

THE BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 22 (VERNON)

REGULAR MEETING

TUESDAY, September 20, 2011  
7:00 P.M.



Regular Meeting  
September 20, 2011

2 Agenda

3 Minutes

4 Presentations

5 NIL

6 Superintendent's Business

7 Secretary-Treasurer's Business

8 Trustee Business

9 Correspondence

10 Upcoming Dates

## **September 20, 2011 Regular Meeting**

### **Agenda Item 2**

#### **Adoption of Agenda Chairman Turanski**

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##### **ACTION RECOMMENDED:**

That the agenda of Regular Meeting, September 20, 2011 be adopted.

##### **BACKGROUND:**

Copy of agenda attached.

**School District No. 22 (Vernon)  
Regular Meeting of The Board of Education**

Date: Tuesday, September 20, 2011  
Time: 7:00 p.m.  
Place: Board Room, District Office  
1401-15<sup>th</sup> Street, Vernon, B.C. V1T 8S8

**MEETING AGENDA**

Copy of the agenda and attachments are available on the School District website:  
<http://www.sd22.bc.ca/> (drop down under district, trustees, board minutes/agendas)

- 1. Call to Order**
- 2. Adoption of Agenda**
  - Additions, Amendments and Deletions
- 3. Adoption of Minutes**
  - 3.1 Regular Meeting, June 21, 2011
- 4. Recognition, Presentations & Delegations**
  - 4.1 Vernon Secondary School
- 5. Business Arising From Minutes**
- 6. Superintendent's Business**
  - 6.1 Action Items
  - 6.2 Information Items
- 7. Secretary-Treasurer's Business**
  - 7.1 Action Items
  - 7.2 Information Items
- 8. Trustee Business**
  - 8.1 Aboriginal Education Committee
  - 8.2 BC School Trustees Association
  - 8.3 Greater Vernon Advisory Committee
  - 8.4 Parent Advisory Committee Reports

**9. Correspondence**

**10. Upcoming Dates**

**11. Question Period**

Note: this time is to afford members of the public the opportunity to ask questions or request clarification specific to topics on today's agenda. Questions or clarification of topics that are not on the current agenda will not be heard by trustees. A person wishing to speak is requested by the Chairman of the Board to state his/her name and provide, if possible, a written copy of the comments.

If you have topics that are not contained in today's agenda, please contact the Secretary-Treasurer's office to arrange for your questions to be addressed.

**12. Adjournment**

## **September 20, 2011 Regular Meeting**

### **Agenda Item 3**

#### **Adoption of Minutes Chairman Turanski**

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##### **ACTION RECOMMENDED:**

That the minutes of Regular Meeting, June 21, 2011 be adopted.

##### **BACKGROUND:**

Copy of minutes attached.

**School District No. 22 (Vernon)  
Regular Meeting of The Board of Education**

Date: Tuesday, June 21, 2011

**Meeting Minutes**

**Present:**

Board Chair	Bill Turanski		
Vice-Chair	Sam Banducci		
Trustees	Perry Wainwright	Steve Connor	
	Paula Hamed	Mollie Bono	Joe Deuling
Superintendent	Bev Rundell		
Secretary-Treasurer	Randy Hoffman		
Directors	Don Wilcox, Diane Rhenish, Joe Rogers		
Executive Assistant	Lynn Jameson		
Staff/Guests:	Katherine Mortimer (Morning Star), Mark Olsen (CUPE), Bruce Cummings (VTA), members of the VTA bargaining team (Nancy Ingersoll, Craig Leverman, Robyn Ladner), and presenters		

**Call to Order**

The meeting was called to order and gallery was welcomed by Chairman Turanski at 7:00 pm

**Adoption of Agenda**

It was moved and seconded that the agenda of Regular Meeting, June 21, 2011, be adopted as amended. **The motion was carried.**

**Adoption of Minutes**

Regular Meeting, May 17, 2011

It was moved and seconded that the minutes of Regular Meeting, May 17, 2011, be adopted as printed. **The motion was carried.**

**Recognition, Presentations & Delegations**

**Woman of the Year**

Candy Siegmuller and two teachers, Ms. Barrie and Ms. Fraser, from Mission Hill Elementary spoke to their nomination of Ruth Kovacs as the Woman of the Year. For 16 years, Ruth Kovacs has been volunteering as a one to one reader, starting at West Vernon and moving to Mission Hill, and they recognized her contribution and impact on the students.

