

# SCHOOL DISTRICT 54

(Bulkley Valley)

## POLICY COMMITTEE MEETING

November 22, 2022

**4:00 PM**

School Board Office

<b>Voting Members</b>	<b>Administration</b>
F. Farrell, Chair J. Krauskopf, Alternate K. Graham  J. Williams (ex officio)	M. McDiarmid, Superintendent D. Margerm, Secretary Treasurer M. Monkman, Assistant Superintendent
<b>Regrets</b>	

The meeting was conducted from 4:03 pm – 4:48 pm

**Welcome:**        *“Before we begin, I would like to acknowledge that we are gathered here today on the home of the Wit’suwit’en Nation, traditional territory of the Gidmt’en - Bear Wolf Clan.”*

## REPORT

PREVIOUS MEETING OF September 13<sup>th</sup>, 2022

Policy	Description	Type	Status	Consultation
AP	Trustee Manual	New	In-committee	Complete

## NEW BUSINESS

Policy	Description	Type	Status	Consultation
11.310 6.340	Travel Expenses Purchasing	Revision Revision	In-committee In-committee	Yes Yes

Type:            New, Revision, Deletion  
 Status:         In-committee, on-going, approved  
 Consultation    Yes, Not required, Complete, Rejected

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## 1. Policy 11.310 – Travel Expenses

Committee discussed Policy 11.310 – Travel Expenses and the option of splitting the policy in to a more succinct policy and supporting administrative procedure. Revisions have tried to minimize the number of specific rates embedded into a policy that change on a frequent basis. In addition, this would allow for more timely updates to administrative procedures and the specific details concerning travel expenses.

***Motion: Committee recommends the Board accept revisions to Policy 11.310 Travel Expenses as presented and send out for public consultation.***

## 2. Policy 6.340 – Purchasing

Committee discussed the Policy 6.340 - Purchasing and the proposed revisions to purchase order limits. Given the increasing rate of inflation and cost for supplies and services, senior management have proposed increasing the District purchase order threshold to \$2,000/purchase. Schools are having to incur greater costs and subsequent purchase orders for equivalent supplies or services. Maintenance already has this threshold in place given the significant cost of their department's purchases.

***Motion: Committee recommends the Board accept revisions to Policy 6.340 Purchasing as presented and send out for public consultation.***

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**Date & Time of Next Meeting: January 10<sup>th</sup>, 2023 @ 4:00pm.**