



**School District No. 67 (Okanagan Skaha)**  
**BUSINESS COMMITTEE OF THE WHOLE**  
**MINUTES**



**Tuesday, April 10, 2018, 4:00 P.M.**  
**SCHOOL BOARD OFFICE**  
**425 Jermyn Avenue**

**MEMBERS PRESENT**

**Ginny Manning, Chair**  
**Shelley Clarke, Trustee**  
**Bruce Johnson, Trustee**  
**Julie Planiden, Trustee**  
**Barb Sheppard, Trustee**  
**Linda Van Alphen, Trustee**

**Members Absent**

**Bill Bidlake, Trustee**

**ALSO PRESENT**

**Bonnie Roller Routley, Secretary-Treasurer**  
**Helena Drury, Assistant Secretary-Treasurer**  
**Jason Corday, Director of Instruction**  
**Doug Gorcak, Director of Facilities**  
**Daniel Francisco, Director of Information Technology**  
**Kim Kerr, Executive Assistant**

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**1. Call to Order**

Trustee Manning called the meeting to order at 4:00 p.m.

**2. Adoption of Agenda**

MOTION: Duly moved and seconded  
That the agenda be approved.

**CARRIED**

**3. Presentations**

#### 4. Information Items

##### 4.1 Cheque and ePAYMENT Listing

As per Policy No. 600 - Fiscal Control, a monthly listing of cheque and e-payments as of February and March 2018 was provided and reviewed by the secretary-treasurer. Cheques and e-payments are as follows:

	Cheques	ePayments
February	\$1,059,479.22	\$2,488,315.07
March	\$1,395,276.94	\$2,554,796.45

##### 4.2 2017 Health and Safety Report

Director of Facilities Gorcak presented the 2017 Annual Report as required by WorkSafe regarding injuries and costs.

##### 4.3 2018-19 Capital Plan Response Letter

The district has received a letter from the Ministry of Education in response to the Annual Five-Year Capital Plan Submission for 2018-19. The projects which will receive funding support are Summerland Secondary School mechanical and HVAC upgrade, Skaha Lake Middle School solar installation and the replacement of two buses.

#### 5. Action Items

##### 5.1 International Student Fees

Steve Cann, Principal of the International Student Program, presented the proposed change to the current fee structure which includes an increase in homestay fees.

MOTION: Duly moved and seconded

That the Business Committee of the Whole recommends 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.

**CARRIED**

##### 5.2 Audit Committee

The Board discussed the requirement by the Ministry of Education in regards to Audit Committees. The Board decided to revise Policy No. 120 – Committees of the Board and will bring it forward in May.

**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**

There was a question from the audience regarding the 2017 Health and Safety Report.

**8. Adjournment**

MOTION: Duly moved and seconded  
That the meeting be adjourned.

**CARRIED**

The meeting was adjourned at 4:56 pm.