

**BOARD OF EDUCATION
of
SCHOOL DISTRICT NO. 36 (SURREY)
REGULAR BOARD MEETING
REVISED AGENDA**

MEETING DATE: 2013-12-12

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
- (c) **Recognition - Bruce Yantz**

2. DELEGATIONS

3. ACTION ITEMS

- (a) Adoption of Minutes of Regular Board Meeting Held 2013-11-14
- (b) Annual Statement of Financial Information (SOFI) for the Year Ended 2013-06-30
- (c) Bylaw #231, RE: Sunnyside Elementary – Site #202 – Statutory Right of Way – British Columbia Hydro and Power Authority and Telus Communications Inc.
- (d) Election of Chairperson & Vice Chairperson – 2014

REGULAR BOARD MEETING
REVISED AGENDA

MEETING DATE: 2013-12-12

TIME: 7:00 p.m.

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

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) 2014-2015 Board Authorized Courses
- (e) Student Information System **(verbal)**
- (f) Report of Trustee Compensation *(to be distributed)*
- (g) **Proposed Policy Development & Review Project – Completed Segments Revisions**
- (h) Board Committees / Trustee Representation Appointments - 2014
- (i) Incoming Correspondence

Note: the following item was added to the Revised Agenda:
Superintendent's Report, Traditional Schools in Surrey

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

"We engage our students in developing the knowledge, skills and attitudes necessary to build a healthy, democratic and diverse society."

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

**Schedule 1(b)
of the**

**ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2013-12-12

TOPIC: APPROVAL OF AGENDA OF REGULAR BOARD MEETING

IT IS RECOMMENDED:

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

Enclosures:

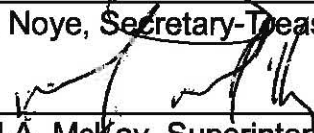


Submitted by:



W.D. Noye, Secretary-Treasurer

Approved by:



M.A. McKay, Superintendent

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

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 3(a)
of the**

**ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2013-12-12

**TOPIC: ADOPTION OF MINUTES OF REGULAR BOARD MEETING
HELD 2013-11-14**

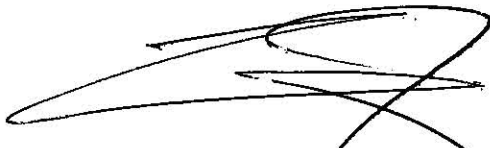
IT IS RECOMMENDED:

THAT the Minutes of the Regular Board meeting held 2013-11-14 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 OF THE DISTRICT EDUCATION CENTRE ON THURSDAY, NOVEMBER 14, 2013 at 7:00 P.M.

IN ATTENDANCE

Trustees

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

Staff

J. Tinney, Acting Superintendent
P. Dundas, Acting Secretary-Treasurer

K. Botsford, Executive Assistant

[1] CALL TO ORDER

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

Presenters & Staff:

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

Greg Byrne, Craven Huston Powers Architects; Jennifer Janzen, Administrative Assistant; Kerry Magnus, Associate Director Business Management Services; Lynn McCuaig, Executive Assistant; Doug Strachan, Communications Manager.

Chairperson Wilson noted that Wayne Noye, Secretary-Treasurer and Mike McKay, Superintendent were both absent from the meeting due to other commitments.

(a) "O Canada"

Trustees, Administration and the audience sang "O Canada", accompanied by a recording by North Surrey Senior Secondary.

(b) Approval of Agenda of Regular Board Meeting

It was moved by Trustee Allen seconded by Trustee McNally:

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

CARRIED

(c) Recognition: Lynn McCuaig, Executive Assistant

Cont'd...

The Board publicly thanked Lynn McCuaig for her twenty-one years of service to the Board, Trustees and the District. Trustees spoke of Lynn's dedication and helpful nature.

[2] **DELEGATIONS**

No items.

[3] **ACTION ITEMS**

(a) **Adoption of Minutes of Regular Board Meeting Held 2013-10-10**

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

THAT the Minutes of the Regular Board meeting held 2013-10-10 be approved as circulated.

CARRIED

(b) **Approval of Sketch Plans: District Education Resource Centre – Site #187**

Kerry Magnus, Associate Director Business Management Services and Greg Byrne, Craven Huston Powers Architects, provided Trustees with information regarding the sketch plans for the proposed District Education Resource Centre.

It was moved by Trustee McNally seconded by Trustee Glass:

THAT the sketch plans for the construction of the new District Education Resource Centre –Site #187, located at 14033 – 92nd Avenue, be approved as presented and the architect Craven Huston Powers Architects be instructed to proceed with the remaining stages of the project.

CARRIED

(c) **Interim Financial Report – Special Purpose Funds – Three Months Ended 2013-09-30**

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

THAT the Board accept the Special Purpose Fund Schedules for the three (3) months ended 2013-09-30, as presented.

CARRIED

(d) **Statement of Operating Fund Expenditures – Three Months Ended 2013-09-30**

Cont'd...

It was moved by Trustee Allen, seconded by Trustee McNally

THAT the Board accept the Statement of Operating Fund Expenditures for the three (3) months ended 2013-09-30, as presented.

CARRIED

- (e) Capital Project Funding Agreement J.T. Brown Elementary – Site #034 – Structural Seismic Upgrade

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

THAT the Board ratify the Capital Project Funding Agreement in the sum of \$4,811,087; and,

THAT the funds come from:

\$914,062 Capital Plan-COA #126036 (Balance of Combined Seismic)

\$3,061,785 Ministry of Education Restricted Capital

\$324,066 Reserve Items – Local Capital

\$511,175 Reserve Items – Ministry of Education Restricted Capital

For design and construction of structural seismic upgrade of – J.T. Brown Elementary – Site #034.

CARRIED

- (f) Bylaw #228, Re: Sullivan Heights Secondary – Site #164 and Goldstone Park Elementary – Site #211 – Statutory Right of Way – British Columbia Hydro and Power Authority and TELUS Communications Inc.

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

THAT Bylaw #228, Re: Sullivan Heights Secondary – Site #164 and Goldstone Park Elementary – Site #211 – Statutory Right of Way – British Columbia Hydro and Power Authority and Telus Communications Inc. be given three (3) readings at this meeting.

CARRIED

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

THAT Bylaw #228, Re: Sullivan Heights Secondary – Site #164 and Goldstone Park Elementary – Site #211 – Statutory Right of Way – British Columbia Hydro and Power Authority and Telus Communications Inc. be approved as read a first time.

CARRIED

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

THAT Bylaw #228, Re: Sullivan Heights Secondary – Site #164 and Goldstone Park Elementary – Site #211 – Statutory Right of Way – British Columbia Hydro and Power Authority and Telus Communications Inc. be approved as read a second time.

CARRIED

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

THAT Bylaw #228, Re: Sullivan Heights Secondary – Site #164 and Goldstone Park Elementary – Site #211 – Statutory Right of Way – British Columbia Hydro and Power Authority and Telus Communications Inc. be approved as read a third time and finally adopted.

CARRIED

- (g) Bylaw #229, Re: Katzie Elementary – Site #201 – Statutory Right of Way – British Columbia Hydro and Power Authority and TELUS Communications Inc.

It was moved by Trustee McNally seconded by Trustee Allen:

THAT Bylaw #229, Re: Katzie Elementary – Site #201 – Statutory Right of Way – British Columbia Hydro and Power Authority and Telus Communications Inc. be given three (3) readings at this meeting.

CARRIED

It was moved by Trustee Larsen seconded by Trustee Dobie:

THAT Bylaw #229, Re: Katzie Elementary – Site #201 – Statutory Right of Way – British Columbia Hydro and Power Authority and Telus Communications Inc. be approved as read a first time.

CARRIED

It was moved by Trustee Allen seconded by Trustee Glass:

THAT Bylaw #229, Re: Katzie Elementary – Site #201 – Statutory Right of Way – British Columbia Hydro and Power Authority and Telus Communications Inc. be approved as read a second time.

CARRIED

It was moved by Trustee Masi seconded by Trustee Dobie:

THAT Bylaw #229, Re: Katzie Elementary – Site #201 – Statutory Right of Way – British Columbia Hydro and Power Authority and Telus Communications Inc. be approved as read a third time and finally adopted.

CARRIED

- (h) Bylaw #230, Re: Creekside Elementary – Site #112 – Statutory Right of Way – British Columbia Hydro and Power Authority

It was moved by Trustee McNally seconded by Trustee Larsen:

THAT Bylaw #230, Re: Creekside Elementary – Site #211 – Statutory Right of Way – British Columbia Hydro and Power Authority be given three (3) readings at this meeting.

CARRIED

It was moved by Trustee McNally seconded by Trustee Larsen:

THAT Bylaw #230, Re: Creekside Elementary – Site #211 – Statutory Right of Way – British Columbia Hydro and Power Authority be approved as read a first time.

CARRIED

It was moved by Trustee Dobie seconded by Trustee Larsen:

THAT Bylaw #230, Re: Creekside Elementary – Site #211 – Statutory Right of Way – British Columbia Hydro and Power Authority be approved as read a second time.

CARRIED

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

THAT Bylaw #230, Re: Creekside Elementary – Site #211 – Statutory Right of Way – British Columbia Hydro and Power Authority be approved as read a third time and finally adopted.

CARRIED

- (i) Proposed Policy Development and Review Project – Completed Segments Revisions

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

THAT the Board adopt Policy #10900 – Anti-Discrimination and Human Rights and Policy #9410 – Safe and Caring Schools, as presented.

CARRIED

[4] INFORMATION & 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) Report on Business Development Financial Activity for the Twelve Months Ended 2013-06-30

It was moved by Trustee Masi seconded by Trustee Glass:

THAT the Board receive the Report on Business Development Financial Activity for the twelve months ended 2013-06-30, for information.

CARRIED

- (d) BCeSIS/ASPEN Update

Dr. Tinney, Deputy Superintendent, provided the Board with a verbal update on the status of the potential transition from BCeSIS to ASPEN.

- (e) Class Size and Composition and Changes to Legislation

Dr. Tinney presented the class size and composition report to the Board for their information.

- (f) Incoming Correspondence

There were no correspondence items requiring Trustees' attention.

[5] **FUTURE BUSINESS**

(a) **Items for Future Discussion**

The Trustees noted topics requiring discussion by the Board in the future, outlined 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 McNally seconded by Trustee Allen:

THAT the Regular meeting of the Board be adjourned at 8:16 p.m.
CARRIED

S. Wilson
Chairperson

P. Dundas
Acting Secretary-Treasurer

WDN/jj

SECTION 72(3) REPORT

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

REPORT OF SPECIAL (IN-CAMERA) BOARD MEETING

2013-10-10 "A" MEETING

Trustees Present:

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

Decisions Made by the Board Included:

1. Appointment of Deputy Superintendent
2. Appointment of Assistant Superintendent
3. Board Input for BCSTA Provincial Council

SECTION 72(3) REPORT

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

REPORT OF SPECIAL (IN-CAMERA) BOARD MEETING

2013-10-10 "B" MEETING

Trustees Present:

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

Decisions Made by the Board Included:

1. Adoption of Minutes and Public Records of the Special (In-Camera) Board Meetings Held 2013-09-19 "A" and 2013-09-19 "B"
2. Kindergarten Students to Remain in Preschool
3. Grade 12 Student to Attend Day Program
4. Approval of District Principal – Education Services
5. Appointment of Acting Vice-Principal

Matters Discussed by the Board Included:

1. Property Matters

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

Schedule 3(b)

of the
ADMINISTRATIVE MEMORANDUM
(Regular)

MEETING DATE: 2013-12-12

TOPIC: **ANNUAL STATEMENT OF FINANCIAL INFORMATION (SOFI)
FOR THE YEAR ENDED 2013-06-30**

In accordance with the *Financial Information Act*, each Board of Education is required to prepare a Statement of Financial Information (SOFI) for the fiscal year. The Audited Financial Statements for the year ended 2013-06-30, which were approved by the Board on 2013-09-19, are included in the SOFI report. The SOFI report must be submitted to the Ministry of Education by 2013-12-31 and is also required to include:

- a Schedule of Remuneration and Expenses that lists all Trustees, and those employees with salaries exceeding \$75,000.
- a consolidated total of all remuneration paid to all other employees.
- a Schedule of Suppliers of Goods and Services that lists individual suppliers paid in excess of \$25,000.
- a consolidated total of all other payments made to suppliers of goods or services during the fiscal year.

As indicated in the *Financial Information Act*, the SOFI must be available to the public for inspection or purchase.

In preparation for tonight's presentation, the full SOFI report was reviewed with staff and I am pleased to confirm the Statement of Financial Information for the Year Ended 2013-06-30 complies with the requirements of the *Financial Information Act* and Regulation. Trustees and Executive Committee members were provided with a complete copy of the required documents, under separate cover.

MEETING DATE: 2013-12-12

SCHEDULE: 3(b)

TOPIC: **ANNUAL STATEMENT OF FINANCIAL INFORMATION (SOFI)
FOR THE YEAR ENDED 2013-06-30**

IT IS THEREFORE RECOMMENDED:

THAT the Board approve the statements and schedules included in the Statement of Financial Information for the Year Ended 2013-06-30, as required under Section 2 of the *Financial Information Act*; and

THAT the report be submitted to the Ministry of Education.

Enclosures:

☒ X

WDN/kb

Submitted by: _____


W.D. Noye, Secretary Treasurer

Approved by: _____


M. A. McKay, Superintendent

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

Schedule 3(c)

**of the
ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2013-12-12

**TOPIC: BYLAW #231, RE: SUNNYSIDE ELEMENTARY – SITE #202 –
STATUTORY RIGHT OF WAY – BRITISH COLUMBIA HYDRO AND
POWER AUTHORITY AND TELUS COMMUNICATIONS INC.**

British Columbia Hydro and Power Authority (B.C. Hydro) and Telus Communications Inc. (TELUS) requires a Statutory Right of Way for the Sunnyside Elementary - Site #202 property, legally described as Parcel Identifier: 028-179-285 Lot A Section 23 Township 1 New Westminster District Plan BCP44133.

The Statutory Right of Way is in favour B.C. Hydro and TELUS. The Area of Works shall mean that portion of the Land located within 6 metres of either side of the centre of the alignment of the Works, as per attached Land Title Act Form C (Section 233) Charge, Form E Schedule, Drawing #1085251 and ST020098 Standard Charge Terms.

The Statutory Right of Way will have no adverse effect on the use of the site by the District; nor will they affect our ability to dispose of the site in the future.

IT IS THEREFORE RECOMMENDED:

THAT Bylaw #231, Re: Sunnyside Elementary – Site #202 – Statutory Right of Way – British Columbia Hydro and Power Authority and Telus Communications Inc. be given three (3) readings at this meeting (vote must be unanimous).

BYLAW RECOMMENDATION:

1. THAT Bylaw #231, Re: Sunnyside Elementary – Site #202 – Statutory Right of Way – British Columbia Hydro and Power Authority and Telus Communications Inc. be approved as read a first time.
2. THAT Bylaw #231, Re: Sunnyside Elementary – Site #202 – Statutory Right of Way – British Columbia Hydro and Power Authority and Telus Communications Inc. be approved as read a second time.

Continued ...

MEETING DATE: 2013-12-12

SCHEDULE: 3 (c)

TOPIC: **BYLAW #231, RE: SUNNYSIDE ELEMENTARY – SITE #202 –
STATUTORY RIGHT OF WAY – BRITISH COLUMBIA HYDRO AND
POWER AUTHORITY AND TELUS COMMUNICATIONS INC.**

3. THAT Bylaw #231, Re: Sunnyside Elementary – Site #202 – Statutory Right of Way – British Columbia Hydro and Power Authority and Telus Communications Inc. be approved as read a third time and finally adopted.

Enclosures:



Submitted by:

Approved by:



W.D. Noye, Secretary-Treasurer



M. A. McKay, Superintendent

WDN/dg

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

**BYLAW #231, RE: SUNNYSIDE ELEMENTARY – SITE #202
– STATUTORY RIGHT OF WAY
– BRITISH COLUMBIA HYDRO AND POWER AUTHORITY AND
TELUS COMMUNICATIONS INC.**

THAT the Board grant a Statutory Right of Way for the property of Sunnyside Elementary – Site #202 (2828 – 159 Street), legally described as Parcel Identifier: 028-179-285 Lot A Section 23 Township 1 New Westminster District Plan BCP44133 to each British Columbia Hydro and Power Authority and Telus Communications Inc. The Statutory Right of Way is in favour B.C. Hydro and TELUS. The Area of Works shall mean that portion of the Land located within 6 metres of either side of the centre of the alignment of the Works, as per attached Land Title Act Form C (Section 233) Charge, Form E Schedule, Drawing #1085251 and ST020098 Standard Charge Terms, and that the Board's signing officers be authorized to execute the Statutory Right of Way.

The Statutory Right of Way will have no adverse effect on the use of the site by the school district; nor will they affect our ability to dispose of the site in the future.

READ A FIRST TIME THE 12TH OF DECEMBER, 2013.

READ A SECOND TIME THE 12TH OF DECEMBER, 2013.

READ A THIRD TIME, PASSED AND ADOPTED THE 12TH OF DECEMBER, 2013.

seal

Chairperson of the Board

Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original of the Board of Education of School District No. 36 (Surrey) Bylaw #231, Re: Sunnyside Elementary – Site #202 – Statutory Right of Way – British Columbia Hydro and Power Authority and Telus Communications Inc. adopted by the Board the 12th day of December, 2013.

Secretary-Treasurer

WN/dg

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

**Schedule 3(d)
of the**

**ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2013-12-12

**TOPIC: ELECTION OF BOARD CHAIRPERSON & VICE CHAIRPERSON-
2014**

In accordance with Board Policy #2915 - *Trustee Elections - Chairperson & Vice-Chairperson*, it is now appropriate for the Trustees to conduct the annual election of its Chairperson and Vice-Chairperson for the coming year.

The election procedure to be followed is outlined in the attached Regulation #2915.1 - *Trustee Elections - Chairperson & Vice-Chairperson*.

IT IS THEREFORE RECOMMENDED:

THAT the Board proceed to elect a new Chairperson and Vice Chairperson in accordance with Policy #2915 – *Trustee Elections – Chairperson & Vice-Chairperson* and its Regulation #2915.1.

Enclosures:

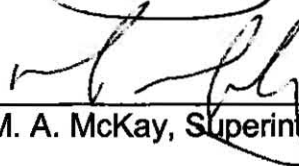


Submitted by:



W. D. Noye, Secretary-Treasurer

Approved by:



M. A. McKay, Superintendent

SCHOOL DISTRICT NO. 36 (SURREY)

No. 2915

POLICY: TRUSTEE ELECTIONS - CHAIRPERSON & VICE-CHAIRPERSON

The Board believes that a position of leadership must be selected in a fair and equitable manner, therefore, each year the positions of Chairperson and Vice-chairperson will be elected from among the Trustees.

Each December, the Board will conduct an election for Chairperson and Vice-Chairperson for the coming year. The election procedure will be conducted at the Regular Board meeting as described in its supporting regulation.

A Trustee may not hold the office of Chairperson for more than two (2) consecutive terms of office. The position of Vice-Chairperson has no restriction on the number of terms a Trustee may hold this office.

Approved: 1999-02-11

SCHOOL DISTRICT NO. 36 (SURREY)

No. 2915.1

REGULATION: TRUSTEE ELECTIONS - CHAIRPERSON & VICE-CHAIRPERSON

Nomination and Election Procedure for Chairperson and Vice-Chairperson (to be approved by Board Resolution at the Regular Board meeting)

1. The Chairperson will call for a motion:

THAT the Board proceed to elect a new Chairperson and Vice Chairperson following the attached nomination and election procedure.

2. The Chairperson passes the gavel to the Secretary-Treasurer who will Chair the meeting during the election process.
3. The Chair will call a first time for nominations, for Chairperson for a one year term. A seconder will not be required for nominations.
4. Each nominee will be asked whether he/she agrees to stand for election.
5. The Chair will call a second and third time for nominations for Chairperson for a one year term.
6. If after three calls, there is only one nominee for the office, and that nominee accepts, the Chair declares that person the duly elected Chairperson of the Board of School Trustees of School District #36 (Surrey) for a one year period ended the next December.
7. If more than one person is nominated, the Chair will call on scrutineers to distribute, collect and count the ballots.
8. The Chair will call for a motion to appoint scrutineers. The motion will read as follows:

THAT _____ and _____ be appointed scrutineers for the election of Board Chairperson and Vice Chairperson.

9. Trustees will vote by secret ballot.

Cont'd...

**REGULATION: TRUSTEE ELECTIONS - CHAIRPERSON &
VICE-CHAIRPERSON**

10. Scrutineers will report the results of each ballot to the Chair of the meeting, who shall announce the Trustee who has received a clear majority of the votes cast.
11. The Trustee receiving a clear majority of votes cast shall be declared elected. In accordance with Robert's Rules of Order, if on the first or subsequent ballots a nominee does not receive a majority, voting for the office with all nominees remaining on the ballots shall continue until a majority vote is obtained for a single candidate.
12. The Chair will then call for nominations for Vice Chairperson of the Board for a one year term and repeat the above process, beginning at item 3.
13. If ballots were required, the Chair will call for the following motion:

THAT the scrutineers destroy the ballots for the election of either Chairperson or Vice Chairperson, and that the scrutineers be discharged with gratitude.
14. The Chair will then return the gavel to the newly elected Chairperson who will conduct the balance of the meeting.

Approved: 1999-02-11

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

Schedule 4(b)

**of the
ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2013-12-12

TOPIC: **PROGRESS REPORT - ACTIVE CAPITAL PROJECTS**

The attached report is submitted in accordance with Board direction given on 1992-02-27.

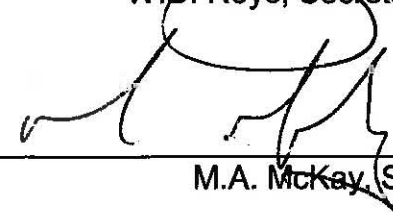
Enclosures:

X

Submitted by: _____


W.D. Noye, Secretary-Treasurer

Approved by: _____


M.A. McKay, Superintendent

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

PROGRESS REPORT - ACTIVE CAPITAL PROJECTS

As of December 12, 2013

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.

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 #034 – J.T. Brown Elementary (Combined Seismic Upgrade)

- 2007-11-05 Bush, Bohlman & Partners appointed Prime Consultant;
- 2013-06-25 Seismic Project Identification Report (SPIR) approved by Ministry of Education;
- 2013-10-15 Project Definition Report (PDR) submitted to Ministry of Education;
- 2013-11-14 Board approved Capital Project Funding Agreement (CPFA).

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;
- 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);

Cont'd...

- 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.;
- 2014-03 Anticipated Completion.

Site #153 Adams Road Elementary (Addition)

- 2013-02-14 Board appointed KMBR Architects & Planners to prepare a Project Definition Report (PDR).

Site #177 Grandview Area Secondary (New School)

- 2013-02-14 Board appointed Craven Huston Powers Architects to prepare a Project Definition Report (PDR).

Site #187 District Education Resource Centre (New Facility)

- 2013-10-10 Board appointed Craven Huston Powers Architects as Project Architect;
- 2013-11-14 Board approved sketch plans.

Site #189 Rosemary Heights Elementary (Addition)

- 2013-02-14 Board appointed Grant + Sinclair Architects to prepare a Project Definition Report (PDR).

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 #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.;
- 2014-02 Anticipated Completion.

Site #215 Clayton North Area Secondary (New School)

- 2013-02-14 Board approved KMBR Architects & Planners to prepare a Project Definition Report (PDR);
- 2013-02-15 BC Government announced funding;
- 2013-02-28 Board appointed KMBR Architects & Planners as Project Architect.

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

Schedule 4 (c)

of the

**ADMINISTRATIVE MEMORANDUM
Regular**

MEETING DATE: 2013-12-12

**TOPIC: THE SUPERINTENDENT'S ANNUAL REPORT ON STUDENT
ACHIEVEMENT**

Section 22 of the School Act requires that the superintendent of schools 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. The board, in turn, submits the report to the minister no later than January 31 of the school year in which the board receives the report and, as soon as practicable, makes the report available to the public.

The annual report on student achievement is intended to serve two main purposes:

- 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 as school plans and district achievement contracts are developed.

The *Superintendent's Annual Report on Student Achievement* for the Surrey School District is attached and is hereby submitted for information.

Submitted by: _____


Mike McKay, Superintendent of Schools

Enclosure(s): ☒ x

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

**Schedule 4 (d)
of the**

**ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2013-12-12

TOPIC: 2014/2015 BOARD AUTHORIZED COURSES

The Ministry of Education requires that every year the Board of Education approve applications for Board Authorized Courses. Schools have submitted the attached courses for approval for the 2014/2015 school year.

Copies of the complete applications as well as a complete list of Board Authorized Courses for the School District are included for review.

The 2014/2015 Board Authorized Courses are provided for information only at this time and will be formally presented at the next Regular Board meeting for formal consideration.

Enclosures:

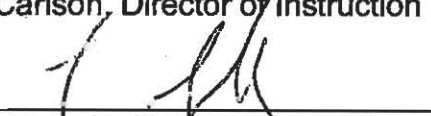


Submitted by:



E.M. Carlson, Director of Instruction

Approved by:



M.A. McKay, Superintendent

SUMMARY

of

Board Authorized Courses for Board Approval

INFORMATION: Thursday, December 12, 2013
ACTION: Thursday, January 16, 2014

Board Authorized Courses are offered by the School Board to meet student needs and interests. They are authorized by the Board according to requirements set by the Ministry of Education. There is no limit to the number of Board Authorized Courses that may be used as part of the 28 credits of electives students need to fulfill the graduation requirements for the Graduation Program.

The following course has been submitted for approval by the Board:

1. Global Citizenship, Travel and Inquiry 12

Students will apply historical and geographical thinking skills and concepts as the foundation for understanding and analyzing issues relevant to the region of study. Furthermore, students will have the ability to immerse themselves in the history, geography and culture of specific regions through a variety of inquiry based learning opportunities.

Learning outcomes will focus on making connections between the region of study and travel with other countries or regions in the following areas:

- politics
- interactions (human and environment),
- religion and worldviews
- artistic expression
- technology
- economy
- society

Students will have the opportunity to learn travel specific skills such as language, cultural norms and sensitivity and broader practical skills for international travel. The development of these skills as demonstrated through an inquiry based learning approach will enable students to become global citizens and create opportunities to effect change in various communities.



APPLICATIONS for BOARD AUTHORIZED COURSES

2014 – 2015

1. Global Citizenship, Travel and Inquiry 12

Global Citizenship, Travel & Inquiry 12

Category:	Social Studies
District Name:	Surrey School District
District Number:	36
Developed by:	Lindsay Hutchison, JB Mahli, Chris Pocock, Rob Walshe, Robert Dewinetz
Date Developed:	May 29, 2013
School Name:	Tamanawis, Princess Margaret, Fraser Heights, Fleetwood Park, Sullivan Heights Secondary
Principal's Name:	Elisa Carlson
Board/Authority Approval Date:	
Course Name:	Global Citizenship, Travel & Inquiry 12
Grade Level of Course:	Grades 11 & 12
Number of Course Credits:	3 or 4
Course Code:	
Number of Hours of Instruction:	120 hours
Prerequisite(s):	None
Special Training, Facilities or Equipment Required:	Access to computers, LCD projector

Rationale:

This course has been developed to encourage students to connect deeply with and facilitate exploration of international cultures, history, geography, and languages. Students will have the opportunity to apply curricular content to real life applications in a global classroom. International travel is invaluable for lifelong learning and creates 21st century learning opportunities and experiences. Such learning opportunities will transform local citizens into global citizens capable of effecting meaningful change both in their immediate and extended communities.

Course Synopsis:

Students will apply historical and geographical thinking skills and concepts as the foundation for understanding and analyzing issues relevant to the region of study. Furthermore, students will have the ability to immerse themselves in the history, geography and culture of specific regions through a variety of inquiry based learning opportunities.

Learning outcomes will focus on making connections between the region of study and travel with other countries or regions in the following areas:

- politics
- interactions (human and environment),
- religion and worldviews
- artistic expression
- technology
- economy
- society

Students will have the opportunity to learn travel specific skills such as language, cultural norms and sensitivity and broader practical skills for international travel. The development of these skills as demonstrated through an inquiry based learning approach will enable students to become global citizens and create opportunities to effect change in various communities.

Organizational Structure:

Unit/Topic	Title	Time
Unit 1	Historical & Geographical Issues	30 hours
Unit 2	Historical & Geographical Connections	30 hours
Unit 3	Cultural Immersion	10 hours
Unit 4	10-14 days of travel	30 hours
Unit 5	Global Reflections	20 hours
Total Hours		120 hours

Unit/Topic/Module Descriptions:

Unit 1: Historical & Geographical Issues

Provide and examine historical and geographical background, issues, characteristics, and events of the region of study.

Curriculum Organizer - Political

It is expected students will:

- Identify type of political structures
- Describe the evolution of political governance
- Describe the level of active citizenship within the region
- Identify and examine regional, trans-regional, and global participation

Curriculum Organizer - Interaction between humans and environment

It is expected students will:

- Identify human and physical elements of the region of study
- Identify elements that contribute to the regional, cultural, and ethnic diversity of the country's society

Curriculum Organizer - Religion and World Views

It is expected students will:

- Identify and describe the dominant belief system(s) and issues emerging between religions, worldviews, and philosophies

Curriculum Organizer - Artistic Expression

It is expected students will:

- Identify basic analytical and aesthetic concepts to artistic expressions of culture

Curriculum Organizer - Technology

It is expected students will:

- Identify development and evolution of technological contributions to the regional and global community

Curriculum Organizer - Economy

It is expected students will:

- Identify and explain the evolution of economic practices
- Identify and explain the regional and global economic interactions and organizations

Curriculum Organizer - Society

It is expected students will:

- Describe the regional demographic structure and resulting issues
- Explain specific practices related to societal constructs

Unit 2: Historical & Geographical Connections

Apply previously acquired knowledge to assess and evaluate ongoing and contemporary issues, characteristics, and events of the region of study.

Curriculum Organizer - Political

It is expected students will:

- Compare and contrast types of political structures with other political structures
- Assess the practice and impact of current political governance
- Evaluate the level of active citizenship in the region of study
- Evaluate regional, trans-regional, and global participation

Curriculum Organizer - Interaction between humans and environment

It is expected students will:

- Assess the impact of humans on the physical and built environment of the region of study
- Assess the impact of physical and built environment on social, political, economic, and cultural practices

Curriculum Organizer - Religion and World Views

It is expected students will:

- Evaluate current manifestations of issues/tensions/differences between religions, worldviews, and philosophies

Curriculum Organizer - Artistic Expression

It is expected students will:

- Demonstrate an understanding of how art and culture influences identity
- Demonstrate an understanding of how identity influences art and culture

Curriculum Organizer - Technology

It is expected students will:

- Assess the impact of technological contributions to the regional and global community
- Predict how the role of technology will impact future development of the region

Curriculum Organizer - Economy

It is expected students will:

- Assess the role of economic practices in shaping contemporary society
- Evaluate the relationship between regional and global economic organizations

Curriculum Organizer - **Society**

It is expected students will:

- Evaluate the strengths and weaknesses of the regional demographic structure and its impact on contemporary issues
- Evaluate the strengths and weaknesses of specific practices related to societal constructs

Unit 3: Cultural Immersion

Develop an awareness of cultural norms, practices, sensitivities and language of the specific region of study.

Curriculum Organizer - **Travel Literacy**

It is expected students will:

- Show cultural sensitivity in everyday situations through appropriate behaviors including but not limited to:
 - modes of dress
 - gestures and body language
 - spatial awareness/proximity in public
- Develop and organize local excursions to become familiarized with issues of:
 - Transportation
 - Timing
 - Cost
 - Documentation
- Understand local region in regards to but not limited to:
 - historically significant landmarks
 - festivals, cultural events
 - currency/banking practices
 - transportation
 - cuisine

Curriculum Organizer - **Language for Travel**

It is expected students will:

- Communicate information orally, using common expressions and vocabulary
- Use appropriate greetings and expressions of politeness

Unit 4: Travel Component (for the 4 credit course)

It is expected students will:

- Apply learning to situational experiences in regions of study
- Summarize daily experiences, thoughts, observations, and questions
- Create meaningful dialogue with peers and group leaders
- Evaluate the situational experiences, in regions of study, to guide development of global reflections inquiry project.

Unit 5: Global Reflections (for the 4 credit course)

Reflect on their travel experience to develop a deeper understanding of the challenges or needs of the region of study. Develop their inquiry to extend their knowledge about a regionally inspired topic and become an agent of change in their communities.

