

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

MEETING DATE: 2015-05-14

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" – *Frost Road Elementary*
- (b) Approval of Agenda
- (c) Presentation – Student Ambassadors, Energy Conservation and Sustainability – Tracy Blagdon; Manager, Energy Management and Sustainability; Jennifer Callaghan, Energy Ambassadors Program Coordinator
- (d) Presentation – Surrey Schools Apprenticeship Scholarships – Ms. Susan Chow, Principal Career Education

2. DELEGATIONS

3. ACTION ITEMS

- (a) Adoption of Minutes of Regular Board Meeting Held 2015-04-23
- (b) Statement of Operating Funds Expenditures – Nine Months Ended 2015-03-31
- (c) Interim Financial Report – Special Purpose Funds – Nine Months Ended 2015-03-31
- (d) Carbon Neutral Action Report – 2014

REGULAR BOARD MEETING
AGENDA

MEETING DATE: 2015-05-14 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) Policy Development and Review Project – Completed Segments
- (d) Update on Board Motions 2015-04-23 Board Meeting re: Capital Concerns
(verbal)
- (e) Incoming Correspondence

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: 2015-05-14

TOPIC: APPROVAL OF AGENDA OF REGULAR BOARD MEETING

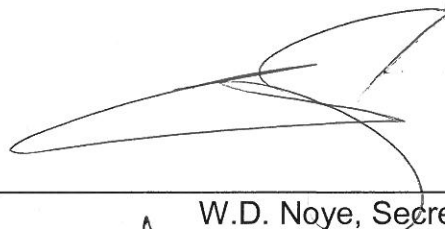
IT IS RECOMMENDED:

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

Enclosures:

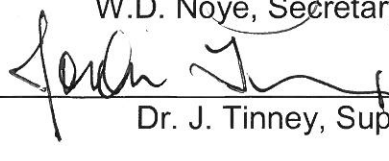


Submitted by:



W.D. Noye, Secretary-Treasurer

Approved by:



Dr. J. Tinney, Superintendent

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

**Schedule 3 (a)
of the**

**ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2015-05-14

**TOPIC: ADOPTION OF MINUTES OF REGULAR BOARD MEETING
HELD 2015-04-23**

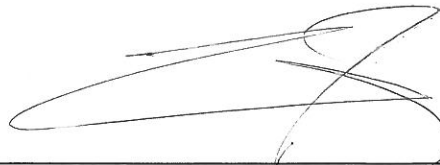
IT IS RECOMMENDED:

THAT the Minutes of the Regular Board meeting held 2015-04-23 be adopted as circulated.

Enclosures:

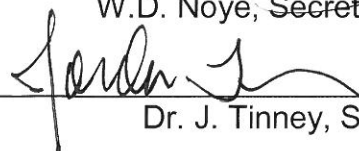
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Submitted by:



W.D. Noye, Secretary-Treasurer

Approved by:



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, APRIL 23rd, 2015 at 7:00 P.M.

IN ATTENDANCE

Trustees

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

Staff

Dr. J. Tinney, Superintendent
W. Noye, Secretary-Treasurer
R. Ryan, Deputy Superintendent
K. Botsford, Executive Assistant

Absent

G. Tymoschuk

[1] CALL TO ORDER

Chairperson Wilson called the meeting to order at 7:03 p.m.

Presenters & Staff:

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

Om Agarwal, Student, Cedar Hills Elementary; Karen Alvarez, District Principal; Amandeep Bamrah, Student, Tamanawis Secondary; Brenda Ceccon, Teacher, Tamanawis Secondary; Patti Dundas, Assistant Secretary-Treasurer; Ali Durrani, Student, Strawberry Hill Elementary; Randy Fennell, 1st Vice President, CUPE 728; Nish Gautam, Student, Tamanawis Secondary; Andrew Holland, Assistant Superintendent; Serena Honekin, Student, Erma Stephenson Elementary; Andy Joshi, Student, Tamanawis Secondary; Suhail Khokhar, Student, Strawberry Hill Elementary; Jim Lamond, Principal, Tamanawis Secondary; Kitty Li, Student, Erma Stephenson Elementary; Christy Northway, Assistant Superintendent; Kerry Magnus, Associate Director, Business Management Services; Carolyn March, Teacher, Tamanawis Secondary; Serena Millar, Helping Teacher; Karen Steffensen, Assistant Superintendent; Doug Strachan, Manager, Communication Services; Vienna Tambre, Student, Sullivan Elementary; Brady Van Unen, Student, Rosemary Heights Elementary.

(a) "O Canada"

Trustees, Administration and the audience sang "O Canada" accompanied by a recording by Coyote Creek Elementary Choir.

Cont'd...

(b) Approval of Agenda of Regular Board Meeting

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

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

CARRIED

(c) Recognition – Tamanawis Secondary Global Awareness Club

The Board recognized the Tamanawis Secondary Global Awareness Club for their social responsibility and initiatives. Three students and two teachers were on hand to receive the recognition. The students are the executive of the club and brought a photo of another executive member who was unable to attend due to a band trip.

Principal, Jim Lamond introduced the executive members of the club: Andy Joshi, Amandeep Bamrah, Nish Gutam, a photo of Julie Do, and the teacher sponsors, Brenda Ceccon and Carolyn March. He highlighted the great work that the club has done over the course of the school year promoting awareness and taking action on a great variety of issues including: energy consumption, poverty, water conservation, clean communities and much more. The club reaches beyond its school into the community and into elementary schools.

The students and teachers, Ms. Ceccon and Ms. Marsh host 50-60 students during lunch each week. The club's members truly model the behaviour they would like to see in matters that are vital to a harmonious, caring and sustainable society. They all contribute ideas and countless hours in their efforts to make a difference and are effecting change within the school and the community. The Tamanawis Global Awareness Club has been recognized with several community grants and awards for its initiatives.

The executive members are graduating this year and will leave a great legacy. They have inspired others to continue the great work of the Global Awareness Club. Principal Lamond referred to the students as catalysts for change. He also stated that the students are great examples of "Leadership in Learning."

Chairperson Wilson asked the group about their work with elementary students and the club has visited a number of elementary schools encouraging students to join clubs in high school and to focus on social responsibility within their own schools.

Chairperson Wilson thanked the group on behalf of the Board and presented them with pins and a certificate of recognition.

(d) Presentation – Science Fair Students – Karen Alvarez, District Principal; Selina Millar, Helping Teacher

Karen Alvarez, District Principal gave an overview of the Science Fair and the tremendous amount of work involved. There were 34 volunteers, 25 judges and many district staff involved in the Fair. In addition she thanked all the students, teachers and parents for the dedication and support of the Science Fair and introduced Ms. Selena Millar, Helping Teacher who was instrumental in the organization of the Science Fair.

Ms. Millar spoke about her involvement in Science Fairs for the past 33 years and how there has been a change in how the students approach their projects. Students are no longer just researching their topics, but are using more of an inquiry based approach. Students pose a question and really think about what they want to know and that drives the research and ultimately the presentation. Ms. Millar introduced the students who were all from elementary schools and in grades 4-7.

Each student made a short presentation on his/her project to the Board. The projects covered a wide variety of scientific concepts and highlighted the achievements of the students.

Science Fair projects were presented by:

- Kitty Li and Serena Honekin, Erma Stephenson Elementary – “Java Script”
- Suhail Khokhar and Ali Durrani, Strawberry Hill Elementary – “Algae to Fuel”
- Brady Van Unen, Rosemary Heights Elementary – “Left vs Right Brain”
- Vienna Tambre, Sullivan Elementary – “Cookie Chemistry”
- Om Agarwal, Cedar Hills – “Stop Being Bullied”

Chairperson Wilson thanked the students, Ms. Millar and Ms. Alvarez for their presentations and thanked the parents for their support of the students. Trustees commented on how impressed they were with the quality of the projects and presentations.

Chairperson Wilson recessed the meeting at 7:40 p.m. in order for Trustees to view the Science Fair Presentations more closely and reconvened the meeting at 7:55 p.m.

(e) Presentation – Day of Mourning – Randy Fennell, 1st Vice President, CUPE 728

Randy Fennell, 1st Vice President, CUPE 728 presented on behalf of the New Westminster and District Labour Council and spoke to the Board about the upcoming *Day of Mourning for Workers Killed and Injured on the Job*–Tuesday April 28th. He thanked the Board for acknowledging the day as the district lowers the flags to half-mast and observes a moment of silence at 11:00 am.

Mr. Fennell indicated that his presentation is intended to provide the Board with relevant and up-to-date information indicating that education is a critical component of prevention. Youth make up a significant percentage of the work force and notably experience the highest rate of injury of any age group. With laws in BC that permit employers to hire 12 year old children, it is no surprise that over one third of workplace injury claims are filed by young workers. He pointed out that there is a training workshop specifically designed for youth workers, teaching students the roles and responsibilities of the employer, supervisor and workers by using real-life case studies. Mr. Fennell encouraged the District to provide the workshops in Surrey schools.

Over 200 workers died last year in the workplace in BC. Canada has the worst record in the developed world with over 1000 work deaths every year. Mr. Fennell encouraged the Board to sign a petition demanding an inquiry into the Sawmill Explosions of 2012 where four workers were killed and more that 40 critically injured. The explosion was deemed an accident and there was no employer accountability.

Mr. Fennell closed by stating that most accidents are preventable and that education and awareness are critical. He encouraged the Board to consider sponsoring youth workshops in the future with the assistance and support of the Federation's Health and Safety Centre. He thanked the Board for their leadership on issues of health and safety and invited them to join the BC Federation of Labour and the Labour Councils at 5:00 p.m. on Tuesday, April 28th at the Vancouver Art Gallery to commemorate the *Day of Mourning for Worker's Killed and Injured on the Job*.

Chairperson Wilson thanked Mr. Fennell for his presentation and remarked that the Board had passed a motion previously regarding the annual observance of the Day of Mourning. Trustee Larsen spoke briefly about the importance of the Day of Mourning and the many people who risk their lives every day as a result of their chosen career, for example: the army, navy, police, and firefighters.

[2] **DELEGATIONS**

No items.

[3] **ACTION ITEMS**

(a) Adoption of Minutes of Regular Board Meetings Held 2015-03-05

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

THAT the Minutes of the Regular Board meeting held 2015-03-05 be approved as circulated.

CARRIED

(b) Motion, Trustee T. Allen Re: Bill 11

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

THAT the Board of Education School District No. 36 (Surrey) ask government to immediately rescind Bill 11 and allow for a thoughtful and productive dialogue between the Government and Boards of Education about the challenges facing our educational system and about any legislative changes required to promote a quality and sustainable public education system.

CARRIED

(c) Capital Project Bylaw No. 126890 – Annual Facilities Grant 2015/2016

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

THAT Capital Project bylaw No. 126890 be given three (3) readings at this meeting (vote must be unanimous).

CARRIED

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

THAT Capital Project Bylaw No. 126890 be approved as read a first time.

CARRIED

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

THAT Capital Project Bylaw No. 126890 be approved as read a second time.

CARRIED

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

THAT Capital Project Bylaw No. 126890 be approved as read a third time and finally adopted.

CARRIED

(d) Specialty Academy Program Fees

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

THAT the 2015/2016 schedule of fees for specialty academies be approved as follows:

Intensive Fine Arts

David Brankin Elementary	\$40
White Rock Elementary	\$40

Hockey Academy

Earl Marriott Secondary	\$675
Semiahmoo Secondary	\$675
Lord Tweedsmuir Secondary	\$800
Fleetwood Park	\$850 (based on 30 students)
	\$950 (based on 24 students)

Advanced Hockey Academy

Earl Marriott Secondary	\$4700
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Softball Academy

Lord Tweedsmuir Secondary	\$300
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International Baccalaureate

Semiahmoo Secondary	\$260 registration (estimated)
	\$183 per examination (estimated)

Integrated Mathematics and Science

Fraser Heights Secondary	
Grade 11 and 12	\$150 yearly
Grade 12 –Optional advance Placement exam	\$90 (estimated)

CARRIED

(e) Academic Courses for Graduated Adults

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

THAT Surrey School District no longer offer academic courses to graduated adults, effective May 1, 2015; and

THAT the Newton Adult Education Centre site be closed and its operations consolidated into the Invergarry and Queen Elizabeth Adult Education sites.

CARRIED

(f) Amendment to School Calendar 2015-2016

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

THAT the Board approve the amendment to the 2015-2016 school calendar as follows:

- Change the last day of school from June 30, 2016 to Friday, June 24, 2016

CARRIED

(g) Vision and Guiding Principles

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

THAT the Surrey Board of education Vision and Guiding Principles be approved as presented.

CARRIED

(h) Award of Construction Contract, Old Yale Road Elementary (Site 064) – Mechanical Upgrade Phase 2 of 2

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

THAT the Board's signing officers be authorized to execute a standard Stipulated Price Construction Contract with the lowest qualified bidder, Wood Projects Ltd., in the total amount of \$560,538 (excluding GST) for the mechanical upgrade phase 2 of 2 At Old Yale Road Elementary (Site 064), located at 10135 – 132nd Street.

CARRIED

[4] INFORMATION & PROPOSALS**(a) Trustee Reports**

Chairperson Wilson reported on the Trustees' activities since the last Board meeting and indicated that the report would be available on the Website.

(b) Progress Report Active Capital Projects

Trustees received a progress report regarding active capital projects.

(c) Update on BCSTA Motions – Advisory Group on Provincial Assessment: Graduation Program (Curricula Grades 10, 11; New Teacher Mentorship Program)

Dr. Jordan Tinney, Superintendent provided Trustees with an update on the motions that the District presented at the recent BCSTA AGM. The motions re the Advisory Group on Provincial Assessment and the New Teacher Mentorship were well received and approved and the Graduation Program (Curricula Grades 10, 11) was defeated. In addition there was a great deal of discussion on Bill 11 and a motion was passed to demand that the province withdraw sections of Bill 11 that override the authority of Boards of Education.

(d) Update on Board Motion re: Capital Concerns

Dr. Jordan Tinney gave an update on the Board motion re: Capital Concern and the request from the Board to meet with the Minister of Education. In response the Ministry referred the Board to the Deputy Minister's office. Dr. Tinney he has met with the Deputy Minister since the last Board meeting. At that time, the Deputy Minister indicated that he would also meet with the Board. Staff will follow up with the Deputy Minister's office on behalf of the Board. The Assistant Deputy Minister will be touring the District on May 26th in order to see first-hand the growth in the Clayton, Grandview Heights and Douglas areas.

Trustee L. McNally brought forward the following two motions in relation to capital concerns:

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

THAT the Board of Education request a liaison meeting with the City of Surrey Mayor and Council as soon as possible regarding growth in the district and capital needs.

CARRIED

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

THAT the Board of Education meet with the editorial board members of the local newspapers as soon as possible to share the Board's concerns regarding Bill 11 and capital needs.

CARRIED

(e) Incoming Correspondence

There were no correspondence items requiring Trustees' attention.

[4] **FUTURE BUSINESS**

(a) Items for Future Discussion

The Trustees noted the topic 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 Allen:

THAT the Regular meeting of the Board be adjourned at 9:05 p.m.

CARRIED

S. Wilson
Chairperson

W. Noye
Secretary-Treasurer

WDN/kb

SECTION 72(3) REPORT

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

REPORT OF IN-CAMERA BOARD MEETING

2015-04-13 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. Teacher Disciplinary Matter
2. Staff Reassignment
3. Approval of Elementary Vice Principal Pool

SECTION 72(3) REPORT

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

REPORT OF IN-CAMERA BOARD MEETING

2015-03-05 Meeting

Trustees Present:

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

Decisions Made by the Board Included:

1. Adoption of Minutes.
2. Adoption of Public Records.
3. Appointment of Summer Learning Vice Principals
4. Ratification of Acting Vice Principal Appointment
5. Approval of Elementary Principal Pool

Matters Discussed by the Board Included:

1. Property Matters

Pecuniary Interest

Trustee L. Larsen declared a pecuniary interest regarding an item discussed at the In-Camera meeting dated 2015-02-12.

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

Schedule 3 (b)

**of the
ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2015-05-14

**TOPIC: STATEMENT OF OPERATING FUND EXPENDITURES - NINE
MONTHS ENDED 2015-03-31**

Attached is the Statement of Operating Fund Expenditures for the nine (9) months ended 2015-03-31.

RECOMMENDATION:

THAT the Board accept the Statement of Operating Fund Expenditures for the nine (9) months ended 2015-03-31, as presented.

Enclosures:

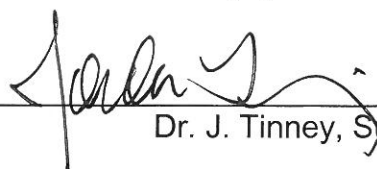


Submitted by: _____



W. D. Noye, Secretary-Treasurer

Approved by: _____



Dr. J. Tinney, Superintendent

SCHOOL DISTRICT #36 (SURREY)

Statement Of Operating Fund Expenditures
For The Nine Months Ended March 31, 2015

<u>Function</u>	<u>Actual</u>	<u>Commitments</u>	<u>Total</u>	<u>2014/2015</u>		<u>% Available</u>
				<u>Annual</u>	<u>Unencumbered</u>	
				<u>Budget</u>	<u>Balance</u>	
Instruction	341,043,174	1,697,880	342,741,054	528,728,255	185,987,201	35.18%
District Administration	9,047,123	173,776	9,220,899	12,403,685	3,182,786	25.66%
Operations & Maintenance	43,841,331	3,652,825	47,494,156	63,384,775	15,890,619	25.07%
Transportation & Housing	3,215,030	1,625,539	4,840,569	5,276,604	436,035	8.26%
Debt Service			0		0	0.00%
Total Expenditures	397,146,658	7,150,020	404,296,678	609,793,319	205,496,641	33.70%

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

Schedule 3 (c)

**of the
ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2015-05-14

**TOPIC: INTERIM FINANCIAL REPORT - SPECIAL PURPOSE FUNDS -
NINE MONTHS ENDED 2015-03-31**

The Regulation pursuant to Board Policy #4203 – *Operating Budget*, calls for financial reporting to the Board with respect to Special Purpose Funds. The Special Purpose Funds report is presented in the same format as utilized for the annual financial statements, which involves the grouping of similar Special Purpose Fund accounts.

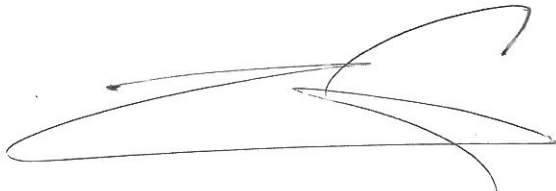
RECOMMENDATION:

THAT the Board accept the Special Purpose Fund Schedules for the nine (9) months ended 2015-03-31 as presented.

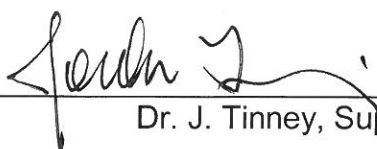
Enclosures:



Submitted by: _____


W. D. Noye, Secretary-Treasurer

Approved by: _____


Dr. J. Tinney, Superintendent

SCHOOL DISTRICT NO.36 (SURREY)
SPECIAL PURPOSE FUNDS
SUMMARY OF CHANGES
PERIOD ENDED March 31, 2015

SCHEDULE B1

	MINISTRY OF EDUCATION DESIGNATED	OTHER	SCHOOL GENERATED FUNDS	RELATED ENTITIES	TOTAL
DEFERRED CONTRIBUTIONS					
DEFERRED CONTRIBUTIONS, BEGINNING OF YEAR	74,668	3,525,776	2,775,436		6,375,880
Add: Contributions received					
Provincial Grants - Ministry of Education	4,886,708	11,672,973			16,559,681
Provincial Grants - Other					
Federal Grants					
Other Revenue		1,494,320	9,643,170		11,137,490
Investment Income	2,489	5,543			8,032
Transfer Bylaw to AFG					
	4,889,197	13,172,836	9,643,170		27,705,203
Less: Allocated to Revenue	2,933,285	11,841,518	7,961,002		22,735,805
Recovered					
District Entered					
DEFERRED CONTRIBUTIONS, END OF YEAR	2,030,580	4,857,094	4,457,604		11,345,278
REVENUE					
Provincial Grants - Ministry of Education	2,930,796	10,242,484			13,173,280
Provincial Grants - Other		2,500			2,500
Federal Grants					
Other Revenue		1,590,991	7,961,002		9,551,993
Investment Income	2,489	5,543			8,032
Gain (Loss) Equity Investment (Note)					
	2,933,285	11,841,518	7,961,002		22,735,805
EXPENSE					
Salaries					
Teachers	235,831	3,770,093			4,005,924
Principals and Vice-Principals					
Educational Assistants	21,768	1,819,578			1,841,346
Support Staff	32,634	1,501,232			1,533,866
Other Professionals		259,044			259,044
Substitutes		239,605			239,605
	290,233	7,589,552			7,879,785
Employee Benefits	93,472	1,872,819			1,966,291
Services and Supplies	2,554,563	2,096,309	7,961,002		12,611,874
	2,938,268	11,558,680	7,961,002		22,457,950
NET REVENUE (EXPENSE) BEFORE INTERFUND TRANSFERS	-4,983	282,838			277,855
INTERFUND TRANSFERS					
Capital Assets Purchased		-282,838			-282,838
Other					
		-282,838			-282,838
NET REVENUE (EXPENSE)	-4,983				-4,983

SCHOOL DISTRICT NO.36 (SURREY)
SPECIAL PURPOSE FUNDS
CHANGES IN MINISTRY OF EDUCATION DESIGNATED SPECIAL PURPOSE FUNDS
PERIOD ENDED March 31, 2015

DEFERRED CONTRIBUTIONS		207	250	305	385	390	353	ATTENDANCE	TOTAL
DEFERRED CONTRIBUTIONS, BEGINNING OF YEAR		ANNUAL FACILITY GRANT /Z	SPECIAL EDUCATION EQUIPMENT /BH	DAUGHTERS & SISTERS P.L.E.A. PROGRAM /AK	ADOLESCENT DAY/TREATMENT PROGRAM/ AG	ADOLESCENT PSYCHIATRIC UNIT /AD	WAYPOINT SUBSTANCE HOUSE /AL	SUPPORT /AS	
BEG			45,745		6,140	599	22,184		74,668
Add: Contributions received									
RME	Provincial Grants - Ministry of Education	2,563,090	148,816	52,652	196,567	99,196	72,562	435,161	4,886,708
RBC	Provincial Grants - Other								
RGC	Federal Grants								
RDT	Other Revenue	2,489							2,489
RIN	Investment Income								
	Transfer B/M to AFG								
		2,565,579	148,816	52,652	196,567	98,196	72,562	435,161	4,889,197
		2,565,579	37,070	52,652	160,897	71,601	45,486		2,933,285
			157,491		41,810	27,194	49,280	435,161	2,030,580
Less: Allocated to Revenue Recovered									
DEFERRED CONTRIBUTIONS, END OF YEAR									
REVENUE AND EXPENSE									
REVENUE									
RME	Provincial Grants - Ministry of Education	2,563,090	37,070	52,652	160,897	71,601	45,486		2,930,796
RBC	Provincial Grants - Other								
RGC	Federal Grants								
ROT	Other Revenue								
RIN	Investment Income	2,489							2,489
		2,565,579	37,070	52,652	160,897	71,601	45,486		2,933,285
EXPENSE									
Salaries									
ETS	Teachers			44,748	111,148	46,335	33,600		235,831
EAS	Principals and Vice-Principals								
ESA	Educational Assistants				11,892	9,876			21,768
ESC	Support Staff	32,634							32,634
ECP	Other Professionals								
ESU	Substitute								
		32,634		44,748	123,040	56,211	33,600		280,233
EEB	Employee Benefits	27,069		9,583	33,119	13,830	9,871		93,472
ESR	Services and Supplies	2,505,876	37,070	3,304	4,738	1,560	2,015		2,554,563
		2,565,579	37,070	57,635	160,897	71,601	45,486		2,938,268
				-4,983					-4,983
NET REVENUE (EXPENSE) BEFORE INTERFUND TRANSFERS									
INTERFUND TRANSFERS									
ECA	Capital Assets Purchased								
EIT	Other (Note)								
				-4,983					-4,983
NET REVENUE (EXPENSE)									
									(1) TF Schedule B1

**SCHOOL DISTRICT NO.36 (SURREY)
SPECIAL PURPOSE FUNDS
CHANGES IN OTHER TRUST FUNDS
PERIOD ENDED March 31, 2015**

SCHEDULE B3

	600 SCHOOL MEALS AE	641 FRENCH LEARN AT	640 LITERACY INNOVATION AU	601 COMMUNITY SCHOOLS AX	645 INTENSIVE CORE FRENCH AY
DEFERRED CONTRIBUTIONS					
DEFERRED CONTRIBUTIONS, BEGINNING OF YEAR	BEG				
		315,112	170,578	230,724	31,420
Add: Contributions received					
Provincial Grants - Ministry of Education	RME	1,495,200	173,215	515,200	
Provincial Grants - Other	RBC				
Federal Grants	RGC				
Other Revenue	ROT	142,196			
Investment Income	RIN		466		
		<u>1,637,396</u>	<u>374,930</u>	<u>1,766,597</u>	<u>26,670</u>
Less: Allocated to Revenue					
Recovered		<u>1,463,046</u>	<u>204,519</u>	<u>1,601,610</u>	<u>12,669</u>
DEFERRED CONTRIBUTIONS, END OF YEAR		<u><u>174,350</u></u>	<u><u>340,989</u></u>	<u><u>1,413,178</u></u>	<u><u>45,421</u></u>
REVENUE AND EXPENSE					
REVENUE					
Provincial Grants - Ministry of Education	RME	1,320,850	63,961	513,421	
Provincial Grants - Other	RBC				
Federal Grants	RGC				
Other Revenue	ROT	142,196		466	
Investment Income	RIN				
		<u>1,463,046</u>	<u>63,961</u>	<u>513,421</u>	<u>12,669</u>
EXPENSE					
Salaries					
Teachers	ETS	3,666,235	23,070	56,400	3,245
Principals and Vice-Principals	EAS				
Educational Assistants	ESA	1,817,944			1,634
Support Salaries	ESC	374,402	361		
Other Professionals	ESP	50,805			792,932
Substitutes	ESU	24,677			169,122
		<u>449,884</u>	<u>23,431</u>	<u>56,400</u>	<u>975,455</u>
Employee Benefits	EEB	106,375	30	6,891	219,648
Services and Supplies	ESR	906,787	40,500	141,228	406,507
		<u>1,463,046</u>	<u>63,961</u>	<u>204,519</u>	<u>1,601,610</u>
NET REVENUE (EXPENSE) BEFORE INTERFUND TRANSFERS					
INTERFUND TRANSFERS					
Capital Assets Purchased	ECA				
Other (Note)	EIT				
NET REVENUE (EXPENSE)					

SCHEDULE B3

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

**Schedule 3(d)
of the**

**ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2015-05-14

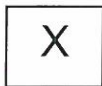
TOPIC: CARBON NEUTRAL ACTION REPORT - 2014

The attached report was requested by the Climate Action Secretariat for submission prior to 2015-05-29.

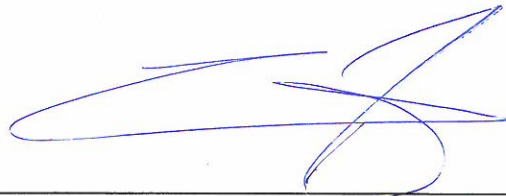
IT IS THEREFORE RECOMMENDED:

THAT the Board approve the 2014 Carbon Neutral Action Report and a copy of the report be submitted to the Climate Action Secretariat prior to 2015-05-29.

Enclosures:

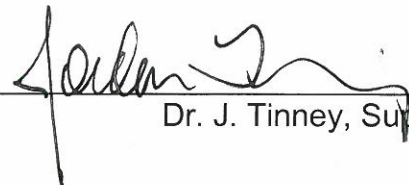


Submitted by:

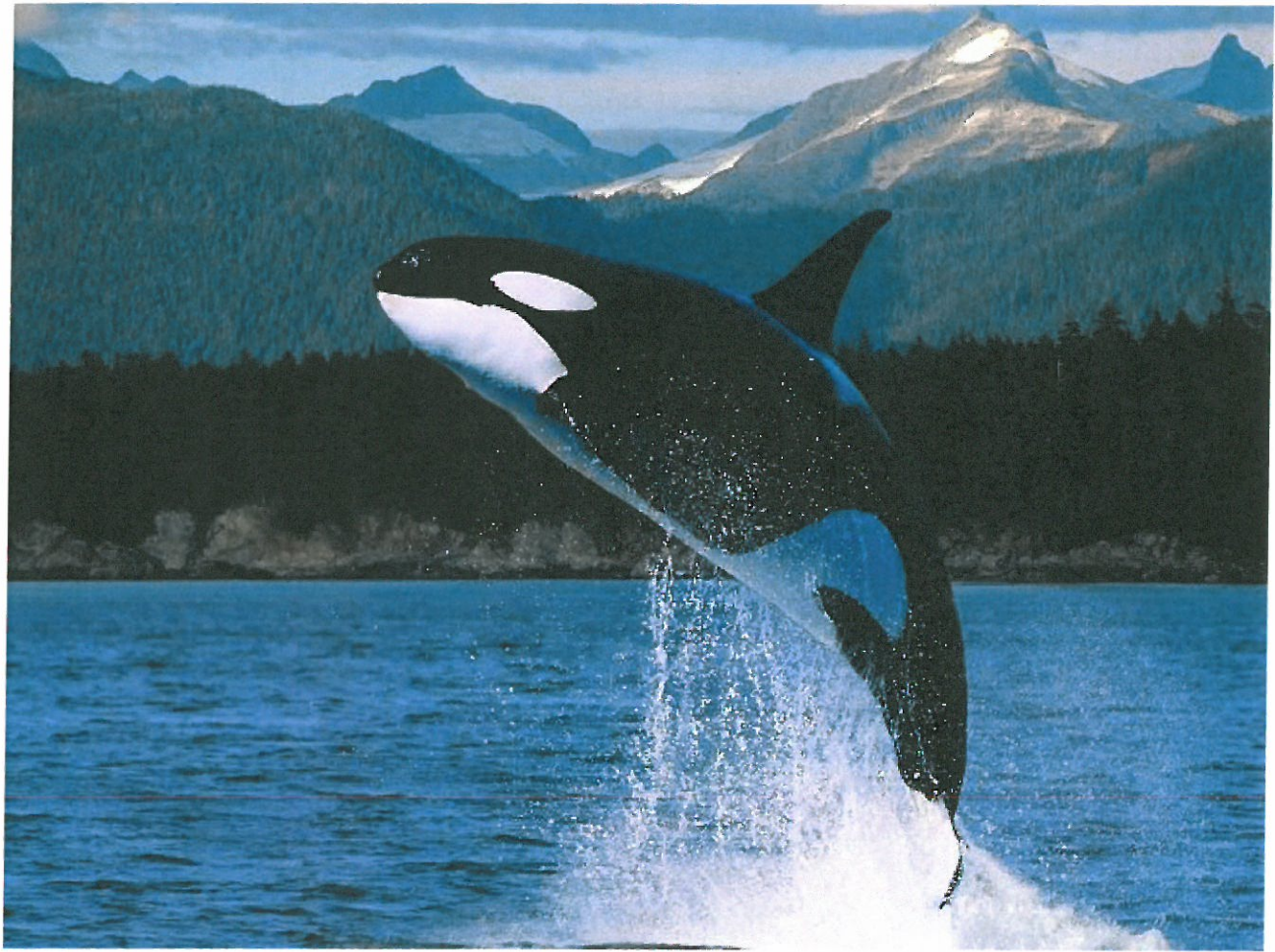


W.D. Noye, Secretary-Treasurer

Approved by:



Dr. J. Tinney, Superintendent



CARBON NEUTRAL ACTION REPORT 2014



TABLE OF CONTENTS

Overview	2
About Surrey Schools	3
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Leadership for Success	8
Integrated Emissions Reduction	9
Building a Conservation Culture	10
Green Buildings	12
Emissions and Offsets Summary	13
Appendix A: Greenhouse Gas Emissions	14
Appendix B: Plans to Continue Reducing Emissions	15

We chose to incorporate the orca whale into the design of the Carbon Neutral Action Report 2014, because orcas are a reminder of the beauty of British Columbia's west coast. However, due to many preventable threats, killer whales are at risk of becoming an endangered species.

Many of the threats to orca whales and their habitat stem from human activities and include commercial hunting, capture for entertainment, habitat pollution, excessive noise, decreased prey, and climate change.



**ABOUT THE
DESIGN**





OVERVIEW

The 2007 Greenhouse Gas Reduction Targets Act established the following emission reduction targets for the B.C. public sector:

- ◆ By 2020, B.C. will reduce greenhouse gas emissions (GHG) by 33 per cent, compared to 2007 levels.
- ◆ By 2050, GHG emissions will be reduced by at least 80 per cent below 2007 levels.
- ◆ To meet the legislated targets, all public sector organizations including school districts are required to be carbon neutral.

Achieving carbon neutrality involves four specific actions: measuring operational GHG emissions, reducing emissions where possible, offsetting the remainder of emissions, and reporting on emissions reduction actions. A carbon offset is a greenhouse gas emissions reduction tool that is used to compensate for emissions. Offsets, measured in terms of carbon dioxide equivalency, represent the net reduction in emissions that occurs when carbon offset payments are invested by the provincial government in emissions-reducing projects.

To become carbon neutral for the 2014 calendar year, Surrey Schools applied carbon offsets of 16,911 tonnes of carbon dioxide equivalent (tCO₂e). An additional 749 tonnes of CO₂e was offset for adjustments to emissions occurring in prior years. Surrey Schools' total offset investment for 2014 is \$441,500.





ABOUT SURREY SCHOOLS

We are British Columbia's largest school district with the highest student enrolment in the province, serving one of Canada's fastest growing cities.

Surrey Schools is one of the province's 60 school districts. Located in the southwestern corner of British Columbia, the school district serves the City of Surrey, the City of White Rock and includes the rural area of Barnston Island. The total area of the district is approximately 328 square miles.

Quick Facts

70,100 Students

9,500 Staff including
5,300 teachers

\$678 million Operating Budget

101 Elementary Schools

19 Secondary Schools

5 Learning Centres

4 Adult Education Centres





DECLARATION STATEMENT

This is the 2014 Carbon Neutral Action Report for Surrey Schools. This report for the period January 1st to December 31st, 2014 summarizes our emissions profile, the amount of offsets purchased to reach net zero emissions, the actions we have taken in 2014 to reduce our greenhouse gas emissions and our plans to continue reducing emissions in 2015 and beyond.

By June 30, 2015, Surrey Schools' final Carbon Neutral Action Report will be posted to our website at www.surreyschools.ca.

*Compared to last year, Surrey
Schools reduced total
Greenhouse Gas Emissions by
1,897 tCO₂e – the equivalent of
the annual emissions from 400
passenger vehicles.*

*GHG emissions are the lowest in
the last five years, 15.5% lower
than 2010 emissions.*





EXECUTIVE SUMMARY

Strategic, integrated planning and coordination achieves results

Surrey Schools plans strategically to lower its carbon footprint through student and staff engagement, energy efficient building design, and continuous improvement of building performance.

Surrey Schools has the largest student enrolment in British Columbia. The last decade has been characterized by steady growth in the student population – an increase of more than 10 per cent since 2003. Keeping pace with this growth has required ongoing construction of new schools, building additions, major renovations to existing facilities, and the use of over 200 portables as instructional spaces. Since 2003 the building surface area has increased by almost 7 per cent. Yet, in spite of increased demand, energy conservation measures have effectively reduced energy consumption and greenhouse gas emissions, with both in a pattern of modest decline over the past five years.

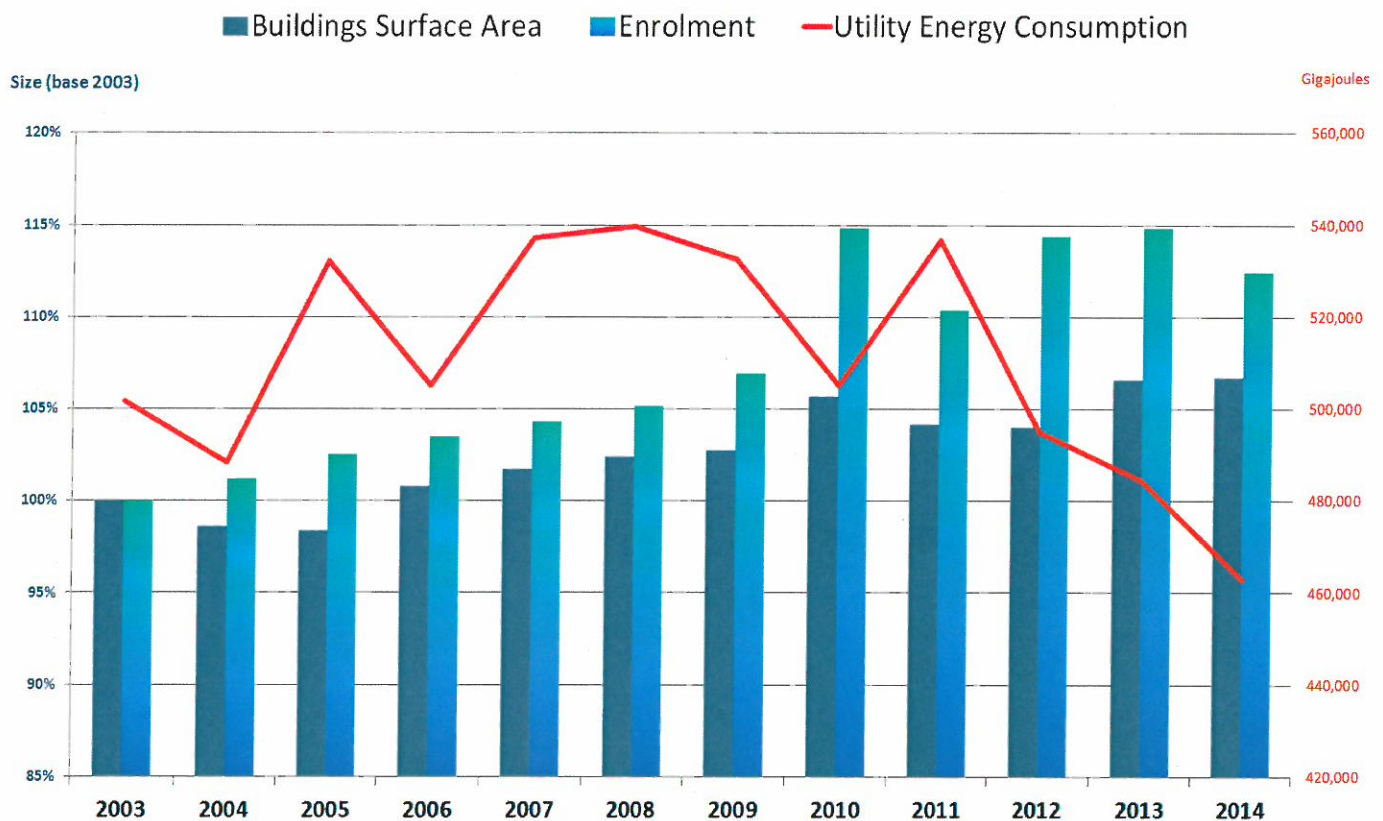




EXECUTIVE SUMMARY

Surrey Schools has met the challenges of rising costs and increased demands on building capacity through integrated and strategic planning across multiple departments, working with conservation partners and government agencies.

Surrey Schools 2003 - 2014



***Total energy consumption decreased
by 12% from 2011 to 2014!***





EXECUTIVE SUMMARY

Despite increases in student enrollment and facility space, energy consumption in Surrey Schools is at it's lowest point in over a decade!

In 2014 Surrey Schools:

- ◆ Reduced electrical consumption by an additional 1% for a total reduction of 10% since 2011, reaching the lowest consumption level in more than a decade.
- ◆ Reduced natural gas consumption by more than 26,000 gigajoules; a decrease of 8% over the previous year.
- ◆ Reduced Greenhouse Gas Emissions by 1897 tCO₂ equivalent, to the lowest level in the past 4 years.





LEADERSHIP FOR SUCCESS

"In its role as system governor, the Surrey Board of Education commits to maintaining and enhancing: District environmental stewardship."

Mission, Values and Goals 2013/14

www.surreyschools.ca

In 2011, the Surrey Board of Education established an energy management and conservation policy. In 2014 the newly elected Board of Education reaffirmed the district's commitment to maintaining and enhancing conservation initiatives by once again identifying to environmental stewardship as a board goal.

Executive support has been a critical component of the district's energy management success. Senior management has played an active role in energy and emissions planning and assessment with BC Hydro and other key conservation partners.

In 2014 Surrey Schools was recognized for Leadership Excellence by BC Hydro at the 2014 BC Hydro Power Smart Excellence Awards.



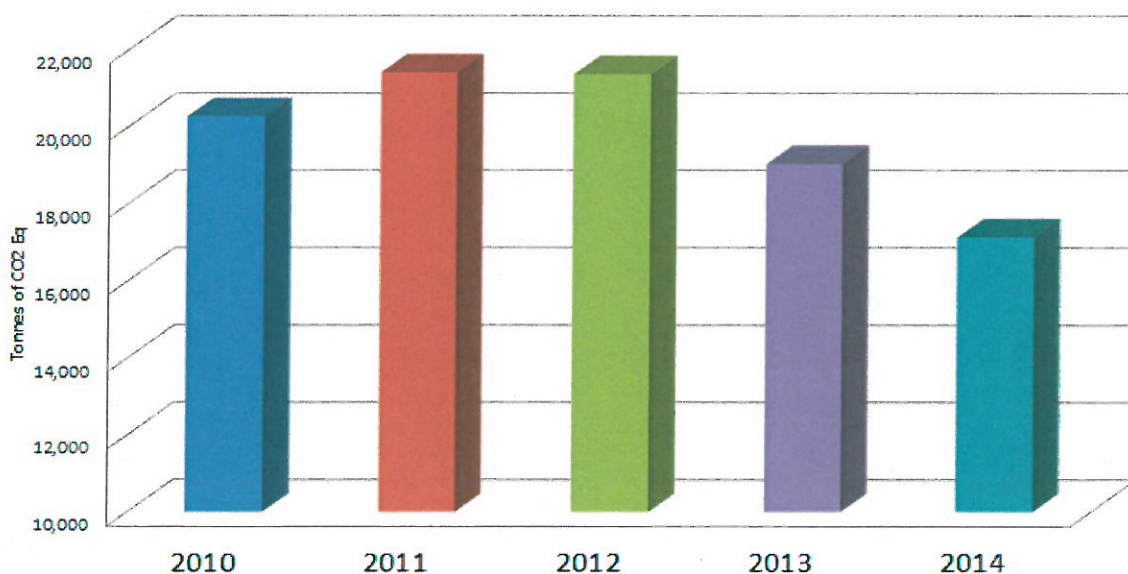


INTEGRATED EMISSIONS REDUCTION

Energy Management is strategically integrated with key departments in the implementation of technical energy efficiency projects. In 2014, Business Management Services enabled district participation in the BC Hydro New Construction Program through the implementation of energy efficient lighting design for two elementary schools and the Resource Education Centre, which is under construction. Information Management Services facilitated the installation of computer power management software on an additional 1,500 computers, bring the total to 15,000 district computers being managed to conserve energy. The District Facilities Centre oversaw the implementation phase of the Continuous Optimization Program at ten sites, upgraded building automation systems at five schools, installed energy efficient domestic hot water systems at two schools and implemented boiler upgrades or boiler replacements at six schools.

As a result of inter-departmental cooperation and teamwork, the district received over \$500,000 in incentive funding for energy efficiency projects from the Carbon Neutral Capital Program and our conservation partners BC Hydro Power Smart and FortisBC.

Surrey Schools GHG Emissions 2010 - 2014





BUILDING A CONSERVATION CULTURE

Behaviour change is a key component of the district's carbon reduction strategy. Students and staff at many schools across the district participated in environmental stewardship initiatives delivered, coordinated or supported by the Energy Management and Sustainability program. In the spring of 2014, staff at the District Education Centre modelled energy conservation leadership as they participated with fifteen schools in the Workplace Conservation Awareness (WCA) Program. The district renewed its commitment to Workplace Conservation Awareness, renewing the WCA Agreement with BC Hydro for another 2 years and widening the outreach by inviting every school in the district to participate in conservation campaigns.

Surrey Schools took home top honours in the Conservation Awareness and Engagement category at the 2014 BC Hydro Power Smart Excellence awards. The district was recognized for employee awareness campaigns that encourage individuals within the organization to use electricity and other resources more efficiently to help conserve energy and create a culture of energy conservation at their workplace.

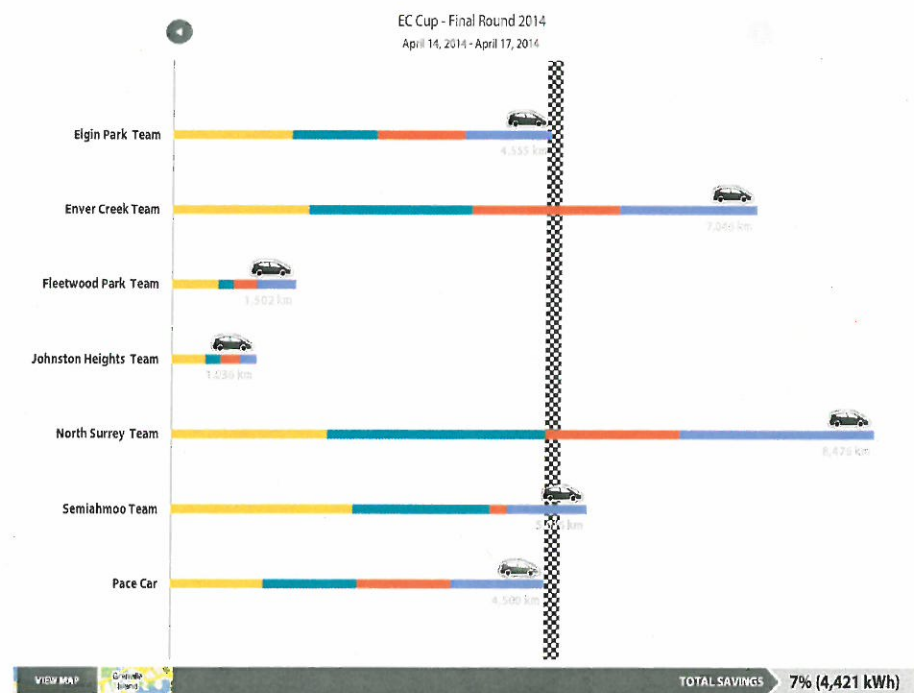




BUILDING A CONSERVATION CULTURE

In 2014 Surrey Schools ran the third annual inter-school energy challenge, the Energy Conservation Cup. The schools chose initiatives such as Ugly Sweater Day, and “unplugged concerts” at lunch, and promoted habit-changing actions such as turning off unneeded lights. Princess Margaret clinched the 2014 Energy Conservation Cup as a result of the schools consistent savings throughout the year. North Surrey Secondary came a close second, cutting consumption by 14 per cent during the final shootout between the top eight energy saving secondary schools and finishing a mere 4 points behind Princess Margaret.

***Princess Margaret
Secondary won the
2014 Energy
Conservation Cup,
thanks to consistent
savings throughout
the year.***





GREEN BUILDINGS

Surrey Schools new construction projects are built to a higher level of energy efficiency than the standard building code.

Three building sites are LEED (Leadership in Energy and Environmental Design) certified.

Woodward Hill Elementary (LEED Gold), 6082 142 Street

District Education Centre (LEED Gold), 14033 92nd Ave

Adams Road Elementary (LEED Silver), 18228 68 Ave

Five sites have been constructed with Energy Efficient Lighting Design:

Katzie Elementary, 6887 194A Street

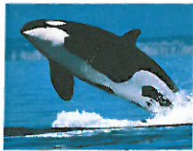
Sunnyside Elementary, 2828 159 Street

Goldstone Park Elementary, 6287 146 Street

Fraser Heights Secondary addition, 16060 108 Avenue

Panorama Ridge Secondary addition, 13220 64 Avenue





EMISSIONS AND OFFSETS SUMMARY

School District #36 (Surrey) GHG Emissions and Offsets for 2014 (tCO₂e)

GHG Emissions created in calendar year 2014 (from SMARTTool Homepage):

Total Emissions (tCO ₂ e)	17,126
Total Emissions for Offsets (tCO ₂ e)	16,911

Adjustments to GHG Emissions Reported in Previous Years (from SMARTTool Homepage):

Total Emissions (tCO ₂ e)	732
Total Emissions for Offsets (tCO ₂ e)	749

Total Emission for Offset for the 2014 Reporting Year (from SMARTTool Homepage):

Total Offsets (tCO ₂ e)	17,660
------------------------------------	--------

A handwritten signature in black ink, appearing to read 'Wayne Noye', written over a horizontal line.

May 15, 2015

Signature

Date

Wayne Noye

Secretary-Treasurer

Name

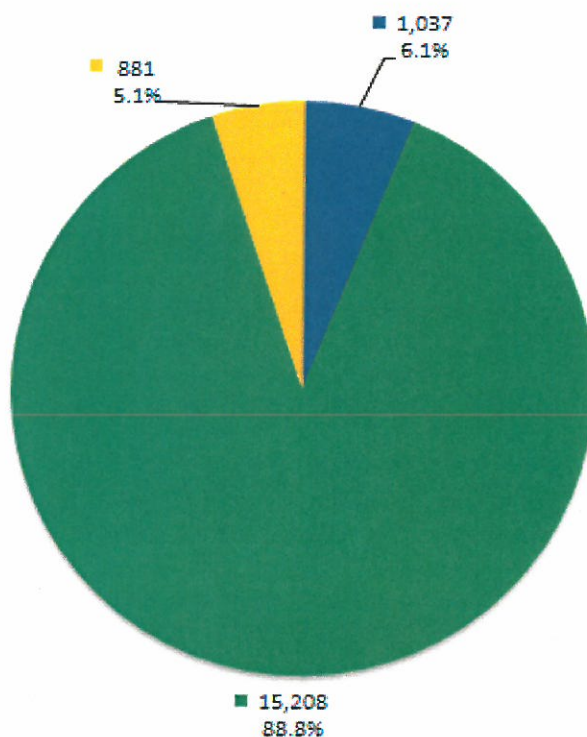
Title





APPENDIX A: Greenhouse Gas Emissions

School District 36 - Surrey
Greenhouse Gas Emissions by Source
for the 2014 Calendar Year (tCO₂e*)



Total Emissions: 17,126

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion (Building Heating and Generators) and Electricity
- Supplies (Paper)

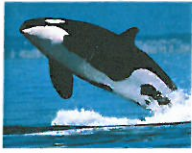
Offsets Applied to Become Carbon Neutral in 2014 (Generated May 04, 2015 3:28 PM)

Total offsets required: 16,911. Total offset investment: \$422,775. Emissions which do not require offsets: 215 **

*Tonnes of carbon dioxide equivalent (tCO₂e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

** Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.





APPENDIX B: Plans to Continue Reducing Emissions

The largest portion of the district's greenhouse gas emissions (over 88%) originate from the energy used to heat and power our buildings. As a result, the largest proportion of our GHG reduction initiatives continues to be focussed on energy conservation within our schools and administrative facilities.

Surrey schools will continue to update the district's Strategic Energy Management Plan, including assessing the energy performance of each school or site in the district and identifying opportunities for future energy efficiency projects that will enhance performance and reduce energy consumption of buildings.

Surrey Schools is continuing to implement the District's comprehensive energy conservation program and there are number of energy efficiency projects slated for 2014 & 2015 including:

- ◆ Completion of the Power Smart Continuous Optimization Program implementation at fourteen schools. This process will involve making improvements to the heating and cooling systems and ensuring that building automation systems are operating efficiently at each site.
- ◆ Initiation of the Continuous Optimization program Investigation stage at four Elementary schools.
- ◆ Completion of the energy efficient lighting design at the Resource Education Centre building through the BC Hydro New Construction Program
- ◆ Installation of high efficiency condensing boilers at one secondary school enabled by Carbon Neutral Capital Program funding





APPENDIX B: Plans to Continue Reducing Emissions

- ◆ Undertaking energy modeling and developing an energy efficient building design for the new secondary school being built in the Clayton North neighbourhood as part of the BC Hydro New Construction Whole Building Design program.
- ◆ Installing high efficiency boilers at one elementary school and two secondary schools, enabled by Annual Facilities Grant (AFG) funding.
- ◆ Completing lighting retrofit projects at three elementary schools enabled by AFG funding.

Surrey Schools will continue to access incentive funding from key energy conservation partners and promote and pursue cost effective energy conservation projects.

In addition to energy efficiency projects, Surrey Schools will continue to support school green teams and resource district-wide energy awareness programs and competitions.

Surrey Schools will complete the implementation of the “Rethink Waste” program, an expanded recycling program for all district locations including:

- ◆ Food and waste (organics);
- ◆ Glass, metal or recyclable plastic; and
- ◆ Any other materials appropriate for inclusion in the recycling program.



Trustee Report:

As the largest school district in B.C.—though with just seven board members—Surrey Board of Education trustees are kept very busy supporting schools and students, as well as representing district interests in the community. The following is a summary of the most recent trustee activities on behalf of the district.

Trustees attended the following district and community events:

- the Minister of Education's Innovation Forum in Langley, where Minister Fassbender presented BC's vision for the future of education in BC;
- the Surrey Elementary Schools Association Annual General Meeting and awards ceremony, celebrating athletics in the District;
- the Surrey Principals' and Vice Principals' Association annual conference, where noted educator Alan November was the guest speaker;
- the announcement by the provincial government of additional funding for the district's WRAP program;
- a celebration of the Mentorship Program for At Risk Youth in Surrey;
- the Cloverdale Rodeo Kick-Off luncheon hosted by the Cloverdale District Chamber of Commerce;
- the District Dance Festival, where a trustee acted as Master of Ceremonies;
- the annual "Biennale" celebration where district students explored the theme of personal identity and embracing uniqueness. A trustee acted as Master of Ceremonies for this event.

And, trustees attended several school events, including:

- the official opening ceremony and open house for the new Guildford Learning Centre location;
- the Beaver Creek Elementary production of The Lion King;
- Berkshire Park Elementary's Art Open House; and,
- a special screening of documentary short films, called "Surrey Stories", created by students from the five Learning Centres and Guildford Park Secondary. These films were produced in two separate five-day digital film boot camps under the direction of staff from Cinematheque;

Trustees also acted as speech meet judges at a number of schools, and conducted grad exit interviews at a few secondary schools.

And, trustees participated in several meetings, including;

- Intensive Fine Arts Advisory Committee
- Traditional Program Advisory Committee
- Montessori Advisory Committee
- Food action coalition
- Budget Committee
- Board & DPAC Liaison meeting, and,
- Selection Committee for Elementary Vice Principals, District Principal, Summer Learning Vice Principals.

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

**Schedule 4(b)
of the**

**ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: **2015-05-14**

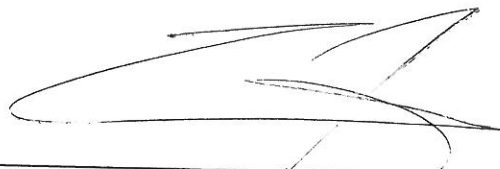
TOPIC: **PROGRESS REPORT – ACTIVE CAPITAL PROJECTS**

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

Enclosures:

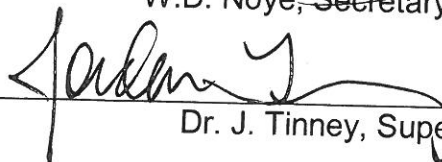


Submitted by:



W.D. Noye, Secretary-Treasurer

Approved by:



Dr. J. Tinney, Superintendent

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

PROGRESS REPORT - ACTIVE CAPITAL PROJECTS

As of May 14, 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.

Site #034 – J.T. Brown Elementary (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.

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);
- 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.

Cont'd...

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;
- 2015-05-14 Bid closing date.

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;
- 2015-05-26 Bid closing date (Additions at Site #188 and #189 are tendered together).

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;
- 2015-05-26 Bid closing date (Additions at Site #188 and #189 are tendered together).

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.

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

**Schedule 4 (c)
of the**

ADMINISTRATIVE MEMORANDUM

MEETING DATE: 2015-05-14

**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 2015-04-13. 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:

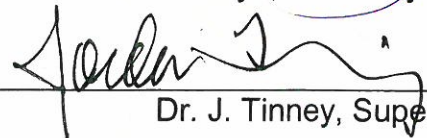
☒ X

Submitted by:



W. D. Noye, Secretary-Treasurer

Approved by:



Dr. J. Tinney, Superintendent

SCHOOL DISTRICT NO. 36 (SURREY)

BOARD IN-SERVICE

2015-05-14

ATTACHMENT TO: POLICY DEVELOPMENT and REVIEW PROJECT – COMPLETED SEGMENTS

Policy / Regulation	Name	New / Revision
2320	Board Committees and Trustee Representation	Revision
2400	School Board Meetings and Trustee In-Service Sessions	Revision
2915	Trustee Elections – Chairperson & Vice Chairperson	Revision
2925	Trustees – Provision of Resources	Revision
3205	Senior Administrators Performance Reviews and Professional Development	Revision
4104	District Generated Revenue	Revision
4105	Investment of Funds	Revision
4202	Authority for Expenditures	Revision
4410	Travel Expense Reimbursement	Revision
4410.1	Travel Expense Reimbursement – In-District	Proposed
4410.2	Travel Expense Reimbursement – Out of District	Proposed
5207	Closure of Schools under Emergent Conditions	Revision
5701	Records and Information Management	Revision
6701	Portable and Modular Classrooms	Revision
10800	Education Business Community Partnerships	Revision

SCHOOL DISTRICT NO. 36 (SURREY)

No. 2320

POLICY: BOARD COMMITTEES & TRUSTEE REPRESENTATION

1. ~~INTENT~~ **TYPES OF COMMITTEES**

1.1 Board Committees

~~The Board will have no standing Board committees, although the Board may appoint standing District committees that include trustees as members.~~

~~Any necessary Board committees will be ad hoc committees established for specific purposes, and a specific length of time. When the Board establishes an ad hoc committee, it shall determine its membership, (comprised solely of trustees) terms of reference and reporting date. An ad hoc committee may be a committee of the whole Board.~~

~~Generally, committees appointed by the Board shall be fact finding, deliberative and advisory rather than legislative or administrative. Such committees shall report and make their recommendations only to the Board.~~

~~Although by nature, committees provide a forum for deliberation that is less formal than Board meetings permitting more latitude in discussion, it is expected that meetings will be conducted in accordance with Robert's Rules of Order. Only trustees may vote. Minutes will be kept of the committee deliberations and administrative resource persons will participate as required. The Superintendent may assign a chief resource person to the committee. Any research and correspondence necessary for the work of a Board committee will be conducted by the resource person on direction of the committee.~~

Budget Committee is the only standing committee of the Board of Education and it is a committee of the whole, with the Executive Committee and Fiscal Management Services staff in attendance. The Chair is appointed by the Board Chairperson.

It is expected that meetings will be conducted in accordance with Robert's Rules of Order. Only trustees may vote. Minutes will be kept of the committee deliberations.

**POLICY: BOARD COMMITTEES & TRUSTEE
REPRESENTATION**

1.2 Stakeholders & Elected Officials Liaison Meetings

The objectives of conducting meetings with stakeholder and employee groups are stated in Policy #2610 – Liaison with Employee Groups and Policy #2680 – Stakeholder & Elected Officials Liaison Meetings.

1.3 Advisory Committees for District Programs

District program advisory committees meet a minimum of twice per year to discuss program needs, enrollment, location, facilities and other relevant issues, and to make recommendations to the Board.

Meeting arrangements (date, time, location, etc.) are made by the Executive Assistant to the Secretary-Treasurer and the staff contact person assigned to the committee.

1.4 District Committees

District Committee meeting times and membership varies based on the needs of the committee.

Meeting arrangements (date, time, location, etc.) are made by the Executive Assistant to the Secretary-Treasurer and the staff contact person assigned to the committee.

1.5 Trustee Representation on Other Committees & Bodies on External Committees

The presence of a trustee(s) on ~~a staff committee, a non Board appointed district committee or a non school district body e.g. Boundary Health, Library Board, Municipal Planning, Kwantlen College~~ **committees external to the district**, may be requested, expected or otherwise considered to be in the best interests of the Board of School Trustees **Education**. 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.~~

POLICY: BOARD COMMITTEES & TRUSTEE REPRESENTATION

In some cases, trustees will not be responsible for attending meetings on a regular basis, but can be contacted by the association when his/her assistance is required.

Trustees appointed to other non-Board committees and, non-School District committees/bodies may or may not participate as voting members, depending upon the nature and purpose of their involvement. Their more common role will be as resource or liaison persons. Regardless of the nature of trustees' participation, they do not have the authority to act on behalf of, or commit the Board.

Trustees will be expected to report to the Board in accordance with Board Policy #2400 – **School Board Meetings & In-Service Sessions**, on major activities of the groups in which they participate as District representatives.

1.6 Ad-Hoc Committees

Committees in this category do not have a regular meeting schedule. If and when an Ad-Hoc Committee is struck, the Chairperson will appoint trustee(s).

2. Board APPOINTING TRUSTEES TO COMMITTEES

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.

3. Board Appointed DISTRICT COMMITTEES CONDUCT/GOVERNANCE
(Membership including trustees, staff &/or others)

3.1 The chairman ~~person~~ will always be a trustee.

3.2 The committee will report to the Board on its activities and outcomes (recommendations, etc.) through its chairman.

**POLICY: BOARD COMMITTEES & TRUSTEE
REPRESENTATION**

- 3.3 Unless appointed by name to the committee by Board resolution, and given the right to vote, staff and others will act as resource persons.
- 3.4 The Board Chairman ~~man~~ **person** will be an ex-officio member of all committees, with full voting privileges.
- 3.5 The committee will function in a formal manner under Robert's Rules of Order – permitting the kind of free flowing discussion anticipated by Robert for committee work.
- 3.6 The committee will appoint a recorder who shall keep minutes of the committee's deliberations and conduct any correspondence as directed by the committee.
- 3.7 ~~Decisions of~~ **Outcomes from** ~~these~~ committees will always be in the form of recommendations to the Board.
- 3.8 All trustees will vote as they see fit when recommendations are dealt with by the Board.
- 3.9 Decisions of the committee must always be made within the authority given (specific) or delegated (general) by the Board. If no prior authority, all actions require prior Board approval.

Trustee Representation on Other Committees and Bodies

A. ~~Staff Committees~~

~~Trustees appointed as above. Staff members will be appointed by the Superintendent or other member of management, if delegated, unless there is a specific position designated in regulations or an action by the Board.~~

~~(1) Committee always chaired by a staff member.~~

~~(2) Meetings may be formal or informal. Variations might include:~~

- ~~(a) Voting (majority decision)~~
- ~~(b) Consensus (all agree the will of the group is evident to all)~~
- ~~(c) Chairman (staff member) makes all decisions subject to whatever higher authority governs.~~

**POLICY: BOARD COMMITTEES & TRUSTEE
REPRESENTATION**

- ~~(3) Trustees will act purely as observers and advisors, always reserving the right (and obligation) to speak and vote freely when matters arising from the committee are taken to the Board. A trustee's commitment is, first and foremost, to the Board.~~
- ~~(4) Decisions of the committee must always be made within the authority given (specific) or delegated (general) by the Board. If no prior authority, all actions require prior Board approval.~~
- ~~(5) The committee chairman or staff member having responsibility, makes reports to the Board through the established Management structure.~~
- ~~(6) The committee chairman (staff):~~
 - ~~(a) Clarifies Terms of Reference~~
 - ~~(b) Ensures notification of meetings are sent and appropriate minutes are kept.~~
 - ~~(c) Provides all representatives with sufficient information to enable them to function as expected in their capacity as members of the committee.~~
 - ~~(d) When there is voting or consensus, minutes must be kept and circulated to all members.~~

B. Other Committees & Bodies

~~Trustees appointed to other non-Board committees and, non-School District committees/bodies may or may not participate as voting members, depending upon the nature and purpose of their involvement. Their more common role will be as resource or liaison persons. Regardless of the nature of trustees' participation, they do not have the authority to act on behalf of, or commit the Board.~~

~~Trustees will be expected to report to the Board in accordance with Board Policy #2400, on major activities of the groups in which they participate as District representatives.~~

Revised 1987-09-10
" 1986-02-27
Adopted 1982-11-22

XRef: Policy #2400
" #2900

SCHOOL DISTRICT NO. 36 (SURREY)

No. 2400

POLICY: SCHOOL BOARD MEETINGS & TRUSTEE IN-SERVICE SESSIONS

1. DAY, TIME & PLACE OF MEETINGS MEETINGS OF THE BOARD

- 1.1 Regular Board meetings shall be held in the Board Room of the District Education Centre at 7:00 p.m. at least once per month, with the exception of July and August. Additional meetings may be scheduled as needed. (see Section 2)

In a year when there is a general school election, an Inaugural Meeting shall be held on the Thursday following the first Monday after December 1 as per the School Act. Additional meetings may be scheduled as needed. Regular Board meetings are open to staff, students and the public.

- 1.2 Special In-Camera Board meetings for the purpose of dealing with personnel, property and other confidential matters shall be held at the call of the Chairperson, and will normally commence at 6:00 p.m., preceding the Regular Board meetings listed in 1.1 above. As it is the opinion of the Board that the public interests so require, all persons other than Board members and officers shall be excluded will be the only attendees at from such special meetings.

- 1.3 Other Special Board Meetings may be called by the Chairperson as required and an agenda will be provided in advance, when possible. Preference shall be given to Thursday evenings on which Regular Board meetings are not held and such meetings may, or may not, be "closed" meetings.

- 1.4 A special Trustee In-Service sessions will be held at least once per month as needed. This will be in the nature of an informal discussion and program update session with and the Superintendent of Schools will setting the dates and agenda in consultation with the Board. The purpose of these sessions is to provide an opportunity for Executive committee to update the Board and to facilitate informal discussion.

2. NOTICE

- 2.1 Regular Board meetings are open to staff, students and the public. To encourage the public to attend Board meetings, notice of Regular and Special Regular Board meetings will be posted on the district website and through social media.
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**POLICY: SCHOOL BOARD MEETINGS & TRUSTEE
IN-SERVICE SESSIONS**

- 2.2 Notice of all special, public meetings shall be given at least 48 hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the Special meeting.

3. LENGTH OF MEETINGS

All Regular Board meetings and ~~Special (In-Camera)~~ meetings described in 1.1 and 1.2 shall adjourn by 10:00 p.m. unless, in either case, the time limit is extended to 10:30 p.m. by a two-thirds majority vote, and beyond 11:00 p.m. by unanimous consent of all Trustees present. Adjournment time for special Board meetings, referred to in 1.3 above, shall be as determined by those members present.

4. AGENDA

- 4.1 ~~Special (In-Camera)~~ The agenda for both Regular and ~~Special (In Camera)~~ Board meetings shall be prepared by the Secretary-Treasurer and reviewed by the Board Chairperson or Vice Chairperson.
- 4.2 The agendas for Regular and ~~Special (In-Camera)~~ Board meetings shall be delivered to all Trustees not later than the Monday preceding the meeting date. The agendas for ~~other~~ Special Board meetings scheduled for Thursdays that are not Regular Board meeting nights shall be delivered by the preceding Monday and in all other cases, as soon as is possible prior to the meeting.
- 4.3 Items to be considered for the agenda of Regular Board meetings must be submitted to the Secretary-Treasurer by 8:00 a.m. on the ~~Thursday~~ **Friday** preceding the meeting.
- 4.4 Only those items included on the agenda shall be considered by the Board unless two-thirds of the number of trustees present agree to consider additional items.
- 4.5 Written reports submitted by Trustees shall be attached to the Board meeting agenda ~~kits~~ **packages**.
- 4.6 ~~Under the "Trustee Reports" agenda section, reports will only be given on meetings of organizations to which Trustees have been~~

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**POLICY: SCHOOL BOARD MEETINGS & TRUSTEE
IN-SERVICE SESSIONS**

~~appointed by the Chairperson as delegates or representatives. Reports may include such functions and events within and outside of the school district where the Trustee was representing the Board. Each Trustee report will be limited to three (3) minutes. It is suggested that Trustees only acknowledge their attendance at meetings, functions and events previously reported on by other Trustees.~~

- 4.6 Under the "Trustee Reports" agenda section, the Chairperson or Vice Chairperson will report at Public Board Meetings on the individual work of Trustees. A summary of the Trustee Reports will be posted on the District web site following each Public Board Meeting.
- 4.7 Newly hired senior district administrative personnel who have ~~considerable~~ **significant and regular** contact with Trustees, will be formally introduced to Trustees at a Regular Board meeting.

5. PROCEDURE

- 5.1 *Robert's Rules of Order* shall be used in conducting all Board meetings. Where a Board member abstains from voting, reasons for such abstention must be given if requested by other Trustees.
- 5.2 All Regular Board meetings will commence with the singing of the Canadian national anthem, *O Canada*.

6. MINUTES

- 6.1 The minutes shall record the names of Trustees voting in a minority and/or the names of Trustees abstaining from a vote on any motion.
- 6.2 Verbal reports made by Trustees shall not be recorded in the minutes of Board meetings unless the Board takes special action as a result of such reports.

7. CONDUCT OF BOARD MEETING ATTENDEES

- 7.1 The School Board expects all persons attending meetings of the School Board to conduct themselves in a respectful manner.

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**POLICY: SCHOOL BOARD MEETINGS & TRUSTEE
IN-SERVICE SESSIONS**

- 7.2 The School Board supports and endorses the values and objectives of the *Human Rights Code* and specifically section 7 of the Code which prohibits persons from **making or** publishing statements which indicate an intention to discriminate against another person or group or which are likely to expose a person or group of persons to hatred or contempt, because of race, colour, ancestry, place or origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of that person or group.
- 7.3 The School Board supports and endorses the values expressed in the *Canadian Charter of Rights and Freedoms*, and specifically the fundamental freedom of thought, belief, opinion and expression guaranteed by section 2 of the Charter. These rights and freedoms, however, must be balanced with the School Board's commitment to Section 7 of the *Human Rights Code*.
- 7.4 Pursuant to those values and objectives, the School Board expects all persons granted delegation status to provide a reasoned, meaningful presentation which addresses the subject matter of their application. Delegations are reminded that their presentations should not address other matters.
- 7.5 A person who engages in improper conduct at a board meeting (e.g. disrespectful conduct, conduct which disrupts or interferes with the proceedings of the Board) may be expelled from the meeting by the Board Chairperson or other member presiding at the meeting. Public statements which are contrary to Section 7 of the *Human Rights Code* will not be tolerated and a person who engages in such discriminatory conduct may be subject to immediate expulsion (public statements include both oral statements made in public at a board meeting and written statements distributed to the public at a board meeting).
- 7.6 A person in attendance at a Board meeting who has reason to believe there has been a contravention of subparagraph ~~6.5~~ **7.5** above, may bring their concern to the attention of the Board Chairperson or other member presiding by passing a note to any District staff member in attendance at the meeting. The staff member will then promptly bring the concern to the attention of the Chairperson or the presiding board member.

Cont'd...

**POLICY: SCHOOL BOARD MEETINGS & TRUSTEE
IN-SERVICE SESSIONS**

8. RECOGNITIONS

The Board will provide an opportunity, ~~prior to any Special Presentation portion of the agenda,~~ to have individuals, groups and/or organizations recognized for their efforts and work in supporting students or educational programs within the school district. The recognition will be presented by the Chairperson following a brief introduction and background to the recognition.

SPECIAL PRESENTATIONS

~~Prior to the General Presentations section of the agenda, the Board will permit brief Special Presentations which are of great or emergent importance to be made by district staff. These presentations acknowledge effects on students or the quality of education being offered to the students of the school district, and that warrants they should be dealt with at a Regular Board meeting.~~

9. GENERAL PRESENTATIONS

This part of the meeting agenda will provide an opportunity for the Trustees to receive information and updates from district staff regarding the important work being done in schools and throughout the school district.

10. DELEGATIONS

10.1 Under normal circumstances a group or individual wishing to speak to the Board shall submit a request addressed to the Secretary-Treasurer ~~of the Board~~ so that it is received at least ~~one~~ **two** weeks before the Board meeting at which the party wishes to appear. This request will ~~be by phone call or~~ in writing and will contain an outline of the matter(s) to be presented and the name(s) of the spokesperson(s).

10.2 The Chairperson, or in the absence of the Chairperson, the Vice Chairperson, after consultation with the Superintendent and/or the Secretary-Treasurer, shall decide whether the request will be granted. In the case of a refusal, the applicant may appeal to the

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**POLICY: SCHOOL BOARD MEETINGS & TRUSTEE
IN-SERVICE SESSIONS**

~~Board in writing by letter addressed to the Secretary-Treasurer of the School District.~~

- 10.3 ~~Delegations will be placed on the agenda of a Regular Board meeting after 'Call to Order' items and prior to 'Adoption of Minutes' item.~~
- 10.4 If a written brief is to be presented, the Board would prefer to have it included with the agenda material **and delivered to the Secretary-Treasurer's department one week before to the Board meeting.**
- 10.5 Persons addressing the Board shall limit their presentation and follow-up questions to fifteen (15) minutes **inclusive.**
- 10.6 All remarks and questions, whether from delegates or Board members, shall be directed through the Board Chairperson. Such remarks and questions shall be pertinent to the topic described in the initial request to appear.
- 10.7 The Board Chairperson shall determine when sufficient information has been provided by the delegation.
- 10.8 The Board will generally reserve decision on a response to the matter raised by a delegation, until the next Board meeting. If action results, the delegation will be advised when the matter is to be dealt with by the Board.

11. QUESTION PERIODS

- 11.1 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 **Regular Board** meeting.
- 11.2 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.

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.

Cont'd...

**POLICY: SCHOOL BOARD MEETINGS & TRUSTEE
IN-SERVICE SESSIONS**

- 11.3 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.
- ~~11.4 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.~~
- 11.4 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.
- 11.5 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.

Revised:	2012-06-21		
Revised:	2008-05-08		
	2007-06-28		
Reprinted:	2006-05-30		
Amended:	1999-11-04		
	1997-09-11	1989-01-26	1982-01-04
	1997-05-08	1987-02-26	1981-12-07
	1997-01-09	1985-02-07	1980-10-20
	1995-05-25	1985-01-10	1980-02-18
	1994-01-13	1983-01-10	1980-02-04
	1990-09-20	1982-05-21	1979-12-10
Adopted:	1979-04-02		

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. 2925

POLICY: TRUSTEES – PROVISION OF RESOURCES

Resources Provided for Trustees' Home Office Use

The Board recognizes all Trustees must maintain an office in their home and assigns specific resources to effectively assist them in carrying out their duties and will provide, *if requested*, the following resources to Trustees during their **current** term in office for Board use only:

- Separate residential phone line
- **Internet service**
- Four drawer filing cabinet (school district standard)
- Free-standing storage shelves or a four shelf bookcase
- ~~Weekly home or office~~ **Courier services within Surrey or White Rock to home or office**
- ~~Individual voice mail services at the Board office~~
- District e-mail service
- **Desk and chair (school district standard)**
- **Document shredder**
- ~~Necessary secretarial or photocopying~~ **Clerical support services for preparation of Board material**
- ~~Personal computer and printer/scanner) with work station (**school district standard)~~
- ~~Wireless communication device; (up to two (2) items — cellphone, Blackberry, laptop/notebook, iPad)~~
- **Smartphone, tablet and computer or laptop**
- **Long distance telephone call reimbursement requires name/organization of person called and reason for call.**

The Secretary-Treasurer's Department will maintain a record of all District equipment allocated to Trustees. When a Trustee retires or is not re-elected to the Board, an opportunity will be provided to purchase, at fair market value, any equipment and furniture with the exception of smartphones. Prior to purchase, any device with data storage capability will be reset to factory default settings, excluding all district provided software.

Use of Other Resources

~~Trustees are required to obtain the permission of the Board to access any of the following resources:~~

- ~~Review of an employee's file~~
- ~~Use of school district letterhead for external correspondence~~
- ~~Borrow or purchase materials~~

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POLICY: TRUSTEES – PROVISION OF RESOURCES

- ~~• Use of Board equipment other than provided~~
- ~~• The services of a school district employee.~~

The permission **Approval** of the Superintendent or Secretary-Treasurer is required for use of the following resources:

- Borrow or purchase materials or equipment
- The services of a school district employee
- ~~• Secretarial services or photocopying material for circulation to external organizations~~
- ~~• Resource services on Board approved functions.~~

* ~~(Long distance telephone call reimbursement requires name/organization of person called and reason for call.)~~

** ~~Receipt and return of equipment will be documented.~~

Revised: 2012-06-21
Revised: 2008-05-08
2007-06-28
2001-06-28
2000-01-13

Adopted: 1999-02-25

SCHOOL DISTRICT NO. 36 (SURREY)

No. 3205

**POLICY: SENIOR ADMINISTRATORS
PERFORMANCE REVIEWS AND PROFESSIONAL
GROWTH**

Senior Administrators provide leadership in a variety of roles which promote the Board of Education's vision for student learning and engagement.

The Board of Education acknowledges that the responsibilities of Senior Administration are wide-ranging and complex and requires thoughtful leaders who constantly strive to improve their performance. Effective practitioners routinely reflect on their practice, seek feedback from others, and develop evidence-based growth plans to further their professional learning.

The Superintendent is responsible to the Board for ensuring that Senior Administration, on a regular basis, engage in formal performance review processes that are based upon best practices with a focus on continuous professional growth.

Note:

For purposes of this Policy, Senior Administration is defined as Senior Administration includes the Superintendent, Deputy Superintendent, Secretary-Treasurer, Assistant Secretary-Treasurer, Executive Director - Human Resources, Assistant Superintendents and Directors of Instruction.

Revised: 2011-05-19
Revised: 2008-05-08
Adopted: 1984-11-19

SCHOOL DISTRICT NO. 36 (SURREY)

No. 4104

POLICY: DISTRICT GENERATED REVENUE

1. DEFINITION

- 1.1 District generated revenue is generally defined as all sources of revenue other than the Ministry provided district block of funds.
- 1.2 The Board classifies district generated revenue into categories as to how the source of revenue is generally to be managed.

2. INTENT

- 2.1 The Board intends that the Board and staff consider opportunities to maximize district generated revenue, subject to Board Policy, where it is in the best interest of education and students.

3. TRUST GRANTS

- ~~3.1 Trust grants are offered by the Ministry of Education and others subject to restrictive trust conditions.~~
- ~~3.2 Administration is authorized to enter into trust funding arrangements where:

 ~~(a) The program contributes to education in the district; and~~
 ~~(b) The funds provided substantially fund the costs.~~~~
- ~~3.3 Where trust funding arrangements require a substantial Board expenditure in current or future years, Board approval of the commitment must be obtained before applying for the grant.~~

4. BOARD ESTABLISHED SERVICES RATES

- 4.1 The Board, by policy or contract, establishes fee rates for:
 - Bus passes by Policy #5400 – *Student Transportation*;
 - Offshore tuition fees by Policy #9325 – *Registration of International Students*;
 - Community Use of Facilities by Policy #10400 – *Community Use of Facilities & Grounds Outside of School Hours*;
 - Leave rates for STA, BCTF and individual STA members, by contract with Surrey Teachers' Association.
 - Leave rates for SAA **SPVPA** Professional Development Fund, by agreement with the Surrey **Administrators' Principals and Vice Principals** Association.

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POLICY: DISTRICT GENERATED REVENUE

5. BOARD DIRECTION TO ADMINISTRATION

- 5.1 The Board expects Administration to utilize its best efforts subject to guidelines defined in Policy to maximize the revenue from investments (Policy #4105 – *Investment of Funds*) and asset rental and disposal (Policies #5310 – *Surplus Furniture & Equipment*, #5401 – *Use of Board-Owned Buses*, #6512 – *Management of Unused Properties*, #6513 – *Long Term Use and Lease of Active School Buildings and Sites*, #6700 – *Management of Portable Classrooms*, #6802 – *Alternate Use of Surplus School Space*, ~~9801~~, and #10405 – *Community Use of School Board Equipment* and #10410 – *District Theatres - Operation and Use*).

6. POSITIVE FINANCIAL RETURN

- 6.1 Where the school district offers courses for tuition, Administration is expected to establish tuition fees at rates which will provide a positive financial return to the school district after recovering operating costs associated with the program.

7. COST RECOVERIES

- 7.1 Where school district staff are seconded to other organizations or in situations where the Board provides staff paid leave and hires substitute staff to perform the duties of the staff on leave, Administration is directed to recover the full direct staff costs incurred, subject to the provisions of collective agreements.

Approved: 1995-05-25

X-Ref: Policy #5310
#5400
#5401
#6512
#6513
#6700
#6802
#9325
#~~9801~~
#9802
#10400
#10405
#10410

SCHOOL DISTRICT NO. 36 (SURREY)

No. 4105

POLICY: INVESTMENT OF FUNDS

1. PHILOSOPHY

- 1.1 The Board believes that where cash is available for investment it should be invested in minimal risk financial instruments in order to generate investment revenue for the benefit of the school district.

2. AUTHORITY

- 2.1 The Secretary-Treasurer is responsible for cash management and investment of funds pursuant to Board Policy 3201 ~~#3204~~ – *Secretary-Treasurer Position Description* and is hereby authorized to invest available cash in order to generate investment revenue.
- 2.2 Investments may be made in interest-bearing accounts, investment securities or discounted instruments that are issued or guaranteed by the Federal, Provincial or British Columbia Municipal governments, Canadian Chartered banks, trust companies or credit unions. Such investments may be made in or through institutions other than the Board's primary bank.
- 2.3 Investments may be made through the pooled investment facility of the ~~Municipal Finance Authority~~ *the Ministry of Finance for the province* of British Columbia.

Amended: 1995-02-09
Approved: 1984-05-28

X-Ref: Policy 3201

SCHOOL DISTRICT NO. 36 (SURREY)

No. 4202

POLICY: AUTHORITY FOR EXPENDITURES

1. GENERAL SPENDING AUTHORITY

- 1.1 Budgets, as originally Board approved and as amended pursuant to Policy #4203 – *Operating Budget*, constitute authority for Administration to expend funds. Where the Board has incurred a legal obligation to pay (ie: pursuant to collective agreements, contracts or legislation), Administration is authorized to make expenditures even though there may be no or insufficient budget.
- 1.2 The Secretary-Treasurer is responsible to the Board to ensure that all expenditures comply with this general authority. The Secretary-Treasurer, after consultation with the Superintendent, may refer to the Board, any question concerning authority to expend.

