

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

**MEETING DATE:** 2013-01-17

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

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

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1. CALL TO ORDER

- (a) "O Canada"
- (b) Approval of Agenda
- (c) Recognition: Margaret Staller, Special Education Assistant, James Ardiel Elementary

2. DELEGATIONS

3. ACTION ITEMS

- (a) Adoption of Minutes of Regular Board Meeting Held 2012-12-13
- (b) Annual Review of Kilometrage Rates

4. INFORMATION & PROPOSALS

**Delete (a) ~~Trustee Reports~~**

- (a) Notice of Motion, Trustee T. Allen, re: Cooperative Gains Mandate
- (b) Notice of Motion, Trustee L. McNally, re: Architect Project Definition Review
- (c) Progress Report – Active Capital Projects
- (d) Board Committees / Trustee Representation Appointments – 2013 (*to be distributed*)

**Add (e) **Update on Anti-Homophobia Working Group (verbal)****

- (f) Report on Class Size and Changes to Legislation on Class Size – December Update
- (g) Incoming Correspondence

REGULAR BOARD MEETING  
REVISED AGENDA

MEETING DATE: 2013-01-17

TIME: 7:00 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

**Note: Agenda was revised 2012-01-18 to reflect changes made at the meeting.**

***Mission Statement***

***“Through quality teaching and learning, we commit to engaging our students in their growth as individuals and in their development of the knowledge, skills and attributes necessary to contribute to a healthy, democratic and diverse society.”***

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

**THE PURPOSE OF 'QUESTION PERIOD'**

The Board asks that you respect the intent of Question Period.

Question Period is intended:

- to enable members of the community to obtain information or clarification from the Board that cannot be provided by staff.
- to ask a question of the **Board**, not individual Trustees.
- to be limited to one question per person and must be presented in writing on the form provided.

Question Period is NOT intended:

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

We again, respectfully request that questioners be mindful of the Board's policy.



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

**Schedule 1(b)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2013-01-17**

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

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**IT IS RECOMMENDED:**

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

Enclosures:

Submitted by:

W.D. Noye, Secretary-Treasurer

Approved by:

M.A. McKay, Superintendent

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

**Schedule 3(a)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2013-01-17**

**TOPIC: ADOPTION OF MINUTES OF REGULAR BOARD MEETING  
HELD 2012-12-13**

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**IT IS RECOMMENDED:**

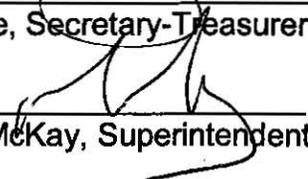
THAT the Minutes of the Regular Board meeting held 2012-12-13 be adopted as circulated.

Enclosures:

Submitted by:

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

Approved by:

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

**MINUTES OF A REGULAR MEETING OF THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 36 (SURREY) HELD IN ROOM #2020 AT THE DISTRICT EDUCATION CENTRE ON THURSDAY, DECEMBER 13<sup>th</sup>, 2012 AT 7:00 P.M.**

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**IN ATTENDANCE**

**Trustees**

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

**Staff**

M. McKay, Superintendent  
W. Noye, Secretary-Treasurer  
J. Tinney, Deputy Superintendent  
L. McCuaig, Executive Assistant

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[1] **CALL TO ORDER**

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

**Presenters & Staff:**

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

Patti Dundas, Assistant Secretary-Treasurer; Alan Jones, Assistant Superintendent; Sheila Morissette, Principal, Fraser Heights Secondary; and Doug Strachan, Manager, Communications.

(a) **"O Canada"**

Trustees, Administration and the audience sang "O Canada".

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

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

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

**CARRIED**

[2] **DELEGATIONS**

No items.

[3] **ACTION ITEMS**

(a) **Adoption of Minutes of Regular Board Meeting Held 2012-11-22**

It was moved by Trustee Allen seconded by Trustee Glass:

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

**CARRIED**

(b) **Capital Bylaw No. 116492 – Replacement of Three Passenger Buses**

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

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

**CARRIED**

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

THAT Capital Project Bylaw No. 116492 be approved as read a first time.

**CARRIED**

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

THAT Capital Project Bylaw No. 116492 be approved as read a second time.

**CARRIED**

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

THAT Capital Project Bylaw No. 116492 be approved as read a third time and finally adopted.

**CARRIED**

- (c) Establishment of an Academy for Integrated Mathematics and Science at Fraser Heights Secondary – Site #141

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

THAT the proposal to offer an Academy for Integrated Mathematics and Science at Fraser Heights Secondary beginning in September 2013 be approved in principle subject to the receipt of a report from the Superintendent outlining how the Academy would deal with out of catchment students, and

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

CARRIED

- (d) Tuition-free Education to Graduated Adults

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

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

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

CARRIED

- (e) Election of Chairperson & Vice Chairperson – 2013

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

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

CARRIED

Chairperson McNally passed the gavel to Wayne Noye, Secretary-Treasurer, at 7:12 p.m.

### Election of Chairperson

Mr. Noye called for nominations for the office of Chairperson for 2012/2013. Trustee Allen nominated Trustee Wilson. Trustee Wilson accepted the nomination.

Mr. Noye called twice more for nominations for the office of Chairperson for 2012/2013 and hearing none, declared Trustee Wilson elected by acclamation as Chairperson of the Board of Education of School District No. 36 (Surrey), for a one year term of office.

### **Election of Vice Chairperson**

Mr. Noye called for nominations for the office of Vice Chairperson for 2012/2013. Trustee Masi nominated Trustee Larsen. Trustee Larsen accepted the nomination.

Mr. Noye called twice more for nominations for the office of Vice Chairperson for 2012/2013 and hearing none, declared Trustee Larsen elected by acclamation as Vice Chairperson of the Board of Education of School District No. 36 (Surrey), for a one year term of office.

Mr. Noye congratulated Chairperson Wilson and Vice Chairperson Larsen on their elections.

Mr. Noye returned the gavel to Chairperson Wilson at 7:15 p.m.

The newly elected Chairperson and Vice Chairperson thanked the Board for their support. Chairperson Wilson formally thanked the retiring Chairperson, Trustee McNally, for her four years of recent leadership as Chair, her dedication to students and especially her efforts in lobbying government for funding to support the district.

## **[4] INFORMATION AND PROPOSALS**

### **(a) Trustee Reports**

Trustees reported on their activities since the last Board meeting.

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

Trustees received a progress report regarding active capital projects.

### **(c) The Superintendent's Annual Report on Student Achievement**

Mike McKay, Superintendent and Jordan Tinney, Deputy Superintendent, provided Trustees with information regarding the *Superintendent's Annual Report on Student Achievement* for the 2011/2012 school year. The report highlights the progress being made in attaining student achievement goals with a particular emphasis on literacy, Aboriginal students, Early Learners, Innovative Learning Designs projects, improving numeracy and continuing to improve completion rates.

Cont'd...

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

THAT the Board approve the *Superintendent's Annual Report on Student Achievement* for the 2011/2012 school year.

CARRIED

(d) Board Committees/Trustee Representation Appointments – 2013

Trustees were requested to advise the Chairperson of particular committees they wished to serve on for 2013, by 2012-12-31. The 2013 Board Committees and Trustee Representation appointments will be brought to a future meeting for information, when completed.

(e) Incoming Correspondence

There were no correspondence items requiring Trustees' attention.

[5] **FUTURE BUSINESS**

(a) Items for Future Discussion

Trustees made note of topics requiring discussion by the Board in the future on the agenda administrative memorandum schedule.

(b) Future Meetings

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

[6] **QUESTION PERIOD**

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

[7] **ADJOURNMENT**

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

THAT the Regular meeting of the Board be adjourned at 8:00 p.m.  
**CARRIED**

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S. Wilson  
Chairperson

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W. Noye  
Secretary-Treasurer

WDN/lm

## **SECTION 72(3) REPORT**

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

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

**2012-11-22 MEETING**

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#### **Trustees Present:**

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

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

1. Approval of Minutes and Public Record of the Special (In-Camera) Board meeting held 2012-11-08.
2. Appointment of Acting Vice Principal – David Brankin Elementary, Site #058.
3. Approval of Secondary Principal “Pool”.
4. Approval of Secondary Vice Principal “Pool”.
5. Appointment of Acting Principal & Acting Vice Principal – Semiahmoo Secondary, Site #049.
6. Appointment of Acting Principal – Dogwood Elementary, Site #159.

**SECTION 72(3) REPORT**

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

**REPORT OF SPECIAL (IN-CAMERA) BOARD MEETING**

**2012-11-26 MEETING**

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**Trustees Present:**

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

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**Decisions Made by the Board Included:**

1. Teacher disciplinary matter.
2. Property matters.

**SECTION 72(3) REPORT**

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

**REPORT OF SPECIAL (IN-CAMERA) BOARD MEETING**

**2012-12-03 MEETING**

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**Trustees Present:**

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

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**Decisions Made by the Board Included:**

1. Elementary Principal – transfers, appointments & placements.
2. Elementary Vice Principal – appointments & placements.



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

**Schedule 3(b)**  
of the

**ADMINISTRATIVE MEMORANDUM**  
(Regular)

MEETING DATE: 2013-01-17

TOPIC: **ANNUAL REVIEW OF KILOMETRAGE REIMBURSEMENT RATE**

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Policy #4410 – *Travel Expense Reimbursement*, requires an annual review of the kilometrage reimbursement rate which has traditionally been conducted in January of each year.

The kilometrage reimbursement rate is used to reimburse Trustees and employees when they travel by automobile on school district business.

Other large governmental agencies have maintained their current rates since the district's last review. Lower Mainland school districts and a selection of business and large government agencies were surveyed; the results appear below:

<b>Organization</b>	<b>Per Km</b>
BCPSEA	\$0.52
BC Public Service Agency	\$0.50
BCSTA	\$0.53
City of Surrey	\$0.54
Department of Finance, Canada	\$0.54
Insurance Corporation of BC	\$0.51
Pension Corporation	\$0.51
<b>Average</b>	<b>\$0.52</b>

continued ...

MEETING DATE: 2013-01-17

SCHEDULE: 3(b)

TOPIC: ANNUAL REVIEW OF KILOMETRAGE REIMBURSEMENT RATE

Nine Metro School Districts	Per Km
High:	\$0.53
Low:	\$0.50
<b>Average:</b>	<b>\$0.52</b>

In December of each year, the Department of Finance of the Government of Canada reviews and announces the prescribed rates for the automobile operating expense benefit that will apply for the coming year. For 2013 the rate changed to **\$0.54** per km. The Department of Finance uses this rate as the limit on the deduction of tax-exempt allowances paid by employers to employees for kilometrage reimbursements. If an employer pays a higher rate than **\$0.54** per km. in 2013, the entire amount of the kilometrage reimbursement rate must be reported as a taxable benefit for the employee.

In January 2003, the Board approved a motion indicating that the Kilometrage Reimbursement Rate be set annually at a level not to exceed the annually prescribed rate established by the Department of Finance, Government of Canada, to avoid tax implications.

In accordance with the Board's long standing practise of setting the Kilometrage Expense Reimbursement rate one cent below the rate prescribed by the Department of Finance, Government of Canada, it is recommended that the Kilometrage Expense Reimbursement rate be increased to **\$0.53**.

IT IS THEREFORE RECOMMENDED:

THAT the Board increase the Kilometrage Reimbursement Rate from \$0.52 per km. to \$0.53 per km., effective 2013-02-01.

Enclosures:

Submitted by: \_\_\_\_\_  
W.D. Noye, Secretary-TreasurerApproved by: \_\_\_\_\_  
M.A. McKay, Superintendent

## SCHOOL DISTRICT NO. 36 (SURREY)

Secretary-Treasurer's Department

### SUMMARY OF KILOMETRAGE RATE CHANGES OVER RECENT YEARS

(Updated 2013-01-02)

<b>Date</b>	<b>Rate Changed FROM:</b>	<b>Rate Changed TO:</b>	<b>Federal Gov't. Limit (non-taxable)</b>	<b>Effective</b>
2012-01-12	\$.51 per km	\$.52 per km	\$.53 per km	2012-02-01
2011-01-13	\$.51 per km	Maintained @ \$.51	\$.52 per km	2011-02-01
2010-01-13	\$.51 per km	Maintained @ \$.51	\$.52 per km	2010-02-01
2009-01-15	\$.51 per km	Maintained @ \$.51	\$.52 per km	2009-02-01
2008-01-10	\$.49 per km	\$.51 per km	\$.52 per km	2008-02-01
2007-01-11	\$.49 per km	Maintained @ \$.49	\$.50 per km	2007-02-01
2006-01-12	\$.44 per km	\$.49 per km	\$.50 per km	2006-02-01
2005-01-13	\$.41 per km	\$.44 per km	\$.45 per km	2005-02-01
2004-01-22	\$.41 per km	maintained @ \$.41	\$.42 per km	2004-02-01
2003-01-16	\$.41 per km	maintained @ \$.41	\$.42 per km	2003-02-01
2002-01-10	\$.41 per km	maintained @ \$.41	\$.41 per km	2002-02-01
2001-06-28	\$.40 per km	\$.41 per km	\$.41 per km	2001-08-01
2001-01-11	\$.38 per km	\$.40 per km	\$.41 per km	2001-02-01
2000-01-13	\$.35 per km	\$.38 per km	\$.37 per km	2000-02-01
1999-01-14	\$.33 per km	\$.35 per km	\$.35 per km	1999-02-01
1998-01-15	\$.31 per km	\$.33 per km	\$.35 per km	1998-02-01
1997-01-23	\$.30 per km	\$.31 per km	\$.35 per km	1997-02-01
1996-01	\$.30 per km	maintained @ \$.30	\$.33 per km	1996-02-01
1995-01-12	\$.288 per km	\$.30 per km		1995-03-01
1993-08-26	\$.264 per km	\$.288 per km		1993-09-01
1992-09-10	\$.264 per km	maintained @ \$.264		1992-09-01
1990-07-05	\$.252 per km	\$.264 per km		1990-09-01
1989-08-31	\$.24 per km	\$.252 per km		1989-09-01

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

**Schedule 4(b)**  
**of the**

**ADMINISTRATIVE MEMORANDUM**  
**(Regular)**

**MEETING DATE: 2013-01-17**

**TOPIC: NOTICE OF MOTION, TRUSTEE T. ALLEN, RE: COOPERATIVE GAINS MANDATE**

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The following Notice of Motion is being submitted by Trustee Terry Allen.

WHEREAS, the Minister of Education has requested the Surrey Board of Education to fund any increase to support staff salaries through the Cooperative Gains Mandate; and

WHEREAS, like all other school boards across the province, the Surrey Board of Education is facing a funding shortfall.

**THEREFORE BE IT RESOLVED:**

THAT the Board Chairperson write to the Minister of Education informing him that we support wage increases to support staff; but any increase must be fully funded by the Provincial Government.

Respectfully submitted by:

Terry Allen  
Trustee

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

**Schedule 4(c)**  
**of the**

**ADMINISTRATIVE MEMORANDUM**  
**(Regular)**

MEETING DATE: **2013-01-17**

TOPIC: **NOTICE OF MOTION, TRUSTEE L. McNALLY, RE: ARCHITECT  
PROJECT DEFINITION REVIEW**

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The following Notice of Motion is being submitted by Trustee Laurae McNally.

WHEREAS, the Surrey School District enrolment continues to grow; and

WHEREAS, the provincial funding for additional school capital infrastructure has failed to keep pace with the enrolment growth; and

WHEREAS, the Board of Education in its last Capital submission identified two new secondary schools for the Clayton and Grandview areas and two elementary expansions in the Cloverdale and Grandview area as its four highest priorities; and

WHEREAS, the timeline to hire architectural firms to begin the planning for these four schools is lengthy.

**THEREFORE BE IT RESOLVED:**

THAT the Board direct Administration to engage architectural firm(s) to develop a Project Definition Report (PDR) for the Clayton and Grandview secondary schools and the Cloverdale and Grandview elementary school expansions; and

THAT the funding for the PDR for the four schools be allocated from the Local Capital Reserve (LCR); and

THAT the amount allocated be set at 5 million dollars; and

*Cont'd...*

MEETING DATE: 2013-01-17

SCHEDULE: 4(c)

TOPIC: **NOTICE OF MOTION, TRUSTEE L. McNALLY, RE: ARCHITECT  
PROJECT DEFINITION REVIEW**

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THAT the Board seek assurances from the Ministry of Education that the expended funds will be replenished upon receiving approval for the projects.

Respectfully submitted by:

Laurae McNally  
Trustee

LM/im

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

**Schedule 4(d)**

of the  
**ADMINISTRATIVE MEMORANDUM**  
(Regular)

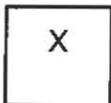
MEETING DATE: 2013-01-17

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

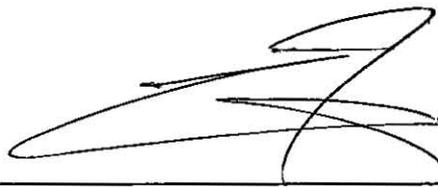
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The attached report is submitted in accordance with Board direction given on 1992-02-27.

Enclosures:

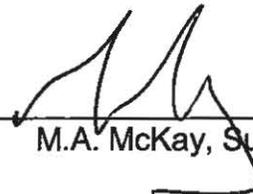


Submitted by:



W.D. Noye, Secretary-Treasurer

Approved by:



M.A. McKay, Superintendent

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

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

***As of January 17, 2013***

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

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

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

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

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

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

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

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

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

*Cont'd...*

- Ministry mandated Feasibility Study completed.

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

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

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

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

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

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

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

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

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

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

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

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

**2013 BOARD COMMITTEES & TRUSTEE REPRESENTATION**

(Revised 2013-01-17)

<b>BOARD COMMITTEES</b>		
<p><b>BUDGET COMMITTEE 2013/2014</b></p> <p>Executive Committee attends all meetings.</p>	<p>Chair: COMMITTEE:</p>	<p>T. Allen ALL TRUSTEES</p>
<p><b>TRANSPORTATION COMMITTEE</b></p> <p>Membership: Trustees (2), Secretary-Treasurer &amp; Manager of Transportation Services. Meets only when there are specific requests for transportation services. Mostly active in September and October.</p>	<p>Chair: Trustee:</p>	<p>T. Allen R. Masi</p>

<b>STAKEHOLDERS &amp; ELECTED OFFICIALS LIAISON MEETINGS</b>		
<p>Meetings are held at least annually with the groups identified below. The planned meetings permit the groups to meet collectively with Trustees and senior management informally to discuss issues and concerns having a district-wide interest. You are referred to Policy #2680 - <i>Stakeholders &amp; Elected Officials Liaison Meetings</i> for additional information.</p>		
<p><b>BOARD / CITY COUNCIL LIAISON</b></p> <ul style="list-style-type: none"> <li>- Surrey</li> <li>- White Rock</li> </ul>	<p>COMMITTEE: Trustee: Trustee:</p>	<p>ALL TRUSTEES S. Wilson L. McNally</p>
<p><b>BOARD / CUPE LIAISON</b></p>	<p>COMMITTEE:</p>	<p>ALL TRUSTEES</p>
<p><b>BOARD / DPAC LIAISON</b></p>	<p>COMMITTEE:</p>	<p>ALL TRUSTEES</p>
<p><b>BOARD / EPEG LIAISON</b></p>	<p>COMMITTEE:</p>	<p>ALL TRUSTEES</p>
<p><b>BOARD / SPVPA LIAISON</b></p>	<p>COMMITTEE:</p>	<p>ALL TRUSTEES</p>
<p><b>BOARD / STA LIAISON</b></p>	<p>COMMITTEE:</p>	<p>ALL TRUSTEES</p>
<p><b>BOARD / ABORIGINAL COMMUNITY</b></p>	<p>COMMITTEE:</p>	<p>ALL TRUSTEES</p>
<p><b>BOARD / CHAMBERS OF COMMERCE LIAISON</b></p>	<p>COMMITTEE:</p>	<p>ALL TRUSTEES</p>
<p><b>BOARD / ETHNIC COMMUNITIES</b></p>	<p>COMMITTEE:</p>	<p>ALL TRUSTEES</p>
<p><b>BOARD / RCMP LIAISON</b></p>	<p>COMMITTEE:</p>	<p>ALL TRUSTEES</p>

## ADVISORY COMMITTEES FOR DISTRICT PROGRAMS

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

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

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

## DISTRICT COMMITTEES

### ABORIGINAL EDUCATION COUNCIL

Trustee:

L. Larsen

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

Membership includes:

District Senior Management representative (Chair)

Trustee (1)

Representative(s) from:

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

District Principal for Aboriginal Education (1)

CUPE, SPVPA, STA representatives (1 each)

Parents, Aboriginal community. (5)

Post Secondary representative(1)

Aboriginal Elder. (1)

### BUSINESS DEVELOPMENT EDITORIAL ADVISORY COMMITTEE

Trustee:

P. Glass

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

Trustee (1)

Secretary-Treasurer (Chair)

Assistant Superintendent\*

Manager, Business Development\*

Manager, Communication Services\*

DPAC & SPVPA representatives (1 each)

\* Denotes also a member of the EDCOM Working Group

### EDUCATION BUSINESS COMMUNITY PARTNERSHIP ADVISORY COMMITTEE

Trustee:

T. Allen

Trustee:

R. Masi

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

Executive Committee member (Chair: Secretary-Treasurer)

Trustees (2)

Management Committee representative

Manager, Business Development

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

Student representatives (2)

Surrey Board of Trade (1)

White Rock Chamber of Commerce (1)

**DISTRICT COMMITTEES / cont'd.**

**IDEAS 36 Committee**

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

Trustee: C. Dobie

**PRINCIPAL & VICE PRINCIPAL SELECTION COMMITTEES**

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

**PUBLIC RELATIONS COMMITTEE**

Involved in school naming, review of employee recognition initiatives.  
 Membership includes:  
 Trustees (3)  
 Executive Committee (1) (Deputy Superintendent)  
 Manager, Communications  
 CUPE, DPAC, EPEG, STA, & SPVPA representatives (1 each)  
 Student representatives (3)

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

**SCHOOL MEAL ADVISORY COMMITTEE**

Reviews policy and makes recommendations regarding the schools to be served by the program and levels of service provided. Membership includes:  
 Trustee (1)  
 Manager, Food Services  
 DPAC representative (1)  
 PAC Members at Large from participating schools (2)  
 Community representatives at Large (2)  
 Community Nutritionist or rep. from Fraser Health Authority (1)  
 Elementary Principal (1) & Secondary Principal (1)  
 STA representative (1)  
 CUPE representative (1)

Chair: L. Larsen

**SOUTH FRASER TRADES ADVISORY COMMITTEE**

Co-chaired by two Career Education Coordinators.

Trustee: T. Allen

## TRUSTEE REPRESENTATION ON EXTERNAL COMMITTEES

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

## TRUSTEE REPRESENTATION ON EXTERNAL COMMITTEES (Optional Attendance)

<b>CITY OF SURREY - Council (Land Use)</b>	* Trustee:	T. Allen
<b>KWANTLEN UNIV. POLYTECHNIC BOARD LIAISON</b>	* Trustee:	S. Wilson
<b>SURREY ASSN. for COMMUNITY LIVING</b>	* Trustee:	C. Dobie
<b>SURREY FAMILY YMCA</b>	* Trustee:	T. Allen

\* Note: Trustee contacts marked by an asterisk above will not be responsible for attending meetings on a regular basis, but can be contacted by the association when his/her assistance is required.

### Trustee Responsibilities as Board Representatives

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



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

**Schedule 4(f)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2013-01-17**

**TOPIC: Report on Class Size and Changes to Legislation on Class  
Size – December update**

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In October, the annual report on class size and compensation was provided to the board. A commitment was made by staff at that time to provide regular updates to the board. This report is an update of our class size and composition as of December.

Each year following the September student count, the district reports on class size and composition as required under section 76.3 of the School Act. Effective July 1<sup>st</sup>, 2012, sections 76.2-76.7 of the Act were repealed and many of the requirements to report class size and composition were removed.

With the introduction of Bill 22 and the removal of Bill 33, both the process to report on class size and the reporting process itself are quite different this school year. As in the past, Section 76.1 of the School Act still determines class size limits and the requirement for the superintendent to determine the appropriateness of the organization of classes. Class size limits are:

- (a) for kindergarten, 22 students, and
- (b) for grades 1 to 3, 24 students.

