation

for award must be forwarded to the Secretary Treasurer for approval.

- For ease of reference and for audit purposes, bid document references shall be documented on the related requisitions.

12. Requisitions

12.1. Most purchases made by the District stem from requisitions or from annual supply lists and annual estimates submitted in accordance with District requirements.

12.2. All requisitions, irrespective of their nature, shall be addressed and forwarded to the Manager, Purchasing and Material Services who shall delegate to a member of his/her staff responsibility for recording the date of receipt of each requisition and for distributing the various copies.

12.3. Requisitions from Schools

All requisitions, signed in triplicate (white, yellow and green) by the Principal, must be submitted to either the Purchasing and Material Services Division, Operations Division, or the Maintenance and Construction Division, as indicated below. The requisition may be marked to the attention of a specific individual; however, it is still to be sent first to either the Purchasing and Material Service Division, Operations Division, or Maintenance and Construction Division.

12.3.1. Purchasing

12.3.1.1. Supplies (principals may also purchase supply items and pay vendors directly using their purchasing card or flexible purchasing funds);

12.3.1.2. Furniture and equipment (all requests are to be submitted on requisitions directly to the Purchasing and Materials Services Division);

12.3.1.3. Services (includes rental of supplies or equipment and repairs not covered on the "Procedures for Repair of Various Equipment", telephone changes, etc.)

12.3.1.4. As much detail as possible must be provided on the requisition - school work order number (if applicable), quantity, complete description, supplier, date goods required.

12.3.2. Operations

12.3.2.1. Custodial supplies: requests would include general cleaning supplies such as mops, cleaning chemicals, waxes, etc.;

12.3.2.2. Minor repair supplies: requests would include general items such as lamps, ballasts, fasteners, small hand tools, etc.;

12.3.2.3. Repairs: requests would include repairs and/or deficiencies in walls, doors, windows, floors, etc.

12.3.3. Maintenance Workshop

12.3.3.1. Minor alterations: most requests would be generated on the Master List, determined and reviewed annually by the Space Review Subcommittee, which accepts input from schools through the

administrators (additional special requirements on requisitions will be considered by Director of Facilities, subject to availability of funds);

12.3.3.2. Maintenance: routine requirements may be brought to the attention of maintenance staff members when they make their maintenance surveys in each school during the school year; maintenance requests may also be submitted on a requisition);

12.3.3.3. When emergency maintenance situations occur that could be hazardous to staff or students, or lead to serious damage to building and equipment, school administrators are requested to contact the workshop immediately;

12.3.3.4. District-wide painting, roofing, asphaltting, and other cyclical programs are established for all schools by the Maintenance and Construction Division ; if further information is required (for example, when the interior of a school will be painted), the Maintenance Support Supervisor for the area is to be contacted at the Maintenance and Construction Division at the District Workshop.

12.3.4. Principals are not to include more than one type of request per requisition; for example, a minor alteration item and a supply item is to be requested on separate requisitions.

12.4. Vandalism, Theft, Breaking and Entering

12.4.1. Requisitions for replacement of stolen or lost equipment are the exception to the above procedures. These requisitions must be attached to the white copy of the "Vandalism, Theft, Breaking and Entering Report Form" and submitted to the Secretary-Treasurer. In some cases, the equipment is found elsewhere in the school after a period of time; therefore, these requisitions may be held between 30 and 60 days before being processed.

13. Purchase Orders

13.1. All District orders for goods and services shall be transmitted by the Manager, Purchasing and Material Services, to the vendors concerned through the District's purchase order forms; such forms shall bear the signature of the Manager, Purchasing and Material Services or such other staff member as may be designated by the Secretary-Treasurer. Purchase orders are, in effect, District contracts on which are listed the conditions of purchase. Any exception to the above must relate directly to contracts approved by the District, the employment of consulting engineers, and the obtaining of other services required in connection with the design of school buildings or to supplementary items of a minor nature associated with goods or services already ordered in the normal way.

13.2. When the Purchasing and Material Services Division orders equipment, supplies, or services for a school, a receiving copy of the purchase order will be forwarded to the Principal.

13.2.1. The white receiving copy of the same order must be completed as follows:

13.2.1.1. Date and quantities received are recorded;

13.2.1.2. Signatures of actual receiver and Principal are obtained;

13.2.1.3. Copy is forwarded to the Accounting Division;

13.2.1.4. A copy is retained as a permanent school office copy.

13.3. Partial delivery of an order

13.3.1. If the majority of items on the purchase order are received, the white copy must be completed as above.

13.3.2. If a minority of items on the purchase order are received, a receiving report must be prepared for the items received; and the white copy of the receiving report must be forwarded to the Accounting Division.

13.3.3. The white receiving copy of the purchase order is retained until such time as delivery of most items on the purchase order is received.

13.3.4. The white receiving copy must be completed for the current delivery only and forwarded to the Accounting Division; in this instance, the receipt is not claimed again for items previously covered by a receiving report.

13.4. Delivery prior to receiving purchase order copy

A receiving report must be prepared for the delivery and the white copy forwarded to the Accounting Division.

13.5. Returning supplies

13.5.1. When supplies are returned directly to the supplier or to the District Education Centre for return to the supplier, the white receiving copy of the purchase order or receiving report must indicate that the supplies have been received and returned. The buyer listed on the purchase order must be advised. A subsequent delivery of replacement supplies is to be reported on a receiving report.

13.6. Prompt attention must be given to white receiving copies. Payment for supplies or services is withheld until evidence of delivery is received from the Principal. It is essential that prompt attention be given to forwarding the white receiving copies of purchase orders and receiving reports.

Remember: Suppliers need their money.

13.7. The District also offers the flexibility to principals to purchase, on their own, supply items below a predetermined unit cost limit, using a Purchasing Card. The Manager, Purchasing and Material Services will have the responsibility for the District's Purchasing Card program.

14. Purchasing Cards

14.1. A purchasing card program has been introduced into the District. The program is designed to enable individuals to make direct purchases. Monthly approved payments will be issued by schools for any cardholder who is assigned to a specific school; i.e. principal, vice-principal, secretary, etc. In the case of individuals who are assigned to Division or satellite offices, payments will be made through the Accounting Division.

14.2. The purchasing card program is not intended to avoid or bypass other appropriate procedures. It is intended to provide flexibility and autonomy to the cardholder while complementing current existing purchasing and payment guidelines.

14.3. Controls ensure that the program can be used only with specific types of merchants and within specific dollar limits.

15. Standardization of Equipment and Supplies

- 15.1. In connection with the provision and replacement of equipment for new schools or schools already in operation and, also, the provision of the necessary supplies for the educational program, it is highly desirable and, in some cases, essential that the Manager, Purchasing and Material Services have the advice and assistance of members of the educational staff; such advice and assistance may pertain to the nature and quantity of equipment or supplies required not only for schools of different sizes and types but also for classrooms in which varied educational programs are conducted.
- 15.2. To prevent charges of favouritism or discrimination in matters of equipment and supplies as they relate to school programs, the District considers it desirable that there is to be a high degree of standardization and that standardized lists of equipment and supplies are to be approved by a representative group from the educational staff working with the Manager, Purchasing and Material Services.
- 15.3. In all possible cases, it is required that complete specifications be prepared and kept as relating to items of equipment to be purchased from outside vendors or be fabricated in the District workshop.

16. Furniture and Equipment Purchase, Repair and Replacement

- 16.1. Equipment is defined as “an approved standard item that is determined to have a tangible asset value”. To be considered as a tangible asset, equipment must meet all three of the following criteria:
 - a value over \$500 net before taxes;
 - a useful service life longer than five years; and
 - a piece of equipment with a serial number.
 - 16.1.1. Furniture meeting approved District standards, no matter what the value, will continue to be considered a tangible asset.
 - 16.1.2. As such, all approved standard furniture (i.e., desks, cupboards, posture chairs, side chairs, individual student tables, standard tables, etc.) will continue to be included on any inventory records kept by the District.
- 16.2. For many years, the policy of the Ministry of Education has placed strict limitations on the approval of capital funding to Districts for additional furniture and equipment. As a result of this policy, only top priority items have been approved for schools, and many schools have purchased furniture and equipment out of school-raised funds. It is important for schools to carry out the appropriate procedures prior to obtaining a furniture or equipment item to ensure that it may be placed on the District inventory. It will be the responsibility of the school to pay the cost of repairs and/or replacement of items deemed non-standard that have been listed on the District inventory for recording purposes only. This includes the replacement of stolen equipment and furniture.
- 16.3. Funds transferred to a school's flexible purchasing account cannot be directly used to purchase furniture or equipment. Funds can be transferred to a capital item account by forwarding a request to the Accounting Division requesting that funds be transferred. When a Principal and staff are considering the purchase of equipment from school-raised funds or when a donation of equipment is made to the school, the Principal must contact the Manager, Purchasing and Material Services in advance to

determine whether the item meets District standards of quality and safety, in order that the equipment may be placed on District inventory for repair and/or replacement. When principals order directly from a vendor, all equipment received at the school must be engraved by the school, and a copy of the invoice sent to the Manager, Purchasing and Material Services to be added to the inventory.

16.3.1. The school's "Operation Provident" Property Identification Code Number is to be upgraded on all current and new equipment. Misunderstandings have occurred in the past when schools assumed that an existing internal school inventory had been recorded on the District central inventory. A complete listing of furniture and equipment in schools has not been done for many years, and the only means of placing an item on the District inventory is to submit a written request to the Manager, Purchasing and Material Services.

16.3.2. Furniture and equipment items, meeting approved standards and purchased for schools with District funds, are automatically added to the District inventory.

16.3.3. Used furniture or equipment would not normally be considered for addition to the District inventory. Used band instruments are an exception to this practice and will be evaluated upon request for possible placement on the inventory.

16.3.4. Some equipment, such as a stove, refrigerator, or built-in dishwasher, may require additional installation costs. Principals are to contact the Director of Facilities, if part of a renovation, in advance of obtaining the item, and an estimate will be prepared to ensure that installation costs are not excessive.

16.4. Replacement of Furniture and Equipment

A furniture and equipment item is to be replaced when it is worn out or obsolete or the repair costs are excessive. Schools have been allocated funds for this purpose.

16.5. Repair of Furniture

Principals are to complete a school requisition form to request repair of furniture. Please ensure the requisition shows quantity, description, location and, if possible, type of repair required. Items considered dangerous are to be removed from the classroom immediately.

16.6. Repair of Equipment

When equipment is in need of repair, the Principal is to place a telephone call to the Repair Line in the Purchasing and Material Services Division. Please refer to "Procedures for Repair for Various Equipment" that is available in all school offices. All curriculum microcomputer equipment is repaired through Information Technology (call the Help Desk 713-4444 for information).

17. Changes or Introduction of Guidelines

17.1. Changes or introduction of guidelines affecting significant bids must be presented to the Secretary-Treasurer.

Reference: Sections 22, 23, 65, 85 School Act
Financial Information Act

Adopted: February 8, 1980

Revised: August 1, 1990; September 1994; January 1999; September 2000; September 24, 2018; May 11, 2022

DATE: May 11, 2022

ITEM 1.2

TO: Policy and Governance Committee

FROM: David Nelson, Deputy Superintendent

RE: Review of Standing Committees

The Board has initiated a process to engage stakeholders in a review of how Standing Committees to ensure the way these committees function aligns with their primary purpose of acting “in an advisory capacity to the Board” (Policy 8: Board Committees).

A brief update will be provided on plans to engage stakeholder representatives in conversations about how committees function and to gather input on ways in which they can be improved in order to best advise the work of the Board.

RECOMMENDATION:

This report was provided for information only.

VANCOUVER SCHOOL DISTRICT POLICY AND GOVERNANCE COMMITTEE

May 11, 2022



1



INDIGENOUS ACKNOWLEDGEMENT

Please join me in acknowledging that we are unlearning and relearning on the traditional and unceded lands of the **xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations**



xʷməθkʷəy̓əm
(Musqueam)



Sḵwx̱wú7mesh
(Squamish)



səliłwətał
(Tsleil-Waututh)

2

Live-streamed

The meeting is being live-streamed and the audio and visual recording will also be available to the public for viewing after the meeting.

The footage of the meeting may be viewed inside and outside of Canada.

Meeting Decorum

The Board has a strong commitment to ethical conduct. This includes the responsibility of committee members to conduct themselves with appropriate decorum and professionalism. As Chair of the Committee it is my responsibility to see that decorum is maintained. To do that I ask that:

- i. All members/delegates request to speak through the chair;
- ii. Civility towards others is maintained as stakeholder representatives and Trustees share perspectives and participate in debate;
- iii. Staff be able to submit objective reports without influence or pressure as their work is acknowledged and appreciated;
- iv. Committee members refrain from personal inflammatory/accusatory language/action;
- v. Committee Members, Trustees, representatives and /staff present themselves in a professional and courteous manner.

Committee Roll Call

- Roundtable roll call
 - Stakeholders: please state your first and last name and the name of the group you are representing
 - Trustees and staff: please state your first and last name and position

ITEM 1.1 Administrative Procedures Updates

David Nelson, Deputy Superintendent

Administrative Procedures

1. AP 385 Extra Curricular Activities
2. AP 385 A School Club Registration Form Template
3. AP 403 Social Media Guidelines
4. AP 541A Renaming Existing School Facilities
5. AP 400 A Living Wage
6. AP 515 Purchasing

ITEM 1.2 Review of Standing Committees with Stakeholders

David Nelson, Deputy Superintendent

Information Item Request

Date and Time of Next Meeting

Wednesday, June 15, 2022
at 5:00 pm

Thank you for your time,

The End

