

REGULAR BOARD MEETING

AGENDA

MEETING DATE:

2015-03-05

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" North Surrey Secondary School
- (b) Approval of Agenda

2. <u>DELEGATIONS</u>

ACTION ITEMS

- (a) Adoption of Minutes of Regular Board Meeting Held 2015-02-12
- (b) Relocation of North Surrey Learning Centre
- (c) Trustees' Honorarium
- (d) Capital Project Bylaw No. 126835 2015/2016 Carbon Neutral Capital Program (CNCP)

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

- (a) Trustee Reports
- (b) Progress Report Active Capital Projects
- (c) Community Forum Input/Feedback -Verbal
- (d) Sibling Registrations; Choice Program Registrations Verbal
- (e) Communicating Student Learning (CSL) Verbal
- (f) Provincial Budget Update Verbal
- (g) Incoming Correspondence

REGULAR BOARD MEETING AGENDA

MEETING DATE:

2015-03-05

TIME: 7:00 p.m.

MEETING PLACE:

School District No. 36 (Surrey)

District Education Centre

Main Boardroom - Room #2020

5. **FUTURE BUSINESS**

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

6. QUESTION PERIOD

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

7. **ADJOURNMENT**



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 in NOT intended:

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

Please be mindful of Board Policy #2400 – School Board Meetings & Trustee In-Service Sessions, which states:

- Informal question periods of up to thirty (30) minutes duration will be provided during the same evening on which Regular Board meetings are held each month, after adjournment of the meeting.
- The question period is intended to enable members of the community and executives of the Surrey Teachers' Association and Canadian Union of Public Employees Local 728 to obtain information from the Board that cannot be provided by staff. The question period is not to be used as a political forum, or for furthering presentations by delegations, or to deal with matters that should properly be dealt with through other channels such as liaison committees.
- Individuals in their role as employees of the school district shall channel their questions through an
 executive member of the employee group to which they belong.
- Persons directing questions to the Board shall do so in writing on the form provided. Written
 questions may be read by the initiator before being presented to the Board Chairperson. Those
 directing questions to the Board, shall identify themselves by giving their names and addresses. Each
 individual shall be limited to one question, as well as one follow up question on the same topic, if
 clarification is necessary.
- Should a question be asked on topics where Trustees will not have, and cannot be expected to have, information necessary to respond appropriately, a written response will be provided as soon as possible.



Schedule 1 (b) of the

ADMINISTRATIVE MEMORANDUM (Regular)

MEETING DATE:	2015-03-05
TOPIC:	APPROVAL OF AGENDA OF REGULAR BOARD MEETING
2 VII. TO STATE OF THE STATE OF	
IT IS RECOMMEN	DED:
THAT the ag	genda of the Regular Board meeting be approved as circulated.
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30-70 E	
Enclosures:	Submitted by: W.D. Noye, Secretary Treasurer
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	Approved by:



Schedule 3 (a) of the

ADMINISTRATIVE MEMORANDUM (Regular)

MEETING DATE:

2015-03-05

TOPIC:

ADOPTION OF MINUTES OF REGULAR BOARD MEETING

HELD 2015-02-12

IT IS RECOMMENDED:

THAT the Minutes of the Regular Board meeting held 2015-02-12 be adopted as circulated.

Enclosures:

Submitted by:

X

Approved by:

W.D. Noye, Secretary-Treasurer

Dr. J. Tinney, 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, FEBRUARY 12, 2015 at 7:00 P.M.

IN ATTENDANCE

Trustees

- S. Wilson, Chairperson
- T. Allen
- B. Holmes
- L. McNally
- G. Thind
- G. Tymoschuk

Absent

L. Larsen, Vice Chairperson

Staff

Dr. J. Tinney, Superintendent

W. Noye, Secretary-Treasurer

R. Ryan, Deputy Superintendent

K. Botsford, Executive Assistant

[1] CALL TO ORDER

Chairperson Wilson called the meeting to order at 7:04 p.m.

Presenters & Staff:

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

Simon Ayres, Associate Director, Fiscal Management Services; Chris Baldry, Principal, Chimney Hill Elementary; Dr. Elisa Carlson, Director of Instruction; Jennifer Janzen, Administrative Assistant; Aileen Kinsella-Beaudry, Principal, North Surrey Learning Centre; Kerry Magnus, Associate Director, Business Management Services; and Doug Strachan, Manager, Communications Services; Karen Steffensen, Assistant Superintendent.

(a) <u>"O Canada"</u>

Trustees, Administration and the audience sang "O Canada" accompanied by a recording by Woodward Hill Elementary.

(b) Approval of Agenda of Regular Board Meeting

Trustee Allen requested that item 4 (a) Trustee Reports be removed from the agenda, and that item 3 (f) Motion, BCSTA AGM Motions be added to the agenda.

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

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

CARRIED

(c) Recognition - Chris Mohammed, Teacher, Chimney Hill Elementary

The Board recognized Mr. Chris Mohammed for his contribution to Surrey School District students above and beyond the curriculum. Mr. Mohammed introduced and supervises the Fit Kids program at Chimney Hill Elementary. He is also the sponsor teacher for the Student Council and organizes student attendance at We Day as well as the district Student Leadership Conference.

Mr. Chris Baldry, Principal, Chimney Hill Elementary spoke to the level of dedication and tireless effort of Mr. Mohammed in his work with the students. Mr. Baldry explained that the Student Council is so influential in the school community that often he will include them when he needs their support with initiatives such as parent volunteer recruitment.

Chris Mohammed thanked the Board for recognizing his work, but said he is merely the caretaker of the student programs. He remarked that without the support of other Chimney Hill staff and administration he would not be able to do the work he does.

Eight members of the Chimney Hill Student Council executive were on hand to speak about their personal experience serving on Council and in other leadership capacities. Each Student Council member spoke to the successes and personal growth they have experienced and they all expressed their appreciation for the ongoing support and opportunities that Mr. Mohammed has provided.

Chairperson Wilson and the Trustees commended Mr. Mohammed for his exceptional work with the students. Trustees also complemented the student speakers for their articulate, thoughtful and engaging comments.

[2] **DELEGATIONS**

No items.

[3] ACTION ITEMS

(a) Adoption of Minutes of Regular Board Meeting Held 2015-01-15

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

THAT the Minutes of the Regular Board meeting held 2015-01-15 be adopted as circulated. CARRIED

(b) Statement of Operating Fund Expenditures – Six Months Ended 2014-12-31

It was moved by Trustee Tymoschuk, seconded by Trustee Holmes:

THAT the Board accept the Statement of Operating Fund Expenditures for the six (6) months ended 2014-12-31, as presented. CARRIED

(c) <u>Interim Financial Report – Special Purpose Funds – Six Months Ended 2014-12-31</u>

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

THAT the Board accept the Special Purpose Fund Schedules for the six (6) months ended 2014-12-31, as presented.

CARRIED

(d) 2014/2015 Amended Annual Budget

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

THAT the attached School District Amended Annual Budget for 2014/2015 totalling \$691,413,148 including \$610,986,770 in operating expenditures, be approved and supplied to the Ministry of Education; and

THAT the Amended Annual Budget Bylaw 2014/2015 be given three (3) readings at this meeting (vote must be unanimous). CARRIED

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

THAT the School District No. 36 (Surrey) Amended Annual Budget Bylaw 2014/2015 be approved as read a first time. CARRIED

It was moved by Trustee Holmes, seconded by Trustee Thind:

THAT the School District No. 36 (Surrey) Amended Annual Budget Bylaw 2014/2015 be approved as read a second time. CARRIED

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

THAT the School District No. 36 (Surrey) Amended Annual Budget Bylaw 2014/2015 be approved as read a third time and finally adopted. CARRIED

(e) Amendments to School Calendar

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

THAT the Board approved the amendments to the local school calendar listed below:

- February 26, 2016 NID be moved to February 19, 2016; and
- February 24, 2017 NID be moved to February 17, 2017.

CARRIED

(f) BCSTA AGM Motions

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

THAT the Board submit to the BCSTA for the upcoming AGM, motions on the following three topics:

- 1. Advisory Group on Provincial Assessment (AGPA)
- 2. Graduation Program Curricula Grades 10, 11
- 3. New Teacher Mentorship Program.

CARRIED

[4] INFORMATION & PROPOSALS

(a) Trustee Reports

There were no Trustee reports as per the amended agenda.

(b) Progress Report Active Capital Projects

Trustees received a progress report regarding active capital projects.

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

THAT the Board direct the Chairperson to contact the Ministers of Education and Finance to request a meeting with the Board to discuss the pressing capital needs in Grandview Heights, Clayton Heights and other areas in the District.

CARRIED

(c) Update on North Surrey Learning Centre

Trustees received a verbal report from Rick Ryan, Deputy Superintendent, regarding the public consultation on the relocation of the North Surrey Learning Centre. The consultation process included staff, students and parents. Staff are very excited about the move; feedback from students and parents has been positive with the exception of one response. It is expected that a recommendation to relocate the North Surrey Learning Centre to the Surrey College site will be brought before the Board at the March 5, 2015 meeting.

(d) Update on Choice Program Registration

Trustees received a verbal report from Dr. Elisa Carlson, Director of Instruction regarding the online Choice Program registration procedure. This new process is more efficient, transparent, and equitable. Registration opened on January 26, 2015 and to date, 449 applications have been received. Upon the close of registration on February 16, 2015, automatically generated emails will be sent in a lottery style to parents notifying them that they have received a placement, which they can accept or decline, or notifying them that they are waitlisted for their program of choice.

The new system for Choice Program registration was a collaboration of several District departments including: Information Management Services, Education Services and MyEdBC. Dr. Carlson expressed appreciation for the collaboration of the three departments including key staff members: Dan Turner, Director, Information Management Services; Steve Stobbe, Network Technologist; Nicolette Olsen, Information Systems Trainer; and Bonnie Mackwood, Administrative Assistant who all worked tirelessly to conceptualize, test, train and implement the system.

(e) Incoming Correspondence

There were no correspondence items requiring Trustees' attention.

[4] **FUTURE BUSINESS**

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

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.

[5] QUESTION PERIOD

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

[6] ADJOURNMENT

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

THAT the Regular meeting of the Board be adjourned at 7:50 p.m. CARRIED

S. Wilson Chairperson W. Noye Secretary-Treasurer

WDN/jj

SECTION 72(3) REPORT

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

REPORT OF IN-CAMERA BOARD MEETING

2015-01-15 "A" Meeting

Trustees Present:

S. Wilson, Chairperson

L. Larsen, Vice Chairperson

T. Allen

B. Holmes

L. McNally

G. Thind

G. Tymoschuk

Decisions Made by the Board Included:

1. Personnel Matter

SECTION 72(3) REPORT

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

REPORT OF IN-CAMERA BOARD MEETING

2015-01-15 "B" Meeting

Trustees Present:

- S. Wilson, Chairperson
- L. Larsen, Vice Chairperson
- T. Allen
- B. Holmes
- L. McNally
- G. Thind
- G. Tymoschuk

Decisions Made by the Board Included:

- 1. Adoption of Minutes.
- 2. Adoption of Public Records.
- 3. Appointment of Summer Learning Principals and Vice Principals
- 4. Ratification of Acting Elementary Principal and Vice Principal Appointments
- 5. Re-appointment of Energy Specialist

Matters Discussed by the Board Included:

1. Property Matters



TOPIC:

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

Schedule 3 (b) of the

ADMINISTRATIVE MEMORANDUM (Regular)

RELOCATION OF NORTH SURREY LEARNING CENTRE

MEETING DATE:	2015-03-05	

North Surrey Learning Centre is located in a leased building at 109-13479 77 Avenue. The landlord has advised that they are unwilling to extend or renew the lease. Rental property for a building of this size is difficult to obtain; staff have considered many options.

The Surrey Community College located at 9260 140th Street has the ability to accommodate the North Surrey Learning Centre.

