



**CENTRAL OKANAGAN PUBLIC SCHOOLS - BOARD COMMITTEE REPORT
Policy Committee
Public Meeting**

**Wednesday, June 7, 2023, 3:30 pm
School Board Office
1040 Hollywood Road S
Kelowna, BC**

Board of Education: Trustee J. Fraser, Chair
Trustee A. Geistlinger, Committee Member
Trustee L. Guderyan, Committee Member
Trustee W. Broughton (*arrived at 3:32 pm*)
Trustee C. Desrosiers
Trustee L. Tiede

Staff: Kevin Kaardal, Superintendent of Schools/CEO
Delta Carmichael, Secretary-Treasurer/CFO
Terry Beaudry, Deputy Superintendent (*Absent*)
Mona Essler, Executive Assistant (recorder)

Partner Groups: Lori Dawson Bedard, First Vice-President, COTA
Wynter Oakes, Pro-D Finance, COPVPA
Nicola Baker, Vice-President, COPAC
Zach Johnson, Co-President, DSC
Teri Wishlow, President, CUPE (*Arrived at 3:48 pm*)

**The Central Okanagan Board of Education acknowledged that this meeting was being held
the unceded, Traditional Territory of the Okanagan People.**

AGENDA

June 7, 2023 Committee Agenda - approved as presented.

REPORTS/MATTERS ARISING

Policy Committee Public Meeting Report – March 1, 2023

March 1, 2023 Committee Report - received as distributed.

PUBLIC QUESTION/COMMENT PERIOD

There were no public questions/comments.

COMMITTEE MEMBERS QUERIES/COMMENTS

There were no Committee members queries/comments.

DISCUSSION/ACTION ITEMS

New Policy 162 – Financial Planning and Reporting

Districts have been provided with advice and guidance from the Ministry of Education and Child Care on this Policy. This Policy (and the accompanying 3-year financial report) will demonstrate how financial resources are used to support Board's strategic planning and operational needs. The three-year multi-year financial plan will accompany the District's Annual Budget submission to the Ministry of Education and Child Care, due each year by June 30th.

The draft new Policy was updated at the June 7, 2023 Policy Committee Meeting as follows:

- Removal of the year of the Strategic Plan
- Paragraph 5 to be amended to read: "The Board will identify an engagement process with the local community, education partners *and Indigenous rightsholders* that will provide an opportunity for stakeholders to provide input into the development of the multi-year financial plan."

Outcome:

THAT: The Policy Committee recommends to the Board of Education:

THAT: The Board of Education approve new Policy 162 – Financial Planning and Reporting, as attached to the Agenda, and as amended at the June 7, 2023 Policy Committee Meeting.

New Policy 388 – Public Interest Disclosure Act

The *Public Interest Disclosure Act* came into effect December 1, 2019. The purpose of the *Public Interest Disclosure Act* is to provide a mechanism that allows current and former employees within the BC public service to raise serious or systemic issues of wrongdoing for investigation, without exposing those employees to any risk of retaliation. The draft Policy was first provided to the Policy Committee at the March 1, 2023 meeting as an Information Item. A few amendments have been made to the Policy since the March 1st meeting, including the removal of reference to Trustees. The contents of new Policy 388 – Public Interest Disclosure Act were compared to the existing Policy 208 – Confidential Disclosure: Reporting and Investigating Allegations of Financial Irregularity or Criminal Activity. There are no recommended amendments to Policy 208.

Housekeeping amendments to the draft new Policy were suggested and approved by the Committee.

An Admin Procedure will be developed outlining the processes to follow, including how to make disclosures.

Outcome:

THAT: The Policy Committee recommends to the Board of Education:

THAT: The Board of Education approve new Policy 388 – Public Interest Disclosure Act, as attached to the Agenda, and as amended at the June 7, 2023 Policy Committee Meeting.

Amendments to Policy 115 – Inaugural and Annual Board Meetings

At the April 12, 2023 Public Board Meeting, Trustee Chantelle Desrosiers brought forward an amendment to the Policy under item 2.4 – the addition of the word '*absolute*' to be added before the word majority. After discussion at the April 12th Public Board Meeting, the suggested amendment was referred back to the Policy Committee for further discussion.

3:58 Trustee Guderyan left the meeting.

Trustees discussed the definitions of absolute majority and simple majority, including the response and recommendation from BCSTA.

4:00 Trustee Guderyan returned to the meeting.

Trustee Geistlinger suggested voting booths are set up in the Board Room to conduct confidential voting.

4:08 Teri Wishlow, CUPE President, left the meeting.

The Committee discussed the processes involved in 'absolute majority'.

4:11 Teri Wishlow, CUPE President, returned to the meeting.

Outcome:

THAT: The Policy Committee directs staff to provide to the Board the definition of the word 'majority' and prepare a process to follow for voting at the Inaugural or Annual Board Meetings.

THAT: Voting booths be set up at the Inaugural or Annual Board Meetings for the voting for the election of the Board Chair, Vice-Chair and/or Board Standing Committee Chairs, and Policy 115 – Inaugural and Annual Board Meetings be amended accordingly.

Amendments to Policy 335 – Occupational Health and Safety

The recommended amendments are to bring the Policy into alignment and consistent with the Health & Safety Mission Statement. The suggested amendments further provide flexibility regarding the Occupational Health and Safety Program annual review. The suggested amendments have been vetted through the District Safety Advisory Committee (DSAC). The Committee further agreed to amend the Policy in the second paragraph "*.....a copy of the District's Occupational Health and Safety Program is available electronically to all staff through the SharePoint portal, under District Programs Health and Safety District website*".

Outcome:

THAT: The Policy Committee recommends to the Board of Education:

THAT: The Board of Education approve the amendments to Policy 335 – Occupational Health and Safety, as attached to the Agenda, and as further amended at the June 7, 2023 Policy Committee Meeting.

Amendments to Policy 425 – Student Fees and Regulations 425R – Student Fees (Regulations)

The recommended amendments to Policy 425 - Student Fees include:

- The reference to Superintendent of Schools amended to Superintendent of Schools/*CEO or designate* and Superintendent of Schools/*CEO*
- Item 5 – ".....will be reviewed by ~~May~~ *March* by the Finance and ~~Legal~~ *Audit* Committee of the Board".
- Reference to the Financial Hardship and Regulations 425R – Student Fees, Section 8.

The recommended amendments to Regulations 425R – Student Fees (Regulations) include:

- The reference to Superintendent of Schools amended to Superintendent of Schools/*CEO* as well as the removal of the words "*or his*" after designate
- The addition of CFO after Secretary-Treasurer
- Prescribed learning outcomes in paragraph 1 removed and *required curricular competencies* added
- Field trips amended to *Field Studies*
- Removal of International Baccalaureate and addition of *Academies* under Unique Programs
- Title of Policy 470 – *Transportation Services Management* added to Student Transportation Charge on page 1 and page 3
- Item 8.3 – Update the title of the form to "*Transportation Charge and School Fee Subsidy Form*" and include where the form can be located.

Outcome:

THAT: The Policy Committee recommends to the Board of Education:

THAT: The Board of Education approve the amendments to Policy 425 – Student Fees and Regulations 425R – Student Fees (Regulations), as attached to the Agenda, and as presented at the June 7, 2023 Policy Committee Meeting.

Amendments to Policy 621 – Protocol for Flying Flags at Half Mast

The recommended amendment is to have all schools and worksites acknowledge National Day of Mourning by having the flags flown at half mast.

Outcome:

THAT: The Policy Committee recommends to the Board of Education:

THAT: The Board of Education approve the amendments to Policy 621 – Protocol for Flying Flags at Half Mast, as attached to the Agenda, and as presented at the June 7, 2023 Policy Committee Meeting.

Amendments to Policy 703 – Relations with Parents of Students

The recommended amendments are:

- School Community *Student Learning Plans Conversations*
- The addition of the following paragraph in item 3:
"Parents, who are also employees of the School District, are not able to be executive members of a school's Parent Advisory Council or Central Okanagan Parent Advisory Council (with the exception of Student Supervisors or positions of ten hours per week or less)."

The Superintendent of Schools/CEO confirmed that any employee of Central Okanagan Public Schools can be a member of the Parent Advisory Council. Due to conflict of interest, parents who are also employees are not able to be executive members of the Parent Advisory Council (with the exception of Student Supervisors or positions of ten hours per week or less). Trustee Geistlinger therefore suggested an amendment to the paragraph:

- *"Parents, who are also employees of the School District, **are able to be members, but are not able to be executive members of a school's Parent Advisory Council or Central Okanagan Parent Advisory Council (with the exception of Student Supervisors or positions of ten hours per week or less).**"*

The CUPE representative expressed their disagreement with employees not able to be on the Executive of the Parent Advisory Council as BCCPAC indicates that PACs are autonomous and are given responsibilities in the School Act.

The Committee discussed deferring the suggested amendments to Policy 703 – Relations with Parents of Students to provide partner groups with the opportunity to consult with their members.

Outcome:

THAT: Policy 703 – Relations with Parents of Students be deferred to the next Policy Committee Meeting to provide partner groups with the opportunity to consult with their members.

Policy 135 – School Board Operations

At the March 8, 2023 Public Board Meeting, the Board of Education suspended the second Public Question/Comment Period, on Public Board Meeting Agendas for the following reasons:

- Violation of Policy 351 – Respectful Workplace
- Creation of a workplace that is viewed as unsafe by staff and students.

The second Public Question/Comment Period was suspended as of March 8, 2023 and "all future public Board meeting agendas, until such time as Policy 135 – School Board Operations is reviewed and revised by the Policy Committee, ensuring it is in compliance with WorkSafe BC". The second Public Question/Comment Period was "an opportunity to members of the gallery to ask a question or comment on any matter pertaining to public education".

The Committee members discussed the opportunity for partner groups to bring up matters during debate and the expansion of the first Public Question/Comment Period.

Outcome:

THAT: The suspension of the second Public Question/Comment Period on Public Board Meeting Agendas continues, and further discussion on expansion of the first Public Question/Comment Period be brought forward to the first Policy Committee Meeting scheduled for 2024.

DISCUSSION/INFORMATION ITEMS

None

COMMITTEE CORRESPONDENCE

04-22-2023 Letter from Laurie Bowen re Majority Vote Process

RECOMMENDATIONS/REFERRALS TO THE BOARD/COORDINATING COMMITTEE/OTHER COMMITTEES

June 14, 2023 Public Board Meeting

- New Policy 162 – Financial Planning and Reporting
- Amendments to Policy 335 – Occupational Health and Safety
- Amendments to Policy 425 – Student Fees and Regulations 425R – Student Fees (Regulations)
- Amendments to Policy 621 – Protocol for Flying Flags at Half Mast

June 28, 2023 Public Board Meeting

- New Policy 388 – Public Interest Disclosure Act

Future Public Board Meeting

- Amendments to Policy 115 – Inaugural and Annual Board Meetings

ITEMS FOR FUTURE POLICY COMMITTEE MEETINGS

Deferred from June 7, 2023 Policy Committee Meeting:

- Amendments to Policy 703 – Relations with Parents of Students
- Policy 135 – School Board Operations
- Review of Policy 702 – Indigenous Education Community Partnerships
- Review of Policy 520 – Cultural Performances
- Review of Policy 630 – Dedication and Naming of Schools and Facilities
- Review of Policy 535 – Instructional Resources and Library Learning Commons Resources
- Review of Policy 470R – Transportation Services Management (Regulations)
- Review of Policy, Regulation and Appendix 505 - Learning Assistance
- Review of Policy 510 - Counselling
- Review of Policy 367 - Employee Wellness
- Review of Policy 423 - Health Promoting Schools
- Amendments to Policy 220 - Principals and Vice-Principals: Selection, Appointment and Transfer and Regulations 220R - Principals and Vice-Principals: Selection, Appointment and Transfer

FUTURE POLICY COMMITTEE MEETINGS

Wednesday, October 4, 2023, 4:00 pm.

ADJOURNMENT

The meeting adjourned at 5:35 pm.

Questions - Please Contact:

Trustee Fraser, Chair, at 250-681-0269 or Julia.Fraser@sd23.bc.ca

Kevin Kaardal, Superintendent of Schools/CEO at 250-470-3256 or Kevin.Kaardal@sd23.bc.ca

Julia Fraser, Chair