

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

**REGULAR BOARD MEETING**

**AGENDA**

**MEETING DATE:** 2012-12-13

**TIME:** 7:00 p.m.

**MEETING PLACE:** School District No. 36 (Surrey)  
District Education Centre  
Main Boardroom - Room #2020

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1. CALL TO ORDER

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

2. DELEGATIONS

3. ACTION ITEMS

- (a) Adoption of Minutes of Regular Board Meeting Held 2012-11-22
- (b) Capital Project Bylaw No. 116492 – Replacement of Three Passenger Buses
- (c) Establishment of an Academy for Integrated Mathematics and Science at Fraser Heights Secondary – Site #141
- (d) Tuition-free Education to Graduated Adults
- (e) Election of Chairperson & Vice Chairperson - 2013

4. INFORMATION & PROPOSALS

- (a) Trustee Reports
- (b) Progress Report – Active Capital Projects
- (c) The Superintendent's Annual Report on Student Achievement (*to be distributed*)
- (d) Board Committees / Trustee Representation Appointments – 2013
- (e) Incoming Correspondence

*Cont'd...*

REGULAR BOARD MEETING  
**AGENDA**

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District Education Centre  
Main Boardroom - Room #2020**

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5. FUTURE BUSINESS

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

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.

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

**Schedule 1(b)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2012-12-13**

**TOPIC: APPROVAL OF AGENDA OF REGULAR BOARD MEETING**

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**IT IS RECOMMENDED:**

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

Enclosures:



Submitted by:

\_\_\_\_\_  
W.D. Noye, Secretary-Treasurer

Approved by:

\_\_\_\_\_  
M.A. McKay, Superintendent

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

**Schedule 3(a)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2012-12-13**

**TOPIC: ADOPTION OF MINUTES OF REGULAR BOARD MEETING  
HELD 2012-11-22**

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**IT IS RECOMMENDED:**

THAT the Minutes of the Regular Board meeting held 2012-11-22 be adopted as circulated.

Enclosures:



Submitted by:

\_\_\_\_\_  
W.D. Noye, Secretary-Treasurer

Approved by:

\_\_\_\_\_  
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, NOVEMBER 22nd, 2012 AT 7:00 P.M.**

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**IN ATTENDANCE**

**Trustees**

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

**Staff**

M. McKay, Superintendent  
P. Dundas, Acting Secretary-Treasurer  
J. Tinney, Deputy Superintendent  
L. McCuaig, Executive Assistant

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**[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:

Bernadine Babuik, Health & Safety Consultant; Mary Campbell, Manager, Health & Safety; Cathy Cook, Director, BCMSA; Kerry Magnus, Associate Director, Business Management Services; Loris Pante, Executive Director, Human Resources; 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**

(c) Presentation: Certificate of Recognition (COR) Program

Cathy Cook, Director, BC Municipal Safety Association, provided Trustees with information about the certification program for the District Health and Safety Management System.

The school district is the largest employer certified to date by the BCMSA. The magnitude and complexity of this achievement was recognized by both BCMSA and the Board. Certificate of Recognition Program (COR)

The district will realize significant financial rewards through savings in annual rates and fees, as well as cultural rewards in working together towards a healthy, safe environment for students, staff and the community.

Ms. Cook presented the Chairperson, on behalf of the Board, with the official Certificate of Recognition.

[2] DELEGATIONS

No items.

[3] ACTION ITEMS

(a) Adoption of Minutes of Regular Board Meeting Held 2012-11-08

It was moved by Trustee Allen seconded by Trustee Wilson:

THAT the Minutes of the Regular Board meeting held 2012-11-08 be adopted as circulated.

CARRIED

(b) Award of Construction Contract – Fraser Heights Secondary – Site #141 - Addition

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

THAT, subject to receiving government funding, the Board's signing officers be authorized to execute standard Stipulated Price Construction Contract with the lowest bidder, Envoy Construction Services Ltd., in the total amount of \$4,155,000 (excluding HST) for an addition at Fraser Heights Secondary – Site #141, located at 16060 – 108 Avenue.

CARRIED

(c) Award of Construction Contract – Panorama Ridge Secondary – Site #032 - Addition

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

THAT, subject to receiving government funding, the Board's signing officers be authorized to execute standard Stipulated Price Construction Contract with the lowest bidder, Preview Builders International Inc., in the total amount of \$4,686,375 (excluding HST) for an addition at Panorama Ridge Secondary – Site #032, located at 13220 – 64 Avenue.

CARRIED

[4] **INFORMATION AND PROPOSALS**

(a) Trustee Reports

Trustees reported on their activities since the last Board meeting.

(b) Incoming Correspondence

There were no correspondence items requiring Trustees' attention.