Administration was directed to consult with students', staff and parents regarding the move and report back to the Board. The Deputy Superintendent presented the findings at the 2014-02-12 Board meeting. Feedback regarding the relocation was favourable and the option to move North Surrey Learning Centre to the Surrey Community College, located at 9260 140th Street is considered the most viable option.

IT IS RECOMMENDED:

THAT the Board direct Administration to proceed with the relocation of the North Surrey Learning Centre to the Surrey Community College Campus located at 9260 140th Street.

Enclosures:	Submitted by:	
		W.D. Noye, Secretary-Treasurer
	Approved by:	Jordan Dry
WDN/kb		Dr. J. Tinney, Superintendent



Schedule 3 (d)

of the ADMINISTRATIVE MEMORANDUM (Regular)

MEETING DATE:

2015-03-05

TOPIC:

CAPITAL PROJECT BYLAW NO. 126835

2015/2016 CARBON NEUTRAL CAPITAL PROGRAM (CNCP)

In a letter dated February 27, 2015, the Ministry of Education allocated CNCP funding to the Surrey School District for the 2015/2016 fiscal year up to a total maximum of \$565,500.

Project No. Project Description

2015/16 Carbon Neutral Capital Program (CNCP)

Boiler Replacement
- Fleetwood Park Secondary (Site 167) \$ 565,500

IT IS THEREFORE RECOMMENDED:

THAT, subject to Ministry of Education approval, Capital Project Bylaw No. 126835 be given three (3) readings at this meeting (vote must be unanimous).

BYLAW RECOMMENDATION:

- 1. THAT Capital Project Bylaw No. 126835 be approved as read a first time.
- 2. THAT Capital Project Bylaw No. 126835 be approved as read a second time.

 THAT Capital Project Bylaw No. 126835 be approved as read a third time and finally adopted.

Enclosures:

Submitted by:

W.D. Nove, Secretary-Treasurer

X

Approved by:

Dr. J. Tinney, Superintendent

CAPITAL BYLAW NO. 126835 2015/2016 CARBON NEUTRAL CAPITAL PROGRAM (CNCP)

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

WHEREAS in accordance with provisions of the *School Act* the Minister of Education (hereinafter called the "Minister") has approved Capital Project No. 126835.

NOW THEREFORE the Board agrees to the following:

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

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board approved by the Minister and specifying a maximum expenditure of \$565,500 for Project No. 126835 is hereby adopted.
- 2. This Bylaw may be cited as School District No.36 (Surrey) Capital Bylaw No. 126835.

READ A FIRST TIME THE 5TH DAY OF MARCH, 2015; READ A SECOND TIME THE 5TH DAY OF MARCH, 2015; READ A THIRD TIME, PASSED AND ADOPTED THE 5TH DAY OF MARCH, 2015.

Board Chair	

I HEREBY CERTIFY this to be a true and original School District No. 36 (Surrey) Capital Bylaw No. 126835 adopted by the Board the 5th day of March, 2015.

A	
Secretary-Treasurer	



Schedule 4 (b) of the

ADMINISTRATIVE MEMORANDUM (Regular)

MEETING DATE:

2015-03-05

TOPIC:

PROGRESS REPORT - ACTIVE CAPITAL PROJECTS

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

Enclosures:

Submitted by:

Approved by:

W.D. Noye, Sesretary-Treasurer

WDN/dg

BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 36 (SURREY) PROGRESS REPORT - ACTIVE CAPITAL PROJECTS

As of March 5, 2015

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.

<u>Site #034 – J.T. Brown Elementary</u> (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);
- 2013-12-20 Ministry of Education approved CPFA
- 2014-05-13 Bid closing date;
- 2014-06-05 Board approved contract award to Olivit Construction Ltd.:
- 2015-07-31 Anticipated Completion.

<u>Site #059 – Riverdale Elementary</u> (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);
- 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 #153 Adams Road Elementary (Addition)

- 2013-02-14 Board appointed KMBR Architects & Planners Inc. to prepare a Project Definition Report (PDR).
- 2014-08-28 BC Government announced funding;
- 2014-09-18 Board approved Capital Project Funding Agreement (CPFA);
- 2014-09-18 Board appointed KMBR Architects & Planners Inc. as Project Architect:
- 2014-10-09 Board approved Capital Bylaw;
- 2014-10-09 Board approved sketch plans;
- 2014-10-23 Ministry of Education approved CPFA.

Site #177 Grandview Heights Area Secondary (New School)

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

Site #188 Morgan Elementary (Addition)

- 2014-08-28 BC Government announced funding.
- 2014-09-18 Board approved Capital Project Funding Agreement (CPFA);
- 2014-09-18 Board appointed Craven Huston Powers Architects as Project Architect;
- 2014-10-09 Board approved Capital Bylaw;
- 2014-10-23 Ministry of Education approved CPFA;
- 2014-11-06 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);
- 2014-08-28 BC Government announced funding;
- 2014-09-18 Board approved Capital Project Funding Agreement (CPFA);
- 2014-09-18 Board appointed Craven Huston Powers Architects as Project Architect;
- 2014-10-09 Board approved Capital Bylaw;
- 2014-10-23 Ministry of Education approved CPFA;
- 2014-11-06 Board approved sketch plans.

Site #215 Clayton North Area Secondary (New School)

- 2013-02-14 Board approved KMBR Architects & Planners Inc to prepare a Project Definition Report (PDR);
- 2013-02-15 BC Government announced project support;
- 2013-02-28 Board appointed KMBR Architects & Planners Inc. as Project Architect;
- 2014-08-28 BC Government announced funding;
- 2014-09-18 Board approved Capital Project Funding Agreement (CPFA);
- 2014-09-18 Board approved Capital Amendment Bylaw New School;

- 2014-10-09 Board approved Capital Amendment Bylaw (Restricted Capital) New School;
- 2014-10-23 Ministry of Education approved CPFA;
- 2014-11-06 Board approved sketch plans.

Site #287 Resource and Education Centre (New Facility)

- 2013-10-10 Board appointed Craven Huston Powers Architects as Project Architect;
- 2013-11-14 Board approved sketch plans;
- 2014-02-20 Bid closing date;
- 2014-02-27 Board approved contract award to Olivit Construction Ltd.;
- 2015-10-30 Anticipated completion.



Schedule 4 (g) of the

ADMINISTRATIVE MEMORANDUM (Regular)

MEETING DA	ATE: 2015-03-05			
TOPIC:	INCOMING CORRESP	ONDENCE		
CATEGORY #3 (Requiring Board action)				
NUMBER	FROM	SUBJECT		

NUMBER	FROM	SUBJECT	
No items.			



Schedule 5 (a) of the

ADMINISTRATIVE MEMORANDUM (Regular)

MEETING DATE:	2015-03-05	
TOPIC:	ITEMS FOR FUTURE DISCUSSION	
1. No items.		
	5	
		7
Enclosures:	Submitted by: W.D. Noye, Secretary-Trea	surer
	Approved by: Dr. J. Tinney, Superinter	



Schedule 5 (b) of the

ADMINISTRATIVE MEMORANDUM (Regular)

MEETING DATE: 2015-03-05

TOPIC:

FUTURE MEETINGS

DATE	TIME	PLACE	EVENT
Accessed to the second of the			
Thursday, April 23, 2015	7:00 pm	District Ed. Centre	Regular Board
Thursday, May 14, 2015	7:00 pm	District Ed. Centre	Regular Board
Thursday, June 4, 2015	7:00 pm	District Ed. Centre	Regular Board
Thursday, June 18, 2015	7:00 pm	District Ed. Centre	Regular Board
Thursday, August 27, 2015 (*)	7:00 pm	District Ed. Centre	Regular Board
Thursday, September 17, 2015	7:00 pm	District Ed. Centre	Regular Board
Thursday, October 22, 2015	7:00 pm	District Ed. Centre	Regular Board
Thursday, November 12, 2015	7:00 pm	District Ed. Centre	Regular Board
Thursday, December 10, 2015	7:00 pm	District Ed. Centre	Regular Board
\$ W.			

^{*} If necessary

Enclosures:

Submitted by:

W.D. Noye, Secretary-Treasurer

Approved by:

Dr. J. Tinney, Superintendent