2. SPECIFIC AUTHORITY FOR PAYROLL EXPENDITURES

- 2.1 Administration is authorized, under the following circumstances, to pay staff salaries, benefits and payroll taxes at rates pursuant to Board approved contracts, Board policy and legislation.
 - a. Regular ~~operating~~ staff where the Board has approved the position, expressed in terms of full time equivalent (FTE) positions;
 - b. Substitute staff when deemed necessary by Administration;
 - c. Supplementary staff to the extent of budget; and
 - d. Staff other than the foregoing to the extent of budget established based on special funding and cost recovery arrangements.

3. SPECIFIC AUTHORITY FOR ~~SPECIAL PURPOSE FUND TRUST~~ EXPENDITURES

- 3.1 Where ~~special purpose trust~~ funding arrangements are entered into pursuant to Board Policy #4104 – *District Generated Revenue*, Administration is authorized to expend funds subject to the ~~special purpose fund trust~~ conditions. Each ~~special purpose fund trust~~ account will be assigned to a management or administrative officer who will be responsible for financial and program operation of the ~~trust~~ activity.

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POLICY: AUTHORITY FOR EXPENDITURES

3.2 Where the program for which **special purpose** ~~trust~~ funds were received is completed and non-returnable funds remain, the Superintendent and Secretary- Treasurer acting jointly may redirect residual funds to other purposes. If the funds are substantial, Board approval for the action is to be obtained.

4. SPECIFIC AUTHORITY FOR CAPITAL FUND EXPENDITURES

4.1 Administration is authorized to expend funds on Bylaw Capital and Capital Reserve projects which have received Board and Ministry approvals.

~~4.2 Administration is authorized to expend funds contained in the Annual Capital Allowance Reserve for its purposes to the extent of available funds.~~

4.32 Administration is authorized to expend funds contained in the Local Capital Reserve based on Board specific and budget approvals.

4.43 In the interest of the expeditious cost-effective development of capital projects, the Secretary-Treasurer is authorized to expend funds related to capital costs awaiting Ministry funding approval.

5. DISBURSEMENT OF FUNDS IN RELATION TO AUTHORIZED EXPENDITURES

5.1 Upon receipt of authentic documentation, funds may be disbursed from the Board's central general bank account in relation to the expenditures authorized by this policy. Policy #2300 – *School District Signing Authority* defines bank signing authority.

Amended: 1995-02-09

X-Ref: Policy 2300
4104
4203

Approved: 1989-05-25

SCHOOL DISTRICT NO. 36 (SURREY)

No. 4410

POLICY: TRAVEL EXPENSE REIMBURSEMENT

1. INTENT

The Board recognizes the need for Trustees and employees to be reimbursed for all reasonable expenses incurred while performing their duties and responsibilities on behalf of the school district.

The Board also supports and encourages Trustees and employees to participate in conferences, seminars, workshops and other programs that contribute to their personal and professional growth as it relates to their roles in the school district.

2. AUTHORITY

The Board delegates the authority to the District Administration to reimburse Trustees and employees for approved expenditures under this policy as prescribed by the ~~the~~ **Schedule of Reimbursement provided in Regulation #4410.1 – Travel Reimbursement (Local Travel) and Regulation #4410.2 – Travel Reimbursement (Out of Area Travel)**. Exceptions to ~~this~~ **these** policy regulations will be discussed ~~by~~ **with** the Superintendent and Secretary-Treasurer, prior to submission for reimbursement.

53. PRINCIPLES

- 53.1** Formal approval must be obtained prior to arranging authorized travel as defined in ~~this policy~~ **Regulations 4410.1 – Local Travel and Regulation #4410.2 – Out of Area Travel**.
 - 53.2** Travel is to be arranged by the most economical and practical mode giving recognition to the effective use of the traveller's time.
 - 53.3** Expense claims will be submitted recognizing the fundamental principle that expenses paid from public funds have been incurred prudently and meet the test of appropriateness and reasonableness.
 - 53.4** Travel advances may be obtained from the ~~Finance~~ **Fiscal Management Services** Department by using the prescribed form a minimum of two weeks prior to departure.
 - 53.5** Original expense receipts are required in all cases over \$20 except for kilometrage, meal per diem and the allowance when staying in private accommodations. Credit card vouchers are not considered receipts.
-

POLICY: TRAVEL EXPENSE REIMBURSEMENT

- 53.6 All travel expenses must be claimed using the prescribed expense claim forms and must be approved by the traveller's supervisor.
- 53.7 Applications for travel and requests for reimbursement must be submitted as soon as feasible, signed by the applicant's supervisor and account coordinator, contain the appropriate account number and the program agenda attached to permit appropriate processing by the Finance **Fiscal Management Services** Department.
- 53.8 All travel expenses outside of Canada will be reimbursed in Canadian dollars, and adjusted by the current exchange rates to reflect Canadian dollar equivalency. When travel in the United States takes place, allowable per diems are applied in U.S. dollars before conversion to Canadian dollars.

4. KILOMETERAGE REIMBURSEMENT

The kilometrage reimbursement rate will be reviewed annually by the Board.

Trustees will be reimbursed for the following approved travel: ~~Board or Administration~~ committee meetings; school functions or other events involving employees or students of the school district, when attending on behalf of the Board; special official functions (hearings, grievances, other government bodies' meeting, where attendance will benefit the school district); and any other school district related group meeting where it benefits the school district. Home addresses will be the normal base place for travel measurement.

Daily kilometrage will be calculated from the employee's assigned work site or first work location for the day. Travel from home to work and return is not eligible for reimbursement. Part-time teachers and support staff who work at more than one location and who are compensated for travel under contract are not eligible to claim daily kilometrage.

Kilometrage reimbursement will not be paid where specifically excluded from employment contracts or where a vehicle allowance is received.

5. PER DIEM RATE

Trustees and employees may claim a per diem amount up to the following maximums (inclusive of gratuities and taxes):

POLICY: TRAVEL EXPENSE REIMBURSEMENT

Breakfast	\$46 ¹⁸
Lunch	\$24 ²⁴
Dinner	\$33

Claims for meals for part of the day will be based upon the time away from the district. Meals covered by the conference registration or provided in flight are to be deducted from the meal claim. Any exception requires pre-approval by the Superintendent and the Secretary-Treasurer.

An overnight allowance of \$42¹⁴ is expected to cover personal telephone calls and other incidentals.

6. ACCOMODATION

~~In all cases,~~ Trustees and employees are expected to travel and lodge using the most economical options, giving fair consideration to travel times and proximity to scheduled events. Sharing accommodation is encouraged and should be reported on the claim for reimbursement.

Reimbursement for accommodation while attending local functions (within Metro Vancouver and the Fraser Valley) will not normally be approved, as it is expected that attendees will arrange to travel from home each day. Exceptions for local accommodation must be pre-approved by the Secretary-Treasurer and Superintendent or Deputy Superintendent.

Only hotel, ~~hotel~~ parking and ~~business telephone charges~~ related taxes are to be claimed under accommodation. Employees are expected to book accommodation at government rates when applicable. The Board will pay an allowance of \$35⁴⁰ per night for accommodation where an employee stays with family or friends

3. LOCAL TRAVEL

~~3.1 Local travel is deemed to be any travel within the Metro Vancouver and Fraser Valley and does not require formal approval pursuant to section 4.~~

~~3.2 Expenses claimed under this section of the policy are for local travel, parking, food, non-alcoholic beverages, and gratuities, only.~~

~~3.3 Local Travel Expense Claim forms are to be submitted monthly, for approval and payment. A separate claim form should be submitted for each calendar month to facilitate claims record keeping and insurance analysis.~~

POLICY: TRAVEL EXPENSE REIMBURSEMENT

4. OUT OF AREA TRAVEL

- ~~4.1 Out of area travel is deemed to be travel outside of Metro Vancouver and the Fraser Valley.~~
- ~~4.2 Formal approval to travel is obtained by an Application For Travel form (AFT) and is required for any of the following:~~
- ~~a. air travel;~~
 - ~~b. a cash advance;~~
 - ~~c. accommodation expense;~~
 - ~~d. event registration paid by the Board; or~~
 - ~~e. travel outside of British Columbia.~~
- ~~4.3 Notwithstanding the above, an AFT is not required for members of senior management (Personal Employment Contracts) who travel to Victoria to meet with government officials or to attend government sponsored information sessions.~~

6. SCHEDULE OF REIMBURSEMENTS

Local Travel:

~~6.1 Kilometrage~~

~~The kilometrage reimbursement rate will be reviewed annually by the Board. Kilometrage expenses will be reimbursed after submission on the school district's prescribed form to their immediate supervisor for approval.~~

~~Trustees will be reimbursed for the following approved travel: Board or Administration committee meetings; school functions or other events involving employees or students of the school district, when attending on behalf of the Board; special official functions (hearings, grievances, other government bodies' meeting, where attendance will benefit the school district); and any other school district related group meeting where it benefits the school district. Home addresses will be the normal base place for travel measurement.~~

~~Daily kilometrage will be calculated from the employee's assigned work site or first work location for the day. Travel from home to work and return is not eligible for reimbursement. Part-time teachers and support staff who work at more than one location and who are compensated for travel under contract are not eligible to claim daily kilometrage.~~

POLICY: TRAVEL EXPENSE REIMBURSEMENT

~~Kilometrage reimbursement will not be paid where specifically excluded from employment contracts.~~

~~6.2 — "Business Use" Insurance~~

~~Employees may be reimbursed for any additional cost for carrying "business use" insurance, in accordance with Regulation #4410.1, Section 2.~~

~~6.3 — Vehicle Vandalism Expenses~~

~~Where an employee's or Trustee's vehicle has been vandalized by a student at the employee's workplace, during his/her work or at an approved school function, reimbursement may be provided in accordance with Regulation #4410.1, Section 5.~~

Out of District Travel:

~~6.4 — Accommodation~~

~~Only hotel, hotel parking and business telephone charges are to be claimed under accommodation. Employees are expected to book accommodation at government rates when applicable. The Board will pay an allowance of \$35 per night for accommodation where an employee stays with family or friends.~~

~~In all cases, Trustees and employees are expected to travel and lodge using the most economical options, giving fair consideration to travel times and proximity to scheduled events. Sharing accommodation is encouraged and should be reported on the claim for reimbursement.~~

~~Reimbursement for accommodation while attending local functions (within the Metro Vancouver and the Fraser Valley) will not normally be approved, as it is expected that attendees will arrange to travel from home each day. Exceptions for local accommodations must be pre-approved by the Secretary-Treasurer and Superintendent or Deputy Superintendent.~~

~~6.5 — Meals~~

~~Trustees and employees may claim a per diem amount up to the following maximums (inclusive of gratuities and taxes):~~

POLICY: TRAVEL EXPENSE REIMBURSEMENT

Breakfast — \$16
Lunch — \$24
Dinner — \$33

~~Claims for meals for part of the day will be based upon the time away from the district. Meals covered by the conference registration or provided in flight are to be deducted from the meal claim. Any exception requires pre approval by the Superintendent and the Secretary Treasurer.~~

~~An overnight allowance of \$12 is expected to cover personal telephone calls and other incidentals.~~

~~6.6 — International Travel~~

~~Where international travel to locations other than the United States occurs and involves costs significantly greater than the per diem rates established in Section 6.4, the approval of the Superintendent and/or the Secretary Treasurer will be required. All submitted costs must be documented with original receipts. Should original receipts not be available, the published per diem rates in Section 6.4 will apply.~~

~~6.7 — Air Travel~~

~~Arrangements should be made to secure the most economical and practical mode of travel. Travel on airlines based in Canada, when competitive, will be encouraged. Air travel will be used only when ground travel does not meet the event schedule or the distance or time constraint makes it impractical.~~

~~6.8 — Car Rentals~~

~~Car rentals must be pre approved by the Secretary Treasurer or Superintendent.~~

~~6.9 — Ferry~~

~~Ferry fees will be paid based on actual receipted costs.~~

~~6.10 — Kilometrage~~

~~Kilometrage will be reimbursed at the rate set annually by the Board.~~

POLICY: TRAVEL EXPENSE REIMBURSEMENT

~~6.11 Parking~~

~~Parking will be reimbursed for actual costs over \$20. No receipt is required for costs under \$20.~~

~~6.12 Private Transportation~~

~~Ground transportation, such as airporter, taxis, and private carrier will be paid based on actual receipted costs.~~

~~6.13 Public Transportation~~

~~Actual costs for public transportation will be reimbursed for actual costs over \$20. No receipt is required for costs under \$20.~~

~~6.14 Road Tolls~~

~~Turnpike and highway toll taxes will be paid based on actual receipted costs.~~

~~6.15 Registrations~~

~~Course/conference registrations requiring pre-payment must be submitted on the Application for Travel form.~~

Revised: 2012-06-21
Revised: 2011-05-19
Revised: 2010-06-24
Revised: 2006-06-29
2004-05-13 (effective 2004-07-01)
2001-06-28
1997-06-26
1993-11-18
1993-10-07
1993-04-08
1992-04-16
1992-03-26
1987-09-24 (effective 1987-11-01)
1985-09-12

X-Ref: Policy 2900

Cont'd...

SCHOOL DISTRICT NO. 36 (SURREY)

No. 4410.1

REGULATION: TRAVEL EXPENSE REIMBURSEMENT (LOCAL TRAVEL)

1. LOCAL TRAVEL

- 1.1 Local travel is deemed to be any travel within the Metro Vancouver and Fraser Valley and does not require formal approval.
- 1.2 Local Travel Expense Claim forms must be submitted monthly, for approval and payment. Claims in excess of 90 days of month end will not be paid. A separate claim form is to be submitted for each calendar month to facilitate claims record keeping and insurance analysis.

2. SCHEDULE OF REIMBURSEMENTS

2.1 Kilometrage

Kilometrage will be reimbursed according to the amount claimed on the Local Travel Expense Reimbursement form.

2.2 "Business Use" Insurance

Employees may be reimbursed for any additional cost for carrying "business use" insurance, in accordance with Regulation #4410.3 – *Insurance Aspects of Employee Travel*, Section 2.

2.3 "Business Vehicle Vandalism Expenses

Where an employee's or Trustee's vehicle has been vandalized by a student at the employee's workplace, during his/her work or at an approved school function, reimbursement may be provided in accordance with Regulation #4410.3 – *Insurance Aspects of Employee Travel*, Section 5.

2.4 Meals

Cost of meals will be reimbursed at the per diem rate set out in Policy #4410 – *Travel Expense Reimbursement*.

2.5 Parking

Parking will be reimbursed for actual costs. ~~over \$20. No Receipts~~
~~is are not~~ required for costs ~~under~~ **over** \$20.

Cont'd...

**REGULATION: TRAVEL EXPENSE REIMBURSEMENT (IN-
DISTRICT TRAVEL)**

2.6 Public Transportation

~~Actual costs for Public transportation will be reimbursed for actual costs. over \$20. No Receipts is~~ **are not** required for costs ~~under~~ **over \$20.**

SCHOOL DISTRICT NO. 36 (SURREY)

No. 4410.2

REGULATION: TRAVEL EXPENSE REIMBURSEMENT (OUT-OF-DISTRICT TRAVEL)

1. OUT OF AREA TRAVEL

- 1.1 Out of area travel is deemed to be travel outside of Metro Vancouver and the Fraser Valley.
- 1.2 Formal approval to travel is obtained by an Application For Travel form (AFT) and is required for any of the following:
 - a) Air travel;
 - b) A cash advance;
 - c) Accommodation expense;
 - d) Event registration paid by the Board; or
 - e) Travel outside of British Columbia.
- 1.3 Notwithstanding the above, an AFT is not required for members of Senior Management who travel to Victoria to meet with government officials or to attend government sponsored information sessions.
- 1.4 Travel Expense claims for out of area travel must be submitted 30 days following the last day of travel.

2. SCHEDULE OF REIMBURSEMENTS

2.1 Accommodation

Accommodation will be reimbursed according to the amount claimed on the *Travel Expense Claim form* and in accordance with section 6 of Policy #4410 – *Travel Expense Reimbursement*.

2.2 International Travel

Where international travel to locations other than the United States occurs and involves costs significantly greater than the per diem rates established in Section 2.4, the expense reimbursement requires the approval of the Superintendent and/or the Secretary-Treasurer. All submitted costs must be documented with original receipts. Should original receipts not be available, the published per diem rates **will apply**.

Cont'd...

REGULATION: TRAVEL EXPENSE REIMBURSEMENT (OUT-OF-DISTRICT TRAVEL)

2.3 Air Travel

Arrangements should be made to secure the most economical and practical mode of travel. Travel on airlines based in Canada, when competitive, will be encouraged. Air travel will be used only when ground travel does not meet the event schedule or ~~the~~ when distance or time constraint makes it impractical.

2.4 Car Rentals

Car rentals must be pre-approved by the Secretary-Treasurer or Superintendent.

2.5 Ferry

Ferry fees will be reimbursed based on actual receipted costs.

2.6 Kilometrage

Kilometrage will be reimbursed at the rate set annually by the Board.

2.7 Meals

Cost of meals will be reimbursed at the per diem rate set out in Policy #4410 – *Travel Expense Reimbursement*.

2.8 "Business Use" Insurance

Employees may be reimbursed for any additional cost for carrying "business use" insurance, in accordance with Regulation #4410.3, Section 2.

2.9 Business Vehicle Vandalism Expenses

Where an employee's or Trustee's vehicle has been vandalized by a student at the employee's workplace, during his/her work or at an approved school function, reimbursement may be provided in accordance with Regulation #4410.3, Section 5.

REGULATION: TRAVEL EXPENSE REIMBURSEMENT (OUT-OF-DISTRICT TRAVEL)

2.10 Parking

Parking will be reimbursed for actual costs. ~~over \$20. No Receipts~~
is ~~are not~~ required for costs ~~under~~ ~~over~~ \$20.

2.11 Private Transportation

Ground transportation, such as airporter, taxis, and private carrier
will be ~~paid~~ ~~reimbursed~~ based on actual receipted costs.

2.12 Public Transportation

~~Actual costs for~~ Public transportation will be reimbursed for actual
costs. ~~over \$20. No Receipts~~ is ~~are not~~ required for costs ~~under~~
~~over~~ \$20.

2.13 Road Tolls

Bridge and highway tolls will be reimbursed for actual costs. ~~over~~
~~\$20. No Receipts~~ is ~~are not~~ required for costs ~~under~~ ~~over~~ \$20.

2.14 Registrations

Course/conference registrations requiring pre-payment must be
submitted on the Application for Travel form.

SCHOOL DISTRICT NO. 36 (SURREY)

No. 5207

POLICY: CLOSURE OF SCHOOLS UNDER EMERGENT CONDITIONS

~~Section 92 (1) (b) of t~~ The School Act enables the Board of Trustees ~~Education~~ to temporarily close a school building if the health or safety of the students is endangered.

The Board authorizes the Superintendent of Schools to order temporary closure of school buildings under ~~this section of the~~ Act. Regulations accompanying this policy clarify the procedures for such closures.

Amended: 1991-05-06
Adopted: 1983-07-04

SCHOOL DISTRICT NO. 36 (SURREY)

No. 5701

POLICY: RECORDS AND INFORMATION MANAGEMENT

The Board is committed to establishing and maintaining a Records Management Program which will facilitate the retrieval, retention, long-term preservation and destruction of records in accordance with the District's legal, administrative and operational obligations.

A record is "all recorded information regardless of physical format, which is received, created, deposited, or held by or in any local public body. Records include books, documents, maps, drawing, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include computer programs or any other mechanism that produces records" (Freedom of Information and Protection of Privacy Legislation).

Administration is authorized to implement a standardized method of records management through the use of a District-wide Classification System/Retention Schedule. The retention periods will be established in accordance with federal and provincial regulations and approved Board policies. The authority for the destruction of records will lie within the Classification System/Retention Schedule.

~~The Records Centre will operate as the official District facility for~~ **Records Management Services will provide recommendations and facilitate** the storage of all semi-active and inactive District records.

Administration is authorized to establish fees for the retrieval and reproduction of records retained in the District.

The Secretary-Treasurer or designate will be responsible for providing records and information management and liaison throughout the District.

Revised: 1995-06-22
Reference: 1982-06-07

SCHOOL DISTRICT NO. 36 (SURREY)

No. 6701

POLICY: PORTABLE AND MODULAR CLASSROOMS

Portable and modular classrooms are required to house students on a short and/or long-term basis. They are common in growing and/or demographically-shifting school districts and may be an addition to a permanent structure or an appropriate alternative to a permanent building.

1. DEFINITIONS

- (a) "Peak Student Population" – This refers to the highest student enrolment expected in a community. It commonly occurs when a neighbourhood is relatively new, having a high proportion of families with children in the public school system.
- (b) "Mature Student Population" - This refers to the student enrolment several years after all housing has been built. Enrolment is normally stable with a significant proportion of families having no children in the school system.

2. INTENT

Portable and modular classrooms may be used to accommodate students:

- (a) pending the construction of a new school or an addition to an existing school; or
- (b) during *peak student population years prior to a community having a **mature student population. Whenever possible, portable and modular classrooms should be used for this purpose; or
- (c) in district programs.

~~*Peak Student Population – This refers to the highest student enrolment expected in a community. It commonly occurs when a neighbourhood is relatively new, having a high proportion of families with children in the public school system.~~

~~**Mature Student Population – This refers to the student enrolment several years after all housing has been built. Enrolment is normally stable with a significant proportion of families having no children in the school system.~~

Revised: 2004-05-13

1984-03-05

1978-08-21

Approved: 1974-05-13

XRef: Policy #6425

SCHOOL DISTRICT NO. 36 (SURREY)

No. 10800

POLICY: EDUCATION BUSINESS COMMUNITY PARTNERSHIPS

1. INTENT

- 1.1 The Board believes there is a role for corporate or community partnerships within the domain of educational and administrative programs of the school district. Any corporate and community participation must complement the goals and objectives of the Board in delivering quality, relevant education to students.
- 1.2 The Board believes any corporate or community involvement must meet an identified educational purpose, and generate a financial and/or educational benefit to the school district.

2. SCOPE

- 2.1 The Board will support corporate or community partnerships that promote its goals, objectives, and adhere to its policies and regulations. There shall be no negative effect on the authority or jurisdiction of the Board.
- 2.2 The Board supports corporate or community partnerships and will recognize the contribution of all partners through public awareness.
- 2.3 The Board agrees that approved corporate or community partners may be the exclusive providers of goods and/or services to a school or the school district, as defined in an agreement, signed by the Chairperson and Secretary-Treasurer.
- 2.4 The Board agrees that approved corporate or community partners may have exclusive marketing rights to promote their involvement with the Board's facilities or activities as defined in an agreement signed by the Chairperson and Secretary-Treasurer.

3. AUTHORITY

- 3.1 The Board directs the Superintendent and Secretary-Treasurer to examine all reasonable opportunities, initiated by schools or district offices, to form partnerships that may be of educational and/or financial benefit to the school district. All sensitive proposals as defined by regulation shall be submitted to the Board for approval.

Cont'd

**POLICY: EDUCATION BUSINESS COMMUNITY
PARTNERSHIPS**

(This does not include job plan or work experience arrangements between the Board and the community.)

All other proposals will be acted upon by the Secretary-Treasurer **or designate** through processes outlined in regulation. ~~The Secretary-Treasurer will approve~~ **The distribution of funds for all proposals will be handled in accordance with Regulation #10800.1 – Education Business Community Partnerships, section 6.**

4. DEFINITIONS

4.1 Partnerships may take either of the following forms:

- (a) "Sponsorship" defined as support offered by a community group or business to a school or school district in consideration for public recognition and/or preferential treatment by the school or school district.
- (b) "Agreements" which may be:
 - i. For goods and services at a preferential rate or at no cost to the school district in exchange for access to a school or the school district for referrals, advertising or sales.
 - ii. For shared resources and expertise at no direct (monetary) cost to either partner.

5. PRINCIPLES

- 5.1 All corporate and community partnerships will be for a specified period of time and must be approved by the Secretary-Treasurer, **Assistant Secretary-Treasurer** or by the Board in the case of sensitive proposals as defined in regulation.
- 5.2 Opportunities must be offered equitably to as many potential partners as possible, of any particular type of goods and services.
- 5.3 The Board will monitor the impact on operations of any corporate or community partnerships.

**POLICY: EDUCATION BUSINESS COMMUNITY
PARTNERSHIPS**

- 5.4 The Board will consider only those corporate or community partnerships that enhance, either directly or through the generation of revenue, the Board's educational and extracurricular programs and services.
- 5.5 ~~Corporate or community partnership proposals will be discussed with representatives of the stakeholder groups affected and sufficient time will be allowed for their response to be considered by the Board. The selection of representatives of the stakeholder groups affected will be approved by the Secretary-Treasurer or by the Board in the case of sensitive proposals as defined in regulation.~~
- 5.56 All corporate gifts or donations to the school district or schools must be received according to the Board's policies on Conflict of Interest (2902 & 7213), Purchasing Goods & Services (4600), Charitable Donations (4430) and Equipment Donations (5305).
- 5.67 All corporate or community partnerships must be conducted with the highest ethical standards and respectful of community standards. No corporate or community partnership will be considered where the business of the corporation is substantially derived from the sale of alcohol, tobacco products or material inappropriate for children.
- 5.78 All materials to be distributed to students, staff and parents must be pre-approved ~~within the partnership agreement~~. Any reference to or use of the Board's name, logo, slogan, mission statement or reputation must be maintained at the highest of ethical and community standards.
- 5.89 Any use of corporate or community signage on school district property or any form of advertising must be ~~within the terms of the partnership agreement~~ pre-approved. No employee will be required to wear clothing with corporate or community logos or advertising.
- 5.940 All corporate and community partnerships must observe and comply with environmental regulations relating to their form of business.
- 5.1044 Any announcements and press releases must be jointly administered by the Board and the partners without commercialization.

SCHOOL DISTRICT NO. 36 (SURREY)

No. 10800

POLICY: EDUCATION BUSINESS COMMUNITY PARTNERSHIPS

- 5.1142 All sponsored products, materials, and services must meet specifications and standards used by the school district in the purchase of similar goods and services.
- 5.1243 All corporate or community partnership agreements must contain terms for evaluation of the educational and financial benefits to the school district.

Revised: 2004-05-13
Approved: 1997-05-22

XRef: Policy	#2902
Policy	#4430
Policy	#4600
Policy	#5305
Policy	#7213

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

**Schedule 4 (e)
of the**

**ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2015-05-14

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: 2015-05-14

TOPIC: ITEMS FOR FUTURE DISCUSSION

1. Trustees' Honorarium.

Enclosures:

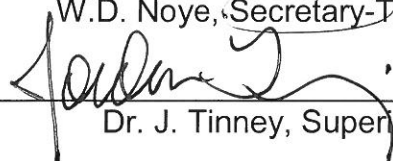


Submitted by:



W.D. Noye, Secretary-Treasurer

Approved by:



Dr. J. Tinney, Superintendent

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

**Schedule 5 (b)
of the**

**ADMINISTRATIVE MEMORANDUM
(Regular)**

MEETING DATE: 2015-05-14

TOPIC: FUTURE MEETINGS

DATE	TIME	PLACE	EVENT
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

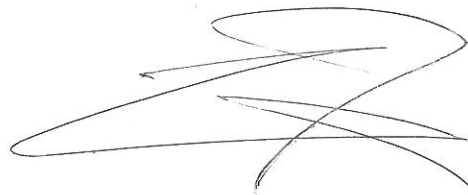
* If necessary

Enclosures:

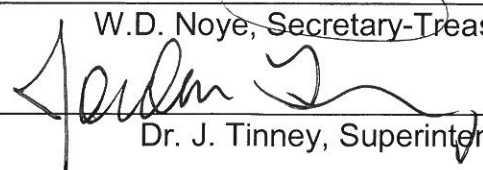
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Submitted by:

Approved by:



W.D. Noye, Secretary-Treasurer



Dr. J. Tinney, 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 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.