



BUSINESS COMMITTEE OF THE WHOLE AGENDA

Tuesday, April 4, 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 January, February and March, 2017 will be reviewed.

4.2 **Financial Report**

A financial report to March 31, 2017 will be presented.

5. **Action Items**

5.1 **Correspondence from Boys and Girls Club**

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Re: Lease Agreement

5.2 **Policy No. 201 - School Fundraising and School Financial Records**

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The Committee will review Policy No. 201 - School Fundraising and School Financial Records (last reviewed September 10, 2007).

5.3 **Board of Education and Committee Meetings 2017-18**

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A draft memo outlining proposed Board of Education and committee meeting dates for the 2017-18 school year will be 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).

RECOMMENDED MOTION:
That the business committee recommends that the proposed schedule of Board of Education and committee meeting dates for 2017-18 be approved.

6. Upcoming Policies

- 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.



Okanagan Boys & Girls Clubs

o soyoos • Oliver • Penticton • Summerland • Peachland • West Kelowna • Kelowna • Lake Country • Vernon • Armstrong • Enderby

March 23, 2017

School District No.67
c/o Bonnie Roller-Routley
425 Jermyn Ave.
Penticton, BC

Dear Bonnie,

I am writing to ask if SD67 can consider reducing the lease costs of the rental of the classroom at Carmi Elementary School.

Okanagan Boys and Girls Clubs is a community-based, charitable not-for-profit organization that provides services and programs to children, youth, and families. Due to licensing regulations and the size of the classroom, our After School Program at Carmi Elementary can only have a maximum of 18 children in it, so that limits the revenue we can generate for that program.

We work hard to keep our program fees low for the working parents we serve. The monthly rental cost of \$675/month for the Carmi classroom (\$640+\$35 internet) is not allowing us to make ends meet. This rental cost is higher than any other we have in the Okanagan Valley. Moreover, we only use the Carmi classroom for half a month in December and March. Thus, paying the full lease in December and March is not cost-effective.

We understand that the school district has utility and custodian costs to cover, but as a community not-for-profit partner we would prefer to pay \$500/month and \$375 in December and March for the 2017-18 school year.

Our partnership with SD67 means a lot to us and to the people we serve. We hope our request is reasonable. Please feel free to call me with any questions or concerns you may have. I am also more than happy to visit SD67 to discuss our request.

Thank you for your time and generosity,

Jen Anderson
Area Director, South Okanagan

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

POLICY

POLICY #201 School Fundraising and School Financial Records

RATIONALE

The Board recognizes that schools desire supplemental funds to enhance school operations, facilities and student activities.

POLICY

School funds may be raised for worthwhile, stated objectives by schools, student councils, or school clubs, provided that there is no undue intrusion on regular instructional time and that any use of instructional supplies is reasonable.

ADOPTED: November 8, 1999

Reviewed/Revised: September 10, 2007
Statutory Reference:

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

REGULATIONS AND PROCEDURES

POLICY #201 School Fundraising and School Financial Records

1. Fundraising is a school-based activity requiring the authorization of the school principal. For fundraising by a parent advisory council which involves the school, the principal shall consult with the P.A.C. as to the nature of the fundraising and the use of the funds before giving approval.
2. The principal shall ensure that the frequency of fundraising activities and its impact on the school's resources is reasonable.
3. All funds raised by a school or by any of its student groups shall be placed in an account in financial institutions as determined by the secretary-treasurer under the name of the school ~~and/or the student council of the school~~. Such financial institution shall be either federally or provincially insured to the normal limits of deposit insurance.
4. All disbursements shall be made by cheque. There shall be two signing officers for every school account, one of whom shall be the principal or a vice-principal of the school concerned.
5. An accounting system approved by the secretary-treasurer shall be maintained to record collections, disbursements and balances on hand.
6. ~~On a quarterly basis~~~~At the end of each school year~~, principals shall forward a financial statement of their school accounts to the secretary-treasurer for consolidation with District financial statements.
7. School accounts may be reviewed by the Board's financial staff or auditors at any time.
8. In the event of circumstances which might bring into question the title of the school accounts, the entire funds or any portion thereof shall become a trust of the Board of Education until title to such funds is determined.
- 8-9. While the intent of fundraising and school generated funds are to be used for the student population of which the fundraising timeframe covers, excess funds may be saved for a specific future purpose. Should this be the case, the secretary-treasurer may recommend the investing of school funds as per Policy#620 – Financial Investments.

Comment [HM1]: Not sure if we need to make reference to the fact that school financials are now consolidated??

ADOPTED: November 8, 1999

Reviewed/Revised: September 10, 2007
Statutory Reference:



School District No. 67 (Okanagan Skaha)
Office of the Secretary-Treasurer

MEMORANDUM

TO: Trustees **FROM:** B. Roller Routley, Secretary-Treasurer
RE: Board and Committee Meeting Dates **DATE:** April 2017

OUR FILE NO.: 00300-01
OPR: SECTR

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 statutory holidays), the following dates are proposed for the 2017-18 school year:

Board Meeting Dates Beginning at 6:30 p.m.	Business Committee Meetings beginning at 4:00 p.m.	Education Committee Meetings beginning at 4:00 p.m.
September 11, 2017	August 29	August 30
October 2, 2017*	September 19	September 20
November 6, 2017**	October 24	October 25
December 11, 2017 (Inaugural and Regular)	November 28	November 29
January 8, 2018	December 19	December 20
February 5, 2018 ***	January 30	January 31
March 12, 2018	February 27	February 28
April 9, 2018	April 3	April 4
May 14, 2018	May 1	May 2
June 11, 2018	May 29	May 30

As in previous years, committee meetings will be cancelled and/or combined depending on agenda requirements.

- Points to consider:
- *October 9, 2017 – Thanksgiving Day
 - **November 13, 2017 – Remembrance Day Observed
 - December 25 to January 5, 2018 – Christmas Break
 - ***February 12, 2018 – Family Day
 - March 19 to April 2, 2018 – Spring Break
 - April 3, 2018 – first day after Spring Break

Recommendation: That the schedule of Board of Education and committee meeting dates for 2017-18 be approved.

/kk

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