



"Accepting the Challenge"

Divisional Futures & Community Relations Committee Minutes

Friday, April 8, 2011 – 11:30 a.m.,
Board Room, Administration Office.

Present: P. Bowslaugh, K. Sumner, G. Kruck (alternate), Dr. D. Michaels.

Regrets: M. Snelling, Chairperson

1. CALL TO ORDER:

Trustee Bowslaugh assumed the position of Acting Chairperson, in the absence of the Chairperson, Trustee Snelling. The Divisional Futures and Community Relations Committee Meeting was called to order at 11:30 a.m. by Acting-Chairperson, Mrs. Bowslaugh.

2. APPROVAL OF AGENDA

The Agenda was rearranged in order to hold discussions regarding Policy and Procedures 1020 and upcoming school visits first. The Divisional Futures and Community Relations Committee Agenda was approved as amended.

3. REVIEW OF COMMITTEE MINUTES

The Committee Minutes of February 25, 2011 were reviewed.

4. COMMITTEE GOVERNANCE GOAL ITEMS

A) Goal Statement – Prepare a public strategy for forthcoming elections.

Due to lack of time, this item was deferred to the next regular meeting of the Committee.

5. OTHER COMMITTEE GOVERNANCE MATTERS

A) Parent/Division Liaison Advisory Committee.

The Committee reviewed the Minutes of the Parent/Division Liaison Advisory Committee meeting held February 9, 2011. It was agreed to accept the minutes of the Advisory Committee. (Appendix "A")

Recommendation:

That the Minutes of the Parent/Division Liaison Advisory Committee dated February 9, 2011 be accepted.

B) Review of School Visits

The Committee discussed the possibility of continuing with school visits on a bi-monthly basis. They requested school visits be set up with New Era School, George Fitton School, Green Acres School and École Harrison before the end of the current school year. The Committee agreed to continue with other stakeholder meetings as well as the school visits. Senior Administration was directed to arrange for a meeting with the President of Brandon University before the end of the current school year. It was also agreed that the Committee would continue with their once monthly meetings to review any other issues which may be referred to the Committee for discussion.

C) Policy 1020 – Parent/Division Liaison Committee

The Committee reviewed the Procedures 1020 – “Parent/Division Liaison Advisory Committee”. Several suggestions with respect to proposed changes were discussed by the Committee members. Due to the number of proposed changes, it was agreed a Giving of Notice would be taken to the Regular Board Meeting on Monday April 11, 2011 to rescind and replace Policy and Procedures 1020 – “Parent/Division Liaison Advisory Committee” with Policy and Procedures 1020 – “Parent/Guardian/Division Advisory Committee”. (Attached as Appendix “A”).

Recommendation:

That Policy and Procedures 1020 – “Parent/Division Liaison Advisory Committee” be rescinded and replaced with Policy and Procedures 1020 – “Parent/Guardian/Division Advisory Committee”.

6. OPERATIONS INFORMATION

Trustee Sumner requested discussions regarding student engagement and the Rights of the Child be included on the next Committee agenda.

The meeting adjourned at 1:00 p.m.

Respectfully submitted,

M. Snelling, Chair

P. Bowslaugh

K. Sumner

G. Kruck (Alternate)



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Parent / Division Liaison Advisory Committee

Wednesday, February 9, 2011 – 7:00 p.m.
Board Room, Administration Office

Present:

Trustee Kevan Sumner; Trustee Pat Bowslaugh; Sandra Couling, Alexander School Parent; Lori Nickel, Betty Gibson School Parent; Angel Brunka, New Era School Parent; Carolyn Blaine, Riverheights School Parent; Candace Hildebrand, Meadows School Parent; Wanda Brine, Earl Oxford School Parent; Robert Pilloud, Kirkcaldy Heights School Parent; Jo-Ann Pasklivich-Holder, St. Augustine School Parent; Barb Miller, Principal Representative, Alexander School; Dr. Donna Michaels, Superintendent of Schools/CEO; Gerald Barnes, Secretary-Treasurer

Regrets:

Karen Forsyth, École Harrison Parent

1. CALL TO ORDER:

The Parent / Division Liaison Advisory Committee was called to order at 7:11 p.m. by Trustee Bowslaugh. Participating parents were welcomed.

2. REVIEW OF POLICY/PROCEDURES 1020 "PARENT/DIVISION LIAISON ADVISORY COMMITTEE"

Dr. Michaels gave an overview of the history of the Policy and Procedures and how they were developed.

Dr. Michaels distributed the Board Governance Goals 2011/2014 (attached Appendix A).

Discussion ensued on specific items noted in the Policy and Procedures including:

- the meeting is open to anyone who wishes to attend – nine (9) representatives was the original number chosen to get a good cross section of all schools;
- there are no parent councils in the high schools – parents keep in touch with what is going on in their school electronically or through other groups; and
- different parents attend Brandon Group Parent Council meetings at different times – attendance is usually based on "hot topics".

The Committee agreed that they would like to see changes made to Procedures 1020. Recommended Procedure changes are attached as Appendix B.

Parents discussed various school activities including:

- spring flings;
- fundraising for playgrounds;
- regular Parent Council Meetings – more English as an Additional Language parents are attending;
- family bingo nights;
- monthly food days; and
- lunch programs.

Agreed:

Recommended changes to Procedures 1020 will be forwarded to the Divisional Futures and Community Relations Committee for consideration.

3. IDENTIFICATION OF MAIN WORK TO BE DONE IN EACH OF THE KEY GOALS OF THE PARENT/DIVISION LIAISON ADVISORY COMMITTEE

The Committee discussed the similar issues/activities noted between all schools which included:

- more interpretive/interpretation services needed for schools;
- lack of participation by parents at Parent Council meetings;
- lunch programs – available space and fees; and
- fundraising for playgrounds.

Lunchroom supervision was discussed at length. Mr. Barnes noted that every school is provided one hour of lunch room supervision for every seventy-five students with a minimum of two supervisors. It was agreed that “lunch programs” will be added to the next agenda for the Committee to discuss.

Agreed:

It was agreed that “lunch programs” will be added to the next agenda for the Committee to work on developing something consistent between all schools.

Trustee Bowslaugh asked for an analysis to be done of lunch programs at each school to be discussed at the April meeting.

4. OTHERS

n/a

Trustees Sumner and Bowslaugh thanked everyone for attending and sharing their concerns. This is an integral part to building a strong Committee to improve communication.

The meeting adjourned at 9:40 p.m.

5. NEXT REGULAR COMMITTEE MEETING

7:00 p.m., Wednesday, April 13, 2011, Board Room.

Respectfully submitted,

K. Sumner

P. Bowslaugh

Board of Trustees
2010-2014

Mr. Peter Bartlette

Mrs. Pat Bowslaugh

Mr. Doug Karnes

Mr. Glen Kruck

Mr. Jim Murray

Dr. Linda Ross

Mr. Mark Sefton

Mr. Marty Snelling

Mr. Kevan Sumner

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*Brandon School Division
Board of Trustees*



*Governance Goals
2010-2014*

The following goals were proposed by the Board of Trustees and subsequently approved at their Regular Board Meeting held January 24, 2011:

**1) Monitoring of Performance
Results of Students and
Staff**

- To increase grade 12 graduation rate to 85%+ over the next four years through an emphasis on the quality of student engagement in learning.
- To focus, assist, support the professional learning of all staff to maximize student engagement in learning.

2) Financial Stewardship

- To provide for and optimize the use of resources necessary to meet the 21st Century needs of our students.

3) Facilities Planning

- To ensure schools are more accessible to the public through new initiatives and public partnerships.

4) Policy Development

- To conduct program reviews to determine efficacy, quality of engagement and outcomes of student learning in elective and required courses and programs.
- To develop transition programming for senior high (9-12) "high risk"/behaviourally-challenged students based on a comprehensive assessment of those students' needs.
- To develop alternative programming to accommodate 16-18 year old students through sustainable partnerships with community agencies.

5) Community Relations

- To enhance relations with the community through a rigorous, comprehensive, communications approach.

6) Advocacy

- To undertake an organized advocacy strategy approach to strengthen public education in the Brandon School Division.



"Accepting the Challenge"



BRANDON SCHOOL DIVISION POLICY

Appendix "B"

POLICY 1020

PARENT/GUARDIAN/DIVISION ADVISORY COMMITTEE

Adopted:

The Brandon School Division Board of Trustees believes that education is a shared responsibility among parents, the community, students, staff and the Board. By working together we all contribute to the improvements of our schools and to the success of our students. The Board shall provide parents/guardians with the information they need to support their children's education and shall involve them in decisions, which affect their children and their schools. The Board is committed to ensuring that all parents/guardians and members of our diverse community have opportunities to participate in the school system, and shall provide the support necessary to achieve that goal.

A variety of communication procedures shall be developed and maintained at the school and divisional levels to ensure access to educational information needed by parents/guardians and communities; and to facilitate two-way communication between parents/guardians and schools, and among parent/guardian groups.

A Parent/Guardian/Division Advisory Committee shall be established to provide the Board with ongoing community advice on specified areas of Board policy or programs, as well as on educational issues of broad community interest on the understanding that the input from this advisory committee does not preclude the input of other stakeholders across the Division.

Working relationships shall be supported with community groups who wish to work with the Board to address educational issues of concern to these groups.



BRANDON SCHOOL DIVISION POLICY

PROCEDURES 1020

PARENT/GUARDIAN/DIVISION ADVISORY COMMITTEE

Adopted:

A. Goals of the Parent/Guardian/Division Advisory Committee

1. To serve as liaison between parents/guardians, School Parent Councils, the Superintendent of Schools/CEO, and the Board of Trustees.
2. To support parent engagement within the Brandon School Division.

B. Membership

1. Membership shall include:
 - One (1) representative designated by each School Parent Council by the third week of September in each school year;
 - two (2) Trustees from Divisional Futures and Community Relations Committee, approved by the Board of Trustees.
 - Superintendent of Schools/CEO (ex-officio);
 - Secretary/Treasurer (ex-officio); and
2. Parent/guardian members must have a student(s) enrolled in the Brandon School Division.
3. Where a School Parent Council does not exist a principal will arrange a parent/guardians to represent until such time one does exist.

C. Term of Membership

1. Positions will be one (1) year appointments.

D. Responsibilities of Members

1. Chair (Board of Trustees member)

The duties of the Parent/Guardian/Division Advisory Committee Chair shall include but not be limited to:

- convene, preside and maintain order at the meetings;
- ensure that an agenda is prepared and presented;
- ensure that minutes are posted with notification of upcoming meeting dates;
- take such actions, or ensure that such actions, are taken by others to achieve the objectives and purpose of the Parent/Guardian/Division Advisory Committee;
- be the official spokesperson(s) for the Parent/Guardian/Division Advisory Committee; and

2. Members

The duties of the Parent/Guardian/Division Advisory Committee members shall include but not be limited to:

- maintain effective communication amongst committee members and parent councils;
- advocate for parent involvement;
- attend the Parent/Guardian/Division Advisory Committee meetings on a regular basis; and
- recognize and respect the personal integrity of Parent/Guardian/Division Advisory Committee members, allowing for diverse opinions to be shared.

E. Meetings

1. The Parent/Guardian/Division Advisory Committee shall meet four times during the school year: October, November, February, April. (On election years Board representatives will set a meeting as soon as possible.)
2. Notification of a special meeting date shall occur at least one week prior to the meeting where possible.
3. The Parent/Guardian /Division Advisory Committee meeting reports shall be posted on the Brandon School Division website for public information. Meeting agendas and minutes will be distributed to school parent council chairs through the school principal and will be posted on the Division's website.
4. The Superintendent of Schools/CEO or designate shall initiate the organization of the first Parent/Guardian/Division Advisory Committee meeting of each school year.
5. Parent/Guardian/Division Advisory Committee meetings shall follow Robert's Rules of Order when necessary.