



# BRANDON SCHOOL DIVISION

## Policy Review Committee Minutes

Wednesday, May 15, 2013, 11:30 a.m.  
Conference Room, Administration Office

Present: G. Kruck (Chairperson), P. Bartlette, M. Sefton  
Dr. D. Michaels, Mr. K. Zabowski

---

### **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**

Trustee Kruck requested an update on student fundraising accounts should time permit at the end of the meeting. The Committee agenda was approved as amended.

### **3. PREVIOUS COMMITTEE MINUTES FOR INFORMATION PURPOSES ONLY**

The Minutes of the April 22, 2013 Board Meeting were received as information.

### **4. COMMITTEE GOVERNANCE GOAL ITEMS**

NIL

### **5. OTHER COMMITTEE GOVERNANCE MATTERS.**

#### **a) Trustee Request Regarding Policy 7024**

Trustees discussed the request of Trustee Sumner that the Committee review Policy 7024 regarding "food being brought into our schools by outside groups" and encouraging the Committee "to consider other common food allergens and other food-related issues". They also noted the depth and detail of the current policy and procedures with respect to students with known risk of anaphylaxis or life-threatening allergies. The Committee discussed the impact of the recently implemented Joint Use Agreement and outside user groups taking advantage of the agreement. Discussions were held regarding how a change to the policy to include banning certain food items by outside user groups would be enforced and the increased liability such a policy change would demand. Current protocol at the schools was discussed when there is a high-risk allergy in the school was reviewed. It was agreed any such changes to the policy to include consideration of food being brought in by outside user groups, which could not be controlled or monitored by the school division, would be dangerous as it could create a false sense of security. It was agreed the current policy would not be amended at this time.

## **b) Trustee Request Regarding Policy 5045**

Trustee Sefton spoke to this item providing background information for his request to look at the possibility of amending Policy 5045 – “Commercial and Personal Interests”. Discussions were held regarding the intent of the policy and the various ways the policy could be interpreted. Trustee Sefton provided examples as to how the policy could be interpreted differently than intended. Mr. Zabowski, Secretary-Treasurer, circulated the solicitor’s opinion regarding this policy. The opinion was discussed in detail. It was noted that the policy is currently not applied equally across the division and an example was provided by Trustee Sefton. It was agreed the policy needed to be addressed and procedures provided. Therefore, the Committee requested a meeting with the Division solicitor to address this issue and help in the development of procedures. They requested the solicitor be added to the Committee meeting in June.

## **6. OPERATIONS INFORMATION**

- Update on Social Media Policy.

Superintendent, Dr. Michaels spoke to this item noting that following consultations it had been determined that two separate policies were required on Social Media. One policy would address conduct and behavior when using social media; while the other would address teaching and learning through the use of social media. She confirmed that Senior Administration will continue to work on this item and report back in the fall.

- Postponed motion regarding lunch programming.

Superintendent, Dr. Michaels spoke to this item. She noted a meeting had been held with school principals to receive their feedback. She confirmed that while principals fully supported the intent of this idea they cited problems implementing this idea due to space and supervision issues noting that the two items were connected. Dr. Michaels spoke to the Collective Agreement as it relates to duty-free lunch hour and its impact on supervision. She noted only the principal and an educational assistant are on hand to supervise during lunch hour. Discussions were held regarding what is considered adequate supervision for the numbers involved, resources required, budget implications and the possibility of compounding a problem that is already difficult to manage. Dr. Michaels noted the principals requested a meeting with the Committee to discuss the matter further. Trustees noted there appeared to be a discrepancy in what had been stated on the survey and what school administrators were now saying regarding this matter. Discussions were held regarding past budget decisions in this area. Mr. Zabowski, Secretary-Treasurer, confirmed that the Board had approved a previous budget increase in the high schools to address lunchroom supervision. The Committee agreed to meet with school principals on this matter. The Committee also requested the Superintendent provide them with a copy of minutes of her meeting with the principals on this matter.

- Student fundraising accounts.

The Secretary-Treasurer confirmed he had met with the school administrator and school bookkeeper at Neelin with respect to student fundraising accounts and to review the system they have in place. He noted the template that had been developed for the school choir. He confirmed he still needed to review and determine whether or not the template could be implemented across the Division. He also confirmed that the Neelin Choir template was for choir activities only and funds raised were raised in the name of the choir and therefore were not transferable to other activities in the school. Mr. Zabowski confirmed he will provide more information on this item at the next

Committee meeting. Trustees asked if it was possible to track fundraising accounts through SIRS.

**NEXT MEETING: 11:30 a.m., Wednesday, June 19, 2013**

The meeting adjourned at 12:55 p.m.

Respectfully submitted,

---

G. Kruck, Chair

---

P. Bartlette

---

M. Sefton

---

K. Sumner (Alternate)