



Date: December 13, 2018
Time: 19:00 - 21:00

Location: Room 120
Vancouver School Board

EXECUTIVE MEETING MINUTES

Chair: Shaun Kalley (Chair) **Minute Taker:** Amanda Hillis (Secretary)
Executive: Gord Lau (Vice chair), Sandra Bell, May Ke, Anne Montgomery, Allison Tredwell
Guests: Suzanne Hoffman (VSB Superintendent)
Executive: Gord Lau (Vice chair), Sandra Bell (arrived at 7:15), May Ke, Anne Montgomery
Guests: Suzanne Hoffman (VSB Superintendent)
Attendees: Pearl Chow (Norquay), Alex Dow (Jamieson), Alan Patola Moosmann (Kitsilano), Melissa Clements (Henry Hudson), Keerthiha Supramaniam (Norquay), Tim Bray (Norquay), Doug Guest (Maple Grove), Skye Richards (Magee), Barbara Lee (Norquay), David Schaub (False Creek), Vicky Baker (L'Ecole Bilingue), Adrienne Denham (Laura Secord), Lenlen Castro (David Lloyd George), Wendy Sinclair (John Oliver), Suzanne Smythe (John Oliver), Steve Sheldon (Norquay), Cala Dyck (Norquay), Celena Benndorf (L'Ecole Bilingue)

Meeting called to order at 7:05pm

1. Standing Items

1.1. Welcome, acknowledgement

1.2. Introductions

1.3. Approve agenda

- Amended to include 3.4. New DPAC Committees and for Doug and Skye to speak on Seismic Swing Site Host/VSB Communication after 1.5.
- ➔ **MOTION:** Anne made a motion to accept the agenda as amended. Gord seconded. Motion passed.

1.4. Delegation - Norquay PAC on Early Mandarin Bilingual (EMB)

- Pearl Chow, Cala Dyck and Barbara Lee spoke about the EMB program at Norquay and parent desires for program continuance at secondary level.
- Parents would like:
 - ◆ Program (2+ blocks) at secondary level for EMB students. Currently a single block at Windermere for Grade 8's (first group to reach through EMB program, 5 students).
 - ◆ Bump from single class intake at K to 2
 - ◆ Commitment that there will be an option for kids to continue with Mandarin even if only a handful interested in continuing at secondary level.
 - ◆ Hamber Mandarin program opened up to Norquay students even if their level of Mandarin is higher..

- Question: What can DPAC do for you beyond what we've already done by raising at Committee III and with VSB senior management team?
 - ◆ Want a guarantee all students will have an option. Have been told by VSB Director of Instruction that VSB cannot commit.
 - ◆ Hope that DPAC will use their voice to support.
 - ◆ Have issue raised to trustees to ultimately vote on Norquay EMB to Hamber mandarin program
 - ◆ ACTION: Barbara to loop Shaun into conversation with Associate Superintendent

1.5. Delegation - Doug Guest (Maple Grove) and Skye Richards (Magee) on Seismic Host Swing Site communication

- Hard to get voice heard despite best efforts from all sides
- Need for better communication path - template going forward.
- EC sitting down with MG in January
- Open voices - stronger DPAC voice
- Protect cultures of each school
- Concern with fatigue with long-term swing site host schools.
- ACTION: DPAC has started conversation with SMT re: education for host school

1.6. District update (Suzanne Hoffman, Superintendent) ([attached](#))

- Sexsmith: all outgoing messages from VSB have to be vetted by VPD; message was sent to all elementary principals/vice principals to review supervision protocols.
- Will revisit communication (timeline/information/etc.) with Minister of Education in January.
- Questions:
 - ◆ Long Range Facility Plan (LRFP) update. Response: Will be public consultation this spring. Will include seismic, workforce housing, asset management
 - ◆ Damaged external panels at L'Ecole Bilingue. Response: Did email and send response to principal. Suzanne will respond directly to questioner.
 - ◆ Food committee. Still on radar but probably not this month.

1.7. Approve minutes from November 1 Executive Meeting ([attached](#))

- ➔ **MOTION:** Anne made a motion to accept the November 1 minutes as presented. Allison seconded. Motion passed.

1.8. Update on election of Nancy Shu to the DPAC Executive

- Nomination withdrawn by Lord Byng PAC.

1.9. Officer reports: (5 min each)

1.9.1. Chair report (Shaun) ([attached](#))

- Incidences in district (Sexsmith - alleged abduction/sexual assault; Tupper - potential shooter)
 - ◆ Teen workshop at Cedar Cottage mentioned by attendee
- Communication - 2 meetings with VSB senior management
 - ◆ Ongoing different communities
 - ◆ Bigger issues - catchment reviews and closures
 - ◆ Asking for more information as early as possible and to separate when consulting versus when delivering news

1.9.2. Treasurer report (Amanda/Shawn) ([attached](#))

- 2017/18 Gaming report has been submitted.
- Went over report. Most expenses to date have been submitted and reimbursed.

1.10. Committee reports: ([attached](#))

1.10.1. VSB standing committees:

- 1.10.1.1 **Policy & Governance** – December 5 ([agenda](#)) - Shaun
- 1.10.1.2 **Facilities & Planning** – November 14 ([agenda](#)) - Anne
- 1.10.1.3 **Student Learning & Well-Being** – December 5 ([agenda](#)) - Amanda
- 1.10.1.4 **Personnel** – November 21 ([agenda](#)) - Gord
- 1.10.1.5 **Finance** – November 21 ([agenda](#)) - May

1.10.2. VSB advisory committees:

- 1.10.2.1 **Special Education (SEAC)** – November 5 - Sandra
- 1.10.2.2 **Information Communication Technology (ICT)** - November 7 - David Schaub
 - Raise question re: equity and MyBCed
 - Question re: parent and student sharing access -
 - NOTE: IT doesn't support parents/students - just teachers and staff.
- 1.10.2.3 **Diversity** - October 30/November 20 - Celena Benndorf
 - Cultural/Faith-Based Practices in VSB Schools guideline has been developed and will be ready to share soon. (descriptive, not prescriptive)
- 1.10.2.4 **Calendar** - November 26 - Alex Dow

1.10.3. VSB ad hoc committees/working groups:

- 1.10.3.1 **Naming/Renaming School Policy Working Group** - Oct 26 - Lenlen Castro
- 1.10.3.2 **Needs Budget Terms of Reference** - Dec 13 - May
 - Restoration budget - used before mostly as political - \$80 million to bring back what was cut since 2002.
 - Feedback from discussion: changes since 2002 ie. supreme court ruling on class size/composition; Adult education; IEPs; deferred maintenance; music programs

1.11. VSB committee appointments

1.11.1. Needs Budget Terms of Reference

- ⇒ **MOTION:** Shaun made a motion to have May Kee be DPAC's representative on the Needs Budget Terms of Reference working group. Anne seconded. Motion passed.

1.12. Renaming Committee for Queen Elizabeth Annex

- ⇒ **MOTION:** Shaun made a motion to have Lenlen Castro be DPAC's representative on the Queen Elizabeth Annex renaming committee. Anne seconded. Motion passed.
- **ACTION:** Amanda will notify VSB about both of these motions.

2. Old Business

2.1. Action items from February 8 Executive Meeting

2.1.1. Gaming Grant Report for 2013/14 (Shaun)

- Gaming grant report for 2017/18 has been submitted.
- Gaming grant report for 2013/14 is almost complete.
- **ACTION: Gaming grant report for 2013/14 will be submitted before the next executive meeting.**

2.2. Action items from May 10 Executive Meeting

2.2.1. Hiring staff - job description and qualifications

- No progress.

2.2.2. FAQ page on website

- No progress.

2.2.3. Start letter to BCCPAC re: including an Indigenous parent representative

- No progress.

2.3. Action items from Sept 13 Executive Meeting

2.3.1. Elicit feedback on the effectiveness of the Diversity Committee compared to prior years when there were separate Pride and Modern Languages committees. (Shaun)

- No progress.

2.4. Action items from Oct 11 Executive Meeting

2.4.1. Start a letter re: consultation process parents can embrace. Request for PACs to include their specific experiences. (Shaun)

- No progress.

2.5. Action items from Nov 1 Executive Meeting

2.5.1. SOGI reaffirmation motion wording (Gord)

Proposed motion:

➔ **MOTION:** Gord made the following motion:

Vancouver DPAC executive supports the Minister and K-12 education partners' statement on support for SOGI made Sept 29 2018, which reads: "All of B.C.'s provincial education partners for K-12 schools are committed to ensuring every school — both public and independent — is a place where students feel safe, accepted, respected and welcome regardless of their sexual orientation, gender identity, race, religion or background. In 2016, the B.C. Human Rights Code was amended to ensure that gender identity and expression are protected under the code. There is no room for any type of discrimination in our schools. "As provincial education partners, we stand unified in this commitment. All of our province's 60 school districts have now updated their codes of conduct and all independent schools have updated their harassment and bullying prevention policies that safeguard students from being bullied for their sexual orientation or gender identity. Students have the complete support of teachers, administrators, support staff, trustees and parents as we create learning environments where all students are free of discrimination so they

can thrive and live authentic lives.”

Sandra seconded. Motion passed.

- **ACTION: Gord will put on website and out on social media.**

3. New Business

3.1. Housekeeping Motions

- 3.1.1. Motion to spend up to \$100 on childcare and \$100 on snacks at the DPAC hosted Anxiety in Children and Youth workshop on January 31 from the Childcare and Catering:Special Events budget line items.

- ⇒ **MOTION:** Shaun made a motion to spend up to \$100 on childcare and \$100 on snacks at the DPAC hosted Anxiety in Children and Youth workshop on January 31 from the Childcare and Catering:Special Events budget line items. Gord seconded. Motion passed.

3.2. Educational - VSB Standing committees

- Tabled due to time constraints.

3.3. Standing committee meeting frequency

- 3.3.1. Motion to support returning to monthly standing committee meetings.

- VSB Standing committee meetings were restructured to meet a minimum of 6 times per year (previously scheduled monthly and occasionally cancelled).

- ⇒ **MOTION:** Shaun made a motion to write a letter supporting trustees who want to return to monthly meetings. Allison seconded.

- **ACTION: Shaun will send to VSB through trustee and Student Learning and Well-Being Standing Committee chair, Jennifer Reddy.**

3.4. New DPAC Committees

3.4.1. DPAC Facilities Planning Committee

- Goals/mandate:
 - ◆ Common collective voice
 - ◆ Information sharing
 - Initial members:
 - ◆ Chair: Allison Tredwell, DPAC executive
 - ◆ Shaun Kalley (defacto as DPAC chair), Amanda Hillis (DPAC), Anne Montgomery (DPAC), Sandra Bell (DPAC), Doug Guest (Maple Grove), Skye Richards (Magee), Suzanne Smythe (John Oliver), Brenda Brown (Edith Cavell), Alan Patola
- ⇒ **MOTION:** Shaun made a motion to form the DPAC Facilities Planning Committee under the conditions mentioned above. Sandra Bell seconded. Motion passed.

3.4.2. DPAC Childcare Committee

- Background:
 - ◆ ~14 schools with short to no waitlists for out-of-school childcare
 - ◆ ~49 schools with critically long waitlists
- Goals/mandate:
 - ◆ Make out-of-school childcare primary use for VSB facilities outside of school hours
 - ◆ Review policies

- ◆ Bring together other stakeholders
- ◆ Work with childcare providers to decrease waitlists
- Initial members:
 - ◆ Chair: Adrienne Denham, Laura Secord
 - ◆ Shaun Kalley (defacto as DPAC chair), Amanda Hillis (DPAC), Sandra Bell (DPAC), Lenlen Castro (David Lloyd George)
- ➔ **MOTION:** Shaun made a motion to form the DPAC Childcare Committee under the conditions mentioned above. Sandra Bell seconded. Motion passed.

3.5. General Meetings

- 3.5.1. November 22 - Curriculum Implementation (recap)
- 3.5.2. January 24 - Cannabis Legalization and Schools
- 3.5.3. February 28 - Supporting Caregivers of Diverse Learners

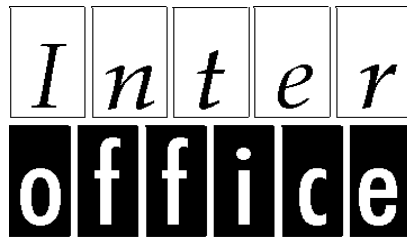
3.6. Special Events

- 3.6.1. November 15 - ADHD Parent Workshop (recap)
- 3.6.2. Tentative December meeting for PAC chairs with the Minister of Education
- 3.6.3. January 31 - DPAC hosting VCH session on Anxiety in Children & Youth

3.7. AOB (Any other business)?

- Healthy food
 - ◆ Request for a DPAC survey on what food vendors they are using
 - ◆ Foods that Fit with VCH - all North Shore vendors attend
 - ◆ Suggestion to add to potential creation of a DPAC food committee on the January 10 agenda.

Meeting adjourned at 9:35pm



Memorandum

vancouver school board



Date: December 13th, 2018

TO: District Parent Advisory Council (DPAC)

FROM: Senior Management Team (SMT)

RE: DPAC Executive Update

Goal 2: Build capacity in our community through strengthening collective leadership

- *Objectives:*
 - *Enhance and support opportunities for parental engagement*

Goal 4: Provide effective leadership, governance and stewardship

- *Objectives:*
 - *Support effective communication, engagement and community partnerships*

UPDATES:

- Board of Education
 - Inaugural Meeting
 - Orientation Sessions
 - Governance
 - Finance
 - Indigenous Education
 - Employee Services
 - Facilities/Seismic/Long Range Facilities Plan
 - BCSTA Academy
- United Way events
- Seismic Meetings
- School Visits
 - David Lloyd George
 - Killarney
 - Churchill
 - Osler
 - Strathcona
 - General Gordon
 - Sexsmith
- Pro-D Day

DPAC Monthly Financial Summary December 2018

	BUDGET			CURRENT TRANSACTIONS		YEAR TO DATE ACTUAL			
	VSB ACCOUNT	GAMING ACCOUNT	COMBINED	VSB	GAMING ACCOUNT	VSB	GAMING ACCOUNT	COMBINED	UNDER/OVER
SUMMARY									
Total Income **	\$ 36,009.00	\$ 2,500.00	\$ 38,509.00			\$ 61,027.84	\$ 2,190.90	\$ 63,218.74	\$ (24,709.74)
Total Expenses	\$ 36,009.00	\$ 2,500.00	\$ 38,509.00			\$ 23,663.82	\$ (119.04)	\$ 23,544.78	\$ 14,964.22
Balance	\$0.00	\$0.00	\$0.00			\$37,364.02	\$2,309.94	\$39,673.96	-\$39,673.96
INCOME									
	VSB ACCOUNT	GAMING ACCOUNT		VSB	GAMING ACCOUNT	VSB	GAMING ACCOUNT	COMBINED	UNDER/OVER
Opening Balance	\$ 25,018.84	\$ 2,190.90	\$ 27,209.74			\$ 25,018.84	\$ 2,190.90	\$ 27,209.74	\$ -
Annual Budget/Grant	\$ 36,009.00	\$ 2,500.00	\$ 38,509.00			\$ 36,009.00		\$ 36,009.00	\$ 2,500.00
TOTAL	\$ 61,027.84	\$ 4,690.90	\$ 65,718.74			\$ 61,027.84	\$ 2,190.90	\$ 63,218.74	\$ 2,500.00
EXPENSES									
	VSB ACCOUNT	GAMING ACCOUNT		VSB	GAMING ACCOUNT	VSB	GAMING ACCOUNT	COMBINED	UNDER/OVER
Bank Fees		\$ 120.00	\$ 120.00		\$ (0.19)	\$ -	\$ (119.04)	\$ (119.04)	\$ 239.04
BCCPAC AGM/Conference	\$ 1,500.00		\$ 1,500.00			\$ -	\$ -	\$ -	\$ 1,500.00
Beginning of Year Protocol	\$ 350.00		\$ 350.00	\$ 350.00		\$ 350.00	\$ -	\$ 350.00	\$ -
Catering - Conference meals	\$ 300.00		\$ 300.00			\$ -	\$ -	\$ -	\$ 300.00
Catering - Exec meetings	\$ 1,600.00		\$ 1,600.00	\$ 88.39		\$ 290.39	\$ -	\$ 290.39	\$ 1,309.61
Catering - General meetings	\$ 1,600.00		\$ 1,600.00	\$ 257.47		\$ 257.47	\$ -	\$ 257.47	\$ 1,342.53
Catering - Special sessions	\$ 1,500.00		\$ 1,500.00	\$ 240.98		\$ 240.98	\$ -	\$ 240.98	\$ 1,259.02
Childcare	\$ 1,050.00		\$ 1,050.00	\$ 170.78		\$ 170.78	\$ -	\$ 170.78	\$ 879.22
Contingency	\$ 1,909.00		\$ 1,909.00			\$ -	\$ -	\$ -	\$ 1,909.00
Contracted Services	\$ 15,500.00	\$ 1,300.00	\$ 16,800.00			\$ -	\$ -	\$ -	\$ 16,800.00
Course Workshop Fees/Board Training	\$ 4,000.00		\$ 4,000.00			\$ -	\$ -	\$ -	\$ 4,000.00
Dispute Resolution Process	\$ 300.00		\$ 300.00			\$ -	\$ -	\$ -	\$ 300.00
Dues & Subscriptions		\$ 80.00	\$ 80.00			\$ -	\$ -	\$ -	\$ 80.00
General Meetings	\$ 1,000.00		\$ 1,000.00			\$ -	\$ -	\$ -	\$ 1,000.00
Indigenous Engagement	\$ 1,000.00		\$ 1,000.00			\$ -	\$ -	\$ -	\$ 1,000.00
Planning/Training	\$ 600.00		\$ 600.00			\$ -	\$ -	\$ -	\$ 600.00
Printing	\$ 500.00		\$ 500.00			\$ -	\$ -	\$ -	\$ 500.00
Special Events	\$ 2,000.00		\$ 2,000.00	\$ 310.40		\$ 310.40	\$ -	\$ 310.40	\$ 1,689.60
Supplies	\$ 300.00		\$ 300.00			\$ -	\$ -	\$ -	\$ 300.00
Travel/Mileage	\$ 1,000.00		\$ 1,000.00	\$ 27.30		\$ 27.30	\$ -	\$ 27.30	\$ 972.70
Web Hosting & Domains		\$ 1,000.00	\$ 1,000.00			\$ -	\$ -	\$ -	\$ 1,000.00
Budget Total	\$ 36,009.00	\$ 2,500.00	\$ 38,509.00	\$ 1,445.32	\$ (0.19)	\$ 1,647.32	\$ (119.04)	\$ 1,528.28	\$ 36,980.72
2017/18 Balance disbursal as per June 2018 motion	\$ 25,018.84		\$ 25,018.84			\$ 22,016.50	\$ -	\$ 22,016.50	\$ 3,002.34
TOTAL	\$ 61,027.84	\$ 2,500.00	\$ 63,527.84	\$ 1,445.32	\$ (0.19)	\$ 23,663.82	\$ (119.04)	\$ 23,544.78	\$ 39,983.06

Current Transactions on Statements

VSB	Expense	Income	Line Item	Notes
	Honourarium for Shane Pointe	\$350.00	Beginning of Year Protocol	
	On-site childcare	\$170.78	Childcare	for Sept General, October General, Nov ADHD, Nov General
	Trustee Candidate Forum - suppr	\$123.10	Special Events	printing & stationary supplies
	Travel - bus fare to DPAC meetin	\$27.30	Travel/Mileage	
	Catering: Executive	\$88.39	Catering - Exec meetings	October & November
	Catering: General	\$257.47	Catering - General meetings	September, October, November
	Catering: Special	\$240.98	Catering - Special sessions	SACY-Parent Engagement, Trustee forum, ADHD
	Moderator gift, Trustee forum	\$140.17	Special Events	
	Ceremonial gift, Opening cerem	\$47.13	Special Events	

Gaming (Vancity)

Interest - Nov	\$0.09	Bank fees	
Interest - Oct	\$0.10	Bank fees	As last month's report was created on Oct 31, this was missed the

You are viewing **User:** HYEE **SetID:** VSB **Orgn:** 172 Last Updated : 12/11/2018 3:51:11 AM

Acct	Description	Annual Budget	Cur Month	YTD Actuals	O/S Encumb.	Balance Available	Fav./Unfav. Variance
2009	Honoraria	0.00	0.00	350.00	0.00	-350.00	U
2049	Contracted Services - Other	16,826.00	139.15	170.78	0.00	16,655.22	F
2052	Bank Service Charges	122.00	0.00	0.00	0.00	122.00	F
2059	Printing - External	508.00	117.68	117.68	0.00	390.32	F
2204	Travel/Conf - Out-of-District	2,132.00	0.00	0.00	0.00	2,132.00	F
2208	Mileage Allowance	1,523.00	0.00	0.00	0.00	1,523.00	F
2210	Travel Expenses - Other	0.00	27.30	27.30	0.00	-27.30	U
2222	Course/Workshop Fees	4,060.00	0.00	0.00	0.00	4,060.00	F
2302	Membership & Assoc. Fees	76.00	0.00	0.00	0.00	76.00	F
3002	Supplies - Office/Printing	403.00	0.00	0.00	0.00	403.00	F
3020	Supplies - Meetings	0.00	586.84	586.84	0.00	-586.84	U
3021	Supplies - Meetings - In-House	3,828.00	0.00	202.00	0.00	3,626.00	F
3049	Supplies - Other	6,531.00	192.72	-2,809.62	0.00	9,340.62	F
Total		36,009.00	1,063.69	-1,355.02	0.00	37,364.02	F

[Click here](#) if you would like to return to the Menu
 [Click here](#) to download to Excel for printing
 U = Unfavorable

November 2018

December 13, 2018

October 2018

December 13, 2018

GAMING ACCOUNT 100076810568

Date	Description	Amount	Balance
30-Nov-2018	Interest credited to account	\$0.09	\$2,309.94

[» Return to My Accounts](#)
Vancity GST NO. R105483150

Expenses submitted but not on current statement

VSB	Expense	Line Item
student helpers at Trustee foru	\$300.00	Special Events

Gaming (Vancity)

none

Expenses to be submitted

VSB	Expense	Line Item
none		

Gaming (Vancity)

BCCPAC membership	\$75.00	Dues & Subscriptions
cheque printing		Bank fees
		Web Hosting & Domains

GAMING ACCOUNT 100076810568

Date	Description	Amount	Balance
31-Oct-2018	Interest credited to account	\$0.10	\$2,309.85
23-Oct-2018	Preauthorized payment D+H -CHEQUE ORDER Other Reference # 451	-\$135.30	\$2,309.75
19-Oct-2018	Vancity initiated transfer to Community Service Package Relationship 90966780 Exchange Amount \$0.00 Memo 2 TO SIGN ACCOUNTCHEQUES	\$262.06	\$2,445.05
17-Oct-2018	Vancity initiated transfer to Community Service Package Relationship 90966780 Exchange Amount \$0.00 Memo D H CHEQUES REIMBURSEMENT	-\$131.03	\$2,182.99
17-Oct-2018	Vancity initiated transfer to Community Service Package Relationship 90966780 Exchange Amount \$0.00 Memo D H REIMBURSEMENT	-\$131.03	\$2,314.02
17-Oct-2018	Vancity initiated transfer to Community Service Package Relationship 90966780 Exchange Amount \$0.00 Memo D H CHEQUES REIMBURSEMENT	\$131.03	\$2,445.05
17-Oct-2018	Vancity initiated transfer to Community Service Package Relationship 90966780 Exchange Amount \$0.00 Memo D H REIMBURSEMENT	\$131.03	\$2,314.02
16-Oct-2018	General service fee	-\$4.00	\$2,182.99



VSB Committee Report Summaries for December 13, 2018 Executive Meeting

STANDING COMMITTEES:

Policy & Governance – December 5, 2018 ([agenda](#)) - Shaun

1. Information Items
 - 1.1. Review of Policy 8: Policy and Governance Committee Fraser Ballantyne, Trustee
 - [Shaun was out of the room finishing another meeting]
 - 1.2. Administrative Procedures Manual David Nelson, Deputy Superintendent
 - Positive feedback from David Nelson saying that all stakeholders have contributed, and from VSTA saying that it has been collaborative and input has been taken seriously.
 - 1.3. Naming and Renaming Working Group David Nelson, Deputy Superintendent
 - DPAC asked about the pending Queen Elizabeth Annex renaming. It will be conducted under [AP 541 - Appendix A](#).
2. Items for Approval
 - 2.1. Correction to the Board Policy Handbook David Green, Secretary Treasurer
 - No comments or questions.
3. Information Item Requests
 - Request from VSTA for an update on the advocacy submission re: Area Standards.
 - Question from VSTA whether further Advocacy Committee projects will be brought to this committee?

Facilities & Planning – November 14, 2018 ([agenda](#)) - Anne

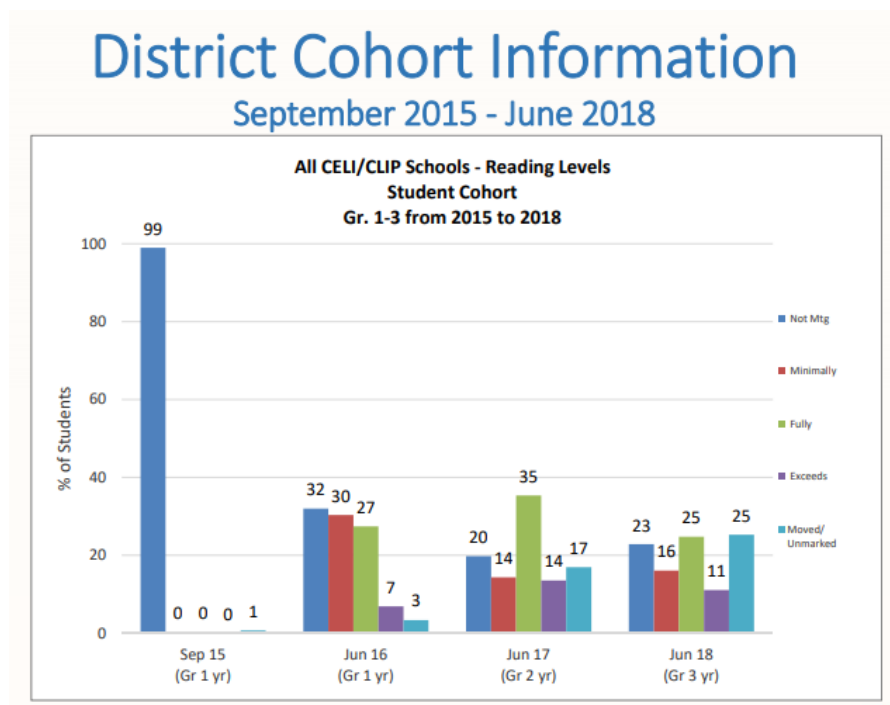
1. Delegations Presenters
 - 1.1. Cavell Seismic Presentation K. Harris, Cavell Seismic Committee
 - Cavell parents and teachers are pushing for a rebuild as it makes more financial sense than an upgrade and deferred maintenance
 - Cavell wanted a closer swing space so Magee and Maple Grove are being looked into as a combined option
2. Information Items
 - 2.1. Cavell Seismic Project – Update D. Nelson, Deputy Superintendent D. Green, Secretary Treasurer
 - David Green met with the Steering Committee to discuss the consultation process and will engage the Ministry as the next step
 - VSB looking at creating a policy around consultation
 - Life cycle analysis came in with the prior government; according to Suzanne Hoffman, it's \$6 million less for Cavell to undergo mitigation instead of a new build
 - the current MOU (Memorandum of Understanding) removes the 95% capacity requirement, but there is confusion around consulting with the Trustees and schools. Janet Fraser says the past Trustee Chair had issues with the wording of the MOU and a lack of consultation
 - 2.2. Long Range Facilities Plan – Update J. Dawson, Director of Educational Planning D. Green, Secretary Treasurer
 - The last LRFP review was in 2016; a preliminary draft of a new LRFP should be available in early Dec
 - Operating capacity is the maximum number of kids that should be in a class; according to the VSB, enrolment is dropping around the city at both public and

- private schools. Anne mentioned DPAC has heard from many parents that they are sending their kids to private schools because their catchment school is full
- Estralita Gonzalez thinks the city and the VSB could partner to provide more spaces
- Janet Fraser asked if class size has been calculated differently due to the restored class language; the Ministry excludes foreign students in its calculations
- 2.3. Lead in Drinking Water Action Plan D. McClary, Manager of Maintenance and Construction J. Meschino, Director of Facilities
 - Water bottle filling stations have been added to schools instead of fountains because students prefer them
- 3. Discussion Items
 - 3.1. Notice of Motion – Materials for the Arts Program D. Green, Secretary Treasurer
 - More information needed re the possible sharing of art materials between organizations and businesses in the city and the VSB
 - Anne mentioned working as an art instructor at a few schools and seeing vast quantities of unused materials that should be used and perhaps shared among other schools
 - 3.2. Notion of Motion – Workforce Housing D. Green, Secretary Treasurer
 - The VSB would like to use VSB property to build housing as an incentive to bring more teachers to Vancouver
- 4. Items for Approval
 - No items requiring Board Actions/Motions

Student Learning & Well-Being – December 5, 2018 ([agenda](#)) - Amanda

- 1. Information Items
 - 1.1. **Review of Policy 8: Student Learning and Well-Being Committee** Jennifer Reddy, Trustee
 - General overview of purpose of this committee
 - 1.2. **Framework for Enhancing Student Learning** Rob Schindel, Associate Superintendent
 - System wide focus on intellectual, human and social, and career development
 - Multi-year district and school plans, updated annually
 - 3 year cycle, most schools currently in year 2. most have goals around SEL (social emotional learning) and literacy
 - Meaningful and effective evidence reported at least annually by districts and the province
 - Aboriginal Enhancement Agreement
 - System-wide capacity building team based supports focused on continuous improvement
 - Stakeholder communication
 - Student outcomes K-12 assessment
 - classroom assessment
 - provincial assessment
 - national and international assessments
 - Questions raised about FSAs as currently not accurate as a large percentage don't take. District conversation around assessment in general and FSAs specifically.
 - 1.3. **Literacy Initiatives Update** Adrian Keough, Director of Instruction Gina Wong, Literacy & Assessment Teacher Nicole Harrison, Reading Recovery Leader
 - All schools are offer opportunities
 - 13 schools have Differentiated classroom instruction for G1-2
 - 16 have Writing residency with Lori Jamison K-3
 - 30 schools have collaborative inquiry groups

- all 89 schools have K literacy resources - focus on oral languages, emergent reading and writing - 71/223 K teachers attended sessions
- Early Learning - Ministry program in 3 schools and 3 districts
- CELI/CLIP model in 44 elementary sites - uses Reading Recovery.
 - all kids in these schools are assessed in K with kids identified at most risk receiving targeted instruction and intervention from Feb-May after which they are reassessed. Assessment again in G1 and monitoring to end of G3.
 - 47 Reading Recovery Teachers



- The above wasn't in the original package but is now included. Across the district by the end of Grade 3, 48% of children identified in K had either left the program (not tracked to why or where) or continued to not meet grade level literacy. 36% fully met or exceeded.
 - Trustee Barb Parrott loves the program but agrees something needs to be done for those who aren't successful after K. Also, no district-wide assessment of literacy in K, though some teachers not in CELI schools also offer the assessment test.
- 1.4. French Immersion Review Update** Adrian Keough, Director of Instruction
- Community engagement plan will come out in the Spring. Will be looking at relocation, consolidation and additional sites for EFI (early French Immersion). Changes would go into effect September 2020.
- 1.5. Mentorship Update** Magdalena Kassis, Director of Instruction Trish Mugford, Mentoring Support Teacher
- 3 types of mentor programs: teacher; principal; and district staff
- 1.6. Summer School 2018 Report** Pedro de Silva, Director of Instruction
- Will be reviewing all summer school programs to find efficiencies and increase the program.
 - 85% of attendees responded that they liked the locations. I pointed out that these are the same that decided they could attend because of the location, is there a way they could find out if the programs are in the right locations for all potential students. Janet Fraser thought this could be part of the program review as she noticed there were some gaps in accessibility when looking for her own children.

2. Discussion Items

2.1. Notice of Motion from Trustee Fraser: Truth and Reconciliation Janet Fraser, Trustee

- *Moved by J. Fraser, seconded by E. Gonzalez, that the Board commits to implementing the Truth and Reconciliation Commission's calls to action for K-12 public education, and that staff provide the Board with a report of initiatives currently being implemented to support reconciliation, as well as those planned for the future.*

3. Added by Jennifer Reddy - Anti-Racism

- discussion about intent. general agreement to make a statement plus what's available and after the staff have had the time to create a report on what's available.

Personnel – November 21, 2018 ([agenda](#)) - Gord

1. Information Items Presenters

1.1. Policy 8 – Verbal Report E. Gonzalez, Trustee

- Basic run through of the committee's mandate, composition, and organization as in new Policy 8.

1.2. Staffing Update C. Batista, Associate Superintendent

- Report provided by superintendent included in agenda
- All vacancies that needed TTOCs were filled (no reports of unfilled oncall vacancies), Different story with SSA positions, with vacant positions every day (35 to 50?)
- Question, re: exit surveys
 - Teacher responses - leaving for commute, housing prices, good experience with VSB, but communication needed to be improved
 - For support positions, one of the highest issues raised was re: no room for advancement.
- VESTA asked if there now would be TTOC coverage for activities such as EDI assessments in K and remedy
 - "yes, remedy is the next big piece in the district" (ie: I guess an example would be prep hours for designations in class)
- Trustee Parrott: Asked for reasons behind retirements 2017/2018
- Trustee Parrott: why are we cutting off list for priority 4 limited TTOC list
 - Carmen - want to make sure the list is of a usable length (response is technical about the priority order)

1.3. Bargaining – Verbal Report C. Batista, Associate Superintendent

- Bargaining update. 15 collective agreements expiring this year. CUPE 15 has served notice, so bargaining will start in December, as well as adult education folks (sub local of VESTA). VSB waiting on things to come back from BC PSEC. BCPSEA accredited agent for teacher and support staff collective bargaining. Tim Denno IUOE states there is a public sector agreement already done, over the summer, so impression that lots of work needs to be done is false. Believe this refers to his union only- [see info here](#)
- Hoffman acknowledges how much work 15 collective agreements are (thanks to bargaining staff).

Finance – November 21, 2018 ([agenda](#)) - May

1. Delegations - Presenters None
2. Information Items
 - 2.1. **Terms of Reference** - J. David Green
 - Objective is to effectively utilize school district resources and facilities.
 - Policy 8, Section 5 of the Board Policy Handbook refers to the Finance Committee's purpose, powers and duties, membership and meetings.
 - Item for discussion was that the year-end financial reporting and audit scope will be the responsibility of the newly formed Audit Committee, Janet Fraser to Chair.
 - 2.2. **Financial Update – September 2017 YTD** - J. David Green / Shehzad Somji
 - This year-to-date financial report is for the 'operating fund only' that contains the operating grants supplied by the Ministry of Education.
 - The District has a surplus in the Operating Fund of \$960,000 for the three months ended Sept. 30, 2018.
 - Note: The District has incurred \$300,000 in additional natural gas costs in Oct. & Nov. - staff to amend budget
 - 2.3. **Financial Statement Discussion & Analysis** - Shehzad Somji
 - The District will be preparing a FSD&A for the June 30, 2019 financial statements.
 - 2.4. **Classroom Enhancement Fund Update** - Shehzad Somji
 - The CEF is used for enrolling & non-enrolling teachers to meet the class size and class composition requirements of the 2002 Collective Agreement.
 - The VBE is awaiting the Ministry decision on remedy est. \$2.21M for 2018-19 as verbally stated by the Sec.-Treasurer.
3. Discussion Items
 - 3.1. **Needs Budget Terms of Reference** - Shehzad Somji / J. David Green
 - At the May 28, 2018 meeting of the Board of Education, the following board motion was passed 'unanimously':

That after approval of the 2018-19 budget the Vancouver Board of Education prepare a Needs Budget for Vancouver's students. The Needs Budget would be guided by terms of reference (approved by the Board), informed by the 2016-2021 Strategic Plan, consider past VBE budgets and be created with the input from VBE stakeholders.
 - Guiding Principles: Inclusion, Engagement, Excellence, Collaboration, Transparency.
 - 3.2. **Budget Development Process** - J. David Green
 - Required budget by-law that the Board of Education has to approve by June 30, 2019 as per the School Act.
 - The Five-Year Business Plan was put on hold for 2018-19 Annual Budget due to the funding formula review.
 - 3.3. **Budget Monitoring Administrative Procedure** - Shehzad Somji
 - The Finance Committee meets a minimum of six times per year.
 - The Board of Education authorizes the Superintendent and the Secretary-Treasurer to develop and monitor the annual budget.
4. Items for Approval
 - 4.1. **Statement of Financial Information (SOFI)** - Shehzad Somji
 - IT IS RECOMMENDED THAT the Statement of Financial Information for the period July 1, 2017 to June 30, 2018 for the Board of Education of School District No. 39 (Vancouver) be approved by the Board.
 - Info requested re: Employer Health Tax on amended budget (Government decided after the passing of school budgets to not require schools to pay the new Employer Health Tax so how is this the money this frees up being rebudgeted).

ADMINISTRATIVE COMMITTEES:

Special Education (SEAC) – November 5, 2018 - (Sandra)

- Presentation by Gia Lee Navigator STADD (Services to Adults with Developmental Disabilities)
 - Gia is one of 2 navigators in Vancouver
 - working with youth 16-24 She works with the schools and leads transition process
 - COLLABORATE online planning and information sharing tool allows transition planning teams
 - to work together
- Andrea ?: Mental Health Training Day for Alt. Ed.
 - Over 100 grade level assessments
 - Tipper Nova doubled student and staff
 - Centralized referral service pilot in Spring
 - VAS discussing name change
- Doug Matear: UIP (urgent intervention process) responds within 5 days with an interim plan
 - 3 case managers tracking 17 UIP cases
 - Regular processes all distributed and dealt with quick proactive high screening/quicker
 - assessment
- Mette Hamaguchi:
 - Need more opportunity for inclusion
 - Questions what will program need? Number of students? What staffing? Right population?
 - 15 part survey to program staff, admin, teachers going out end of Nov.
 - Analysis by Jan/Feb
 - Pilot LSP self containment still best? Or another way?
 - Previous survey showed positive staff championing, positive feedback, parents mostly upset by
 - possible closures
- Doug: LSP Pilot undergoing growing pains
- Mette: 11 & 12 not new reporting
 - Assessment criteria was not put out
 - Competency based IEP
 - Partnered with Surrey
 - Purchased laptops for resource teachers to keep up with online reporting
- Miranda Winn:
 - competency based IEP Pilot
 - Communication and self regulation more important than 3Rs
 - Self assessment for students
 - 5 training sessions for 350 people
 - Surrey parents struggling to adjust from ABA to competencies
 - Fujitsu glitch printing IEPs only 2-3 pages
- Selma Smith:
 - SACY did 4 dialogues on cannabis
 - Community, Parents, Youth, Providers
- SSA update Rosie Finch:
 - 106 new G designations
 - Some private assessments but also Sunny Hill increased assessments over the summer
 - Diabetes now requires checks 3x/day
 - More families moved to be close to BCCH
 - Many SSAs choosing part time

- Only 3/14 new SSAs chose full time
- New part time course for EA starting in January at Langara
- Partnering with Burnaby SSA program which is over capacity

Information Communication Technology (ICT) - November 7, 2018 (David Schaub)

1. VSB Website Update
 - 1.1. School Portal
 - Elementary schools are currently being converting to the new web service, ~10 at a time.
 - Once those are all done, high-school conversions will start.
 - 1.2. Employee Portal:
 - There is a desire to make staff Office365 use more prescriptive and consistent:
 - "Dashboard": alerts, useful links, quick links, todo items, news, calendar;
 - "Collaboration Space": Microsoft Teams (i.e. MS's Slack competitor), on top of Office Groups;
 - "Knowledge Centre": Centralized resource management;
 - buy-in will clearly be a challenge here...
 - 1.3. Parent Portal:
 - There is a "Parent" plug-in that will be included to allow parental communication; but this isn't ready yet, and has no fixed timeline.
2. BYOD (Bring Your Own Device) Guidelines
 - In development for last 2 years and one test school is active.
 - Currently NO active Parent input, but DPAC will be brought in at SOME POINT?
 - A "Parental and student contract for in-school and out-of-school use" would be needed to be signed by parents and students?
 - Only above grade-3 is planned.
 - Issues include:
 - security,
 - charging,
 - access,
 - how to learn,
 - families who can't or won't participate.
 - Targeted for rollout in the new year.
3. Network Update
 - ~800 switches are being replaced, final decision to be made by February, rollout for 2019 school year;
 - Firewalls will be replaced in spring with a bandwidth improvement expected;
 - At the moment elementary schools are limited to ~30Mbps (this *should* go up in the spring).
4. VSB Buying ~1400 Laptops for Teachers
 - ~40% MacBookAir, The rest are Dell;
 - Apple is NOT making the old \$999 MacBookAir available, so VSB is eating cost increase for the recently announced, much improved, MacBookAir models;
 - Old laptops will be centralized at the VSB and doled out to schools on an as needed basis.
5. Other Items
 - IT Support Footprints replacement is ongoing, but there is still no IT support structure in place for students and parents.

- Site blocking firewall process has not progressed, so ICT feedback hasn't been decided on yet.
 - Student password tool got distributed more than intended, ICT feedback hasn't been implemented yet.
 - Classes are moving to VOIP phones with arbitrary numbers, which makes calling between classrooms more difficult.
 - A conversation about responsibilities between Building Engineers, IT Trade workers, and Teachers regarding some IT-like activities.
- 6. DPAC Question Regarding Schools Buying ChromeBooks**
- No change is planned, the VSB will still not buy or support ChromeBooks.
 - Reason given: VSB has to work like a business, and the added VSB IT Support needed when running Google's services is too high.
 - Computer Pricing note:
 - \$300 for CloudBooks
 - \$500 for Student Laptop (Dell Inspiron 11 3000) <- still a quite slow computer...
- 7. DPAC Question Regarding PACs buying ChromeBooks**
- Even assuming ZERO support from IT, this is NOT supported.
 - All computer equipment that is given to the VSB is supposed to be supported by IT, so PAC purchasing the equipment doesn't get around Windows/MacOS/iOS requirement.
 - Of note: BYOD DOESN'T fall under this rule, so a class might be able to use PAC supplied ChromeBooks if they were dolled out to the families for BYOD.
 - That being said, IT didn't like this idea much.

Diversity - October 30, 2018 (Celena Benndorf)

1. VSB Registration forms have been changed to reflect current inclusive practices. "Assigned Sex" has replaced what was previously referred to as "Gender" on forms and an optional field entitled "Gender Identity" has been added to forms to provide a mechanism for students who identify differently than what they were assigned at birth to report and have this reflected in our system.
2. It was reported that historically there has not been mandatory Administrator training around SOGI. It was motioned and carried that all Administrative Officers, Managers and Supervisors receive mandatory SOGI and Cultural Diversity training, provided by the school district.
3. The Diversity Mentor will strike a sub-committee to review the Guidelines for supporting Transgender and Gender Diverse Students document. The VSB will solicit feedback and direct input from 2 Spirit, Trans and Gender Diverse members of our community throughout this process.
4. Resources related to the "Our Stories" Project which was developed in collaboration with the City of Vancouver, Telus, and Orbit Films have been made available to all schools. This project profiles individuals of historical significance from different cultural backgrounds within greater Vancouver. This is an excellent FREE educational resource which aligns with our new curriculum for grades 7 to 9 English Language Arts and Social Studies.
5. Purchased copies of The Gender Creative Child (Secondary Schools) & Introducing Teddy (Elementary Schools) to gift to schools as resources (1 book/school). Books were sent out to all schools at the start of the school year.
6. Diversity Mentor, Renee Hock, is continuing to work with the Provincial SOGI 123 Resource Committee to develop lesson plans for the SOGI 123 website.

Diversity - November 20, 2018 (Celena Benndorf)

1. Decision was made to finalize Guidelines for Cultural/Faith-Based Practices in VSB Schools today. Selma to provide to SMT for their decision to distribute.
 - a. I have raised a concern that the Guidelines state “BC’s new curriculum recognizes the importance of teaching about diversity and **secular** worldviews in an inclusive way.” By definition, “secular” excludes any faith-based worldviews

VSB Calendar - November 26, 2018 (Alex Dow)

- Magdalena Kassis presented the statutory holidays and requested input as to arranging the Pro D days. Magdalena will be presenting a draft Calendar at the next meeting Monday, January 7, 2019.
- VSB is trying its best to align winter break and March break with neighbouring districts.
- Continuing with two week break in March.
- Most statutory holidays fall on a Monday
- Easter Monday is a School Stat. and was discussed.
- Pro D will avoid three day weeks, but can promote four day weekends. The Friday preceding a stat Monday may be chosen as a Pro D. The Friday following a stat will be avoided.
- First Pro D of the school year is flexible for the school, but the school should be inform parents preceding summer break.
- Nov.11, 2020 lands on a Wednesday. Discussion around either no Pro D that week, or possibly two consecutive Pro D, creating a five day weekend.
- School year 2020 - 2021 may be problematic, start date is Tuesday Sept. 8 and tentative end date is Friday June 25 (Burnaby Calendar). Monday and Tuesday June 28 and 29 may need to be added to satisfy contracts.

AD HOC COMMITTEES / WORKING GROUPS:

Naming/Renaming – October 26, 2018 - Lenlen Castro

[Terms of Reference](#) (page 55-64)

- **Intro's:**
 - **During the introductions, David Nelson, chair of the working committee and deputy superintendent, presented a brief overview of the naming and renaming working committee. The meetings themselves to be an organic process sans meeting minutes (no official meeting minutes were recorded).**
- *Policy 541 and 541A - establish guidelines, not implement policy*
 - **The Chair referenced research collected such as from Yale and McGill on their renaming policies**
 - **working committee to establish guidelines that could help improve policy approach in the future, not intended to enact new policy to. 541/541A - Naming/Renaming policies**
- **Vice Principal for indigenous education and I both inquired about connecting with the Musqueam to welcome their guidance and input on framing guidelines in compliance with respect of the Nation's traditions.**
 - **Chas Desjarlais to reach out to Musqueam, I offered assistance to make these connections**
- *DPAC Motion...introduced DPAC motion.*
- *Crosstown Renaming referenced as a guide to approach in framework*
 - **what were the concerns and issues in the Crosstown incident? The guidelines can proactively address those issues in by naming them**
 - **Concerns were:**
 - **Consultation issues...**
 - **Value in the name ...**
 - **Involvement of community and stakeholders was important...**
- **It was pointed out that Musqueam nation has renaming traditions that we haven't yet mentioned and that there may be more we are unaware of so consultation with the Musqueam is necessary.**
 - **I shared with the committee that I was taught the Musqueam tradition bestows place names based on geographical features or found through spiritual/dream influence.**
 - **Spiritual influence, most names come to them in dreams or visions**
 - **Discussion and agreement that pronunciation can be learned through audio devices.**
- **The meeting concluded with actions moving forward. It was agreed that Musqueam consultation was a priority and efforts were to be made bridging relations.**
 - **The content meeting was concluded by discussing the core values of the framework from which to work form:**
 - **Inclusive and reflective of community input**
 - **Clear and standard guidelines**
- **It was asked of the working group while thinking about the guideline framework to consider. that VSB admin be the final say.**
- **Steps moving forward:**
 - **Chas to check with Musqueam about participating in the committee**
 - **Consult with Stuart McKinnon, Parks Board on their process of renaming**
 - **Consult with Heather Gordon, City of Vancouver archivist,**

Need Budget - Terms of Reference – December 13, 2018 - May