



## BUSINESS COMMITTEE OF THE WHOLE AGENDA

Tuesday, October 27, 2015, 4:00 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 **Cheque and ePAYMENT Listing**

1

A cheque and ePAYMENT listing for August and September 2015 will be reviewed.  
(Attachment)

5. **Action Items**

5.1 **Scholarship/Bursary Foundation Request for Clerical Time**

The Penticton Secondary School Bursary and Scholarship Foundation is requesting support for clerical time. Previously, the Board approved support for 200 hours of clerical time for the 2014-15 school year and at the April 13, 2015 Board of Education meeting approved up to 150 hours for the 2015-16 school year.

5.2 **2015-16 Five-Year Capital Plan**

The proposed 2015-16 Five-Year Capital Plan will be provided at the meeting.

RECOMMENDED MOTION:

That the Business Committee recommends to the Board of Education that the 2015-16 Five-Year Capital Plan be accepted as presented.

5.3 **Policy No. 500 - Personnel Principles**

11

Policy No. 500 - Personnel Principles will be reviewed.

RECOMMENDED MOTION:

That the Business Committee recommends to the Board of Education that there be no changes to Policy No. 500 - Personnel Principles.

**5.4 Policy No. 505 - Hiring or Promoting School District Employees**

12

This policy will be reviewed.

**RECOMMENDED MOTION:**

That the Business Committee recommends to the Board of Education that there be no changes to Policy No. 505 - Hiring or Promoting School District Employees.

**5.5 Policy No. Policy 515 - Principals/Vice Principals/Directors of Instruction**

14

This policy will be reviewed.

**RECOMMENDED MOTION:**

That the Business Committee recommends to the Board of Education that Policy No. 515 - Principals/Vice Principals/Directors of Instruction be approved in principle and forwarded to partner groups until December 9, 2015 for any suggestions for changes.

**5.6 Policy No. 570 - Long Service Recognition**

16

Review of Policy No. 570 - Long Service Recognition.

**RECOMMENDED MOTION:**

That the Business Committee recommends to the Board of Education that Policy No. 570 - Long Service Recognition be approved in principle and forwarded to partner groups until December 9, 2015 for any suggestions for changes.

**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. 110 - Policy Development and Maintenance (last reviewed September 10, 2007)
- Policy No. 240 - Parent Advisory Councils (last reviewed November 8, 1999)
- Policy No. 720 - Security of Premises (last reviewed February 9, 2004)

**7. Question Period****8. Adjournment****RECOMMENDED MOTION:**

That the meeting be adjourned.

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)****POLICY****POLICY #500 Personnel Principles****RATIONALE**

The Board recognizes that education is a personnel intensive industry and that sound and fair practices are important in assuring the best working environment for the delivery of quality education services to students. The foundation principles for such practices shall be extended to all aspects of the workplace including the creation of collective agreements.

**POLICY**

Personnel practices shall reflect the Board's belief in:

- the recruitment and retention of the best qualified personnel;
- the provision of equal employment opportunities;
- the aspects of natural justice;
- employee consultation;
- the need for clearly defined regulations and procedures;
- the primary importance of student welfare;
- the professionalism of teaching; and
- the confidentiality in relationships.

ADOPTED: November 8, 1999

Reviewed/Revised:  
Statutory Reference:

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

**POLICY**

**POLICY #505 Hiring or Promoting School District Employees**

**RATIONALE**

Staffing processes must be designed to provide the best possible educational and support services to students.

**POLICY**

A set of broadly based selection procedures will be clearly followed when hiring or promoting personnel to fill district vacancies. The Human Resources Department is responsible for implementing and coordinating appropriate procedures and processes.

ADOPTED: November 8, 1999

Reviewed/Revised: February 9, 2004  
Statutory Reference:

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)****REGULATIONS AND PROCEDURES****POLICY #505 Hiring or Promoting School District Employees****VACANCIES**

1. Vacancies should normally be advertised both inside and outside the district pursuant to the provisions of the Collective Agreements.
2. Interviews of candidates for positions should involve the human resources department and site supervisor.
3. Selection committees can be comprised of trustees, senior executives, principals, vice principals, staff and other stakeholders, depending upon the nature of the position.
4. For positions drawing many applications, a resume screening committee may be created for the purpose of recommending a short list.
5. Reference checks must always be done for external candidates.
6. Successful external candidates will be required to have a local criminal record search completed, as well as complete an authorization for criminal records search under the *Criminal Records Review Act*.

ADOPTED: November 8, 1999

Reviewed/Revised: February 9, 2004  
Statutory Reference:

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)****POLICY****POLICY #515 Principals/Vice Principals/Directors of Instruction****RATIONALE**

Principal, vice principal, and director of instruction responsibilities are established by the *School Act*, board policy and contract. They are based on meeting the educational needs of students.

**POLICY**

The Board will establish clear selection processes to ensure that the best possible candidates are advanced to district leadership positions. The highest standards of professional leadership in instruction, administration and supervision are the expected result of this selection and the ongoing personnel practices of the district.

ADOPTED: November 8, 1999

Reviewed/Revised: February 9, 2004  
Statutory Reference: School Act

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

**REGULATIONS AND PROCEDURES**

**POLICY #515 Principals/Vice Principals/Directors of Instruction**

1. The principal/vice principal/director of instruction will advance and endeavour to maintain an educational program in the school which is designed to challenge and meet the needs of its pupils.
2. The principal's, vice principal's, or director of instruction's educational leadership role should be reflected through the maintenance of an active public relations program with particular emphasis on parent/teacher relations in the school's community.
3. Professional development efforts for and by principals, vice principals, and directors of instruction shall concentrate on his/her future role as an educational leader in the school and district.
4. The selection process for principals, vice principals, and directors of instruction shall be objectively based and shall be as broad as possible in order to ensure that the very best candidates are selected.
  - a) Competitions will normally include both internal and external (to the district) advertising.
  - b) It shall be the superintendent's responsibility to coordinate the process. The superintendent may involve principals, vice principals and others in the screening process as he/she deems advisable.
  - c) ~~The Board will conduct interviews of the short-listed candidates and will make the final appointments.~~ The Board will participate in the interview process of the short-listed candidates and provide input to the superintendent who is responsible for appointing principals, vice principals, and district staff. The criteria used in selection will normally be wide ranging, objective, and will include consideration of the elements of ethics and integrity.
5. Lateral transfers (i.e. those not involving any promotion) need not be circularized or advertised.
6. The superintendent or his/her designate will be responsible for the supervision and evaluation of principals, vice principals, and directors of instruction. Supervision will normally include the establishment of goals and a measure of attainment of those goals. Supportive professional development suggestions may be used, as may any corrective steps needed for performance improvements. Other evaluation processes are covered in the contract.

ADOPTED: November 8, 1999

Reviewed/Revised: February 9, 2004  
 Statutory Reference: School Act

*SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)*

**POLICY**

**POLICY #570 Long Service and Retirement Recognition**

**RATIONALE**

The Board annually expresses its appreciation to teaching and non-teaching personnel who have given the district long years of service.

**POLICY**

All long service and retiring employees shall be recognized for their years of service in the district.

ADOPTED: November 8, 1999

Reviewed/Revised:  
Statutory Reference:

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

**REGULATIONS AND PROCEDURES**

**POLICY #570 Long Service and Retirement Recognition**

**Long Service**

1. A dinner shall be held annually in June to recognize long service and retiring employees.
2. Employees completing 15, 20, 25, 30, and more than 30 years of employment with the Board will be recognized as long service employees. Such employees and a guest shall be invited to attend the recognition dinner.
3. Long service employees shall receive an appropriate certificate or memento from the Board upon completion of their 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, 30<sup>th</sup> or more years of service.

Formatted: Font: Bold

Formatted: Indent: Left: 0", First line: 0"

**Retirement**

- ~~4~~-1. Each retiring employee who has provided at least ~~five~~- ~~eight~~ years of service (unless stipulated differently in a personnel contract or collective agreement) shall be invited to attend the recognition dinner with his/her guest.
- ~~5~~-2. Retiring employees shall receive a letter of recognition and an appropriate memento from the chairperson.

ADOPTED: November 8, 1999                      Reviewed/Revised:  
 Statutory Reference: