

# NOTICE OF MEETING

## POLICY AND GOVERNANCE COMMITTEE

Secretary Treasurer's Office  
Wednesday, October 11, 2023  
Public viewing via live broadcast

Janet Fraser (Chair)  
Preeti Faridkot (Vice-Chair)  
Alfred Chien  
Christopher Richardson

Helen McGregor, Superintendent of Schools  
Flavia Coughlan, Secretary-Treasurer

### Notice of Meeting

A Meeting of the **Policy and Governance Committee** will be held in room 180 of the VSB Education Centre (1580 West Broadway, Vancouver BC) **for participating trustees, staff, and stakeholder representatives on Wednesday, October 11, 2023 at 5:00 pm.** The meeting will be live broadcast for the public.

Other Trustees:	Lois Chan-Pedley Victoria Jung (Alternate) Suzie Mah	Jennifer Reddy Joshua Zhang
Student Trustee:	Mia Liu	
Other Senior Management Staff:	Pedro da Silva Michael Gray Jody Langlois	Pete Nuij Shehzad Somji
Representatives:	Suzette Magri, CUPE 15 Brent Boyd, CUPE 407 Ishi Dinim, DPAC  Tim Chester, IUOE Hayden O'Connor, PASA Justin Chapman, Trades Sonia Blair, VASSA Lorriane Liu, VDSC Glen Hansman, VEAES Jason Eng, VEPVPA Carl Janze, VSTA	Alternates: Chris Brown, CUPE 15  Karen Tsang, DPAC (Alternate 1) Kyenta Martins, DPAC (Alternate 2) Tim De Vivo, IUOE  Angela Haveman, VASSA  Jody Polukoshko, VEAES Sarah Dash, VEPVPA Terry Stanway, VSTA
Other Staff:	Lynda Bonvillain Chris Allen	

# POLICY AND GOVERNANCE COMMITTEE MEETING AGENDA

Wednesday, October 11, 2023 at 5:00pm  
Room 180, VSB Education Centre

With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) and səliłwətał (Tsleil-Waututh Nation).

The meeting is currently being broadcasted live, and both the audio and video recordings will be accessible to the public for viewing even after the meeting ends. Footage from this meeting may be viewed from Canada or anywhere else in the world.

### 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. Items for Approval

1.1 Naming and Renaming Policy

### Presenters

Flavia Coughlan, Secretary-Treasurer/CFO

### 2. Discussion Items

2.1 Draft Board Policy 8 – Board Committees

Flavia Coughlan, Secretary-Treasurer/CFO

2.2 Bylaw 2, Appeal Policy and Procedure Update

Flavia Coughlan, Secretary-Treasurer/CFO

### 3. Information Items

None

### 4. Information Item Requests

*Committee members may request by email to the Chair of the Committee 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.*

## **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.

October 11, 2023

ITEM 1.1

**TO:** Policy and Governance Committee

**FROM:** Flavia Coughlan, Secretary-Treasurer/CFO

**RE:** Naming and Renaming Policy

*Reference to  
Education Plan*

**GOAL:** 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.

## BACKGROUND

At the public meeting held on February 27, 2023, the Vancouver Board of Education passed a motion to review the current naming and renaming process for school facilities. The objective of this review is to articulate the Board's vision and values regarding naming and renaming, establish the Board's role in the process, and provide guidance on the number of concurrent naming and renaming processes. Staff was tasked with conducting this review and presenting recommendations no later than October 2023.

## OVERVIEW OF POLICY AND PROCESS

Currently, there is no standalone policy guiding the naming and renaming of District facilities. The existing guidance is embedded in Board Policy 2 (Role of the Board) and Administrative Procedure 541 (Naming New Facilities). However, these documents lack explicit articulation of the Board's vision and values concerning naming and renaming and do not specify the number of processes that can occur simultaneously.

## NEXT STEPS

Given the increasing public interest in naming and renaming school facilities, staff recommends the development of a new, standalone "Naming and Renaming Policy" that clearly articulates the Board's vision and values in relation to the naming and renaming of school facilities. This policy should encompass the following aspects:

- articulate the Board's vision and values regarding the naming and renaming of educational facilities; and
- outline the role of the Board in providing clear direction before initiating any naming or renaming processes.

It is recommended that an inclusive engagement process be initiated to gather input from rights holders, stakeholders, including the community, educators, and experts, to inform the development of the new Naming and Renaming Policy. This process should ensure diverse perspectives are considered and contribute to a comprehensive and well-informed policy.

Until the consultation process is complete, and the new Naming and Renaming Policy is adopted, it is advisable not to initiate any new naming or renaming processes. This will ensure that future processes align with the new policy and reflect the Board's values and vision.

## RECOMMENDATION

**The Policy and Governance Committee** recommends that the Board approve the creation of an ad hoc committee that will work with District staff to develop a draft Naming and Renaming Policy to be reviewed by the Policy and Governance Committee prior to consideration and adoption by the Board.

October 11, 2023

ITEM 2.1

**TO:** Policy and Governance Committee

**FROM:** Flavia Coughlan, Secretary-Treasurer/CFO

**RE:** Draft Board Policy 8 - Board Committees

*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

At the February 27, 2023 Board Meeting, the board passed motions requesting staff to review and propose revisions for Policy 8 (Board Committees), specifically regarding the Personnel Committee and Finance Committee, to align them better with current committee practices. Additionally, it was decided to rename the Student Learning and Well-Being Committee to the Education Plan Committee and adjust its duties and functions to support the ongoing implementation of the Education Plan.

To action these motions, a working group consisting of two trustees (Janet Fraser, Lois Chan-Pedley) and a staff resource person (David Nelson until September and currently Flavia Coughlan) was formed. In reviewing the direction given by the Board, the working group made the decision to review and bring forward recommendations for the update of Policy 8 in its entirety. To help inform this work, initial input was collected from stakeholder representatives at the June 14, 2023, Policy and Governance meeting.

This report is for discussion.

## POLICY AND GOVERNANCE – REVIEW OF DRAFT POLICY 8

Attached to this report is the revised Draft Board Policy 8 – Board Committees for review in advance of the meeting.

The draft policy includes four sections:

1. Board Committee Meetings – this section includes procedural information that applies to all Board Committees
2. Standing Committees – this section includes information about standing committee purpose, responsibilities, membership and quorum, rights holders and stakeholder representatives, resource staff
3. Standalone Audit Committee – this section includes information about committee purpose, responsibilities, membership and quorum, resource staff
4. Ad Hoc Committees - this section includes information about the purpose of ad hoc committees and how ad hoc committees are created

At the Policy and Governance Committee members and stakeholder representatives will be engaged in discussion and dialogue, in small groups, in relation to this draft policy.

Guiding questions to support dialogue/feedback:

- Are there elements of this draft policy that resonate with you?
- Are there any ambiguities or areas that need clarification?
- Are there potential unintended consequences?
- Do you have any suggested revisions or additions?

All input received will be collected and considered by the working group before the policy is presented to the Board for approval.

**Attachment:** Draft Board Policy 8 – Board Committees

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## Policy 8

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### BOARD COMMITTEES

The primary purpose of all committees of the Board shall be to act in an advisory capacity to the Board.

The Board will establish standing committees and may establish ad hoc committees of the Board when necessary to assist the Board in fulfilling its governance functions. The Board may delegate specific powers and duties to committees of the Board subject to the restrictions on delegation outlined in the School Act. The powers and duties delegated to committees of the Board shall never interfere with the delegation of authority from the Board to the Superintendent.

Unless specific powers have been delegated by the Board the power of all committees shall be limited to making recommendations to the Board. Committees may act on behalf of the Board only when specifically authorized by Board motion for individual issues. The Board will carefully consider all matters referred to it by a committee. The adoption of a standing committee recommendations to the Board is not automatic.

#### 1. Board Committee Meetings

##### 1.1 Meeting Decorum

The Board has a strong commitment to ethical conduct. This includes the responsibility of committee participants (i.e. committee members, staff, rights holders representatives, stakeholder representatives.) to conduct themselves with appropriate decorum and professionalism.

It is the responsibility of the Chair of the Committee to see that decorum is maintained at Committee meetings so that:

- i. All committee participants request to speak through the chair.
- ii. Civility towards others is maintained as committee participants share perspectives and participate in discussion.
- iii. Staff are able to submit objective reports without influence or pressure as their work is acknowledged and appreciated.
- iv. Committee participants refrain from personal inflammatory or accusatory language or action.
- v. Committee participants present themselves in a professional and courteous manner.

##### 1.2 Meeting Agendas

Agenda topics for Board committee meetings shall be determined by the Board Chair and the Board Vice Chair based on input from the Committee Chair and in consultation with the Superintendent and the Secretary Treasurer, at the Agenda Setting meeting.

Matters that the Board has directed to a Board committee for action must take precedence over any other Committee business.

The agenda for public committee meetings, as well as supporting materials intended to brief committee members about items included on the agenda, are electronically delivered no less than 48 hours in advance of Board committee meetings to each Trustee, Superintendent, Secretary Treasurer, rights holders representatives, stakeholder representatives and resource staff for the Board committee, and published on the school district website.



### **1.3 Notice of Meeting**

Notice of Meeting shall be provided in writing to committee members, rights holders representatives and stakeholder representatives no less than 48 hours prior to a scheduled Board committee meeting.

### **1.4 Proceedings**

In all cases where the School Act and this Policy are silent, the current edition of Robert's Rules of Order Newly Revised shall apply to procedures at meetings of Board committees.

### **1.5 Format and Frequency of Board Committee Meetings**

Each Board committee shall be scheduled to meet at least four times per school year. Additional meetings may be added at the discretion of the Board Chair and the Board Vice Chair based on input from the Committee Chair and in consultation with the Superintendent and the Secretary Treasurer. Meetings may be cancelled if there are not sufficient items to warrant a meeting.

Board committee meetings may be held by electronic means to deal with matters that require immediate attention, have significant time constraints, are straight forward or procedural in nature. The format of committee meetings shall be determined by the Board Chair and the Board Vice Chair based on input from the Committee Chair and in consultation with the Superintendent and the Secretary Treasurer, at the Agenda Setting meeting.

### **1.6 Role of the Committee Chair and Vice Chair:**

The role of the Chair of a committee of the Board is to provide leadership and to ensure the committee fulfills its mandate and any other matters delegated to it by the Board. In the absence of the Chair, the Vice-Chair will exercise the powers and perform the duties and functions of the Chair. As such, they cooperate with the Chair and make every effort to learn the Chair's role.

Committee Chairs will provide leadership in the planning, organization, and operation of their assigned committee's activities, including:

- collaborate with assigned resource staff to create efficient meeting agendas that align with the committee's annual work plan, ensuring its timely completion;
- mentor the Vice-Chair to be prepared to assume the role of Chair in their absence;
- summarize committee discussions, and state any committee action items, decisions, or timelines, before moving to the next agenda item;
- arrange briefing meetings with the Vice-Chair and Superintendent or designate as needed to review proposed agendas, and support the committee's discussions and deliberations.;
- chair committee meetings, facilitating active participation by all members and ensuring appropriate time is allocated to each agenda item and all items are brought to a suitable resolution;
- report to the Board on the activities of the committee, recommendations, and resolutions;
- develop knowledge of the subject matter and of best practices related to their assigned committee's mandate.

### **1.7 Minutes**

Minutes of decisions made by Board committees shall be kept by the Secretary Treasurer or designate. Such minutes are to record decisions of Board committees but not the contents of speeches. Movers and seconders of motions shall not be recorded in minutes.

Verbal reports made at Board committee meetings, shall not be recorded in the minutes of the Board committee meetings unless the Board committee makes a decision on a matter addressed in a verbal report.

A copy of Board committee meeting minutes shall be provided to the Board of Education. All Board committee meeting minutes shall be made available to the Board appointed auditors for review.

### **1.8 Public Delegations**

Presentations from delegations will not be heard at Board committee meetings. Members of the public wishing to share their views on a matter before the Board may request to present at a Board Delegation meeting. Please see Policy 7, section 4.

### **1.9 Live-Streaming Board Committee Meetings**

- i. The Board may choose to live-stream Board committee meetings.
- ii. Live-streaming is strictly limited to the Board committee meeting proceedings.
- iii. Individuals who attend a live-streamed meeting do so with the understanding that they may be recorded.
- iv. The Board, through the Committee Chair, reserves the right to request that any recording that disrupts its proceedings or contravenes this, or any other Board policy, be stopped immediately. The minutes of the meeting will record that such direction was given.
- v. Where a concern arises involving inappropriate recording or sharing of personally recorded audiovisual material, the Board will review the use and may take action to request that the recording be deleted/destroyed.
- vi. Recordings of past Board committee meetings may be archived online for up to one year.

## **2. Standing Committees**

### **2.1 Purpose of Standing Committees**

The primary purpose of standing committees is to act in an advisory capacity to the Board and to support good governance and informed decision making by the Board.

All standing committee recommendations approved by majority vote of the committee members shall be included on the agenda at a Regular Meeting of the Board in the form of a proposed motion. The recommendations of a standing committee shall not be binding unless formally approved by the Board.

Standing committee work plans shall be created annually based on the Board's annual work plan and in alignment with the Education Plan.

### **2.2 Membership and Quorum**

Standing committee membership includes one trustee appointed as Chair, one trustee appointed as Vice Chair, two trustees appointed as members and two trustees appointed as alternate members. The appointments are made by the Board on the recommendation of the Board Chair.

A quorum shall be a majority of committee members, two of which may be the alternate committee members. In the absence of a quorum, the committee meeting cannot proceed with official business or decision-making. Urgent matters will be promptly forwarded to the Board for consideration, while non-urgent agenda items will be deferred to an upcoming committee meeting.

The Chair of a standing committee may move any recommendation and speak to any question during committee meetings without leaving the Chair and may vote on all matters considered.

Any member of the Board may attend standing committee meetings and participate in discussions, but only appointed members of the standing committee may vote.

## 2.3 Standing Committee Rights Holders and Stakeholder Representatives

The Board shall invite one rights holders representative of each of the Host Nations: x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & səliiwəta+ (Tsleil-Waututh Nation) to attend standing committee meetings.

The Board shall invite one student representative designated by the Vancouver District Students' Council.

The Board shall invite one representative of each of the following groups to attend standing committee meetings:

- Canadian Union of Public Employees, Local 15 (CUPE 15)
- Canadian Union of Public Employees, Local 407 (CUPE 407)
- District Parent Advisory Council (DPAC)
- International Union of Operating Engineers, Local 963 (IUOE)
- Maintenance and Construction Trades
- Professional and Administrative Staff Association (PASA)
- Vancouver Association of Secondary School Administrators (VASSA)
- Vancouver Elementary and Adult Educators' Society (VEAES)
- Vancouver Elementary Principals' and Vice Principals' Association (VEPVPA)
- Vancouver Secondary Teachers' Association (VSTA)

## 2.4 Standing Committee Resource Staff

The Superintendent shall appoint resource staff to work with standing committees and the Superintendent shall determine the roles, responsibilities, and reporting requirements of the resource staff.

The Superintendent or designate shall keep the Chair of each of the standing committees informed of matters within the jurisdiction of the standing committee.

## 2.5 Standing Committees Responsibilities

The Board has established four standing committees:

- A. Policy, Governance and Legal Committee
- B. Facilities Planning Committee
- C. Education Plan Committee
- D. Finance and Personnel Committee

### *A. Policy, Governance and Legal Committee Responsibilities:*

- A.1 Review the policy framework for the organization and make policy recommendations to the Board.
- A.2 Assess and make recommendations regarding Board governance structures.
- A.3 Ensure Board Policies are reviewed at least once in a four-year term and that compliance with legislation, regulations and legislative mandate is maintained.
- A.4 Review and make recommendations to the Board on the school district's compliance with legislative requirements
- A.5 Annually review and recommend an Advocacy Plan to the Board that supports the achievement of the Board's strategic objectives.
- A.6 Review matters referred to the committee by the Board and make recommendations as requested.

***B. Facilities Planning Committee Responsibilities:***

- B.1 Review and provide recommendations to the Board regarding assigned facilities planning matters.
- B.2 Annually review and make recommendations to the Board regarding the five-year capital plan and the spending plan for the annual facilities grant.
- B.3 Review and make recommendations to the Board regarding the long-range facilities plan.
- B.4 Review and make recommendations to the Board regarding catchment areas for schools and District programs.
- B.5 Naming and Renaming Schools: within the constraints of Board direction provided at the outset of any potential school naming or renaming process provide recommendations to the Board.
- B.6 Review matters referred by the Board and make recommendations as requested.

***C. Education Plan Committee Responsibilities:***

- C.1 Review and make recommendations to the Board regarding matters related to the development and implementation of the Education Plan.
- C.2 Review and make recommendations to the Board regarding the annual Framework for Enhancing Student Learning Report.
- C.3 Review and make recommendations to the Board regarding proposed Board Authority Authorized Courses.
- C.4 Review and make recommendations regarding the implementation and cessation of District programs.
- C.5 Review and make recommendations to the Board regarding annual school learning plans.
- C.6 Review and make recommendations to the Board regarding school calendars.
- C.7 Review matters referred to the Committee by the Board and make recommendations as requested.

***D. Finance and Personnel Committee Responsibilities:***

- D.1 Assist the Board in being fiscally responsible.
- D.2 Annually make recommendations to the Board regarding its submission to the Select Standing Committee on Finance and Government Services.
- D.3 Provide input regarding the budget development process, review budget assumptions and budget priorities that provide a framework for the preparation of the annual budget.
- D.4 By reviewing quarterly financial statements make recommendations for increasing value for money including: reducing costs, increasing revenue, eliminating or reducing resource allocations where commensurate results are not being achieved, disposal of assets, and increasing benefits without increasing costs.
- D.5 Make recommendations to the Board regarding the approval of school fees and fees related to programs that charge fees.
- D.6 Review and provide input regarding ongoing, appropriate staff recognition, and acknowledgement.
- D.7 Review and monitor the school district's human resources management strategy to ensure that human resources plans and initiatives will enable the school district to achieve its strategic objectives.
- D.8 Review matters referred to the Committee by the Board and make recommendations as requested.

### **3. Standalone Audit Committee**

#### **3.1 Membership and Quorum**

Audit committee membership includes one trustee appointed as Chair, one trustee appointed as Vice Chair, two trustees appointed as members and two trustees appointed as alternate members. The appointments are made by the Board on the recommendation of the Board Chair.

A quorum shall be a majority of committee members, two of which may be the alternate committee members.

The Chair of a standing committee may move any recommendation and speak to any question during committee meetings without leaving the Chair and may vote on all matters considered.

Any member of the Board may attend the audit committee meetings and participate in discussions, but only appointed members of the standing committee may vote.

#### **3.2 Audit Committee Resource Staff**

The Superintendent shall appoint resource staff to work with the audit committee. Resource staff shall normally include the Secretary Treasurer.

#### **3.3 Independent Audit Committee Members**

Up to two members of the public with one such public member holding an accounting designation may be appointed by the Board as a resource to the audit committee. Public members will be appointed by the Board for a term of two years with the possibility of a second two-year term extension, at the will of the Board.

#### **3.4 Audit Committee Responsibilities**

- a) Review the annual audited financial statements and recommend approval of the audited statements by the Board;
- b) Review quarterly financial statements and recommend approval of the quarterly financial statements by the Board;
- c) Review audit results with the external auditors and follow up on the implementation of the auditor's letter of recommendations;
- d) Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the School District's financial reporting;
- e) Oversee engagement of external auditors including the terms of the audit engagement and appropriateness of proposed fees;
- f) Maintain direct lines of communications with the Superintendent, the Secretary Treasurer and the external auditors;
- g) Review the nature and extent of other services provided by the auditor in relation to auditor independence;
- h) Review external audit services at least every three years;
- i) Recommend to the Board the terms of engagement for the external Auditor.
- j) Review the external auditor's assessment of managements' risk mitigation strategies and the appropriateness of internal controls with a focus on safeguarding school district assets.
- k) At least once a year meet with the external auditors at a Private Meeting, without staff members present.
- l) Make inquiries of the Auditor which members of the Committee believe are necessary to discharge its fiduciary responsibilities.
- m) Review the draft annual budget.
- n) As appropriate make policy recommendations to the Board related to the role of the audit committee.

## 4. Ad Hoc Committees

Ad hoc committees may be established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation. Such ad hoc committees shall cease to exist when the purpose has been achieved. The Chair of the Board shall appoint membership and the Chair of the ad hoc committee.

The Superintendent shall appoint resource staff to work with ad hoc committees and the Superintendent shall determine the roles, responsibilities, and reporting requirements of the resource staff.

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Legal Reference: Section 65, 85 School Act

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Adopted: Sept 24, 2018

Amended: December 17, 2018  
March 4, 2019  
April 29, 2019  
October 26, 2020  
December 14, 2020  
September 27, 2021  
May 30, 2022

October 11, 2023

ITEM 2.2

**TO:** Policy and Governance Committee

**FROM:** Flavia Coughlan, Secretary-Treasurer/CFO

**RE:** **Bylaw 2, Appeal Policy and Procedures Update**

*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.

## OVERVIEW

The *School Act* provides for two levels of appeal for students or their parents under Section 11 of the *School Act*.

1. Boards of Education

Under the *School Act* (Section 11(3)), all boards are required to have appeal bylaws and processes.

2. Superintendent of Appeals

Under the *School Act* (Section 11 (4)) an appeal to a Superintendent of Appeals cannot be made unless an appeal to the board of education has first been pursued.

Appeals under Section 11 are intended to provide a fair and expeditious means by which parents and students can seek a review of decisions made by an "employee of the board" that significantly affect the education, health or safety of a student. It is important to make a distinction, in policy and in practice, between appeals of a decision made by an "employee of a board" (i.e. section 11(2) of the *School Act*) and complaints made about a board. A formal process is required for decisions that fall within the scope of Section 11 of the *School Act*.

This item is for information.

## REVIEW OF DRAFT BYLAW 2, APPEAL PROCEDURE

The Board of Education fulfills its statutory requirement under Section 11 (3) through VSB Bylaw 2 Section 11 [Appeal Procedure](#) and Policy 13 Appeals Procedure. The last revision date to the Bylaw was 2014, and the Bylaw itself has been in place since 2008. Policy 13 Appeal Policy was adopted in 2018.

In November 2022 the Ministry provided boards of education with updated Appeal guidelines to assist boards in revising appeal bylaws and processes to promote accessibility, fairness, and ease of use. The guidelines are inclusive of the provision of an informal conflict resolution process to resolve disputes prior to a formal appeal to the board of education.

District staff have worked with Board legal counsel to amend and align existing policies and procedures related to Section 11 Appeals with the ministerial guidelines. The updates to Appeal Policy and Procedure Bylaw include:

- a clarified informal conflict resolution process for parents to pursue prior to initiating an appeal under Section 11 (3);
- removal of Level 1 of the appeals process to support appeals being readily received by the board as appropriate and in alignment with the provisions of the Bylaw;
- updated brochures to be posted on the VSB website and made available in print that provide parents/guardians and students with clarity and accessible information to pursue conflict resolution and the appeals process.

Section 11 appeals are confidential. Information and documents about appeals may only be disclosed in accordance with the *School Act*, Freedom of Information and Protection of Privacy Act, and applicable Board policy and procedure.

At the Policy and Governance Committee members and stakeholder representatives will be engaged in discussion and dialogue, in small groups, in relation to this draft bylaw.

Guiding questions to support dialogue/feedback:

- Are there any ambiguities or areas that need clarification?
- Are there potential unintended consequences?

All input received will be collected and considered by the staff and legal counsel before the bylaw is presented to the Board for approval.

**Attachments:**

- A. Draft VSB Bylaw Appeal Policy and Procedures
- B. Conflict Resolution Process Brochure
- C. Parent and Student Appeal Guide Brochure



**Board of Education of School District No. 39 (Vancouver)  
Appeal Policy and Procedures Bylaw**

(Section 11 of the School Act)

**Policy:**

The Board of Education of School District No. 39 (Vancouver) (the “Board”) believes that employee decisions relating to individual students should be carried out in accordance with principles of fairness. The appeal process should encourage all parties to disputes to understand the concerns of the other parties and make good faith efforts to resolve disputes to mutual satisfaction.

The Board encourages complaints and disputes to be dealt with at the point closest to where the dispute first arises, pursuant to the Board's Conflict Resolution Procedure. This process is designed to be supportive and solution focused.

If an employee's decision is disputed or a complaint is made about an employee's decision, if the dispute or complaint is not resolved to the satisfaction of the student or the parent of the student affected, and the decision significantly affects the education, health or safety of the student, the Board of Education recognizes the right of a student and/or their parents (including guardians and persons acting in place of parents) to appeal to the Board.

**Definitions:**

“Decision” includes a failure to make a decision.

"Parent" is as defined in the School Act, and includes a guardian.

"Appellant" is the student, parent or guardian initiating the appeal.

“Board of Education” includes the 9 elected trustees who provide governance oversight to the School District No.39 (Vancouver).

**1.0 Guiding Principles:**

Appeals to the Board of Education are to be carried out in accordance with principles of fairness, including:

1.1 The appeal process should be accessible to parents and students. Information about the appeal process and relevant policies should be readily accessible to all, including employees, students, and parents. Reasonable accommodation should be provided where necessary to allow parents or students to make use of the appeal process.

- 1.2 Appellants are entitled to receive the same written and oral information to be used in the appeal as is provided to the Board by administration and to have an opportunity to respond to it.
- 1.3 The Board accepts its responsibility to exercise its independent judgment when hearing appeals. A board officer who has participated in making the decision being appealed, who has attempted to mediate it or who has investigated it shall not be present for the Board's deliberations on the appeal.
- 1.4 A student or parent shall not be subjected to retribution by the Board, its officers, or employees because an appeal has been made.
- 1.5 Appeal procedures shall be established by bylaw and shall be applied in accordance with the above principles.
- 1.6 The Board recognizes that whether a decision significantly affects a student's education, health, or safety is a matter for individual consideration. The following will typically be considered to be matters that significantly affect a student's education, health or safety:
  - 1.6.1 expulsion from an educational program;
  - 1.6.2 suspension from an educational program for more than five (5) school days;
  - 1.6.3 suspension from an educational program where no other educational program is made available;
  - 1.6.4 transfer of a student from one school to another for disciplinary reasons;
  - 1.6.5 distributed learning required as part of a disciplinary matter;
  - 1.6.6 a decision not to provide a student with an Individual Education Plan (IEP);
  - 1.6.7 grade promotion or graduation;
  - 1.6.8 consultation about placement of a student with special needs and the provision of an IEP;
  - 1.6.9 bullying behaviours, including intimidation, harassment or threats of violence by a student against another student;
  - 1.6.10 exclusion due to a medical condition that endangers others.
- 1.7 Decisions made on appeals are not precedential and are not binding on future decision makers.

- 1.8 Board policies and administrative procedures are not appealable under Section 11 of the School Act or this Policy.
- 1.9 Where a parent or student challenges a decision of a Board employee that significantly affects the education, health or safety of a student, the parent or student should be advised of this Bylaw.
- 1.10 In considering appeals of employee decisions, the Board shall consider, but shall not be limited to:
- 1.10.1 whether the decision appealed is in accordance with legislation, board policies and procedures;
  - 1.10.2 whether the decision appealed was reached through a process that was fair to the student and after consideration of relevant information;
  - 1.10.3 whether the evidence presented to the Board supports the decision or calls it into question;
  - 1.10.4 whether the decision is reasonable in the circumstances; and
  - 1.10.5 whether there are special circumstances that would warrant making an exception to a board policy.
- 1.11 The appeal process is not intended to place the Board in the position of determining what is best educational practice or programming, which is the responsibility of professional education staff.

## **2.0 Appeal Procedures:**

Procedures for hearing appeals shall be applied in accordance with the guiding principles in the Board's Appeal Policy. The Board may, in its absolute discretion, refuse to hear an appeal where the appellant has not first followed the Conflict Resolution Procedure or discussed the decision with one or more persons as directed by the Board. The commencement date of an appeal is the date the notice of appeal is filed with the Office of the Secretary Treasurer following the completion of the Conflict Resolution Procedures.

### **2.1 Pre-Appeal Procedure- Conflict Resolution**

- 2.1.1 The Appellant shall take the dispute resolution steps outlined in the Board's Conflict Resolution Procedure or other applicable policy to try to resolve the concern before filing an appeal to the Board. If the applicable dispute resolution process does not resolve the concern, an appeal is normally from the decision of

the highest supervisory officer who dealt with the matter in the dispute resolution process.

- 2.1.2 The Conflict Resolution Procedure will conclude with a decision by the Associate Superintendent assigned to resolve conflicts prior to appeal, making a determination (the “decision”) on the matter in dispute, and will include the Associate Superintendent’s decision whether the matter in dispute significantly affects the education, health or safety of a student.

### **3.0 Notice of Appeal and Time Limits for Appeal**

- 3.1 Appeals must be started within fifteen (15) days of the completion of the Conflict Resolution Process, unless good reasons are shown why the time should be extended.
- 3.2 An appeal is started by completing a Notice of Appeal form and by delivering it by mail, email or personal delivery to the office of the Secretary Treasurer. The Notice of Appeal should provide all relevant information in relation to the appeal.
- 3.3 The Notice of Appeal must include:
- 3.3.1 the name, address and school placement of the student (including, where appropriate, grade level and home room teacher);
  - 3.3.2 the name and address of the person(s) making the appeal;
  - 3.3.3 the decision that is being appealed;
  - 3.3.4 the date on which the student and/or parent/guardian bringing the appeal were informed of the decision;
  - 3.3.5 the name of the Board employee(s) who made the decision being appealed;
  - 3.3.6 particulars of the effect on the student's education, health or safety;
  - 3.3.7 the grounds for the appeal and the action requested or relief sought;
  - 3.3.8 a summary of the steps taken by the student and/or parent/guardian to resolve the matter to date, including steps taken as part of the Conflict Resolution Process;
  - 3.3.9 whether the person making an appeal is requesting an oral hearing; and

3.3.10 whether the person making an appeal requires any special accommodation in order to proceed with the appeal (such as interpretation services at the hearing of the appeal.)

3.4 The Secretary Treasurer, or designate, is responsible on behalf of the Board for:

3.4.1 receiving Notices of Appeal;

3.4.2 reviewing Notices of Appeal for completeness and timeliness;

3.4.3 referring Notices of Appeal to the Superintendent for a preliminary determination of the matter of significance, as required;

3.4.4 giving any notices required under collective agreements;

3.4.5 receiving and distributing documents relevant to an appeal;

3.4.6 communicating with the appellants, the Board, and others on matters relating to an appeal hearing;

3.4.7 arranging for any accommodation required, and

3.4.8 scheduling hearings if a hearing is granted.

#### **4.0 Referral to Quorum of the Board**

4.1 If the Superintendent, or designate, is of the view that the matter did not significantly affect the education, health or safety of the student, the student and/or parent will be advised. If the student and/or parent disagrees with the Superintendent's determination of significance, the Secretary Treasurer may refer the appeal to a quorum of the Board for a determination of that preliminary issue, recognizing the 45-day time constraint on making a decision on the appeal.

4.2 Appellants shall be notified of the preliminary hearing and provided with the opportunity to make additional written submissions on the preliminary issue to be determined.

4.3 If an appeal is referred to a quorum of the Board, and the majority of the quorum of the Board determines that the decision in issue does not significantly affect the education, health or safety of a student, that the appeal was commenced out of time without reasonable excuse, or that the student and/or parent has refused or neglected to discuss the decision under appeal as directed by the Board, the appeal will be dismissed. That decision is final and may not be appealed.

- 4.4 If an appeal is referred to a quorum of the Board, and the majority of the quorum of the Board determines the appeal does involve a decision that significantly affects the education, health or safety of a student, was filed in time or with reasonable excuse, or that the person bringing the appeal did not fail to engage in conflict resolution with staff, the matter will proceed to consideration by the Board as outlined in this procedure.

## **5.0 Hearing Procedure**

- 5.1 The Board may, in its absolute discretion, determine whether an appeal shall be considered on the basis of written submissions or an oral hearing. The Board may determine rules of procedure, including imposing limits on time for presentations, the ability to call or question witnesses, and the receipt of evidence, whether sworn or unsworn, to facilitate the disposition of the appeal, and may adjourn the proceeding at the request of any party where there are reasonable grounds to do so.
- 5.2 The Board may establish a schedule for the exchange of documents or written submissions. At least seven (7) days prior to the date scheduled for the hearing of the appeal, or the exchange of initial written submissions in the cases of a written appeal, school district staff and the appellant must provide each other with any documents or information they intend to rely on for the appeal.
- 5.3 The Board may be advised in camera by legal counsel and by the Secretary Treasurer or designates in relation to the appeal provided they have not had prior involvement in the matter under appeal.
- 5.4 At any time the Board may request further information from the appellant or the Superintendent or designate and may adjourn in order that such information may be obtained.
- 5.5 The Board may make any interim decision it considers necessary pending the disposition of the appeal.
- 5.6 The Board may hear an appeal despite any defects in form or technical irregularities and may relieve against time limits.
- 5.7 Section 11 appeals are confidential. Appeals and decisions on appeals will be held in closed session. Information and documents about appeals may only be disclosed in accordance with the School Act, Freedom of Information and Protection of Privacy Act, and applicable Board policy.
- 5.8 The Board will ensure that each party has received all documentation provided by the other party prior to the hearing.

