



# BUSINESS COMMITTEE OF THE WHOLE



## MINUTES

Tuesday, January 26, 2016, 4:00 P.M.  
SCHOOL BOARD OFFICE  
425 Jermyn Avenue

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

**MEMBERS ABSENT**      Linda Van Alphen, Trustee

**ALSO PRESENT**            Wendy Hyer, Superintendent of Schools  
                                 Bonnie Roller Routley, Secretary-Treasurer  
                                 Dave Burgoyne, Assistant Superintendent  
                                 Daniel Francisco, Director of Information Technology  
                                 Doug Gorcak, Director of Facilities  
                                 Maureen Hayter, Director of Finance  
                                 Daphne Adey, Executive Assistant

1.      **Call to Order**  
Chair Manning called the meeting to order at 4:06 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 December 2015 was provided and reviewed by the secretary-treasurer. Cheques and e-payments are as follows:

	<b>Cheques</b>	<b>e-PAYMENTS</b>
December	\$97,927.10	\$320,871.86

5.      **Action Items**

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

MOTION Duly moved and seconded  
That Policy No. 750 – School Closure be tabled until the April 26<sup>th</sup> business committee meeting.

**CARRIED****5.2 Policy No. 540 – Employee Travel: Insurance and Expenses**

The secretary-treasurer reviewed proposed changes to Policy No. 540 – Employee Travel which are intended to simplify expenses around the per diem rates. Committee members suggested that “Departure Day” be changed to “Departure from District” and “Return Day” be changed to “Return to District” as well as a difference in time for lunch claims.

MOTION Duly moved and seconded  
That the business committee recommends to the Board of Education that Policy No. 540 – Employee Travel: Insurance and Expenses be approved as amended.

**CARRIED****5.3 Policy No. 110 – Policy Development and Maintenance**

The secretary-treasurer advised the proposed changes to the policy are to reflect that the district no longer has a policy committee and that policy revisions can come from either the business committee or education committee. The proposed revisions also reflect current procedures. Following minor changes,

MOTION Duly moved and seconded  
That the business committee recommends to the Board of Education 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.

**CARRIED****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**

MOTION Duly moved and seconded  
That the meeting be adjourned at 4:30 p.m.

**CARRIED**