



# BUSINESS COMMITTEE OF THE WHOLE AGENDA

Tuesday, January 24, 2017, 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**

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A cheque and ePAYMENT listing for December 2016 will be reviewed.

4.2 **FortisBC Energy Inc. - Efficient Boiler Program Application for Rebate**

Director of Facilities Gorcak will provide information.

5. **Action Items**

5.1 **Policy No. 150 - Trustee Financial Matters**

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The Board will review this policy.

5.2 **Policy No. 212 - Trespassers on School Property**

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The Board will review this policy.

6. **Upcoming Policies**

- Policy No. 201 - School Fundraising and School Financial Records (last reviewed September 10, 2007)
- Policy No. 305 - Choice and Flexibility (last reviewed January 13, 2014)
- Policy No. 317 - Harassment/Threats/Intimidation/Racial Prejudice/ Violence (last reviewed September 10, 2007)
- 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. 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 #150 Trustee Financial Matters**

**RATIONALE**

The Board understands its responsibility to assure the public of the financial integrity of trustees in their individual relations with the Board.

**POLICY**

Trustees will be guided by legislated requirements in matters of financial disclosure, fees and expenses in accordance with regulations forming part of this policy.

ADOPTED: November 8, 1999

Reviewed/Revised: June 10, 2013  
March 9, 2015

Statutory Reference: *Financial Disclosure Act*

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

**REGULATIONS AND PROCEDURES**

**POLICY #150 Trustee Financial Matters**

1.
  - a) All trustee election candidates shall submit completed Financial Disclosure Act forms as per the Local Government and Elections Acts.
  - b) All elected trustees shall complete and file Financial Disclosure Act forms with the secretary-treasurer annually between January 1<sup>st</sup> and 15<sup>th</sup> of each year.
  - c) Completed forms shall be maintained in the school board office, and shall be made available to the public upon receipt of a written request.
2. 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.
3. Expense reimbursements for trustees representing the Board on official business shall be handled as follows:
  - a) Educational calendar planning shall be done at least monthly so that all trustees become aware of relevant seminars, workshops and meetings. Trustees are encouraged to attend training sessions relevant to their area(s) of interest or responsibility.
  - b) An accounting of out-of-pocket expenses must be submitted to the secretary-treasurer within 30 days of the end of the event being claimed.
  - c) Mileage rates and per diem allowances for trustees shall be the rates established annually by BCSTA.
  - d) Trustees will be reimbursed for mileage to attend special Board meetings; committee meetings; other meetings where the trustee has been appointed school board representative or specifically invited to attend; and for official matters requiring their attendance at the school board office.

ADOPTED: November 8, 1999

Reviewed/Revised: June 10, 2013

March 9, 2015

Statutory Reference: *Financial Disclosure Act*

April 13, 2015

Ref: U:\SBO-ST-Data\SECTR JULY 2014\00100-00999 Administration\00540 Policies and Regulations\00540-02 Policy Manual Originals\Policy Manual\P-R 150 Trustee Financial Matters.doc

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

**POLICY**

**POLICY #212 Trespassers on School Property**

**RATIONALE**

The Board of Education has the authority to restrict access to school district facilities.

**POLICY**

The Board authorizes its employees to order individuals, who disturb or interrupt school proceedings or school events, to leave the property.

ADOPTED: November 8, 1999

Reviewed/Revised: September 10, 2007  
Statutory Reference:

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)****REGULATIONS AND PROCEDURES****POLICY #212 Trespassers on School Property**

1. These procedures refer to unwelcome visitors to the schools during the school day and at all co-curricular and extra-curricular school functions.
2. Any person who is on the school land or premises without a legitimate purpose may be asked to leave. That request must be made before the R.C.M.P. are called.
3. Where possible, the person who directs the visitor to leave the building or grounds should be the principal or vice principal and a witness to the request should be present.
4. Any other staff member who encounters an unwelcome visitor should notify the administration. Only if the principal or his/her delegate is unavailable should the staff member direct the visitor to leave. A witness should be present.
5. The person who makes the request that the visitor leave should document the request showing the date, time, reason and the name of the witness. Copies should be filed in the school office and at the school board office.
6. The person directed to leave should be told that he/she may not return. He/she should **not** be interviewed by any school personnel as this may constitute a violation of his/her rights.
7. If the visitor refuses to leave, the R.C.M.P. should be called for assistance.
8. After the first time a visitor is asked to leave, a registered letter should be sent to him/her advising that he/she is directed not to return. A copy should be sent to the R.C.M.P. and the secretary-treasurer of the board of education. The form letter is available from the school board office.
9. If the visitor leaves but returns on that day or subsequently, the date and time of his return should be documented and a witness obtained. The R.C.M.P. should be notified at once as the return is an offence.
10. If the visitor is, or appears likely to be, violent, the R.C.M.P. should be contacted at once.
11. The Board may erect appropriate warning signs on any of its properties to assist in the control of public and appropriate use of those properties.

ADOPTED: November 8, 1999

Reviewed/Revised: September 10, 2007  
Statutory Reference: