



## BUSINESS COMMITTEE OF THE WHOLE AGENDA

Tuesday, January 26, 2016, 4:00 P.M.

SCHOOL BOARD OFFICE

425 Jermyn Avenue

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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 December 2015 will be reviewed. (Attachment)

5. **Action Items**

5.1 **Policy No. 750 - School Closure**

This policy was tabled to this meeting.

RECOMMENDED MOTION:

That Policy No. 750 - School Closure be tabled until the April 26 business committee.

5.2 **Policy No. 540 - Employee Travel** 9

Draft changes to Policy No. 540 - Employee Travel are attached for review.

RECOMMENDED MOTION:

That the business committee recommends that Policy No. 540 - Employee Travel: Insurance and Expenses be approved as amended.

5.3 **Policy No. 110 - Policy Development and Maintenance** 12

Draft revisions to Policy No. 110 - Policy Development and Maintenance are attached.

RECOMMENDED MOTION:

That the business committee recommends that Policy No. 110 - Policy Development and Maintenance be approved in principle and forwarded to partner groups until March 7, 2016 for any suggestions for changes.

**6. Upcoming Policies**

- Policy No. 720 - Security of Premises (last reviewed February 9, 2004)
- 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. 201 - School Fundraising and School Financial Records (last reviewed September 10, 2007)
- Policy No. 212 - Trespassers on School Property (last reviewed September 10, 2007)

**7. Question Period**

**8. Adjournment**

RECOMMENDED MOTION:

That the meeting be adjourned.

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

**POLICY**

**POLICY #540 Employee Travel: Insurance and Expenses**

**RATIONALE**

The Board of Education recognizes the need for employees to travel on school district business and be reimbursed for out-of-pocket expenses.

The purpose of these policies and procedures is to ensure that employees are appropriately reimbursed for expenses incurred while travelling on business. This section provides guidelines for completing the travel claim voucher and describes conditions for reimbursement of expenses.

**POLICY**

Employees will be reimbursed for reasonable out-of-pocket expenses necessarily incurred on school district business. Out-of-province travel requires the prior approval of the employee's immediate supervisor.

The rates reflected in the procedure below will be reviewed periodically and may be changed with the approval of the Board.

**ADOPTED: September 14, 2015**

**Reviewed/Revised:  
Statutory Reference:**

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

**REGULATIONS AND PROCEDURES**

**POLICY #540 Employee Travel: Insurance and Expenses**

Claims for reimbursement of expenses will be considered in accordance with the following guidelines:

1. All claims for reimbursement must be supported by a standard Travel Expense Claim Form and supporting documentation where required.
2. Business use of private vehicles shall be reimbursed at a rate per kilometer that is inclusive of all costs incurred by the employee. The rate per kilometer shall be the rates established annually by the BC School Trustees Association (BCSTA).
3. An employee who is required to use his/her personal vehicle for District purposes shall be reimbursed the difference in premium costs between their regular Insurance Corporation of British Columbia (ICBC) Rate and ICBC Rate Class 007 (Business Class) where the employee is required to purchase additional insurance in order to comply with ICBC regulations. Receipt and/or documentation is required for reimbursement.
4. Claims for reimbursement of expenses and for use of private vehicles must be authorized and finally approved by the employee's immediate supervisor.
5. Employees expected to travel as part of their assignments will be paid mileage from the site of their first "appointment" to the site of their last "appointment" and be logged daily. (Examples: Joe's base school is Wiltse so he goes to Wiltse then Carmi then Summerland Secondary then Parkway. Joe would log mileage Wiltse to Carmi, Carmi to Summerland Secondary, and Summerland Secondary to Parkway for that day. But tomorrow Joe has no need to go to his base school...he starts his day at Parkway then Uplands then Naramata. He would log mileage from Parkway to Uplands, then Uplands to Naramata.) All claims must be submitted and authorized by the immediate supervisor.
6. Mileage claims must be claimed quarterly at a minimum. June's claim must be submitted before July 7<sup>th</sup> of each year.
7. Expense claims for out-of-district travel will be considered on the basis of the following guidelines:
  - a) Employees who are required to travel for business purposes should consider the lowest cost alternative for travel between air fare and use of a private vehicle. Air fares should be booked sufficiently in advance of the travel date to take advantage of reduced excursion fares. Only economy air fare will be considered for reimbursement. One (1) personal checked bag will be reimbursed with appropriate receipts each way. Kilometer rates remain as established in clause 2 above.
  - b) Reasonable accommodation costs as evidenced by appropriate hotel receipts. Only standard level room costs and applicable taxes will be covered. A claim of \$30.00 per day will be considered if the accommodation is at a friend's residence in lieu of a hotel room.

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c) Meals may be claimed without receipts as follows:

<u>Breakfast:</u>	<u>\$15</u>
<u>Lunch:</u>	<u>\$25</u>
<u>Dinner:</u>	<u>\$35</u>

On days of departure and return the following guidelines will be followed:

Departure Day:

Breakfast, lunch and dinner may be claimed if departure is before 9:00 a.m.;

Lunch and dinner may be claimed if departure is after 11:00 a.m.;

Dinner may be claimed if departure is before 5:00 p.m.

Return Day:

Breakfast may be claimed on your return day.

Lunch may be claimed if return is after 1:00 p.m.;

Dinner may be claimed if return is after 5:00 p.m.

Exceptions may be made on occasion with authorization from the Superintendent or Secretary-Treasurer with the submission of receipts and explanation of circumstance.

~~e) The per diem amount is \$75 per day and will be reduced if meals are provided as follows:~~

<del>Breakfast:</del>	<del>\$15</del>
<del>Lunch:</del>	<del>\$25</del>
<del>Dinner:</del>	<del>\$35</del>

~~Breakfast may be claimed if departure is before 9:00 a.m.; lunch may be claimed if departure is after 11:00 a.m. or return is prior to 2:00 p.m.; dinner may be claimed if return is after 6:00 p.m.~~

- d) Other expenses supported by appropriate receipts, e.g. parking, ferry rates, taxis, telephone calls, etc.
- e) Bridge toll costs will be reimbursed without receipts.
- e) Registration, course or other fees supported by appropriate receipts with prior approval from the immediate supervisor.

ADOPTED: September 14, 2015	Reviewed/Revised:
	Statutory Reference:

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

**POLICY**

**POLICY #110 Policy Development and Maintenance**

**RATIONALE**

A primary responsibility of the ~~board-Board~~ of ~~education-Education~~ is to set policy to promote the effective operation of schools and programs.

Policy is based on the beliefs and values espoused by the public ~~board~~Board; it is dynamic and provides guidance for future actions.

**POLICY**

The Board's ~~Policy-Business and Education~~ Committees shall have responsibility for bringing all new policies and revisions to the Board for decision. Initiatives for new policy or policy revisions may originate from the Board of Education, ~~or its Policy any of the Board's Committee~~committees, the Superintendent or the Secretary Treasurer. Policy processes will include opportunity for input from stakeholders.

ADOPTED: November 8, 1999

Reviewed/Revised: September 10, 2007  
Statutory Reference:

**SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)**

**REGULATIONS AND PROCEDURES**

**POLICY #110 Policy Development and Maintenance**

**1. Formulation of Policy**

In general, a draft policy statement shall come to the Board in the following manner:

- a) The draft policy will be in the form of a recommendation from either the Policy Business or Education Committee.
- b) The draft policy will be presented at a regular meeting of the Board at which amendments to the draft may be made.
- c) The draft policy will be presented with the agenda in advance of the meeting at which the policy is considered.
- d) The draft policy will remain on the table until distribution of the agenda, at least for the next monthly Board meeting during which time copies of the proposed policy will be placed on the District's website for general public input. Notification that the policy has been posted to the website will be circulated to stakeholders ~~stakeholders directly affected by its content.~~
- e) If revisions are made that significantly alter the intent of the statement, the policy draft may be referred back to the policy committee from which it was derived or remain on the table for an additional period.
- f) If no significant revisions are required, policy statements may be adopted at the regular monthly Board meeting following the introduction of the draft policy.
- g) Unless specifically stated in the policy, the effective date of the policy shall be the date of Board adoption which shall be recorded with the text of the adopted policy.
- h) Copies of the policy shall be circulated to stakeholder groups.

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**2. Policy Implementation**

**1) Formulation of Regulations and Procedures**

In general the following steps will be taken in the development of regulations and procedures:

- a) Executive Officers of the Board will be responsible for the formulation of Regulations and Procedures which shall be submitted to the Policy Business or Education Committee for consideration at the earliest possible committee meeting.

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- b) The Board reserves the right to review administrative regulations and procedures at its discretion but it shall revise or veto such regulations only when, in the judgment of the Board, they are inconsistent with the intent of the Board's adopted policies.
- c) Every regulation and procedure issued will be marked with the adoption date and will be filed with the associated governing Board policy.

**2) Policy Review and Maintenance**

The ~~secretary~~Secretary-Treasurer shall maintain ~~the one~~ master copy of the district policy book in a paper form. The official Policy Manual shall be the electronic copy held on the District's website. and Policies shall be ~~responsible for regularly reviewing one quarter of its contents each year reviewed no less than every five (5) years~~ to ensure currency and applicability. ~~He/she~~The Secretary-Treasurer shall be responsible for ensuring that ~~all copies of the district policy book are~~ the website and master copy is kept current.

ADOPTED: November 8, 1999	Reviewed/Revised: September 10, 2007
	Statutory Reference: