



"Together We Learn"

School District No. 23  
(Central Okanagan)

# BOARD OF EDUCATION PUBLIC MEETING MINUTES

(Second and fourth Wednesday of every month, except July and August and the fourth Wednesday in March and December, at the School Board Office, at 6:00 PM.)

**DATE:** Wednesday November 26, 2014  
**TIME:** 6:00 PM  
**LOCATION:** School Board Office  
1940 Underhill St.  
Kelowna, B.C. V1X 5X7

Attending:

**Board of Education:**

Trustee M. Baxter (Chairperson)  
Trustee D. Butler  
Trustee J. Brinkerhoff  
Trustee R. Cacchioni  
Trustee J. Fraser  
Trustee C. Gorman  
Trustee M. Pendharkar

**Staff:**

H. Gloster, Superintendent  
L. Paul, Secretary-Treasurer  
T. Beaudry, Assistant Superintendent  
B. Bertram, Executive Assistant (Recorder)

**Partner Group Representatives Attending:**

COPAC	Shelley Courtney, Member at Large
COPVA	Jill Voros, Executive Member – Social ( <i>left the meeting at 6:45 pm</i> )
COTA	No representative
CUPE	No representative
DSC	No representative

**ORDER**

The meeting was called to order at 6:00 p.m.

**AGENDA**

Additions/Amendments/Deletions

*Main*

14P-201            MOVED by Trustee Butler, SECONDED by Trustee Fraser,  
**THAT: The Agenda for the November 26, 2014 Public Board Meeting be adopted as presented.**  
**CARRIED**

**MINUTES**

**Public Board Meeting – November 12, 2014**

*Main*

14P-202            MOVED by Trustee Gorman, SECONDED by Trustee Brinkerhoff,  
**THAT: The Minutes of the Public Board Meeting of November 12, 2014 be adopted as distributed.**  
**CARRIED**

## RECOGNITION/ PRESENTATION/DELEGATIONS

### **Recognition: Sarina Bouvier, Grade 12, Kelowna Secondary School – Regional Winner of the Okanagan College 3-Hour Short Story Contest**

The Board of Education congratulated Sarina Bouvier for being the Regional Winner of the Okanagan College 3-Hour Short Story Contest.

### **2014 Chairperson’s Report to the Board**

Trustee Baxter delivered the 2014 Chairperson’s Report to the Board, which is attached to and forms a part of these minutes (and is posted to the District website).

Main  
14P-203

MOVED by Trustee Fraser, SECONDED by Trustee Butler,  
**THAT: The Board of Education receive, with thanks, the 2014 Chairperson’s Report to the Board as presented at the November 26, 2014 Public Board Meeting.**  
**CARRIED**

### **Presentation to Departing Trustees**

The Board of Education thanked Trustee Joyce Brinkerhoff and Trustee Murli Pendharkar for serving as School Trustees for the 2011 – 2014 term of office. Trustee Brinkerhoff and Trustee Pendharkar provided departing comments to the Board.

### **Presentation: Jennifer Hopkinson - Request to Continue to Include Pretty Road in the Catchment Area for Davidson Road Elementary School**

Jennifer Hopkinson provided a presentation to the Board which included a letter of request from thirteen Pretty Road parents to continue to include Pretty Road families in the Davidson Road Elementary School catchment area. Approximately 30 families would be affected should Pretty Road be removed from the Davidson Road Elementary School catchment.

The Superintendent advised that the District is currently in an information gathering phase regarding catchment areas in the Lake Country area. An online survey is currently active requesting input from the Lake Country community. All feedback will be analyzed by staff over the latter part of December and into January with recommendations coming to the Board’s Planning and Facilities Committee early in the New Year. The signed letter provided by Ms. Hopkinson will be added to the feedback being gathered.

## PUBLIC QUESTION/COMMENT PERIOD

The purpose of this public question/comment period is to provide an opportunity to members of the gallery to ask a question or comment on any items on the agenda. The total time for this period shall normally be 15 minutes. A person wishing to speak is requested by the Chairperson of the Board to state his/her name and provide, if possible, a written copy of the comments.

Courtney Holmes-Peters, Davidson Road Elementary School Parent, provided further comments on the request to maintain Pretty Road within the catchment area of Davidson Road Elementary School.

Shelley Courtney, COPAC Representative, queried the options available when catchment areas are redesigned, e.g. grandfathering the families living on Pretty Road and the possibility of moving grade 6 students in Lake Country to the George Elliot Secondary School Annex.

*The Superintendent responded that George Elliot does not have the capacity to house grade 6 students at this time without making some adjustments. The Board Chair advised that the District’s Long-Term Facility Plan includes grade reconfiguration for middle schools to become grade 6 – 8, however this is a long-term goal which will be phased in as space permits.*

## TRUSTEES QUERIES/COMMENTS

All trustees were provided with an opportunity to comment on their involvement, since the previous Board meeting, in District activities.

### Trustee Fraser

Questioned whether the School District has been approached by any corporations, e.g. Chevron, offering to help with school fundraising and wishing to provide corporate sponsorship.

*The Secretary-Treasurer responded that the District has not been approached as yet, however any fundraising offers received are generally directed to School Parent Advisory Councils for consideration. Board Policy does not allow corporate logos to accompany fundraising activities which occasionally results in the company withdrawing the opportunity.*

### Trustee Cacchioni

Provided information to the Board on the celebration of National Child Day on November 20<sup>th</sup> by CATCH (Community Action Toward Children's Health).

*Trustee Cacchioni will provide a copy of CATCH's 2013 Report to Trustees.*

### Trustee Brinkerhoff

Has received a request from an independent chiropractor offering to donate time at local schools, and queried whether this would be possible.

*The Superintendent responded that the School District is a publicly funded organization and cannot engage with a for profit business. Board Policy does not allow endorsement or sponsorship of such an enterprise. In the case of a service being offered, the person can be directed to COPAC or to individual School Parent Advisory Councils (PAC) who could then invite the presenter to speak at a PAC or COPAC meeting. Should an entire association wish to provide a service, e.g. optometrists or chiropractors, this would be addressed in a different manner.*

## ACTION ITEMS

### Annual Integrated Pest Management (IPM) Report

Main  
14P-204

MOVED by Trustee Fraser, SECONDED by Trustee Butler,

**THAT: The Board of Education receive the Annual Integrated Pest Management Report as the Annual Report required in Policy 620 - Site Maintenance, as attached to the agenda and as presented at the November 26, 2014 Public Board Meeting.**

Discussion occurred regarding the erosion of slopes as well as the damage to school fields due to early start up in the spring and late fall/early winter use. The Director of Operations will be meeting with the Grounds Department in the New Year to review opening and closing of school fields, and representatives from school athletic groups will be invited to take part in the meeting.

**MAIN 14P-204  
CARRIED**

**Policy Review: Policy 605 – Educational Facility Planning; Policy 610 and Regulations 610R – School Sites; Policy 615 and Regulations 615R – Educational Facilities: Use and Management; Policy 620 – Site Maintenance; Policy 625 – Sites, Facility and Equipment Enhancements; Policy 635 and Regulations 635R – Property Dispositions; Policy 645 – Video Surveillance; and Policy 660 – Environmental Sustainability**

Main  
14P-205

MOVED by Trustee Fraser, SECONDED by Trustee Pendharkar,  
**THAT: The Board of Education approve amended Policy 605 – Educational Facility Planning, as attached to the agenda;**

**AND THAT: The Board of Education approve amended Policy 610 and Regulations 610R – School Sites, as attached to the agenda;**

**AND FURTHER THAT: The Board of Education approve amended Policy 615 and Regulations 615R – Educational Facilities: Use and Management, as attached to the agenda;**

**AND FURTHER THAT: The Board of Education approve amended Policy 620 – Site Maintenance, as attached to the agenda;**

**AND FURTHER THAT: The Board of Education approve amended Policy 625 – Sites, Facility and Equipment Enhancements, as attached to the agenda;**

**AND FURTHER THAT: The Board of Education approve amended Policy 635 and Regulations 635R – Property Dispositions, as attached to the agenda;**

**AND FURTHER THAT: The Board of Education approve amended Policy 645 – Video Surveillance, as attached to the agenda;**

**AND FURTHER THAT: The Board of Education approve amended Policy 660 – Environmental Sustainability, as attached to the agenda.**

**CARRIED**

**Policy Review: Policy 155 – Planning and Facilities Committee; Policy 630 – Dedication and Naming of School Facilities; and Policy 631 and Regulations 631R – School Closures/Consolidation**

Main  
14P-206

MOVED by Trustee Fraser, SECONDED by Trustee Butler,  
**THAT: The Board of Education affirm Policy 155 – Planning and Facilities Committee, as attached to the agenda;**

**AND THAT: The Board of Education affirm Policy 630 – Dedication and Naming of School Facilities, as attached to the agenda;**

**AND FURTHER THAT: The Board of Education affirm Policy 631 and Regulations 631R – School Closures/Consolidation, as attached to the agenda.**

**CARRIED**

**Joint Use Agreement – Mar Jok Elementary School (Neighbourhoods of Learning Centre)**

Main  
14P-207

MOVED by Trustee Fraser, SECONDED by Trustee Pendharkar,  
**THAT: The Board of Education approve the Joint Use Agreement (Mar Jok Elementary School) with the District of West Kelowna, as attached to the agenda and as presented at the November 26, 2014 Public Board Meeting.**

**CARRIED**

**Capital Project Bylaw No. 126808 – Approved Bus Project**

Main

14P-208

MOVED by Trustee Fraser, SECONDED by Trustee Cacchioni,  
**THAT: The Board of Education give first, second and third readings to School District No. 23 Capital Project Bylaw No. 126808 – Approved Bus Project.**  
**CARRIED**

Main

14P-209

MOVED by Trustee Fraser, SECONDED by Trustee Butler,  
**THAT: School District No. 23 Capital Project Bylaw No. 126808 – Approved Bus Project, in the amount of \$788,296.75 for Approved Bus Project, be read a first, second and third time, passed and adopted the 26th day of November, 2014.**

The Secretary-Treasurer provided information on the Ministry-approved replacement of six District buses. Retiring buses will be placed in the spare fleet, which regularly holds 6 – 10 buses. Older buses currently in the spare fleet will be auctioned off once the new buses have been received.

**MAIN 14P-209**

**CARRIED**

**BC Hydro/TELUS Request for Statutory Right of Way – Okanagan Centre Elementary School**

Main

14P-210

MOVED by Trustee Fraser, SECONDED by Trustee Cacchioni,  
**THAT: The Board of Education give first, second and third readings to School District No. 23 (Central Okanagan) Property Bylaw No. 131 (as attached to the agenda) at the November 26, 2014 Public Board Meeting.**  
**CARRIED**

Main

14P-211

MOVED by Trustee Fraser, SECONDED by Trustee Butler,  
**THAT: School District No. 23 (Central Okanagan) Property Bylaw No. 131 (registration of a Statutory Right of Way) be read a first, second and third time and finally adopted this 26<sup>th</sup> day of November, 2014;**

**AND THAT: The Board of Education of School District No. 23 (Central Okanagan), hereinafter called "the Board", grant approval for registration of a Statutory Right of Way in favour of BC Hydro and TELUS on PARCEL "C" (BEING A CONSOLIDATION OF LOTS 22 TO 32, SEE DD LB57950) BLOCK G SECTION 17 TOWNSHIP 20 OSOYOOS DIVISION YALE DISTRICT PLAN 454.**

**CARRIED**

**Policy Review: Policy 190 – Trustee Expenses; Policy 370 – Expenses: Auto and Travel; and Policy 530 – Fund-Raising**

A minor amendment was made to Policy 190 – Trustee Expenses removing the words "*the amount to be determined by Board resolution*" from Section 4.2.

Main

14P-212

MOVED by Trustee Cacchioni, SECONDED by Trustee Gorman,  
**THAT: The Board of Education approve amended Policy 190 – Trustee Expenses, as attached to the agenda;**

**AND THAT: The Board of Education affirm Policy 370 – Expenses: Auto and Travel, as attached to the agenda;**

**AND FURTHER THAT: The Board of Education affirm Policy 530 – Fund-Raising, as attached to the agenda.**

**CARRIED**

**Policy Review: Policy 175 – Superintendent of Schools Evaluation Committee; Policy 210 – Superintendent of Schools Role Description; Policy 215 and Form F215 – Comprehensive Performance Evaluation of the Superintendent of Schools; and New Policy 176 – Secretary-Treasurer and Assistant Superintendent of Schools Employment Matters**

Trustee Pendharkar, Chair of the Superintendent of Schools Evaluation Committee, reviewed the amendments to the policies and form and the development of the new policy, as discussed at the Committee level.

Main  
14P-213

MOVED by Trustee Pendharkar, SECONDED by Trustee Butler,  
**THAT: Motion 14P-195 be lifted from the table.**  
**CARRIED**

*Tabling Motion 14P-196 (Trustee Butler/Trustee Pendharkar):*  
*THAT: Motion 14P-195 to approve amendments to Policies 175, 210, 215 and Form F215, and new Policy 176, be tabled to the November 26, 2014 Public Board Meeting.*

**Policy Review: Policy 175 – Superintendent of Schools Evaluation Committee; Policy 210 – Superintendent of Schools Role Description; Policy 215 and Form F215 – Comprehensive Performance Evaluation of the Superintendent of Schools; and New Policy 176 – Secretary-Treasurer and Assistant Superintendent of Schools Employment Matters**

Main  
14P-195

MOVED by Trustee Pendharkar, SECONDED by Trustee Butler,  
**THAT: The Board of Education approve amended Policy 175 – Superintendent of Schools Evaluation Committee, as attached to the agenda;**

**AND THAT: The current Board Standing Committee entitled “Superintendent of Schools Evaluation Committee” be renamed to “Executive Staff Management Committee”;**

**AND FURTHER THAT: The Board of Education approve amended Policy 210 – Superintendent of Schools Role Description, as attached to the agenda;**

**AND FURTHER THAT: The Board of Education approve amended Policy 215 and Form F215 – Comprehensive Performance Evaluation of the Superintendent of Schools, as attached to the agenda;**

**AND FURTHER THAT: The Board of Education approve new Policy 176 – Secretary-Treasurer and Assistant Superintendent of Schools Employment Matters, as attached to the agenda.**

**CARRIED**

**Policy Review**

Main  
14P-214

MOVED by Trustee Butler, SECONDED by Trustee Brinkerhoff,  
**THAT: The Board of Education approve the amendments to the following Policy, Regulations and Form as attached to the Agenda and as presented at the November 26, 2014 Public Board Meeting:**

**Regulation 315R - Job Sharing (*Regulations*)**

**Policy 335 – Occupational Health and Safety**

**Regulation 455R – Discipline (*Regulations*)**

**Form F455.1 – Indefinite Suspension Information Sheet for Parents/Guardians**

**CARRIED**

MOVED by Trustee Butler, SECONDED by Trustee Fraser,  
**THAT: The Board of Education affirm the following Policies, Regulations and Form as attached to the Agenda and as presented at the November 26, 2014 Public Board Meeting:**  
**Policy 305 – Recruitment and Assignment of Teaching and Support Staff**  
**Policy 315 – Job Sharing**  
**Policy 330 – Retirement**  
**Policy 345 – Violence in the Workplace**  
**Regulation 345R – Violence in the Workplace (Regulations)**  
**Policy 351 – Respectful Workplace**  
**Regulation 351R – Respectful Workplace (Regulations)**  
**Policy 355 – Employee Recognition**  
**Policy 360 – Criticism by Non-Employees About Schools or District Employees**  
**Policy 367 – Employee Wellness**  
**Policy 386 – Employee Use of Electronic and Social Media Communication**  
**Policy 387 – Freedom of Information and Protection of Privacy**  
**Policy 390 – Conflict of Interest and Confidentiality**  
**Form F455 – Student Suspension Information Sheet**  
**Policy 486 – Student Use of Electronic and Social Media Communication**  
**CARRIED**

## **PUBLIC QUESTION/COMMENT PERIOD**

This public question/comment period is to provide an opportunity to members of the gallery to ask a question or comment on any matter pertaining to public education.

## **INFORMATION ITEMS**

### **Superintendent's Emergent Issues**

#### **Challenges Faced As a Result of Today's Heavy Snowfall**

- As a result of the heavy snowfall received, several schools were without power this morning (Dorothea Walker Elementary School, South Kelowna Elementary School, Okanagan Mission Secondary School, Peachland Elementary School, Peter Greer Elementary School, Oyama Traditional School and several schools in the Rutland area).
- Power was restored to most schools by the time students arrived, however Peachland Elementary School was closed for the day as BC Hydro advised that power would not be restored prior to 4:00 pm.
- Several buses were late due to road conditions, however all regular bus runs took place.
- The Operations Department, custodial staff, and school staff were thanked for dealing with snow-related issues throughout the day.
- Although there is a large amount of cleanup to be done, no damage to schools from fallen branches, etc. has been reported.

#### **Central Okanagan School District Student Enrolment**

- As of November 14, 2014, the District has 21,852 students enrolled with an FTE (full-time equivalent) of 21,418.25 students.

#### **District Class Size Averages**

- Current class size averages are as follows: Kindergarten classes – 20.2 students per class; grades 1-3 – 22.6 students; grades 4-7 – 25.3 students; and, grades 8-12 – 22.9 students.
- The District is in full compliance with all class size legislation.

### **Superintendent's Mid-Year Report on Student Achievement 2014-2015**

- The Superintendent's Report is typically provided to the Board at the December Public Board Meeting and is required to be sent to the Ministry of Education in January.
- The Ministry has acknowledged that, given the lack of final student achievement data from the close of the previous school year and this year's irregular start-up due to the labour dispute, as well as a planned review of the provincial accountability framework, this year's report is expected to contain some information rolled over from the previous year's report.

