



BUSINESS COMMITTEE OF THE WHOLE AGENDA

Tuesday, April 10, 2018, 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** 1
A cheque and ePAYMENT listing for February and March 2018 will be reviewed.
 - 4.2 **2017 Health and Safety Report** 15
The annual health and safety report will be provided.
 - 4.3 **2018-19 Capital Plan Response Letter** 28
Information will be provided.
 5. **Action Items**
 - 5.1 **International Student Fees** 31
An overview of the district's current fee structure for the International Student Program will be reviewed by Steve Cann, Principal of the International Student Program. In addition, based on comparisons to the fees of other districts in the region, a new fee structure for 2019-20 and 2020-21 will be proposed.

RECOMMENDED MOTION:
That the Board of Education approve the fee structure for the International Student Program for 2019-20 and 2020-21 as circulated with the agenda package.
 - 5.2 **Audit Committee**
Information will be provided.

6. Upcoming Policies

- Policy No. 201 - School Fundraising and School Financial Records (last reviewed September 10, 2007)
- Policy No. 527 - Sexual Harassment (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



2017 Safety Review

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INTRODUCTION

In order to maintain compliance with current legislation this review will assist you in evaluating the effectiveness of your Safety Program. This comprehensive statistical review will help to “zero” in on those tasks which create the most concern in injury causation. Those tasks can then be analyzed to help with the reduction of risk. It is important to remember that the intent of this review is not only to meet specific WorkSafeBC Regulation requirements, but also to further improve the health, safety and well being of all District employees.

This report has been created by your Claims Management Representative to give you an overview of your District’s injury statistics. Our goal is to work with you to develop a strategy to reduce your claims costs, and in turn reduce the amount you pay for your workers coverage by understanding statistical trends throughout the year. If you have any questions or concerns about this report, please contact Dave Cavezza at 250-470-3209.

First Aid Analysis

The WorkSafeBC Regulation Part 3, Section 17 states that industry must develop and implement written procedures for the summoning and utilization of qualified First Aid Attendants. The following statistic gives an indication of how effective those procedures are in your district.

Number of days from injury to the time of reporting to either to a First Aid Attendant or Supervisor								
0-3	4-7	8-12	13-20	21-30	31-50	51 +	# of Claims	% Reported Within 3 Days
30	3	1	0	1	1	1	37	81%

WorkSafeBC Online Claims Management System (CMS) gives the worker the ability to start a claim, following an injury, online or by phone. In some cases the school district is not aware that an injury has occurred. The worker has only informed WorkSafeBC or their physician at this point, rather than having reported to a supervisor.

Number of Pre-fills Prior to SD Notification												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	1	1	1	1	0	0	0	0	2	2	0	9

The number of monthly prefills in the above table may be indicative of the details of the incident not reaching the Supervisor in a timely fashion or lack of communication leading to incident investigation delays.

Occasionally, a worker may inform their Principal or Supervisor that they are visiting a Physician without making reference to a workplace injury. Staff should be informed of the First Aid Written Procedures which should communicate the following steps:

1. They **MUST** be assessed by the site-based First Aid Attendant.
2. They **MUST** clearly communicate if they will be seeing a physician.
3. They **MUST** report to a supervisor to ensure that a timely incident investigation is conducted.

DURATION AND INJURY RATE (Severity and Frequency)

WorkSafeBC has indicated two specific types of claims; one being those where an injured worker reports to their physician and then returns to work. This is a Health Care Only (HCO) claim. A Wage Loss Claim would be established when a worker is injured, sees their physician, who then recommends the worker take some time off to recuperate.

Duration (Severity)

Lost Time Days

Lost time days result from an injury/incident that results in one or more lost workdays other than the day of the incident. The following graph gives you a good idea of the duration of injuries/ incidents which may be occurring within your district. Lost time in days will fluctuate from month to month as claims may not be accepted within the month of injury.



