

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

**MEETING DATE:** 2015-06-04

**TIME:** 7:30 p.m.

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

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1. CALL TO ORDER

- (a) "O Canada" – *Sunnyside Jazz Band*
- (b) Approval of Agenda
- (c) Presentation – Sunnyside Jazz Band, Teacher - Ms. Susan Hagen
- (d) Presentation – Telus re: After School Programs, Lena Shaw and Mary Jane Shannon Elementary

2. DELEGATIONS

3. ACTION ITEMS

- (a) Adoption of Minutes of Regular Board Meeting Held 2015-05-14
- (b) Award of Construction Contract Adams Road Elementary (Site 153) – 10 Classroom Addition
- (c) Policy Development & Review Project – Completed Segments

4. INFORMATION & PROPOSALS

- (a) Trustee Reports
- (b) Progress Report – Active Capital Projects
- (c) Report on Portable Moves and Inventory
- (d) Update on Liaison Meeting with the City of Surrey (*verbal*)
- (e) Incoming Correspondence

REGULAR BOARD MEETING  
**AGENDA**

MEETING DATE: 2015-06-04 TIME: 7:30 p.m.

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

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5. FUTURE BUSINESS

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

6. QUESTION PERIOD

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

7. ADJOURNMENT

*Mission Statement*

*"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)**

**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.

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

**Schedule 1(b)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2015-06-04**

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

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**IT IS RECOMMENDED:**

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

Enclosures:

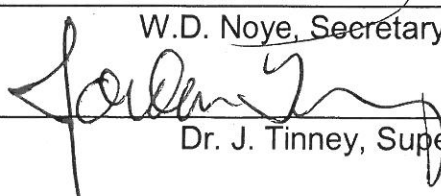


Submitted by:

Approved by:



W.D. Noye, Secretary-Treasurer



Dr. J. Tinney, Superintendent



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

**Schedule 3(a)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

MEETING DATE: 2015-06-04

TOPIC: ADOPTION OF MINUTES OF REGULAR BOARD MEETING  
HELD 2015-05-14

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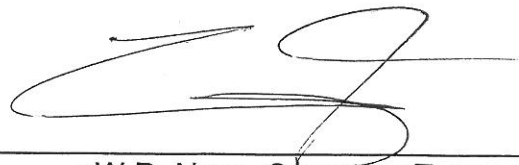
**IT IS RECOMMENDED:**

THAT the Minutes of the Regular Board meeting held 2015-05-14 be adopted as circulated.

Enclosures:

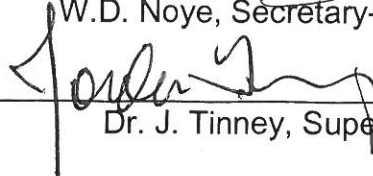


Submitted by:

A handwritten signature in black ink, appearing to be 'W.D. Noye', written over a horizontal line.

W.D. Noye, Secretary-Treasurer

Approved by:

A handwritten signature in black ink, appearing to be 'Dr. J. Tinney', written over a horizontal line.

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, MAY 14<sup>th</sup>, 2015 at 7:00 P.M.

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**IN ATTENDANCE**

**Trustees**

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

**Staff**

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

**Absent**

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[1] **CALL TO ORDER**

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

**Presenters & Staff:**

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

Simon Ayres, Associate Director, Fiscal Management Services; Tracy Blagdon, Manager, Energy Management and Sustainability; Jennifer Callahan, Energy Ambassador Program Coordinator, BC Hydro; Susan Chow, Principal, Career Education; Andrew Holland, Assistant Superintendent; Kerry Magnus, Associate Director, Business Management Services; Doug Strachan, Manager, Communications Services.

(a) **"O Canada"**

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

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

Motion: Trustee G. Thind re: Cancellation of Omni TV Punjabi News Programing was added to the agenda as item 3 (e).

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

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

**CARRIED**

Cont'd...

(c) Presentation Student Ambassadors Energy Conservation and Sustainability

Tracy Blagdon, Manager, Energy Management and Sustainability introduced Jennifer Callahan, Energy Ambassador Programs Coordinator. Jennifer introduced the representatives of the District Energy Ambassadors Program. Ms. Callahan introduced the following students from various schools who presented the energy conservation activities they have been working on this past year:

**Enver Creek:** Sari, Siyam, Lovdeep Singh, and Mandeash Grewal spoke about their school garden, their wind turbine project and instilling enthusiasm for energy conservation in their school. They indicated that they have learned a lot and have had a lot of fun working on projects.

**Frank Hurt:** Sherry Sandhu, Harsuman Benipal, Balroop Gill spoke about the various energy saving initiatives they have introduced to their school including: Buzzoff Fridays, Half-Lights Day, Battery Drive, Elementary School Halloween Conservation Presentation, and the Winter Break Energy Shutdown. Their highlights over the past year were the Battery Drive, No-Waste Wednesdays, Community Gardens, and Elementary School visits where they encouraged and younger students to be energy smart. For No-Waste Wednesdays, the ambassadors rewarded students who brought garbage free lunches by offering a scoop of ice cream in a re-useable container or on a cone.

The ambassadors are excited about running a simulation of the Energy Cup next year for their elementary feeder schools.

**Johnston Heights:** Pravneet Roopra, Charles Balcita, Haily Wijewardena and Qiqi Li have continued with the successful composting program initiated last year. They are now working on educating the student body about the importance of proper recycling. A donation has helped them with a school garden project. Once a month students are invited for a vegetable stew made with organic vegetables from the school garden. In addition, every year they have a battery recycling drive and over 1000 batteries are recycled.

The school has raised enough money through savings to provide the student body with reusable water bottles with the school's initials JH. Earth week was well supported by their school community this year.

**Queen Elizabeth:** Simran Gill, Harjot Gill, Naitika Bassi, Dahiraj Narang and Sahajvio Khakh have spent time in elementary schools talking to students about energy conservation. They ran a number of events during Earth Week including a competition for battery recycling, turning lights off and they encouraged students and staff to bring re-usable water bottles to school. Every Tuesday, there is a special recycling paper program.

This is the fifth year they have raised enough money to build a well in northern India where clean water is scarce.

All the ambassadors compiled a list of the many benefits of being involved in the Energy Ambassador Program:

- Better relationships and communication with organizations
- Opportunities to teach people about the effects of conservation
- Ties between secondary and elementary schools are strengthened
- Outreach events raise awareness about the clubs
- Students collect volunteer hours and experience for graduation
- Communication, presentation and organizational skills are improved through participation in the program
- Opportunities to learn about environmental issues, to engage in conversations and to reflect on goals.

The Ambassadors then outlined their requests to the Board. They would like support through policies for their common projects, for example, school gardens. The Ambassadors would appreciate grants to support school efficiency upgrades and to support conservation habits. They would also like to have the ability to be able to turn down the heat on “sweater days” and to be able to control the lights for “lights out” days.

The Energy Ambassadors thanked their teacher sponsors, Ms. Punj, Mr. Lidder, Ms. Tuey, Mr. Koutsonikas and Mr. Bal for their support and encouragement.

Chairperson Wilson thanked the Ambassadors for their presentation and for their efforts working with elementary students. Trustee Tymoschuk and Trustee Holmes complimented the Ambassadors on their presentations and unique ideas of rewarding students with ice cream and serving vegetable stew. Trustee Allen thanked the Ambassadors for saving the district hundreds of thousands of dollars every year.

d) Presentation Surrey Schools Apprenticeship Scholarships

Ms. Susan Chow, Principal Career Education, gave a brief overview of the Secondary School Apprenticeship (SSA) program. The SSA is a career program that provides students with the opportunity to begin an apprenticeship while still in high school and to earn high school credits for doing so. They can also earn money while they get their training. It provides a smoother transition from school to work and a quicker route to certification in a trade. SSA students complete up to 480 hours of work experience that counts towards their apprenticeship and course credits. SSA youth apprentices must be 19 and under and complete their SSA work based training by 3 months past graduation.

To qualify for the Secondary School Apprenticeship Scholarships (value of \$1,000) students must have:

- Been registered in the program in the school district prior to graduation;
- Graduated with a Grade 12 Dogwood Diploma or Adult Dogwood
- Successfully completed specific SSA courses
- Maintained a C+ average or better on Grade 12 level courses
- Continued working or training full-time in the trade 5 months after graduation or have a minimum of 900 hours reported to the Industry Training Authority within 6 months of graduation.

Ms. Chow read an email from a parent of a journeyman expressing appreciation to the district for the achievements their son has experienced through the career education program. Ms. Chow highlighted a recent report from the government that indicated there will be 1,000,000 job openings in the coming years and over 400,000 will be for skilled trade workers. It is predicted that there will be a shortage. The future is very promising for the scholarship recipients. She indicated that forty students are receiving the \$1000 scholarships this year and thirty-one are here this evening. The scholarships will help the students to further their education.

Ms. Chow acknowledged the teachers for their dedication to the students and program and asked Chairperson Wilson and Trustee Allen and the teachers from the various programs to come forward to present the awards. Students from the following apprenticeship programs received awards: Carpenters, Automotive Service Technician, Culinary Arts Apprenticeships, Electricians, Automation and Electrical Control, Hairstylists, Mechanic Apprentice, Metal Fabricator, Plumbers.

Chairperson Wilson congratulated the award recipients and the supporting teachers. Trustee Allen spoke about the importance of trades and his own personal work experience and reiterated that the recipients have secured their future with a skilled trade.

## [2] **DELEGATIONS**

No items.

**[3] ACTION ITEMS****(a) Adoption of Minutes of Regular Board Meeting Held 2015-04-23**

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

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

CARRIED

**(b) Statement of Operating Funds Expenditures, Nine Months Ended 2015-03-31**

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

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

CARRIED

**(c) Interim Financial Report – Special Purpose Funds – Nine Months Ended 2015-03-31**

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

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

CARRIED

**(d) Carbon Neutral Action Report**

It was moved by Trustee McNally seconded by Trustee Tymoschuk:

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.

CARRIED

**(e) Motion, Trustee T. Thind: re Omni Punjabi News**

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

THAT the Board of Education School District No. 36 (Surrey) direct the Chairperson to write a letter to Rogers Media Inc. and copy the Canadian Radio-Television and Telecommunications Commission, (CRTC) expressing the Board of Education's concern with the cancellation of the Omni Punjabi News.

CARRIED

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

Chairperson Wilson reported on Trustees activities since the last Board meeting. A copy of the report is available on the website.

**(b) Progress Report Active Capital Projects**

Trustees received a progress report regarding active capital projects. Trustee McNally requested that the Board receive a report from staff on the number of portables and the movement of portables.

**(c) Policy Development and Review Project – Completed Segments**

Trustees received the report of the completed segments for information. The completed segments will be brought back to a future Board meeting for approval.

**(d) Update on Board Motions 2015-04-23 Board Meeting re: Capital Concerns**

Trustees received an update on the status of the meeting with the Mayor and Councillors set for Monday, June 1<sup>st</sup> and the meeting with the editorial directors of the local newspaper.

**(e) Incoming Correspondence**

There were no correspondence items requiring Trustees' attention.

**[5] FUTURE BUSINESS****(a) Items for Future Discussion**

The Trustees noted topics requiring discussion by the Board in the future, outlined on the agenda administrative memorandum schedule.

**(b) Future Meetings**

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

**[6] QUESTION PERIOD**

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

[7] **ADJOURNMENT**

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

THAT the Regular meeting of the Board be adjourned at 8:25 p.m.  
**CARRIED**

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S. Wilson  
Chairperson

WDN/kb

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W. Noye  
Secretary-Treasurer



## SECTION 72(3) REPORT

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

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

2015-04-23 MEETING

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#### **Trustees Present:**

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

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

1. Adoption of Minutes
2. Approval of Public Record
3. Ratification of Acting Elementary Vice Principal Appointment
4. Elementary Principal Appointments and Assignments

#### **Matters Discussed by the Board Included:**

1. Property Matters

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

**Schedule 3(b)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

MEETING DATE: 2015-06-04

TOPIC: **AWARD OF CONSTRUCTION CONTRACT  
ADAMS ROAD ELEMENTARY (SITE 153)  
– 10 CLASSROOM ADDITION**

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Construction bids for the addition at Adams Road Elementary (Site 153), located 18228 – 68 Avenue, were opened at 2:00 p.m. on 2015-05-14. A total of eleven (11) firms submitted bids for the project. A bid summary is attached.

The lowest qualified bid of \$3,187,000 (excluding GST) was submitted by Olivit Construction Ltd. and is within the construction funding limits and satisfies all requirements of the Ministry of Education.

**IT IS RECOMMENDED:**

THAT the Board's signing officers be authorized to execute a standard Stipulated Price Construction Contract with the lowest qualified bidder, Olivit Construction Ltd., in the total amount of \$3,187,000 (excluding GST) for the addition at Adams Road Elementary (Site 153), located 18228 – 68 Avenue.

Enclosures:

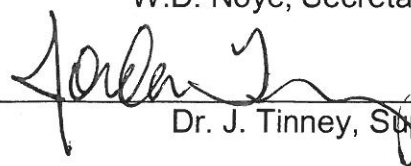


Submitted by:



W.D. Noye, Secretary-Treasurer

Approved by:



Dr. J. Tinney, Superintendent

MEETING DATE: 2015-06-04

Page 2

SCHEDULE: 3(b)

TOPIC: **AWARD OF CONSTRUCTION CONTRACT  
ADAMS ROAD ELEMENTARY (SITE 153)  
– 10 CLASSROOM ADDITION**

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**BID RESULTS**

Closed Date: 2015-05-14 at 2:00 p.m.

Bidder	Total Amount of Base Bid (excluding G.S.T.)	Bid Bond
Olivit Construction Ltd.	\$3,187,000	yes
LEC Engineering Contracting Ltd.	\$3,198,000	yes
Pro- Can Construction Group Corp.	\$3,250,000	yes
Mierau Contractors Ltd.	\$3,343,100	yes
Envoy Construction Services Ltd	\$3,375,000	yes
C3M Construction Group Inc.	\$3,452,000	yes
NY Construction Management Ltd.	\$3,454,000	yes
Magil Construction Pacific Ltd.	\$3,577,000	yes
Boston Construction Corp.	\$3,680,000	yes
édifice Construction Inc.	\$3,710,000	yes
Titan Construction Company Limited	\$3,770,000	yes

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

**Schedule 3 (c)**

**of the  
ADMINISTRATIVE MEMORANDUM  
(Regular)**

MEETING DATE: 2015-06-04

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

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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 were presented to Trustees for information on 2015-05-14.

**RECOMMENDATION:**

THAT the Board approve the following revised policies and regulations:

- |                   |  |
|-------------------|--|
| (a) Policy #1050  | Vison Statement & Guiding Principles                                   |
| (b) Policy #2320  | Board Committees and Trustee Representation                            |
| (c) Policy #2400  | School Board Meetings and Trustee In-Service Sessions                  |
| (d) Policy #2915  | Trustee Elections – Chairperson and Vice Chairperson                   |
| (e) Policy #2925  | Trustees – Provision of Resources                                      |
| (f) Policy # 3205 | Senior Administrators Performance Reviews and Professional Development |

*Cont'd...*

MEETING DATE: 2015-06-04

SCHEDULE: 3 (c)

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

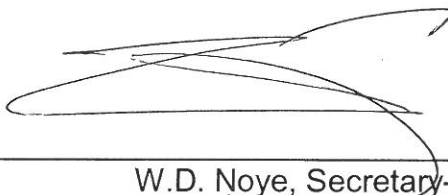
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(g)	Policy #4104	District Generated Revenue
(h)	Policy #4105	Investment of Funds
(i)	Policy #4202	Authority for Expenditures
(j)	Policy #4410	Travel Expense Reimbursement
(k)	Reg. #4410.1	Travel Expense Reimbursement – In-District
(l)	Reg. #4410.2	Travel Expense Reimbursement – Out of District
(m)	Policy #5207	Closure of Schools under Emergent Conditions
(n)	Policy #5701	Records and Information Management
(o)	Policy #6701	Portable and Modular Classrooms
(p)	Policy #10800	Education Business Community Partnerships

Enclosures:

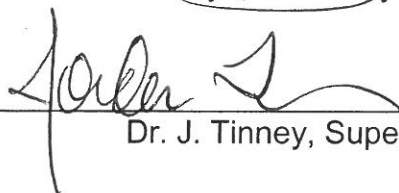


Submitted by:



W.D. Noye, Secretary-Treasurer

Approved by:



Dr. J. Tinney, Superintendent

WDN/kb

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 1050

## POLICY: VISION STATEMENT & GUIDING PRINCIPLES

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

### 1. VISION STATEMENT

We prepare learners to think creatively and critically, communicate skillfully, and demonstrate care for self and others.

### 2. GUIDING PRINCIPLES

The Board of Education is guided by a focus on:

- Supporting the design of engaging learning environments for all learners.
- Operational efficiencies that prioritize resources to directly support learning.
- Relationships with community partners to broaden opportunities for students.
- Advocacy for necessary facilities and resources.
- Schools and workplaces that are safe and welcoming.
- Environmental stewardship.

### 3. LEARNING BY DESIGN

The Board works in partnership with staff, students, parents and the community to support the district's vision.

The transformation of public education finds expression in the District's refreshed vision called **Learning by Design** which incorporates three key themes:

#### **Learning**

Honours our diverse cultures and traditions and is:

- Inspired by individual passions and interests.
- Connected to real-world experiences and challenges.
- Demonstrated in powerful ways both individually and in groups.
- Supported by all who work with, and for our students.

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**POLICY: VISION STATEMENT & GUIDING PRINCIPLES**

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**Structures**

Time, physical space, access to information, and connection to community should provide the flexibility to support powerful learning.

**Tools for a Digital Age**

Tools that enable digital citizenship support access to information, and demonstrations of learning.

Tools to support learning extend beyond digital technologies.

Revised: 2015-06-05  
2014-01-17  
2010-01-14  
Adopted: 1999-07-08

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 2320

## POLICY: BOARD COMMITTEES & TRUSTEE REPRESENTATION

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### 1. TYPES OF COMMITTEES

#### 1.1 Board Committees

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 Chairperson 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.

#### 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.

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**POLICY: BOARD COMMITTEES & TRUSTEE  
REPRESENTATION**

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1.5 Trustee Representation on External Committees

The presence of a trustee(s) on committees external to the district, may be requested, expected or otherwise considered to be in the best interests of the Board of Education.

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 person. 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. **APPOINTING TRUSTEES TO COMMITTEES**

The Board Chairperson 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 Chairperson with advice to the Board.

**POLICY: BOARD COMMITTEES & TRUSTEE  
REPRESENTATION**

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**3. DISTRICT COMMITTEES CONDUCT/GOVERNANCE**

- 3.1 The committee will report to the Board on its activities and outcomes (recommendations, etc.) through its Chairperson.
- 3.2 Unless appointed by name to the committee by Board resolution, and given the right to vote, staff and others will act as resource persons.
- 3.3 The Board Chairperson will be an ex-officio member of all committees, with full voting privileges.
- 3.4 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.
- 3.5 The committee will appoint a recorder who shall keep minutes of the committee's deliberations and conduct any correspondence as directed by the committee.
- 3.6 Outcomes from committees will always be in the form of recommendations to the Board.
- 3.7 All trustees will vote as they see fit when recommendations are dealt with by the Board.
- 3.8 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.

Revised 2015-06-04  
1987-09-10  
1986-02-27  
Adopted 1982-11-22

XRef: #2400  
#2610  
#2680

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# **SCHOOL DISTRICT NO. 36 (SURREY)**

**No. 2400**

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

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### **1. 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 as per the School Act.

- 1.2 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. Board members and officers will be the only attendees at In-Camera meetings.
- 1.3 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 Trustee In-Service sessions will be held as needed. The Superintendent of Schools will set 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.
- 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.

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

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**3. LENGTH OF MEETINGS**

All Regular Board meetings and 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 The agenda for both Regular and 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 In-Camera Board meetings shall be delivered to all trustees not later than the Monday preceding the meeting date. The agendas for 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 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 packages.
- 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 website following each Public Board Meeting.
- 4.7 Newly hired senior district administrative personnel who have significant and regular contact with trustees, will be formally introduced to trustees at a Regular Board meeting.

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

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**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.
- 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*.

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

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- 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 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.

**8. RECOGNITIONS**

The Board will provide an opportunity, 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.

**9. 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.

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

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**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 so that it is received at least two weeks before the Board meeting at which the party wishes to appear. This request will be 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 Board in writing.
- 10.3 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.
- 10.4 Persons addressing the Board shall limit their presentation and follow-up questions to fifteen (15) minutes inclusive.
- 10.5 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.
- 10.6 The Board Chairperson shall determine when sufficient information has been provided by the delegation.
- 10.7 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 PERIOD**

- 11.1 Informal question periods of up to thirty (30) minutes duration will be provided after adjournment of the Regular Board meeting.



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

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- 11.2 The question period is intended to enable members of the community 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.

- 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 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:	2015-06-05	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		

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## **SCHOOL DISTRICT NO. 36 (SURREY)**

**No. 2915**

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

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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.

Revised: 2015-06-05  
Approved: 1999-02-11

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 2925

## POLICY: TRUSTEES – PROVISION OF RESOURCES

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### **Resources Provided for Trustees' Home Office Use**

The Board recognizes all Trustees must maintain an office in their home. To effectively assist them in carrying out their duties, specific resources will be provided, *if requested*, 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
- Courier services within Surrey or White Rock to home or office
- District e-mail service
- Desk and chair (school district standard)
- Document shredder
- Clerical support services for preparation of Board material
- Personal printer/scanner
- 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**

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

Revised: 2015-06-05  
2012-06-21  
Revised: 2008-05-08  
2007-06-28  
2001-06-28  
2000-01-13  
Adopted: 1999-02-25

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## **SCHOOL DISTRICT NO. 36 (SURREY)**

**No. 3205**

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

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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 the Superintendent, Deputy Superintendent, Secretary-Treasurer, Assistant Secretary-Treasurer, Executive Director - Human Resources, Assistant Superintendents and Directors of Instruction.

Rewritten: 2015-06-05  
Revised: 2011-05-19  
Revised: 2008-05-08  
Adopted: 1984-11-19

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 4104

## POLICY: DISTRICT GENERATED REVENUE

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### 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. BOARD ESTABLISHED SERVICES RATES

- 3.1 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 SPVPA Professional Development Fund, by agreement with the Surrey Principals and Vice Principals Association.

### 4. BOARD DIRECTION TO ADMINISTRATION

- 4.1 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*, #10405 – *Community Use of School Board Equipment* and #10410 – *District Theatres - Operation and Use*).

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**POLICY: DISTRICT GENERATED REVENUE**

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**5. POSITIVE FINANCIAL RETURN**

- 5.1 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.

**6. COST RECOVERIES**

- 6.1 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.

Revised: 2015-06-05  
Approved: 1995-05-25

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

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 4105

## POLICY: INVESTMENT OF FUNDS

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### 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 #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 Ministry of Finance for the province of British Columbia.

Revised: 2015-06-05  
Amended: 1995-02-09  
Approved: 1984-05-28

X-Ref: Policy 3204

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 4202

## POLICY: AUTHORITY FOR EXPENDITURES

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### 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 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 EXPENDITURES

- 3.1 Where special purpose 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 conditions. Each special purpose fund account will be assigned to a management or administrative officer who will be responsible for financial and program operation of the activity.

**POLICY: AUTHORITY FOR EXPENDITURES**

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- 3.2 Where the program for which special purpose 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 Local Capital Reserve based on Board specific and budget approvals.
- 4.3 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.

Revised: 2015-06-05  
Amended: 1995-02-09  
Approved: 1989-05-25

X-Ref: #2300  
#4104  
#4203

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 4410

## **POLICY: TRAVEL EXPENSE REIMBURSEMENT**

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### **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 authority to Administration to reimburse Trustees and employees for approved expenditures under this policy as prescribed by 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 these regulations will be discussed with the Superintendent and Secretary-Treasurer, prior to submission for reimbursement.

### **3. PRINCIPLES**

- 3.1 Formal approval must be obtained prior to arranging authorized travel as defined in *Regulations 4410.1 – Local Travel* and *Regulation #4410.2 – Out of Area Travel*.
- 3.2 Travel is to be arranged by the most economical and practical mode giving recognition to the effective use of the traveller's time.
- 3.3 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.
- 3.4 Travel advances may be obtained from the Fiscal Management Services Department by using the prescribed form a minimum of two weeks prior to departure.

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**POLICY: TRAVEL EXPENSE REIMBURSEMENT**

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- 3.5 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.
- 3.6 All travel expenses must be claimed using the prescribed expense claim forms and must be approved by the traveller's supervisor.
- 3.7 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 Fiscal Management Services Department.
- 3.8 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. KILOMETRAGE REIMBURSEMENT**

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

Trustees will be reimbursed for the following approved travel: 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.

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**POLICY: TRAVEL EXPENSE REIMBURSEMENT**

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**5. PER DIEM RATE**

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

Breakfast	\$18
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 \$14 is expected to cover personal telephone calls and other incidentals.

**6. ACCOMMODATION**

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, parking and 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 \$40 per night for accommodation where an employee stays with family or friends.

**POLICY: TRAVEL EXPENSE REIMBURSEMENT**

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Revised: 2015-06-05  
2012-06-21  
2011-05-19  
2010-06-24  
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)  
Approved: 1985-09-12

X-Ref: #2900  
#4410.1  
#4410.2

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 4410.1

## REGULATION: TRAVEL EXPENSE REIMBURSEMENT (LOCAL TRAVEL)

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### 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. Receipts are required for costs over \$20.

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

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2.6 Public Transportation

Public transportation will be reimbursed for actual costs. Receipts are required for costs over \$20.

Revised: 2015-06-05

X-Ref: #2900  
#4410  
#4410.3

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 4410.2

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

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### 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 Policy #4410 – *Travel Expense Reimbursement*, 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.

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

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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 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)**

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2.10 Parking

Parking will be reimbursed for actual costs. Receipts are required for costs over \$20.

2.11 Private Transportation

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

2.12 Public Transportation

Public transportation will be reimbursed for actual costs. Receipts are required for costs over \$20.

2.13 Road Tolls

Bridge and highway tolls will be reimbursed for actual costs. Receipts are required for costs over \$20.

2.14 Registrations

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

Revised: 2015-06-05

X-Ref: #2900  
#4410  
#4410.3

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## SCHOOL DISTRICT NO. 36 (SURREY)

No. 5207

### **POLICY: CLOSURE OF SCHOOLS UNDER EMERGENT CONDITIONS**

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The School Act enables the Board of 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 the Act. Regulations accompanying this policy clarify the procedures for such closures.

Revised: 2015-06-05  
Amended: 1991-05-06  
Adopted: 1983-07-04

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# **SCHOOL DISTRICT NO. 36 (SURREY)**

**No. 5701**

## **POLICY: RECORDS AND INFORMATION MANAGEMENT**

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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.

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: 2015-06-05  
1995-06-22  
Reference: 1982-06-07

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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 6701

## POLICY: PORTABLE AND MODULAR CLASSROOMS

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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 enrollment 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 enrollment several years after all housing has been built. Enrollment 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.

Revised: 2015-06-24  
2004-05-13  
1984-03-05  
1978-08-21

Approved: 1974-05-13

XRef: Policy #6425

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# **SCHOOL DISTRICT NO. 36 (SURREY)**

**No. 10800**

## **POLICY:        EDUCATION BUSINESS COMMUNITY PARTNERSHIPS**

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### **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.

Cont'd...

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**POLICY:            EDUCATION BUSINESS COMMUNITY  
                         PARTNERSHIPS**

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**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. *(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 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.

**POLICY: EDUCATION BUSINESS COMMUNITY  
PARTNERSHIPS**

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**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.
- 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 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).
- 5.6 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.
- 5.7 All materials to be distributed to students, staff and parents must be pre-approved. 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.
- 5.8 Any use of corporate or community signage on school district property or any form of advertising must be pre-approved. No employee will be required to wear clothing with corporate or community logos or advertising.
- 5.9 All corporate and community partnerships must observe and comply with environmental regulations relating to their form of business.

**POLICY:        EDUCATION BUSINESS COMMUNITY  
                 PARTNERSHIPS**

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- 5.10 Any announcements and press releases must be jointly administered by the Board and the partners without commercialization.
- 5.11 All sponsored products, materials, and services must meet specifications and standards used by the school district in the purchase of similar goods and services.
- 5.12 All corporate or community partnership agreements must contain terms for evaluation of the educational and financial benefits to the school district.

Revised: 2015-06-05  
          2004-05-13  
Approved: 1997-05-22

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



**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:

- Numerous track meets, for all the different sizes and categories of schools-Tiny, Small, Medium, Large, Big and Extra Large;
- East Kensington / Halls Prairie mini meet
- Two-day Special Ed track meet;
- 25 Year Service Reception for Surrey School District employees;
- Surrey Principals and Vice Principals Association Retirement Dinner;
- Opening of the Newton Early Learning Years Centre; and
- A Trustee judged the District Chili contest.

Trustees attended a special funding announcement from the federal government pledging 3.5 million in funds over five years for the District's Safe Schools Department *Surrey Gang Reduction Program*

And, trustees attended several school events, including:

- the musical production of Joseph at Morgan Creek Elementary;
- the Music Gala at Semiahmoo Secondary;
- Hall's Prairie Spring Fair;
- The arts music coffee house event at Tamanawis Secondary;
- a tour of SAIL and several other elementary schools;
- the 50<sup>th</sup> Anniversary celebration at Erma Stephenson Elementary; and
- the grand opening of A.J. McLellan playground.

Commencements are an important milestone in a student's life and the Board appreciates the opportunity to participate in the celebrations honouring the students and the staff of our schools. Trustees attending commencements at the following secondary schools: Clayton Heights, Earl Marriott, Elgin Park, Enver Creek, Frank Hurt, Kwantlen Park, LA Matheson, Panorama Ridge, Princess Margaret, Queen Elizabeth, Semiahmoo, Sullivan Heights, and Fraser Heights. Trustees also attended The Aboriginal Honouring Ceremony held today.

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

And, trustees participated in several meetings, including:

- Two DPAC Meetings;
- Ideas 36;
- Metro Trustees meeting hosted at DEC; and
- An informative meeting on Aboriginal Education.

A Trustee attended "*Journey into Documentation*", an event sponsored by the BCTF and the Surrey Teachers Association. It was a very enlightening presentation highlighting the passion, enthusiasm and devotion of our teachers.

The Board met with the Editorial Board of the Surrey Leader and the Peace Arch Newspapers to highlight the current capital concerns in the District; and

On Monday, the Board hosted a Liaison meeting with the City of Surrey. It was a productive meeting with the Mayor, Councillors and city staff.

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

**Schedule 4(b)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

MEETING DATE: **2015-06-04**

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

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

Enclosures:

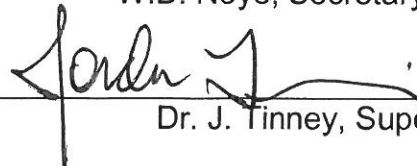


Submitted by:



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 June 4, 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.

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

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

### **Site #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.;
- 2015-06-30 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  
(Regular)**

MEETING DATE: 2015-06-04

TOPIC: **REPORT ON PORTABLE MOVES AND INVENTORY**

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At the 2015-05-14 public Board meeting Trustees requested updated information on the 2015 Summer portable relocation plan and a report on the inventory of portables by site.

Attached for Trustees' information are the following reports:

1. Portable Classrooms – Historic
2. Inventory as at June 2015
3. Portable Moves – Summer 2015

**IT IS THEREFORE RECOMMENDED:**

THAT the Board receive the attached reports on portable classrooms for information.

Enclosures:

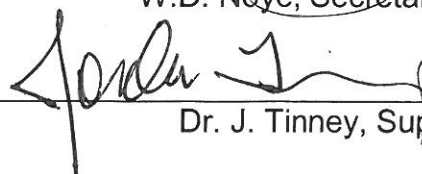


Submitted by:



W.D. Noye, Secretary-Treasurer

Approved by:



Dr. J. Tinney, Superintendent

**SURREY SCHOOL DISTRICT #36****PORTABLE CLASSROOMS - HISTORIC**

Portable classrooms as of June 2015	274
Portable classrooms as of September 2014	280
Portable classrooms as of September 2013	285
Portable classrooms as of September 2012	285
Portable classrooms as of September 2011	291
Portable classrooms as of September 2010	276
Portable classrooms as of September 2009	265
Portable classrooms as of September 2008	266
Portable classrooms as of September 2007	220
Portable classrooms as of September 2006	196
Portable classrooms as of September 2005	194
Portable classrooms as of September 2004	172
Portable classrooms as of August 2003	165
Portable classrooms as of July 2002	183
Portable classrooms as of November 2001	218
Portable classrooms as of October 2000	248
Portable classrooms as of August 2000	307
Portable classrooms as of October 1999	372
Portable classrooms as of September 1998	372
Portable classrooms as of November 1997	335
Portable classrooms as of October 1996	310
Portable classrooms as of October 1995	308
Portable classrooms as of October 1994	288
Portable classrooms as of November 1993	286
Portable classrooms as of October 1992	356
Portable classrooms as of November 1991	347
Portable classrooms as of October 1990	326
Portable classrooms as of October 1989	289
Portable classrooms as of February 1988	200
Portable classrooms as of January 1987	151
Portable classrooms as of 1986	130



# ***Portable Inventory as at June 2015***

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<i>Site</i>	<i>SiteName</i>	<i>Nr of Portables</i>
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## ***Administration***

16	Grandview Heights Elementary	7
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<b>Total:</b>		7
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## ***Elementary School***

51	A.H.P. Matthew Elementary	2
178	A.J. Mclellan Elementary	1
153	Adams Road Elementary	13
151	Cambridge Elementary	14
148	Chantrell Creek Elementary	1
165	Chimney Hill Elementary	3
13	Clayton Elementary	6
4	Cloverdale Traditional	1
155	Coast Meridian Elementary	5
157	Coyote Creek Elementary	1
84	Ellendale Elementary	1
67	Erma Stephenson Elementary	3
160	Frost Road Elementary	3
19	Hall's Prairie Elementary	2
203	Hazelgrove Elementary	6
71	Henry Bose Elementary	2
176	Hillcrest Elementary	4
1	Hjorth Road Elementary	6
81	Holly Elementary	4
34	J.T. Brown Elementary	10
40	K.B. Woodward Elementary	1
35	Latimer Road Elementary	1
61	Martha Currie Elementary	1
140	Martha Jane Norris Elementary	4
54	Mary Jane Shannon Elementary	1
188	Morgan Elementary	3
138	North Ridge Elementary	1
64	Old Yale Road Elementary	1
134	Pacific Heights Elementary	2
137	Panorama Park Elementary	3
59	Riverdale Elementary	2
189	Rosemary Heights Elementary	7
118	South Meridian Elementary	1
21	Sullivan Elementary	3
149	Sunrise Ridge Elementary	4
39	Surrey Centre Elementary	4
53	T. E. Scott Elementary	1
152	Walnut Road Elementary	5
9	White Rock Elementary	2

