



"Accepting the Challenge"

Policy Review Committee Minutes

Wednesday, November 21, 2012, 11:30 a.m.
Board Room, Administration Office

Present: G. Kruck (Chairperson), M. Sefton
Dr. D. Michaels (entered at 12:00), Mr. K. Zabowski

Regrets: P. Bartlette

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 11:40 a.m. by the Committee Chairperson, Mr. Glen Kruck.

2. APPROVAL OF AGENDA

It was noted discussions regarding a possible "Scent Free" policy had been referred to the Board of Trustees from the Board Meeting of November 12, 2012. The Committee agenda was approved as amended.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of the October 17, 2012 Board Meeting were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

5. OTHER COMMITTEE GOVERNANCE MATTERS.

a) **Private Sponsorship/Establishment of Foundation**

The Secretary-Treasurer, Mr. Zabowski, reviewed his memo regarding discussions and advice which resulted from a meeting held on April 24, 2012 with the Division's Auditor, Mr. Todd Birkhan and the Division's Solicitor, Mr. David Swayze. Discussions were held regarding the Public Schools Act Section 74 with respect to use of funds and private sponsorship. It was noted that private funds could possibly be used to enhance capital projects but not to fund the project completely. The Division solicitor provided precedence for this example. Mr. Zabowski also spoke on the possibility of establishing a Foundation for fundraising. It was noted there were two options the Division could consider with respect to the establishment of a Foundation. One option was to maintain the Foundation under the umbrella of the Division. The second option was to establish the Foundation as a separate entity. Mr. Zabowski spoke to the advantages and disadvantages of each option. He noted that the establishment of the Foundation as a separate entity was the recommended course of action by both the Division solicitor and auditor. Further discussions were held regarding the difference between the establishment of a Foundation and the manner in which the current Friends of Education Fund operates. Mr. Zabowski confirmed the current primary use of the Friends of Education Fund is for the housing of money for playgrounds and scholarships. It was agreed the Policy Review Committee would not be recommending the establishment of a Foundation at this time and would encourage the Board of Trustees to maintain the status quo with respect to the current Friends of Education Fund. The Secretary-Treasurer did advise the Committee that the Friends

of Education Committee had requested the same information and would also be reviewing the memo regarding the establishment of a Foundation.

b) 2013-2014 Budget Deliberations

The Committee reviewed the requests made at the previous Committee meeting with respect to the 2013-2014 budget and agreed to the following:

- Budget line for Policy 5026 – “Harassment” – It was agreed that the Committee would recommend \$250,000 as this is the sum which had been used from accumulated surplus this past school year for this item.
- Funding for teachers so that students do not have to pay for teachers to accompany them on off-site activities – Detailed discussions were held and it was agreed to withdraw this item as a budget consideration. The Committee felt that a budget line should not be established to benefit the few at the expense of the general student population.
- Assistance in band travel costs to encourage more students to participate – The Committee agreed to withdraw this item as well for the same reason as previously stated.
- Bus support for curricular, co-curricular and extra-curricular activities – It was agreed to amend this request and increase field trip allocations in the instructional budget. It was further agreed this would be on a sliding scale to account for economy of scale and assist smaller schools. The Secretary-Treasurer was directed to add \$18,000 to the budget and apply a sliding scale. The Secretary-Treasurer was further advised to bring back information to the next Committee meeting as to how this would look for the schools in the Division who would benefit from this budget item.
- Emergency funding for sports travel teams due to inclement weather – The Committee agreed to request an amount of \$10,000 to be maintained in a budget line at all times for this item.
- A possible per student grant – It was agreed to amend this item to a \$5.00 increase per student in the instructional budget, thereby increasing the current rate of \$15.00 per student to \$20.00 per student.

c) Rescind Policies

The Committee agreed to rescind Policy 2009 – “Reporting Board Meeting Business” as the information contained in this policy is addressed in Policy and Procedures 2021 – “Recording and Broadcasting of Regular and Special Board Meetings”.

The Committee agreed to rescind Form 1007.2(a) - “Outlook Live User Agreement” from the Policy Binder and maintain the document under Divisional Documents instead.

Recommendation:

That the Policy 2009 – “Reporting Board Meeting Business” is hereby rescinded.

That Form 1007.2(a) – “Outlook Live User Agreement” is hereby rescinded.

d) Scent Free Policy

The Secretary-Treasurer spoke to discussions which had taken place at the Workplace Safety & Health Committee Meeting regarding the need for a “Scent Free” policy in the Division. He confirmed that policy and procedures are currently being drafted. He noted the draft policy will then be reviewed by Senior Administration and presented to the Policy Review Committee at the regular Committee meeting to be held December 19, 2012. Trustee Sefton highlighted the positive feedback he had received from the public to his discussions on this topic in an article in the Brandon Sun.

6. NEXT MEETING: 11:30 a.m., Wednesday, December 19, 2012

The meeting adjourned at 12:50 p.m.

Respectfully submitted,

G. Kruck, Chair

P. Bartlette

M. Sefton

K. Sumner (Alternate)