

**Letter of Intent - Britannia Society, Vancouver
School board re: Community Education Services**



LETTER OF INTENT "I"
between the

BRITANNIA COMMUNITY SERVICES CENTRE SOCIETY
(hereafter called "the Society")

and

THE BOARD OF SCHOOL TRUSTEES OF
SCHOOL DISTRICT NO. 39 VANCOUVER
(hereafter called "the Board")

RE: COMMUNITY EDUCATION SERVICES

INTRODUCTION

The Society and the Board have agreed that the Board will provide program and administrative support staff and funding for the community education services as hereinafter set forth. The representative of the Board at the Britannia Community Services Centre, Vancouver, BC responsible for these services will be known as the Britannia Community Education Co-ordinator with duties as described in Document B.

GENERAL RESPONSIBILITIES

The community education coordinator and staff will plan and utilize the resources of the Centre for the provision of community education services to meet the learning interests and priorities of the residents of the communities of Grandview/Woodland and Strathcona. Such services will operate both within the Centre's facilities and by extension to the two communities concerned.

The community education coordinator and staff will also assist in the stimulation and co-ordination of parent involvement in the School.

ACCOUNTABILITY

The people engaged in the positions referred to herein will be employees of the Board assigned to work at the Centre as members of the Britannia School staff. In this capacity they will be responsible for fulfilling the terms hereof.

A Community Education Advisory Committee will be established composed of two representatives from the Board and four from the Society. This Committee will be responsible for:

- (a) making recommendations to the Board on the formulation of position descriptions for community education staff;
- (b) interviewing candidates and making recommendations to the Board on the selection of personnel;

- (c) reviewing the community education work that is performed and making recommendations in this regard as necessary to both the Board and the Society.

The candidates selected will be referred to the Board for approval and to the Society for endorsement. The Board will make the final decisions about the engagements, transfer, or termination of personnel in its employ.

In general, community education staff will be expected to work closely with and fully involve residents in identifying needs, setting priorities and conducting and evaluating community education services.

PROGRAM SERVICES

A full complement of non-credit, adult education programs will be developed to meet local needs and interests. As well, planning will be undertaken and pilot projects launched to implement a program of credit education courses for adults. Finally, opportunities will be devised for stimulating parent involvement in school life from the years K to 12 and in the Centre generally.

The Community Education Co-ordinator shall, in cases where the Board Community Education Services is not in a position to offer the program (s) in question, contract with other agencies to provide the educational services requested.

ADMINISTRATION SUPPORT SERVICES

In addition to the program staff referred to herein, the Board will provide the support staff that normally accompany Comprehensive Community Schools. Document C outlines the staff requirements in detail. Assistance in the development and implementation of community education services will be provided as well by the Society.

FUNDING

The Community Education Services of the Board will assume financial responsibilities for its program and support services, including any equipment and supplies that are usually included in their Comprehensive Community Schools.

If agencies other than the Board operates the program, they shall assume the same financial responsibility as the Board for their programs.

The Community Education Coordinator will prepare a program each term in consultation with the Britannia Centre Administration and the Britannia School Administration for approval and to the Society for endorsement.

The funds requested for the operation of community education programs will be part of the total budget of the Board and in addition to the staff and material mentioned previously. It will contain prorated costs for utilities and custodial services. The prorated costs refer to the hours of use per week in relationship to square footage of use.

These prorated costs, when incurred by institutions such as the universities and colleges, which will be coordinated and operated through the Community Education Coordinator, shall be included in the charges to the institutions using the premises.

Where fees and/or charges to the public are necessary for community education programs offered by or through the Board and the Community Education Services, the regular fees and charges will prevail. Special courses or program requested by the Society shall be discussed in joint consultation with educational agencies involved and must have approval of the institutions involved in offering programs before deviating from regular fees.

The Board or the Society may terminate this arrangement at any time by giving to the other 90 days' notice in writing at any time to that effect and at the expiration of the notice, this arrangement shall terminate and have no further force nor effect.

APPROVED BY:

**THE BOARD OF SCHOOL TRUSTEES
OF SCHOOL DISTRICT NO 39
(VANCOUVER)**

J.R. Allan
East Area Assistant Superintendent

Jack Armour
Principal

APPROVED BY:

**BRITANNIA COMMUNITY
SERVICES
CENTRE SOCIETY**

Johanna Viersen
President

Albert Melul
Executive Director