



BUSINESS COMMITTEE OF THE WHOLE



MINUTES

Tuesday, October 27, 2015, 4:00 P.M.
SCHOOL BOARD OFFICE
425 Jermyn Avenue

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

ALSO PRESENT **Wendy Hyer, Superintendent of Schools**
 Bonnie Roller Routley, Secretary-Treasurer
 Dave Burgoyne, Assistant Superintendent
 Doug Gorcak, Director of Facilities
 Daphne Adey, Executive Assistant

1. Call to Order
Chair Bidlake called the meeting to order at 4:00 p.m. and welcomed Craig Reigh, representing CUPE.

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 for August and September 2015 were provided and reviewed by the secretary-treasurer. Cheques and e-PAYMENTS are as follows:

	Cheques	ePAYMENTS
August	\$729,563.81	\$159,654.25
September	\$1,241,228.89	\$254,010.73

5. Action Items

5.1 Scholarship/Bursary Foundation Request for Clerical Time

The secretary-treasurer advised that information expected for the meeting had not been received and requested that the topic be deferred to the next meeting.

MOTION Duly moved and seconded
That this item be tabled until the next meeting.

CARRIED

5.2 2015-16 Five-Year Capital Plan

Director of Facilities Gorcak reviewed projects suggested for the Five Year Capital Plan submission noting that some projects are shorter-term and some for longer-term. There are also projects that could be completed by March 31, 2016, some related to building envelope projects, and some related to health issues such as dust collector replacements. The addition of the Summerland Secondary gym remains as the number one project. The 2015-16 capital plan submission is for the total amount of \$23,932,750.

MOTION Duly moved and seconded
That the Business Committee recommends to the Board of Education that the 2015-16 Five-Year Capital Plan be accepted as presented.

CARRIED

5.3 Policy No. 500 – Personnel Principles

The committee reviewed Policy No. 500 – Personnel Principles and recommended no changes to the policy.

MOTION Duly moved and seconded
That the Business Committee recommends to the Board of Education that there be no changes to Policy No. 500 – Personnel Principles.

CARRIED

5.4 Policy No. 505 - Hiring or Promoting School District Employees

Assistant Superintendent Burgoyne advised that all school district employees are requested to go through a criminal reference check as a condition of employment and have another check completed every five years. Until now, local criminal record searches were also requested; however, according to recent changes to the *Criminal Records Review Act*, the district should not be requesting a second criminal reference check. Changes to this policy are therefore requested.

MOTION Duly moved and seconded
That the Business Committee recommends to the Board of Education that Policy No. 505 – Hiring or Promoting School District Employees be approved in principle and forwarded to partner groups until December 9, 2015 for any suggestions for changes.

CARRIED

5.5 Policy No. Policy 515 – Principals/Vice Principals/Directors of Instruction

The superintendent reviewed that there be one change to this policy to reflect Policy 510 and the district's current practice.

MOTION Duly moved and seconded
That the Business Committee recommends to the Board of Education that Policy No. 515 – Principals/Vice Principals/Directors of Instruction be approved in principle and forwarded to partner groups until December 9, 2015 for any suggestions for changes.

CARRIED

5.6 Policy No. 570 – Long Service Recognition

The assistant superintendent reviewed that suggested changes to this policy are suggested to bring the policy in line with the district's current practice of recognizing retiring employees as those who have provided at least eight years of service to the district unless stipulated differently in a personnel contract or collective agreement. It was noted that this policy also includes casual employees.

MOTION Duly moved and seconded
That the Business Committee recommends to the Board of Education that Policy No. 570 – Long Service Recognition be approved in principle and forwarded to partner groups until December 9, 2015 for any suggestions for changes.

CARRIED

6. Upcoming Policies

- Policy No. 750 – School Closure (forwarded to partner groups until October 31, 2015)
- Policy No. 760 – Disposal of Property (forwarded to partner groups until October 31, 2015)
- Policy No. 110 – Policy Development and Maintenance (last reviewed September 10, 2007)
- Policy No. 240 – Parent Advisory Councils (last reviewed November 8, 1999)
- Policy No. 720 – Security of Premises (last reviewed February 9, 2004)

7. Question Period

8. Adjournment

MOTION Duly moved and seconded
That the meeting be adjourned at 4:27 p.m.

CARRIED