

# BOARD MEETING

## AGENDA (Revised)

Monday, May 29, 2023 at 7:00 pm  
In the Boardroom

### 1. CALL MEETING TO ORDER

#### 1.1 INDIGENOUS LAND ACKNOWLEDGEMENT

We are unlearning and relearning on the traditional and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations.

#### 1.2 OPENING REMARKS

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.

### 2. ADOPTION OF MINUTES

2.1 Meeting of May 01, 2023

2.2 Matters Arising from the Minutes

2.3 Special Meeting of May 10, 2023

2.4 Matters Arising from the Minutes

### 3. SUPERINTENDENT'S UPDATE

3.1 Superintendent's Highlights

### 4. STUDENT TRUSTEE REPORT

### 5. COMMITTEE REPORTS

#### 5.1 EDUCATION PLAN COMMITTEE

5.1.1 Report: Meeting of May 10, 2023

5.1.2 Matters Arising

#### 5.2 FINANCE COMMITTEE

5.2.1 Report: Meeting of May 17, 2023

5.2.2 Matters Arising

5.2.2.1 School Fee Schedules for 2023-2024

*That the Board approve the publication of all school fee schedules for the 2023-2024 school year.*

**(The online link for submitting questions to this meeting will now be closed.)**

**6. REPORT ON PRIVATE SESSION**

- 6.1 Meeting of May 10, 2023
- 6.2 Meeting of May 23, 2023
- 6.3 Special Meeting of May 28, 2023
- 6.4 Meeting of May 29, 2023

**7. REPORTS FROM TRUSTEE REPRESENTATIVES**

- 7.1 Report from Trustee Jung on the Vancouver Public Library Board meeting held on March 22, 2023

**8. NEW BUSINESS**

- 8.1 Report back on Opportunities and Challenges of a Vancouver School District Foundation
- 8.2 Consideration of Closure of Sir Guy Carleton Elementary School  
*That the Board of Education consider the closure of Sir Guy Carleton Elementary school, effective January 1, 2024, by forwarding this report to the Facilities Planning Committee for review and recommendation.*

**9. NOTICES OF MOTION**

- 9.1 Notice of Motion from Trustee Fraser: Expanding Childcare at VSB sites

**10. PUBLIC QUESTION PERIOD** (Submitted through the online link)

**11. ADJOURNMENT**

# BOARD MEETING MINUTES

Monday, May 1, 2023 at 7:00pm

The Board of Education of School District No. 39 (Vancouver) met in room 114 (the Boardroom), VSB Education Centre, 1580 West Broadway, Vancouver, B.C. on Monday, May 1, 2023, at 7:00pm. The meeting was live streamed.

**Trustees Present in the room:** Victoria Jung, Chairperson  
Preeti Faridkot, Vice-Chairperson  
Lois Chan-Pedley  
Alfred Chien  
Janet Fraser  
Suzie Mah  
Jennifer Reddy  
Christopher Richardson  
Joshua Zhang  
Mia Liu, Student Trustee

**Senior Management Present in the room:** Helen McGregor, Superintendent of Schools  
David Nelson, Deputy Superintendent  
J. David Green, Secretary Treasurer  
Jody Langlois, Associate Superintendent-Learning Services  
Pete Nuij, Associate Superintendent-School Services  
Shehzad Somji, Assistant Secretary Treasurer  
Lorelei Russell, Acting Executive Director-Employee Services

**Senior Management Absent with Regrets:** Pedro da Silva, Associate Superintendent-Learning & Information Technology

**Also Present in the room:** Patricia MacNeil, Director of Communications  
Judy Mah, Executive Assistant (Recorder)

## 1. CALL MEETING TO ORDER

### 1.1. Indigenous Land Acknowledgement

The Chairperson called the meeting to order and acknowledged that we are unlearning and relearning on the traditional and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish) and səilwətał (Tseil-Waututh) Nations.

### 1.2. Opening Remarks

In her opening remarks, the Chairperson acknowledged the following:

- The format for Public Delegation Meetings will be amended to offer delegations the opportunity to present either in person in the Boardroom or virtually on Teams.
- Trustee Appointments for the Advocacy Committee have been updated with Trustee Mah replacing Trustee Zhang as Chair of the Committee and Trustee Richardson replacing Trustee Chien as the Vice-Chair.

Following her opening remarks, Trustee Faridkot presented the following motion to change the order of the agenda.

Moved by P. Faridkot and seconded by A. Chien that agenda item 2.10.1, Matters Arising for the April 26, 2023 Public Delegation Meeting be moved to follow item 2.6 in the agenda, Matters Arising from Special Board Meeting of April 11, 2023.

The Chairperson asked if there were any trustees not in support of the motion. There being none, the motion was

APPROVED UNANIMOUSLY

## **2. ADOPTION OF MINUTES**

### **2.1. Meeting of February 27, 2023**

Moved by P. Faridkot, seconded by C. Richardson, that the minutes of the February 27, 2023 meeting be adopted.

The Chairperson asked if there were any trustees not in support of the motion. There being none, the motion was

APPROVED UNANIMOUSLY

### **2.2. Matters Arising from the Minutes - None**

### **2.3. Special Board Delegation Meeting of April 5, 2023**

Moved by J. Fraser, seconded by J. Zhang, that the minutes of the April 5, 2023 meeting be adopted.

The Chairperson asked if there were any trustees not in support of the motion. There being none, the motion was

APPROVED UNANIMOUSLY

### **2.4. Matters Arising from the Minutes - None**

### **2.5. Meeting of April 11, 2023**

Moved by J. Zhang, seconded by P. Faridkot, that the minutes of the April 11, 2023 meeting be adopted.



The Chairperson asked if there were any trustees not in support of the motion. There being none, the motion was

APPROVED UNANIMOUSLY

**2.6. Matters Arising from the Minutes – None**

The Board Chair called for a correction to the motion that was adopted to move item 2.10.1, Matters Arising from the April 26, 2023 Public Delegation Meeting. The motion was corrected to read:

Moved by **P. Faridkot**, seconded by **A. Chien**, that agenda item 2.9, Minutes of the April 26, 2023 Public Delegation Meeting and item 2.10 Matters Arising from these minutes to follow item 2.6 in the agenda, Matters Arising from Special Board Meeting of April 11, 2023.

The Chairperson asked if there were any trustees not in support of the motion. There being none, the motion was

APPROVED UNANIMOUSLY

**2.7. Public Delegation Board Meeting of April 26, 2023**

Moved by L. Chan-Pedley, seconded by A. Chien, that the minutes of the April 26, 2023 meeting be adopted.

The Chairperson asked if there were any trustees not in support of the motion. There being none, the motion was

APPROVED UNANIMOUSLY

**2.8. Matters Arising from the Minutes**

Moved by P. Faridkot, and seconded by J. Zhang, that District staff share a comprehensive plan to the Ideal Mini students and families & Churchill staff before the relocation of Ideal Mini students to Sir Winston Churchill Secondary School. This information should include details on how the program will be physically accommodated within Sir Winston Churchill Secondary School and be shared no later than May 26th, 2023.

Trustee Faridkot provided rationale for the motion. Trustee Chan-Pedley requested an amendment to the motion.

**Amendment**

Moved by L. Chan-Pedley, seconded by J. Fraser, that “standalone buildings at other school sites,” be added following, “This information should include details on.”

Trustee Chan-Pedley reviewed rationale for the amendment.

Following discussion, trustees voted on the amendment.

CARRIED

For: L. Chan-Pedley, A. Chien, J. Fraser, J. Reddy, C. Richardson, J. Zhang,  
Against: P. Faridkot, S. Mah, V. Jung

**Motion to Lay on the table**

Trustee Mah moved to table the motion on the table.

Moved by S. Mah, seconded by J. Reddy, to table the motion.

DEFEATED

For: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, C. Richardson, J. Zhang

Against: S. Mah, J. Reddy

Trustee Mah requested an amendment by substitution.

**Amendment by Substitution**

Moved by S. Mah, seconded by J. Reddy, that District staff develop a comprehensive plan which addresses the questions and concerns of IDEAL students, parents, and the teachers' union and ensures that the goals and objectives of the IDEAL Program continue and that this plan be completed no later than May 26, 2023.

Trustee Mah reviewed the rationale for the amendment by substitution motion and discussion ensued.

Trustees asked questions and staff provided clarification on various points. Following discussion, trustees voted on the amendment by substitution.

CARRIED

For: L. Chan-Pedley, J. Fraser, S. Mah, J. Reddy, C. Richardson

Against: A. Chien, P. Faridkot, V. Jung, J. Zhang

**Main Motion**

Trustees returned to the main motion, that now reads:

That District staff develop a comprehensive plan which addresses the questions and concerns of IDEAL students, parents, and teachers' union and ensures that the goals and objectives of the IDEAL Program continue and that this plan be completed no later than May 26, 2023.

The Superintendent responded to a trustee's question, noting that motions belong to the Board and are decided upon by the board as a collective.

Trustee Zhang moved to call the question, and Trustee Mah seconded the motion. There being no objection to calling the question, trustees voted on the main motion.

CARRIED

For: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, S. Mah, J. Reddy, C. Richardson, J. Zhang

Against: V. Jung

**2.9. Meeting of April 24, 2023**

Moved by J. Zhang, seconded by J. Fraser, that the minutes of the April 24, 2023 meeting be adopted.

The Chairperson asked if there were any trustees not in support of the motion. There being none, the motion was

APPROVED UNANIMOUSLY

## **2.10. Matters Arising from the Minutes**

### **2.10.1 2023-2024 Annual Budget v4 Staff Report**

The Secretary Treasurer presented a report entitled 2023-2024 Annual Budget v4 Staff Report, a copy of which is on file with the meeting agenda. He reviewed a PowerPoint presentation that compared version 4 of the budget with previous versions presented at the April 3<sup>rd</sup>, 19<sup>th</sup> and 24<sup>th</sup>, 2023 meetings.

Due to technical difficulties, the chair called a 10-minute recess at 7:40pm. The meeting resumed at 7:50pm.

The Secretary Treasurer continued his presentation of the 2023-2024 Annual Budget. He thanked the Finance Team for their hard work and efforts in producing a balanced operating fund budget, noting that this is the first time that the operating fund has been balanced without using prior year's surpluses in a number of years. He discussed the importance of managing the District's structural deficit and outlined the factors that led to the balanced budget position. He reviewed the projected surplus, based on the amended budget, and noted that the District's projected surplus of \$22.36M is now closer to the minimum compliance amount of \$23.99M outlined in the Board Policy. He concluded his presentation by summarizing the risk factors that may lead to added expenses for the District.

Trustees asked questions and the Secretary Treasurer provided clarification on various points.

### **2.10.2 Trustee Budget Proposals to be Considered (Trustee Reddy)**

Trustee Reddy passed a note to the recorder requesting that the budget proposal motions in the agenda be updated with the additional wording provided.

Trustee Reddy reviewed the following four budget proposals and provided rationale for each of the motions:

#### **2.10.2.1 Budget Proposal #1 (Trustee Reddy)**

Moved by J. Reddy, and seconded by S. Mah, that the 2023-2024 annual budget for teacher staffing in the Adult Education Department be increased by \$250,000 and that this increase be offset by reductions of \$150,000 in agent fees and \$100,000 in advertising expenses in the International Education Department or, in the alternative by using the accumulated surplus.

DEFEATED

For: S. Mah, J. Reddy

Against: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, C. Richardson, J. Zhang

#### **2.10.2.2 Budget Proposal #2 (Trustee Reddy)**

Moved by J. Reddy, seconded by S. Mah, that \$1.8 million planned to be used from the Feeding Futures School Food Program to reduce food service costs in the 2023-2024 operating fund budget (as set out on page 12 of Draft Annual Budget 23/24 V3) be deleted and that this reduction in cost savings be offset by reductions in various lines of the budget to be determined by staff and that all money from the fund remain to be used for new programs or increasing current ones, or in the alternative be funded through the use of the accumulated surplus.

DEFEATED

For: S. Mah, J. Reddy

Against: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, C. Richardson, J. Zhang

#### **2.10.2.3 Budget Proposal #3 (Trustee Reddy)**

Moved by J. Reddy, seconded by S. Mah, that the total supplies expense for books and publications in the 2023-2024 annual budget be increased by \$13,449 to eliminate the reduction from \$1,094,306 million to \$1,080,857 million and that the offsetting reduction would be in consultants' fees in a district department identified by staff or, in the alternative by using the accumulated surplus.

DEFEATED

For: L. Chan-Pedley, J. Fraser, S. Mah, J. Reddy

Against: A. Chien, P. Faridkot, V. Jung, C. Richardson, J. Zhang

#### **2.10.2.4 Budget Proposal #4 (Trustee Reddy)**

Moved by J. Reddy, seconded by S. Mah, that \$100,000 be added to the 2023-2024 annual budget to begin the process of setting up board-run out of school childcare programs. This addition to the budget would be offset by a reduction in consultants fees in a district department identified by staff or, in the alternative by using the accumulated surplus.

DEFEATED

For: J. Fraser, S. Mah, J. Reddy

Against: L. Chan-Pedley, A. Chien, P. Faridkot, V. Jung, C. Richardson, J. Zhang

#### **2.10.2.5 Budget Proposal (Trustee Chien)**

Trustee Chien presented the following budget proposal:

Moved by A. Chien, seconded by P. Faridkot, that \$100,000 be added to the budget to facilitate increased opportunities for student leadership including cross-school gatherings and funding to support student leadership projects and initiatives. District staff will engage the Vancouver District Student Council (VDSC) in the development of a spending plan for these funds. The funding for this proposal will come from a reduction in consulting fees in a department to be determined by staff.

He provided rationale for the motion and discussion ensued. In response to the student trustee's question, the Superintendent noted that staff will work with the Vancouver District Student Council (VDSC) to develop a specific plan in the allocation of the funds.

CARRIED

For: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, S. Mah, J. Reddy, J. Zhang  
Against: C. Richardson

#### **2.10.2.6 Budget Proposal (Trustee Chan-Pedley)**

Trustee Chan-Pedley presented the following budget proposal:

Moved by L. Chan-Pedley, and seconded by J. Fraser, that \$100,000 be added to the 2023-2024 budget to increase financial support for student sustainability projects. District staff will engage the Vancouver District Student Council (VDSC) in the development of a spending plan for these funds. The funding for this proposal will come from a reduction in consulting fees in a department to be determined by staff.

She provided rationale for the motion. Following discussion, trustees voted on the motion.

CARRIED

For: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, S. Mah, J. Reddy, J. Zhang  
Against: C. Richardson

#### **2.10.2.7 Budget Proposal (Trustee Mah)**

Trustee Mah presented the following budget proposal:

Moved by S. Mah, and seconded by J. Reddy, that the VSB 2023/2024 Budget include funds to replace non-enrolling teachers on the first day of absence and that this funding will come from a reduction in the Divisional Superintendent and Divisional Superintendents Office budgets and other areas in the budget that does not affect instruction to students.

She provided rationale for the motion. Following discussion, trustees voted on the motion.

DEFEATED

For: S. Mah, J. Reddy, C. Richardson  
Against: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, J. Zhang

### **2.11 Annual Budget Bylaw**

The Secretary Treasurer informed the Board that the costs associated with the approved budget proposal motions do not affect the bylaw amount listed in the agenda package, and that these costs will be offset in the areas directed by the Board.

**2.11.1** Moved by C. Richardson, seconded by J. Zhang, that the Board of Education of School District No. 39 (Vancouver) 2023/2024 Annual Budget Bylaw in the amount of \$735,910,647 be read a first time on the 1st day of May 2023.

CARRIED

For: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, C. Richardson, J. Zhang  
Against: S. Mah, J. Reddy

**2.11.2** Moved by J. Zhang, seconded by P. Faridkot, that the Board of Education of School District No. 39 (Vancouver) 2023/2024 Annual Budget Bylaw in the amount of \$735,910,647 be read a second time on the 1st day of May 2023.

CARRIED

For: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, C. Richardson, J. Zhang  
Against: S. Mah, J. Reddy

**2.11.3** Moved by A. Chien, seconded by C. Richardson, that the Board of Education adopt the 2023/2024 Annual Budget Bylaw for School District No. 39 (Vancouver) by having all three readings of the bylaw at the May 1st, 2023, public board meeting.

DEFEATED

For: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, C. Richardson, J. Zhang  
Against: S. Mah, J. Reddy

The Chairperson clarified that the motion to adopt the budget by having all three readings of the bylaw at the May 1<sup>st</sup>, 2023 public board meeting had been defeated as a unanimous vote is required for this to happen.

### **Main Motion**

Trustee Mah asked to move the following motion:

Moved by S. Mah, seconded by J. Reddy, that the 3rd reading of the 2023/2024 Budget be held at the regularly scheduled open board meeting on May 29, 2023.

Trustee Mah provided rationale for the motion, and discussion ensued.

### **Amendment**

Trustee Chien requested an amendment to the motion.

Moved by A. Chien, seconded by J. Zhang that the 3rd reading of the 2023/2024 Budget be held on May 10, 2023.

He provided rationale for the motion. Trustees voted on the amendment.

CARRIED

For: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, C. Richardson, J. Zhang  
Against: S. Mah, J. Reddy

### **Main Motion**

Trustees voted on the main motion.

Moved by J. Zhang, seconded by A. Chien that the 3rd reading of the 2023/2024 Budget be held on May 10, 2023.

CARRIED

For: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, C. Richardson, J. Zhang

Against: S. Mah, J. Reddy

### **3. SUPERINTENDENT'S UPDATE**

The Superintendent gave a PowerPoint presentation, and highlighted how the Education Plan is being translated in classrooms across the District and providing a positive impact for students. She reported on the Fourth Annual Diversity, Equity, and Inclusion (DEI) Youth Conference which took place on April 27, 2023 featuring keynote speaker, Khari Wendell McClelland. She introduced Kitsilano Secondary Student, Nik de Leon and Churchill Secondary Student, Almas Abou Chakra who spoke about their experiences as part of the DEI Planning Committee.

The Superintendent also highlighted the following events which took place in the District in April:

- Vaisakhi Celebration on April 14, 2023 with students from the Sikh Club at David Thompson Secondary hosting a school celebration.
- Bayview Community Elementary celebrating the completion of their new seismically safe school on April 13, 2023.
- Priority Kindergarten Registration with 3532 kindergartens registered as of April 11, 2023.
- Professional Development with Wayi-Wah Author, Jo Chrona.
- VSB's 11<sup>th</sup> Annual Sustainability Conference on April 24, 2023 featuring the theme Zero-In or zero waste through sustainable solutions.
- Elementary Summer Learning registration opened on April 26 with over 5600 total course registrations as of April 28, and Summer Secondary Learning registrations with over 3520 course registrations.
- Douglas Elementary School reopening following the flood that closed the school in January 2023.
- VSB hiring campaign strategy, showcasing VSB employment opportunities on vans and trucks.

### **4. STUDENT TRUSTEE REPORT**

The Student Trustee presented a verbal report, highlighting the following Vancouver District Student Council (VDSC) initiatives that took place in Spring 2023:

- Sister School Switch initiative concluded in March 2023, with participants sharing their experiences.
- Upcoming annual Arts Gala in June 2023, where students will have the opportunity to earn scholarships.
- Video Q&A session with past council alumni speaking to post-secondary admissions.
- Update on the School Liaison Officer (SLO) Program's student consultation process.

- Results of the VDSC’s vote on budget priorities, where 15 out of 18 secondary schools provided input.

## 5. COMMITTEE REPORTS

### 5.1. POLICY AND GOVERNANCE COMMITTEE

#### 5.1.1 Report: Meeting of March 8, 2023

The Chairperson of the Committee, J. Fraser, presented the report of the March 8, 2023 meeting, a copy of which is filed with these minutes. The report includes information on the following items:

- Draft Public Interest Disclosure Act “Whistleblower” Policy
- Draft Child Care Policy
- Sexual Orientation and Gender Identity (SOGI) Policy and Administrative Procedure Update
- Policy 8 Review of Standing Committee Roles and Responsibilities
- Renaming the Student Learning and Well-Being Committee

Moved by J. Fraser, seconded by S. Mah, that the report of the March 8, 2023 meeting be received.

The Chairperson asked if there were any trustees not in support of the motion. There being none, the motion was

APPROVED UNANIMOUSLY

#### 5.1.2 Matters Arising from the Meeting of March 8, 2023

##### 5.1.2.1 Draft Public Interest Disclosure Act “Whistleblower” Policy

Moved by J. Fraser, seconded by P. Faridkot, that the Board approve the draft Public Interest Disclosure Act Policy as attached.

Trustee Fraser informed the Board that there was unanimous agreement from the trustees on the Policy and Governance Committee to forward the Public Interest Disclosure Act Policy to the Board for approval.

Trustees voted on the motion.

CARRIED UNANIMOUSLY

#### 5.1.3 Report: Meeting of April 19, 2023

The Chairperson of the Committee, J. Fraser, presented the report of the April 19, 2023 meeting, a copy of which is filed with these minutes. The report includes information on the following items:

- Sexual Orientation Gender Identity Expression Policy Review
- Draft Child Care Policy
- Student Liaison Officer Update



Moved by J. Fraser, seconded by S. Mah, that the report of the April 19, 2023 meeting be received.

The Chairperson asked if there were any trustees not in support of the motion. There being none, the motion was

APPROVED UNANIMOUSLY

#### **5.1.4 Matters Arising from the Meeting of April 19, 2023**

##### **5.1.4.1 Sexual Orientation Gender Identity Expression Policy (Policy 17)**

Moved by J. Fraser, seconded by C. Richardson, that the Board approve the attached Policy 17 update.

Trustee Fraser informed the Board that there was unanimous agreement from the trustees on the Policy and Governance Committee to forward the Sexual Orientation Gender Identity Expression Policy (Policy 17) update to the Board for approval.

Trustees voted on the motion.

CARRIED UNANIMOUSLY

##### **5.1.4.2 Draft Child Care Policy**

Moved by J. Fraser, seconded by L. Chan-Pedley, that the Board approve the draft Child Care Policy as attached.

Trustee Fraser informed the Board that Trustee Reddy had shared a list of amendments to the Child Care Policy with the trustees on the Policy and Governance Committee shortly before the April 19, 2023 meeting; however, there was not sufficient time to consider them at that meeting.

Trustee Reddy requested an amendment by substitution to have the childcare policy recommended by the Policy and Governance Committee replaced with the childcare policy handed out by the Secretary Treasurer at the table tonight.

##### **Amendment by Substitution**

Moved by J. Reddy, seconded by C. Richardson, that the childcare policy handed out at the table at this meeting be approved by the Board of Education.

##### **Referral Motion**

Moved by S. Mah, seconded by J. Reddy, that this item be referred to the Policy and Governance Committee for consideration and be brought back to a subsequent board meeting.

Trustee Mah provided rationale for the motion, and discussion ensued.

Trustees voted on the motion.

DEFEATED

For: S. Mah, J. Reddy

Against: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, C. Richardson, J. Zhang

Trustees returned to the amendment by substitution motion.

That the childcare policy handed out at the table at this meeting be approved by the Board of Education.

DEFEATED

For: S. Mah, J. Reddy

Against: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, C. Richardson, J. Zhang

Prior to the vote on the main motion, Trustee Chan-Pedley requested an amendment to the motion by deleting 3.4.3 (there is no childcare provider to operate the program).

**Amendment**

Moved by L. Chan-Pedley and seconded by J. Fraser that the board approve the draft Child Care policy as attached by deleting 3.4.3 (there is no childcare provider to operate the program).

Trustee Chan-Pedley provided rationale for the amendment and discussion ensued. Following discussion, Trustee Zhang moved to call the question.

Trustees voted on the amendment motion.

APPROVED

For: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, C. Richardson, J. Zhang

Against: S. Mah, J. Reddy

**Main Motion**

Trustees voted on the main motion.

That the board approve the draft Child Care Policy as attached by deleting 3.4.3 (there is no childcare provider to operate the program).

APPROVED

For: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, C. Richardson, J. Zhang

Against: S. Mah, J. Reddy

**5.2. EDUCATION PLAN COMMITTEE**

**5.2.1 Report: Meeting of March 29, 2023**

The Vice Chairperson of the Committee, P. Faridkot, presented the report of the March 29, 2023 meeting, a copy of which is filed with these minutes. The report includes information on the following items:

- Update District Calendar Submission for 2023-24, 2024-25, 2025-26
- Education Plan Update: Social Emotional Learning
- Reporting Order Update

Moved by P. Faridkot, seconded by J. Zhang, that the report of the March 29, 2023 meeting be received.

The Chairperson asked if there were any trustees not in support of the motion. There being none, the motion was

APPROVED UNANIMOUSLY

### **5.3. FINANCE COMMITTEE**

The Chairperson of the Committee, J. Zhang, presented the report of the April 12, 2023 meeting, a copy of which is filed with these minutes. The report includes information on the following items:

- Budget Development Engagement Survey
- Draft 2023-2024 Annual Budget Update
- Student and Family Affordability Fund Update
- Information item request from Vancouver Elementary and Adult Educators' Society (VEAES)

Moved by J. Zhang, seconded by A. Chien, that the report of the April 12, 2023 meeting be received.

The Chairperson asked if there were any trustees not in support of the motion. There being none, the motion was

APPROVED UNANIMOUSLY

### **5.4. AUDIT COMMITTEE**

The Chairperson of the Committee, L. Chan-Pedley, presented the report of the April 12, 2023 meeting, a copy of which is filed with these minutes. The report includes information on the following items:

- Audit Planning Report for June 2023
- Oversight Role of the Auditor General

Moved by L. Chan-Pedley, seconded by J. Zhang, that the report of the April 12, 2023 meeting be received.

The Chairperson asked if there were any trustees not in support of the motion. There being none, the motion was

APPROVED UNANIMOUSLY

The Chairperson announced the on-line link for submitting questions to this meeting will now be closed.

## 6. REPORT ON PRIVATE SESSION

### 6.1. Special Meeting of March 1, 2023

That the Board authorized the Board Chair to report to the May 01, 2023 Public Meeting that, at a Private Session of March 01, 2023 the Board discussed a Personnel matter.

### 6.2. Special Meeting of April 3, 2023

That the Board authorized the Board Chair to report to the May 1, 2023 Public Meeting that, at the Private Session of April 3, 2023 the Board discussed personnel, property, legal matters and business interests.

### 6.3. Meeting of April 24, 2023

That the Board authorized the Board Chair to report to the May 01, 2023 Public Meeting that, at the Private Session of April 24, 2023 the Board discussed property, personnel, legal matters and business interests.

### 6.4. Meeting of April 26, 2023

That the Board authorized the Board Chair to report to the May 1, 2023 Public Meeting that, at the Private Session of April 26, 2023 the Board discussed an appeal matter.

### 6.5. Meeting of May 01, 2023

That the Board authorized the Board Chair to report to the May 1, 2023 Public Meeting that, at the Private Session of May 1, 2023 the Board discussed property, personnel, legal matters and business interests.

## 7. REPORTS FROM TRUSTEE REPRESENTATIVES

7.1. Report from Trustee Fraser on the Indigenous Education Committee Meeting held on February 23, 2023.

## 8. NEW BUSINESS:

The Board acknowledged the upcoming retirement of Secretary Treasurer David Green. They expressed gratitude for his dedication and service to both the BC Public Education System and the Vancouver School District. He has served in three school districts during his career as Secretary Treasurer, with the last 6 years dedicated to the Vancouver School District.

Prior to the presentation of item 9, Notice of Motion, Vice-Chair Faridkot assumed the Chair so that Trustee Jung could present her motion.

## 9. NOTICES OF MOTION

### 9.2.1 Notice of Motion from Trustee Jung:

Trustee Jung presented the following motion and requested it be considered at the meeting.

Moved by V. Jung and seconded by J. Zhang, that the Superintendent assign District staff to support a working group of trustees in reviewing and updating Board Policy 4 - Trustee Code

of Conduct. This working group will report their findings to the Board along with any recommended revisions to the current policy by November 2023.

Following discussion, trustees voted on the motion.

CARRIED

For: A. Chien, P. Faridkot, V. Jung, C. Richardson, J. Zhang

Against: L. Chan Pedley, J. Fraser, S. Mah, J. Reddy

The Board Chair assumed the Chair.

Trustee Fraser informed the Board that due to confidentiality reasons; she will not be bringing forward a notice of motion that she referred to at the April 11 Board Meeting.

The Chair called a recess at 10:23pm. The meeting resumed at 10:32pm.

#### **10. PUBLIC QUESTION PERIOD**

The Chairperson acknowledged that over 50 questions were received during the public question period regarding operational and staffing matters, budget priorities, and format of committee meetings.

#### **11. ADJOURNMENT**

Trustees agreed to adjourn by consensus.

The meeting adjourned at 10:38 pm.

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J. David Green, Secretary Treasurer

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Victoria Jung, Chairperson

# BOARD MEETING MINUTES

Wednesday, May 10, 2023 at 6:30pm

The Board of Education of School District No. 39 (Vancouver) met in room 114 (the Boardroom), VSB Education Centre, 1580 West Broadway, Vancouver, B.C. on Wednesday, May 10, 2023, at 6:30pm. The meeting was live streamed.

<b>Trustees Present in the room:</b>	Victoria Jung, Chairperson Preeti Faridkot, Vice-Chairperson Lois Chan-Pedley Alfred Chien Janet Fraser Suzie Mah Christopher Richardson Joshua Zhang
<b>Trustees Absent with Regrets:</b>	Jennifer Reddy
<b>Senior Management Present in the room:</b>	Superintendent Helen McGregor Secretary Treasurer David Green Deputy Superintendent David Nelson Assistant Secretary Treasurer Shehzad Somji Acting Executive Director - Employee Services Lorelei Russell
<b>Senior Management Absent with Regrets</b>	Associate Superintendent-Learning & Information Technology Pedro da Silva Associate Superintendent-Learning Services Jody Langlois Associate Superintendent-School Services Pete Nuij
<b>Also Present in the room:</b>	Jiana Chow, Communications Manager Judy Mah, Recorder

## 1. CALL MEETING TO ORDER

### 1.1. Indigenous Land Acknowledgement

The Chairperson called the meeting to order and acknowledged that we are unlearning and relearning on the traditional and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliwətał (Tsleil-Waututh) Nations.

### 1.2. Opening Remarks

The Chairperson informed everyone 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. She reviewed meeting decorum for respectful behavior.

**2. NEW BUSINESS**

**2.1. 2023-2024 Annual Budget (Third Reading of Bylaw)**

The Secretary Treasurer provided the Board with an update on the Annual Budget Bylaw process since the May 1, 2023 Public Board meeting. Trustees were reminded that the approval of the Annual Budget is one of the Board of Education’s responsibilities under the *School Act* and that the District is required to submit the approved balanced budget to the Ministry of Education by June 30, 2023. At the May 1, 2023 Board meeting, two readings of the Annual Budget Bylaw were read and approved by the Board. However, the vote to have the third reading of the Bylaw at the same meeting as the first two readings was not unanimous. He reviewed the motion for the third reading of the bylaw.

Moved by C. Richardson, seconded by J. Zhang that the Board of Education of School District No. 39 (Vancouver) 2023/2024 Annual Budget Bylaw in the amount of \$735,910,647 be read a third time, passed and adopted on the 10th day of May 2023.

Following discussion, trustees voted on the motion.

CARRIED

For: L. Chan-Pedley, A. Chien, P. Faridkot, J. Fraser, V. Jung, C. Richardson, J. Zhang  
Against: S. Mah

**3. ADJOURNMENT**

Trustees agreed to adjourn by consensus.

The meeting adjourned at 6:39 pm.

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J. David Green, Secretary Treasurer

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Victoria Jung, Chairperson

# EDUCATION PLAN COMMITTEE

Wednesday, May 10, 2023

## **Committee Report to the Board, May 29, 2023**

The Chairperson of the Committee called the meeting to order and acknowledged we are unlearning and relearning on the traditional and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish) and səliłwətał (Tseil-Waututh) Nations and reviewed meeting decorum. This meeting was live-streamed and the audio and visual recording is also available to the public for viewing after the meeting. The footage of the meeting may be viewed inside and outside of Canada.

A master PowerPoint presentation detailing the flow of the agenda was shown throughout the meeting, a copy of which is on file with the meeting agenda.

### **1. Elementary Music Review Summary and Update**

The Associate Superintendent – Education Services and Director of Instruction, S. Burton presented a report dated May 10, 2023, entitled ***Elementary Music Review Summary and Update***. The report included information and an update on the recommendation and implementation of the Elementary Music Review.

The report included the four recommendations of the Elementary Music Review including establishing a shared mission, vision, and strategic directions; developing a plan to realize the mission, vision, and strategic directions; actualizing the vision and achieving the goals; resources – instructional space, classroom resources, and leadership. The Elementary Music Program Review outlined a ten-year timeline, divided into three distinct phases. The report also provided an update on the progress made in the 2022-2023 school year.

Committee members, trustees and stakeholder representatives provided feedback and staff answered questions and provided clarification on various points.

This was provided for information.

### **2. Reporting Order Update**

Directors of Instruction, A. Davis and C. Wong presented a report dated May 10, 2023 entitled ***Reporting Order Update***. The report included information and an overview of the reporting order development process.



The report included the K-12 Student Reporting Policy purpose and update. A summary of the Draft VSB Elementary and Secondary Reporting Guidelines for September 2023 had been provided in addition to an update on the implementation timeline.

Committee members, trustees and stakeholder representatives provided feedback and staff answered questions and provided clarification on various points.

This was provided for information.

### 3. Equity, Anti-Racism, and Non-Discrimination Update

The Associate Superintendent, Learning Services, Directors of Instruction, C. Wong and R. Lopez, and District Principal, H. Pham-Fraser presented a report dated May 10, 2023 entitled **Equity, Anti-Racism, and Non-Discrimination Update**. The report included information and an update on Equity, Anti-Racism, and Non-Discrimination.

The report provided background on how the Equity, Anti-Racism, and Non-Discrimination Team was formed and how it aligned with the Vancouver School Board Education Plan. The team supported all students and staff to resolve issues of racism and discrimination; and by building staff capacity to infuse SOGI and anti-racism awareness and learning into daily work. Professional Development resources were provided to District Resources Teachers and school and District based administrators. To foster collaboration, various working groups and committee meetings were organized. Additionally, student conferences and events were held to ensure that student voices were heard and that they remained engaged in the process.

Committee members, trustees and stakeholder representatives provided feedback and staff answered questions and provided clarification on various points.

This was provided for information.

### 4. Indigenous Learners/Indigenous Resources Update

The Associate Superintendent, Learning Services and Director of Instruction, C. Desjarlais presented a report dated May 10, 2023 entitled **Indigenous Learners/Indigenous Resources Update**. The report included information on an update of Indigenous Learners/Indigenous Resources.

The report provided an overview of self-identified Indigenous learners wholistic development for this school year, in alignment with the Aboriginal Education Enhancement Agreement goals. The report included information data of self-identified Indigenous learners among the District, educational and program highlights, and graduation rates for both 5-year and 6-year completion rates results.

Committee members, trustees and stakeholder representatives provided feedback and staff answered questions and provided clarification on various points.

This was provided for information.

**5. Indigenous Graduation Requirement Update**

The Directors of Instruction, A. Ogden, and C. Desjarlais presented a report dated May 10, 2023 entitled ***Indigenous Graduation Requirement Update***. The report included information on an update of Indigenous Graduation Requirement.

The District continues to offer a variety of course options, including provincial Indigenous-focused courses, provincially authorized First Nations Language courses; and Indigenous-focused, locally developed courses. The District continues to provide professional learning opportunities in two areas: targeted professional learning opportunities and support with choosing and purchasing learning resources. The Indigenous Education Department and the Curriculum and Assessment Team are in the initial phases of establishing a collaborative structure to facilitate continued learning by classroom teachers and District staff.

Committee members, trustees and stakeholder representatives provided feedback and staff answered questions and provided clarification on various points.

This was provided for information.

**6. Information Item Requests:**

The Vancouver Secondary Teachers Association (VSTA) requested an update on the Food Framework Vision. Committee Chair, P. Faridkot informed the Committee that the Finance Committee Meeting will address the Feeding Futures School Food Program Fund as an agenda item at the May 17, 2023 meeting. During the presentation, there will be an update on the Food Framework Vision. The meeting will be accessible through the VSB YouTube Channel.

**7. Date and Time of Next Meeting**

The next meeting of this Committee is scheduled for Wednesday, June 14, 2023 at 5:00 pm.

Meeting adjourned at 6:15 pm.

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Preeti Faridkot, Chairperson

<b>Committee Members Present in the room:</b>	Preeti Faridkot Lois Chan-Pedley Joshua Zhang
<b>Committee Members Absent with Regrets:</b>	Jennifer Reddy
<b>Other Trustees Present in the room:</b>	Christopher Richardson (Alternate) Janet Fraser
<b>Senior Management Present in the room:</b>	Helen McGregor David Nelson Jody Langlois Pedro da Silva Pete Nuij
<b>Association Representatives Present in the room:</b>	Kyenta Martins, DPAC Ericka-Jade Mulherin, PASA Hilary Watt, VASSA Birgitte Biorn, VEPVPA Carmen Schaedeli, VSTA Eric Proulx, VEAES
<b>Also Present in the room:</b>	Aaron Davis Alison Ogden Chas Desjarlais Christopher Wong Hieu Pham-Fraser Shannon Burton Ricardo Lopez Eva Chow (Recorder)

# FINANCE COMMITTEE

Wednesday, May 17, 2023

## Committee Report to the Board, May 29, 2023

The Chairperson of the Committee called the meeting to order and acknowledged we are unlearning and relearning on the traditional and unceded lands of the xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations and reviewed meeting decorum. This meeting was live-streamed and the audio and visual recording is also available to the public for viewing after the meeting. The footage of the meeting may be viewed inside and outside of Canada.

The Chair reviewed meeting decorum for respectful behaviour and informed the Committee that there would be an opportunity following presentations to ask clarifying questions and to provide comments regarding the topic presented this evening. He reminded Committee representatives that information item requests are to be emailed to him, as the Committee Chair, and that he would then forward the requests to the Agenda Setting Committee for consideration.

A master PowerPoint presentation detailing the flow of the agenda was shown throughout the meeting, a copy of which is on file with the meeting agenda.

### 1. Quarter 3 2023 Financial Update

The Acting Secretary Treasurer presented a report dated May 17, 2023 entitled **Quarter 3 2023 Financial Update**. The report provides the financial results of the operating fund for the nine months ending March 31, 2023, compared to the budget for the same period. He reviewed the District's third quarter and year-to-date financial results compared to the annual budget for those time periods, noting that the District is in a \$8.16 million deficit, which is an improvement from the \$10.92 million deficit reported at the end of the previous quarter. A surplus position of approximately \$2.0 million is anticipated for the fourth quarter, which would result in a further reduction of the deficit to the projected amount of approximately \$6.5 million. The improvement was largely due to the receipt of operating grants, and tuition revenue from International student enrolment. He concluded his presentation by reviewing the District's expense variances in the areas of salaries and benefits, and services and supplies.

Committee members, trustees and stakeholder representatives provided feedback and staff answered questions and provided clarification on various points.

In response to a trustee's question regarding the decrease in community interest for District facility rentals, the Acting Secretary Treasurer informed the Committee that he would obtain further information and provide a response.

This was provided for information.

2. **Update on Food Framework Vision & Feeding Futures Food Program**

The Acting Secretary Treasurer provided a verbal update on the Food Framework Vision & Feeding Futures School Food Program (FFSFP). He provided background on the FFSFP noting the Ministry of Education and Child Care had committed \$214.5 million provincially over three years, with \$5,566,910 being allocated to the VSB. He spoke to the spending criteria and next steps for the program, which would include allocating \$1.8 million to maintain the current food program the District had already established using Operating Grant funding and scheduling workshops with District Stakeholders, Vancouver District Students' Council, Vancouver District Parent Advisory Council, and the three Host Nations to obtain input on the remaining spending plan.

Committee members and stakeholder representatives provided feedback and staff answered questions and provided clarification on various points.

This was provided for information.

3. **School Fee Schedules for 2023-2024**

Director of Instruction, A. Davis presented a report dated May 17, 2023 entitled ***School Fee Schedules for 2023-24***. The report includes information on the school fee schedule for 2023-2024, and the legislative guidelines for the publication of the fee schedule. He referred to the 2023-2024 Elementary and Secondary School Fee schedules that are attached to the report and spoke to the recommendation in the report.

Committee members and stakeholder representatives provided feedback and staff answered questions and provided clarification on various points.

There was unanimous consent to forward the following recommendation to the Board for approval:

IT IS RECOMMENDED THAT the Board approve the publication of all school fee schedules for the 2023-2024 school year.

During discussion, Trustee Fraser noted that the recommendation is for the Board to approve the publication of the school fees, and not the fees themselves.

4. **Information Item Requests: None**

Committee Chair requested any information requests be sent directly to him by email.

5. **Date and Time of Next Meeting**

The next meeting of this Committee is scheduled for September 2023 (Date TBC).

Meeting adjourned at 5:32 pm.

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Joshua Zhang, Chairperson

**Committee Members Present in the room:** Joshua Zhang  
Alfred Chien  
Janet Fraser  
Suzie Mah

**Other Trustees Present in the Room:** Christopher Richardson

**Senior Management Present in the room:** David Nelson  
Jody Langlois  
Shehzad Somji  
Lorelei Russell

**Association Representatives Present in the Room:** Tim DeVivo IUOE  
Kai Nishimura, VDSC  
Vanessa Lefebvre, VEAES (arrived at 5:18pm)  
Stephen Leung, VEPVPA  
Terry Stanway, VSTA  
Tyson Shmyr, PASA

**Also Present in the Room:** Will Hsu  
Helen Yee  
Judy Mah (recorder)

## LIAISON TRUSTEE REPORT

**Name of Committee/Organization:** Vancouver Public Library Board

**Liaison Trustee:** Victoria Jung

**Date of Meeting:** March 22, 2023

**Topics Discussed Most Relevant to the VSB:**

- VPL has a collection of 17 languages, with the largest being those that are represented within Vancouver and BC (Multi-lingual collection)
- Presented on the new Filipino Language and Culture Course

**Committee / Organization Actions:**

- Working to get funds to extend Sunday hours.
- Interlink.
- Provincial Library Grant Report – submitted to funders.

May 29, 2023

**TO:** Board of Education

**FROM:** Shehzad Somji, Acting Secretary Treasurer  
Dal Bhatti, Project Manager

**RE:** Report back on Opportunities and Challenges of a Vancouver School District Foundation

*Reference to  
Education Plan*

**GOAL 2:**  
**OBJECTIVE:**

*The Vancouver School Board will increase equity by...  
Improving stewardship of the district's resources by focusing on  
effectiveness, efficiency, and sustainability.*

## INTRODUCTION

This report contains information related to a referred motion and does not contain a recommendation.

## BACKGROUND

At the Board Meeting on Monday, September 26<sup>th</sup>, 2022, the following motion was approved by the Board of Education:

“That the Board of Education direct District staff to explore the opportunities and challenges of creating a Vancouver School District Foundation and report back to the Board of Education.”

The motion was recommended to the Board by the Finance Committee at the September 12, 2022 meeting of that Committee where the following referred motion from the May 30, 2022 Public Board meeting was presented and discussed:

“That, to investigate additional income sources beyond Ministry of Education and Child Care funding to support VSB students, the Board of Education direct District staff to explore the opportunities and challenges of creating a Vancouver School District Foundation and a Vancouver School District Company and report back to the Board of Education.”

## RATIONALE

The District has had a structural deficit in its budget, meaning there is not enough funding to cover expenses in the budget. In recent years, the District has relied on using surpluses from prior years to balance the budget, a practise that is not sustainable. The funding received from the Provincial government is not adequate. In addition to advocating for more funding, additional funding must and can be generated to tackle the structural deficit. In the most recent budget survey, many respondents showed



interest in alternate funding options. The formation of a foundation could provide an opportunity for donors to contribute funds for specific purposes to support students in schools and the formation of a business company, of which the District is the shareholder. This would allow for the profits earned to be returned to the District in the form of dividends.

## HISTORICAL ANALYSIS

### School Board Foundation

According to historical paper records, a Vancouver School Board Foundation was established in November 2000 and dissolved in August 2009. It was called the Vancouver Public Schools Foundation (VPSF). Vancouver School Board legal counsel, at the time, engaged external lawyers to form the constitution and submit the application to register and establish the Foundation with the Canada Revenue Agency (CRA). Dates in the records suggest it took around 2 years to create the constitution.

Vancouver School Board hired an Executive Director in April 2002 to manage the Foundation, who later resigned in August 2004. The Foundation continued to operate by District staff and part of the Secretary Treasurer's Office as and when time allowed. Limited marketing and name exposure to attract new donors and limited senior staff availability to support the Foundation made it challenging to run the Foundation effectively. In May 2009, membership of the Foundation voted to dissolve the VPSF. Final Financial Statements were prepared, completed and submitted to the CRA for the 2008-2009 fiscal year.

### Business Development Department

The role of Manager of Business Development was created by the District in October 2019. The Manager of Business Development is tasked with providing leadership in the management of revenue generation activities for the School District. Reporting to the Assistant Secretary Treasurer, the Manager of Business Development is responsible for identifying, evaluating, implementing and managing new revenue opportunities, non-curricular partnerships, sponsorships and other business arrangements as well as donations and grants, all with a primary focus of building incremental revenue for the School District in support of the District's strategic goal of effectively utilizing school district resources and facilities.

The District is a registered Charitable Organization and continues to receive donations and distributes funds to different school and programs needs, through the District and governed by the School Board. In 2021-2022 the District received \$828,135 in donations through the Business Development Department.

## MOTION ANALYSIS

In response to the direction in the Board motion, District staff conducted research and have identified the following opportunities and challenges with respect to establishing a Foundation.

### Opportunities

- Establishing a foundation will allow the District to pursue additional sources of revenue through dedicated fundraising activities through planned events such as sports tournaments, runs, walks, auctions, dinners, galas, concerts, and travel or trekking adventures.
- Having a foundation and making it publicly known creates the potential for other foundations to donate to it.
- A foundation will further expose the District's Education Plan to the philanthropic community.
- A foundation has access to greater fundraising opportunities by being eligible to apply for certain grants that the District would not be able to apply for.

### Challenges

- Having a foundation requires establishing a Board of Directors and hiring support staff.
- An operating fund will be required, which may take necessary operating funds away from other priorities.
- There is a cost to establish and register a foundation.
- Legal advice will have to be obtained in developing a constitution, bylaws, and mission statement.
- It will be necessary to develop an operational structure (key roles, tasks, KPIs etc.). This may involve an examination of current District roles and how they might be integrated into the foundation.
- Separate accounting and administration for issuing tax donation receipts is required.
- Communicating to current donors and community partners the change in operations/policy.
- Marketing to prospective donors (development of foundation website, communication policy and governance etc.)

## HOW TO SETUP A FOUNDATION

**The following is a list of steps to support registration with the CRA to establish a Foundation:**

1. Define the purpose and objectives of the Foundation:
  - 1.1. Why are we forming this organization.
  - 1.2. Who will do the work.
  - 1.3. Who will donate the Foundation start-up capital.
  - 1.4. How will the Foundation sustain itself.
2. Establish the name of the Foundation and register with the CRA.
3. Hire a team:
  - 3.1.1. An attorney who is knowledgeable and experienced in the field of tax-exempt and charitable foundation law.
  - 3.1.2. Executive Director to develop and maintain relationships with organizations to leverage Foundation infrastructure and bring their endowments within the Foundation. Implement policies, procedures, administrative fee guidelines and agreements to facilitate this. Seek out grant opportunities, write proposal, reports on progress. Ongoing fundraising skills and efforts.
  - 3.1.3. Financial advisors for initial planning and ongoing compliance recordkeeping and tax returns and corporate filings. Many aspects of starting and running a Foundation are governed by complex rules and/or require specialized knowledge.

- 3.1.4. External auditor to the program for auditing the Foundation who is a member or partnership in good standing of the Canadian Institute of Chartered Accountants or Certified General Accountants association of BC.
4. Establish a board structure and appoint members of trustees and include general meeting foundation (Who will serve on board of directors and who will be officers etc.)
5. Solidify grant making decisions.
6. Form Foundation as a trust or corporation under state law.
7. Apply for business identification number from the CRA.
8. Submit application to the CRA to register and establish a Foundation accompanied by the certified constitution (Which must include the purpose of the Foundation and name of organization) and bylaw following the [BC Society Act](#).
9. Determine source of Startup cash for fees and administrative expenses.
10. Purchase liability insurance for the Foundation and Board of Directors.
11. Develop a strategic plan for 5 years for the Foundation.
12. Select a bank and open accounts for the Foundation.
13. Determine an address and telephone number for the Foundation.
14. Design logo for the Foundation, letterhead, and image items.
15. Create a website to support the Foundation.
16. Publicize your Foundation. Develop partnership with other groups.
17. Inform the Ministry of Education that you're forming a Foundation.

## FOUNDATIONS AT OTHER SCHOOL DISTRICTS

### [Langley School District](#)

The Foundation was formed in 2002 by the School District Board of Education.

The Langley School District Foundation runs as a separate and independent charitable organization. Disconnected from the Langley School District recently, amendments to the constitution, by-laws were aligned accordingly. (\*\*Note: not entirely disconnected. The District provides office space, accounting, and Information Technology in kind to the Foundation). It is staffed by one full time (Executive Director) and two part time staff (Operations Manager and Administrative Assistant). The Executive Director reports to the membership of the Foundation.

In terms of membership, the Foundation has its own Board of Directors. The Board of Directors are not part of the Langley School District Board of Education. One member of the School District leadership team represents the District at Foundation Board meetings and acts as the liaison between the Langley School District and the Foundation but does not get to vote and is not a Board Director.

The role of the "Liaison" is assumed by one of the Directors of Instruction, who attends board meetings and provides any district updates that the Foundation needs to be aware of. The Executive Director will work through the Liaison as a contact for the District.

The Foundation works closely with the schools, projects, and donors in raising funds to support the schools. The Foundation applies for grants and funding on behalf of the District as a whole and individual schools as needed. 90% of the funds raised goes back to their mission, supporting students and schools.

10% is held back from all donations/grants for administrative fees, which pays wages to the staff and other fees and overhead (such as donor management system, tax receipting program, banking costs etc.).

#### [Nanaimo School District](#)

Like Langley, the Foundation for the Nanaimo Ladysmith School District runs as a separate entity. The Foundation has their own Board of Directors. One Trustee of the School Board and the Director of Communications assume role of “Liaison” for the School District.

The Foundation operates from a School District floor space and are provided with office supplies and technology support. It is staffed by one full time Executive Director who is compensated by the School District and two part-time employees and one full time employee who are compensated by the Foundation.

## RECOMMENDATIONS

This report is provided for information only.

May 29, 2023

ITEM 8.2

**TO: Board of Education**

**FROM: Senior Leadership Team**

**RE: Consideration of Closure of Sir Guy Carleton Elementary School**

*Reference to  
Education Plan*

**GOAL:** The Vancouver School Board will increase equity by ...

**OBJECTIVE(S):** Improving stewardship of the district's resources by focusing on effectiveness, efficiency, and sustainability.

## INTRODUCTION

Sir Guy Carleton Elementary School (Carleton) was damaged by fire in August 2016, and no Vancouver School Board students have been accommodated there since June 2016. Staff is recommending that the Board consider the permanent closure of Carleton Elementary School effective January 1, 2024.

On January 30, 2023, the Board approved adjusting the Carleton Elementary school catchment by increasing the size of the Cunningham, Weir, and MacCorkindale Elementary school catchments and reducing the size of the Carleton catchment. There are no residences within the remaining Carleton catchment.

This report sets out the rationale for consideration of closure for Carleton elementary and details the factors considered by senior staff in making the consideration of closure recommendation to the Board. The report also reviews the Board decision-making framework defined in Board Policy 14 School Closure.

This report contains a recommendation.

## BACKGROUND

The fire at Carleton occurred on Friday August 19, 2016. At the time of the fire, planned enrolment for September 2016 stood at 308 students. In response to the fire, the District offered Carleton families enrolment options that included the option to attend neighboring G.T. Cunningham Elementary School as a separate school 'Carleton at Cunningham' or attend other nearby schools. Although Cunningham school had sufficient capacity to accommodate all Carleton students, many families opted to enroll their children at other nearby schools, principally Dr. George M. Weir and Dr. H.N. MacCorkindale Elementary Schools. When 'Carleton at Cunningham' opened in September 2016, there were 116 students in attendance. Since September 2016, Carleton has operated at Cunningham with 62 students from the former Carleton catchment attending at Cunningham school in September 2022.

At the June 15, 2022 Facilities Planning Committee meeting the [‘Proposed Catchment Boundary Adjustments – Carleton Elementary Catchment’](#) was presented which initiated the process to reduce the size of the existing Carleton catchment and increase the size of the existing catchments of Cunningham, Weir, and MacCorkindale elementary schools. On January 30, 2023, the Board approved the proposed catchment boundary adjustments. If Carleton is permanently closed, the remaining catchment, in which there are no residences, will be dissolved and consolidated within the Cunningham elementary catchment.

## **RATIONALE FOR CONSIDERATION OF CLOSURE**

### **Effective Stewardship of District Resources**

Allocating the necessary district resources to return Carleton to a condition that would be suitable to accommodate students would be an ineffective use for district resources as the school would remain at high seismic risk while retaining a significant deferred maintenance liability. No students reside in the current Carleton catchment area. Students from the former Carleton catchment are accommodated at nearby schools.

### **Impact on Carleton School Community**

With the changes to catchment boundary approved by the Board on January 30, 2023, families residing in the former Carleton catchment now have catchment priority access to a nearby school. The Carleton site was last used in the 2015-2016 school year. By June 2023, the end of this school year, there will be no students who attended school at the Carleton site remaining in the K-7 system as all kindergarten students enrolled in September 2015 will be entering grade 8 in September 2023.

### **Optimize Use of Safe Capacity**

The District should optimize use of seismically safe capacity to accommodate student enrolment. The seismic upgrade project at Weir is complete and the school is in use. The expansion of the Weir catchment approved on January 30, 2023, aligns with the long-range facilities planning strategic priority to provide access to a seismically safe catchment school for all VSB students. As Carleton is not seismically safe, the permanent closure of Carleton will have no impact on access for VSB students to seismically safe schools.

### **Land Asset Management**

The Carleton site presents potential opportunities for alternate community use and capital revenue generation for the Board. Some of these opportunities can only be realized through a long-term lease of the site or fee simple sale of a portion of the site which require a site surplus declaration by the Board. Permanent school closure is a necessary precursor to consideration of site surplus declaration by the Board.

## POLICY REQUIREMENTS

[Board Policy 14 School Closure](#) – contains the decision-making framework that the Board of Education follows when considering school closure. The policy also outlines the factors that Senior Leadership Team may assess in making a recommendation for a school closure. As stated in the policy, such a recommendation must be made at a public Board meeting.

### **Decision-Making Framework for the Board**

#### **Step 1 - Board Receives Senior Team Report and Recommendation**

- Senior Team can make a recommendation for consideration of closure to the Board at a public meeting.
- After considering the information provided at the public meeting the Board will:
  - Conclude that no action or further study is required, **or**
  - Forward the information to the Facilities Planning Committee

#### **Step 2 - Facilities Planning Committee Provides its Recommendation to Board**

- Review the information provided by the Board and provide its recommendation to the Board.

#### **Step 3 – Board Decides to Either Initiate Public Consultation or Take No Further Action**

- The Board reviews the recommendation from the Facilities Planning Committee and will:
  - Conclude that no action or further study is required, **or**
  - Initiate a public consultation process by passing a motion at a public meeting of the Board.

#### **Step 4 – Public Consultation**

- If the Board initiates a public consultation process, a period of at least sixty (60) days will be allocated to allow for consultation to occur.
- As part of the consultation the Board will make available, in writing, the rationale being considered by the Board for the proposed closure, as outlined in section 7 of Policy 14. As per section 8 of the policy, at least one public consultation meeting will be held to discuss the proposed closure.

#### **Step 5 – Board Makes Decision on School Closure**

- After consultation, the final decision about the school closure will be made by the Board through the first, second, and final reading of a School Closure Bylaw at a public Board meeting.

#### **Step 6 – Decision Regarding Alternate Use of a Closed Facility**

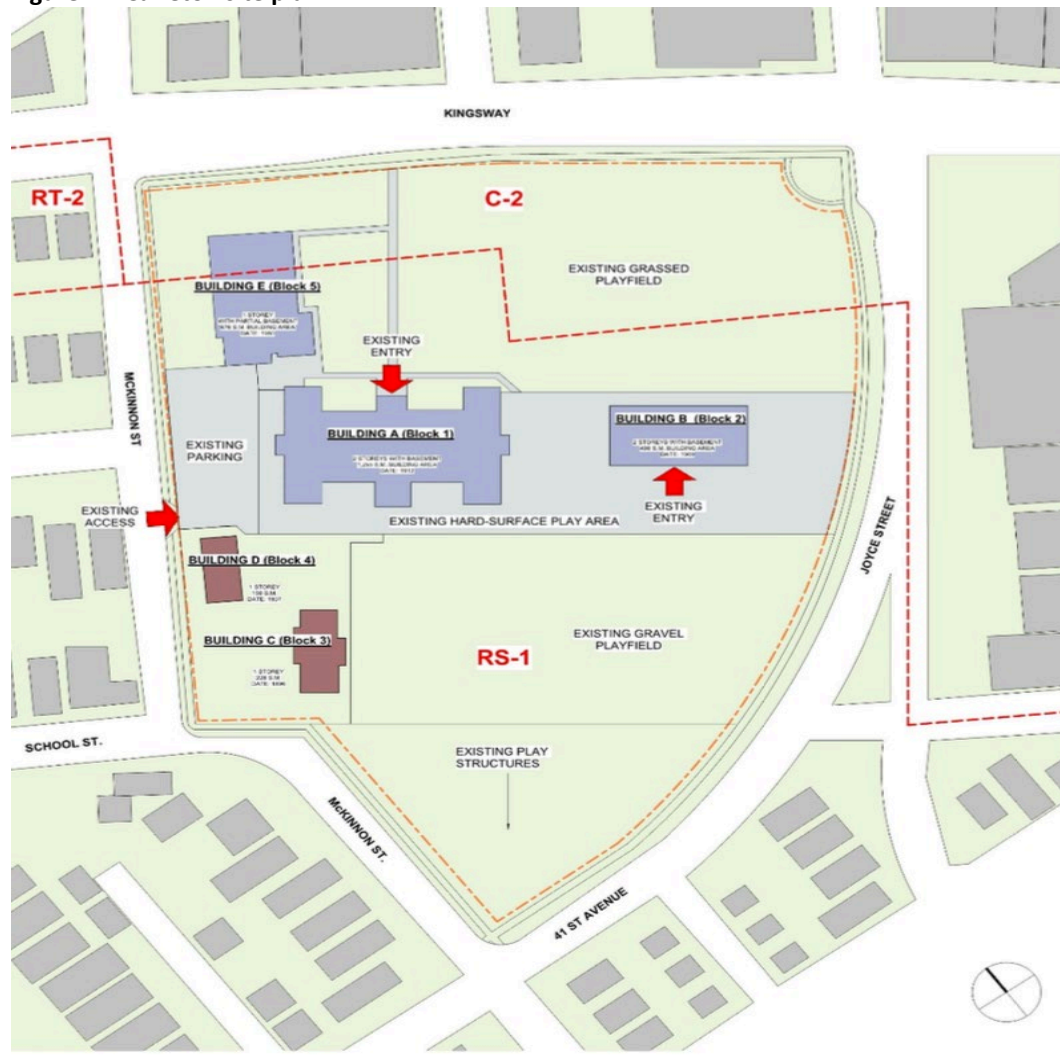
- Alternate use of a closed facility will be determined by the Board after receiving a recommendation from the Superintendent.



## SITE DESCRIPTION

The Carleton site is a 2.45 ha site with 5 buildings, 3 of which were used to deliver educational programming prior to the building closures necessitated the 2016 fire in which building 1 sustained extensive damage.

**Figure 1 – Carleton site plan**



**Figure 2 - Buildings on the Carleton site**

Building Number	Year Built	Function
1	1912	Main School Building
2	1910	Classroom Building
3	1896	Leased
4	1896	Leased
5	1950	Gymnasium



## FACTORS CONSIDERED BY SENIOR LEADERSHIP TEAM

### Factors Considered by Senior Leadership Team

This report outlines the factors assessed and considered by the senior leadership team in making the recommendation to consider the permanent closure of Carleton Elementary school. Policy 14 lists the following factors that may be assessed in making a recommendation to consider closure:

- Program offerings
- Space available in nearby schools
- Distance between schools
- Traffic patterns and safety of access for students being relocated
- Current and projected enrolment
- Class size
- Funding formula considerations
- Age of the building, maintenance, and seismic needs of buildings
- Potential re-uses of facilities and sites
- Other factors that may be applicable in the circumstances

**Figure 3 – Summary of Senior Team Assessment of Specific School Closure Factors**

Factor	Senior Team Assessment
Program Offerings	The regular K-7 educational programming available at Carleton in 2016 is available at all nearby schools. All nearby schools including Cunningham, Weir and MacCorkindale offer the regular K-7 program. No District Choice or Learning Services programs were located at Carleton in 2016.
Space in nearby schools	Since September 2016 students originating from the Carleton catchment have been readily accommodated at nearby schools. Enrolment from Carleton catchment students has declined since 2016 in alignment with the decline in youth population in the catchment. Further enrolment decline is forecasted. Weir, MacCorkindale, and Cunningham all have surplus capacity.
Distance between schools	Most students residing in the former Carleton catchment attend Cunningham, Weir, or MacCorkindale, that are 1.8km, 1.1 km and 1.0 km from Carleton, respectively.
Traffic Patterns and Safety of Access for Students being Relocated	In Attachment A, of the June 15, 2022 Facilities Planning Committee report ' <a href="#">Proposed Catchment Boundary Adjustments – Carleton Elementary Catchment</a> ' safe pedestrian travel infrastructure in the former Carleton catchment is detailed.
Current and Forecast Enrolment	As of January 30, 2023, there are no students from the current existing Carleton catchment attending VSB programs. As of September 2022, 62 from the former Carleton catchment attend Cunningham, total enrolment from the former Carleton catchment in all VSB regular elementary programs was 176, and total Carleton catchment enrolment in all VSB elementary programs was 193
Class Size	Class size will not be impacted.
Funding Formula Considerations	Enrolment and program funding will not be impacted.
Age, maintenance, and seismic needs of buildings	<p><b>Facility Condition</b></p> <p>The overall facility condition of Carleton buildings is poor. The estimated cost to repair fire damage and subsequent damage due to vandalism to school buildings is \$8M-\$10M. If these repairs and required upgrades were undertaken, the seismic safety of the school would remain unchanged at H1. Provincial funding is not available for these capital requirements.</p> <p><b>Seismic Safety</b></p> <p>The overall seismic risk rating for buildings on the Carleton site is H1 - the highest seismic risk category. A seismic upgrade project at Carleton is not supported through the Seismic Mitigation Program. The business case for prioritizing provincial government investment to fund a seismic upgrade project at the Carleton site is weak, therefore Carleton is not prioritized in the Board Capital Plan.</p>
Potential re-uses of facilities	The District is working with the Ministry of Education and Child Care, the CSF, BC Housing, and the City of Vancouver to develop options for alternative uses for the site and its facilities. As per section 13 of Board Policy 14, if the Board decides to close Carleton, alternate use of a closed facility will be determined by the Board after receiving a recommendation from the Superintendent.

## TIMELINE – KEY DATES

Event	Date	Process
Board Meeting	May 29, 2023	Closure consideration report presented to the Board with a recommendation to refer to the Facilities Planning Committee.
Facilities Planning Committee	June 7, 2023	If referred by the Board, closure consideration report to Facilities Planning Committee. Facilities Planning committee provides recommendation to the Board.
Board Meeting	June 26, 2023	The Board reviews the recommendation from the Facilities Planning Committee and has the following options: <ul style="list-style-type: none"> <li>• Conclude that no action or further study is required</li> <li>• Initiate a public consultation process by passing a motion at a public meeting of the Board</li> </ul>
Consultation Period	July – October 2023	Community consultation as per Policy 14
Board Meeting	November 2023 Date TBD	Board to receive consultation findings and consider closure of Carleton.
Closure Process Concludes	January 1, 2024	Permanent closure of Carleton to be effective January 1, 2024.

## NEXT STEPS

As per Policy 14 (School Closure) after the Board of Education has received a report for the consideration of the closure of a school the Board will determine:

- That no further action or further study is required, **or**
- Forward the information contained in the report to the Facilities Planning Committee for review and recommendation.

If the Board determines that this information should be forwarded to the Facilities Planning Committee staff will present this consideration of closure report at the June 7, 2023, meeting.

## RECOMMENDATION

**It is recommended:**

*That the Board of Education consider the closure of Sir Guy Carleton Elementary school, effective January 1, 2024, by forwarding this report to the Facilities Planning Committee for review and recommendation.*

**DATE:** May 29, 2023

**ITEM 9.1**

**TO:** Board of Education

**FROM:** Janet Fraser, Trustee

**RE:** Notice of Motion – Expanding childcare at VSB sites

*Reference to  
Education Plan*

**GOAL 1:** *The Vancouver School Board will improve student achievement, physical and mental well-being, and belonging by ...*  
**OBJECTIVE(S):** *Improving school environments to ensure they are safe, caring, welcoming, and inclusive places for students and families.*

## REFERENCE TO VSB POLICY

Please indicate if the proposed motion relates to an existing policies from the [Board Policy Handbook](#). You must check one or more boxes.

- Relates to Policy No. 22
- This is an action motion and does not change or contradict any existing policies from the Board Policy Handbook

## PROPOSED MOTION

That as part of the January 30, 2023 board motion to explore strategies and make recommendations to increase childcare at VSB sites, the Board of Education requests staff explore the possibilities of the Board opening and operating an out of school childcare program.

## RATIONALE

At the May 1, 2023 public board meeting Policy 22 – Child Care Services in District Facilities was approved. Section 3.4 of this policy includes:

*At the Board's discretion, staff may be directed to explore possibilities for the Board to open and operate a child care program(s) on Board property.*

This motion is to expand the work currently underway to increase the number of childcare spaces at VSB sites to include exploration of the possibility, that is how the policy could be operationalized, for our district to run an out of school childcare program.

**OUR** VSB

# VANCOUVER SCHOOL DISTRICT BOARD MEETING

May 29, 2023



# INDIGENOUS ACKNOWLEDGEMENT

Please join me in acknowledging that we are unlearning and relearning on the traditional and unceded lands of the x<sup>w</sup>məθk<sup>w</sup>ə́yəm (Musqueam), S<sub>k</sub>wxwú7mesh (Squamish), and səlilwətaʔ (Tsleil-Waututh) nations



x<sup>w</sup>məθk<sup>w</sup>ə́yəm  
(Musqueam)



S<sub>k</sub>wxwú7mesh  
(Squamish)



səlilwətaʔ  
(Tsleil-Waututh)

# 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

It is our Board's responsibility to ensure that our meetings are conducted in a safe and respectful manner.

As a Board of Education for a school district, it is important that we model the behavior that we expect of students in their schools.



**OUR** VSB

# Roll Call

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# SUPERINTENDENT HIGHLIGHTS

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# ASIAN HERITAGE MONTH: LETTERS TO MY TEEN SELF

2@= 49F; GMN=J 1; @GGD  
G9J< OADAE HJGN=  
KLM=FL9; @AN=E =FL  
H@KA9D9F< E =FL9DO=DD  
:=AF? 9F< :=DDF? AF? : Q

•'F; J=9KAF? DA=J9; Q  
FME =J9; Q 9F< <=H  
; JAA9D9F< ; J=9LAN=  
L@FCF?



VANCOUVER PUBLIC LIBRARY

## Asian Heritage Month: *Letters to My Teen Self*



Tessa Barbosa	Sarah Suk	Sabina Khan	Nafiza Azad	Judy I. Lin
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# SUPERINTENDENT'S SPOTLIGHT



2=9; @J \*AJ9JAF &GDD JG9<D9F<  
1IM=FJK F<=JK9F< + GJ?9F



# CAMP READ AT KITCHENER ELEMENTARY





# GIFTED ENRICHMENT CENTRES: INDIGENOUS STEAM - TEXTILE DYEING AND WEAVING



2@=49F; GMN=J 1; @GGD G9J< OAD  
; GFLÆM= AKO=; GF; AØLAGF  
BGMF=QO A@ \$AKL, 9LAGFĶ + ŚLĶ  
9F< 'FMÆ: Q̃

- 'F; J=9KÆ? CFGOD<=?'  
9O9J=F=KĶ 9HHI=; ALAGF Ĝ> 9F<  
J=KH=; L>GJ 'F<A=FGMK@KIGJAĶ  
IJ9<AAGFĶ; MDM=Ķ 9F<  
; GFLJAMAGFĶ





# GIFTED ENRICHMENT CENTRES: INDIGENOUS STEAM - TEXTILE DYEING AND WEAVING





# EHSS WELCOME POST





# 11th ANNUAL FIRST PEOPLES' FESTIVAL





# PETER HENDERSON BRYCE ALLY AND LEADS AWARDS





# MOVING FORWARD CEREMONY: GRADE 7 INDIGENOUS GRAD





# XPEY': 10-YEAR ANNIVERSARY





# MARTIN BOYCE @ KILLARNEY



The Vancouver School Board will improve student achievement, physical and mental well-being, and belonging by...

- Improving school environments to ensure they are safe, caring, welcoming, and inclusive places for students and families.



# CELEBRATION OF PERFORMING ARTS





# CELEBRATION OF ALTERNATIVE AND ALTERNATE ARTS





# EDITH CAVELL SEISMIC UPGRADE





# QUESTIONS?