



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



Tuesday, April 26, 2016, 4:00 P.M.
SCHOOL BOARD OFFICE
425 Jermyn Avenue

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

ALSO PRESENT Bonnie Roller Routley, Secretary-Treasurer
 Daniel Francisco, Director of Information Technology
 Doug Gorcak, Director of Facilities
 Maureen Hayter, Director of Finance
 Daphne Adey, Executive Assistant

1. **Call to Order**
Trustee Manning called the meeting to order at 4:00 p.m. and welcomed Dean Brotto and Roberta Hormes, representatives from CUPE.

2. **Adoption of Agenda**
MOTION Duly moved and seconded
 That the agenda be approved.

CARRIED

3. **Presentations**

3.1 Scholarship Bursary Foundation Request for Clerical Time

Trustee Bidlake presented on behalf of the Penticton Secondary School Scholarship Bursary Foundation requesting 125 hours clerical support from the district. 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. Following discussion,

Superintendent Hyer arrived at 4:21 p.m.

MOTION That the Committee recommends to the Board of Education that a letter be sent to the PSS Scholarship Bursary Foundation thanking them for their many years of fabulous work to help our students and that the Board of Education will provide clerical support of 100 hours to the PSS Scholarship Bursary Foundation for the 2016-17 school year and 75 hours each year thereafter until further notice.

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 February and March, 2016 was provided and reviewed by the secretary-treasurer. Cheques and e-payments are as follows:

	Cheques	ePAYMENTS
February	\$575,516.95	\$727,445.08
March	\$912,596.75	\$1,945,169.79

4.2 2015-16 Annual Facilities Grant Expenditures

Director of Facilities Doug Gorcak provided an Annual Facilities Grant expenditure plan which he had provided to the Ministry of Education. It was noted that a boiler at McNicoll Park Middle School had to be replaced unexpectedly and the adjustment for this cost will be moved to next year's expenditure plan.

4.3 School Bus Replacement Program 2016-17 – Call for Proposals

Mr. Gorcak advised that the Ministry requested proposals for the School Bus Replacement Program for 2016-17 be submitted by April 15, 2016. He reported that he had requested two busses.

4.4 Carbon Neutral Program

Mr. Gorcak presented a graph showing Carbon Neutral offset data changes since 2010. He noted that the district's carbon footprint is decreasing each year.

4.5 School Enhancement Program

Mr. Gorcak advised that the Ministry had requested proposals for the School Enhancement Program for the 2016-17 fiscal year. The goal of the program is to help school districts extend the life of their facilities and school-based assets. The district has applied for funds for specific projects such as a geo-exchange field and mechanical upgrade at PSS; a roof upgrade/replacement at SSS, lighting upgrades at PMSS and SSS, and replacement of boilers and main HVAC units at Uplands and Kaleden Elementary. The district is currently awaiting a response.

4.6 Financial Management/Human Resources Software Packages

The secretary treasurer presented a Backgrounder Report on SDS Software changes. The District will be required to update the Financial/Human Resources/Payroll operations system software since enhancements will no longer be provided by SDS. Research has shown that SRB will be the new provider. The costs associated with the purchase and implementation of the new SRB system will be covered by the Local Capital Infrastructure account, not by operations funding. For trustee information, a copy of the report was provided.

4.7 2015-16 Anticipated Surplus

The secretary treasurer presented a Variance Analysis Report indicating that, as of April 19, 2016, it is anticipated that the total estimated unrestricted surplus will be \$415,621 at the end of this school year. This amount does not include \$250,000 held in reserve from prior year.

5. Action Items

5.1 2016-17 Board of Education Meetings

A memo outlining proposed Board of Education and committee meeting dates for the 2016-17 school year was reviewed. These meetings are based on a monthly meeting being held on the second Monday of each month as well as the practice of holding committee meetings two weeks prior to the board meeting (with adjustments for the statutory holidays).

MOTION Duly moved and seconded
That the committee recommends that the proposed schedule of Board of Education and committee meeting dates for 2016-17 be approved.

CARRIED

5.2 Policy No. 750 - School Closure

At the January 26th Business Committee of the Whole meeting, this policy was tabled until this meeting.

MOTION Duly moved and seconded
That the committee recommends that the Policy No. 750 – School Closure be tabled until September business meeting.

CARRIED

6. Upcoming Policies

- Policy No. 720 – Security of Premises (last reviewed February 9, 2004)
- Policy No. 530 – Employee Wellness, Health and Safety (last reviewed September 10, 2007)
- Policy No. 610 – Records Retention (last reviewed September 10, 2007)
- Policy No. 201 – School Fundraising and School Financial Records (last reviewed September 10, 2007)
- Policy No. 212 – Trespassers on School Property (last reviewed September 10, 2007)

It was noted that the above policies will be brought to the table in September.

7. Question Period

There were no questions.

8. Adjournment

MOTION Duly moved and seconded
That the meeting be adjourned at 5:43 p.m.

CARRIED