Curriculum Organizer - **Organize**

It is expected students will:

- Organize evidence of learning and experiences

- Design inquiry question based on personal learning and experiences

Curriculum Organizer - **Research**

It is expected students will:

- Develop and refine personal inquiry question by collaborating with peers and adults
- Plan and do research to respond to personal inquiry question

Curriculum Organizer - **Apply**

It is expected students will:

- Explain personal inquiry findings with:
 - class
 - school community
 - individuals or groups external to the school community
 - global community
- Tell how much change there would be by applying experiences to be an agent of change to impact the lives of others.

Assessment:

Teachers will use a variety of formative and summative assessment strategies throughout the course to guide students. In addition, these assessment strategies must provide timely feedback based on the unique learning outcomes and nature of this course.

Strategies could include (but are not limited to)

- Annotated maps
- Continuity and change over time analysis
- Essays
- Simulations
- Logs/journals/blogs
- Presentations
- Projects
- Reviews and summaries of articles and speakers

Unit/Topic	Title	Weight
Unit 1	Historical & Geographical Issues	25%
Unit 2	Historical & Geographical Connections	25%
Unit 3	Cultural Immersion	10%
Unit 4	10-14 days of travel	25%
Unit 5	Global Reflections	15%
Total Hours		100%

Learning Resources:

General types of resources may include, but are not limited to:

- Books
- Films
- Songs
- Guest speakers
- Internet
- Newspaper
- Media

Examples of Book resources:

- Bonfante-Warren, Alexandra. The Louvre. Hugh Lauter Levin Associates: New York, 2000
- Eyewitness Travel Guides. Spain. Dorling Kindersley Ltd.: London, 2004
- Fodor's, Exploring Italy. Fodor's Travel Publications: New York, 2000
- Gast, Dwight V. A Portrait of Italy. Todtri Book Publishers: New York, 1999
- Hartt, Frederick. Art-A History of Painting, Sculpting, Architecture Volumes I&II. Prentice-Hall: New York, 1976
- Hoving, Thomas. Greatest Works of Art of Western Civilization. Artisan: New York, 1984
- Insight Guides. Spain. Apa Productions: Hong Kong, 1987
- Ivory Michael. National Geographic Traveler-Germany. National Geographic Society: Verona, 2004
- Jacobs, Jay. Great Cathedrals. Horizon Magazine: New York, 1984
- National Geographic Society. The Renaissance: Make of Modern Man. National Geographic Society: 1977
- Poli, Doretta. Arts and Crafts in Venice. Konemann: Cologne, 1999
- Toman, Rolf. Romanesque Architecture Sculpting Painting. Konemann: Cologne, 1997

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

**Schedule 4 (f)
of the**

**ADMINISTRATIVE MEMORANDUM
Regular**

MEETING DATE: 2013-12-12

TOPIC: **REPORT OF TRUSTEE COMPENSATION**

At the 2013/06/20 Board meeting the Board of Education adopted the following motion:

“THAT the Board set the Trustee honorarium base rate at \$30,200, effective 2013-07-01 and the Chairperson and Vice Chairperson honorariums be applied in accordance with Policy #2920 - *Trustees' Honorarium* and its Regulation; and

THAT Administration be directed to conduct an expanded Trustee remuneration survey and report back to the Board by 2013-12-31.”

CARRIED

Administration retained the services of Sainas Consult Inc. to prepare an independent review and recommendation. The Consultant's report highlights the following:

1) Enrolment vs. Number of Trustees:

	FTE Students	Number of Trustees
Average	69,818	9.6
75 Percentile	76,731	9.0
SD #36	69,233	7.0

2) Honorarium Plus Compensation:

	Chair	Vice Chair	Trustee
Average	32,309	29,593	26,495
75 Percentile	39,099	36,473	31,089
SD #36	33,200	31,700	30,200

IT IS RECOMMENDED:

THAT the Board of Education of Surrey School District #36 (Surrey) receive the report.

Enclosures:



Submitted by:

W.D. Noye, Secretary-Treasurer

Approved by:

M.A. McKay, Superintendent

CONFIDENTIAL

School District No. 36
(Surrey)

Trustee Compensation Review

October 2013

Sainas Consult Inc.

Direct 604.221.9155

Cell 604.831.4205

Toll-free fax 1.866.799.7884

kathys@sainasconsult.com

October 24, 2013

PRIVATE & CONFIDENTIAL

Mr. Wayne Noye
Secretary-Treasurer
School District 36 (Surrey)
The District Education Centre
14033 92nd Avenue
Surrey, BC
V3V 0B7

Via e-mail: noye_w@sd36.bc.ca

Dear Mr. Noye:

We are pleased to present our report on the 2013 Trustee compensation review conducted on behalf of School District No. 36.

We look forward to discussing this report with you. If you have any questions in the meantime, please call.

Yours truly,

SAINAS CONSULT INC.



Katherine M. Sainas

TABLE OF CONTENTS

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Introduction and Methodology

School District No. 36 retained Sainas Consult Inc. to conduct a survey of Trustee remuneration at a number of school districts across Canada. This report contains our findings and recommendations.

This survey of 2013 Trustee remuneration involved surveying ten school districts for such information as:

- The number of Trustees on the board;
- The number of board and committee meetings Trustees are expected to attend;
- Other types of activities in which Trustees are involved; and,
- How and how much they are compensated for these meetings and activities.

The comparison school districts with their approximate FTE student enrolment and total number of Trustees are shown below, along with approximate student enrolment per Trustee:

Organization	FTE Students	No. of Trustees	Enrolment Per Trustee
Toronto District School Board	275,000	22	12,500
Ottawa-Carleton District School Board	66,925	12	5,577
Calgary Board of Education	107,000	7	15,286
Edmonton Public Schools	80,000	9	8,889
SD 43 (Coquitlam)	30,325	9	3,369
SD 39 (Vancouver)	55,488	9	6,165
SD 41 (Burnaby)	24,000	7	3,429
SD38 (Richmond)	20,502	7	2,929
SD 34 (Abbotsford)	18,940	7	2,706
SD 35 (Langley)	20,000	7	2,857

Statistic	FTE Students	No. of Trustees	Enrolment Per Trustee
25th percentile	21,377	7.0	3,039.0
median	42,907	8.0	4,502.8
average	69,818	9.6	6,370.7
75th percentile	76,731	9.0	8,208.0

School District No. 36	69,238	7	9,891
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Survey Findings

This section contains the results of the survey.

Number of Meetings

The number of formal board meetings varies widely between the comparison districts, from 12 per year to 40 per year. With committee meetings added, Trustees are expected to each attend a total of 30 board and committee meetings at one school district (low) to a total of about 80 (high) at another. At School District No. 36, Trustees attend approximately 75 board and committee meetings per year.

Other Activities

The questionnaire requested information about Trustee participation in:

- Community activities;
- Board retreats;
- Individual school activities;
- Hiring committees; and,
- Labour relations activities.

The Trustees at School District No. 36 are expected to participate in all of these activities, as do the other school board trustees. One exception is with regard to labour relations matters, where about half of the comparison school districts do not expect their trustees to be involved.

Trustee Honoraria (excluding Additional Compensation for Committee Meetings)

Statistics for annual Trustee honoraria, by position, are shown in the tables below.

Table 1 includes all of the comparison school districts, Table 2 presents the honoraria for the out-of-province districts only, and Table 3 presents the BC school districts.

Table 1: Honoraria by Position – All School Districts			
Statistic	Chair	Vice Chair	Trustee
25th percentile	\$23,843	\$22,871	\$21,618
Median	\$26,972	\$24,667	\$23,443
Average	\$31,941	\$29,225	\$26,127
75th percentile	\$38,974	\$36,348	\$29,070
Surrey actual	\$33,200	\$31,700	\$30,200

Table 2: Honoraria by Position – Out of Province Only			
Statistic	Chair	Vice Chair	Trustee
25th percentile	\$32,090	\$27,304	\$22,519
Median	\$39,261	\$34,926	\$27,591
Average	\$39,320	\$34,868	\$28,914
75th percentile	\$46,491	\$42,489	\$33,986
Surrey actual	\$33,200	\$31,700	\$30,200

Table 3: Honoraria by Position – BC Only			
Statistic	Chair	Vice Chair	Trustee
25th percentile	\$23,751	\$22,871	\$21,618
Median	\$25,296	\$23,497	\$21,997
Average	\$27,021	\$25,463	\$24,269
75th percentile	\$27,208	\$25,000	\$24,505
Surrey actual	\$33,200	\$31,700	\$30,200

We analyzed student enrolment and the total district trustee honoraria, excluding compensation for additional meetings or professional development allowances, to determine Trustee honoraria cost per student. Table 4, below, presents this information. We did not find a correlation between district size and honoraria by student.

Table 4: Total Honoraria Budget by Student			
Statistic	All Districts	Out of Province	BC
25th percentile	\$3.24	\$2.73	\$6.50
Median	\$5.32	\$3.02	\$7.09
Average	\$5.60	\$2.95	\$7.37
75th percentile	\$7.37	\$3.24	\$8.17
Surrey actual	\$3.12		

Total Cash – Honoraria Plus Compensation for Committee Meetings

The BC school districts do not provide additional compensation for committee meetings. However, three of the four out-of-province districts do provide additional compensation in the form of either a per diem or a per-meeting stipend. In order to determine the total cash compensation for Trustees, we made a conservative estimate of meetings attended per year and calculated the additional compensation for committee meetings, which we then added to the annual Trustee honoraria.

The statistics for the total cash compensation for all of the school districts are shown in Table 5; the information for the out-of-province districts only is shown in Table 6. Since additional compensation for committee meetings is not provided to BC Trustees, the total cash by position for the BC school districts only is the same as Table 3.

Table 5: Total Cash by Position – All Districts			
Statistic	Chair	Vice Chair	Trustee
25th percentile	\$24,134	\$22,871	\$21,618
Median	\$26,972	\$24,667	\$23,676
Average	\$32,309	\$29,593	\$26,495
75th percentile	\$39,099	\$36,473	\$31,089
Surrey actual	\$33,200	\$31,700	\$30,200

Table 6: Total Cash by Position – Out-of-Province Only			
Statistic	Chair	Vice Chair	Trustee
25th percentile	\$32,590	\$27,804	\$23,019
Median	\$40,851	\$36,516	\$29,181
Average	\$40,241	\$35,788	\$29,835
75th percentile	\$48,502	\$44,500	\$35,997
Surrey actual	\$33,200	\$31,700	\$30,200

When compensation for committee meetings is included, the total district trustee compensation by student is shown in the table below. This analysis does not include professional development allowances.

Table 7: Total Honoraria plus Committee Compensation by Student			
Statistic	All Districts	Out of Province	BC
25th percentile	\$3.31	\$2.81	\$6.50
Median	\$5.32	\$3.07	\$7.09
Average	\$5.64	\$3.05	\$7.37
75th percentile	\$7.37	\$3.31	\$8.17
Surrey actual	\$3.12		

As noted in the previous section, there are varying numbers of Trustees on the comparison school district boards. Total budgets for Trustee honoraria – including and excluding compensation for committee involvement – correlate strongly with size of school district as measured by FTE student enrolment (shown graphically in Exhibit 1, attached).

Professional Development Allowance and Expenses

A professional development allowance is provided for Trustees at most of the school districts. The various annual allowances are as follows:

- \$8,500 plus expenses for mileage, taxi, parking and long distance telephone
- \$7,000 which includes expenses, mileage is reimbursed over and above allowance
- \$5,769 plus expense reimbursement
- \$4,000 plus expense reimbursement
- \$3,000 plus mileage and per diem for meals and incidentals
- \$2,700 plus meal allowance and mileage
- \$2,000 which includes mileage and meals
- \$1,000 plus mileage and per diem

- Two districts did not report a professional development allowance budget for Trustees, but they cover the cost of travel and other expenses

At \$2,500, Surrey's professional development allowance is at the lower end of the market.

Group Benefits

Amongst the out-of-province districts, group benefits are provided by the two of the school districts surveyed. In BC, three BC school districts offer benefits to Trustees, who must pay the premiums themselves. Another provides CPP and employment insurance coverage, while another pays the full cost of benefits premiums for Trustees.

Recommendations

In developing our recommendations, we considered the following factors:

1. The size of School District No. 36 relative to the market.
2. Trustee position requirements (i.e. number of meetings, participation in other activities).
3. The total budget for Trustee honoraria.

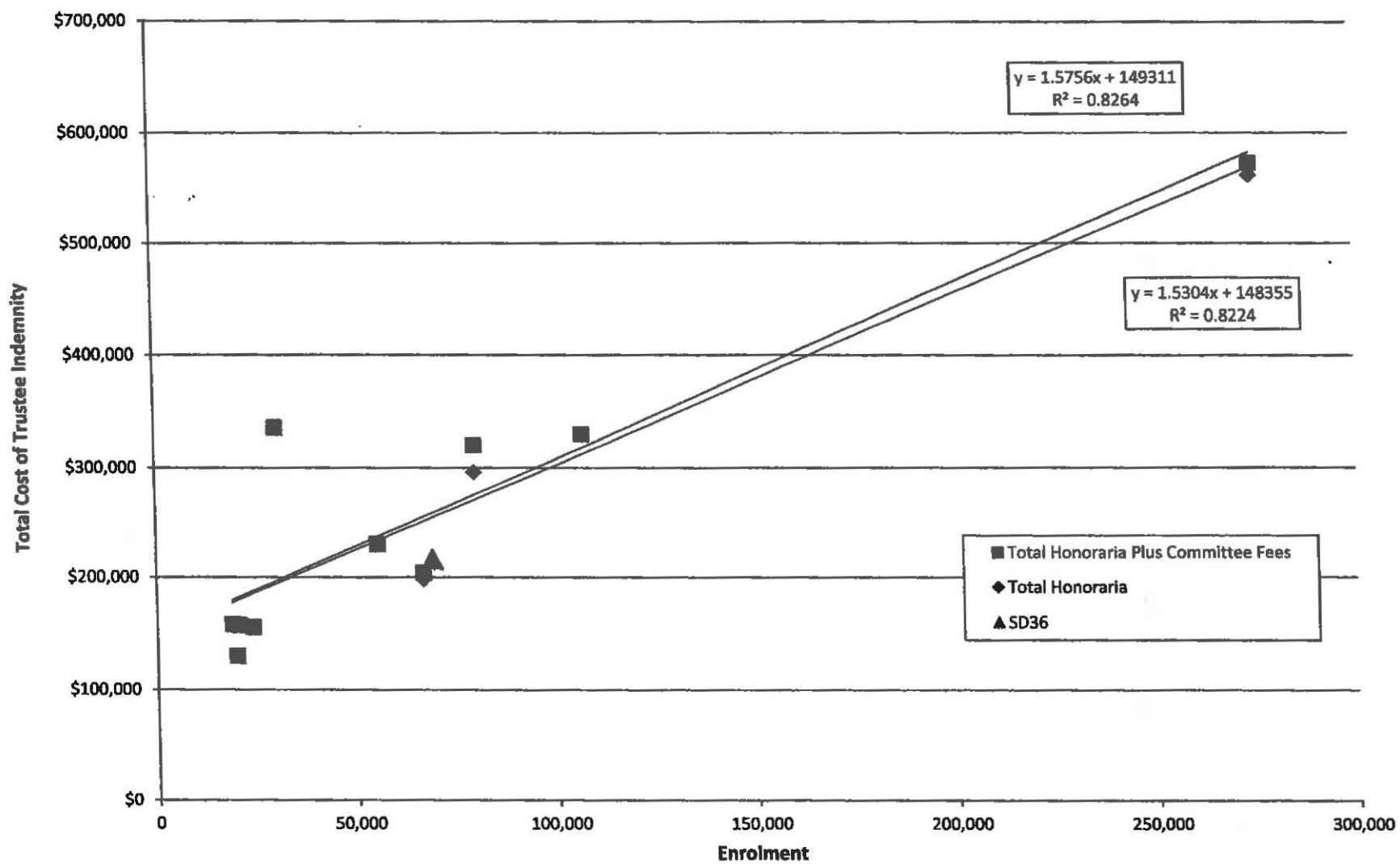
School District No. 36 is the largest school district in BC. With a board of seven Trustees – compared with the next two largest that have nine – School District No. 36 places considerably greater demands on its Trustees to oversee a school district of its size. The Trustees at School District No. 36 participate in more meetings and other activities than the Trustees at all but one of the other districts surveyed. Also, when Trustee honorarium budget is examined relative to student enrolment, School District No. 36 is in the lowest quartile of the group and far below the other BC school districts.

Based on our analysis of the market data, and the above considerations, we recommend the following honoraria for each of the positions:

Chair	Vice Chair	Trustee
\$36,000	\$34,000	\$32,000

Vancouver and Coquitlam, the two next largest school districts in B.C., currently have total Trustee honorarium budgets of \$230,108 and \$335,577 respectively. Our recommendations would put the School District No. 36 Trustee honorarium budget at \$230,000, and result in a Trustee cost per student of \$3.32 – the lowest of the B.C. school districts surveyed.

Trustee Honoraria Budgets by School Enrolment



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

**Schedule 4(g)
of the**

**ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2013-12-12

TOPIC: **POLICY DEVELOPMENT & REVIEW PROJECT -
COMPLETED SEGMENTS**

The Board established review of Board policies and regulations for currency and completeness, as one of its Financial Management and System Accountability Goals and Objectives for the 1998/99 school year. This goal remains a very high priority for the Board in its role of governance.

The Board continues to conduct policy review on an annual basis as an essential part of governance to ensure the effective, efficient and economical delivery of educational and administrative programs and services to students. Trustees and many administrative staff members have contributed to this necessary and essential review.


Draft revisions and proposals for policies were reviewed by Trustees at an in-service session on 2013-11-26. Trustees continue to work with senior administration and constituency groups to review and update policies for appropriateness, currency and completeness. This process continues to provide valuable insights and wisdom for the improvement of the policy development process and the renewal of existing policies.

The attached policies are presented for information and will be brought back to a future meeting for Board approval.

Enclosures:

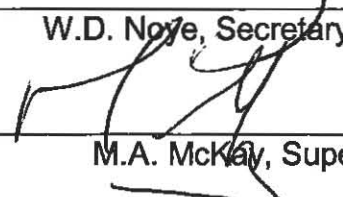


Submitted by:



W.D. Noye, Secretary-Treasurer

Approved by:



M.A. McKay, Superintendent

SCHOOL DISTRICT NO. 36 (SURREY)

2013-12-12

**ATTACHMENT TO: POLICY DEVELOPMENT & REVIEW PROJECT –
COMPLETED SEGMENTS**

Policy/Regulation	Name	New/Revision
1050	Mission Statement and Guiding Principles	Revision
2902	Board Member Conflict of Interest	Revision
4910	School/Student Fundraising	Revision
7210 & 7210.1	Workplace Discrimination or Bullying and Harassment	Re-write
10400	Community Use of Facilities and Grounds Outside of School Hours	Revision
10420	External Use of Facilities and Grounds During School Hours	Revision
10810	School Fundraising By/For External Agencies	Revision

SCHOOL DISTRICT NO. 36 (SURREY)

No. 1050

POLICY: MISSION STATEMENT & GUIDING PRINCIPLES

The Board assumes its responsibility to provide leadership and direction to the school district. In so doing, the Board subscribes to the following statements of beliefs and guiding principles.

1. 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.~~

We engage our students to develop the knowledge, skills and attitudes necessary to build a healthy, democratic and diverse society.

2. GUIDING PRINCIPLES

~~We believe that:~~

- ~~• schools are for learners~~
- ~~• education is a shared responsibility among home, school and community.~~

~~We value:~~

- ~~• the achievement of success in teaching and learning~~
- ~~• the accomplishments of our learners~~
- ~~• the role of parents in the education of their children~~
- ~~• collaboration and cooperation in setting, achieving and evaluating our stated goals and making adjustments to practice based on results~~
- ~~• the contributions made by all employees, parents and the community~~
- ~~• the involvement and support of our diverse communities.~~

~~We seek to:~~

- ~~• instill in learners an appreciation of learning as a lifelong process~~
- ~~• prepare each learner to assume responsible citizenship, community and career roles as adults in society.~~

Cont'd...

POLICY: MISSION STATEMENT & GUIDING PRINCIPLES

We commit to:

- ~~decision making that is in the best interests of all learners~~
- ~~safe and healthy learning environments~~
- ~~accountability, both educational and financial~~
- ~~being responsive to the needs of our community~~
- ~~appropriate and equitable allocation of financial resources.~~

We promote:

- ~~acceptance and respect for diversity~~
- ~~dynamic leadership at all levels of the organization.~~

2. BOARD GOALS

In its role as system governor, the Board of Education commits to maintaining and enhancing:

- operating efficiencies that prioritize resources that directly support students
- relationships with public and private sector partners to broaden and augment opportunities for students
- district environmental stewardship
- advocacy for appropriate facilities and resources
- positive, safe and welcoming school and workplace environments.

3. VISION, VALUES AND BELIEFS

The Board works in partnership with staff, parents and the community to ensure focus on core educational competencies through:

- support quality education in every school and program
- developing socially responsible citizens
- engaging Aboriginal learners
- preparing graduates for the future
- helping parents support their child's learning
- promoting broader community involvement
- building professional capacity.

Cont'd...

POLICY: MISSION STATEMENT & GUIDING PRINCIPLES

The Board particularly values programs and services enabling students to become:

- **creative thinkers, innovators and problem solvers**
- **effective communicators and collaborators**
- **literate and numerate**
- **skillful at accessing, evaluating, synthesizing and presenting information**
- **socially responsible**
- **flexible and able to adapt to change**
- **committed to physical and mental health.**

The Surrey Board of Education believes:

- **schools are for learners**
- **education is a shared responsibility among home, school and community**
- **learner and staff successes must be celebrated**
- **learners should be positive citizens and community members**
- **diversity is a strength**
- **dynamic leadership at all levels of the organization is an essential element for success.**

SCHOOL DISTRICT NO. 36 (SURREY)

No. 2902

POLICY: BOARD MEMBER CONFLICT OF INTEREST

The Board expects ~~its members~~ **all Trustees** ~~not only to adhere to The School Act and applicable all laws legislation~~ regarding conflicts of interest, ~~but also and to be alert to situations that have the appearance of a conflict of interest. and to avoid actions that might be detrimental to themselves or to the Board.~~

Accordingly:

- 1. A Trustee is expected to avoid conflict or potential conflict of interest in the exercise of the Trustee's fiduciary responsibility. They will not:**
 - a) Disclose or use confidential information acquired during the performance of official duties as a means to advance his/her personal financial interests or the interests of his/her family or friends;**
 - b) Accept, directly or indirectly any compensation, gratuity gift or reward in connection with any contract which would improperly influence a reasonable person.**
- 2. If a Trustee has a personal or private interest in any matter before the Board, the Trustee will:**
 - a) not attempt before, during and after the Board has dealt with the issue, to influence the decisions of the Board members;**
 - b) at In-Camera meetings, a Trustee will declare his/her conflict of interest and will remove themselves from the room for the duration of the item;**
 - c) not discuss, debate or vote on the matter.**

School Act References:

Section 42	Disqualification
Sections 75-84	Conflict of Interest

Revised: 2013-11-25
1994-03-10
Adopted: 1992-09-24

SCHOOL DISTRICT NO. 36 (SURREY)

No. 4910

POLICY: SCHOOL/STUDENT FUNDRAISING

1. SCOPE

- 1.1 This policy applies to all fundraising **for curricular and extra-curricular activities** conducted through schools or in the name of schools whether or not students are involved.
- 1.2 This policy does NOT apply to fundraising conducted by a Parents' Advisory Council in its own name, unless students are involved (see 3.1).
- 1.3 This policy does NOT apply to fundraising for external agencies. Fundraising for external agencies is governed by *Policy #10810 – School Fundraising By/For External Agencies*.

2. PHILOSOPHY

- 2.1 The Board believes that school/student fundraising can contribute to the advancement of education in the school district.
- 2.2 The Board believes all local funds generated by school/student fundraising are public funds entrusted to the Board through school ~~Administrative Officers~~ **Principals** and must be administered as a public trust.
- 2.3 The Board believes the types of fundraising undertaken, the conduct of the activity, the management of funds realized and financial accountability should be ethical, in harmony with the goals of public education and utilizing sound financial and business management practices. Accordingly, the Board has enunciated principles of fundraising which it believes satisfy this intent.

3. AUTHORITY

- 3.1 The Board assigns each school ~~Administrative Officer~~ **Principal** primary responsibility for and authority to conduct school/student fundraising done in the name of the school. Any fundraising utilizing students must be approved by the school ~~Administrative Officer~~ **Prinicpal**.
- 3.2 The Secretary-Treasurer shall, primarily through internal audits, ensure local funds realized form school / student fundraising are accounted for in accordance with Policies # 4900 – *Management of Site Based Funds* and #4910 – *School/Student Fundraising* and their regulations.

Cont'd...

POLICY: SCHOOL/STUDENT FUNDRAISING

4. PRINCIPLES OF FUNDRAISING

- 4.1 Purpose. Fundraising may be conducted only for the purposes of the general welfare, education or morale of the students in the school. The purpose for which funds are raised must be clear and, in addition, should preferably be for enhancements of curricular and ~~ee~~**extra**-curricular activities.
- 4.2 Communication of Purpose. The specific purpose of a fundraising project must be known to all of the organizers, workers and persons from whom support is sought.
- 4.3 Volunteers. Fundraising is to be accomplished by voluntary not-for-profit efforts unless the Board approves otherwise.
- 4.4 Activities. Fundraising activities and their conduct must be consistent with the goals of public education, in good taste and comply with the law. Incentives which encourage student competition in fundraising should be discouraged.
- 4.5 Commercially-Oriented Activities. Fundraisers, before proceeding should evaluate vendors, products, service and commercial terms. Potential purchasers must be informed that:
- the school district does not warrant or guarantee products, services or vendor performance;
 - the product or service is not endorsed to parents as a part of their child's education program; and
 - the sale is being solicited to realize benefits and indicate how the benefit will be utilized.
- 4.6 Location. **For elementary school students**, the raising of money is generally to be limited to functions at the school or those sponsored by the school at other locations. House-to-house canvassing and solicitation at business establishments and shopping centres is strongly discouraged for student safety reasons.
- 4.7 Instructional Resources. The use of instructional time and resources for fundraising is to be avoided.

Cont'd...

POLICY: SCHOOL/STUDENT FUNDRAISING

- 4.8 Project Administration. Projects shall be administered in conformity with good business practice, including sound accounting procedures. Required taxes must be collected and remitted on such sales.
- 4.9 Expenditures. Funds raised are to be expended for the purpose for which they were raised.
- 4.10 Accountability. Each fundraising activity, or set of common activities shall be separately accounted for pursuant to district standards. Those involved in fundraising are to be informed how funds were expended.
- 4.11 Funds Accumulation. Funds raised are to be directed to the benefit of students and are not to be accumulated other than for specific projects.
- 4.12 Refund of Parent Contribution. Where a combination of fundraising and parent contributions exceeds the financial requirement of a function, surplus funds may be:
- retained by the school for application to other student activities; or
 - refunds provided to parents to the maximum of their cash contributions.
- 4.13 Refund of Public Contribution. Where public fundraising exceeds the financial requirements of a particular project, the balance of funds remaining are to be utilized for a similar project or for a similar group of students. Contributions are not refundable unless an escrow arrangement was established at the time of receipt of funds.

Revised: 2001-06-28
2000-10-12
1999-07-08
1995-05-25
Adopted: 1990-08-30

X-Ref: Policy #4900
Policy #10303
Policy #10805
Policy #10810

SCHOOL DISTRICT NO. 36 (SURREY)

No. 7210

POLICY: WORKPLACE DISCRIMINATION OR BULLYING AND HARASSMENT

The Board of Education is committed to ensuring a respectful workplace, free from Discrimination or Bullying and Harassment.

Discrimination or Bullying and Harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

WorkSafeBC requires that workers must report if bullying and harassment is observed or experienced in the workplace, and that the employer initiate an investigation.

Responsibilities

The School District will take reasonable steps to prevent where possible, or otherwise minimize workplace Discrimination or Bullying and Harassment.

Supervisors have a duty to take all reasonable steps to ensure the health and safety of workers under their supervision, and as a result, a supervisor must take all reasonable steps to prevent where possible, or otherwise minimize workplace bullying, harassment and discrimination.

A worker has a duty to take reasonable care to protect the health and safety of themselves and other persons, and as a result, a worker must take all reasonable steps to prevent where possible, or otherwise minimize workplace bullying, harassment and discrimination.

Application

This policy statement applies to all workers, including permanent, temporary and casual. It applies to interpersonal and electronic communication.

Revised:

Approved: 1996-04-25

SCHOOL DISTRICT No. 36 (SURREY)

No. 7210.1

REGULATION: DISCRIMINATION AND BULLYING AND HARASSMENT: REPORTING AND INVESTIGATION PROCEDURES

WorkSafeBC requires that workers must report if bullying and harassment is observed or experienced in the workplace, and investigation will then be conducted internally, in most situations.

1. Definitions

- 1.1 **Bullying and Harassment:** includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute Bullying and Harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours. This also includes conduct through electronic communication.

- 1.2 **Complainant:** a worker who believes he or she has been subjected to or observed Discrimination or Bullying and Harassment in the workplace.
- 1.3 **Discrimination:** defined by the B.C. Human Rights code and is specific to race, colour, ancestry, place of origin, religion, marital or family status, physical or mental disability, sex, sexual orientation, age (19 years and over), criminal conviction (in employment), political belief (in employment).
- 1.4 **Person:** includes any individual, whether or not they are a workplace party. This means that a 'person' could be a workplace party such as an employer, supervisor, or co-worker, or a non-workplace party such as a member of the public, a student, or anyone a worker comes into contact with at the workplace.
- 1.5 **Respondent:** a person in the workplace against whom a complaint of Discrimination and/or Bullying and Harassment has been made.

Cont'd...

**REGULATION: DISCRIMINATION AND BULLYING AND
HARASSMENT: REPORTING AND
INVESTIGATION PROCEDURES**

2. Responsibilities

2. 1 The School District will take reasonable steps to prevent where possible, or otherwise minimize workplace Discrimination or Bullying and Harassment by:

- Developing a policy statement with respect to workplace Discrimination or Bullying and Harassment not being acceptable or tolerated;
- Taking steps to prevent where possible, or otherwise minimize, workplace Discrimination or Bullying and Harassment;
- Developing and implementing procedures for workers to report incidents or complaints of workplace Discrimination or Bullying and Harassment including how, when and to whom a worker should report incidents or complaints. Included must be procedures for a worker to report if the employer, supervisor or person acting on behalf of the employer, is the alleged bully and harasser;
- Developing and implementing procedures for how the employer will deal with incidents or complaints of workplace Discrimination or Bullying and Harassment;
- Informing workers of the policy statement;
- Training supervisors and workers on:
 - Recognizing the potential for bullying, harassment and discrimination,
 - Responding to bullying, harassment and discrimination; and
 - Procedures for reporting, and how the employer will deal with incidents or complaints of Discrimination or Bullying and Harassment.
- Annually reviewing the policies and procedures;
- Not engaging in Discrimination or Bullying and Harassment of workers and supervisors;
- Applying and complying with the school district's policies and procedures on bullying, harassment and discrimination.

2. 2 A supervisor has a duty to take all reasonable steps to ensure the health and safety of workers under their supervision, and as a result, a supervisor must take all reasonable steps to prevent where possible, or otherwise minimize workplace bullying, harassment and discrimination.

**REGULATION: DISCRIMINATION AND BULLYING AND
HARASSMENT: REPORTING AND
INVESTIGATION PROCEDURES**

A supervisor's obligation to ensure health and safety of workers includes:

- Not engaging in Discrimination or Bullying and Harassment of workers, other supervisors, the employer or persons acting on behalf of the employer; and
- Applying and complying with the school district policies and procedures on Discrimination or Bullying and Harassment;
- Ensuring staff at their school/site have received the Discrimination or Bullying and Harassment training and are aware of the requirements to comply with these policies and procedure;
- Liaising with Human Resources to undertake and participate in investigations.

2.3 A worker has a duty to take reasonable care to protect the health and safety of themselves and other persons, and as a result, a worker must take all reasonable steps to prevent where possible, or otherwise minimize workplace bullying, harassment and discrimination.

A worker's obligation to take reasonable care to protect the health and safety of themselves or others includes:

- Not engaging in Discrimination or Bullying and Harassment of other workers, supervisors, the employer or persons acting on behalf of the employer;
- Reporting if Discrimination or Bullying and Harassment is observed or experienced in the workplace; and
- Applying and complying with the school district policies and procedures on Discrimination or Bullying and Harassment

3. False accusations or vexatious complaints

Sometimes individuals make allegations about situations that are not Discrimination or Bullying and Harassment. The accusation might be vexatious in intent, or a person might not understand the definition of workplace Discrimination or Bullying and Harassment. False accusations can have a negative effect on the accused and the workplace overall. Complaints that are viewed to possibly be vexatious may be formally investigated as an act of misconduct.

**REGULATION: DISCRIMINATION AND BULLYING AND
HARASSMENT: REPORTING AND
INVESTIGATION PROCEDURES**

4. Reporting an Incidence of Discrimination and Bullying or Harassment

Employees at Surrey Schools can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the school district workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

Workers should report any incidents or complaints to their Principal/Supervisor. The Principal/Supervisor will contact the Executive Director, Human Resources for assistance and in order to initiate investigation, with Human Resources involvement.

If the employer, the complainant's supervisor, or the reporting contact identified above, is the person engaging in bullying and harassing behaviour, workers should contact the Superintendent of Schools.

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as electronic communication, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. All reports will be forwarded to the Principal/Supervisor or alternate reporting contact outlined above.

**REGULATION: DISCRIMINATION AND BULLYING AND
HARASSMENT: REPORTING AND
INVESTIGATION PROCEDURES**

5. Conduct of Investigations

Most investigations at Surrey Schools will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- Be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
- Be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
- Be sensitive to the interests of all parties involved, and maintain confidentiality
- Be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses;
- Incorporate, where appropriate, any need or request from the complainant or respondent for union representation during the investigation process.

Investigations will include interviews with the alleged complainant, the alleged bully, and any witnesses. If the alleged complainant and the alleged bully agree on what happened, then the School District will not investigate any further, and will determine what corrective action to take, if necessary. The investigator will also review any evidence, such as electronic communication, handwritten notes, photographs, or physical evidence like vandalized objects.

The Executive Director, Human Resources is responsible for ensuring workplace investigation procedures are followed.

The Principal/Supervisor will liaise with Human Resources to undertake and participate in investigations.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the Director of Human Resources or designate.

The alleged bully and alleged complainant will be advised of the investigation findings by the Director of Human Resources or designate.

Cont'd...

**REGULATION: DISCRIMINATION AND BULLYING AND
HARASSMENT: REPORTING AND
INVESTIGATION PROCEDURES**

Following an investigation, the Manager Health Safety & Wellness will review and revise if necessary, workplace procedures to prevent any future bullying and harassment incidents in the workplace.

Appropriate corrective actions will be taken within a reasonable time frame. In appropriate circumstances, workers may be referred to the employee assistance program.

The School District expects that workers will keep written accounts of incidents to submit with any complaints. The Human Resources Department will keep a written record of investigations, including the findings.

6. **Review of Procedures**

These procedures will be reviewed annually.

All workers will be provided with a copy at the new worker orientation training session. Electronic copies are available on the School District website.

SCHOOL DISTRICT NO. 36 (SURREY)

No. 10400

POLICY: COMMUNITY USE OF FACILITIES & GROUNDS OUTSIDE OF SCHOOL HOURS

1. INTENT

Under the *School Act*, the Board is obligated to provide facilities and grounds sufficient to conduct K-12 education programs. The conduct of such programs is recognized as the primary purpose of all district facilities and properties.

The Board recognizes, however, that all taxpayers contribute to the cost of constructing and maintaining local facilities and grounds through provincial taxation. Furthermore, it recognizes that taxpayers should not be required to pay further for the construction of additional facilities or grounds. The Board agrees, therefore, to extend to the public the privilege of having access to schools and grounds currently used for K-12 programs. In the event of a violation of this privilege, the Board reserves the right to cancel the use of any school facility, grounds or equipment. Such access, however, is granted provided that community use of school buildings and grounds does not interfere with regular curricular and extra-curricular programming, and that rental charges be assessed as per regulation.

2. SCOPE

District Theatres and the District Education Centre are exempt from this policy and are covered by other policies and regulations. In addition, all use of schools during school hours is exempt from this policy and is covered by other policies and regulations.

Guidelines both in this policy and in other pertinent policies shall set out appropriate obligations to govern usage outside of school hours. Generally, the Board agrees that facilities and grounds will be rented for a variety of recreational and meeting uses in accordance with the spirit and intent of the Canadian Charter of Human Rights and Freedoms. Where there is a reasonable expectation that a confrontation between opposing groups might occur as a result of a rental, however, administration is vested with the authority to approve or deny access to school facilities and grounds.

The Board reserves the right to enter into reciprocal agreements with the City of Surrey (on behalf of Surrey Parks, Recreation & Culture) and with the City of White Rock (on behalf of White Rock Leisure Services) with respect to joint site acquisition, development and maintenance. In addition, the Board reserves the right to enter into agreements with those agencies respecting the cooperative use of facilities and grounds for conducting courses and programs. Financial arrangements for such agreements will be negotiated separately between the participating agencies.

Cont'd...

**POLICY: COMMUNITY USE OF FACILITIES & GROUNDS
OUTSIDE OF SCHOOL HOURS**

3. **AUTHORITY**

The Board assigns the responsibility for the Community Use of Facilities & Grounds policy to the Secretary-Treasurer.

4. **PRIORITY FOR USE**

Allotment of school district facilities and grounds shall be made on the basis of the following priorities:

1. Regular school curricular and organized extra- curricular activities.
2. Adult and continuing education credit course programs, including those co-sponsored by other publicly funded educational institutions.

Where feasible, education programs under the second priority will be held in designated centres. ~~These schools will normally be responsible to undertake their own allocations and booking of space for user groups.~~

3. Historical user groups, which are defined as those who held a Rental License of a facility or grounds in the year immediately preceding a current application for use. Historical groups have right-of-first refusal for the same area, day and time, provided such group submits a renewal application within district booking deadlines.
4. Surrey Parks, Recreation & Culture and White Rock Leisure Services courses and programs.
5. All other outside groups including non-profit and commercial or "private" ventures.

The above priorities apply, except where a Board approved agreement requires otherwise.

Despite historical rights, any user may be bumped from a particular time, day or facility or grounds based on the above noted priority.

**POLICY: COMMUNITY USE OF FACILITIES & GROUNDS
OUTSIDE OF SCHOOL HOURS**

5. NEW AND RENEWAL APPLICATIONS

All new and renewal applications must be made on the appropriate form, and must be submitted to the Facility Rentals Department for Rental License arrangements as per regulation. The Facility Rentals Department will secure the necessary approvals of the Principal/Building Manager for each Facility/Grounds license request.

The Facility/Grounds Rental License is not valid until approved by the appropriate signing authorities of the Board and the user group and the appropriate payment has been received.

The Facility Rental Department may revoke approval of a Facility/Grounds Rental Contract where the user is unable to satisfy concerns expressed by the Principal/Building Manager. Claims of unreasonably revoked approval shall be adjudicated by the Secretary-Treasurer.

6. USER FEES

User fees are comprised of five parts: (a) facility and/or grounds rental charges; (b) custodial charges; and (c) security charges; (d) carbon surcharge/taxes and (e) other fees.

User groups will be assessed rental charges as per regulation. Rental charges are set periodically after regular review by the district to reflect community standards in other Lower Mainland public organizations and school districts. The charges are designed to help offset costs of heat, light and water, regular maintenance, administration, and depreciation through use as well as compensating the site for facilitating the access. The portion of the rental charge that is directed to the site for facilitating the access is as per regulation.

Rental rates and charges for custodial and security will vary according to the type of group, its activity, and the facility or grounds used. Rental charges and charges for custodial and security shall be agreed to in writing by the renter(s) before authorization or access is permitted. Where payment is required, it shall be in advance and may include a security deposit.

Failure by user groups to submit appropriate payment may result in the immediate cancellation of facility and/or grounds usage privileges.

**POLICY: COMMUNITY USE OF FACILITIES & GROUNDS
OUTSIDE OF SCHOOL HOURS**

7. WAIVER OF RENTAL FEES

Where a rental group has donated in cash, or in kind, to the school district or a school, or a program, fifty percent (50%) of said donation may be applied as a credit to a rental contract ~~in the subsequent year~~. Note that the rental credit does not apply to that portion of a donation for which an official donation receipt for tax purposes was issued by the school district.

Rental fees may be waived where there is a pre-existing agreement with the school district, the guidelines for which can be found in Regulation #10400.1.

A request for the waiving of rental fees must be submitted in writing to the Facility Rentals Department for consideration.

8. CONSUMPTION OF ALCOHOLIC BEVERAGES

External user groups may request to serve alcohol at an event where an approved License for Use has been obtained from the Facility Rentals Department. Requests to serve alcohol must be approved by the Secretary Treasurer or designate, in writing, before the rental date. Alcohol may not be served by district, school, PAC or other internal school district user groups.

In addition to approval from the Secretary Treasurer, the Liquor Control and Licensing Act requires users to obtain a Special Occasion License from the RCMP.

Revised:
Revised: 2012-06-21
Revised: 2007-06-28
Revised: 2005-06-30

2004-05-13
2003-06-30
1995-05-25
1994-09-22
1991-10-10
1991-08-29 (Effective 1991-09-01)
1989-10-12
1988-03-10
1986-07-03 (Effective 1986-07-01)
1986-02-27
1979-02-19
Approved: 1975-12-01

X-Ref: Policy #6512
Policy #6802
Policy #10410
Policy #10415

SCHOOL DISTRICT NO. 36 (SURREY)

No. 10420

POLICY: EXTERNAL USE OF FACILITIES & GROUNDS DURING SCHOOL HOURS

1. INTENT

Under the *School Act*, the Board is obligated to provide facilities and grounds sufficient to conduct K-12 education programs. The conduct of such programs is recognized as the primary purpose of all district facilities and properties. In addition, the Board has high expectations for personal conduct and care of facilities because of the presence of children.

The Board recognizes, however, that all taxpayers contribute to the cost of constructing and maintaining local facilities and grounds through provincial taxation. Furthermore, it recognizes that taxpayers should not be required to pay further for the construction of additional facilities or grounds. The Board agrees, therefore, to extend to the public the privilege of having access to surplus facility and ground space during school hours that is not otherwise being used for K-12 curricular and extra-curricular programs. In the event of a violation of this privilege, the Board reserves the right to cancel the use of any school facility, grounds or equipment. Such access, however, is granted provided that external use of school facilities and grounds during school hours does not interfere with regular curricular and extra-curricular programming, and that, to ensure non-erosion of the district's operating K-12 funding, rental charges be market-driven focused and assessed as per regulation.

The Board also understands that the allocation of limited available surplus school hour space, must be conducted by a process that is transparent, fair and consistent.

The Board does not endorse or represent any external group that rents its facilities or grounds.

2. SCOPE

Guidelines both in this policy and in other pertinent policies shall set out appropriate obligations to govern school hour usage of facilities and grounds. Generally, the Board agrees that facilities and grounds will be rented for a variety of external activities in accordance with the guidelines set out in policy and regulation.

District Theatres and the District Conference Centre are exempt from this policy and are covered by other policies and regulations.

Cont'd...

**POLICY: EXTERNAL USE OF FACILITIES & GROUNDS
 DURING SCHOOL HOURS**

3. AUTHORITY

The Board assigns the responsibility for the External Use of Facilities & Grounds During School Hours' policy to the Secretary-Treasurer.

4. PRIORITY FOR USE

Allotment of school district facilities and grounds shall be made on the basis of the following priorities:

1. First Priority: Regular school curricular, school district program-related and organized extra-curricular activities.

2. Second Priority: Adult and continuing education credit course programs, including those co-sponsored by other publicly funded educational institutions.

Where feasible, education programs under the second priority will be held in designated centres.

3. Third Priority **Historical user groups, which are defined as those who held a Rental License of a facility or grounds in the year immediately preceding a current application or use. Historical groups have right-of-first refusal for the same area, day and time, provided such group submits a renewal application within district booking deadlines.**

34. Fourth Priority: Surrey Parks, Recreation & Culture and White Rock Leisure Services courses and programs.

4-5. Fifth Priority: All other outside groups including, but not limited to, non-profit, educational, daycare, and preschool.

**POLICY: EXTERNAL USE OF FACILITIES & GROUNDS
 DURING SCHOOL HOURS**

5. IDENTIFYING SURPLUS SCHOOL HOUR SPACE

Surplus space will be identified and confirmed annually using a multi-leveled approach. First, the Board's Business Management Services Department will submit to the Facility Rentals Department a list, based on statistics maintained in that department, of all surplus facility space in the district. This list will be supplied upon finalization of enrollment numbers at the commencement of each school year. The Facility Rentals Department will then contact the Principal at each school that is identified as having surplus school hour space and will determine, in conjunction with the Principal, if such space is appropriate for school hour rental. The Principal will contact stakeholders at the school, as deemed appropriate, to determine the potential impact of school hour rentals. Final approval for use of school hour surplus space must be provided by the Principal to Facility Rentals in writing.

The Board gives individual Principals the right to deny rental access to daytime users where it can be shown that having the daytime user in the school will cause unreasonable disruption to the school's educational programs or compromise student/staff safety. Where the Principal is withholding external access to surplus space during school hours and no "unreasonable disruption" can be shown, the Secretary-Treasurer, in consultation with appropriate staff and concerned parties, may provide final approval for external access to surplus space. Such requests must be submitted in writing by the Facility Rentals Department to the Secretary-Treasurer for consideration.

Revised:

Adopted: 2004-05-13

XRef:

Policy #6512

Policy #6802

Policy #10400

Policy #10410

Policy #10415

SCHOOL DISTRICT NO. 36 (SURREY)

No. 10810

POLICY: SCHOOL FUND RAISING BY/FOR EXTERNAL AGENCIES

The purpose of this policy is to provide directions regarding the solicitation of funds by external organizations and/or the raising of funds for such agencies in district schools. "External agencies" in this context includes individuals and private or public organizations, ~~both incorporated and unincorporated~~, but excludes school-related bodies such as District Council for Education, school clubs or teams, student councils or the like.

The Board of ~~School Trustees~~ **Education** will not make any outright grants to any external agency. As a general rule, the participation of pupils and employees in fund raising or promotions by external agencies through the school system is to be avoided. However, the solicitation of contributions by recognized humanitarian, charitable or cultural agencies is acceptable, providing the Superintendent of Schools has given prior approval. ~~Examples of such recognized agencies and activities are:~~

~~Christmas Hamper Drives~~
~~Remembrance Day Poppy Fund~~
~~UNICEF~~
~~United Way~~

Individual schools may participate in or hold fund-raising activities for an acceptable agency **or purpose** when the activity would be a desirable school project, and the principal and staff are willing to supervise the activity and accept fiscal responsibility.

Where approval is given by the principal for individual schools, or by the Superintendent for district schools as a whole, to participate in fund raising by a ~~recognized humanitarian, charitable or cultural agency~~ **or for an external agency**, the participation of pupils and employees is to be strictly voluntary.

Revised
Approved: 1986-02-27

X-Ref.: Policy #10805

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

**Schedule 4 (h)
of the**

**ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2012-12-13

**TOPIC: BOARD COMMITTEES / TRUSTEE REPRESENTATION
APPOINTMENTS - 2014**

Board Policy #2320 - *Board Committees and Trustee Representation*, states:

"... The Board Chairman shall appoint trustees to existing committees or bodies as soon as possible following the inaugural meeting of the Board and advise the Board of such appointments. The need for appointments arising subsequent to the inaugural meeting shall also be met by the Board Chairman with advice to the Board."


Attached hereto is a list of the 2013 Board Committees and Trustee Representation appointments, for information.

Trustees are requested to provide advice to the Board Chairperson regarding the committees they wish to participate on for 2014, by 2013-12-31. The new 2014 Board committee list will be brought to a January Board meeting for information.

Enclosures:

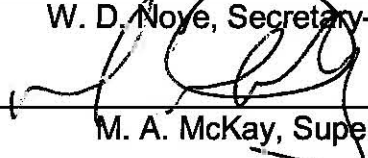


Submitted by:



W. D. Noye, Secretary-Treasurer

Approved by:



M. A. McKay, Superintendent

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

2013 BOARD COMMITTEES & TRUSTEE REPRESENTATION

(Revised 2013-01-17)

BOARD COMMITTEES		
BUDGET COMMITTEE 2013/2014	Chair:	T. Allen
Executive Committee attends all meetings.	COMMITTEE:	ALL TRUSTEES
TRANSPORTATION COMMITTEE	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:	R. Masi

STAKEHOLDERS & ELECTED OFFICIALS LIAISON MEETINGS		
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 & Elected Officials Liaison Meetings</i> for additional information.		
BOARD / CITY COUNCIL LIAISON	COMMITTEE:	ALL TRUSTEES
- Surrey	Trustee:	S. Wilson
- White Rock	Trustee:	L. McNally
BOARD / CUPE LIAISON	COMMITTEE:	ALL TRUSTEES
BOARD / DPAC LIAISON	COMMITTEE:	ALL TRUSTEES
BOARD / EPEG LIAISON	COMMITTEE:	ALL TRUSTEES
BOARD / SPVPA LIAISON	COMMITTEE:	ALL TRUSTEES
BOARD / STA LIAISON	COMMITTEE:	ALL TRUSTEES
BOARD / ABORIGINAL COMMUNITY	COMMITTEE:	ALL TRUSTEES
BOARD / CHAMBERS OF COMMERCE LIAISON	COMMITTEE:	ALL TRUSTEES
BOARD / ETHNIC COMMUNITIES	COMMITTEE:	ALL TRUSTEES
BOARD / RCMP LIAISON	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)

DISCOVERY SCHOOL PROGRAMS

Trustee:

S. Wilson

Discovery Elementary

EAST KENSINGTON HERITAGE SCHOOL

Trustee:

L. McNally

East Kensington Elementary School

FRENCH IMMERSION PROGRAMS

Trustee:

S. Wilson

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

INTEGRATED STUDIES

Trustee:

C. Dobie

Elgin Park Secondary
Johnston Heights Secondary

INTENSIVE FINE ARTS PROGRAMS

Trustee:

L. McNally

David Brankin Elementary
White Rock Elementary

INTER-A PROGRAM (INTEGRATED ACADEMICS)

Trustee:

L. Larsen

Kwantlen Park Secondary

INTERNATIONAL BACCALAUREATE PROGRAM

Trustee:

R. Masi

Semiahmoo Secondary

MONTESSORI PROGRAMS

Trustee:

R. Masi

Mountainview Montessori Elementary
Sunnyside Elementary

TRADITIONAL SCHOOL PROGRAMS

Trustee:

C. Dobie

Cloverdale Traditional School
McLeod Road Traditional School
Surrey Traditional School

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)
- Kékinow 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:

P. Glass

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:

T. Allen

Trustee:

R. Masi

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

Trustee: C. Dobie

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

PRINCIPAL & VICE PRINCIPAL SELECTION COMMITTEES

Elementary Vice Principals (2)	Trustee:	L. Larsen
	Trustee:	S. Wilson
Elementary Principals (2)	Trustee:	L. McNally
	Trustee:	S. Wilson
Secondary Vice Principals (2)	Trustee:	As required
	Trustee:	As required
Secondary Principals (2)	Trustee:	As required
	Trustee:	As required
Learning Centre & Continuing Education	Trustee:	As required
	Trustee:	As required
District Vice Principal	Trustee:	As required
	Trustee:	As required
Summer School Principals	Trustee:	C. Dobie

PUBLIC RELATIONS COMMITTEE

Chair: S. Wilson
Trustee: T. Allen
Trustee: P. Glass

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)

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.

TRUSTEE REPRESENTATION ON EXTERNAL COMMITTEES

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

TRUSTEE REPRESENTATION ON EXTERNAL COMMITTEES (Optional Attendance)

CITY OF SURREY - Council (Land Use)	* Trustee:	T. Allen
KWANTLEN UNIV. POLYTECHNIC BOARD LIAISON	* Trustee:	S. Wilson
SURREY ASSN. for COMMUNITY LIVING	* Trustee:	C. Dobie
SURREY FAMILY YMCA	* Trustee:	T. Allen
WHITE ROCK MUSEUM	* Trustee:	L. McNally

* 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.

Trustee Responsibilities as Board Representatives

1. Report out on committee activities at public board meetings.
2. Where committee minutes are available, arrange to have them put into the Trustees' Information Bulletin.
3. Refer to Board Policy #2320 - *Board Committees & Trustee Representation* for additional guidance.

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

**Schedule 4(i)
of the**

**ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2013-12-12

TOPIC: INCOMING CORRESPONDENCE

CATEGORY #3
(Requiring Board action)

NUMBER	FROM	SUBJECT
No items.		

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

**Schedule 5(a)
of the**

**ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2013-12-12

TOPIC: ITEMS FOR FUTURE DISCUSSION (REGULAR)

1. First Response to Student Accident – staff to prepare a report examining the suitability and effectiveness of the Board's policy and procedures regarding first responses to student accidents by 2014-02-01 (ref: 2013-10-10).

Enclosures:

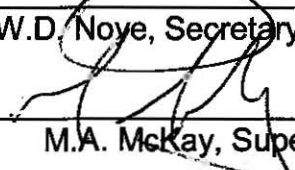


Submitted by:



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: 2013-12-12

TOPIC: FUTURE MEETINGS

DATE	TIME	PLACE	EVENT
Thursday, January 16, 2014	7:00 pm	District Ed. Centre	Regular Board
Thursday, February 13, 2014	7:00 pm	District Ed. Centre	Regular Board
Thursday, February 27, 2014	7:00 pm	District Ed. Centre	Regular Board
Thursday, March 13, 2014	7:00 pm	District Ed. Centre	Regular Board
Thursday, April 10, 2014	7:00 pm	District Ed. Centre	Regular Board
Thursday, May 15, 2014	7:00 pm	District Ed. Centre	Regular Board
Thursday, June 5, 2014	7:00 pm	District Ed. Centre	Regular Board
Thursday, June 19, 2014	7:00 pm	District Ed. Centre	Regular Board

Enclosures:

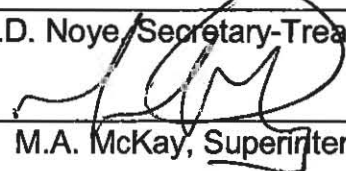


Submitted by:

Approved by:



W.D. Noye, Secretary-Treasurer



M.A. McKay, Superintendent