Chair Turanski added Ruth is a remarkable individual and noted the high regard in which she is held by the Mission Hill School community and community at large. Trustees made her their honorary woman of the year and thanked her for her contribution to the school district.

**Energy Ambassadors – BC Hydro School Program**

Students presented on the Energy Ambassador Program to provide findings and recommendations to the Board of Education at the conclusion of the Charles Bloom students involvement in the awareness, action and leadership program about energy sustainability for grades 8 to 12.

Two leadership teachers from Bloom, Mr. Tompson and Mr. Russo along with students started up an environmental club. BC Hydro provided them with tangible things they could work towards. The students have applied for an energy grant but haven't received notification if they were successful.

Chair Turanski thanked them on behalf of the Board of Education for bringing this very important message noting it sounds like students are committed to reducing our carbon footprint.

#### **District Literacy Plan – Debbie Schiller**

Ms. Schiller reviewed the various programs from 'cradle to grave', noting this report will go to the Ministry. Chairman Turanski commented on the importance of being able to read and understand and thanked Ms. Schiller for all the resources she has encouraged and developed and the range in diversity is impressive.

#### **Professional Development Committee – Vernon Teachers' Association, Robyn Ladner**

As the report was not provided to trustees in advance of the meeting, Ms. Ladner distributed the report, noting it was provided in accordance with the current collective agreement, and reviewed the report with trustees. She spoke to future recommendations, outlined in the report, which are burning issues with teachers so she brought forward to trustees.

#### **Business Arising From Minutes**

NIL

#### **Superintendent's Business**

##### Action Items

##### **District Literacy Report**

It was moved and seconded that the Board of Education approve the District Literacy Plan as presented. **The motion was carried.**

##### **Field Trip – Fulton Secondary**

It was moved and seconded that the Board of Education approve the Student Field Trip application for students to attend the Canadian Student Leadership conference in Cornerbrook, Newfoundland September 24 to October 2, 2011. **The motion was carried.**

##### Information Items

##### **2011 Young Entrepreneur Dragon's Den Competition**

Superintendent Rundell wanted to share this program through OUC with teacher sponsor and is an interesting event to go to

#### **Secretary-Treasurer's Business**

##### Action Items

##### **Board Meeting Dates for 2011-2012**

It was moved and seconded that the Board of Education approve the proposed 2011-2012 meeting dates. **The motion was carried.**

##### **Appointment of Chief and Deputy Election Officers**

It was moved and seconded that the Board of Education appoint Mr. Dennis Bristow, Chief Election Officer and Mrs. Lynn Jameson, Deputy Election Officer for the upcoming trustee elections. **The motion was carried.**

##### **Operating Budget Policy**

It was moved and seconded that the Board of Education give third and final reading to Operating Budget Policy. **The motion was carried.**

The Board approved first reading at the April 19, 2011 regular meeting and second reading at the May 17, 2011 regular meeting.

##### **Authority for Expenditures Policy**

It was moved and seconded that the Board of Education give third and final reading to Authority for Expenditures Policy. **The motion was carried.**

The Board approved first reading at the April 19, 2011 regular meeting and second reading at the May 17, 2011 regular meeting.

##### **District Generated Revenue Policy**

It was moved and seconded that the Board of Education give third and final reading to District Generated Revenue Policy. **The motion was carried.**

The Board approved first reading at the April 19, 2011 regular meeting and second reading at the May 17, 2011 regular meeting.

#### **School/Student Fundraising Policy**

It was moved and seconded that the Board of Education table adoption of this policy. **The motion was carried.**

The district has received feedback from the District Parent Advisory Committee (DPAC) which has been included in the proposed policy shown in italics and bold. The specific changes are to section 3.1 and 4.9 of the proposed policy. Tabling of the policy at second reading will allow for further discussion with DPAC and consideration of the proposed or any amending language.

#### **Investment of Funds Policy**

It was moved and seconded that the Board of Education give third and final reading to Investment of Funds Policy. **The motion was carried.**

The Board approved first reading at the April 19, 2011 regular meeting and second reading at the May 17, 2011 regular meeting.

#### **Integrated Pest Management Policy**

It was moved and seconded that the Board of Education give second and third reading to the amended policy. **The motion was carried.**

The Board has not received any feedback since the first reading of the policy on May 17, 2011. With this being the last meeting prior to the summer break, the recommendation is adoption at this time.

#### Information Items

NIL

#### **Trustee Business**

##### Action Items

##### *Pesticide Use Advisory by Local Governments*

Trustee Harned will spoke to this agenda item, referring to a pesticide letter regarding Village of Lumby spraying pesticides and then the Village community using those grounds.

It was moved and seconded to send a letter to partner cities/municipalities requesting they advise the school administrator if they are applying pesticides onto properties that are regularly used by the particular school(s) to allow the school administrator to make necessary adjustments by our students as deemed necessary. **The motion was carried.**

##### *Aboriginal Education Committee*

Trustee Banducci reported on two AEC meetings he attended where they reviewed 2011-2012 curriculum plan, 2011-2012 budget based on 1027 aboriginal students with final approval to be given at June AEC meeting. He also updated trustees on the Kekuli project noting photos are on the website for anyone interested.

##### *BC School Trustees Association*

NIL

##### *Community Advisory Committee for Pesticide Management*

It was moved and seconded to disband this committee at this time. **The motion was carried.**

##### *Greater Vernon Advisory Committee*

Trustee Harned advised the June meeting was cancelled but provided the following two reports:

-White Valley Parks, Recreation and Culture Master Plan

Attached to the agenda was the four page executive summary. The complete plan should be available soon on the White Valley web-site. The school district is named on several occasions and trustees were requested to provide any feedback to Trustee Harned.

#### BC Winter Games

The Games committee is compiling a report of the school district's commitment for the winter games and that report will be in our September meeting agenda package along with any summer updates.

#### *School Travel Plan Sub-committee*

NIL

#### *Parent Advisory Committee Reports*

Reports were received by trustees Wainwright, Banducci, Bono, Harned, and Turanski.

#### **Secondary School Restructuring**

It was moved and seconded that the Board of Education requests the Superintendent to bring forward a plan for further restructuring of secondary schools to maximize achievement, choice and equity for students. The Board further requests an initial report to be presented at the November 2011 Board meeting with implementation to begin September 2012. **The motion was carried.**

Secondary school enrolment is declining at a significant pace resulting in schools being unable to offer the same number of program choices. This decline will continue until 2016, when it will plateau. A slight increase in secondary enrolment is not projected until 2019. This decreasing enrolment has a negative impact on funding. Our world is changing at a significant pace and the Board wants our students to be better prepared to be successful in the 21st century.

#### **Correspondence**

NIL

#### **Upcoming Dates**

NIL

#### **Question Period**

VTA President Cummings introduced members of bargaining team. His questions were related to class size & composition. Is the board going to make class size corrections based on legislation that was ruled against by a judge in April instead of the beginning of the new school year. The Secretary-Treasurer responded Bill 33 remains in place and the requirement of the Ministry in the School Act is to provide a report to the Minister and we will comply.

President Cummings next question concerned the VTA pro-d report, and he hoped that trustees will be able to make a response to some of the recommendations that were presented. His question was "what would you do with professional development of \$165.00/year Mr. Turanski?" Chairman Turanski asked what President Cummings thought would be adequate, to which the VTA President responded "\$1,000/year would be far more adequate using Kamloops school district as a reference."

President Cummings final question was in regard to the last motion (Secondary School Restructuring) and he referred to the reference in supporting statement for students that aren't well prepared for success in the 21<sup>st</sup> century. He questioned if the Board is willing to use curriculum educational change committee for an avenue for teacher input into restructuring plan? Superintendent Rundell advised the district will be looking at the plan this summer and bringing it to the board. The district will look at how we get community and stakeholder input, will be involving everyone by asking questions and developing a plan and then going back with feedback to the plan.

Craig Leaverman also spoke to the motion regarding secondary restructuring and his question was asked as a parent, as a teacher at WL Seaton and as a member of the bargaining committee. He felt the background information saw decreased enrollment and sees the Board wants to prepare. He wanted to make the Board aware our infrastructure is crumbling and there is no funding for people like himself as a computer resource teacher. His resulting question was will trustees be lobbying for increased funding to support technology in this plan. Chairman Turanski replied trustees are always lobbying for increased funding.

Mr. Leaverman's second question was if trustees will advocate for technology? He felt it is becoming a greater component in student achievement but our infrastructure here is crumbling. When will the wireless be working? What is the plan to increase funding for technology?

Chairman Turanski advised the funding isn't designated for a particular item; that becomes the decision for the Board and until we get it (the funds) he advised he can't answer the question

Craig Leaverman continued to ask questions of the chair, including how the Board would rate the importance of technology and how the Board would prioritize the human component. Trustee Deuling requested that he respond to these questions as he was really frustrated about technology. Trustee Deuling advised he has been a trustee for three years and the Board is always being asked to find places to make budget cuts. He suggested the Board could cut more teachers to get really nice computers but noted schools are crumbling down, and it is really tough and frustrating. He advised Mr. Leaverman that he personally bought his computer that is used at board meetings, and wanted to share that trustees are a buffer; the government makes the rules and gives Boards a very little bit of money.

Craig Leaverman responded, suggesting this district submit a needs budget to which chair Turanski advised needs budgets never work.

Mark Olsen, CUPE President also spoke to the motion on secondary school restructuring. He questioned if we are looking at all students, including students with special needs and aboriginal students. Superintendent Rundell responded our district has always looked at all students and will do so in the development of the plan.

As this was the last board meeting of the school year, Chairman Turanski thanked his fellow board members for an exciting year, with the opening of a new school and all other items that were dealt with.

#### **Adjournment**

It was moved and seconded to adjourn the meeting at 8:35 pm. **The motion was carried.**

Adopted this 20 day of September, 2011

CERTIFIED CORRECT

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Board Chairman

\_\_\_\_\_  
Secretary-Treasurer

## **September 20, 2011 Regular Meeting**

### **Agenda Item 4**

#### **Presentations Chairman Turanski**

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Vernon Secondary School  
Social Justice 12 Field Trip to Kenya

# September 20, 2011 Regular Meeting

## Agenda Item 6

### Superintendent's Business Superintendent Rundell

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#### Action Items

#### Information Items

- School Start-up
- Enrollment Update

➤ Provincial Scholarships

### DISTRICT ACHIEVEMENT PROVINCIAL SCHOLARSHIPS

A student will receive a \$1000.00 Examinations Scholarship if he or she:

- Achieves at least a “B” final mark ( school final mark and provincial exam mark combined) in English 12, Français Langue Première 12 or English 12 First Peoples)
- Achieves 86% or higher in each of his/her three best provincial exams ( can include English 12 provincial)
- Fulfills the graduation requirements of the 2004 Graduation Program

Special Congratulations and recognition to the following grade 12 students who received \$1000.00 scholarships from the Ministry of Education for outstanding achievement on the exams.

