



"Together We Learn"

SCHOOL DISTRICT No. 23 (CENTRAL OKANAGAN)
1940 Underhill St., Kelowna, BC V1X 5X7
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Memorandum

Date: June 8, 2010
To: Finance and Legal Committee
From: Eileen Sadlowski, Director of Finance

Information: Report – Whistleblower Service

1.0 RELEVANT BOARD MOTION/DIRECTION

Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity requires the Whistleblower Service to provide a report to the Board of Education.

2.0 BACKGROUND

On September 9, 2009 the Board of Education approved new Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity.

3.0 INFORMATION STATEMENT

Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity was provided to all staff in September of 2009. Subsequently, information on the Whistleblower Service was posted on the home page of the School District website including the name and contact information of who to contact to make a report.

4.0 SUPERINTENDENT'S COMMENTS

The Whistleblower Service provides the Board of Education with an assurance that people wishing to report incidents of financial misconduct have the means to do so confidentially.

5.0 NEXT STEP

None.

6.0 APPENDIX

1. Memo to All Employees from the Superintendent dated June 2, 2010
2. Report – Whistleblower Service

School District No. 23 (Central Okanagan)
MEMORANDUM

TO: ALL EMPLOYEES

FROM: HUGH GLOSTER
Superintendent of Schools

DATE: June 2, 2010

RE: Whistleblower Service

The Board of Education is committed to the highest standards of ethical conduct, integrity and accountability. The Board also has a responsibility for the stewardship of District resources and the public support that enables it to pursue its Mission. In September of 2009 the Board of Education approved Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity.

Should anyone have concerns regarding an incident of financial misconduct, a report may be made to a supervisor, the Superintendent of Schools, another senior member of District staff, a School Trustee, or to the RCMP if considered a criminal act. In addition, a confidential, anonymous report concerning suspected financial impropriety may be made through our independent third party Whistleblower Service.

Financial misconduct would include:

- manipulation of accounting records and finances;
- inappropriate use of District assets or funds;
- decision making for personal gain;
- financial fraud and deceit;
- serious breaches of District procedure which may financially advantage a particular party.

To make a report, you may contact Robert E. Groves Legal Services at 250-712-9363, or in writing, marked 'confidential', and addressed to Robert E. Groves Legal Services, #210 – 347 Leon Avenue, Kelowna, B.C., V1Y 8C7. The report should contain particulars of the alleged improper activity and the name and affiliation of each person involved.

TO: *Board of Education of School District No.23 (Central Okanagan)*

FROM: *Robert E. Groves*

DATE: *May 27, 2010*

RE: *Semi-Annual Report of the Whistleblower Service*

This is my semi-annual report submitted as required by the Board's Policy 208 re Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity.

The Reporting particulars contained in the Policy say this:

The Whistleblower Service will report to the Board of Education twice yearly (June and December), and whenever deemed necessary, a summary of each complaint as follows:

- The complaint
- The status of the investigation
- Any conclusions reached
- Recommendations, or
- A report indicating no complaints have been received during the reporting period.

I can advise that I have received no complaints since my appointment in October 2009.

Respectfully submitted.



Robert E. Groves
Whistleblower Service