

#### **REGULAR BOARD MEETING**

# **REVISED AGENDA**

MEETING DATE:

2012-09-27

TIME: 7:00 p.m.

MEETING PLACE:

School District No. 36 (Surrey)

**District Education Centre** 

Main Boardroom - Room #2020

#### 1. CALL TO ORDER

- (a) "O Canada"
- (b) Approval of Agenda

#### 2. <u>DELEGATIONS</u>

## 3. ACTION ITEMS

- (a) Adoption of Minutes of Regular Board Meeting Held 2012-09-13
- (b) 2011/2012 Audited Financial Statements
- Revised (c) Award of Construction Contract Katzie Elementary Site #201 New School
- Add (d) Award of Construction Contract Goldstone Park Elementary Site #211 New School

## 4. <u>INFORMATION & PROPOSALS</u>

- (a) Trustee Reports
- (b) Incoming Correspondence

## FUTURE BUSINESS

- (a) Items for Future Discussion
- (b) Future Meetings

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# REGULAR BOARD MEETING

### **AGENDA**

MEETING DATE:

2012-09-27

TIME: 7:00 p.m.

MEETING PLACE:

School District No. 36 (Surrey) District Education Centre

Main Boardroom - Room #2020

#### 6. QUESTION PERIOD

An informal question period of up to 30 minutes will be provided immediately following the conclusion of the meeting.

#### 7. ADJOURNMENT

Mission Statement

"Through quality teaching and learning, we commit to engaging our students in their growth as individuals and in their development of the knowledge, skills and attributes necessary to contribute to a healthy, democratic and diverse society."

## Board of Education of School District No. 36 (Surrey)

# THE PURPOSE OF 'QUESTION PERIOD'

The Board asks that you respect the intent of Question Period.

#### Question Period is intended:

- to enable members of the community to obtain information or clarification from the Board that cannot be provided by staff.
- to ask a question of the Board, not individual Trustees.
- to be limited to one question per person and must be presented in writing on the form provided.

#### Question Period is NOT intended:

- to be used as a political forum.
- for making speeches or bringing forward a delegation.
- to deal with matters that should properly be dealt with through other channels, such as liaison committees.

We again, respectfully request that questioners be mindful of the Board's policy.



Schedule 1(b) of the

# ADMINISTRATIVE MEMORANDUM (Regular)

MEETING DATE:	2012-09-27	
TOPIC:	APPROVAL OF A	GENDA OF REGULAR BOARD MEETING
	<u> </u>	
IT IS RECOMMEN	DED:	
THAT the ac	nenda of the Regular	Board meeting be approved as circulated.
	yorida or tiro riogaiai	Dodra mooning bo approved as encalated.
Enclosures:	Submitted by:	
		W.D. Noye, Secretary-Treasurer
	Approved by:	M.A. McKay, Superintendent



Schedule 3(a) of the

#### **ADMINISTRATIVE MEMORANDUM** (Regular)

MEETING DATE: 2012-09-27

TOPIC:

ADOPTION OF MINUTES OF REGULAR BOARD MEETING

HELD 2012-09-13

#### IT IS RECOMMENDED:

THAT the Minutes of the Regular Board meeting held 2012-09-13 be adopted as circulated.

**Enclosures:** 

Submitted by:

Approved by:

W.D. Noye, Secretary-Treasurer

M.A. McKay, Superintendent

MINUTES OF A REGULAR MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 36 (SURREY) HELD IN ROOM #2020 AT THE DISTRICT EDUCATION CENTRE ON THURSDAY, SEPTEMBER 13<sup>th</sup>, 2012 AT 7:00 P.M.

#### **IN ATTENDANCE**

#### Trustees

- L. McNally, Chairperson
- S. Wilson, Vice Chairperson
- T. Allen
- C. Dobie
- P. Glass
- L. Larsen
- R. Masi

#### Staff

- M. McKay, Superintendent
- W. Noye, Secretary-Treasurer
- J. Tinney, Deputy Superintendent
- L. McCuaig, Executive Assistant

#### [1] CALL TO ORDER

Chairperson McNally called the meeting to order at 7:00 p.m.

#### Presenters & Staff:

In addition to the Table Officers named above, the following presenters and staff were in attendance at the meeting:

Simon Ayres, Associate Director, Fiscal Management Services; Kevin De Boice, Principal, Panorama Ridge Secondary; Patti Dundas, Assistant Secretary-Treasurer; Linda Gertz, Assistant Manager, Fiscal Management Services; Kerry Magnus, Associate Director, Business Management Services; and Doug Strachan, Manager, Communications.

## (a) "O Canada"

Trustees, Administration and the audience sang "O Canada".

## (b) Approval of Agenda of Regular Board Meeting

It was moved by Trustee Allen, seconded by Trustee Wilson:

THAT the agenda of the Regular Board meeting be approved as presented.

CARRIED

### New Deputy Superintendent Welcomed

Chairperson McNally welcomed Dr. Jordan Tinney, the newly appointed Deputy Superintendent to his first official Surrey School Board meeting.

Cont'd...

#### (c) Recognition: 2012 BC Summer Games

Bill McNamara, President, Surrey 2012 BC Summer Games and Kevin DeBoice, Director of Accommodation, Surrey 2012 BC Summer Games, thanked the Board and school district for the major role they played in supporting the 2012 BC Summer Games that were held in Surrey in July.

Lynda Hepner, Councillor, City of Surrey and President, Surrey 2012 BC Summer Games, sent a letter of thanks to the Board for their assistance and leadership in executing the 2012 BC Summer Games and making them a great success.

A plaque was presented to the Board in appreciation of the Surrey School District's integral partnership with the City of Surrey and the district's two year commitment of time, staff, district volunteers, facilities, equipment and expertise which was paramount in the staging of a very successful and extraordinary BC Summer Games, July 19 – 22, 2012.

Chairperson McNally agreed that the Surrey School District played a key role in the Games. Most of the athletes, officials and coaches—more than 3,000 people—were lodged at 14 of our schools and two of our schools provided venues for sporting events.

Chairperson McNally noted that the greatest resource our district provided to the Games, was people...our staff and retired staff volunteers. These giving, hard-working employees donated a great deal of their personal time in many different aspects of the Games to make the event as good as it could be.

Our district was represented right across the spectrum. Panorama Ridge Secondary Principal Kevin DeBoice served on the BC Summer Games Board of Directors, and under him was a core group of volunteers assigned to oversee major aspects of the Games, including lodging, security, transportation and school site hosting.

The Board recognized the exceptional efforts and community spirit of all district current and retired employees who volunteered their time in support of the 2012 BC Summer Games as well as the many students and parents of our school communities that contributed to the success of the Games.

Chairperson McNally presented a plaque of appreciation to the Superintendent from City of Surrey. The plaque was officially presented to the district at the volunteer appreciation event.

#### [2] **DELEGATIONS**

No items.

#### [3] ACTION ITEMS

#### (a) Adoption of Minutes of Regular Board Meeting Held 2012-06-21

It was moved by Trustee Allen seconded by Trustee Wilson:

THAT the Minutes of the Regular Board meeting held 2012-06-21 be adopted as circulated.

CARRIED

# (b) Response to Delegations: Surrey Teachers' Association and CUPE Local 728, re: Anti-Homophobia Policy

It was moved by Trustee Glass, seconded by Trustee Dobie:

THAT the Board formally advise the Surrey Teachers' Association and CUPE Local 728 of their direction to administration to establish a Working Group of education partners, to consider the request for the creation of a stand-alone anti-homophobia policy, prior to the Fall of 2012; and

THAT the delegations be further advised that a Working Group has commenced the review of the questions and requests raised at the Board Meeting and progress is well under way.

CARRIED

## (c) Financial Statements for the Year Ended 2012-06-30

It was moved by Trustee Allen, seconded by Trustee Glass:

THAT the Financial Statements for the fiscal year ended 2012-06-30 be accepted subject to receiving the Auditor's report for the fiscal year ended 2012-06-30; and

THAT the Auditor's report for the fiscal year ended 2012-06-30 be formally presented to the Board at a future meeting; and

THAT the Financial Statements be submitted to the Ministry of Education.

CARRIED

#### (d) Bylaw #210, Re: David Brankin Elementary – Site #058 – Statutory Rightof-Way – City of Surrey

It was moved by Trustee Glass, seconded by Trustee Wilson:

THAT Bylaw #210, Re: David Brankin Elementary – Site #058 – Statutory Right-of-Way – City of Surrey be given three (3) readings at this meeting.

CARRIED

It was moved by Trustee Wilson, seconded by Trustee Allen:

THAT Bylaw #210, Re: David Brankin Elementary – Site #058 – Statutory Right-of-Way – City of Surrey be approved as read a first time.

CARRIED

It was moved by Trustee Dobie, seconded by Trustee Wilson:

THAT Bylaw #210, Re: David Brankin Elementary – Site #058 – Statutory Right-of-Way – City of Surrey be approved as read a second time.

CARRIED

It was moved by Trustee Masi, seconded by Trustee Wilson:

THAT Bylaw #210, Re: David Brankin Elementary – Site #058 – Statutory Right-of-Way – City of Surrey be approved as read a third time and finally adopted.

CARRIED

## (e) Capital Project Bylaw No. 126499 – New Playground Equipment (Phase 3)

It was moved by Trustee Allen, seconded by Trustee Wilson:

THAT Capital Project Bylaw No. 126499 be given three (3) readings at this meeting.

CARRIED

It was moved by Trustee Wilson, seconded by Trustee Glass:

THAT Capital Project Bylaw No. 126499 be approved as read a first time.

CARRIED

It was moved by Trustee Masi, seconded by Trustee Dobie:

THAT Capital Project Bylaw No. 126499 be approved as read a second time.

CARRIED

It was moved by Trustee Wilson, seconded by Trustee Allen:

THAT Capital Project Bylaw No. 126499 be approved as read a third time and finally adopted.

CARRIED

#### (f) Capital Project Bylaw No. 126450 Carbon Neutral Capital Program

It was moved by Trustee Allen, seconded by Trustee Glass:

THAT Capital Project Bylaw No. 126450 be given three (3) readings at this meeting.

CARRIED

It was moved by Trustee Wilson, seconded by Trustee Masi:

THAT Capital Project Bylaw No. 126450 be approved as read a first time.

CARRIED

It was moved by Trustee Allen, seconded by Trustee Wilson:

THAT Capital Project Bylaw No. 126450 be approved as read a second time.

CARRIED

It was moved by Trustee Dobie, seconded by Trustee Wilson:

THAT Capital Project Bylaw No. 126450 be approved as read a third time and finally adopted.

CARRIED

#### [4] INFORMATION AND PROPOSALS

#### (a) Trustee Reports

Trustees reported on their activities since the last Board meeting.

## (b) Progress Report - Active Capital Projects

Trustees received a progress report regarding active capital projects.

#### (c) <u>Incoming Correspondence</u>

There were no correspondence items requiring Trustees' attention.

#### [5] **FUTURE BUSINESS**

#### (a) <u>Items for Future Discussion</u>

Trustees made note of topics requiring discussion by the Board in the future on the agenda administrative memorandum schedule.

#### (b) Future Meetings

Trustees made note of future meetings outlined on the agenda administrative memorandum schedule.

#### [6] QUESTION PERIOD

An informal question period of up to 30 minutes will be provided immediately following the conclusion of the meeting.

#### [7] ADJOURNMENT

It was moved by Trustee Glass, seconded by Trustee Wilson:

THAT the Regular meeting of the Board be adjourned at 7:47 p.m. CARRIED

L.	McNally	
	nairpersor	1

W. Noye Secretary-Treasurer

# BOARD OF EDUCATION of SCHOOL DISTRICT NO. 36 (SURREY)

### REPORT OF SPECIAL (IN-CAMERA) BOARD MEETING

#### 2012-06-21 "A" MEETING

#### **Trustees Present:**

- L. McNally, Chairperson
- S. Wilson, Vice Chairperson
- T. Allen
- C. Dobie
- L. Larsen

#### **Decisions Made by the Board Included:**

- 1. Senior Management contract renewals
- 2. Summer Learning Principal appointment.

WDN/Im

# BOARD OF EDUCATION of SCHOOL DISTRICT NO. 36 (SURREY)

#### REPORT OF SPECIAL (IN-CAMERA) BOARD MEETING

#### 2012-06-21 "B" MEETING

#### **Trustees Present:**

- L. McNally, Chairperson
- S. Wilson, Vice Chairperson
- T. Allen
- C. Dobie
- L. Larsen

#### **Decisions Made by the Board Included:**

- 1. Approval of Minutes and Public Records of the Special (In-Camera) Board meetings held 2012-06-07 "A", 2012-06-07 "B" and 2012-06-11.
- 2. Property matters.
- StrongStart staffing.
- 4. Kindergarten students to remain in pre-school.
- 5. Principals & Vice Principals contract renewals.
- Community-Schools Partnership staffing.
- 7. French Immersion Helping Teacher funding.
- 8. Provincial Resource Programs staffing.
- Changing Results for Young Readers staffing.
- Surrey Wrap Program staffing.
- 11. Surrey Appreciates "ME" staffing.
- 12. Diverse Youth Gang Prevention & Intervention Continuum Program staffing.
- School Meals Program staffing.

#### Matters Discussed by the Board Included:

Update – Learning Improvement Fund.

#### BOARD OF EDUCATION of SCHOOL DISTRICT NO. 36 (SURREY)

#### REPORT OF SPECIAL (IN-CAMERA) BOARD MEETING

#### 2012-06-28 MEETING

#### **Trustees Present:**

- L. McNally, Chairperson
- S. Wilson, Vice Chairperson
- T. Allen
- C. Dobie
- L. Larsen

#### Decisions Made by the Board Included:

- 1. Property matters
- Proposed Provincial Collective Agreement BCPSEA / BCTF.

# Matters Discussed by the Board Included:

1. Personnel matter.

WDN/lm

#### BOARD OF EDUCATION of SCHOOL DISTRICT NO. 36 (SURREY)

### REPORT OF SPECIAL (IN-CAMERA) BOARD MEETING

#### 2012-08-08 MEETING

### **Trustees Present:**

L. McNally, Chairperson

C. Dobie

L. Larsen

R. Masi

# **Decisions Made by the Board Included:**

1. Property matters.



# Schedule 3(b) of the

# ADMINISTRATIVE MEMORANDUM (Regular)

		(Regular)	
MEETING DATE:	2012-09-27		
TOPIC:	2011/2012 AUDITED FINANCIAL STATEMENTS		
the year ended 201		g, the Board received the Financial Statements for	
The Board, after red	ceiving the Financia	Statements, adopted the following motion:	
		the fiscal year ended 2012-06-30 be accepted port for the fiscal year ended 2012-06-30; and	
	itor's report for the fisc t a future meeting; and	al year ended 2012-06-30 be formally presented d	
THAT the Fina	ncial Statements be s	submitted to the Ministry of Education."	
	s for the year ended	ded his report and approval (attached) for the 2012-06-30 that were presented at the 2012-09-	
IT IS RECOMMEND	ED:		
THAT the File approved.	nancial Statements	for the fiscal year ended 2012-06-30 be	
Enclosures:	Submitted by:	W. D. Noye, Secretary-Treasurer	
X	Approved by:	M. A. McKay, Superintendent	



#### INDEPENDENT AUDITOR'S REPORT

To the Members of Board of Education of School District No. 36 (Surrey), and

To the Minister of Education, Province of British Columbia

#### Report on the Financial Statements

I have audited the accompanying financial statements of School District No. 36 (Surrey), which comprise the statement of financial position as at June 30, 2012, and the statements of revenue and expense, changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines, is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

In my view, the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### **Opinion**

In my opinion, the financial statements present fairly, in all material respects, the financial position of School District No. 36 (Surrey) as at June 30, 2012, and the results of its operations

and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

#### **Other Matters**

The attached supplementary information included in Schedules A1 to A5, B1 to B3 and C1 to C5 is presented for the purposes of additional analysis and has not been audited.

Victoria, British Columbia September 13, 2012 John Doyle, MAcc, CA Auditor General



#### Schedule 3(c) REVISED

# of the ADMINISTRATIVE MEMORANDUM (Regular)

MEETING DATE: 2012-09-27

TOPIC:

AWARD OF CONSTRUCTION CONTRACT - KATZIE

**ELEMENTARY - SITE #201 - NEW SCHOOL** 

Construction bids for the construction of Katzie Elementary – Site #201 – New School, located at 6887 – 194A Street, were opened at 2:00 p.m. on 2012-09-20. A total of seven (7) firms submitted bids for the project. A bid summary is attached.

The lowest qualified bid of \$9,850,000 (excluding HST) was submitted by Pro-Can Construction Group Corp. In addition, a Post-Tender Addendum in the amount of \$200,000 for Field Upgrade and related items which will bring the contract value to \$10,050,000 (excluding HST).

#### IT IS THEREFORE RECOMMENDED:

THAT, subject to receiving government funding, the Board's signing officers be authorized to execute standard Stipulated Price Construction Contract with the lowest qualified bidder, Pro-Can Construction Group Corp., in the total amount of \$10,050,000 (excluding HST) for the construction of Katzie Elementary – Site #201 – New School, located at 6887 – 194A Street.

Enclosures:		
X	Submitted by: _	W.D. Noye, Secretary-Treasure
	Approved by: _	M. A. McKay, Superintendent

WDN/dg

MEETING DATE: 2012-09-27

SCHEDULE:

3(c) REVISED

TOPIC:

**AWARD OF CONSTRUCTION CONTRACT - KATZIE** 

**ELEMENTARY - SITE #201 - NEW SCHOOL** 

#### **BID RESULTS**

Closed Date: 2012-09-20 at 2:00 p.m.

Bidder	Total Amount of Bid Bor Base Bid (excluding H.S.T.)	
Pro-Can Construction Group Corp.	\$9,850,000.00	Yes
Olivit Construction Ltd.	\$10,195,000.00	Yes
LEC Engineering Contracting Ltd.	\$10,638,000.00	Yes
Tritan Construction Ltd.	\$10,838,000.00	Yes
Preview Builders International Inc.	\$10,983,978.00	Yes
Carillion Pacific Construction Inc.	\$11,365,000.00	Yes
Titan Construction Company Limited	\$11,424,000.00	Yes



Schedule 3(d)

# of the ADMINISTRATIVE MEMORANDUM (Regular)

MEETING DATE: 2012-09-27

TOPIC:

AWARD OF CONSTRUCTION CONTRACT - GOLDSTONE

PARK ELEMENTARY - SITE #211 - NEW SCHOOL

Construction bids for the construction of Goldstone Park Elementary – Site #211 – New School, located at 6287 – 146<sup>th</sup> Street, were opened at 2:00 p.m. on 2012-09-25. A total of six (6) firms submitted bids for the project. A bid summary is attached.

The lowest qualified bid of \$9,937,000 (excluding HST) was submitted by Olivit Construction Ltd. In addition, a Post-Tender Addendum in the amount of \$300,000 for Field Upgrade and related items which will bring the contract value to \$10,237,000 (excluding HST).

#### IT IS THEREFORE RECOMMENDED:

THAT, subject to receiving government funding, the Board's signing officers be authorized to execute standard Stipulated Price Construction Contract with the lowest qualified bidder, Olivit Construction Ltd. in the total amount of \$10,237,000 (excluding HST) for the construction of Goldstone Park Elementary – Site #211 – New School, located at 6287 – 146<sup>th</sup> Street.

Enclosures:		
X	Submitted by:	W.D. Nove, Secretary-Treasurer
	Approved by	
	Approved by:	M. A. McKay, Superintendent

WDN/dg

MEETING DATE: 2012-09-27

SCHEDULE:

3(d)

TOPIC:

AWARD OF CONSTRUCTION CONTRACT - GOLDSTONE

PARK ELEMENTARY - SITE #211 - NEW SCHOOL

#### **BID RESULTS**

Closed Date: 2012-09-25 at 2:00 p.m.

Bidder	Total Amount of Base Bid (excluding H.S.T.)	Bid Bond	
Olivit Construction Ltd.	\$9,937,000.00	Yes	
LEC Engineering Contracting Ltd.	\$9,968,000.00	Yes	
Envoy Construction Services	\$10,113,000.00	Yes	
Tritan Construction Ltd.	\$10,210,000.00	Yes	
Heatherbrae Builders Co. Ltd.	\$10,460,000.00	Yes	
Lark Projects Ltd.	\$10,777,000.00	Yes	



Schedule 4(b) of the

# ADMINISTRATIVE MEMORANDUM (Regular)

MEETING DATE:	2012-09-27
TOPIC:	INCOMING CORRESPONDENCE

CATEGORY #3 (Requiring Board action)

NUMBER	FROM	SUBJECT
No items.		



Schedule 5(a) of the

# ADMINISTRATIVE MEMORANDUM (Regular)

MEETING DATE:	2012-09-27		
TOPIC:	ITEMS FOR FUTURE DISCUSSION (REGULAR)		
No Home			
No items.			
Enclosures:	Submitted by:		
	- asimison sy	W.D. Noye, Secretary-Treasurer	
	Approved by:	M.A. McKay, Superintendent	



# Schedule 5(b) of the

# ADMINISTRATIVE MEMORANDUM (Regular)

MEETING DATE: 2012-09-27

TOPIC:

**FUTURE MEETINGS** 

DATE	TIME	PLACE		EVENT
Thursday, October 18/12	7:00 pm	District Ed. Centre		Regular Board
Thursday, November 8/12 Thursday, November 22/12	7:00 pm 7:00 pm	District Ed. Centre District Ed. Centre	į.	Regular Board Regular Board
Thursday, December 13/12	7:00 pm	District Ed. Centre		Regular Board

Enclosures:	Submitted by:	W.D. Noye, Secretary-Treasurer
	Approved by:	M
		M.A. McKay, Superintendent