Number of Work Days Lost												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
38	48	51	54	66	81	75	83	31	76	80	58	741

Injury Rate (Frequency)

Number of Claims

The injury rate is the number of incidents that result in a worker requiring the medical attention of their physician. The following statistic will indicate how your district is progressing with frequency of claims and the resulting affect on your injury rate.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Wage Loss	2	2	2	1	4	4	0	0	0	1	2	1	19
Health Care	3	3	2	0	2	1	0	0	1	2	2	2	18
Total	5	5	4	1	6	5	0	0	1	3	4	3	37

WORKSAFEBC CLAIMS COST ANALYSIS

The following information will give your District an idea of those years/ months which have claims costs associated with them. By reviewing those costs the District can better determine which months may create either more incidents or greater costs associated with those incidents. The objective would be to try to impact those “high cost” months with education and training.

WorkSafeBC Claims Cost (by month)



The following table will give you an indication of the cost associated with a workplace injury by the month. It is important to note that these monthly charges will fluctuate based on the acceptance, denial, or re-opening of a claim.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Wage Loss \$	5,671	3,127	0	-83,053	5,283	6,371	22,068	-577	4,278	6,964	9,561	500	-19,807
Health Care \$	2,489	1,458	4,606	4,220	4,958	5,715	5,972	2,523	2,125	2,980	3,087	1,751	41,884

WorkSafeBC Claims Cost (by year)

Claims Cost		
2015	2016	2017
\$47,243	\$132,421	\$22,077

Claims costs applied in the past year but from previous years claims have been included in order to accurately reflect the claims costs for this report. The actual cost of claims for this review can be found on your Claims Cost Statement.

INJURY ANALYSIS

The following tables will provide a breakdown of your District's injuries and incidents. These tables should be reviewed with the idea of looking for trends and then developing and implementing an action plan which will impact these statistics in a positive way.

Injury (by occupation)

This statistic needs to be reviewed with the month and occupation in mind. An analysis of the occupation in conjunction with the causation will be helpful. Is this a case where a Safe Work Procedure would be helpful? Could this occupation benefit from a Best Practice? More training? Is the worker doing work which is part of what they were trained to do?

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Administration	0	0	0	0	0	0	0	0	0	0	0	1	1
Bus Driver	0	0	0	0	0	0	0	0	0	0	0	0	0
Clerical	0	0	0	0	0	0	0	0	0	0	0	0	0
Custodian	1	0	1	0	1	1	0	0	0	0	1	1	6
Education Assistant	1	2	1	1	2	2	0	0	0	1	1	0	11
Kitchen/Cafeteria Worker	0	0	0	0	0	0	0	0	0	0	0	0	0
Maintenance/Grounds	1	1	1	0	1	0	0	0	0	0	0	0	4
Other: (Computer Tech, Strong Start Worker, Therapist/Counselor)	0	0	0	0	0	0	0	0	0	0	0	0	0
Student Supervisor	0	0	0	0	0	0	0	0	0	0	0	0	0
Teacher	2	2	1	0	2	2	0	0	1	2	2	1	15
Total	5	5	4	1	6	5	0	0	1	3	4	3	37

INJURY ANALYSIS CONT'D

Injury (by causation)

When you interrupt the cause of an incident prior to it happening; you interrupt the incident. Incidents should be viewed with the idea of changing the circumstances of the incident (determine cause) rather than finding fault.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Act of Violence	0	0	0	0	0	0	0	0	0	0	1	0	1
Acts of Bullying/Harassment	0	0	0	0	0	0	0	0	0	0	0	0	0
Acts of Communication	0	0	0	1	0	0	0	0	0	0	0	0	1
Body motion	2	3	1	0	2	1	0	0	1	2	3	1	16
Ergonomic issue	0	0	0	0	0	0	0	0	0	0	0	0	0
Exposure/Allergy	0	0	0	0	0	0	0	0	0	0	0	0	0
Fall from height	0	0	0	0	0	0	0	0	0	2	1	0	3
Fall from same height	0	0	0	1	1	1	0	0	0	1	1	2	7
Interaction with animals	0	0	0	0	0	0	0	0	0	0	0	0	0
Interaction with debris	0	0	1	0	0	0	0	0	0	0	0	0	1
Interaction with equipment	1	0	1	0	0	1	0	0	0	0	0	0	3
Interaction with person	1	2	0	1	2	1	0	0	0	0	1	1	9
Lifting/Carrying/Moving	1	2	0	0	0	1	0	0	0	0	0	0	4
Movement on uneven ground	0	0	0	0	1	0	0	0	0	0	0	1	2
Slip/Trip	2	1	1	0	1	0	0	0	1	1	2	2	11
Spill Chemical	0	0	0	0	0	0	0	0	0	0	0	0	0
Spill Hot Liquids	0	0	0	0	0	0	0	0	0	0	0	0	0
Struck by/against object	0	1	2	0	2	1	0	0	0	0	1	1	8
Vehicle accident	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	7	9	6	3	9	6	0	0	2	6	10	8	66

All Districts traditionally, have slips, trips, and falls, as the highest causation number of incidents. You should continue to encourage educational sessions that accentuate the importance of staff being aware of what tasks they are performing and be aware of what is happening around them. This would help to reduce the sprain/strain type injuries of other body parts particularly during inclement weather.

INJURY ANALYSIS CONT'D

Injury (by body part)

Abdomen/ Groin	Ankle	Arm	Back	Chest	Face	Foot	Hand/ Finger	Head	Hip	Knee	Leg	Neck	Psychological Injury	Respiratory	Shoulder	Wrist
1	6	3	13	3	1	3	3	2	0	6	3	2	0	0	4	2

Injury (by type)

Abrasion	Bruise	Burn	Concussion	Cut/ Wound	Fracture/ Dislocation	Headache	Hearing	No Injuries Reported	Object in Eye	Physical Illness	Psychological Illness	Respiratory	Strain/ Sprain
3	10	0	0	1	1	4	0	2	0	0	0	0	24

Injury (by time of day)

6-8am	8-9am	9-10am	10-11am	11am-12pm	12-1pm	1-2pm	2-3pm	3-4pm	After 4pm	Gradual Onset
1	6	4	5	2	3	2	5	2	5	0

Injury (by day of the week)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Gradual Onset
6	7	5	11	7	1	0	0

Injury (by month)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
5	5	4	1	6	5	0	0	1	3	4	3

Injury (by age)

20-25	26-30	31-35	36-40	41-45	46-50	51-55	56-65	66 & over
2	4	1	3	5	7	5	10	0

INJURY ANALYSIS CONT'D

Injury (by location)

Location	Total	Location	Total
School Board Office	1	Penticton Alternate School	0
Maintenance	2	Penticton Secondary	1
Operations	0	Princess Margaret Secondary	3
Transportation	0	Queens Park Elementary	1
Carmi Elementary	1	Skaha Lake Middle School	2
Columbia Elementary	4	Summerland Community Learning	0
Giant's Head Elementary	3	Summerland Middle School	0
Kaleden Elementary	2	Summerland Secondary	2
KVR Middle School	2	Trout Creek Elementary	2
McNicoll Park Middle School	0	Uplands Elementary	3
Naramata Elementary	3	West Bench Elementary	1
Nkwala Elementary	0	Wiltse Elementary	2
Parkway Elementary	2		0

COMPARISON OF DISTRICTS WITH PUBLIC EDUCATION SECTOR

Frequency & Severity (WorkSafeBC)

WorkSafeBC uses this element to provide a practical and uniform method for recording and measuring incidents and employee injuries occurring within the school district against the other districts in our sub-sector. Incident and injury rates are compiled in accordance with the American National Standards Institute (ANSI) Z16.4 code This information will be used to evaluate:

- The seriousness of the district's injury trends;
- Relative need for activities designed to promote safe work practices and procedures;
- Effectiveness of activities designed to promote safety activities;
- Progress being made in improving the injury experience for employees in their work environment, and
- Basis for general analysis of injury categories to assist in prioritizing injury prevention efforts

The Frequency and Severity Rate (Injury Rate and Duration) statistic covers the recording and treatment of data necessary for the computation of incident and injury rates of schools districts and forms a general basis for analysis of data for your district and all other districts in BC. This information can then be utilized to examine your district's Health and Safety program, which may assist in the identification of trends and what measures should be undertaken to improve incident prevention.

Formulas

Frequency/Injury Rate: The Frequency/Injury Rate is the number of injuries that result. The Frequency/Injury Rate is calculated as follows:

$$\frac{\text{No. of recordable cases x 200,000}}{\text{No. of employee-hours of exposure}}$$

Frequency/Injury Rate

	2014 - 2016
WorkSafeBC Average	2.4
Your School District	1.3

Severity/Duration: A recordable case is an injury incident that results in one or more lost workdays other than the day of the incident. The Severity/Duration is calculated as follows:

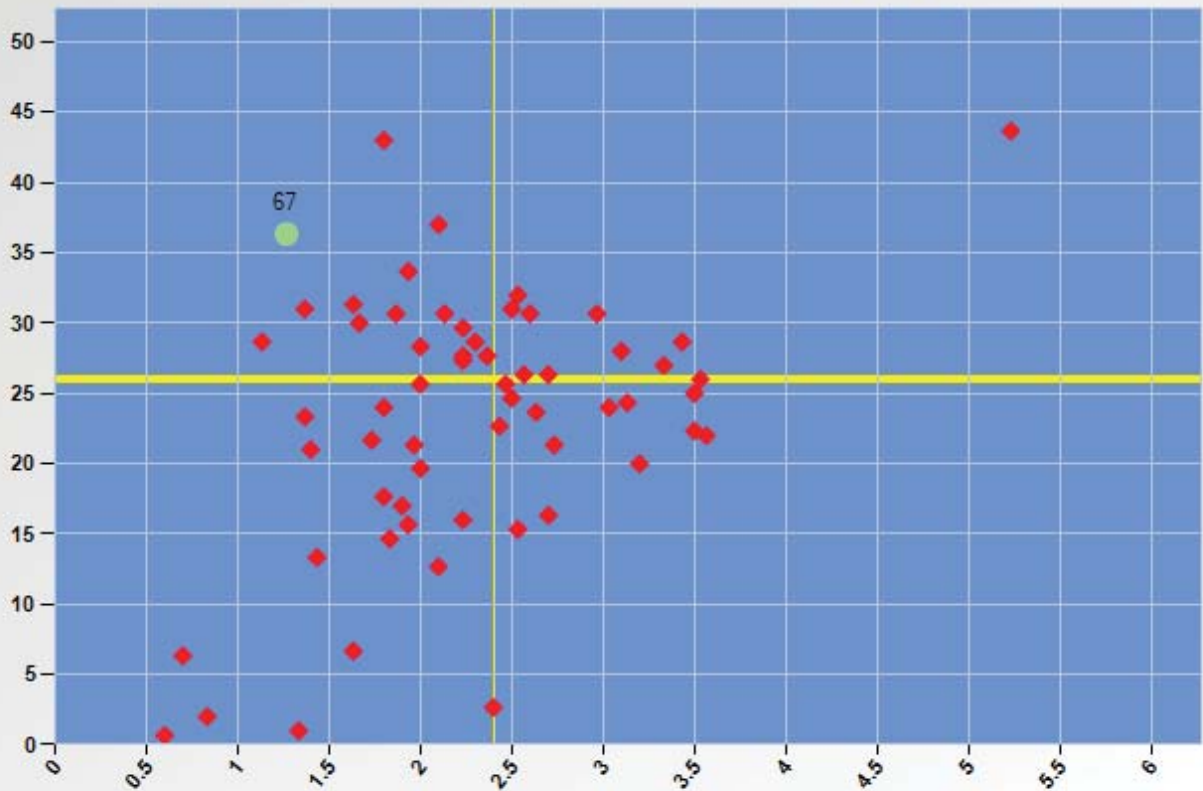
$$\frac{\text{No. of workdays lost x 200,000}}{\text{No. of employee-hours of exposure}}$$

Severity/Duration

	2014 - 2016
WorkSafeBC Average	25.7
Your School District	36.3

Frequency/Injury Rate measures the number of wage loss claims your district has per 100 workers and is an indicator of the effectiveness of your approach to injury prevention. Severity/Duration measures the average length of your claims and is an indicator of the effectiveness of your approach to disability management and/or the seriousness of the injuries.

Comparative Scatter Plot 2014 - 2016 Injury Rate



This scatter plot helps to compare the Injury Rate and Duration performance over a three year period comparing all partner school districts.

Quadrants/Cross Hairs: The scatter plot places school districts in one of four quadrants. The effectiveness of a district's injury prevention and disability management approach determines placement in a particular quadrant. In simple terms,

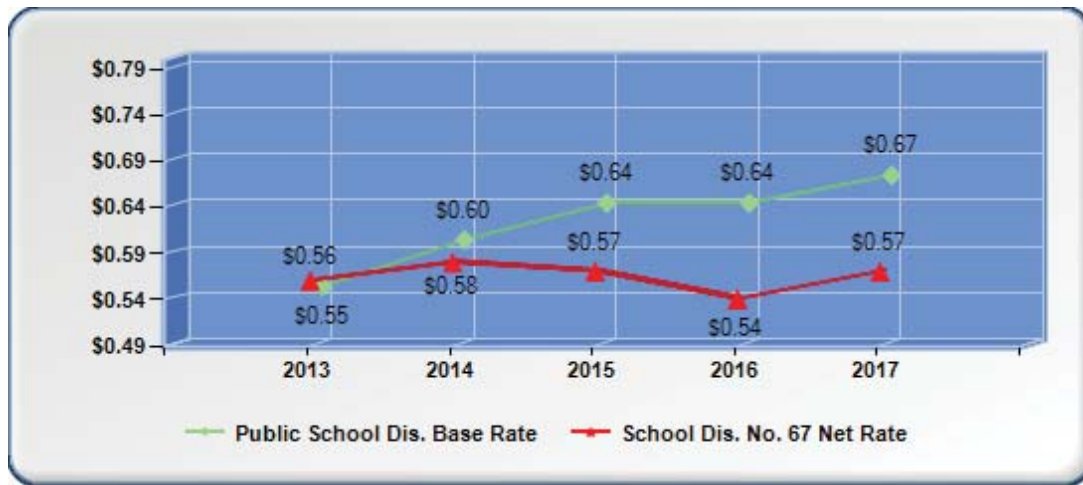
- The top left quadrant indicates a better than average injury rate (injury prevention) and worse than average duration (disability management).
- The bottom right quadrant indicates a better than average duration (disability management) and worse than average injury rate (injury prevention).
- The top right quadrant indicates worse at both.
- The bottom left quadrant indicates better at both.

Please note both injury prevention and disability management can influence the severity (duration) of the claim.

EXPERIENCE RATING ASSESSMENT

Experience rating is a method used by WorkSafeBC for adjusting employers' compensation premiums to reflect their injury costs. The methodology of experience rating is that employers whose injury costs are below their industry average should get a discount, while employers whose injury costs are higher than their industry average should pay a surcharge. The goal is to encourage those with high injury costs to improve safety, and to encourage those with low injury costs to continue to provide safe workplaces.

The employer can experience a discount of as much as minus 50% or a surcharge of a maximum of 100%. The following chart will give you an indication of where your district is in relation to the Public Schools Base Rate over the previous five years.



	2013	2014	2015	2016	2017
Public School District Base Rate	\$0.55	\$0.60	\$0.64	\$0.64	\$0.67
Your School District Net Rate	\$0.56	\$0.58	\$0.57	\$0.54	\$0.57

This document is more than statistics. It's a foundation for WorkSafeBC and your District to understand the causes and patterns of injuries, and to initiate prevention strategies. And more importantly, behind every statistic is a human being. Without data, there can be no understanding of why injuries happen; without understanding, there can be no effective management of work-related risks.

Yours in safety,

Dave Cavezza, BSc Kin
 District Health & Safety Manager,
 School District No 23 (Central Okanagan)



March 26, 2018

Ref: 201086

To: Secretary-Treasurer and Superintendent
School District No. 67 (Okanagan Skaha)

Re: Ministry Response to the Annual Five-Year Capital Plan Submission for 2018/19

This letter is in response to your School District's Annual Five-Year Capital Plan submission for 2018/19 that was sent to the Ministry on June 30, 2017, and provides direction as to the next steps for advancing your 2018/19 capital projects.

The Ministry reviewed all 60 school districts' Annual Five-Year Capital Plan submissions to determine priorities for available capital funding in the following programs:

- Seismic Mitigation Program (SMP)
- Expansion Program (EXP)
- Replacement Program (REP)
- Building Envelope Program (BEP)
- School Enhancement Program (SEP)
- Carbon Neutral Capital Program (CNCP)
- Bus Acquisition Program (BUS)

The Ministry is pleased to advise you of support for advancing project development or delivery of the following capital projects for your School District for 2018/19:

SCHOOL PROJECT(S)			
School Name	Program - Project Type – Project Description	Amount Funded by Ministry	Next Steps & Timing
Summerland Secondary	SEP – Mechanical – HVAC	\$1,900,000	Proceed to design, tender & construction and complete by March 31, 2019
Skaha Lake Middle	CNCP – Solar installation	\$125,000	Proceed to design, tender & construction and complete by March 31, 2019

.../2

**Ministry of
Education**

Capital Management Branch

Resource Management and
Executive Financial Office
Division

Mailing Address:
PO Box 9151 Stn Prov Govt
Victoria BC V8W 9H1

Location:
5th Floor, 620 Superior St
Victoria BC V8V 1V2

BUS PROJECT(S)			
Existing Bus Fleet #	New Bus Type	Amount Funded by Ministry	Next Steps & Timing
4670, 4671	C (70-75) 0 Wheelchair Spaces	\$259,766	Proceed to ordering the school bus(es) between April 2, 2018 and May 11, 2018 from the list of approved vendors available through the Bus Standing Offer portal on the ASTSBC website at http://www.astsbc.org

Follow-up meetings will be scheduled by your respective Regional Director or Planning Officer to confirm scope, schedule, budget and the terms of project approval for the projects listed above. **No work or expenditures may proceed without a signed Capital Project Funding Agreement (CPFA), Annual Program Funding Agreement (APFA), or other formal authorization from the Ministry.**

As a reminder, the requirement for the Boards of Education to adopt a Capital Bylaw for each individual capital project has been eliminated, and instead, the Board is to adopt a single Capital Bylaw for its approved 2018/19 Five-Year Capital Plan, in accordance with s. 143 of the *School Act*. For additional information, please visit the Capital Bylaw website at:

<http://www2.gov.bc.ca/gov/content/education-training/administration/resource-management/capital-planning/capital-bylaws>

With the 2018/19 Five-Year Capital Plan approvals now completed by the Ministry, you can expect to receive the Capital Plan Instructions for the upcoming 2019/20 Annual Five-Year Capital Plan submission process (with supplementary intake spreadsheets) by early April 2018. The deadline for those capital project submissions will be June 30, 2018, which will be considered for funding support by the Ministry for the 2019/20 fiscal year.

Should you have any questions regarding this Capital Plan Response Letter or the Ministry's capital plan process, please do not hesitate to contact your respective Regional Director or Planning Officer at the [Capital Management Branch Contact List](#).

Sincerely,



Joel Palmer, Executive Director
Capital Management Branch

**Cc: Ryan Spillett, Director Capital Projects, Capital Management Branch
Michael Nyikes, Director Capital Programs & Policies Unit, Capital Management Branch
Damien Crowell, Planning Officer, Capital Management Branch
Rob Drew, Regional Director, Capital Management Branch
Travis Tormala, Planning Officer, Capital Management Branch**



School District No. 67 (Okanagan Skaha) INTERNATIONAL STUDENT PROGRAM

International Student Programs

Fee Structure Comparisons for the Thompson-Okanagan Valley

	Okanagan Skaha <i>Proposed</i> 2019/20 2020/21	Okanagan Skaha <i>Current</i> 2017/18 2018/19	Vernon 2017/18 2018/19	Central Okanagan 2018/19 2019/20	Kamloops 2017/18
Application Fee:	300	300	250	200	250
Tuition Fee:	12500	12500	12600	13000	13,000
Homestay Placement and monitoring	500	500	550	400	250
Homestay Fee:	9000	8000	8250	9000	8250
Annual Health Insurance Fee:	900	900	850	900	900
Annual Custodianship Fee:	0	0	0	0	450
Activity Fee	100	100	250	0	300
Other	0	0	250	0	0
Total	23300	22300	23000	23500	23400



School District No. 67 (Okanagan Skaha) INTERNATIONAL STUDENT PROGRAM



Program Fees 2017-18 and 2018-19

LONG TERM One or Two Semesters:

	2 Semesters (10 months)	1 Semester (5 months)
Non-Refundable Application Fee/Custodianship	300.00	300.00
Tuition	12,500.00	6,500.00
Placement/Monitoring	500.00	250.00
Homestay	8,000.00	4,000.00
Medical Insurance	900.00	450.00
Activity Fee	100.00	50.00
TOTALS:	\$22,300.00	\$11,550.00

SHORT TERM One to Four Months:

	1 Month	2 Months	3 Months	4 Months
Non-Refundable Application Fee/Custodianship	300.00	300.00	300.00	300.00
Tuition	1,350.00	2,700.00	4,050.00	5,400.00
Placement/Monitoring	100.00	150.00	200.00	250.00
Homestay	800.00	1,600.00	2,400.00	3,200.00
Medical Insurance	90.00	180.00	270.00	360.00
TOTALS:	\$2,640.00	\$4,930.00	\$7,220.00	\$9,510.00

All prices are quoted in Canadian Dollars. Prices subject to change without notice.



School District No. 67 (Okanagan Skaha)
INTERNATIONAL STUDENT PROGRAM



Program Fees 2019-20 and 2020-21

LONG TERM One or Two Semesters:

	2 Semesters (10 months)	1 Semester (5 months)
Non-Refundable Application Fee/Custodianship	300.00	300.00
Tuition	12,500.00	6,500.00
Placement/Monitoring	500.00	250.00
Homestay	9,000.00	4,500.00
Medical Insurance	900.00	450.00
Activity Fee	100.00	50.00
TOTALS:	\$23,300.00	\$12,050.00

SHORT TERM One to Four Months:

	1 Month	2 Months	3 Months	4 Months
Non-Refundable Application Fee/Custodianship	300.00	300.00	300.00	300.00
Tuition	1,350.00	2,700.00	4,050.00	5,400.00
Placement/Monitoring	100.00	150.00	200.00	250.00
Homestay	900.00	1,800.00	2,700.00	3,600.00
Medical Insurance	90.00	180.00	270.00	360.00
TOTALS:	\$2,740.00	\$5,130.00	\$7,520.00	\$9,910.00

All prices are quoted in Canadian Dollars. Prices subject to change without notice.