- 5.9 The Board may invite submissions from any person whose interests may be affected by the Board's decision on the appeal.
- 5.10 At the end of each party's submission, trustees may ask questions.
- 5.11 When questioning by trustees is complete, the parties leave, and the Board meets to decide how it will dispose of the appeal.
- 5.12 The Board must make a decision within 45 days from receiving the Notice of Appeal.
- 5.13 The Board's decision is final, subject to any rights to appeal under the School Act.
- 5.14 The Board may reconsider its decision only:
- 5.14.1 if it is satisfied that new evidence or information would have a material effect on the decision and the failure to present that evidence or information at the original hearing is satisfactorily explained;
  - 5.14.2 the decision contravenes law;
  - 5.14.3 a reconsideration is directed or requested in connection with an appeal of the board's decision under School Act s.11.1.
- 5.15 the parties will be promptly notified of the Board's decision. Written reasons will be provided as soon as practicable.
- 5.16 appellants who have appeal rights under School Act s.11.1 will be advised of those rights when or before they are notified of the board's reasons for decision.

**Q:** How do I contact the Director of Instruction?

**A:** The Director of Instruction can be reached by:

- » Phone: 604-713-5000
- » Email: [educationservices@vsb.bc.ca](mailto:educationservices@vsb.bc.ca)
- » Mail: 1580 West Broadway, Vancouver, BC V6J 5K8

**Q:** What if I am not comfortable understanding or expressing myself in English?

**A:** Your Principal can support your request for language assistance through the support of a VSB Multicultural Liaison Worker in your native language. VSB Multicultural Liaison Workers can support translation and help answer questions you may have.

**Q:** Should I contact the trustee assigned to my school to help me resolve the issue?

**A:** While Trustees welcome communication with parents, they cannot become involved in specific school issues because of the conflict that may occur should you later wish to appeal the issue to the Board of Education.

**Q:** Is there a resource to help me?

**A:** The BC Confederation of Parent Advisory Councils (BCCPAC) provides resources to support parents through their website and advocacy support team. Parents can visit the [BCCPAC](http://BCCPAC) website or contact BCCPAC directly by email ([info@bccpac.bc.ca](mailto:info@bccpac.bc.ca)) or phone (604-474-0524 or 1-866-529-4397).

## APPEAL PROCESS

The Vancouver School Board recognizes and respects the fact that parents and students may strongly disagree with decisions made by school employees that *significantly affect the health, education or safety of a student at school*. In this rare case a formal Appeal may be launched in accordance with VSB Bylaw 2, Appeal Policy and Procedures.

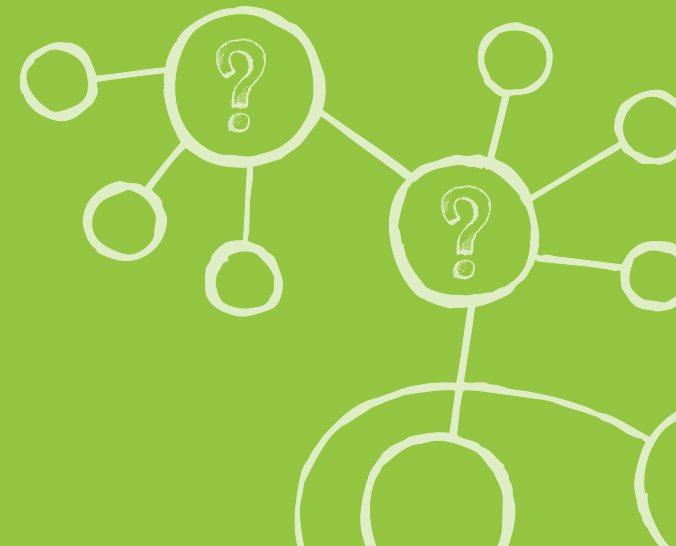
Appeals must be started within fifteen (15) days of the completion of the Conflict Resolution Process, unless good reasons are shown why the time should be extended.

Please see the [Appeal Process](#)



**VSB** Vancouver School Board

VSB Conflict Resolution Process







## CONFLICT RESOLUTION PROCESS

Concerns that arise at school can usually be resolved through meeting with the district employee in question. Most issues would be addressed first with the classroom teacher and if necessary, the vice principal or principal. For example:

- » disciplinary suspension for 5 days or less;
- » school based decisions such as classroom placement, academic grading and evaluation;
- » inappropriate or concerning peer interactions between students;
- » school staff conduct or performance;
- » district procedures (ie. animals in the classroom, field trips, enrollment).

### Step 1-Meet with the Teacher

The purpose of this meeting should be to define the concern, clarify the issue, develop an understanding of each other's point of view and develop strategies to remedy the concern. If no resolution can be reached with the teacher, you may wish to request a meeting with the principal.



### Step 2-Meet with the Principal or Vice Principal

Following receipt of a concern the principal or vice principal may meet with the teacher involved privately, or may request a meeting with both you and the teacher. The teacher may choose to include a representative from their union, and you may choose to attend with an advocate of your choosing. The principal or vice principal will ensure that the issue is heard and that the school can respond thoughtfully to the concern.

### District Involvement

Every reasonable effort should be made to resolve a concern at the school level. However, if a resolution is not reached with the principal or vice principal, or if a principal or vice principal has made a decision that is strongly disagreed with, there is the ability to involve District staff.

### Step 3 - Director of Instruction

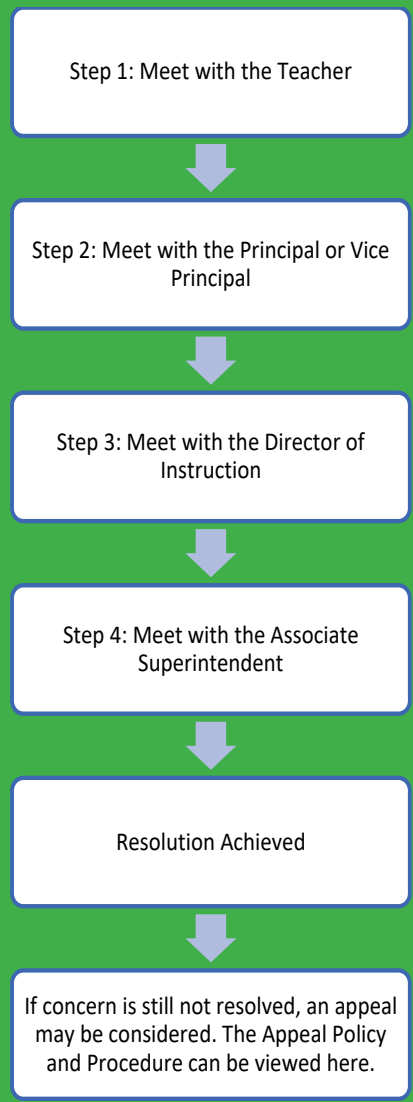
Your first contact will be with the Director of Instruction responsible for the school. The Director of Instruction is identified on the school website.

