



Date: March 8, 2018
Time: 19:00 - 21:00

Location: Room 180
Vancouver School Board

EXECUTIVE MEETING MINUTES

Chair: Rob Peregoodoff Minute Taker: Amanda Hillis (Secretary)
Executive: Shaun Kalley (Vice-chair), Roy Park (Treasurer), Erin Arnold (arrived at 8:00), May Ke, Anne Montgomery, Crystal Smith
Regrets: Erin Bartlett, Stephen Filbey
Attendees: Alan Patola Moosmann (Henry Hudson), Corine Willems (Tyee), Barbara Lee (Norquay), Alex Dow (Jameison), David Schaab (False Creek), Leanne Warman (Queen Elizabeth Annex). VSB staff: Rob Schindel, Suzanne Hoffman, David Green, Lisa Landry. Ayshia Burak - HUB Cycling.

Meeting called to order at 7:00

1. Standing Items

1.1. Welcome, acknowledgement

1.2. Introductions

1.3. Approve agenda

- **MOTION: Amanda made the motion to accept the agenda as amended. Anne seconded. Motion passed.**

1.4. Rob Schindel, Associate Superintendent - Introduction

- Background

- Born and raised in Saskatoon, SK; taught in Alberta,
- Came to Vancouver in 1993 where he taught at GF Strong in an inpatient classroom before teaching drama and English at Killarney.
- Attended UBC for guidance and counselling psychology.
- Became an admin at Britannia, Lord Byng, Tupper, Windermere before becoming a District Instructor for 6.5 years and now Associate Superintendent.

- Role - curriculum implementation

- Interest in student voice and engagement

1.5. Board and Superintendent updates (Suzanne Hoffman)

- Staffing - communication director position has been offered yesterday to an external candidate
- Since last update, has attended lots of meetings including:

- BCASBO conference with David Green - presentation on work being done here With union presidents and other stakeholder groups
- VSB heritage committee meeting - retired admins wanting to capture history of our buildings of our schools and district
- City of Vancouver manager - Lunar luncheon and partner meeting
- Secondary school principals forum (Metro Vancouver area)
- Still on 2 ministry committees

1.6. **Delegations:**

1.6.1. VSB Bike to School Week 2018 (Alyshia Burak)

- HUB cycling - charitable non-profit
- Bike To School Week May 29-June 1 (same as Bike to School)
- HUB responsible for MetroVancouver area - geared toward Elementary schools
- Encouraging Schools to register (open now) - can log on-line
- [Slide show](#)
- Info sheet ([download](#) and share)
- Prizes - focus on benefits to whole school
- Sponsors - Translink and Province
- Communication -David Green asked for a summary page to send to Trustees
- **ACTION: Amanda send out - monthly newsletter and share handouts at April 12 General meeting.**

1.6.2. VSB Capital Planning (David Green)

- [Slide show from Feb 21 Comm II presentation](#)
- Questions from slide show:
- Optimal space utilization - no longer 95% but need to demonstrate; local area, not district wide average
- Have not received Ministry response to last year's capital plan submission yet (should receive before end of month)
- Update on LRFPP soon? - Working on revision now. Will be introduction of process at committee II next week
- Does VSB have a target capacity utilization? - No specific percentage.

1.6.3. VSB Budget Update (David Green/Lisa Landry)

- Timeline
- Not making statement re: shortfalls until we know what we're getting (ministry to announce district operating grants next week). After Spring Break statement of where we are
- Funding formula review 2019/20 therefore not updating 5 year business plan this year.
- April 12 General Meeting
 - Status quo budget

- Working through enrolment and one time items from this year - status expenditure budget - will bring here
- Plus budget strategies already developed
- **Questions for parents: What is the district missing? What services aren't happening?**
- Will use slidio

1.7. **Approve minutes from February 8 Executive meeting**

- Suggested wording change for a part of chair's report for clarity.
- **MOTION: Shaun made the motion to accept the minutes as amended. Erin A seconded. Motion passed.**

1.8. **Officer reports:**

1.8.1. Chair report

- Meeting with Superintendent of VSB (Suzanne H.) and the director of corporate relations with PSEC (Kindree Draper)
 - This meeting was initiated as a result of the first meeting with Suzanne H. with myself and Vice-Chair Shaun Kalley on Feb 7
 - The summary of the conversation was around improving communications to parents by all stakeholders within public education
 - Pertinent action item for DPAC Exec to consider -> hosting a broadcasted and recorded general meeting in the Fall of 2018 for all stakeholders (teachers, admin, ministry, etc.) following a similar pattern as the reporting general meeting i.e. each stakeholder is given 10 mins to present, followed by Q/A from parents. (Note: idea tables with with no decision or actions)
- Secondary school decision to restructure and clarify AP courses
 - Thanks to the relevant DPAC Liaison (EA) for facilitating the dialogue.
 - After reviewing all of the relevant information at hand, it is my position that the decision made by the school administration is not representative nor directly attributable to factors that would impact all VSB secondary schools. Therefore direct and immediate action by DPAC is not relevant at this time. An invitation will be sent to the relevant PAC to present at an upcoming DPAC meeting so that we are all better informed. UPDATE = potential for AoB submission from parents once approved by PAC Chair/DPAC rep.
- Communication from the Tye Education Action Committee
 - Acknowledging receipt of this communication re. TTOC shortage and impact to children with IEP and while sympathetic to the sentiment, will not formally respond nor support as I believe this to be outside of the PAC/DPAC mandate and relationship

- Query from a school PAC regarding instruction from administration that they would not be allowed to establish independent communication nor social networking channels but rather be required to utilize school/VSB provided platforms - through my investigation I am confident that no such policy exists, nor is being contemplated.
- Invitation from Princeton/Merritt DPAC - due to conflicting schedules, this has been tabled until possibly next year

1.8.2. Treasurer report

- VSB Account
 - Net spend of \$470.13 in February
 - \$200.00 for Suzanne Perreault speaking at January DPAC GM
 - \$25.00 for child minding at January DPAC GM
 - \$107.93 for catering Jan DPAC GM
 - \$113.00 for catering Feb DPAC EM
 - \$24.20 for travel expenses
- Gaming Account
 - No progress on VanCity account access; No information available on its balance and transactions
 - Should be at \$3742 - \$4 (monthly fee) = \$3738
- No progress on Gaming Grant Report for 2013/14; need assistance from Shaun
- **ACTION: Paperwork will be completed and filed with bank to make Roy an active co-signatory before the next meeting.**

1.9. Committee reports:

1.9.1. VSB standing committees:

1.9.1.1. Committee I - March 7 (Rob)

1. [Parental Access to Student Records and Student Information Policy](#) - John Dawson, District Principal /David Nelson, Associate Superintendent
 - While appreciating the intent of this policy is for circumstances pertinent to dissolution of a marriage/common-law relationship, it should also be raised as FYI for all parents. The challenge is in the transition from paper to digital records, and the corresponding ease of which access is available and granted.
2. [Advocacy Committee](#) - Suzanne Hoffman, Superintendent
 - DPAC no longer holds co-chair
 - DPAC to elect rep
 - Question from LD on status of committee as structured/scheduled vs. ad.hoc.
3. Preliminary Projections and Kindergarten Enrolment (verbal report with [PowerPoint presentation](#)) - David Nelson, Associate Superintendent

- Presented as FYI
 - Market share of 83% stable over past 6 years
- Discussion =
 - declining enrollments
 - Sources of data primarily BC Stats [Baragar](#), not Stats Can
 - Sibling priority is not perpetual, to be honored registration must be in the priority 1 window, nor does it apply to 1-12 applicants

1.9.1.2. Committee II - Feb 21 (Anne)

1. [David Lloyd George Elementary PAC \(Additional material\)](#) - Mimi Chen
 - the DLG PAC would like to be involved in the new school's design and has requested that certain spaces remain, such as the library, lunchroom, gym and changing rooms, and a covered outdoor play area. They would also like the playground moved closer to the new school.
2. [Spare Time Fun Centre at D.L. George](#) - Debbie Umemura/Barbara Undurraga/Peter Robins
 - The Spare Time Fun Centre is requesting a larger space than the one they currently have, along with a proper kitchen as they provide hot meals. They are also requesting on site parking for their van and 24 seat bus. There are also some concerns about housing the space on the 3rd floor of the new school, as to accessibility for strollers, and parents having to pick up kids from different floors.
3. [Tennyson Elementary - Offer to Lease 3rd Floor for Childcare Facility](#) - Jim Meschino
 - A recommendation was brought forth to approve the proposed lease of the 3rd floor of Lord Tennyson for a 0-4 childcare facility. All costs are to be borne by the City of Vancouver, and funding was approved in 2016, including a \$50,000 grant from the Ministry of Children and Family Development.
4. [David Lloyd George Seismic Project Information Session - Update](#) - Jim Meschino
 - An info session was held on February 8, 2018. At this point, the projected size of the school is for 440 students, although September 2017's enrolment was 364. New schools are eligible for an additional 15% Neighbourhood Learning Center (NLC) space for use by childcare programs, rentals and general public programs. The space can be allocated for libraries, gyms and multipurpose rooms. During the info session, people filled out comment forms, with the top comment being a request for an industrial kitchen to continue providing the hot lunch program,

to keep a designated music room and to allow for an expanded before and after school care program.

5. [Five Year Capital Plan Process \(PowerPoint\)](#) - J. David Green
 - The Ministry of Education now requests that the annual Five-Year Capital plan has to be submitted by June 30th of each year, to be responded to by the Ministry in the following spring for funding consideration for the Ministry's next fiscal year which starts on April 1. The Capital Plan encompasses seismic mitigation, expansion, replacement, building envelopes, enhancements and the carbon neutral program. All major programs, other than the 'lowest cost option' for seismic mitigation, require school districts to contribute 50% of the cost, although they are assessed on a case by case situation. If the lowest cost option is chosen, the Ministry won't cover the cost of "extras" such as a covered outdoor area, extra gym, or multi-purpose rooms.
 6. [Modular Housing - Update](#) - J. David Green
 - To be discussed at the next meeting due to time restraints.
- 1.9.1.3. Committee III - March 7 (Amanda)
1. [BC Care Providers](#) - Mike Klassen
 - Dual track programs allow high school students to take post-secondary courses for free; can graduate ready to get accreditation and enter workforce
 - Seniors a growing demographic; by 2031 will be ~25% of population
 - BCCPA is a non-government industry association
 - Guidance counsellors should make students aware of opportunities with dual track; G11-12 level.
 - Expanding number of HCA increase gender parity (I have a personal issue with this, just because most seats are with the auto mechanic industry shouldn't mean gender inequity to be resolved with more health care jobs)
 2. Curriculum Implementation ([PowerPoint](#)) - Suzanne Hoffman, Superintendent of Schools
 - Continuation a report started at January meeting. Similar, but abbreviated version of report given to DPAC on new curriculum
 - Question re: number of grad credits still really low. Government wanted to get curriculum right before looking at changing grad requirements but is on their radar.
 3. [Health Care Assistant Dual Credit Program](#) - Rob Schindel, Associate Superintendent
 - Pilot program started in 2015 with seats for 2 students to take

post-secondary program at VCC while getting Dogwood diploma completed. Looking at possibility of expanding seats to 4. Way to graduating with diploma and university credits for free in order to get into workforce quicker.

- Caution from stakeholder re: purpose of public education to give students enriched experience and well rounded education versus streamlining for workforce.

