



BRANDON SCHOOL DIVISION

Policy Review Committee Minutes

Thursday, November 19, 2015, 12:00 p.m.
Boardroom, Administration Office

Present: M. Sefton, K. Sumner.
Mr. M. Gustafson, Mr. D. Labossiere
Regrets: S. Bambridge, P. Bartlette.

1. CALL TO ORDER:

The Policy Review Committee Meeting was called to order at 12:06 p.m.

2. APPROVAL OF AGENDA

The Committee agenda was approved as circulated.

3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY

The Minutes of October 15, 2015 were received as information.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Policy #1023 – Scent/Fragrance Free Facilities (Procedures) – Consultation Follow-Up

The Committee discussed the feedback and indicated they were pleased with the initial feedback received. This item was deferred until the next meeting, at which time all the scent policy consultations will have taken place.

B) Policy #2019 – Electronic Meetings

Mr. Denis Labossiere, Secretary-Treasurer spoke to this item and provided the Committee with information from legal counsel. The Committee reviewed and discussed the response from legal counsel in regards to the proposed changes to Policy 2019. The Committee discussed attendance at Board and Committee Meetings via electronic means, with some meetings requiring physical attendance. The following changes were agreed to by the Committee:

- Inaugural and Budget Day meetings require physical attendance;
- Trustees be allowed to participate electronically a maximum of three (3) times a year for regular Board meetings or regular Committee meetings;
- The request to participate electronically must be made in writing at least 48 hours prior to the meeting - except in exceptional circumstances;
- A Trustee who participates electronically must verbally indicate his vote followed by his name and if a vote is by secret ballot the Trustee participating electronically can vote by emailing the Secretary-Treasurer with his vote;

- Trustees participating electronically must respect all regulations related to in camera. A Trustee participating electronically must make sure he is in an area respecting these regulations; i.e. no one else present in the room at the other end and not in a public space;
- If technical difficulties arise during connection at the beginning of the meeting, the Board will allow a maximum of five minutes to try and fix the issue. Otherwise if the problem is not resolved, the meeting will continue and the absence will be noted.

Mr. Labossiere reviewed By-law 4/2014 – Board Indemnities. The Committee discussed section 2 - absences resulting in loss of indemnity. The Committee agreed to amend the By-Law to reflect a change from 6 to 3 regular meeting absences in a calendar year. The Committee agreed to an increase in a loss of indemnity from \$130 to \$350 for each meeting absence beyond 3. Trustee Sumner asked that a draft by-law and policy be brought back for the next Committee meeting.

C) Sponsorship Policy Development

This item was deferred to the next meeting.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Policy 4001 – Off-Site Activities

In the Travel and Health Insurance for Out of Province trips section of the Policy, the information for the Insurance Company is outdated and incorrect.
(Trustee Sumner exited at 1:05 p.m. and returned at 1:09 p.m.)

It was suggested that instead of a company name and phone number being listed, the information would state that the list is available from the Office of the Secretary-Treasurer. This would eliminate the need to update the policy each time there is a change of insurance company.

Trustee Sefton noted a spelling error which will be corrected at the same time. A giving of notice to update this policy at an upcoming Board Meeting was discussed.

6. OPERATIONS INFORMATION

In Progress at Senior Administration – Policy Development for:

- Job Evaluation – Mr. Gustafson indicated this matter will be coming to Senior Administration in January
- Fifth's Disease - Mr. Gustafson noted that Ms. Switzer, Director of Human Resources, has information forthcoming
- Car Allowances – Mr. Labossiere provided an update
- Cell Phone Allowances – Mr. Labossiere indicated he will have further information coming
- Out of Scope Professional Development - Policy to be drafted

7. **NEXT MEETING: Thursday, December 10, 2015, 12:00 p.m., Boardroom**

The meeting adjourned at 1:28 p.m.

Respectfully submitted,

P. Bartlette, Chair

S. Bambridge

K. Sumner

M. Sefton (Alternate)