The role of the Director of Instruction is to support schools and oversee principals and vice principals. The Director of Instruction may meet with you privately or may organize a case management conference including school staff and appropriate District staff to review the matter.

### Step 4 – Associate Superintendent

The Associate Superintendent is the final step in conflict resolution after the involvement of the Director of Instruction. The Conflict Resolution Procedure will conclude with a decision by the Associate Superintendent. The Associate Superintendent's decision will include whether the matter in dispute significantly affects the education, health or safety of a student.

# CONFLICT RESOLUTION PROCESS



**Q:** How do I contact the Secretary Treasurer?

**A:** The Secretary Treasurer can be reached by:  
» Email: [appeals@vsb.bc.ca](mailto:appeals@vsb.bc.ca)  
» Mail: 1580 West Broadway, Vancouver, BC V6J 5K8

**Q:** What if I am not comfortable understanding or expressing myself in English?

**A:** Your Principal can support your request for language assistance through the support of a VSB Multicultural Liaison Worker in your native language. VSB Multicultural Liaison Workers can support translation and help answer any questions you may have.

**Q:** Should I contact the trustee assigned to my school to help me resolve the issue?

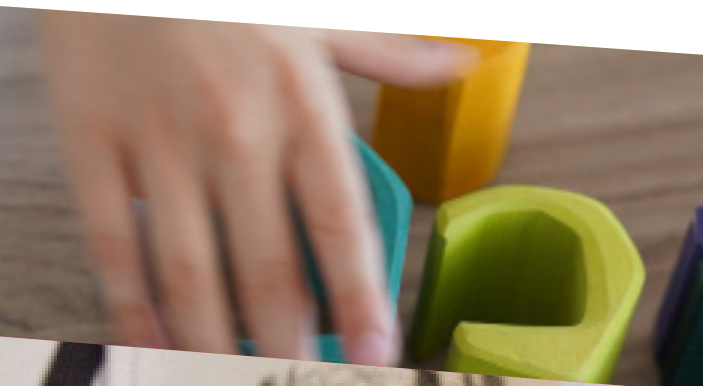
**A:** While Trustees welcome communication with parents, they cannot become involved in specific school issues because of the conflict that may occur should you later wish to appeal the issue to the Board of Education.

To review the appeal procedure in full, please visit [here](#). If you have questions about the procedure, you may wish to contact the Secretary-Treasurer's Office at [appeals@vsb.bc.ca](mailto:appeals@vsb.bc.ca) and we will be happy to assist you.



**VSB** Vancouver School Board

# Parent and Student Appeal Guide



The B.C. Confederation of Parent Advisory Councils (BCCPAC) provides resources and support to parents through their website and advocacy support team. Parents can visit the [BCCPAC](#) website or contact BCCPAC directly by email ([info@bccpac.bc.ca](mailto:info@bccpac.bc.ca)) or phone (604-474-0524 or 1-866-529-4397).





## APPEAL REVIEW

The *Notice of Appeal* will be reviewed to ensure the issue relates to a specific decision made by an employee that significantly affects the health, education or safety of a student.

Your *Notice of Appeal* will be shared with the Superintendent for review.

After review by the Superintendent, the appeal may proceed directly to the Board of Education and you will be contacted by the Secretary Treasurer regarding the process. The Board of Education is required to make a decision within 45 days of receiving the appeal and the Board decision is final.

Alternatively, if the Superintendent reviews the appeal and does not agree that the matter significantly affects the health, education or safety of a student or if the Conflict Resolution Process has not been pursued prior to filing an appeal, the appeal will not proceed, and you will be contacted in writing about possible alternatives for pursuing your concern.

In some cases, you may disagree with the Superintendent's determination and may still request to pursue your appeal through the Secretary Treasurer as outlined in Bylaw 2. The Secretary Treasurer may convene a quorum of the Board to first decide on whether the issue warrants appeal. The Board's decision is final.

## APPEAL PROCESS

The Vancouver School Board recognizes and respects the fact that parents and students may strongly disagree with decisions made by school employees that *significantly affect the health, education or safety of a student at school*. In this rare case a formal Appeal may be launched in accordance with VSB Bylaw 2, Appeal Policy and Procedures.

## WHAT IS CONSIDERED SIGNIFICANT?

The determination of whether a decision significantly affects a students' education, health, or safety will be made on a case by case basis. The following will typically be considered significant:

- » expulsion from an educational program;
- » suspension from an educational program for more than five (5) school days;
- » suspension from an educational program where no other educational program is made available;
- » transfer of a student from one school to another for disciplinary reasons;
- » distributed learning required as part of a disciplinary matter;
- » a decision not to provide a student with an Individual Education Plan (IEP);
- » grade promotion or graduation;
- » consultation about placement of a student with special needs and the provision of an IEP;
- » bullying behaviours including intimidation, harassment or threats of violence by a student against another student;
- » exclusion due to a medical condition that endangers others.

## CONFLICT RESOLUTION

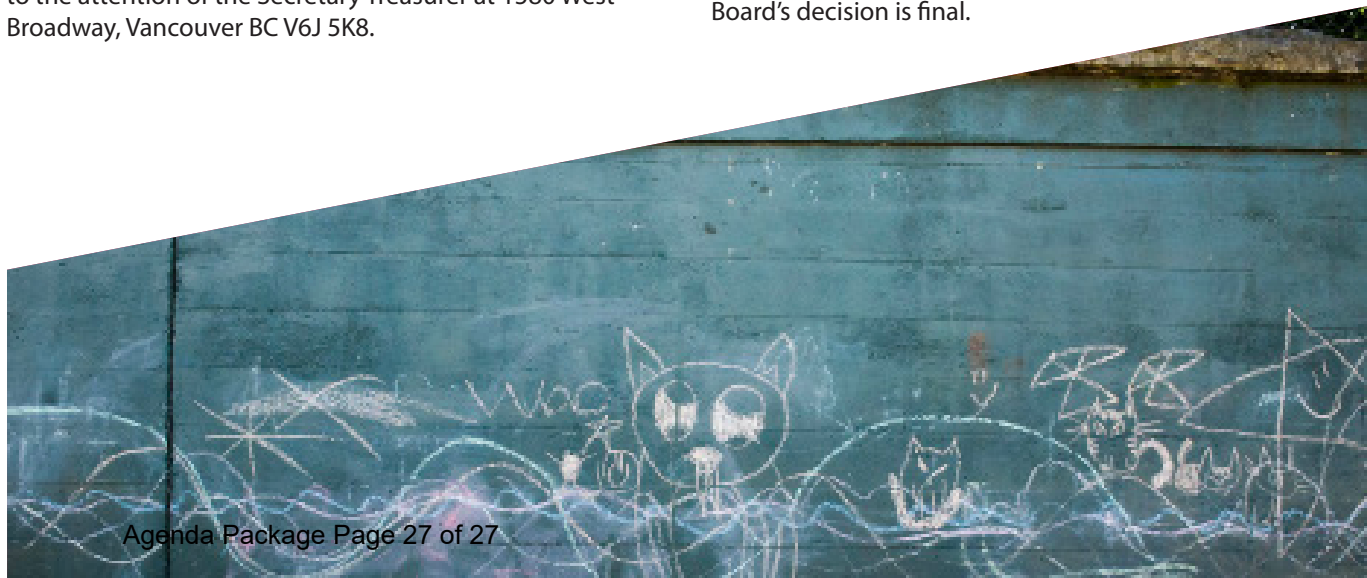
VSB Bylaw 2, Appeal Policy and Procedures outlines that it is the Board's expectation that prior to filing an appeal the steps outlined as part of the Conflict Resolution Process are taken to try and resolve the concern. An appeal to the Board is normally from the decision of the highest supervisory officer who dealt with the matter in the conflict resolution process, which would typically be the Associate Superintendent.

## HOW TO FILE AN APPEAL

Appeals must be started within fifteen (15) days of the completion of the [Conflict Resolution Process](#) unless good reasons are shown why the time should be extended.

To start an appeal, please complete the form entitled [Notice of Appeal](#).

Once the form has been completed, please submit to the Secretary Treasurer at [appeals@vsb.bc.ca](mailto:appeals@vsb.bc.ca), or by mail to the attention of the Secretary Treasurer at 1580 West Broadway, Vancouver BC V6J 5K8.



# Vancouver School District Policy and Governance Committee

October 11, 2023

1



## INDIGENOUS ACKNOWLEDGEMENT

With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sk̓wxwú7mesh Úxwumixw (Squamish Nation) & səlilwətaʔ (Tseil-Waututh Nation).



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



Sk̓wxwú7mesh Úxwumixw  
(Squamish Nation)



səlilwətaʔ  
(Tseil-Waututh Nation)

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## Live-streamed

The meeting is currently being broadcasted live, and both the audio and video recordings will be accessible to the public for viewing even after the meeting ends.

Footage from this meeting may be viewed from Canada or anywhere else in the world.

3

## 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 so I ask that:

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

4

# Introductions

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

5

## ITEM 1.1 Naming and Renaming Policy

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Flavia Coughlan, Secretary-Treasurer/CFO

6

## Background

- February 27, 2023, the Vancouver Board of Education passed a motion to review the current naming and renaming process for school facilities.
- Objective of this review is to articulate the Board's vision and values regarding naming and renaming, establish the Board's role in the process, and provide guidance on the number of concurrent naming and renaming processes.

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## Current Policy Framework

- No standalone policy guiding the naming and renaming of District facilities.
- The existing guidance is embedded in Board Policy 2 (Role of the Board) and Administrative Procedure 541 (Naming New Facilities).
- No explicit articulation of the Board's vision and values concerning naming and renaming and do not specify the number of processes that can occur simultaneously.

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## Recommended Next Steps

- Create new standalone policy
  - articulate the Board's vision and values regarding the naming and renaming of educational facilities; and
  - outline the role of the Board in providing clear direction before initiating any naming or renaming processes.
- Inclusive engagement process to gather input from rights holders, stakeholders, including the community, educators, and experts, to inform the development of the new policy
- Until the consultation process is complete, and the new Naming and Renaming Policy is adopted, it is advisable not to initiate any new naming or renaming processes

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## QUESTIONS?

### ITEM 1.1

### Naming and Renaming Policy

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## Recommendation

**The Policy and Governance Committee recommends** that the Board approve the creation of an ad hoc committee that will work with District staff to develop a draft Naming and Renaming Policy to be reviewed by the Policy and Governance Committee prior to consideration and adoption by the Board.

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## ITEM 2.1

### Draft Board Policy 8 – Board Committees

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Flavia Coughlan, Secretary-Treasurer/CFO

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## Updates to Board Policy 8

- 1. Board Committee Meetings** – this section includes procedural information that applies to all Board Committees
- 2. Standing Committees** – this section includes information about standing committee purpose, responsibilities, membership and quorum, rights holders and stakeholder representatives, resource staff
- 3. Standalone Audit Committee** – this section includes information about committee purpose, responsibilities, membership and quorum, resource staff
- 4. Ad Hoc Committees** - this section includes information about the purpose of ad hoc committees and how ad hoc committees are created

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## Next Steps

- Working group reviews input received and consider further updates
- Present policy to the Board for approval
- Implement approved policy

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# ITEM 2.2

## Bylaw 2, Appeal Policy and Procedures Update

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Flavia Coughlan, Secretary-Treasurer/CFO

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## Background

- Bylaw required under Section 11 of the School Act
- Current VSB policy framework:
  - Bylaw 2 Section 11 Appeal Procedure (2014)
  - Policy 13 Appeals Procedure (2018)

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## Highlights


- Clarified informal conflict resolution process for parents to pursue prior to initiating an appeal under Section 11 (3)
- Removal of Level 1 of the appeals process to support appeals being readily received by the board as appropriate and in alignment with the provisions of the Bylaw
- Updated brochures to be posted on the VSB website and made available in print that provide parents/guardians and students with clarity and accessible information to pursue conflict resolution and the appeals process

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## Next Steps

- Review input received
- Consult with legal counsel on further updates
- Present bylaw to the Board for approval
- Implement approved bylaw

18



**INFORMATION ITEM REQUEST**

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**SMALL GROUP DISCUSSION**

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20

**THANK YOU  
FOR YOUR TIME**

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## **Small Group Discussion – Draft Policy 8**

Guiding Questions:

1. Are there elements of this draft policy that resonate with you?
2. Are there any ambiguities or areas that need clarification?
3. Are there potential unintended consequences?
4. Do you have any suggested revisions or additions?

22

## Small Group Discussion – Draft Policy 8

- Self-reflection
- Facilitated Discussion
- Emerging Feedback Themes

23

## Small Group Discussion – Draft Policy 8

- Gallery Walk

24

# Small Group Discussion – Bylaw 2, Appeal Policy and Procedures Update

Guiding Questions:

1. Are there any ambiguities or areas that need clarification?
2. Are there potential unintended consequences?

25

# Small Group Discussion – Bylaw 2, Appeal Policy and Procedures Update

- Self-reflection
- Facilitated Discussion
- Emerging Feedback Themes

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# Small Group Discussion – Bylaw 2, Appeal Policy and Procedures Update

Gallery Walk

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**THANK YOU  
FOR YOUR TIME**

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