4. [Templeton STEM Program](#) - Aaron Davis, Director of Instruction

- Program development started in 2012 and now has 125 students in G8-12.
- Mentors and affiliations with post-secondaries and business. Project-based. Could become a STEAM program if Art teacher interested. Local program, not district.

1.9.1.4. Committee IV - Feb 21 (May)

1. [Teacher and Teacher Support Staffing Update](#) - C. Hudson, Executive Director

- 103 new teachers hired so far this year (Jan-41 + Feb-62)
- Overall 600 teachers hired
- Vacancies reduced from 280 positions to 31 currently
- SSA's 0 unfilled regular positions
- Recruitment teams travelled to 10 fairs in Jan/Feb. & attended 5 out of province
- 15 people hired; looking at April/May practicum students
- *Retention is an issue - 300 people have left ; looking at filling out an Exit Form

2. CUPE 15 Staffing Update ([PowerPoint](#)) - C. Hudson, Executive Director

- TOC currently 220 would like to increase number to 300
- Office support 281 positions + 71 on call
- Tech & resource support 79 positions + 6 on call
- Info Tech 60 positions + 1 on call
- SSA's regular shortages, resignments & retirements Wellness is an ongoing concern ie. stress reduction, self care, mindfulness, burnout

3. [The Minister's Task Force Report Acknowledgement](#) - C. Hudson, Executive Director

- Report Acknowledgement

4. [Working & Learning Conditions Survey Summary](#) - K. Shipley, VSTA Rep

- Survey was sent out Dec/17 and received 221 responses (all schools sent in at least one reply)
- 30% of teachers saw smaller class sizes were better than before due to SCC ruling & restored language
- Need for TTOCs and SSAs

- 1.9.1.5. Committee V - Feb 21 (Roy)
1. [Banking Resolution Update](#) - J. David Green / Lisa Landry
 - Administrative task for VSB to update its Banking Resolution signatories with BMO
 2. [2017/2018 Amended Annual Budget \(PowerPoint\)](#) - J. David Green / Lisa Landry
 - David and Lisa walked through the budgeted vs. actual for 2017/2018 school year
 - Budget updated to \$619M, vs \$634M planned
 - +\$5M in revenue due to increased grant and lease reclassification
 - +\$1.1M due to decrease in MSP premiums (one-time savings)
 - -\$2M due to increased administration cost, per high staff turn-over and legal costs
 - +\$1M in instruction, due to TTOC unavailability and reduced Adult Ed enrollment
 3. [2018/2019 Budget Timeline](#) - J. David Green / Lisa Landry
 - Timeline published at <http://www.vsb.bc.ca/20182019-budget>
 - Stakeholder workshops from March 7 through April 5
 - April 12 DPAC Gen. Meeting to hold Budget Discussion
 - Public Surveys from April 18 through May 11
 - First and Second reading of the new budget at May 28 Board Meeting

1.9.2. VSB advisory committees:

- 1.9.2.1. SEAC - March 5 (Sandra Bell)
- Parent concerns with the review meaning that programs will be cut - not true; shift is to being more inclusive
 - Other results from review:
 - Number of high incidences
 - More secondary programs
 - All secondary programs 3-5 year - little flexibility
 - More high incident to low.
 - Pilot program to start in September with additional staff. Four schools each with a resource team of 3
 - Asked about composition in minischools - not their area but will look into.
 - No date set for next meeting yet.
- 1.9.2.2. Transportation (Mike Lang)
- Tabled to next meeting

1.9.3. VSB ad hoc committees:

- 1.9.3.1. French Immersion Program Review - Feb 15 (Erin B)

- DPAC represented by Amanda, Erin B (DPAC execs), Megan Taylor, Gord Lau and Michelle L
- The key questions to be addressed by this Working Group include:
 - **Overall Focus:** Improving access to French Immersion programs for students we serve.
 - **Key Question:** Thinking about the VSB French Immersion program and the issues it faces today, what configuration options could ensure a strong and sustainable French Immersion program?
 - **Question #1** – What considerations are important to support a successful French Immersion program? Measures of success
 - **Question #2** – What delivery models/ configuration alternatives would best address these needs and concerns?
 - **Question #3** – What general criteria should be used to determine the distribution/ location of French Immersion sites in the VSB?

(Most discussion at the February meeting was guided by these questions.)

- The meeting opened with two guests from UBC Education, Dr. Wendy Carr and Dr. Meike Wernicke, speaking about assessing French language proficiency in teachers and students as well as research on French Immersion and other French as Second Language (FSL) delivery models.
 - Group discussion took place re: pros and cons of delivery models (Early, middle, late immersion, single track, dual track)
 - Brief discussion re: preliminary plans and possible questions for focus groups and/or a survey of the wider community in April. Survey and focus groups could elicit additional feedback from parents, teachers, partners and students regarding the VSB French Immersion Program.
 - Potential additional target audiences:
 - Parents/ families not already in the French Immersion program
 - Also students/ families that have graduated out (alumni)
 - Next meeting is on March 15 at 3:45 pm.
- 1.9.3.2. Catchment Boundary Review - Feb 27 (Anne)
- Initial meeting. Primarily a round table discussion of tools (proximity and walking distance to other schools, transit infrastructure, current and future development, parent/feeder schools, major roads, terrain) used to define elementary schools that are either at capacity or facing capacity, and a quick look at options.
 - Each member was requested to ask their representative group about further tools that could be used and whether there are other criteria that is being missed. Specific schools are not to be discussed publicly at this time.

- Parent feedback is appreciated before the next meeting on March 12.

1.9.4. Internal committees:

1.9.4.1. Bylaw Committee

- Tabled.

1.9.4.2. Finance Committee

- Tabled.

1.10. **Executive nominations** (if any)

- None

2. Old Business

2.1. Action items from October 12 Executive Meeting

2.1.1. Follow up on Earthquake preparedness information to send to PACs

- Tabled.

2.2. Action items from February 8 Executive Meeting

2.2.1. Gaming Grant Report for 2013/14

- Tabled.

2.2.2. Confirm Xpey' hosted Executive Meeting off-site on May 10

- **MOTION: Rob made the motion to hold the May 10 Executive meeting off-site with a total budget of up to \$400 for food and location fees. Shaun seconded. Motion passed.**

- Erin A. volunteered to help with any errands.

2.2.3. BCCPAC Resolution Submission

- Tabled.

2.3. General meetings: (4 min)

2.3.1. February meeting - New Curriculum

- Broadcast cost \$800 before discount for audio issue. Lots of parent interest.

2.3.2. April meeting - VSB Budget

- Tabled.

3. New Business

3.1. Executive Resignation - S. Filbey

- **MOTION: Shaun made the motion to accept Stephen Filbey's resignation. Amanda seconded. Motion passed.**
- **ACTIONS: Amanda will notify VSB. Stephen's responsibilities will be divided up off-line.**

3.2. Motions for DPAC Executive Training (if there are any)

3.3. Hiring Staff (Erin B)

3.4. BCCPAC Conference and AGM Motion to Attend

- Amanda, Crystal and Erin A would like to attend conference and AGM (\$275 each)

- Shaun and Anne would like to attend AGM only (\$75)
- **MOTION: Rob made the motion to spend up to \$975 for members to attend the BCCPAC Conference and AGM. May seconded. Motion passed.**
- **ACTION: As a courtesy, will offer to carry proxy for other VSB PACs with BCCPAC membership.**
- **ACTION: DPAC executives will register to attend conference and be reimbursed by afterwards.**

3.5. AOB?

3.5.1. May meeting

- **ACTION: Discuss May General Meeting topics in Slack channel.**

Next Meeting:

Executive: April 26, 2018

General: April 12, 2018 - VSB Budget

Meeting adjourned at 9:35pm (Motion by Shaun, seconded by May, passed unanimously).