<i>Site</i>	<i>SiteName</i>	<i>Nr of Portables</i>
212	Woodward Hill Elementary	4
<b>Total:</b>		139
<b>Secondary School</b>		
175	Clayton Heights Secondary	10
105	Earl Marriott Secondary	8
167	Fleetwood Park Secondary	3
106	Frank Hurt Secondary	1
141	Fraser Heights Secondary	10
47	Guildford Park Secondary	10
45	Johnston Heights Secondary	1
48	Kwantlen Park Secondary	11
79	L.A. Matheson Secondary	1
41	Lord Tweedsmuir Secondary	10
28	North Surrey Secondary	8
32	Panorama Ridge Secondary	8
46	Princess Margaret Secondary	16
49	Semiahmoo Secondary	9
164	Sullivan Heights Secondary	9
150	Tamanawis Secondary	5
<b>Total:</b>		120
<b>Continuing Education</b>		
625	Invergarry Adult Education	8
<b>Total:</b>		8
<b>Total Number of Sites with Portables:</b>		58
<b>Total Number of Portables:</b>		274

## Portable Moves - Summer 2015

*Based on September 30, 2015 Projected Enrolment and HR Staffing*

*Moves to be completed over months of July and August.*

<b>Elementary Schools:</b>	<b>No of Portables</b>
Clayton Elementary	1
Katzie	4
KB Woodward	2
Pacific Heights	2
Sullivan Elementary	2
Woodward Hill	2
<b>Secondary Schools:</b>	<b>No of Portables</b>
Sullivan Heights	10 Plex from PM
Guildford Park Bases Program	1
Central City Learning Center	5 Plex from SH
Lord Tweedsmuir	2

*\* includes projected fall portables for potential student increases at growth schools.*

### **Portable Inventory:**

Portables	235
Full Day K Modulares	26
Washroom Portables	7
Offices	2
SAECE	4
<b>Total SD36 Portables June 2015</b>	<b>274</b>

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

**Schedule 4 (e)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2015-06-04**

**TOPIC: INCOMING CORRESPONDENCE**

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

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

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

**Schedule 5(a)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2015-06-04**

**TOPIC: ITEMS FOR FUTURE DISCUSSION**

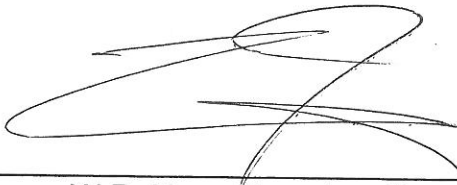
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1. Trustees' Honorarium.
2. Portable inventory and movement in the District.

Enclosures:

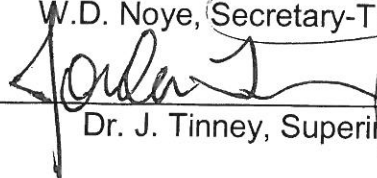


Submitted by:



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: 2015-06-04**

**TOPIC: FUTURE MEETINGS**

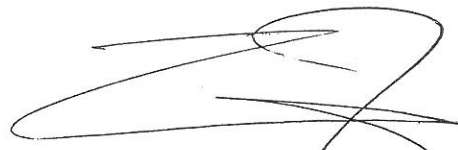
DATE	TIME	PLACE	EVENT
Thursday, June 18, 2015	7:00 pm	District Ed. Centre	Regular Board
Thursday, August 27, 2015 (*)	7:00 pm	District Ed. Centre	Regular Board
Thursday, September 17, 2015	7:00 pm	District Ed. Centre	Regular Board
Thursday, October 22, 2015	7:00 pm	District Ed. Centre	Regular Board
Thursday, 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:

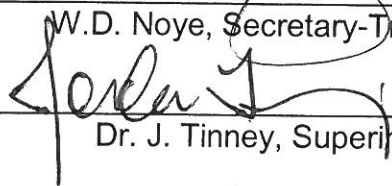
☐

Submitted by:



W.D. Noye, Secretary-Treasurer

Approved by:



Dr. J. Tinney, Superintendent

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## SCHOOL DISTRICT NO. 36 (SURREY)

No. 5207

### **POLICY: CLOSURE OF SCHOOLS UNDER EMERGENT CONDITIONS**

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The School Act enables the Board of 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 the Act. Regulations accompanying this policy clarify the procedures for such closures.

Revised: 2015-06-05  
Amended: 1991-05-06  
Adopted: 1983-07-04

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