



## BUSINESS COMMITTEE OF THE WHOLE AGENDA

Tuesday, May 26, 2015, 3:00 P.M.  
SCHOOL BOARD OFFICE  
425 Jermyn Avenue

Pages

1. **Call to Order**
2. **Adoption of Agenda**

RECOMMENDED MOTION:  
That the agenda be approved.
3. **Presentations**
4. **Information Items**
  - 4.1 **2015-16 Annual Facilities Grant Expenditure Plan** 1

The 2015-16 Annual Facilities Grant Expenditure Plan will be reviewed.
  - 4.2 **South Okanagan Genealogical Society** 2

The South Okanagan Genealogical Society President, Nola Reid, is requesting space to be used as a new venue for their society.
5. **Action Items**
  - 5.1 **Wild Horse Population at West Bench Elementary** 5

Principal Allen Beckingham is requesting that a letter be written to the Penticton Indian Band advising the wild horses near the school are causing a safety risk for students and staff.

RECOMMENDED MOTION:  
That a letter be written to the Chief of the Penticton Indian Band explaining safety concerns for students and staff caused by the wild horses near West Bench Elementary and requesting their assistance in protecting the welfare of the children who live in the area.

## 5.2 Trustee Indemnity Rates

6

Pursuant to Policy No. 150 - Trustee Financial Matters, "the secretary-treasurer at the June meeting annually, shall report the trustee indemnity rates to the Board for consideration. Trustee indemnities shall be increased each September by the Consumer Price Index for British Columbia for the previous 12-month period unless the Board declines the increase." Attached for information are results of confidential surveys conducted by BCSTA related to trustee benefits, meals, mileage, professional development, and remuneration. Also attached is a memo providing a comparison of the current trustee remuneration for SD67 compared to the cohort districts and the provincial average.

### RECOMMENDED MOTION:

That, pursuant to Policy No. 150 - Trustee Financial Matters, trustee indemnities shall be increased in September 2015 by the Consumer Price Index for British Columbia for the previous 12-month period of 1.10%.

## 5.3 Policy No. 280 - Recycling and Waste Reduction

27

Policy No. 280 - Recycling and Waste Reduction will be reviewed.

### RECOMMENDED MOTION:

That the Business Committee recommends to the Board of Education that there be no changes to Policy No. 280 - Recycling and Waste Reduction.

## 5.4 Policy No. 750 - School Closure

29

Policy No. 750 - School Closure will be reviewed.

### RECOMMENDED MOTION:

That the Business Committee recommends to the Board of Education that Policy No. 750 - School Closure be approved in principle and forwarded to partner groups for any suggestions for changes.

## 5.5 Policy No. 760 - Disposal of Property

33

Policy No. 760 - Disposal of Property, with a title change to "Disposal of Land or Improvements" will be reviewed.

### RECOMMENDED MOTION:

That the Business Committee recommends to the Board of Education that Policy No. 760 - Disposal of Land or Improvements be approved in principle and forwarded to partner groups for any suggestions for changes.

## 6. Upcoming Policies

- Policy No. 500 - Personnel Principles (last reviewed Nov. 8, 1999)
- Policy No. 570 - Long Service Recognition (last reviewed Nov. 8, 1999)
- Policy No. 505 - Hiring or Promoting School District Employees (last reviewed Feb. 9, 2004)
- Policy No. 515 - Principals/Vice Principals/Directors of Instruction (last reviewed Feb. 9, 2004)
- Policy No. 720 - Security of Premises (last reviewed Feb. 9, 2004)
- Policy No. 110 - Policy Development and Maintenance (last reviewed Sept. 10, 2007)

## 7. Question Period

8. Adjournment

**Annual Facilities Grant (AFG) EXPENDITURE PLAN**

Period: April 1, 2015 - March 31, 2016

	Facility	Description of Work	Cost Estimate	Comments	Is this a VFA Requirement	VFA Uniformat Code <small>(see uniformat tab for more info)</small>	Actual Cost
1	Wiltse Elementary	Mechanical Upgrade Phase II	600,000		Yes	D30 HVAC	
2	Trout Creek Elementary	Fire Alarm Partial Upgrade	10,000		Yes	D40 Fire Protection	
3	Columbia Elementary	Fire Alarm Partial Upgrade	10,000		Yes	D40 Fire Protection	
4	Parkway Elementary	Fire Alarm Partial Upgrade	10,000		Yes	D40 Fire Protection	
5	Queen's Park Elementary	Data Wiring Upgrade	120,000		Yes	D50 Electrical	
6	Parkway Elementary	Data Wiring Upgrade	120,000		Yes	D50 Electrical	
7	Uplands Elementary	Parking lot repairs	30,000		Yes	G90 Other Site Construction	
8	Uplands Elementary	DDC Upgrade	50,000		Yes	D30 HVAC	
9	Parkway Elementary	Irrigation Upgrade	225,000		Yes	G20 Site Improvement	
10	West Bench Elementary	Roofing	14,701		Yes	B30 Roofing	
11	Summerland Secondary	Hallway/Classroom upgrade	50,000		Yes	C30 Interior Finishes	
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	<b>EXPENDITURE PLAN TOTAL</b>		<b>\$ 1,239,701</b>				
	<b>2015/16 TOTAL ALLOCATION TO DISTRICT</b>		<b>\$ 1,239,701</b>				
	<b>REMAINING AFG AVAILABLE</b>		<b>\$ -</b>				

May 6, 2015

Doug Gorcak  
Director of Facilities, School District 67  
425 Jermyn Ave.  
Penticton, BC V2A 1Z4

CC; Superintendent - Wendy Hyer, Secretary-Treasurer - Bonnie Roller-Routley, and School Trustees

Dear Doug,

Thank you for your reply to my letter of March 20, 2015, needless to say I have a Board of Directors to consult and after much discussion we are asking you to reconsider our search for a new venue as our time in the Museum is short we need to find a place very soon.

As mentioned in my letter of March 20<sup>th</sup>, 2015 we are closed part of June, all of July, August and December.

The room would only be used by us one day per week for five hours and once a month in the pm for about three hours.

Our reference library will need about 12 feet of shelving, we can be responsible for all shelving and security of the same.

We have been housed within the Penticton Museum for twenty-three years and are happy that we are both growing to the point where we are running out of space.

Thank you once again for your attention to this matter and I look forward to hearing from you.

Sincerley,



Nola Reid, President  
South Okanagan Genealogical Society  
PO Box 1097  
Penticton, BC V2A 6J9

Email: [sogsnola@shaw.ca](mailto:sogsnola@shaw.ca)

Phone: 250-492-0751



**BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

425 Jermyn Avenue  
Penticton, BC, Canada V2A 1Z4

Telephone: 250-770-7700 Ext. 6558

Fax: 250-770-7730

E-mail: dgorcak@summer.com

Website: www.sd67.bc.ca

**Office of the Director of Facilities**

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March 26, 2015

Nola Reid, President  
South Okanagan Genealogical Society  
785 Main Street  
Penticton, BC  
V2A 5E3

**Re: Penticton Museum & Archives Venue**

Dear Ms. Reid:

We have received your letter in regards to your search for a new venue. While we are sympathetic to your situation, we are unfortunately unable to offer a space suitable for the needs of your organization.

Due to the volatility of enrolment numbers, we find ourselves having to reserve all available space in our buildings.

We regret that we are unable to help your situation. We hope that you are able to find a suitable venue soon so that you can continue to do your excellent work within our community.

Sincerely,

Doug Gorcak  
Director of Facilities, School District 67

DG:kd

*Received  
07 apr. 2015  
NR*

## Okanagan Skaha School District #67

South Okanagan Genealogical Society is a non-profit origination, we assist anyone interested in tracing their Family Tree.

We are presently housed in the Penticton Museum & Archives which needs more space, thus our need to find a new venue.

Our needs are:

- Secure accessible storage area for our reference library approximately 1300 titles, about 12 feet of shelving by 7 feet high, which we will provide.
- We meet once per week, presently on Tuesday, from 10 am to 3 pm and require seating for 30 people.
- We meet once a month presently the first week of each month for a General Meeting, 7 pm to 9:30 pm and require seating up to 50 people.
- The society is closed for July, August and December but will need storage for the Reference Library 12 months per year.

Our society would be willing to exchange our knowledge with the schools in the form of classes or workshops, our goal has always been to educate the younger generation as well as anyone who wants to research their family.

We rely solely on membership dues as our only source of income.

Thank you for your time and consideration to this matter,

Sincerely,



Nola Reid, President

South Okanagan Genealogical Society

Email: [sogsnola@shaw.ca](mailto:sogsnola@shaw.ca)

Phone: 250-492-0751

**Adey, Daphne**

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**From:** Beckingham, Allen  
**Sent:** Wednesday, April 15, 2015 11:51 AM  
**To:** Van Alphen, Linda  
**Cc:** Adey, Daphne; Hyer, Wendy  
**Subject:** West Bench Elementary - Student and Staff Safety - Wild Horse Population

Dear Linda,

I am writing this email in hopes that the Board will assist me with a situation I am managing up at West Bench Elementary.

As you know, the horse population on the west bench has been an ongoing concern for residents and the school for many years. Generally speaking, the horses are fairly innocent and simply cause structural damage or create a mess with their manure. The challenge is that occasionally they are an extreme safety risk for the children who live on the West Bench and who attend our school.

To be specific, twice over the past two school years we have had a situation where a herd of horses was spooked and stampeded toward a group of students and staff. One situation actually had a kindergarten student surrounded by horses as they ran past him. Today (April 15<sup>th</sup>), we had a situation where a herd stampeded toward a group of students which was exacerbated by a young stallion who was aggressively chasing the females who were protecting their young.

In response to these situations, and the many times the horses get onto school grounds or are circling the perimeter, I have had conversations with Mike Brydon (RDOS Director), Mark Woods (RDOS), Zoe Kirk (RDOS), and Greg Gabriel (PIB Manager).

Today I was advised by the RDOS that the most productive manner of creating action would be a letter from our Board to Johnny Kruger (PIB Chief) stating our concerns and the need to protect the welfare of the children who live in the West Bench area. I understand the Band is supportive and is working towards a Bylaw in this regard. As such, this situation is rather timely.

Please feel free to contact me if you would like to discuss further. I am aware that the Board does not meet for another month but still feel we have a responsibility to be proactive even if it takes time to initiate.

Thank you for your time,

Allen

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**Allen Beckingham**  
**Principal**  
*West Bench Elementary School*  
*Home of the Wildcats!*  
*School District No. 67 (Okanagan Skaha)*  
250-770-7698 ext. 6453  
[abeck@summer.com](mailto:abeck@summer.com)

*SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)*

**POLICY**

**POLICY #280 Recycling and Waste Reduction**

**RATIONALE**

The Board of Education believes that the conservation of resources is important.

**POLICY**

The Board encourages all its staff to minimize use of resource materials, to use recyclable materials, and to dispose of left-over materials in an environmentally sound manner.

ADOPTED: November 8, 1999

Reviewed/Revised: September 10, 2007  
Statutory Reference:

*SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)*

**REGULATIONS AND PROCEDURES**

**POLICY #280 Recycling and Waste Reduction**

1. The purchase and use of materials, goods and utilities should periodically be reviewed to determine possible reductions in quantities needed.
2. Where purchase costs are comparable and the items are acceptable, recycled supplies should be purchased for use in the school district.
3. Some of the waste materials resulting from the operation of the school district are appropriate for recycling. The board encourages all staff, students and outside enterprises to seek and implement practical methods of recycling materials.
4. Hazardous materials will occasionally require disposal. Environmentally acceptable procedures will be used when this occurs.

ADOPTED: November 8, 1999

Reviewed/Revised: September 10, 2007

Statutory Reference:

<i>SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)</i>		<b><u>DRAFT</u></b>
<b>POLICY</b>		
<b>POLICY</b>	<b>#750</b>	<b>School Closure</b>

**RATIONALE**

The *School Act* and the ministerial orders that support the Act place the responsibility for school closure on the local Board of Education. In particular, the Board must develop and implement a policy that includes a public consultation process with respect to permanent school closures and make the policy available to the public.

**POLICY**

The Board of Education of School District No. 67 (Okanagan Skaha) recognizes its responsibility under the *School Act* for the effective and efficient operation of schools in the school district.

The school closure policy applies when the Board is considering the permanent closure of a school. Closing a school permanently means the closing, for a period exceeding 12 months, of a school building used for the purposes of providing an educational program to students.

Though there may be many reasons for closing a school, the Board of Education commits to a complete public consultation process with all members of the affected communities prior to any final decision being made.

<b>ADOPTED:</b>	September 8, 2003	<b>Reviewed/Revised:</b>	September 10, 2007
		<b>Statutory Reference:</b>	<i>School Act</i>

## SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

DRAFT

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**REGULATIONS AND PROCEDURES**

POLICY #750 School Closure

There are three distinct stages involved in the decision-making process: 1) decision to consider school for closure; 2) consultation process; and 3) final decision on closure.

**1. Decision to Consider School(s) for Closure:**

- a. The process of decision-making will be preceded by a feasibility report developed by the Superintendent (or designate) that outlines: but is not limited to the following:
  - i. Specific school(s) being considered for closure;
  - ii. Detailed reasons for the proposed school closure(s);
  - iii. How the proposed closure would affect district's catchment boundaries;
  - ~~iv. The estimated number of students who would be affected in the catchment area and surrounding schools;~~
  - ~~v. An evaluation of the physical condition of the school;~~
  - ~~vi. The educational program/course implications for affected students;~~
  - vii. Alternate potential uses of the facility;
  - ~~viii. Potential parental and community support;~~
  - ix. Enrolment projections;
  - x. Effect on transportation services;
  - xi. Financial impact of the closure;
  - xii. Impact on district capital plans; and
  - xiii. Other factors relevant to whether the particular school(s) should be considered for closure.
- b. The Board will consider the information provided and decide whether to consider to close the school(s). The decision for consideration will be made at a public meeting of the Board.

**2. Consultation Process:**

- a. Public consultation will be undertaken by the Board prior to making a final decision on any proposed closure of a school.
- b. The process of consultation for school closure shall require at least 60 days commencing from the time when the Board provides public notice as to which specific school(s) is/are being considered for closure.
- c. The process of consultation will provide an opportunity for those who will be affected by a proposed closure to participate in the process. Such participation could include parents, students, community members, trustees, district staff, school staff members, employee groups, partner groups, First Nations, local government, community organizations or business organizations.

Policy #750 Regulations and Procedures – Page 2
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- d. The Board will take the following steps to ensure that an open and meaningful public consultation has taken place:
- i. Make available to the public, the facts and information received by the Board with respect to the initial decision to 'consider a school for closure' as outlined in Section 1a-b.
  - ii. Provide an adequate opportunity for affected persons to submit a written response to any proposed school closure and information and directions on how to submit a written response to the Board. The information and directions will advise potential correspondents that their written response may be referred to at subsequent public forums respecting the closure, unless the correspondent specifically states in their written response that the correspondent wishes his or her name and address to remain confidential.
  - iii. Hold at least one public meeting to discuss the proposed closure, summarize written submissions, and listen to community concerns and proposed options.
  - iv. Advertise the time and place of the public meeting(s) (with at least 7 days notice) to ensure adequate notification to affected persons in the community. Generally, this will mean a letter to parents of students currently attending the school, a clearly visible notice in a local newspaper and a notice on the school district's website. Specifically notify, in writing, any potentially affected local governments and First Nations of the time and place of the public meeting.

~~v. Include in the public meeting discussions the implications of the closure, implementation plans including timing of the closure, options that the Board considered as alternatives to closure, possible future community growth in the area of the school, and contents of written submissions presented to the Board by members of the community.~~

~~vi. Maintain complete records of all consultation meetings including agenda, minutes, dates of consultation working group and public community consultation meetings, copies of information provided at these meetings, names of trustees/district staff who attended these meetings, a record of individuals attending public community consultation meetings, record of questions asked, concerns raised, options proposed and a record of transition plans/activities identified for parent/staff/students at both the school considered for closure and the school to which the students would be moved.~~

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### 3. Final Decision on Closure:

- a. Following the public meeting(s), the Board will give fair consideration to all public input prior to making its final decision with respect to any proposed school closure(s). Fair consideration includes the concept that the Board's proposal to close a school could be changed or reversed.
- b. The final decision of the Board on a school closure shall be by Board Bylaw. The first reading of the Bylaw at a public board meeting will be at least fourteen (14) days prior to the final reading of the Bylaw.

**Policy #750 Regulations and Procedures – Page 3**

- c. If the Board decides to permanently close a school under Section 73 of the *School Act*, the Board will, without delay, provide the Minister with written notification of the decision containing the following information:
  - i. the school's name;
  - ii. the school's facility number;
  - iii. the school's address; and
  - iv. the date on which the school will close.

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ADOPTED: September 8, 2003      Reviewed/Revised: September 10, 2007  
Statutory Reference: School Act

<sup>↑</sup> May 19, 2015  
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<i>SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)</i>		<b>DRAFT</b>
<b>POLICY</b>		
<b>POLICY</b>	<b>#760</b>	<b>Disposal of <u>Property Land or Improvements</u></b>

**RATIONALE**

The school district owns a number of properties. The sale of property or the granting of rights-of-way or easements may limit future opportunities for the Board of Education.

**POLICY**

In accordance with Section 96(3) of the *School Act*, the Board will consider the following procedures prior to approval of a property disposal bylaw.

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ADOPTED:     October 3, 2005	Reviewed/Revised:     September 10, 2007	
	Statutory Reference: <i>School Act, Section 96(3)</i>	
		<i>Disposal of Land or Improvement Order</i>

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

**REGULATIONS AND PROCEDURES**

**POLICY #760 Disposal of Property Land or Improvements**

1. ~~4.~~ Only in exceptional circumstances should a board consider permanently disposing of school property. Without the approval of the Minister of Education, a board may only sell land or buildings to another board (including the Conseil scolaire francophone) or independent school for educational purposes. A board may lease property for under 10 years according to its own policies and procedures to an entity for an alternative community use.

The Minister may approve a sale or lease of 10 years or more to an entity for use other than alternative community use. When such exceptional circumstances occur, a board must confirm that the board will not require the land or improvements for future educational or community purposes.

2. School property disposed of to an entity for use other than an educational or alternative community use must be sold through public tender or other competitive bidding process to ensure fair public access and market value is obtained.

3. Disposal of land includes the sale or the granting of a registered easement or right-of-way on the land. Prior to the disposal of land or improvement under Section 96(3) of the School Act, a bylaw describing the disposal will be prepared. The disposal must provide for:

- a) Consideration of the future educational needs of the school district,
- b) Disposition of land or improvements through a public process, and
- c) Disposition of land or improvements at fair market value.

“Fair market value” for the purpose of this policy means the amount, price, consideration or rent that would be obtained by a board of education in an arm’s length transaction on the open market between willing parties acting in good faith.

School property disposed of to another board (including the Conseil scolaire francophone) or independent school for educational purposes; or local government or community organization for alternative community use, may be sold at less than fair market value.

2. For grants of leases, rights-of-way, easements, and other interests in property, the Board of Education will consider the impact of market value of the subject site.

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ADOPTED: October 3, 2005	Reviewed/Revised: September 10, 2007
	Statutory Reference: School Act, Section 96(3)
	Disposal of Land or Improvement Order