



# BUSINESS COMMITTEE OF THE WHOLE

## MINUTES

Tuesday, September 1, 2015, 4:00 P.M.  
SCHOOL BOARD OFFICE  
425 Jermyn Avenue

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

**MEMBERS ABSENT**      **Bill Bidlake, Trustee**  
                                 **Julie Planiden, Trustee**

**ALSO PRESENT**          **Wendy Hyer, Superintendent of Schools**  
                                 **Bonnie Roller Routley, Secretary-Treasurer**  
                                 **Dave Burgoyne, Assistant Superintendent**  
                                 **Doug Gorcak, Director of Facilities**  
                                 **Maureen Maywood, Director of Finance**  
                                 **Daphne Adey, Executive Assistant**

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**1. Call to Order**

Trustee Van Alphen called the meeting to order at 4:00 p.m.

**2. Adoption of Agenda**

The agenda was approved.

**3. Presentations**

**3.1 2014-15 Financial Statements**

Representative Jonathan McGraw, C.A., of BDO Canada LLP, attended the meeting and highlighted the financial statements for 2014-15. He also provided an overview of what the auditors actually do during the audit and preparation of the financial statements. Mr. McGraw read from the auditor's report and ensured trustees that the district has high accounting standards, controls and procedures. It was noted that revenue went up by \$500,000 and maintenance was down by \$100,000. Some of the savings were attributed by the late start in the school year and it was noted that some items presented in the previous year may be recorded differently in these financial statements due to changes made in the account structure during this year. Appreciation was extended to the Mr. McGraw and his team as well as Director of Finance Maywood, Accountant Patti Ponech, and other district employees for their efforts during the preparation of the financial statements. The statements will be presented at the September 14<sup>th</sup> Board of Education meeting.

**MOTION:** Manning/Clarke  
That the Business Committee of the Whole recommends to the Board of Education that the financial statements for the year ending June 30, 2015 be received as presented by the auditors of BDO Canada LLP and submitted to the Ministry of Education.

**CARRIED**

#### 4. Information Items

##### 4.1 Cheque and ePAYMENT Listing

As per Policy No. 600 – Fiscal Control, a monthly listing of cheque and e-payments for June and July 2015 was provided and reviewed by the secretary-treasurer. Cheques and ePAYMENTS are as follows:

	<b>Cheques</b>	<b>ePAYMENTS</b>
June	\$1,240,766.92	\$2,571,348.53
July	\$759,634.22	\$288,103.77

##### 4.2 Routine Capital Program

Director of Facilities Gorcak reviewed a letter from the Ministry of Education advising the deadline for the Capital Bus Acquisitions and Routine Capital is September 15, 2015 and the deadline for the complete 2015-16 capital plan submission to the Ministry is November 2, 2015. New this year, the Ministry has allocated \$20 million to fund a Routine Capital program for projects over \$100,000 that will improve the health and safety, building condition, and energy efficiency of schools. Mechanical upgrades, electrical upgrades, roofing, energy management, as well as health and safety projects will be considered. Mr. Gorcak reviewed a number of projects that could be submitted by the deadline date which include \$180,000 for a dust collector at Princess Margaret Secondary, phase 1 of a geothermal project at Summerland Secondary, energy upgrades, mechanical upgrades, solar array at Penticton Secondary, or a small boiler upgrade at Kaleden.

##### 4.3 Traffic Calming Updates

Mr. Gorcak that the City of Penticton has advised that based on the feedback provided related to the temporary traffic calming initiatives at four elementary schools, the City is moving ahead with plans to make these measures permanent. New curbs and speed bumps are being added at Wiltse, Parkway, Carmi, and Uplands Elementary Schools. It was suggested that a letter of appreciation be sent to the City thanking them for these safety improvements.

#### 5. Action Items

##### 5.1 Policy No. 540 – Employee Travel

The committee reviewed and discussed the input received from CUPE and two different employees. Following discussion, the committee agreed to amend the draft policy by:

- deleting the flat rate payment for driving Penticton to Vancouver return;
- adjusting the description of payments to employees who are expected to travel as part of their assignments;

- leaving it to the discretion of the supervisor on driving versus flying;
- add "personal" to the statement of checked baggage;
- adjust the per diem rate to \$75.00 per day and add to 7.c. definitions of when the meals can be charged;
- increase amount in 7.b to \$30.00 per day; and
- add that toll costs will be reimbursed without receipts.

MOTION: Sheppard/Manning  
That the Business Committee recommends to the Board of Education that Policy No. 540 – Employee Travel be approved as amended.

**CARRIED**

### **5.2 Policy No. 290 – Freedom of Information and Protection of Privacy**

The secretary-treasurer reviewed a new Policy No. 290 – Freedom of Information and Protection of Privacy intended to cover both employees and students as well as GPS and video surveillance. If approved, this policy would become part of a new employee package to ensure all new employees are aware of this policy.

MOTION: Clarke/Manning  
That draft Policy No. 290 – Freedom of Information and Protection of Privacy be approved in principle and forwarded to partner groups until October 31 for any suggestions for changes.

**CARRIED**

### **5.3 Policy No. 725 – Video Surveillance**

Following review of Policy No. 725 – Video Surveillance by the secretary-treasurer,

MOTION: Sheppard/Manning  
That the Business Committee recommends to the Board of Education that Policy No. 725 – Video Surveillance be approved in principle and forwarded to partner groups until October 31 for any suggestions for changes.

**CARRIED**

## **6. Upcoming Policies**

- Policy No. 750 – School Closure (forwarded to partner groups until October 31, 2015)
- Policy No. 760 – Disposal of Property (forwarded to partner groups until October 31, 2015)
- Policy No. 500 – Personnel Principles (last reviewed November 8, 1999)
- Policy No. 570 – Long Service Recognition (last reviewed November 8, 1999)
- Policy No. 505 – Hiring or Promoting School District Employees (last reviewed February 9, 2004)
- Policy No. 515 – Principals/Vice Principals/Directors of Instruction (last reviewed February 9, 2004)
- Policy No. 720 – Security of Premises (last reviewed February 9, 2004)
- Policy No. 110 – Policy Development and Maintenance (last reviewed September 10, 2007)

**7. Question Period**

**8. Adjournment**

The meeting was adjourned at 6:00 p.m.

September 9, 2015

Ref: [http://escribe.sd67.bc.ca/Business Committee of the Whole\\_Sep01\\_2015/eSCRIBE Documents/Post-Meeting Minutes - Business Committee of the Whole\\_Sep01\\_2015 - English.docx](http://escribe.sd67.bc.ca/Business%20Committee%20of%20the%20Whole_Sep01_2015/eSCRIBE%20Documents/Post-Meeting%20Minutes%20-%20Business%20Committee%20of%20the%20Whole_Sep01_2015%20-%20English.docx)