



"Accepting the Challenge"

# Policy Review Committee Minutes

Tuesday, January 4, 2011 – 7:30 a.m.  
Board Room, Administration Office

Present: P. Bartlette (Chairperson), G. Kruck, K. Sumner, Dr. D. Michaels,  
G. Barnes.

## 1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 8:00 a.m. by the Committee Chairperson, Trustee Bartlette.

## 2. APPROVAL OF AGENDA

The Policy Review Committee Agenda was approved as circulated.

## 3. COMMITTEE GOVERNANCE GOAL ITEMS

NIL

## 4. OTHER COMMITTEE GOVERNANCE MATTERS:

### a) **Review of Committee Minutes**

The Committee reviewed the Minutes of December 7, 2010. Discussions were held regarding equity and affordability. Senior Administration requested direction from the Committee as to what information they require in order to continue reviewing this matter. Past parental input regarding school fees and parental interpretation regarding what is to be included in school fees was reviewed. Senior Administration was directed to look into how other school divisions handle the matter of school fees, equity and affordability for all.

### b) **Student Support Services Agreements**

Secretary-Treasurer, Mr. Barnes, reviewed the current practice for signing student support services agreements noting there are usually two or three such agreements each year. He confirmed that any agreement requiring the Chairperson's signature is brought to the Board in the form of a motion. By doing so, the Board is provided with information regarding cost and where the educational programming will be provided. The Committee inquired as to whether or not the process could be changed. It was noted the process could be changed for student support services agreements; however, many agreements which come from Government organizations has the Chairperson's title included as one of the required signing authorities. Discussions were held regarding a possible modified "Carver" approach wherein a policy would be developed delineating what authority Senior Administration has and noting their limitations. Secretary-Treasurer, Mr. Barnes, requested that any such policy include a dollar amount and noted that all matters related to budget over-expenditures must be brought before the Board of Trustees. Trustee Bartlette stated any agreement that comes to the Board of Trustees provides the public with information and transparency and that some issues require more public process than others. It was agreed the Committee would maintain the status quo for the time being and bring the matter back to the Committee for review in a year's time thereby giving Committee members the opportunity to learn about the various agreements that are brought to the Board for approval. In the meantime Senior Administration was directed to divide the Board's current policies into two groups: operational policies and legal/ethical policies in the hopes that this

would help the Committee to know what administration already does and what the Committee would like administration to do. Superintendent, Dr. Michaels, noted she could provide a quarterly report to the Board thereby giving the information to the Board regarding the work taking place in the Division so that the Board would never be without the information they need to answer its public.

**c) Foundational Statements**

As requested by the Committee, Superintendent, Dr. Michaels, had prepared Foundational Statements for each of the nine sections in the policy binder. She noted she had based her work on what the Board commits to in each section together with their legal and ethical obligations. She noted that ethical obligations change over time depending on society's values. She then walked the Committee through each of the nine foundational statements. The Committee noted they required more time to review the document and requested that the matter be deferred to the next meeting for further discussion and review.

**d) Review of Board Policies using the Six Principles of Policy 1001.1 – “Equity”**

The Committee discussed how they would continue the process of reviewing Board Policies using the six principals of equity. It was agreed that the Committee needed to become acquainted with the policies before coming to the meeting. The Committee agreed to review all policies under Part 1 – “General” prior to next meeting at which time they would then apply the foundational statements and the six principals of equity to the policies listed in Part 1.

**5. OPERATIONS INFORMATION**

NIL

**6. NEXT REGULAR MEETING: Tuesday, February 1, 2011, 7:30 a.m. – 9:00 a.m., Board Room.**

The meeting adjourned at 8:50 a.m.

Respectfully submitted,

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P. Bartlette, Chair

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G. Kruck

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K. Sumner

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D. Karnes (Alternate)