



**School District No. 67 (Okanagan Skaha)
BUSINESS COMMITTEE OF THE WHOLE
MINUTES**



**Tuesday, January 5, 2016, 4:00 P.M.
SCHOOL BOARD OFFICE
425 Jermyn Avenue**

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

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

**Dean Brotto, Unit Chair, CUPE
Todd Lindsay, representing OSPVPA**

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- 1. Call to Order**
Chair Bidlake called the meeting to order at 4:00 p.m., congratulated Dean Brotto on his election as Unit Chair of CUPE 523, and welcomed him to the meeting.

 - 2. Adoption of Agenda**

MOTION Duly moved and seconded
 That the agenda be approved.

CARRIED

 - 3. Presentations**

 - 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 October and November 2015 were provided and reviewed by the secretary-treasurer. Cheques and e-payments are as follows:

	Cheques	ePAYMENTS
October	\$750,296.06	\$375,985.72
November	\$559,878.30	\$341,378.44

4.2 **Educational Resources Acquisition Consortium (ERAC)**

Secretary-Treasurer Roller Routley reviewed a copy of the annual report for ERAC and noted that SD67 had saved 58% of costs for software and licensing purchased through this consortium. Ms. Roller Routley advised that she and all information technology staff had attended the ERAC conference, which provided excellent professional development for the staff as well as an opportunity to meet and see what other districts are doing with technology.

4.3 **Mileage Rates**

Policy No. 540 – Employment Travel: Insurance and Expenses establishes that the rate per kilometer shall be the rates established annually by the BC School Trustees Association (BCSTA). The district has been advised that BCSTA will be decreasing its mileage rate from \$0.55 to \$0.54 per km, effective January 1, 2016. Their rates follow the federal rates, which were decreased by \$0.01.

4.4 **Video Surveillance Report**

Director of Facilities Gorcak advised that under Policy No. 725, the district is required to review annually video surveillance procedures in the district. The report circulated with the agenda package indicated the locations of cameras in the district with no new cameras having been installed since the last report. Discussions will be held with parent advisory councils related to the possibility of new cameras being added.

5. **Action Items**

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

This topic was tabled to the February 23rd business committee meeting.

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

The secretary-treasurer reviewed the letter from CUPE related to both Policy 290 and Policy 750 which was included with the agenda package. It was noted that even with this new policy the district is still required to follow the *Freedom of Information Protection of Privacy Act*. It was also noted that GPS is used by the district to track assets and may on occasion be used to locate employees as cell phones are not provided for contact. Video surveillance is used to assist with student and employee safety. It was further noted that CUPE had requested that this policy be developed. In response to a question, all employees will be notified of the new policy and new employees will be notified as part of their new hire package. Employees may review their personal files by contacting the HR department for an appointment.

MOTION Duly moved and seconded

That the business committee recommends that Policy No. 290 – Freedom of Information and Protection of Privacy be approved by the Board of Education.

CARRIED

5.3 Policy No. 750 – School Closure

The committee reviewed the draft changes to the policy and the feedback letter provided by Karen Henderson which suggested that the policy be tabled until after the school closure consultation period has ended on January 20.

MOTION Duly moved and seconded
That the business committee recommends that Policy No. 750 – School Closure be approved by the Board of Education as amended.

CARRIED

6. Upcoming Policies

- 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

There were no questions.

8. Adjournment

MOTION Duly moved and seconded
That the meeting was adjourned at 4:45 p.m.

CARRIED