Sydney Acton	Joseph Byram	Scott McIntyre	Michelle Smith
Samantha Baglot	Erica Chow	Riley Mottus	Lucas Thayer
Joanne Banaszek	Payton Dhesi	Andrew Olson	Eleanor Wearing
Paris Boeckx	Christine Kirby	Tavia Pol	Holly Wylie
Sean Bonnett	Kirsty Lewis	Andre Prohoroff	Kara York
Spencer Bradbury	Cara Main	Delaney Ross	
Callum Busfield	Mariko McDougall	Diana Semnutin	

**The following students achieved a 100% exam mark in their provincial exams.**

#### **Congratulations!**

Carson Albrecht	Science 10	Paeton Dhesi	Math 12
Jacki Erickson	Socials 11	Scott McIntyre	Math 12
		Yi Yun Zhang	Math 12

Congratulations also go to our 39 District Project Scholarship Winners who each receive a \$1000.00 award from the Ministry of Education.

Sydney Acton	Katrina Anderson	Katie Annand	Teesha Baker
Justin Burk	Cierra Carlyle	Alexi Carter	Taylor Cunningham
Dominik Dlouhy	Michael Edwards	Angela Fraser	Matt Harwood-Jones
Kevan Hayward	Cole Hetherington	Maya Hospes	Danielle Howe
Alyssa Janousek	Lorelle Kjarsgaard	Susan Koo	Natalie Kriening
Matthew Marioni	Lizzy McCaffrey	Peter McKillop	Jamie Newman
Maya Philpott	Lisa Rae	Connor Reeves	Manda Roy
Robert Schley	Kristyn Schoenknecht	Diana Semnutin	Trenton Squair
Paige Tyler	Kira Urbas-Fuher	Clayton Wadsworth	Leah Wafler
Emily Walmsley	Samantha Ward-Hesketh	Sarah Zaitsoff	

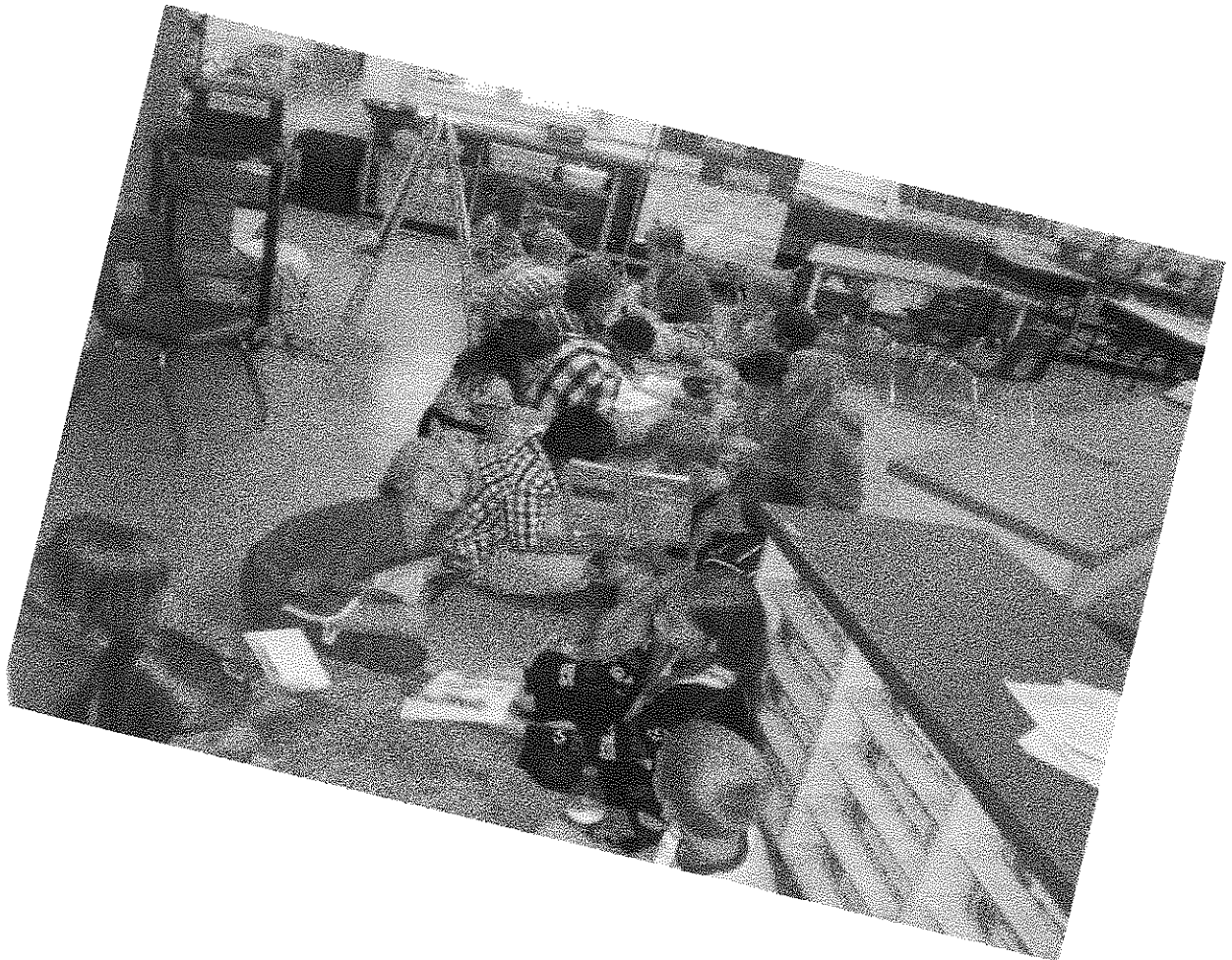
- Summer Reading

See attached report

- Professional Development

See attached report

SUMMER READING 2011



School District #22 hosted a fun summer reading program during the month of July. Students attended for 2 hours of reading instruction per day for four weeks. Lumby students were in attendance 2.5 hours four days per week to help support a community based activity program one day per week. In addition, the Mission Hill program ran an extra hour of sports/fun activities each day thanks to a generous community donation. The schools and number of students involved were:

Beairsto	26 students
Coldstream	22
Harwood	20
J.W. Inglis	22
Mission Hill	27
OK Landing	22
Silver Star	41

Classroom teachers from all of our elementary schools recommended students who would benefit from extra reading instruction. Parents applied for the program and paid a small fee to cover a daily snack. Students from 13 different schools attended at one of the seven sites. Sites were chosen based on space availability and the number of students who applied at each site. 18 teachers were trained by Lynda Henney using aspects of the District's Balanced Literacy Model. The program involved Guided Reading, Shared Reading, Sight Words, Phonological Awareness, Independent Reading, Shared Writing, and Home Reading. Most students improved their reading by 1 or 2 PM Bench marks with 64 out of the 180 students improving by 3 or more Benchmarks.

Seventy parents completed the Summer Reading Program Survey with the following results:

**1. Was this Summer Reading Program helpful for your child?**

- Yes - very helpful, improved ability to read, produced confidence, encouraged to read all summer, learned different strategies for reading, built on what was learnt in school, helped student realize they weren't the only one having troubles reading, love the website, student learned that hard work pays off, gained motivation, fluency improved
- In one month student went from not reading to reading a book from cover to cover.
- Highly recommend
- Showed different ways to read - with a friend, on the computer, books on tape.

**2. Did your child enjoy coming each day?**

- After the first nervous and anxious days students became positive and full of excitement. Yes - it didn't feel like going to school. Loved meeting new friends. Majority of the time. Loved listening to the teachers read the stories.
- Prizes were highly motivating, loved snacks
- Connected well with wonderful teachers

**3. Did the bookmark help you and your child read at home?**

- Yes, Used strategies before but a great reminder, very helpful

**4. Do you have any suggestions for next year's program?**

- All summer long? 8 weeks? At least 6 weeks. Keep doing it. If possible, the program could be run for both months of summer with different leaders in each group.
- This program has made such a tremendous difference in reading ability
- Do you have a program for Math?
- Hopefully open to Grade 4 children if they need it
- I think that to be a good program that the children should be accessed as to what their individual problems are and actually taught to improve on those problems
- Run the program 4 days a week - Mon - Thurs - 9am - 12pm. Run 4 days so families can have long weekends.
- Teachers were excellent.

At the end of the program children were given two free books at their individual reading levels. The books were donated by Scholastic Book Fair (Kelowna), Scholastic Publishing (Vancouver) and Pearson Canada.

Summer Reading has grown from 40 students 5 years ago to 180 students this summer. The teachers did an excellent job of meeting each child's individual needs and offering suggestions to parents on ways of supporting their child's reading development.





SCHOOL DISTRICT #22 (VERNON)

## DIRECTOR OF INSTRUCTION'S OFFICE

1401 15<sup>TH</sup> STREET • VERNON, BC • V1T 8S8 • 250.542.3331

### INTEROFFICE MEMO

**TO:** Bev Rundell - Superintendent  
**FROM:** Joe Rogers – Director of Instruction for Student Learning  
**SUBJECT:** Summer 2011 Professional Development  
**DATE:** September 16, 2011

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The Curriculum Department helped arrange and financially supported two Professional Development opportunities for teachers and administrators the week prior to school startup.

On August 31, 46 teachers and 18 administrators travelled to Penticton for a full day workshop with Dr. Stuart Shanker. Dr. Shanker is Director of the Cognitive and Social Neuroscience Institute at York University. He shared the work he is doing with the Ontario Ministry of Education and presented his views on how self regulation is key to child development and school success. He defined self regulation as the ability to: monitor and modify emotions, focus or shift attention, control impulses, tolerate frustration, delay gratification and co-regulate in social interactions. In his work with autistic children he has proven that young children can be taught to self regulate through play based learning.

On September 2, 36 teachers and 3 administrators worked with Carole Fullerton at West Vernon.

Carole is a mathematics teacher from the Richmond School District and has co-authored It's All About Thinking with Faye Brownlie and Layton Schnellert. Both Faye and Layton have previously presented in our district. Carole's session, Getting to The Big Ideas In Primary Math, focussed on learning through play. Carole is returning to Vernon in November to work with intermediate teachers.

Our teachers and administrators are to be commended for giving up some of their summer to continue to learn new ideas and strategies for the benefit of our students.

# September 20, 2011 Regular Meeting

## Agenda Item 7

### Secretary-Treasurer's Business Secretary-Treasurer Hoffman

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#### Action Items

#### Information Items

##### ➤ Operations Summer Update

Starting with the end in mind – **WE MADE IT!**

#### Custodial Services

- All targets were met

#### Accounting

- Yearend processes complete, school and fiscal end payroll process completed and purchasing of supplies and materials for school start-up completed.

#### Transportation Services

- The staff undertook setting up all rider information into our student information system and moving away from paper based data base.
- Reviewing and updating the district web site relative to the transportation services with the addition of routes, tips for parents, and student expectations being placed on the web site.
- Route information was updated and sent to schools and the media in time for school startup.
- Some route reviews were completed resulting in some stop changes and reductions.

#### Maintenance and Annual Facilities Plan Update

- Maintenance routines and grounds functions completed.
- Roofing
  - Silver Star – sections A B F
  - Kalamalka – sections A-B-C
  - Dorothy Alexander Centre
  - Charles Bloom
- Electrical
  - Beirsto - upgrade fire panel and all devices
  - JW Inglis - retrofit gym lights to T5's
- Flooring
  - Beirsto – several rooms remove carpet and replace with VC tile

- BX - several rooms remove carpet and replace with VC tile
- Clarence Fulton - several rooms remove carpet and replace with VC tile
- Hillview – Rm 123 upgrade flooring with VC Tile
- Mission Hill - replace all hallway flooring with Optima-vinyl flooring
- Paint
  - Interior @ Alexis Park 75%  
complete
  - Exterior @ Beirsto
  - Exterior @ Silver Star 20%  
complete
- Mechanical
  - Ellison - Duct cleaning complete system
  - Clarence Fulton - install DCVA (fire system)
- Exterior Upgrades
  - Silver Star - remove crezone plywood and cedar replacing with stucco
  - Silver Star - create parapet walls and create canopies
  - Silver Star - remove cedar trim replace with metal cladding
  - Beirsto - replace outside window awnings with new 20%  
complete
  - Beirsto - rework handicap access ramp and doors 70% complete
- Interior Upgrades
  - Lavington - gym floor deep sand and recoat with water borne finish
  - Mission Hill - complete school locker replacement 80% complete
  - Beirsto - gym interior upgrade including elimination of exposed electrical, plumbing as well as re-insulation of walls complete with Tecktum acoustical treatment
- Site Work
  - Harwood - main parking lot redesign and paving including dedicated bus lanes and student drop off zones
  - Maintenance - parking lot section B paving including site drainage improvements
  - Harwood - replacement of treated wood playground borders with concrete Perimeter
  - Hillview - replacement of treated wood playground borders with concrete Perimeter

#### VSS Project

- The construction project as everyone can see is progressing along
- Over the next month visually you will see the following work taking place:
  - Steel erection
  - Masonry block walls on block C which is the shops and arts area
  - Roofing
  - Siding and spray foam insulation
  - Completion of the concrete works
- Key milestone is the building envelope complete by Christmas to allow heating and start inside work such as walls, paint, and flooring along with electrical and mechanical systems.

## Capital Plans

- We continue to await funding announcements for the 2010-2011 bus replacement program and the 2010-2011 capital plans to address mechanical system upgrades to Okanagan Landing, Charles Bloom, and the board office.

**EXCELLENT WORK.....WE MET OUR TARGETS....THE FEEDBACK IS POSITIVE!**

## **THANKS AGAIN FOLKS**

- School/Student Fund Raising Policy received second reading May 17. As a result of recommendations from DPAC third reading was tabled by trustees June 21 pending the proposed or further amending language to the policy.

Enclosed is the policy amendments as prepared by DPAC.

Trustees are requested to provide feedback for amending the proposed policy and distribution in the usual manner for feedback.

<b>School District No. 22 (Vernon)</b> <b>POLICY: SCHOOL/STUDENT FUNDRAISING</b>
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Please file in By-Laws, Policy & Procedure Manual

No.

Adopted:  
Amended:

1. **SCOPE**

- 1.1 This policy applies to all fundraising conducted through schools or in the name of schools whether or not students were involved.
- 1.2 This policy does NOT apply to fundraising conducted by a Parents' Advisory Council in its own names, unless students are involved (see 3.1).

2. **PHILOSOPHY**

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

3. **AUTHORITY**

- 3.1 The Board assigns each school Administrative Officer primary responsibility for and authority to conduct school/student fundraising done in the name of the school. Any fundraising utilizing students must be approved by the school Administrative Officer. ***The decision will abide by all other policies and procedures for fundraisers in line with all current School District policies.***
- 3.2 The Secretary-Treasurer shall, primarily through internal audits, ensure local funds realized from school/student fundraising are accounted for in accordance with Policies and Practices.

<b>School District No. 22 (Vernon)</b> <b>POLICY: SCHOOL/STUDENT FUNDRAISING</b>
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Please file in By-Laws, Policy & Procedure Manual

**No.**

**Adopted:**  
**Amended:**

**4. PRINCIPLES OF FUNDRAISING**

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

fundraising is to be avoided.

<b>School District No. 22 (Vernon)</b> <b>POLICY: SCHOOL/STUDENT FUNDRAISING</b>
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Please file in By-Laws, Policy & Procedure Manual

No.

**Adopted:**  
**Amended:**

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

## **September 20, 2011 Regular Meeting**

### **Agenda Item 8**

**Trustee Business**  
**Chairman Turanski**

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# September 20, 2011 Regular Meeting

## Agenda Item 10

### Upcoming Dates Chairman Turanski

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September 30 – October 1	BCSTA Zone Meeting – Salmon Arm
October 5	Shop Talk
October 13	Board Meeting
October 22	Provincial Council
November 2	Shop Talk
November 15	Board Meeting