### **Lake Country Catchment Review and Rutland Grade Reconfigurations**

- Through the *ThoughtStream Exchange* online survey process and public consultation meetings, feedback is being received from the Lake Country community regarding the catchment area review.
- An online survey, public consultation meetings, and emailed information to more than 5,000 parents in the Rutland area have taken place requesting input on the timing of the proposed grade reconfigurations.
- All feedback will be gathered and analyzed with recommendations to be presented to the Board's Planning and Facilities Committee early in the New Year.

### **Annual Report on Special Program: Hiring Exemption**

The Board reviewed the information provided.

### **District Funds Allocated to the Aboriginal Education Program 2013/2014**

The Board reviewed the information provided.

### **The Sons of Italy Galileo Lodge Gala Fundraising Event on November 7, 2014**

A letter of thanks will be sent to the Sons of Italy Galileo Lodge once their contribution to the School District has been received.

### **Video Surveillance: Annual Report to the Board**

This year's report contains changes made to video surveillance equipment/locations since the previous year. It is a requirement of the BC Information and Privacy Commission that school districts provide public information on video surveillance used in buildings/locations, which includes posting proper signage where video surveillance equipment is in place. As a result of video surveillance cameras at various school district locations, the RCMP have been able to solve several crimes that have occurred in recent months.

### **Field Trips 2014/2015**

The Board reviewed the information provided.

### **General Statement**

## **BOARD/DISTRICT COMMITTEE REPORTS**



## BOARD CORRESPONDENCE

**Sent:**

**Received: Correspondence Directed to the Board**

SD No. 43 (Coquitlam), November 4, 2014, to the Minister of Education, the Minister of Finance, and all BC Boards of Education, regarding management and exempt staff compensation.

SD No. 70 (Alberni), November 6, 2014, to the Minister of Finance, the Premier, the Minister of Education, local area MLAs, and all BC Boards of Education, regarding the findings and recommendations of the Select Standing Committee on Finance and Government Services.

SD No. 47 (Powell River), November 13, 2014, Open Letter to the Community and all BC Boards of Education, regarding the BC Ferries free student fair program.

SD No. 68 (Nanaimo Ladysmith), November 13, 2014, to the Minister of Education, the Minister of Finance, and all BC Boards of Education, regarding the Teacher Education Fund.

SD No. 20 (Kootenay-Columbia), November 17, 2014, to the Minister of Education and all BC Boards of Education, regarding the reclaiming of all strike savings for September 2014.

SD No. 91 (Nechako Lakes), November 17, 2014, to the Minister of Education, the Minister of Finance, local area MLAs, and all BC Boards of Education, regarding the management and excluded staff compensation freeze.

*Main*  
14P-216

MOVED by Trustee Gorman, SECONDED by Trustee Butler,  
**THAT: At the November 26, 2014 Public Board Meeting, the Board receive the correspondence listed above.**  
**CARRIED**

## ITEMS REQUIRING SPECIAL MENTION

### BC PUBLIC SCHOOL EMPLOYERS' ASSOCIATION

**BCPSEA 21<sup>st</sup> Annual General Meeting**

Date: Friday, January 30, 2015

Location: Vancouver

### BC SCHOOL TRUSTEES ASSOCIATION

**BCSTA 2014 Trustee Academy**

Date: December 4 – 6, 2014

Location: Vancouver

**BCSTA Provincial Council Meeting**

Date: February 20 & 21, 2015

Location: Vancouver

## **FUTURE MEETINGS**

### **REGULARLY SCHEDULED BOARD MEETINGS**

Swearing In Ceremony 2014

Wednesday, December 3, 2014, at 6:00 pm, School Board Office

Inaugural Public Board Meeting

Wednesday, December 10, 2014, at 6:00 pm, School Board Office

Regular Public Board Meeting

Wednesday, December 10, 2014, at 7:00 pm, School Board Office

*(Immediately following the Inaugural Public Board Meeting)*

### **BOARD STANDING COMMITTEE MEETINGS**

*2015 Standing Committee Meeting Dates To Be Confirmed.*

### **BOARD MEETINGS WITH PARTNER AND COMMUNITY GROUPS**

Board of Education meeting with local MLAs

DATE: Friday, January 16, 2015

## **NOTICES OF MOTION**

## **ITEMS FOR A FUTURE AGENDA**

**ADJOURNMENT: The Chairperson adjourned the meeting at 7:45 pm.**

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Chairperson

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Secretary-Treasurer