[5] **FUTURE BUSINESS**

(a) Items for Future Discussion

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 Allen, seconded by Trustee Wilson:

THAT the Regular meeting of the Board be adjourned at 7:33 p.m.  
**CARRIED**

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L. McNally  
Chairperson

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P. Dundas  
Acting Secretary-Treasurer

PLD/lm

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

**Schedule 3(b)**

**of the  
ADMINISTRATIVE MEMORANDUM  
(Regular)**

MEETING DATE: 2012-12-13

TOPIC: **CAPITAL PROJECT BYLAW NO. 116492 – REPLACEMENT OF  
THREE PASSENGER BUSES**

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The Ministry of Education has approved an increase in the maximum allocation to the district's 2012/2013 Capital Plan in the amount of \$315,949 as follows:

<u>Project No.</u>	<u>Project Description</u>	<u>Amount</u>
116492	Replacement of three passenger buses	<u>\$315,949</u>

**IT IS THEREFORE RECOMMENDED:**

THAT, Capital Project Bylaw No. 116492 be given three (3) readings at this meeting (vote must be unanimous).

**BYLAW RECOMMENDATION:**

1. THAT Capital Project Bylaw No. 116492 be approved as read a first time.
2. THAT Capital Project Bylaw No. 116492 be approved as read a second time.
3. THAT Capital Project Bylaw No. 116492 be approved as read a third time and finally adopted.

Enclosures:



Submitted by: \_\_\_\_\_  
W.D. Noye, Secretary-Treasurer

Approved by: \_\_\_\_\_  
M. A. McKay, Superintendent

**CAPITAL BYLAW NO. 116492**  
**- REPLACEMENT OF THREE PASSENGER BUSES**

A BYLAW by the Board of Education of School District No. 36 (Surrey) (hereinafter called the "Board") to adopt a Capital Project of the Board pursuant to Sections 143 (2) and 144 (1) of the *School Act*, R.S.B.C. 1996, c. 412 as amended from time to time (called the "*Act*").

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 116492.

NOW THEREFORE the Board agrees to the following:

- (a) upon approval to proceed, commence the Project and proceed diligently and use its best efforts to complete the Project substantially as directed by the Minister;
- (b) observe and comply with any rule, policy or regulation of the Minister as may be applicable to the Board or the Project; and,
- (c) maintain proper books of account, and other information and documents with respect to the affairs of the Project, as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$315,949 for Project No. 116492 is hereby adopted.
- 2. This Bylaw may be cited as School District No.36 (Surrey) Capital Bylaw No. 116492.

READ A FIRST TIME THE 13<sup>TH</sup> DAY OF DECEMBER, 2012;  
READ A SECOND TIME THE 13<sup>TH</sup> DAY OF DECEMBER, 2012;  
READ A THIRD TIME, PASSED AND ADOPTED THE 13<sup>TH</sup> DAY OF DECEMBER, 2012.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 36 (Surrey) Capital Bylaw No. 116492 adopted by the Board the 13<sup>th</sup> day of December, 2012.

\_\_\_\_\_  
Secretary-Treasurer

/dg

**BOARD OF EDUCATION**  
of  
**SCHOOL DISTRICT NO. 36 (SURREY)**  
Schedule (3c)  
of the  
**ADMINISTRATIVE MEMORANDUM**  
(Regular)

**MEETING DATE: 2012-12-13**

**TOPIC: ESTABLISHMENT OF AN ACADEMY FOR INTEGRATED  
MATHEMATICS AND SCIENCE AT FRASER HEIGHTS  
SECONDARY – SITE #141**

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Fraser Heights Secondary is proposing an Academy for Integrated Mathematics and Science for students in grades 11 and 12. The program will provide students with an enriched and integrated program of studies in Math and Science and has the support of the School Planning Council. The academy will be a two-year program, comprising half of the student's school day throughout grades 11 and 12. Upon completion of the academy, students will receive up to 32 credits for senior level Math and Science courses, and up to 17 credits of university level courses - Advanced Placement and/or Simon Fraser University credits (SFU approval pending).

Instruction will be provided by Fraser Heights Math and Science teachers and SFU professors. Some lab components may be taught on campus at SFU Surrey.

Academy fees for each of the grade 11 and 12 years will be \$150. In addition, the following approximate fees are applicable to the grade 12 year only:

Optional Advanced Placement exams (estimated at \$90)

SFU tuition (currently \$170 per credit, estimated total tuition \$1350).

Specific information about the proposed program is attached.

**IT IS THEREFORE RECOMMENDED:**

THAT the proposal to offer an Academy for Integrated Mathematics and Science at Fraser Heights Secondary beginning in September 2013 be approved; and

THAT the fee for participation in the Academy for Integrated Mathematics and Science be set at \$150.00 per school year, with additional fees for Advanced Placement exams and Simon Fraser University course credits as set by the external agencies.

Submitted by:

\_\_\_\_\_  
Jordan Tinney, Deputy Superintendent

Approved by:

\_\_\_\_\_  
M. A. McKay, Superintendent

Enclosures:



## **Fraser Heights Academy for Integrated Mathematics and Science**

**Goal:** To allow students in grade 11 and 12 an opportunity to enrich their science experience in a secondary school setting. This enrichment will include:

- Promoting a community of learners to engage in creative and meaningful questions in the field of mathematics and science.
- An opportunity for students to better appreciate the process of acquiring scientific knowledge.
- Allowing students to inquire, seek answers and defend their findings by effectively communicating their ideas.

By the end of the two year program students will get credit for the following courses:

- Pre-Calculus 12, AP Calculus BC
- Chemistry 11 and 12, SFU Chemistry 121, 122 and 126
- Physic 11 and 12, AP Physics B

**Logistics:** The program will require a two-year commitment for the student starting in their grade 11 year. Each semester, half of their timetable, two blocks (morning or afternoon) will be designated for the Science Academy. This will continue over the four semesters of their grade 11 and 12 years. During the other two blocks, students will be timetabled with all other Fraser Heights students. This will allow students to take English 11 and 12, Social Studies 11 and other electives within the school community.

During their two blocks of Science Academy students will be in their cohort with a flexible instructional schedule designed by their instructors. The two and half hours each day will be used for lecture, labs, group work and/or independent studies. With this flexible schedule curriculum can be compressed, integration between mathematics and science can be better achieved and the scientific process can be modeled and reinforced.

As mentioned above students who complete this program will attain:

- 32 high school credits (8 classes)
  - Pre-Calculus 12, Chemistry 11 and 12, Physics 11 and 12 (all 4 credits)
  - AP Calculus BC (8 credits), AP Physics B (4 credits)
- 17 University credits (5 classes)
  - AP Calculus BC (6 credits)
  - AP Physics B (3 credits)
  - SFU Chemistry 121 (4credits), 122 (2credits) and 126 (2credits)

**Enrollment:** We will accept 60 grade 11 students into this program in September 2013. Students will apply for the program by submitting: transcripts, 2 references, a short student essay and a scientific problem solving activity to demonstrate their understanding of the scientific process. Although we expect most of the students will be from Fraser Heights Secondary application to this program will be open to all students in the district.

In the first year of study, students will be instructed in Pre-Calculus 12, Chemistry 11 and 12, Physics 11 and some Physics 12 topics. Along with traditional instruction, an open inquiry approach to learning will be used in preparation for a Capstone project in the grade 12 year. This will include the use of technology in a laboratory setting to model the scientific process. Furthermore field trips will be taken and work experience placements will be offered to students to reinforce the process of acquiring and applying scientific knowledge.

In the second year of study, students will be instructed in AP Calculus BC, AP Physics B and SFU Chemistry 121, 122 and 126. The SFU courses will be instructed by SFU professors at Fraser Heights Secondary and the lab component will be completed at the SFU Surrey Campus. (SFU approval is pending at this time.)

In September 2014, in addition to the 60 students that will be in their grade 12 year, we would accept another group of 60 grade 11 students. This process will then continue each year as it is hoped that 120 students will be maintained each year.

**Costs to the Students:** This is yet to be finalized as there are some factors beyond our control. However this is a potential list of costs associated with being part of the Science Academy.

Annual fee (includes: field studies, lab equipment and chemicals over and above what is normally provided).                      \$150 per year

SFU Courses, 8 credits currently ~\$170 per credit	~\$1350
AP Exams (optional)	~\$90

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

**Schedule 3(d)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

MEETING DATE: **2012-12-13**

TOPIC: **Tuition-free Education to Graduated Adults**

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**Graduated Adults:**

Effective May 5, 2012, graduated adult students will be funded for a select group of upgrading and literacy courses offered at continuing education centres, K-12 schools or through distributed learning. Courses eligible for funding can be found in [Appendix 1: Courses Funded Under the Education Guarantee](#) of the [Education Guarantee](#) Page.

To be eligible to claim for funding, the board of education must

- pass a motion that it intends to provide tuition-free education to graduated adults in Continuing Education and/or K-12 schools, and notify the ministry that it has done so;
- ensure that [graduated students](#) are ordinarily resident in BC, enrolled in the district, and under the supervision of, assessed and evaluated by an employee of the Board of Education who is certified by the Teacher Regulation Branch.

Eligible courses will be funded if they are documented on a Course Enrolment Form and if the student taking the course(s) meets the attendance requirement as defined above. Graduated adults are not eligible for special education funding.

**ALL ADULTS:**

Adult students are not eligible for ELL or Aboriginal Education Funding.  
Adults may be charged fees for courses that are not “Eligible courses” as defined above.

*Cont'd...*

MEETING DATE: 2012-12-13

SCHEDULE: 3(d)

TOPIC: **Tuition-free Education to Graduated Adults**

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**IT IS THEREFORE RECOMMENDED:**

THAT the Board approve the provision of tuition-free education for a select group of courses as outlined by the Ministry of Education to graduated adults in Continuing Education and/or K-12 schools; and

THAT the Ministry of Education be formally advised of the Board's decision.

Enclosures:



Submitted by: \_\_\_\_\_

Dave Paul, Assistant Superintendent

Approved by: \_\_\_\_\_

M. A. McKay, Superintendent

DP:dg



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

## **PROGRESS REPORT - ACTIVE CAPITAL PROJECTS**

***As of December 13, 2012***

Please note that the completion/occupancy dates showing are target dates, based on known circumstances. These dates may well change if they prove to be unrealistic.

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### **Site #001 – Hjorth Road Elementary** *(Seismic Upgrade)*

- Planning Funds were approved by the Ministry of Education in 2005/2006 to determine viability of a structural seismic upgrade;
- 2007-01-09 Bush, Bohlman & Partners appointed Prime Consultant;
- 2007-09-18 Covered Play Area – Completed.

### **Site #032 – Panorama Ridge Secondary** *(Addition & NLC)*

- 2011-10-31 BC Government announced funding;
- 2011-11-10 Board appointed Grant & Sinclair Architects Ltd. to prepare a Project Definition Report (PDR);
- 2012-03-29 Board appointed Grant & Sinclair Architects Ltd. as Project Architect;
- 2012-05-17 Board approved sketch plans and Capital Project Funding Agreement (CPFA);
- 2012-05-25 Ministry of Education approved CPFA;
- 2012-11-15 Bid closing date;
- 2012-11-22 Board approved contract award to Preview Builders International Inc.;
- 2014-03 Anticipated Completion.

### **Site #053 – T. E. Scott Elementary** *(Addition and Building Upgrade)*

- 2010-06-14 Ministry of Education announced funding;
- 2010-06-24 Board appointed Craven Huston Powers Architects as Project Architect;
- 2010-09-23 Board approved sketch plans;
- 2011-02-10 Board approved Capital Project Funding Agreement;
- 2011-03-25 Ministry approved Capital Project Funding Agreement;
- 2011-05-31 Bid closing date;
- 2011-06-09 Board approved contract award to Titan Construction Company Limited;
- 2013-03 Anticipated Completion.

### **Site #059 – Riverdale Elementary** *(Seismic Upgrade)*

- Planning Funds were approved by the Ministry of Education in 2005/2006 to determine viability of a structural seismic upgrade;
- 2007-01-09 Bush, Bohlman & Partners appointed Prime Consultant;
- 2007-09-18 Covered Play Area – Completed;

*Cont'd...*

- Ministry mandated Feasibility Study completed.

**Site #140 – Martha Jane Norris Elementary** (Addition)

- Planning Funds were approved in the 2003/2006 Capital Plan for an addition to increase capacity from 80K + 425 to 80K + 550 student spaces in year 2 (2004-05);
- Phase I of a 2 phase Ministry mandated Feasibility Study underway;
- 2004-08-24 the Board approved an amendment to the Ministry 2004-2008 Five Year Capital Plan approving that the funding year for the addition to Chimney Hill Elementary (from year three 2006/2007 to year one 2004/2005) and the funding year for the addition to Martha Jane Norris (from year one 2004/2005 to year three 2006/2007) be changed.

**Site #141 – Fraser Heights Secondary** (Addition & NLC)

- 2011-10-31 BC Government announced funding;
- 2011-11-10 Board appointed Grant & Sinclair Architects Ltd. to prepare a Project Definition Report (PDR);
- 2012-03-29 Board appointed Grant & Sinclair Architects Ltd. as Project Architect;
- 2012-05-17 Board approved sketch plans and Capital Project Funding Agreement (CPFA);
- 2012-05-25 Ministry of Education approved CPFA;
- 2012-11-08 Bid closing date;
- 2012-11-22 Board approved contract award to Envoy Construction Services Ltd.;
- 2014-01 Anticipated Completion.

**Site #201 – Katzie Elementary** (New School & NLC)

- 2011-10-31 BC Government announced funding;
- 2011-11-10 Board appointed Craven Huston Powers Architects to prepare a Project Definition Report (PDR);
- 2012-03-29 Board appointed Craven Huston Powers Architects as Project Architect;
- 2012-05-17 Board approved sketch plans and Capital Project Funding Agreement (CPFA);
- 2012-05-25 Ministry of Education approved CPFA;
- 2012-09-20 Bid closing date;
- 2012-09-27 Board approved contract award to Pro-Can Construction Group Corp.;
- 2014-03 Anticipated Completion.

**Site #202 – Sunnyside Elementary** (Replacement & NLC)

- 2009-04-16 Board approved Bylaw #186 Re: Sunnyside Elementary School – Site #038 – School Closure – effective 2011-09-01. It is proposed that the Sunnyside School program be relocated upon the completion of a new school Grandview Heights NW Area Elementary – Site #202 located at 2828 – 159<sup>th</sup> Street;
- 2010-02-11 Board approved sketch plans, Site #202;

- 2010-10-27 Ministry of Education staff approved adding Neighbourhood Learning Centre to Site #202;
- 2011-02-10 Board approved sketch plans, Site #202 Neighbourhood Learning Centre;
- 2011-12-15 Board approved Capital Project Funding Agreement (CPFA);
- 2012-01-18 Ministry of Education approved CPFA
- 2012-02-08 Issued bid documents;
- 2012-03-08 Bid closing date;
- 2012-05-17 Board approved contract award to Bouygues Building Canada Inc.;
- 2013-08 Anticipated Completion.

**Site #211 – Goldstone Park Elementary** (New School & NLC)

- 2011-10-31 BC Government announced funding;
- 2011-11-10 Board appointed Craven Huston Powers Architects to prepare a Project Definition Report (PDR);
- 2012-03-29 Board appointed Craven Huston Powers Architects as Project Architect;
- 2012-05-17 Board approved sketch plans and Capital Project Funding Agreement (CPFA);
- 2012-05-25 Ministry of Education approved CPFA;
- 2012-09-25 Bid closing date;
- 2012-09-27 Board approved contract award to Olivit Construction Ltd.;
- 2013-12 Anticipated Completion.

# Superintendent's Report on Student Achievement 2012/2013

- ▶ Ensure transparency and accountability for each school district in terms of its responsibility for improving student achievement; and
- ▶ Provide information that will facilitate subsequent planning for continuing improvement of student achievement at the school and school district levels

Data and evidence used to report student achievement should include provincial and local (district) measures. Local data could include a number of district wide instruments commonly used, district designed measures such as school assessments and teacher classroom assessments.

*Districts may report additional areas of student achievement arising from the most recent achievement contract.*

The Superintendent's report is a public document, should be "reader friendly" and easily understandable.

## The Superintendent's Report

- ☐ Should be brief and to the point.
- ☐ Should be focussed on results and evidence of acquired results.
- ☐ Should be a useful point of departure for future planning.
- ☐ Must be submitted to the Board of Education by December 15.
- ☐ Must be submitted by email by January 31.

## Ministry of Education School Act

*Section 22 of the School Act states the following:*

"A board must appoint a superintendent of schools for a school district who, under the general direction of the board..., (b.1) must, on or before December 15 of a school year, prepare and submit to the board a report on student achievement in that district for the previous year.

*Section 79.3 goes on to say:*

"On receipt of a report submitted by a superintendent of schools under Section 23 (1)(b.1), the board must, on approval of the report,

- A) Immediately, and in any event no later than January 31<sup>st</sup> of the school year in which the board receives the report, submit that report to the minister, and
- B) As soon as practicable, make the report available to the public."

*Please use this form to summarize the required elements of the Superintendent's Report.*

*While images cannot be inserted into the form, you may reference an appendix of supporting materials (e.g. charts, tables) and attach them to the submission email.*

*The completed report will be published on the Ministry website.*

## Questions and/or concerns

Direct questions and/or concerns to the Ministry by email: [EDUC.Achievement@gov.bc.ca](mailto:EDUC.Achievement@gov.bc.ca)

School District No:

School District Name:

## 1. Improving Areas of Student Achievement

What is improving?

What evidence confirms this area of improvement?

## 2. Challenging Areas

What trends in student achievement are of concern to you?

What evidence indicates this is an area of concern?

### 3. Programs / Performance / Results & Intervention

Comment on the effect of interventions and programs with specific reference to goals and targets set out in your last Achievement Contract.

Please include comments on the effect of interventions and programs. Based on acquired evidence, what efforts appear to be making a difference?

### 3. Programs / Performance / Results & Intervention (continued)

List any other Achievement programs you may have implemented in addition to previous years goals and targets and their results.



#### 4. Targets (Summarize the targets set out in your Achievement Contracts)

I.) Literacy: Identify your district's target(s) for literacy.

State the specific evidence and measures of student achievement in literacy and the results that have been realized.

## 4. Targets (Summarize the targets set out in your Achievement Contracts) (continued)

II.) Completion Rates: Identify your district's target(s) for completion rates.

Empty space for completion rate targets
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State the specific evidence and measures of student achievement for completion rates and the results that have been realized.

Empty space for evidence and measures of student achievement
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#### 4. Targets (Summarize the targets set out in your Achievement Contracts) (continued)

III.) Aboriginal Education: Identify your district's target(s) for aboriginal student improvement.

State the specific evidence and measures of student achievement for aboriginal students and the results that have been realized.

## 5. Children in Care

Summarize the work and your efforts in meeting the needs of Children in Care.

What categories of Children in Care have been successfully identified and are being monitored?

*(i.e.) continuing custody orders, temporary custody orders, other...*

What structures are in place to provide effective communications among MCFD offices, social workers, foster parents and schools?

What results are being achieved by students within the identified categories?

## 6. Early Learning

What strategies are in place to address the needs identified in Early Learning?

## 7. Other Comments

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8. Board approval date:

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

**2012 BOARD COMMITTEES & TRUSTEE REPRESENTATION**

(Revised 2012-04-23)

<b>BOARD COMMITTEES</b>		
<b>BUDGET COMMITTEE 2012/2013</b>	Chair:	T. Allen
Executive Committee attends all meetings.	COMMITTEE:	ALL TRUSTEES
<b>TRANSPORTATION COMMITTEE</b>	Chair:	T. Allen
Membership: Trustees (2), Secretary-Treasurer & Manager of Transportation Services. Meets only when there are specific requests for transportation services. Mostly active in September and October.	Trustee:	<b>R. Masi</b>

<b>STAKEHOLDERS &amp; ELECTED OFFICIALS LIAISON MEETINGS</b>		
Meetings are held at least annually with the groups identified below. The planned meetings permit the groups to meet collectively with Trustees and senior management informally to discuss issues and concerns having a district-wide interest. You are referred to Policy #2680 - <i>Stakeholders &amp; Elected Officials Liaison Meetings</i> for additional information.		
<b>BOARD / CITY COUNCIL LIAISON</b> - Surrey - White Rock	COMMITTEE:	ALL TRUSTEES
	Trustee:	S. Wilson
	Trustee:	L. McNally
<b>BOARD / CUPE LIAISON</b>	COMMITTEE:	ALL TRUSTEES
<b>BOARD / DPAC LIAISON</b>	COMMITTEE:	ALL TRUSTEES
<b>BOARD / EPEG LIAISON</b>	COMMITTEE:	ALL TRUSTEES
<b>BOARD / SPVPA LIAISON</b>	COMMITTEE:	ALL TRUSTEES
<b>BOARD / STA LIAISON</b>	COMMITTEE:	ALL TRUSTEES
<b>BOARD / ABORIGINAL COMMUNITY</b>	COMMITTEE:	ALL TRUSTEES
<b>BOARD / CHAMBERS OF COMMERCE LIAISON</b>	COMMITTEE:	ALL TRUSTEES
<b>BOARD / ETHNIC COMMUNITIES</b>	COMMITTEE:	ALL TRUSTEES
<b>BOARD / RCMP LIAISON</b>	COMMITTEE:	ALL TRUSTEES

## ADVISORY COMMITTEES FOR DISTRICT PROGRAMS

District program advisory committees meet at least three times each year to discuss program needs, enrolment, location, facilities and other relevant issues, and make recommendations to the Board. Membership includes:

- Trustee (1)
- Management Committee representatives (1-2)  
(Director of Instruction or Assistant Superintendent)
- Principal(s) of the schools involved
- DPAC representative (1)
- Parent Representatives (1-2)
- STA representatives (2) (usually teachers in the program)

<b>DISCOVERY SCHOOL PROGRAMS</b> Discovery Elementary	Trustee:	S. Wilson
<b>EAST KENSINGTON HERITAGE SCHOOL</b> East Kensington Elementary School	Trustee:	L. McNally
<b>FRENCH IMMERSION PROGRAMS</b> Crescent Park Elementary Henry Bose Elementary Jessie Lee Elementary K.B. Woodward Elementary Laronde Elementary Martha Currie Elementary Peace Arch Elementary Riverdale Elementary Simon Cunningham Elementary Sunrise Ridge Elementary Woodward Hill Elementary Earl Marriott Secondary Kwantlen Park Secondary Lord Tweedsmuir Secondary Panorama Ridge Secondary	Trustee:	<b>S. Wilson</b>
<b>INTEGRATED STUDIES</b> Elgin Park Secondary Johnston Heights Secondary	Trustee:	C. Dobie
<b>INTENSIVE FINE ARTS PROGRAMS</b> David Brankin Elementary White Rock Elementary	Trustee:	L. McNally
<b>INTER-A PROGRAM (INTEGRATED ACADEMICS)</b> Kwantlen Park Secondary	Trustee:	L. Larsen
<b>INTERNATIONAL BACCALAUREATE PROGRAM</b> Semiahmoo Secondary	Trustee:	R. Masi
<b>MONTESSORI PROGRAMS</b> Mountainview Montessori Elementary Sunnyside Elementary	Trustee:	R. Masi
<b>TRADITIONAL SCHOOL PROGRAMS</b> Cloverdale Traditional School McLeod Road Traditional School Surrey Traditional School	Trustee:	T. Allen



## DISTRICT COMMITTEES

### ABORIGINAL EDUCATION COUNCIL

Trustee:

L. Larsen

The Aboriginal Advisory Council meets at least twice each year to discuss program needs, enrolment, location, facilities and other relevant issues, and make recommendations to the Board.

Membership includes:

District Senior Management representative (Chair)

Trustee (1)

Representative(s) from:

- Semiahmoo First Nation & Katzie First Nation (2)
- Nova Metis Heritage Assn. & Metis Family Services (2)
- K'la-how-eya Aboriginal Centre of SACS (1)
- Kekanow Native Housing Society & Aboriginal Child & Family Develop. (2)

District Principal for Aboriginal Education (1)

CUPE, SPVPA, STA representatives (1 each)

Parents, Aboriginal community. (5)

Post Secondary representative(1)

Aboriginal Elder. (1)

### BUSINESS DEVELOPMENT EDITORIAL ADVISORY COMMITTEE

Trustee:

C. Dobie

The BDEAC will review publications directed to parents that promote external agencies in which the school district supplies multi-departmental content, to ensure the materials are appropriate for inclusion and consistent with Board policies and the goals and objectives of the school district. Membership includes:

Trustee (1)

Secretary-Treasurer (Chair)

Assistant Superintendent\*

Manager, Business Development\*

Manager, Communication Services\*

DPAC & SPVPA representatives (1 each)

\* Denotes also a member of the EDCOM Working Group

### EDUCATION BUSINESS COMMUNITY PARTNERSHIP ADVISORY COMMITTEE

Trustee:

R. Masi

Trustee:

T. Allen

This committee meets several times per year to discuss possible partnership and revenue generation opportunities that would be beneficial to both the school district and the business or community group sponsoring the activity. Membership includes:

Executive Committee member (Chair: Secretary-Treasurer)

Trustees (2)

Management Committee representative

Manager, Business Development

CUPE, DPAC, SPVPA, STA representatives (1 each)

Student representatives (2)

Surrey Board of Trade (1)

White Rock Chamber of Commerce (1)

## DISTRICT COMMITTEES / cont'd.

### IDEAS 36 Committee

This committee includes student representatives from each secondary school and focuses on Student Leadership matters.

Trustee:

S. Wilson

### STANDING ADVISORY COMMITTEE ON LEARNING RESOURCES (Health & Career Ed. K-9 & Planning 10)

Meets only as needed. Purpose to review suitability of learning resources for Health & Career Education K-9 and Planning 10. Membership includes:

Assistant Superintendent (Chair)

Trustees (2)

Director of Instruction

DPAC representatives (8)

STA & SPVPA representatives (2 each)

Trustee:

S. Wilson

Trustee:

L. Larsen

### PRINCIPAL & VICE PRINCIPAL SELECTION COMMITTEES

Elementary Vice Principals (2)

Trustee:

C. Dobie

Elementary Principals (2)

Trustee:

L. McNally

Secondary Vice Principals (2)

Trustee:

R. Masi

Secondary Principals (2)

Trustee:

S. Wilson

Learning Centre & Continuing Education

Trustee:

As required

District Vice Principal

Trustee:

As required

Summer School Principals

Trustee:

As required

Trustee:

As required

Trustee:

As required

Trustee:

As required

Trustee:

As required

Trustee:

As required

Trustee:

**As required**

### PUBLIC RELATIONS COMMITTEE

Involved in school naming, review of employee recognition initiatives.

Membership includes:

Trustees (3)

Executive Committee (1) (Deputy Superintendent)

Manager, Communications

CUPE, DPAC, EPEG, STA, & SPVPA representatives (1 each)

Student representatives (3)

Chair:

S. Wilson

Trustee:

T. Allen

Trustee:

C. Dobie

### SCHOOL MEAL ADVISORY COMMITTEE

Chair:

L. Larsen

Reviews policy and makes recommendations regarding the schools to be served by the program and levels of service provided. Membership includes:

Trustee (1)

Manager, Food Services

DPAC representative (1)

PAC Members at Large from participating schools (2)

Community representatives at Large (2)

Community Nutritionist or rep. from Fraser Health Authority (1)

Elementary Principal (1) & Secondary Principal (1)

STA representative (1)

CUPE representative (1)

### SOUTH FRASER TRADES ADVISORY COMMITTEE

Trustee:

T. Allen

Co-chaired by two Career Education Coordinators.

<b>TRUSTEE REPRESENTATION ON EXTERNAL COMMITTEES</b>		
<b>BC Public School Employers Association (BCPSEA)</b>	Trustee:	S. Wilson
<b>BC School Trustees Association (BCSTA)</b> Provincial Council Representative	Trustee: Alternate:	L. McNally S. Wilson
<b>BCSTA, Metro Branch - Lower Mainland E.S.L. Consortium</b>	Trustee:	<b>C. Dobie</b>
<b>BCSTA, Teacher Qualification Service Board</b> (3 year term appointment by BCSTA - ends 2014)	Trustee:	L. McNally
<b>BOARD OF TRADE (Surrey)</b>	Trustee:	R. Masi
<b>CENTRE FOR CHILD DEVELOPMENT OF THE LOWER MAINLAND</b>	Trustee:	C. Dobie
<b>CITY OF SURREY - Diversity &amp; Inclusion Advisory Com.</b>	Trustee:	L. Larsen
<b>CITY OF SURREY - Parks, Recreation &amp; Culture Commission</b>	Trustee:	T. Allen
<b>CITY OF SURREY - School Travel Planning</b>	Trustee:	<b>R. Masi</b>
<b>DISTRICT PARENTS' ADVISORY COUNCIL LIAISON</b>	Trustee:	R. Masi
<b>DPAC ADVOCACY ADVISORY COMMITTEE</b> Committee meets twice yearly to review progress of the Parent Advocacy project.	Trustee:	R. Masi
<b>LEARNING DISABILITIES ASSOCIATION OF BC - Fraser South Chapter</b>	Trustee:	C. Dobie
<b>MAKE CHILDREN FIRST</b> (Surrey/White Rock Community Partnership)	Trustee:	L. McNally
<b>SURREY/WHITE ROCK FOOD ACTION COALITION</b>	Trustee:	L. Larsen

<b>TRUSTEE REPRESENTATION ON EXTERNAL COMMITTEES (Optional Attendance)</b>		
<b>CITY OF SURREY - Council (Land Use)</b>	* Trustee:	T. Allen
<b>KWANTLEN UNIV. POLYTECHNIC BOARD LIAISON</b>	* Trustee:	S. Wilson
<b>SURREY ASSN. for COMMUNITY LIVING</b>	* Trustee:	C. Dobie
<b>SURREY FAMILY YMCA</b>	* Trustee:	<b>T. Allen</b>
* Note: Trustee contacts marked by an asterisk above will not be responsible for attending meetings on a regular basis, but can be contacted by the association when his/her assistance is required.		

<b>Trustee Responsibilities as Board Representatives</b>
<ol style="list-style-type: none"> <li>1. Report out on committee activities at public board meetings.</li> <li>2. Where committee minutes are available, arrange to have them put into the Trustees' Information Bulletin.</li> <li>3. Refer to Board Policy #2320 - <i>Board Committees &amp; Trustee Representation</i> for additional guidance.</li> </ol>

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

**Schedule 4(d)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2012-12-13**

**TOPIC: INCOMING CORRESPONDENCE**

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**CATEGORY #3**  
(Requiring Board action)

<b>NUMBER</b>	<b>FROM</b>	<b>SUBJECT</b>
No items.		



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

**Schedule 5(a)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2012-12-13**

**TOPIC: ITEMS FOR FUTURE DISCUSSION**

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No items.

Enclosures:



Submitted by: \_\_\_\_\_

W.D. Noye, Secretary-Treasurer

Approved by: \_\_\_\_\_

M.A. McKay, Superintendent

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

**Schedule 5(b)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

MEETING DATE: **2012-12-13**

TOPIC: **FUTURE MEETINGS**

DATE	TIME	PLACE	EVENT
Thursday, January 17/13	7:00 pm	District Ed. Centre	Regular Board
Thursday, February 14/13	7:00 pm	District Ed. Centre	Regular Board
Thursday, February 28/13	7:00 pm	District Ed. Centre	Regular Board
Thursday, March 14/13	7:00 pm	District Ed. Centre	Regular Board
Thursday, April 18/13	7:00 pm	District Ed. Centre	Regular Board
Thursday, May 9/13	7:00 pm	District Ed. Centre	Regular Board
Thursday, June 6/13	7:00 pm	District Ed. Centre	Regular Board
Thursday, June 20/13	7:00 pm	District Ed. Centre	Regular Board

\* If necessary

Enclosures: Submitted by: \_\_\_\_\_