A board must also ensure that the class size for any class in grades 4-12 does not exceed 30 students unless:

- (a) in the opinions of the superintendent of schools for the school district and the principal of the school, the organization of the class is appropriate for student learning, or
- (b) the class is in a prescribed category of classes.

**MEETING DATE:** 2013-01-17

**SCHEDULE:** 4(f)

**TOPIC:** **Report on Class Size and Changes to Legislation on Class Size – December update**

---

As mentioned above, the attached reports for elementary and secondary are to provide an ongoing comparison of class size and composition in the district as the year progresses. This report is for the board's information.

Submitted by:

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

Approved by:

\_\_\_\_\_  
Mike McKay, Superintendent of Schools

Enclosure(s):

- 2012-13 Elementary Class Size Report – December update
- 2012-13 Secondary Class Size Report – December update

# 2012-13 Elementary Class Size Report



December 2012

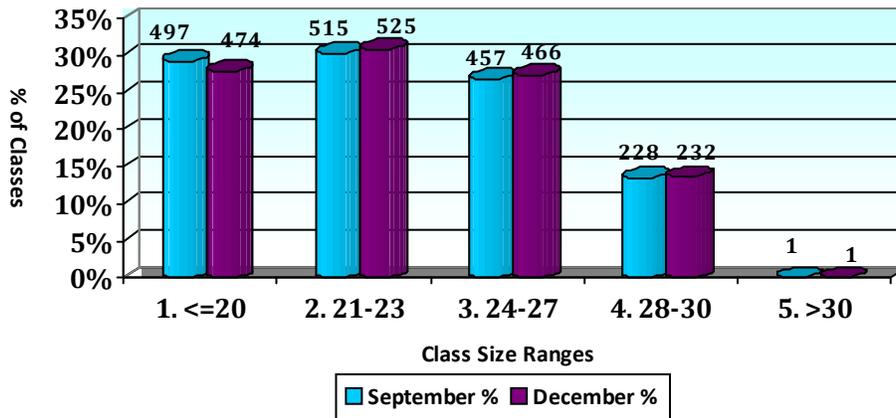
Total Number of Elementary Classes: 1698

\* No Kindergarten class exceeds 22 students

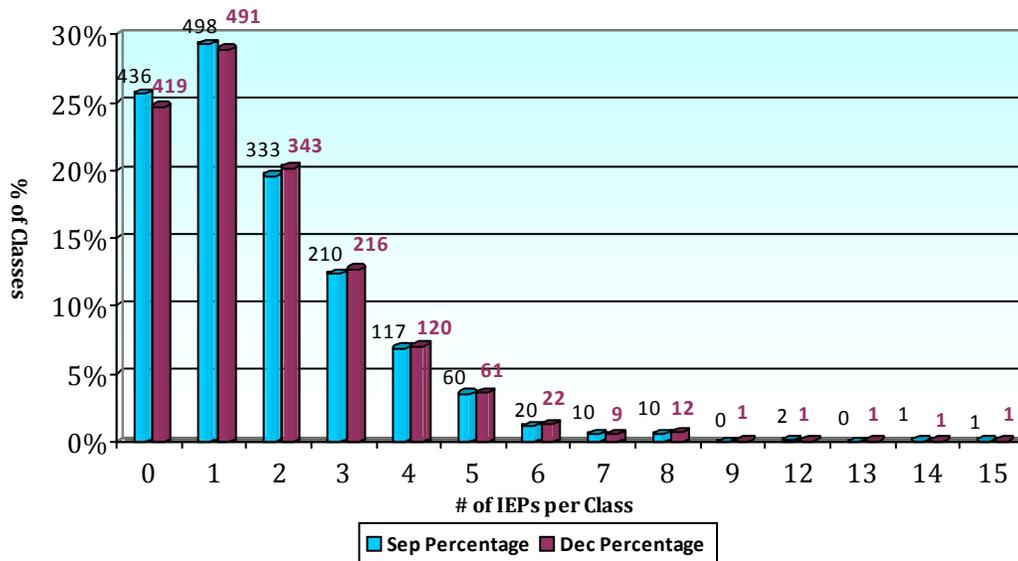
\* No Primary class (including 3/4 splits) exceeds 24 students

Elementary Classes over 30			Sep	Dec
Mountainview Montessori	Division 01	Grade 7	33	33

## Elementary Class Size Distribution



## Distribution of Classes with IEPs



Note: Students who have individualized education plans (IEPs) represent a wide range of abilities and learning needs. The number of students with IEPs should not be considered, on its own, as an accurate description of the class composition. Classroom teachers and principals consult regarding class composition and take into consideration many factors regarding the learning environment.

December 2012

## Secondary Classes over 30 - Count by School

School Name	September	December
Clayton Heights Sec	1	0
Earl Marriott Sec	1	1
Elgin Park Sec	1	1
Enver Creek Sec	0	0
Fleetwood Park Sec	0	0
Frank Hurt Sec	0	0
Fraser Heights Sec	7	7
Guildford Park Sec	0	1
Johnston Heights Sec	0	0
Kwantlen Park Sec	4	4
L A Matheson Sec	0	0
Lord Tweedsmuir Sec	2	2
North Surrey Sec	0	1
Panorama Ridge Sec	0	0
Princess Margaret Sec - Surrey	0	0
Queen Elizabeth Sec	0	1
Semiahmoo Sec	1	1
Sullivan Heights Sec	0	0
Tamanawis Sec	1	3
<b>Total Number of Classes &gt; 30</b>	<b>18</b>	<b>22</b>

## List of Classes Over 30

Class Size - Sep	# of IEPs - Sep	Class Size - Dec	# of IEPs - Dec
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### Clayton Heights Sec

BA VOCTNL, CAREER PREP/EXPLORATION 11A (02), BA VOCTNL, CAREER PREP/EXPLORATION 12A (02), VISUAL ARTS 10: GENERAL (01), VISUAL ARTS 9 (01), VISUAL ARTS 9 (01)

31	3	30	3
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### Earl Marriott Sec

MATHEMATIQUES 9 (01)

31	1	31	1
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December 2012

## Elgin Park Sec

GEOGRAPHY 12 (02)	31	1	31	1
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## Fraser Heights Sec

AP CALCULUS BC 12A (01)	36	0	36	0
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AP CALCULUS BC 12B (01)	36	0	36	0
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FOUNDATIONS OF MATHEMATICS 11 (01)	31	2	31	2
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FRENCH 8 (01)	31	1	31	1
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PHYSICAL EDUCATION 10 (01), PHYSICAL EDUCATION 9 (01)	32	1	33	1
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PHYSICAL EDUCATION 10 (02), PHYSICAL EDUCATION 9 (02)	31	0	31	0
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PRE-CALCULUS 12 (01)	31	0	31	0
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## Guildford Park Sec

PHYSICAL EDUCATION 10 (01), PHYSICAL EDUCATION 9 (01)	30	2	31	2
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## Kwantlen Park Sec

CHEMISTRY 11 (02)	31	0	31	0
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FRENCH 11 (01)	30	0	31	0
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INFORMATION TECHNOLOGY 9 (01), LD TECHNOLOGY EDUCATION 12 (01)	30	5	31	6
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PHYSICAL EDUCATION 9 (02)	31	3	30	3
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PRE-CALCULUS 11 (02)	31	0	31	0
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SOCIAL STUDIES 11 (05)	31	3	30	3
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## Lord Tweedsmuir Sec

BA TECHNOLOGIE DES COMMUNICATIONS 11A (01)	32	1	32	1
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ENGLISH 12 (03)	31	1	31	1
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## North Surrey Sec

LD PHYSICAL EDUCATION 10 (01), PHYSICAL EDUCATION 10 (01)	30	5	31	6
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## Queen Elizabeth Sec

# 2012-13 Secondary Class Size Report



December 2012

LD PHYSICAL EDUCATION 10 (o3), PHYSICAL EDUCATION 10 (o2)

30	7	31	7
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## Semiahmoo Sec

PHYSICAL EDUCATION 8 (o4)

31	0	31	0
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## Tamanawis Sec

BUSINESS INFORMATION MANAGEMENT 12 (o5), INFORMATION TECHNOLOGY 10 (o1), INFORMATION TECHNOLOGY 9 (o1), LD INFORMATION COMMUNICATION TECH 10 (o3), LD INFORMATION COMMUNICATION TECH 11 (o4), LD INFORMATION COMMUNICATION TECH 12 (o1)

30	7	33	7
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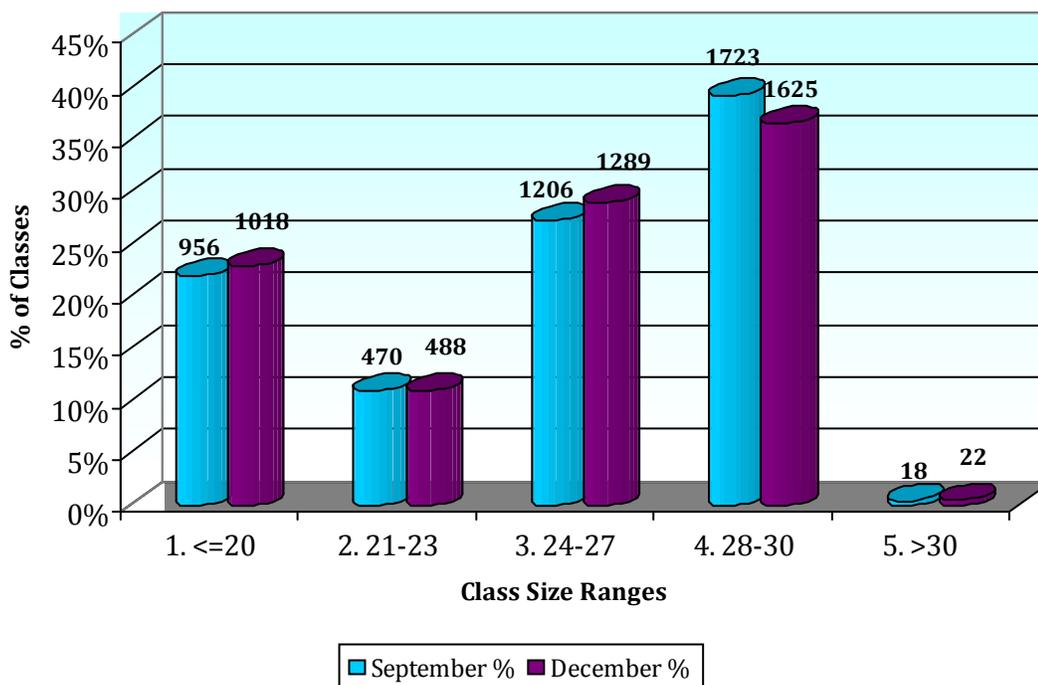
INTRODUCTORY PUNJABI 11 (o2), LD LANGUAGE ARTS SKILLS DEVELOPMENT 11 (o1), LD LANGUAGE ARTS SKILLS DEVELOPMENT 12 (o2)

30	2	31	2
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PHYSICAL EDUCATION 10 (o1)

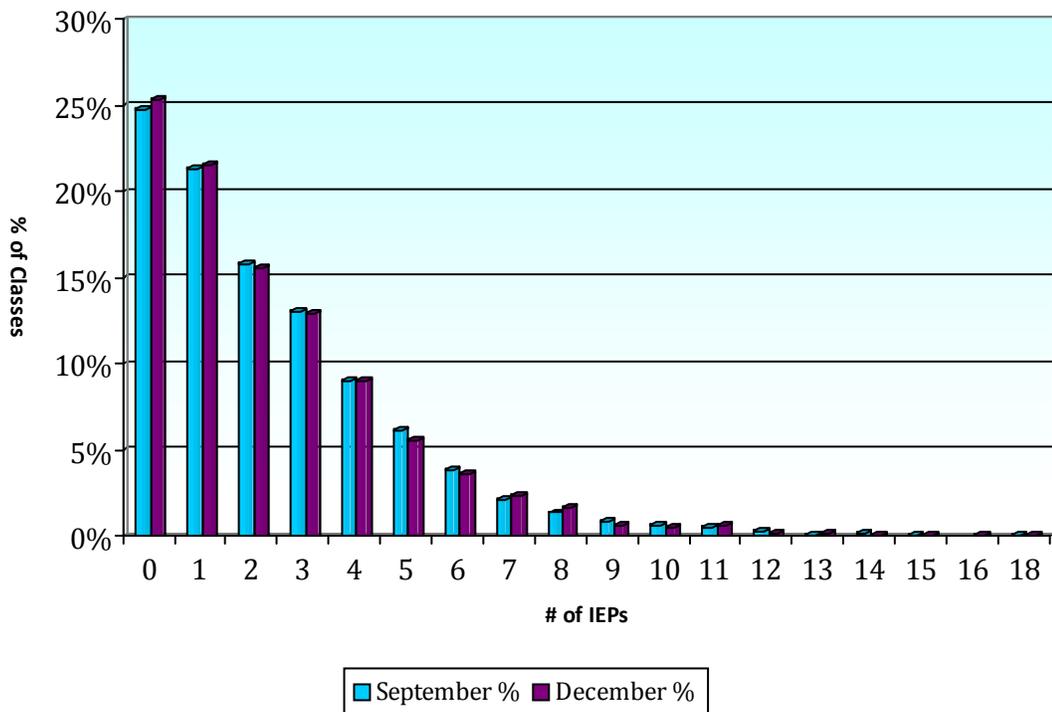
31	0	31	0
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## Secondary Class Size Distribution



December 2012

## Distribution of Classes with IEPs



Note: Students who have individualized education plans (IEPs) represent a wide range of abilities and learning needs. The number of students with IEPs should not be considered, on its own, as an accurate description of the class composition. Classroom teachers and principals consult regarding class composition and take into consideration many factors regarding the learning environment.



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

**Schedule 4(g)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2013-01-17**

**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: **2013-01-17**

TOPIC: **ITEMS FOR FUTURE DISCUSSION (REGULAR)**

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No items.

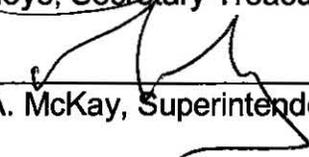
Enclosures:

Submitted by:



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

Approved by:

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

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

**Schedule 5(b)  
of the**

**ADMINISTRATIVE MEMORANDUM  
(Regular)**

**MEETING DATE: 2013-01-17**

**TOPIC: FUTURE MEETINGS**

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

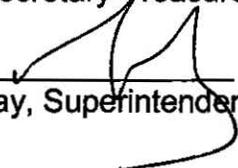
Enclosures:

Submitted by:



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

Approved by:



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