



## BUSINESS COMMITTEE OF THE WHOLE MINUTES

Tuesday, February 24, 2015, 3:00 P.M.  
SCHOOL BOARD OFFICE  
425 Jermyn Avenue

**MEMBERS PRESENT**      **Bill Bidlake, Chair**  
**Shelley Clarke, Trustee**  
**Bruce Johnson, Trustee**  
**Ginny Manning, Trustee**  
**Barb Sheppard, Trustee**  
**Linda Van Alphen, Trustee**

**ALSO PRESENT**            **Wendy Hyer, Superintendent of Schools**  
**Bonnie Roller Routley, Secretary-Treasurer**  
**Dave Burgoyne, Assistant Superintendent**  
**Pam Butters, Director of Instruction**  
**Daniel Francisco, Director of Information Technology**  
**Don MacIntyre, Director of Instruction**  
**Maureen Maywood, Director of Finance**  
**Jane Owen, Executive Assistant**

**Alison Reigh, CUPE Unit Chair**  
**Todd Lindsay, PVPA Representative**  
**Joe Fries, Media, Penticton Herald**

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**1. Call to Order**

Chair Bill Bidlake called the meeting to order at 3:00 p.m.

**2. Adoption of Agenda**

MOTION:      Duly moved and seconded  
That the agenda be approved.

**CARRIED**

**3. Presentations**

**4. Information Items**

**4.1. Naming Privileges Policy**

The secretary-treasurer provided updated information on the government's revised Name Privileges Policy. This policy applies to when we use name recognition with some of our libraries in this district of past trustees or retired staff. As this policy has recently been revised, it is important that the original intent of the policy is achieved in future practice.

#### 4.2. **2015-16 Provincial Operating Budget Summary and/or Impact**

Secretary-treasurer Roller Routley reviewed information on understanding the provincial operational budget for 2015-16. Within the details of the new budget, it was announced that there will be an administration and related services funding reduction of \$29 million for 2015-16 and \$25 million in 2016-17, totalling \$54 million. We are already \$2 million in funding protection and this may bump up it up to 2.5 million.

The district may have to look for approximately \$300,000 to cover additional expenses. The Ministry of Education has not stipulated whether those funds are within our funding protection. Additional information will be forthcoming from the Ministry. Should the possibility of shared services arise in the future, it could impact our entire budget process.

Trustees discussed and asked what falls within administration costs? Secretary-treasurer Roller Routley explained that admin costs encompass administrator time, director of instructors, operations team, management team, executive assistants, education assistants and human resource staff.

Funds of \$1.4 billion will be put into capital spending; however, our district schools are in good order and it is unlikely this district will utilize any of those funds. The secretary-treasurer will continue to share important information as the budget information becomes available through the ministry.

### 5. **Action Items**

#### 5.1. **General**

##### a. **Budget Process and Dates - Requested Change**

The secretary-treasurer discussed the Budget Process meeting dates that were originally posted that had been approved. Three of those dates have been changed, one to accommodate a Public and DPAC meeting on April 23 (instead of April 20). We welcome feedback from the DPAC group. Rather than having the Business Committee of the Whole meeting on February 24 to review goals, part of those goals would fall into the Regular Closed meeting of the Board on March 9.

The secretary-treasurer asked the committee for a consensus to go ahead immediately with the new posted dates.

MOTION: Duly moved and seconded

That the Business Committee recommends to the board that the new dates for the 2015-16 budget process be approved.

**CARRIED**

##### b. **Mileage Rate**

BCSTA has increased its mileage rate by one penny per kilometer, from \$0.54 cents to \$0.55 cents. The school district remains consistent to what the BCSTA kilometer rate benchmark is. The committee was informed by the secretary-treasurer that the mileage rate will increase to \$0.55 cents per kilometer effective January 1, 2015.

**5.2. Policy**

The secretary-treasurer provided updated information on Policy No. 150 regarding Trustee Financial Matters and how the policy changes affect School District No. 67.

Discussion occurred on how trustees may submit reimbursement expenses as per the *Local Government and Elections Act*. Now trustees are to complete and file *Financial Disclosure Act* forms with the secretary-treasurer annually between January 1 - 15 of each year.

As well, dialogue continued on out-of-pocket expenses, claiming mileage when attending committee or board meetings, and what is permitted to be reimbursed and the rules pertaining to Policy No. 150.

It was made known that several trustees had not been claiming compensation for mileage while attending committee meetings or meetings/events at the schools they attend.

It was noted that travel reimbursement procedures are in place for employees; however, there is no policy. It was agreed that a travel policy should be created for School District No. 67.

MOTION: Duly moved and seconded

That the Business Committee recommends to the Board that Policy No. 150 Trustee Financial Matters be approved.

**CARRIED**

MOTION: Duly moved and seconded

That the Business Committee establishes a travel policy for employees.

**CARRIED**

**6. Question Period**

Media asked the secretary-treasurer for reaction to the budget for 2015-16 regarding the \$29 million budget mentioned and if there were there any concerns. The secretary-treasurer as well as the Chair commented that they will wait for additional clarification on the budget.

**7. Adjournment**

The meeting was adjourned at 3:37 pm.