

**VANCOUVER SCHOOL BOARD**  
**PREFERRED SCHOOL SIZE WORKING GROUP**  
**TERMS of REFERENCE**

From the May 2019 Long Range Facilities Plan (LRFP), the Vancouver Board of Education approved the following recommendation:

*That the District establish guidelines on preferred student population size with the goal of determining appropriate ranges of school size to inform planning decisions.*

This work also aligns with the VSB Strategic Plan 2016-2021, Goal 4: Provide effective leadership, governance and stewardship; Objective 2 – Implement the recommendations of the Long Range Facilities Plan.

<b>VSB – Preferred School Size Working Group Terms of Reference</b>	
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• The <b><i>Preferred School Size Working Group (PSSWG)</i></b> is an ad hoc stakeholder group convened to review, consider and discuss educational and fiscal criteria, examine current practices and draft guidelines for preferred school population sizes for VSB elementary and secondary schools. (Please see attachment for a glossary of terms and draft list of considerations.)</li> <li>• The identification of guidelines for preferred school population sizes will enable future planning decisions including determining school catchment areas, location of district programs, prioritization of capital plan requests for seismic projects, new schools, school additions and closures.</li> </ul>
<b>Guiding Principles</b> The PSSWG's work will be guided by a student-centred approach and will align with the 2019 Long Range Facilities Plan Guiding Principles:	<ul style="list-style-type: none"> <li>• Improve the overall safety and quality of facilities.</li> <li>• Plan for innovative learning environments that promote student engagement, student inclusion, and the delivery of diverse high-quality programs.</li> <li>• Effectively use school District resources and facilities in alignment with long-term financial and sustainability goals.</li> <li>• Work towards a future where all students wishing to attend their catchment school have the option to do so.</li> <li>• Sustain and strengthen our relationships with the City of Vancouver, and community partners to facilitate the delivery of services to the broader community</li> </ul>
<b>PSSWG Objectives</b>	<ul style="list-style-type: none"> <li>• Review relevant research and current practices in other Canadian school districts</li> <li>• Examine a variety of considerations and factors related to school enrolment school size</li> </ul>
<b>PSSWG Deliverables</b>	<ul style="list-style-type: none"> <li>• Draft guidelines for preferred school population sizes for VSB elementary and secondary schools.</li> <li>• Incorporate Working Group findings and draft guidelines in a report and present to VSB Senior Management and to VBE Facilities Planning Committee in October 2020.</li> </ul>

## VSB – Preferred School Size Working Group Terms of Reference

<b>Membership</b>	<p>The Working Group will be comprised of representatives (two plus an alternate) from:</p> <ul style="list-style-type: none"> <li>• Vancouver Secondary Teachers Association (VSTA) - 2</li> <li>• Vancouver Elementary School Teachers Association (VESTA) -2</li> <li>• Vancouver Association of Secondary School Administrators (VASSA) -2</li> <li>• Vancouver Elementary Principals and Vice Principals Association (VEPVPA) -2</li> <li>• District Parents Advisory Council (DPAC) -2</li> <li>• Vancouver District Student Council (VDSC)- 2</li> <li>• VSB District staff from:             <ul style="list-style-type: none"> <li>○ Educational Planning and Student Information</li> <li>○ Employee Services</li> <li>○ Facilities</li> <li>○ Learning Services</li> <li>○ Student Services</li> </ul> </li> </ul>
<b>Working Group Commitment</b>	<ul style="list-style-type: none"> <li>• Attend all meetings (or by alternate)</li> <li>• Represent your organization, inform your organization of the work and discussions of this Working Group, and solicit feedback throughout the process.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• This Working Group will work together through a consultative process as defined in the IAP2 Spectrum of Public Participation and will seek consensus through an informed, inclusive and transparent process that considers stakeholder needs and concerns. Stakeholder feedback will be incorporated in the draft and final reports. Working Group members will have an opportunity to review the draft report and any dissenting opinions will be documented.</li> <li>• The Chair of the Working Group will be John Dawson, VSB Director of Educational Planning and Student Information.</li> </ul>
<b>Meetings and Timeline</b>	<ul style="list-style-type: none"> <li>• Number of meetings proposed to be a maximum of 5. Dates and number to be finalized at the first meeting on February 10, 2020.</li> <li>• Meetings proposed to be on a monthly schedule and held at Education Centre, 1580 West Broadway, Vancouver.</li> <li>• Meeting time proposed to be 3:45 pm to 7:15 pm. Meetings may conclude earlier subject to agenda.</li> <li>• It is anticipated that findings and recommendations will be reported at the Facilities Planning Committee meeting in October 2020.</li> <li>• Meetings will follow International Association of Public Participation (IAP2) practices and may include opportunities for break out group discussions and development of additional input through survey, interview or focus group work.</li> </ul>
<b>Resource Materials and Notifications</b>	<ul style="list-style-type: none"> <li>• Meeting Agendas, Meeting Minutes and relevant materials for Working Group members to review will be posted on <a href="#">Preferred School Size Working Group</a>. Membership will be notified in advance of meetings when new materials have been added. Notification date to be confirmed at conclusion of each meeting.</li> </ul>